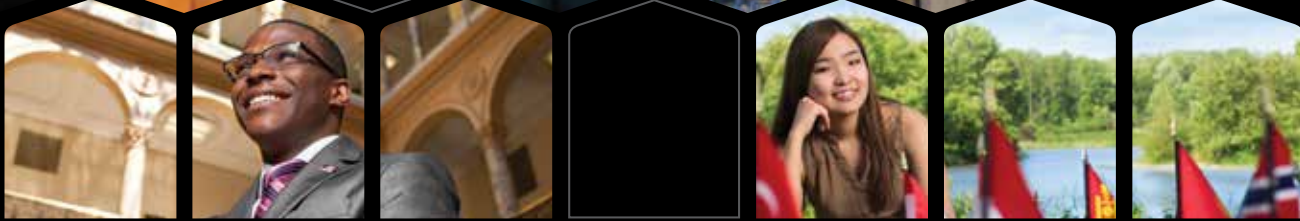


Monroe Community College

STATE UNIVERSITY OF NEW YORK

2014-2015 Catalog and Student Handbook



Inspiring every day.

Numbers for Frequently Requested Information

General Information: 585.292.2000

For Information About

Academic Foundations		585.292.2022		Health Services	Call	Health Services
Address Change	Call	Records and Registration		Immunization Requirement		Bldg. 3 Rm. 165
Course Withdrawal		Bldg. 6 Rm. 203		Physical Limitations		585.292.2018
Registration Dates		585.292.2300		Injuries		
Transcripts				Intercollegiate Sports	Call	Athletics
				Student Recreation		Bldg. 10 Rm. 136
				Intramurals		585.292.2088
Financial Aid	Call	Financial Aid Office		Job Search Services	Call	Career and Transfer Center
Financial Aid Transcripts		Bldg. 6 Rm. 207		Resume & Interviewing Workshops		Bldg. 3 Rm.108
Financial Aid Forms		585.292.2050		Transfer Scholarships		585.292.2248
				Transfer Articulation Agreements		
Personal Counseling	Call	Counseling and Advising				
Career Counseling		Center				
Complete College Withdrawal		Bldg. 1 Rm. 231		Parking Permits	Call	Parking Services Office
Evening Advisement		585.292.2030		Parking Tickets		Bldg. 7 Rm. 341
Program Changes						585.292.2700
Progress Reports						
Veterans Services		585.292.2264				
International Student Services		585.292.2254				
Services for Students with Disabilities		585.292.2140				
Study Skills Workshops						
Tuition	Call	Student Accounts 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				
Workforce Development		585.262.1430				
Clubs and Organizations	Call	Student Life/Leadership				
Student Government		Development Offices				
		Bldg. 3 Rm. 126				
		585.292.2060				
ID Cards	Call	585.292.2555				
Housing Information and		585.292.3674				
Residence Life						
Child Care	Call	Child Care Center				
		585.292.2640				
Summer College for Kids		Brighton Campus Bldg. 22				
		585.292.2650				

Damon City Campus

For Information About

Counseling/Student	Call	585.262.1740
Services		
Transfer & Placement		
Records & Registration		585.262.1670
Financial Aid		585.262.1670
Student Accounts		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, WRQC, WUHF, YNN

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Statement on Non-Discrimination

Monroe Community College is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

Inquiries regarding the application of Title IX should be directed to:

Susan Baker
 Monroe Community College
 1000 East Henrietta Road
 Rochester, NY 14623
 (585)292-2124 or sbaker@monroecc.edu

Inquiries regarding other laws, regulations and policies prohibiting discrimination should be directed to:

Diane Cecero
 Monroe Community College
 1000 East Henrietta Road
 Rochester, NY 14623
 (585)292-2108 or dceccero@monroecc.edu

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

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

For a list of the latest catalog updates/corrections: www.monroecc.edu/go/catalog

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 administrators 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 administrators. All members of the MCC community are expected to exemplify honesty and ethical behavior in their dealings with academic pursuits.

College Orientation Seminar



Monroe Community College is committed to the success of every student. To help students learn to succeed in college, MCC offers several college orientation seminars. These one credit classes teach students learning skills, good study habits, how to use library resources efficiently, and effective time management practices. These skills can carry you through your experience at MCC and into the future. These courses are open to all students, and can be taken any time during your degree program.

General Information



Sometimes spreading out in the library and studying with a friend can help you see things in a brand new light.

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 Transfer Degree Programs

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

Advisement Key

A six-digit alternate PIN number used to "unlock" online registration access for students required to meet with an academic advisor.

Articulation Agreements

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

Audit

To take a course without receiving a grade or credit. You also don't have to take the exams. Any student may audit a course with permission from the instructor, assuming seats are available. You must fill out the

appropriate audit form and return it to the Registration and Records Office by the end of the course add period (typically the first week of the course in a full-term section). Full tuition is required and the course appears on your transcript with a grade of "AU."

Blended/Hybrid Courses

See **Hybrid/Blended Courses** entry.

CAPP Compliance (Degree Audit)

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

Career Programs

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

Certificate Programs

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

Certificate of Residence

While you are attending MCC, you must file a "Certificate of Residence" once each academic year (September-August). See instructions on page 26 to certify you've been a legal resident of New York state for the past year and a resident of Monroe County for the past six months. The Certificate of Residence is submitted to the Student Accounts Office.

Course Information Sheet

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

Credit by Examination

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

Credit Hours

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

Cumulative Grade-Point Average

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

Curriculum

A curriculum is a program of courses approved for a specific degree or certificate. To earn a degree or certificate in a specific program, you must complete the curriculum for that program.

Dean's List

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

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

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

Drop for Non-Payment of Tuition

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

Distance Learning

See **Online Courses** entry.

Drop-Add

Scheduled times when you can drop a course you're registered for and/or add a new one.

Electives

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

Email (electronic mail)

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

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

EOP (Educational Opportunity Program)

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

24 Credit Equivalency Diploma (G.E.D.) Program

If you don't have a high school diploma, you can earn a New York State High School Equivalency Diploma by successfully completing 24 credit hours of courses in specific areas.

Full-Time Student

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

Green Slip

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

Honors Sections (HON)

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

Hybrid/Blended Courses

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

Independent Study

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

Intent to Graduate

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

Internet Courses

See **Online Courses** entry.

Intersession

An abbreviated session offered in January that lets you complete a credit-bearing course between Fall and Spring semesters.

Learning Centers

On-site centers where you can get help from faculty tutors, videos, and interactive software. There are special learning centers for accounting, computer graphics, computer-related curricula, computing information systems, dental hygiene, economics, languages, transitional studies, mathematics, writing, nursing, psychology, natural sciences and physics.

Learning Community Courses (LC)

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

Master Class Schedule

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

Matriculated Student

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

Non-Matriculated Student

A student who is taking courses without applying for candidacy for a degree.

Online Courses

Internet or online courses let you attend classes any time, any place. Each semester, MCC offers over 100 online courses through the SUNY Learning Network. In an online course the instructor and students



are connected to each other through an Internet-based network. Students receive instruction, compose and submit assignments, ask questions of the instructor and other students, discuss issues, and actively participate in the class from their homes, offices or the nearest campus computer lab.

Orientation

Designed to help new students become part of the College community. There are two types: College Orientation and Academic Orientation.

College Orientation introduces you to campus life, helps you make connections with other members of the community, and teaches you about College facilities, services and resources. It also includes the SUNY photo ID process. Academic Orientation describes a specific program of study and its requirements.

Part-Time Student

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

Priority Registration

A three-week registration period when students who have more than one cumulative semester of college credits can register for classes before anyone else. Open registration for all other students,

including new, re-admitted, transfer, and second-degree students follows.

Program Change

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

Registration

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

Service Learning Courses (SV)

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

Student Number

Your student number is your permanent, official college identification number.

Summer Session

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

SUNY (State University of New York)

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

Open SUNY

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

Sustainability Courses (GR)

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

Syllabus

See **Course Information Sheet** entry.

Transcript

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

Transfer Programs

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

Wait List

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

Students should be aware that common scheduling errors cannot be resolved when wait listing a course. For example:

- Don't register and wait list for different sections of the same course. Once you are placed in a section, you will be dropped from the wait lists of all other sections.
- Don't register and wait list for courses that have a time conflict.
- Don't wait list for a course if it will exceed the number of credits you are permitted to take in a specific semester.

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

Students are responsible for reviewing their schedules to be aware of their enrollment status. Once a student is 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 drop/add period and up to approximately 80% of the course has been completed, you can withdraw from individual courses via the web or by completing a "Withdrawal" form. NO REFUND is given. After the deadline (which is published each term for full-term courses), you cannot withdraw from individual courses. You may, however, withdraw completely from the College prior to final exams. If you withdraw completely, you will have to reapply for admission to register for future terms.

Writing-Intensive Courses (WR)

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

THE COLLEGE

Mission

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

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.

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 Genesee are within commuting distance.

Rochester 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 Middle States Commission on Higher Education. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

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

Assessment

MCC engages in a shared and collaborative assessment process, including both student learning and institutional effectiveness. The College promotes this sustained effort in order to gauge the effectiveness of the general education program, to refine the relevance of all certificate and degree programs, and to examine how well support services contribute to student success. In order to achieve these results, MCC partners with four-year transfer institutions, prospective employers, specialized accrediting bodies, community leaders, and program advisory boards. MCC's approach to assessment is endorsed by the State University of New York and by the Middle States Commission on Higher Education.

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, this League affiliation means that MCC is on the cutting edge of curriculum development and technological innovation.

Funding

When Monroe Community College was established more than 50 years ago as a public college, the founders launched a true partnership with the State of New York, the County of Monroe and prospective students (via tuition) to cover the college's operating costs. Two decades later, MCC's leaders had the foresight to recognize that other partners were needed if MCC was going to meet the growing needs of the community: private philanthropists. To achieve a standard of educational excellence and secure the college's future, the Monroe Community College Foundation was established in 1983 to build a cultural awareness of the importance of private philanthropy towards public higher education.

Since then, our community has worked tirelessly to build what is now one of the country's premier community colleges, supported by a foundation that is nationally recognized for its effectiveness and efficiency.

The MCC Foundation is a 501(c)(3) institutionally-related foundation with its own board of directors – operating independently from the college, which is governed by its own board of trustees.

While MCC provides access to high quality education and training programs, the MCC Foundation provides a means for donors, friends and volunteers to support the mission of the college and the success of its students.

Student scholarships and employee innovation grants demonstrate our community's commitment to the potential of MCC students and the talented faculty and staff who serve their educational needs.

Supporters of the MCC Foundation bring the dream of a college degree within reach for many in our community and enable MCC to deliver hope for our collective future.

Those wishing to contribute are encouraged to contact the Foundation Office at 585-262-1500 or by email at mccf@monroecc.edu.

Diversity

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

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.



Brighton Campus

1000 East Henrietta Road
Rochester, New York 14623
585.292.2000

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

Peter A. Spina Administration Building (1)

The Spina Administration Building houses the college's administrative leaders — the president and vice presidents for academic, student, administrative, educational technology and economic development/workforce services. The Admissions, College and Community Relations, Marketing Communications, and Grants offices are in this building as well as the Mailroom, Public Safety Dispatch Center, Information Desk and International and Veterans Services Office, and Advisement and Graduation Services.

The Spina Administration Building is dedicated in honor of MCC's third president.

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 individual 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. 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 and Transfer 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), answers questions and offers 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, two game rooms, and a cyber café.
- Photo ID Office.
- Student Services personnel who support the co-curricular program.
- The Educational Opportunity Program (EOP), placement testing, Counseling, International and Veteran Services, Health Services, and Printing Services offices.

The R. Thomas Flynn Campus Center is named in honor of MCC's fourth president.

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 Student Accounts, Registration and Records, and Financial Aid offices are located on the second floor, along with faculty offices for the Communication program. The Human Resources and Organizational Development 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 drafting and a number of technology programs: computer, health information, radiologic, civil, optical engineering, mechanical, electronic, and industrial instrumentation. General purpose classrooms are also located here. Gleason Hall is home to MCC's Agriculture and Life Sciences Institute.

The Gleason Hall of Science and Technology is named in honor of the Gleason Foundation.

Louis S. and Molly B. Wolk Center for Excellence in Nursing

An extension of Gleason Hall, the Wolk Center includes a patient simulator/tutorial laboratory, computerized laboratories (nursing fundamentals, medical, surgical, psychiatric/mental health and maternity), classrooms, faculty offices and a nursing learning resource center. Made possible through the generous support of the Louis S. and Molly B. Wolk Foundation, the center opened in the summer of 2008 and is LEED certified.

The Louis S. and Molly B. Wolk Center for Excellence in Nursing is named in honor of the Wolk Foundation for its generous support of 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, five racquetball courts, human performance lab, swimming pool with diving section and faculty offices. Outdoor facilities consist of eight tennis courts, baseball, softball, and hockey fields, quarter-mile track, John L. DiMarco Field (a synthetic turf soccer and lacrosse field), a 2.7 mile cross country course, an obstacle course, a disc golf course, and fitness and nature trails.

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

The PAC Center

An extension of the Stabins Center and made possible through the generous support of the Chesonis Family Foundation, the 53,000-square-foot PAC Center includes a 140-foot by 240-foot synthetic-turf, multi-purpose field as well as a three-lane jogging track, a weight training and fitness human performance lab, locker rooms, coaches' offices and a training room.

The PAC is named in honor of Pamela A. Chesonis, Class of 1978.

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.

Richard M. Guon Child Care Center (22)

585.292.2640

The Guon 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.

The Center is named for the late Richard M. Guon, former chair of the MCC Board of Trustees.

Bill Gray's Regional Iceplex

The four-rink iceplex, located on the southeast corner of the campus, is home ice for MCC's hockey program. The iceplex serves the entire Rochester community through a broad range of activities including open skating, hockey league games and learn-to-skate classes. The iceplex is owned and operated by a private corporation.

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 or double 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.

Economic & Workforce Development Center

The Economic & Workforce Development Center is located across the street from the Brighton Campus. The Economic Development & Innovative Workforce Services Division and the Office of Workforce Development are located in this facility. Non-credit and corporate training are offered here in two training rooms with state-of-the-art technology.

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
585.753.3800

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.



DID YOU KNOW?

Every police recruit from every police agency in Monroe County, except the state police, attends the police academy through MCC.

Damon City Campus

228 East Main Street
Rochester, New York 14604
585.262.1600

The Damon City Campus is located on the corner of Main Street and Clinton Avenue in the heart of Rochester. The Campus is located on the fourth and fifth floors of a Rochester landmark—the historic Sibley Building—that has been 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

Addictions Counseling, AS
Criminal Justice, AS
Criminal Justice, Corrections Administration, AAS
Criminal Justice, Police Science, AAS
Human Services, AS
Human Services, AAS
Liberal Arts and Sciences, Adolescence Education, AA
Liberal Arts and Sciences, Childhood Education, AA
Liberal Arts and Sciences, Early Childhood Education, AA

Certificate Programs at DCC

Addictions Counseling
Early Care
Human Services
Paralegal
Teaching Assistant: Adolescence
Teaching Assistant: Early Childhood/Childhood
Teaching Assistant: Technology

In addition, courses are offered that meet MCC's and including SUNY's general education requirements: computer literacy, languages, art, music and business are just some of the courses offered at Damon for skill development.

DCC Office of Campus Life

The Office of Campus Life is located on the 5th floor, Room 5-251. It houses services and programs to enhance a student's experience at MCC.

Campus services include:

MCC Photo ID

The MCC Photo ID Card is your student photo ID at MCC. The MCC Photo ID 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 Office of Campus Life, Room 5-251. The lockers, located on the 4th and 5th floors of campus, are available for \$30 per semester (\$14 is refunded when the key is returned at the end of the semester).

DCC Bookstore

585.262.1730

The Bookstore is located on the 4th floor and carries all textbooks for DCC course sections. Candy, chips, snack foods, health and beauty supplies, beverages, personal items, gifts and sportswear are also available. The regular semester hours are: Monday and Thursday, 8:30 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8:30 a.m. – 6 p.m.; Friday, 8:30 a.m. - 2 p.m. Hours are extended during the first week of the spring and fall semesters. Break and summer hours are Monday - Thursday, 8:30 a.m. - 4:45 p.m. and Friday, 8 a.m. - noon.

DCC Fitness Center

Located on the 4th floor, the Fitness Center has open hours for students, 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

Center City Cafe food and beverage services are available in the atrium on the fourth floor; hours are posted. 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 Office of Campus Life, room 5-251.

DCC Parking/Transportation

Registered MCC students who are enrolled in one class or more at DCC are eligible for a semester parking rate of \$95 plus a \$10 refundable keycard deposit at St. Joseph's Garage, located behind the Sibley Building. There are a limited number of semester parking keycards available on a first-come, first-served basis. Students apply online through their Student Account under "My Parking." Full-time students who purchase the DCC semester parking may request a free Brighton Campus parking permit if they are enrolled in DCC and have at least one class at the Brighton Campus.

Hourly parking is also available at St. Joseph's Garage at regular rates. All participants are bound by the MCC Code of Conduct found in this catalog/student handbook.

Brighton/DCC Shuttle

MCC offers direct shuttle service between the Brighton Campus and the Damon City Campus for students and employees with valid ID. The shuttle is wheel-chair accessible and operates weekdays during the fall and spring semesters. The shuttle schedule is available in the campus centers, at shuttle stops and on the MCC website. An MCC ID is required to ride the shuttle .

Accessible Parking at DCC

Accessible parking is available in the St. Joseph's Garage, 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 when 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 Learning Commons

The DCC Learning Commons is located on the 4th floor, near the main elevators, and consists of a full functioning library, a Student Technology Help desk and computer resource center with 50+ computers. Check out the Ask a Question page <http://www.monroecc.edu/ask> and the Student Help Desk http://www.monroecc.edu/students/tech_helpdesk.

Services include: computers with course related software and Microsoft Office; internet and Wi-Fi connectivity; assistance with MCC e-mail and password / network accounts and printing. Also available are books, journals, online databases, research assistance and study rooms for private and group work; see <http://www.monroecc.edu/go/library> for more information.

Community Outreach and Connections

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 education. Upon completion of a year of service, participants receive an educational award voucher to help cover future educational costs or repay qualified student loans.

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

The Center for Service Learning 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 .

DCC Hours

The Damon City Campus is open from 6 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 2014 - 2015

Fall Semester 2014 (September 2 - December 18, 2014)

August 18	Monday	Admissions Application Deadline
August 25	Monday	Registration Deadline (for Matriculated Students)
September 1	Monday	LABOR DAY – COLLEGE CLOSED
September 1*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, August 29)*
September 2	Tuesday	CLASSES BEGIN – Late Registration Fee Required
September 8	Monday	Last Day for 75% Refund of Tuition and Fees
September 8	Monday	Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)
September 15	Monday	Last Day for 50% Refund of Tuition and Fees
September 22	Monday	Last Day for 25% Refund of Tuition and Fees
September 22	Monday	Last Day Students May Drop Course(s)
September 23	Tuesday	Course Withdrawal Period Begins
November 22*	Saturday	Last Day for a Student to Withdraw from an Individual Course with a Grade of “W” (Preceding Business Day is Friday, November 21)*
November 22*	Saturday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance (Preceding Business Day is Friday, November 21)*
November 26	Wednesday	Evening Classes Do Not Meet (classes beginning 5:00 p.m. or later)
November 27-30	Thurs.-Sun.	THANKSGIVING RECESS – COLLEGE CLOSED – NO CLASSES
December 1	Monday	CLASSES RESUME
December 12	Friday	Last Day of Classes
December 12	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of “W”
December 13-18	Sat-Thurs	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
December 23	Tuesday	Final Grades Due by 12:00 noon – ALL COURSES
December 25 – January 1	Thurs.-Thurs.	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.

NOTE: Deadlines are different for varied length courses.



Intercession 2015 (January 5 - January 16, 2015)

January 1	Thursday	NEW YEAR'S DAY - COLLEGE CLOSED
January 1*	Thursday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Wednesday, December 24)*
January 5	Monday	CLASSES BEGIN – Late Registration Fee Required
January 6	Tuesday	Last Day for 90% Refund of Tuition and Fees
January 7	Wednesday	No Refund of Tuition and Fees
January 7	Wednesday	Last Day Students May Drop Course(s)
January 8	Thursday	Course Withdrawal Period Begins
January 15	Thursday	Last Day for Students to Withdraw From an Individual Course with a Grade of “W”
January 15	Thursday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance
January 16	Friday	Last Day of Classes
January 19	Monday	MARTIN LUTHER KING, JR. DAY – COLLEGE CLOSED
January 22	Thursday	Final Grades Due by 12:00 noon – ALL COURSES

Spring Semester 2015 (January 20 - May 21, 2015)

January 7	Wednesday	Admissions Application Deadline
January 13	Tuesday	Registration Deadline (for Matriculated Students)
January 19	Monday	MARTIN LUTHER KING, JR. DAY – COLLEGE CLOSED
January 19*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, January 16)*
January 20	Tuesday	CLASSES BEGIN – Late Registration Fee Required
January 26	Monday	Last Day to Add a Course without Instructor/Departmental Approval (Green Slip)
January 26	Monday	Last Day for 75% Refund of Tuition and Fees
February 2	Monday	Last Day for 50% Refund of Tuition and Fees
February 9	Monday	Last Day for 25% Refund of Tuition and Fees
February 9	Monday	Last Day Students May Drop Course(s)
February 10	Tuesday	Course Withdrawal Period Begins
February 14**	Saturday	WINTER RECESS BEGINS AT CLOSE OF SATURDAY CLASSES**
February 15-22**	Sun.-Sun.	WINTER RECESS – NO CLASSES**
February 23	Monday	CLASSES RESUME
March 28**	Saturday	SPRING RECESS BEGINS AT CLOSE OF SATURDAY CLASSES**
March 29-April 5**	Sun.-Sun.	SPRING RECESS – NO CLASSES**
April 6	Monday	CLASSES RESUME
April 25*	Saturday	Last Day for a Student to Withdraw From an Individual Course with a Grade of “W” (Preceding Business Day is Friday, April 24)*
April 25*	Saturday	Last Day for Faculty to Recommend Course Withdrawals for Non-Attendance (Preceding Business Day is Friday, April 24)*
May 15	Friday	Last Day of Classes
May 15	Friday	Last Day for a Student to Process a Complete Withdrawal from the College with a Grade of “W”
May 16-21	Sat.-Thurs.	FINAL EXAMINATION PERIOD FOR DAY, EVENING and SATURDAY CLASSES
May 25	Monday	MEMORIAL DAY – COLLEGE CLOSED
May 26	Tuesday	Final Grades Due by 12:00 noon – ALL COURSES
TBA		COMMENCEMENT

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

**Dates 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.

NOTE: Deadlines are different for varied length courses.

Summer Session 2015

Session I

First 5-Week Day Session (May 26 – June 26, 2015)

May 25	Monday	MEMORIAL DAY – COLLEGE CLOSED
May 25*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, May 22)*
May 26	Tuesday	CLASSES BEGIN – Late Registration Fee Required
May 27	Wednesday	Last Day for 90% Refund of Tuition and Fees
May 28	Thursday	No Refund of Tuition and Fees
June 1	Monday	Last Day Students May Drop Course(s)
June 2	Tuesday	Course Withdrawal Period Begins
June 22	Monday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”
June 22	Monday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance
June 26	Friday	Final Examination Period for First Five Week Day Session
June 26	Friday	Last Day of Classes for this Session
June 29	Monday	Final Grades Due by 12:00 noon – ALL COURSES

First 6-Week Evening Session (May 26 – July 2, 2015)

May 25	Monday	MEMORIAL DAY – COLLEGE CLOSED
May 25*	Monday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Friday, May 22)*
May 26	Tuesday	CLASSES BEGIN – Late Registration Fee Required
May 27	Wednesday	Last Day for 90% Refund of Tuition and Fees
May 28	Thursday	No Refund of Tuition and Fees
June 2	Tuesday	Last Day Students May Drop Course(s)
June 3	Wednesday	Course Withdrawal Period Begins
June 25	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”
June 25	Thursday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance
July 2	Thursday	Last Day of Classes for this Session
July 3	Friday	INDEPENDENCE DAY OBSERVED – COLLEGE CLOSED
July 6	Monday	Final Grades Due by 12:00 noon – ALL COURSES

Session II

Second 5-Week Day Session (July 6 – August 7, 2015)

July 3	Friday	INDEPENDENCE DAY OBSERVED – COLLEGE CLOSED
July 5*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, July 2)*
July 6	Monday	CLASSES BEGIN – Late Registration Fee Required
July 7	Tuesday	Last Day for 90% Refund of Tuition and Fees
July 8	Wednesday	No Refund of Tuition and Fees
July 11*	Saturday	Last Day Students May Drop Course(s) via the Web (Preceding Business Day is Friday, July 10)*
July 12	Sunday	Course Withdrawal Period Begins
August 1*	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, July 31)*
August 1*	Saturday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance via the Web (Preceding Business Day is Friday, July 31)*
August 7	Friday	Last Day of Classes for this Session
August 11	Tuesday	Final Grades Due by 12:00 noon – ALL COURSES

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

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

NOTE: Deadlines are different for varied length courses.

Second 6-Week Evening Session (July 6 – August 14, 2015)

July 3	Friday	INDEPENDENCE DAY OBSERVED – COLLEGE CLOSED
July 5*	Sunday	Last Day for Dropping Courses via the Web with 100% Refund of Tuition and Fees (Preceding Business Day is Thursday, July 2)*
July 6	Monday	CLASSES BEGIN – Late Registration Fee Required
July 7	Tuesday	Last Day for 90% Refund of Tuition and Fees
July 8	Wednesday	No Refund of Tuition and Fees
July 13	Monday	Last Day Students May Drop Course(s)
July 14	Tuesday	Course Withdrawal Period Begins
August 6	Thursday	Last Day for Students to Withdraw from Individual Courses in this Session with a Grade of “W”
August 6	Thursday	Last Day for Faculty to Recommend Course Withdrawals from this Session for Non-Attendance
August 14	Friday	Last Day of Classes for this Session
August 18	Tuesday	Final Grades Due by 12:00 noon – ALL COURSES

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

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

NOTE: Deadlines are different for varied length courses.



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 MCC apply to a particular program through the Admissions Office and must meet all entrance requirements for that program.

It is recommended that you submit a complete application and transcript(s) to ensure time for processing before the registration deadline.*

**Application to Dental Assisting/Hygiene, Nursing and Radiologic Technology have earlier application deadlines and many other programs fill to capacity prior to these recommended deadlines.*

Admission Categories

A. HIGH SCHOOL GRADUATES

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

B. EARLY ADMISSION

Recognizing that certain high-achieving high school students may benefit by beginning college earlier than their scheduled college entry date, MCC offers an Early Admission Program for qualified high school students.

The student is admitted to a specific degree program on a full-time basis at MCC before completing formal course work for the high school diploma. Successful completion of the freshman year at MCC and prior agreement with the student's high school entitles the student to their high school diploma.

Students may apply for early admission to all programs except Dental Assisting, Dental Hygiene, Nursing and Radiologic Technology.

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

Requirements for Early Admission

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

C. HONORS INSTITUTE ADMISSION

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

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

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

E. TRANSFER STUDENTS AND ADVANCED STANDING CREDIT

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

F. READMITTED STUDENT

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

G. SECOND DEGREE CANDIDATES

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

H. HOME-SCHOOLED STUDENTS

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

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 one of the following criteria:

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

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

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

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

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.

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

J. COMPETITIVE ADMISSIONS PROGRAMS

Nursing, Dental Assisting, Dental Hygiene and Radiologic Technology are competitive admissions programs. Please contact the Admissions Office regarding current program criteria and/or geographic limitations. Visit www.monroecc.edu/go/healthrelated for more information. Admitted students who do not register within a provided deadline will be dropped.

K. INTERNATIONAL STUDENTS

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

Application Procedures for International Students

1. Download the International Student Application 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 eligible for English for Speakers of Other Languages (ESOL) program.
3. All applicants from countries where English is not the primary language or the language of education must submit the results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS). Minimum score for consideration is 61 on the Internet-based TOEFL and minimum score band is 5.5 for IELTS.
4. Submit translated official high school and college transcripts. International students seeking transfer credit should have their foreign credentials evaluated by World Education Services (WES) at: info@wes.org, 1.800.937.3899.
5. Submit documented evidence of adequate financing to cover cost of tuition, fees, books, room, board and other living expenses. Financial aid is not available to international students.
6. International students who hold an F-1 or J-1 visa are required to have accident and illness insurance. It is necessary to purchase health insurance to receive care when you are sick or injured. The health insurance requirement can be met through the purchase of the student health insurance plan available through the college. Further information about the plan is available online at A J Flood website: <http://www.ajfusa.com/ajfusa/>

help_college_students_user.php?ID=59
The cost of the insurance is added to your student bill. Insurance is also available for dependents of students.

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

Application Deadline for International Students

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

L. ADMISSION OF EX-OFFENDERS

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

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

NON-DIPLOMA HIGH SCHOOL EXITING CREDENTIALS

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

Registering for Courses for Personal Enrichment (Non-Matriculated)

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

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

Application Process (Matriculation)

“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”) 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. Students cannot be matriculated at more than one college at the same time.

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
- Receive advisement information for your program
- Work toward an associate’s degree
- Preferential registration
- Develop closer ties to department faculty
- Attain full-time status

Choosing a program

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

When to Apply

Applications are accepted on a rolling basis. Typically, an early application helps assure qualified applicants of acceptance to their program of choice.

Certain programs such as Automotive Technology, Dental Hygiene, Radiologic Technology and Nursing are high-demand programs. These programs fill early in the application year. Applicants to these programs are encouraged to apply as soon as possible. Applications for Dental Assisting, Dental Hygiene and Radiologic Technology must be submitted by January 31. Applications for Nursing must be submitted by January 31 for the Fall semester and October 31 for the Spring semester.

To Apply

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

The results of standardized tests, such as the American College Test (ACT) or the SAT, assist the Admissions Committee with admissions decisions but are not a requirement for admission. 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.

Student Medical Requirements

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

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

Student Immunization Requirements

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

New York State Public Health Law requires all post-secondary students attending

colleges and universities to demonstrate proof of immunity, immunization or history of disease to measles, mumps, and rubella.

This law applies to students born on January 1, 1957 or later and taking six or more credit hours. A student's health care provider records, health department records, military records and/or high school immunization records must be submitted to Health Services for proof of NYS compliance requirements. Student account holds will be placed 30 days following the start of classes for those who fail to meet the NYS requirement.

1. MEASLES, MUMPS, RUBELLA

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

2. MENINGITIS

NYS Public Health Law 2167 requires all students regardless of age or number of credit hours to submit: Medical record documenting meningitis immunization in the past 10 years.

OR

Signed waiver form which reflects the student is informed of the risks of meningitis and chooses to refuse the vaccination. Waiver forms are available online through the Health Services webpage www.monroecc.edu/go/health or can be obtained at the Health Services Office and the Damon City Campus Student Services Office. The Monroe County Health Department provides clinics to receive the meningitis vaccination throughout the year. The meningitis vaccination may also be available through your primary care provider.

Campus Tours

Brighton Campus

585.292.2200

Damon City Campus

585.262.1740

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, or visit www.monroecc.edu/go/visit.

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

Currently Enrolled Students

Students are scheduled for registration before the end of each semester for the following term's classes. Priority Registration determines when students can register and is based on the number of credit hours accumulated in the student's currently enrolled program. Students with more credit hours can register before students with fewer credit hours.

Students may register in one of the following ways:

- Online at www.monroecc.edu.
- In person, on a first-come, first-served basis.
- By mail, on a first-come, first-served basis.
- By fax, on a first-come, first-served basis. Registration fax number is 585.292.3850.

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 his/her 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 fewer than 12 credit hours.
- Student stop outs just one semester and is returning to the same program.
- Student does a complete withdrawal from 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 missing 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.

Cross Registration

Monroe Community College participates in two Cross-Registration programs. These programs allow full-time matriculated students (minimum of 12 credit hours) to take classes tuition free at any one of the 61 SUNY schools across the state or any regional college/university participating in our Rochester Area Colleges (RAC) program.

Students can register for a course or two on a space-available basis. The MCC student's tuition bill will be paid in full; in some cases the student will be responsible for student/technology fees. Cross Registration applies to spring and fall terms only.

To learn more about the cross-registration program and/or download forms, please visit our website at <http://www.monroecc.edu/go/registration> and click on the "Cross Registration" link. You can also stop by the Registration and Records office located in Building 6 – 203.

Transcripts

A student may request an official transcript by:

- Requesting transcript online at: www.monroecc.edu
- 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.

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.

Types of Financial Aid

- Alternative Educational Aid Programs
- Grants
- Loans
- Scholarships
- Work-Study

***Want to find out more about
paying for college?***

Visit MCC's Financial Aid Office online at
www.monroecc.edu/go/finaid

Peer Mentors

In the Peer Assistant Resource Center (PARC), you will find a very diverse population of student leaders called Peer Mentors. Their role? To find ways to make your time and experience at MCC more purposeful and successful.



These students are trained to assist you in your transition to college life at MCC. They can provide support and encouragement or help you learn specific skills – like how to deal with homesickness or how to balance a checkbook. Programs are presented throughout the year on issues that affect your daily life. These programs are presented by students who have faced the same challenges in their lives. Peer Mentors are a welcome resource when you simply need a helping hand.



MCC's Peer Mentors are eager to help make everyone's experience at MCC a positive one.

FINANCIAL INFORMATION/AID

Residency Requirements

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

Residents of Monroe County

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

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

Residents of Other New York State Counties

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

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

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

Tuition and Fees

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

*Tuition, New York State residents	1,708.00 per semester
Tuition, non-residents	3,416.00 per semester
Health Fee	5.00 per semester
Mandatory non-refundable, accident fee	3.00 Fall semester 5.00 Spring semester 3.00 Summer semester

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

*Tuition, New York State residents	143.00 per credit hour
Tuition, non-residents	286.00 per credit hour
Health Fee 6 or more credit hours or equivalent	5.00 per semester

Student Life Fee (Fall and Spring)

	Non-Matriculated	Matriculated
12 credit hours or equivalent	107.75 per semester	107.75 per semester
9 - 11 credit hours or equivalent	90.75 per semester	93.00 per semester
5 - 8 credit hours or equivalent	44.50 per semester	46.75 per semester
1 - 4 credit hours or equivalent	28.00 per semester	30.25 per semester

Summer \$3.00 per student

Other Fees

Re-registration Fee	25.00
Laboratory/Service Fees	10.00 - 270.00
Enrollment Records Fee	8.00
Returned Check Fee	20.00
Deferred Payment Fee	20.00 - 50.00
Late Registration Fee	25.00

Health Insurance Fee: Required of all international students holding non-immigrant visas, (includes repatriation and emergency evacuation coverage) and all students without coverage in clinical courses related to nursing, dental studies and clinical lab technician programs..... Annual \$1,730.00
Fall \$690.00
Spring \$1,190.00
Summer \$288.00

Online Course Fee	16/credit hour
Parking Fees:	Fall/Spring \$75.00 per term Summer \$50.00
GreenSaver Rideshare	\$59.00

Technology Fee (per applicable session)

12 or more credit hours or equivalent	\$175.00	5-8 credit hours or equivalent	\$59.00
9-11 credit hours or equivalent	\$118.00	1-4 credit hours or equivalent	\$30.00

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

** Accident insurance is required for all students registered for 9 or more credit hours or equivalent, students in nursing and other health-related clinical courses, and students in physical education courses. (Fall - \$3.00; Spring - \$5.00)

Off-Peak and Dual Credit

Tuition for off-peak classes is \$95.00 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 \$47.00 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.

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 \$6,994 (\$3,497/semester)

Doubles:

- Fall/Spring \$6,170 (\$3,085/semester)

Intersession

- \$500/single room
- \$450/double

Cost of housing is subject to change.

Non-New York State Residents

If you have not been a permanent legal resident of New York State for the year preceding registration, you must pay non-resident tuition. Non-residents include:

- International students (holding an F-1 Visa)
- Temporary residents (those with short-term job assignments or out-of-state residents attending another local college, for example).
- Any person who is in the United States on a Visa.

Immigrants must have and be able to prove permanent resident status (official INS documentation) as well as residence within New York State (for one year prior to enrollment) to qualify for resident tuition.

Providing the College with proof of residency is an important step in your registration process. Please call the Student Accounts Office if you have questions about the proper way to complete this requirement.

Student Accounts Office

Brighton Campus - 585.292.2015
Damon City Campus - 585.262.1670

MCC Pay Plan

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

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

Follow these steps to log in to your student account to view/pay your bill or enroll in the payment plan:

- Go to www.monroecc.edu
- Click on Current Students
- Log in with your username and password
- Click on the MyAccount tab

Automatic Payment Plan Payment Methods are as follows:

- Automatic bank payment (ACH)
- Credit/Debit Card

Cost to Participate

- \$35 nonrefundable enrollment fee

The payment schedule and the appropriate percentages are as follows:

Payment schedule for students living in the residence halls:

Percent of bill due	Fall Semester Due Date	Spring Semester Due Date
25%	July 20	December 15
25%	August 20	January 20
25%	September 20	February 20
25%	October 20	March 20

For all other students:

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

Tuition Refund Schedule

Fall and Spring Semesters:

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

Summer Sessions:

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

Courses which are less than a full semester in duration, either credit or non-credit:

- Drop before the first class day: 100% of tuition and fees
- Withdrawal as of the first class day: no refund

Tuition Refund Appeals Process

If a student feels he or she has an extenuating circumstance that 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 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.

PLEASE NOTE: THE COMMITTEE'S DECISIONS ARE FINAL.

Criteria for Appeals

- Death in the student's immediate family (parent, sibling, offspring, spouse).
- Unforeseen medical incapacitation.
- 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 12,000 students receive financial aid totaling approximately \$100 million dollars.

Students who need financial aid to attend MCC should carefully read all of the information in this catalog. The Financial Aid Office is open 8:45 am-4:45pm, Monday-Friday (when the College is open). Students are encouraged to ask questions. You can receive in-person assistance 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 for which you may be eligible, by calling 1-800-4-Fed-Aid (1-800-433-3243) or on the internet at www.studentaid.ed.gov. New York State residents can also find out about New York State programs by calling 1-888-NYSHESC (1-888-697-4372) or on the internet at www.hesc.com.

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

All financial aid information can be obtained at no charge to the student. If you inquire

about financial aid and are asked to pay a fee by any organization please contact the MCC Financial Aid Office with details.

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

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

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)
- New York State Veterans Award
- State Special Scholarships such as Children of Deceased or Disabled Veterans, Children of Deceased or Disabled Police Officers or Firefighters, World Trade Center Memorial Scholarship and others. For more information on New York state special scholarships contact: New York State Higher Education Services Corporation (NYSHESC), Office of Grants and Scholarships, Albany, NY 12212-5097, or call 1-518-473-7087, or go to www.hesc.ny.gov
- Scholarships for Academic Excellence: Contact NYSHESC or a high school guidance office.

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/scholarships

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

Student Eligibility

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

1. Complete the Free Application for Federal Student Aid (FAFSA) or Renewal Application.
2. Have a high school diploma or General Equivalency Diploma. Effective July 2012, Federal regulations no longer allow new students to be eligible under ability to benefit standards. Students who have previously enrolled as Federal Ability to Benefit students prior to July 2012 will be able to continue to be eligible for Federal Title IV Aid.
3. Be accepted for admission into a program of the College approved for Federal financial aid 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 Admission's Office for applications and information, 292-2200.*

Financial Need

Financial Aid from most of the major federal programs is based on financial need (except 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 2014-2015 Cost of Attendance			
	Living with Parents	Not Living with Parents	Residence Halls
Tuition and Fees	\$3,600	\$3,600	\$3,600
Books & Supplies	\$1,200	\$1,200	\$1,200
Living Expenses	\$6,700	\$11,200	\$11,200
Total	\$11,500	\$16,000	\$16,000

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. There is a lifetime limit of equivalent of 12 full time semesters effective July 1, 2012.	An expected family contribution that qualifies the student for an award, as determined by a system approved by Congress.	Annual awards may range from \$602 to \$5730 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) available on-line at 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.	Must file the FAFSA. Eligible students will be offered Work Study on their award letters with instructions on how to accept and find a job.
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). Interest rate is currently 3.4% but could be lower if Congress authorizes it.	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.	Must file a FAFSA and indicate interest in a student loan on the FAFSA ; eligible students will be offered loans in the award letter with instructions to accept and sign a promissory note.
(2) Unsubsidized	Available to those unable to demonstrate need, but will accumulate interest during periods of enrollment. Current interest rate is 3.4%.	Cost of attendance minus other financial aid.	Undergraduates limited to \$3,500 for first year or \$4,500 for second year minus subsidized loan. Dependent students can borrow an additional \$2,000 annually (cumulative limit of \$31,000 minus subsidized). Independent students can borrow an additional \$6,000 annually (cumulative limit of \$57,500 minus subsidized).	Must file a FAFSA and indicate interest in a student loan on the FAFSA ; eligible students will be offered loans in the award letter with instructions to accept and sign a promissory note.
Federal Direct Parent Loan for Undergraduate Students (PLUS)	Parents of dependent undergraduate students. Interest rate is 7.9%.	Good credit histories.	Student's total cost of attendance minus financial aid.	Go to www.monroecc.edu/go/finaid/ forms to download a Federal Direct Parent Loan Request Form.

Federal Financial Aid Programs *(continued)*

Federal Financial Aid Programs **	Who is Eligible?	Eligibility Criteria	Award Amounts *	Application Instructions
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 292-2294.	Varies.	Contact any regional Veterans Administration Office in your area or call 1-888-838-7697.
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

** 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 \$500 to full MCC tuition per year for dependent undergraduates or independent students with dependents. Single independent students' (without dependents) awards range from \$500 -full MCC tuition	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.monroec.edu/go/finaid/forms
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 and New York State Flight 3407 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 or survivors who were severely and permanently disabled.	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.
Veterans Tuition Awards	Recipients must meet New York residency requirements and have served in the armed forces during specified periods of hostility.	Students complete all eligibility requirements including filing for TAP and Pell grants	Awards are up to full tuition.	Same as TAP above. In addition, file the Veterans Tuition Award Supplement to establish eligibility. Call NYSHESC at 518-473-7087 for information.



Monroe Community College Financial Aid Programs

MCC offers several scholarships through the Financial Aid Office and various academic departments. Annually, nearly 700 students receive MCC scholarships totaling approximately \$750,000.

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

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

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

Satisfactory Academic Progress For Federal Title IV Financial Aid Programs

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

Students will be evaluated at the end of each Spring semester for Federal

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

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

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

Chart 1

Federal Satisfactory Academic Progress Chart - GPA

CUMULATIVE EARNED HOURS	% EARNED ANNUAL	GRADE POINT AVERAGE
0 - 12	66.6%	1.50
13 - 23	66.6%	1.75
24 - 44	66.6%	1.80
45 or more	66.6%	2.00

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

- A. **Earned Credits:** Students must complete with a passing grade (D- or better) a certain percentage of their semester hours which they attempt during the academic year (Summer, Fall, Intersession, Spring). See Chart #1 which details the number of semester hours that must be completed with passing grades in comparison to the number of semester hours attempted. Each year students must successfully complete 2/3 of attempted hours, including non-credit remedial courses.
- B. **Maximum Time Frame:** Students may attempt semester hours equal to 150% of the published time frame for the program in which the student is enrolled at the time of

evaluation. Please see Chart #2. The calculation is based on the published required number of semester hours for the program, as it appears in this catalog. For example, if the program requires 60 semester hours to complete, the student may attempt 90 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.

- * Please note, there is also a lifetime limit of Federal Pell Grants of 12 full time semesters.
The quantitative component includes all semesters that a student has attended MCC, whether or not Title IV aid was received and regardless of when the courses were taken.

ineligible for any Federal Title IV assistance for non-credit remedial courses attempted in excess of 30 hours.

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

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

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

Second, the student can apply for an Appeal of Satisfactory Academic Progress.

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

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

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

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

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

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

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

Good Academic Standing For New York State Financial Aid Programs

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

The second element of good academic standing is Satisfactory Academic Progress (SAP). SAP is the number of credits the student earned toward their certificate or degree at the end of each semester, and the cumulative grade point average. Transitional studies courses that students may be

required to take do not count toward SAP requirements. See the TAP Eligibility Charts for details. There are 2 TAP charts, one for remedial and one for non-remedial students. 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.

Full-Time Enrollment: The NYS Education Department defines full-time status for TAP certification as a student who is enrolled and attending at least 12 credits that lead toward their degree or certificate (with the remedial combination noted above) in a semester that is at least 15 weeks in length.

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

TAP ELIGIBILITY CHART 1

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	6	15	27	39	51
and						
A STUDENT MUST HAVE EARNED THIS GRADE POINT AVERAGE (GPA)	0	1.3	1.5	1.8	2.0	2.0

This chart is for all students defined as non-remedial students by N.Y. State or received their first TAP award Fall 2010 or later.

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.

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 24th paypoint) may apply for a waiver for the next semester. Waivers will be considered as noted in the above section. Program changes will not assist students in making the C average requirement for the 1st semester in a new program.

TAP ELIGIBILITY CHART 2

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

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

Academic Suspension

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

Attendance and Registered Classes

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

Method and Frequency of Disbursement

Financial aid is credited to eligible student accounts through the computer system that links financial aid to the student's account in the Student Accounts Office. Eligible student accounts are credited by the Financial Aid Office on an on-going basis after attendance in classes has been verified after the drop/add period ends. If your tuition and fee bill is completely paid and you have a credit balance, you will be issued a refund by mail or through EFT. The Student Accounts Office normally sends refund checks on a biweekly basis, or EFT semi-weekly no sooner than the 5th week of classes. **Students are expected to pay for their indirect educational related expenses with their own funds until refunds are distributed.**

William D. Ford Federal Direct Student (Subsidized and Unsubsidized) loan proceeds will be disbursed in two or more equal installments, (i.e. one in fall, one in spring) after the drop/add period ends each

semester. Federal regulations require that the first disbursement of Direct Subsidized and Unsubsidized Stafford loans be held for 30 days after the beginning of the loan period for all first year, first-time borrowers at MCC. All students must be registered and in attendance in at least 6 credits when the loan funds are disbursed. If not, the loan is canceled.

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 money to MCC and may also owe funds to the federal government. Students should contact the Student Accounts office regarding any money owed to MCC.

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

***Withdrawal date is defined as the actual date the student began the withdrawal process (Please see the MCC catalog for official withdrawal procedure), the student's last date of recorded attendance or the midpoint of the semester for a student who leaves without notifying MCC.*

**** For students who receive all F's or a combination of F's and W's, the Financial Aid Office will confirm the last date a student attended and will return funds if the last date of attendance is prior to the 60% point of the semester. The return of funds in this case would occur after the semester is over and students will be notified via e-mail if they have had a recalculation performed, and if so, will be billed by the Student Accounts Office.*

Student Right To Know, Consumer Information, and Disclosures

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



Study Abroad

At MCC, we believe learning should go beyond textbooks, classrooms, campuses and geography. Through study abroad you can:



- Expand your worldview and perspective
- Practice your foreign language skills
- Experience different cultures
- Expand your studies through offerings at other SUNY campuses
- Impress potential employers who are attracted to independent, motivated and confident individuals

On-Location Courses

Short trips allow for intensive study without interrupting regular semester work. From learning about media practices in London, cooking authentic Italian food in Florence or studying marine biology in the Bahamas, many MCC students have benefited from a variety of exciting short-term study experiences.

Explore MCC's list of on-location courses at:

www.monroecc.edu/go/onlocation

Interested in an experience abroad and looking for more information.

Visit www.monroecc.edu/go/studyabroad for self-assessing whether this option is right for you, how to research programs, and other helpful information. To make an appointment and discuss study abroad opportunities please visit the Global Education and International Services Office in the Brighton Campus Career and Transfer Center (3-108) or call 585-292-3171.

Academic Information



Explore SUNY's many Study Abroad Opportunities at: www.sunysystemabroad.com

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.

Clarkson University

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

Daemen College

Accounting
Business Administration
Education – Childhood/Special Ed
Education – Early Childhood/Special Ed
Health Care Studies

Hobart & William Smith Colleges

Liberal Arts & Sciences
Mathematics

Houghton College

Business Administration
Communications & Media Arts
Education – Adolescence
Education – Inclusive Childhood
Art
Liberal Arts
Mathematics
Physical/Health Education

Keuka College

Accounting
Criminal Justice
Education – Adolescence
Education – Childhood with Special
Education – Early Childhood with Special
Liberal Arts
Mathematics
Management
Marketing
Social Work
Theatre

LeMoyne College

Accounting
Business Administration

Morgan State University (Baltimore, Maryland)

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

Nazareth College

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

Niagara University

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

Rensselaer Polytechnic Institute

Engineering - All majors

Roberts Wesleyan College

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

Rochester Institute of Technology

Accounting
Advertising and Public Relations
Applied Mathematics
Applied Statistics
Biochemistry
Biology
Biotechnology
Business Administration
Chemistry
Communication
Computer Engineering Technology
Computer Science
Criminal Justice
Diagnostic Medical Sonography
Electrical Engineering Technology
Engineering – Computer, Electrical,
Industrial, Microelectronics, Mechanical

Environmental Sustainability, Health and Safety
Environmental Chemistry
Environmental Science
International Hospitality Service Management/Food Management
International Hospitality Service Management/Hotel Resort Management
International Hospitality Service Management/Travel/Tourism Management
Imaging Science
Information Technology
International Business
International and Global Studies
Management Information Systems
Mechanical Engineering Technology
Museum Studies
Networking & Systems Administration
Nutrition Management
Packaging Science
Physics
Polymer Chemistry
Psychology
Public Policy
Sociology and Anthropology
Telecommunications Engineering Technology

St. Bonaventure

Accounting
Elementary Education
Finance/Management/Marketing
Journalism/Mass Communication
Liberal Arts
Mathematics
Music
Strategic Communication
Theater

St. John Fisher College

Accounting/Corporate Finance
Communication
Communications with Public Relations
Computer Science
Education - Adolescence
Education - Childhood/Special
Liberal Arts & Science
Management/Marketing/Human Resource Management
Mathematics
Nursing
Sport Management

University of Rochester

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

SUNY Alfred State

Electrical Engineering Technology
Information Technology

SUNY Brockport

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

SUNY Buffalo State College

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

SUNY Cortland

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

SUNY College of Environmental Science & Forestry

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

SUNY Delhi

Professional Golf Management

SUNY Fredonia

Accounting
Business Administration
Communication
Communication Disorders and Sciences
Computer Information Systems
Criminal Justice
Dance
Education - Adolescence
Education - Childhood Inclusive
Education - Early Childhood
Liberal Arts
Mathematics
Molecular Genetics

Public Relations
Sport Management
Theatre

SUNY Geneseo

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

SUNY Maritime College

International Transportation and Trade

SUNY Oswego

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

SUNY University at Albany

Accounting
Art
Business Administration
Criminal Justice
Social Welfare
Liberal Arts
Mathematics
Theatre

SUNY University at Buffalo

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

SUNY Upstate Medical University (Syracuse)

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

OTHER COOPERATIVE PROGRAMS

2 + 2 + 1 Dual Enrollment Programs

St. John Fisher College — B.S. Business
Administration/Accounting/M.B.A
Daemen College — B.S. Accounting/M.S.
Professional Accountancy

1 + 1 Cooperative Programs

Forest Technology — SUNY College of
Environmental Science & Forestry
Land Surveying Technology

3 + 1 Cooperative Program

Nursing — University of Rochester

New 2+2 Dual Admission Agreements

SUNY Delhi

Professional Golf Management

LeMoyne College

Accounting
Business; Finance; Management Leadership;
Marketing
Information Systems

St. Bonaventure University

Accounting
Business Administrative - Finance;
Management; Marketing
Childhood Education
Journalism and Mass Communication
Liberal Arts
Mathematics
Music
Strategic Communication and Digital Media
Theatre

ALTERNATIVE LEARNING OPTIONS

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

AP Courses

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

Dual Enrollment

585.292.2135

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

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

CLEP (College Level Examination Program)

585.292.3219

CLEP, a nationally recognized testing program, allows individuals to receive college credit for learning acquired outside the classroom. More than 2900 colleges and universities award college credit to those who perform well on any of 34 administered CLEP tests.

Information is available at the Office of Experiential and Adult Learning located in the Admissions Office or online at: www.clep.collegeboard.org.

Credit for Military Experience

Veterans Services

Brighton Campus

585.292.2030

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

Veterans Services

Veterans Services is located in the Counseling, International and Veteran Services Office and provides a variety of services including:

- Assistance with document certification as required by the Department of Veterans Affairs
- Tuition and educational benefits information
- Veteran specific academic advising
- Assistance to disabled veterans

DSSTS (DANTES Subject Standardized Tests)

585.292.3219

Like CLEP, DANTES is a nationally recognized testing program that allows individuals to receive college credit for learning acquired outside the traditional classroom. The two programs provide credit-by-examination testing on subjects not covered by the other.

DANTES allows you to choose from over 38 test titles in a wide variety of subject areas.

Departmental (Proficiency/Challenge) Examinations

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

A. Program

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

B. Grading

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

C. Credit

1. Grades and credits awarded through examination will not be used in computing student's quality and cumulative grade-point average.

2. Credits will be recorded on a student's performance record with the notation "Credit By Examination."
3. Credit by examination cannot be used to fulfill residence requirements.

Distance Learning Programs

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

International Baccalaureate (IB) Courses

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

International Studies

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

Interession

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

Special Studies Courses

Sequential Course Numbers 080-089, 180 - 189 and 280 through 289 are Special Studies Courses. Sequential Course Numbers 080-089 represent inputed credit.

Special Studies is a general heading for experimental courses or those for which the demand is untested, unknown, immediate or temporary. A Special Studies course may be a general elective or an elective in the areas of Humanities, Social Science, Mathematics, Natural Science or Health/Physical Education, with the approval of the respective division.

Summer Sessions

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

Time-Shortened Courses

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

Transfer Credit

MCC will consider for transfer credit coursework which has been satisfactorily completed with a grade of "C" or higher at a regionally accredited college or university. Students must submit transcripts from all colleges attended, regardless of whether credit was received at the college(s). Failure to submit all transcripts may result in a change to awarded financial aid.

Transfer credit from institutions on a quarter or trimester system will be adjusted accordingly.

After a student has been admitted, and submitted an official transcript(s), a review of credits will be done. Students will be notified by email or mail of the applicable credits to an MCC degree or certificate.

Transfer credit cannot be removed from a student's MCC transcript once the credit has been awarded.

For information on the following programs, contact:

**Career and Transfer Center
R. Thomas Flynn Campus Center
Room 108, Career and Transfer Center,
Brighton Campus
585. 292.2016**

Co-ops and Internships

Frequently Asked Questions

What is the difference between co-ops and internships?

Co-ops are more formal and provide work experience that directly supports curriculum learned in the program. Co-ops can be paid or unpaid.

What programs require a co-op?

Accounting A.A.S. - BUS 275

Automotive Technology A.A.S. - ATP 140,
ATP 141, ATP 142, ATP 143, ATP 144, ATP
145

Computer Information Systems A.A.S. -
BUS 275

Entrepreneurial and Applied Business
Studies A.A.S. - BUS 275

Heating, Ventilating and Air Conditioning -
HVAC A.A.S. - HVA 271

Hospitality A.A.S. - CE260

Interior Design A.A.S. - CE263

Office Technology A.A.S. - CE270*

**Available but not required. See course
descriptions.*

Internships

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

Can I complete a co-op or internship in my first year?

Generally, co-ops must be completed in the student's final semester. An exception is automotive technology. Hospitality students may complete a co-op in their third semester by permission of the department but the fourth semester is preferred.

How many work hours are required?

- 135 work hours are required for an Internship
- 180 work hours are required for a co-op

Work experience must be in conjunction with a class seminar.

If I am interested in pursuing either a co-op or an Internship, what is my first step?

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

What if I don't have an updated resume?

If you need assistance, contact the Career and Transfer Center (building 3-108) at 292-2248 for information on how to assist you with resume writing.

What are some tips to consider when beginning searching for a Co-op or Internship?

First, the process can be time consuming (particularly in this economy). Begin your search early.

- Search using MCC's Job Connection (www.monroecc.edu, A-Z index, click J)
- Faculty in your own discipline are a great reference
- Friends and/or acquaintances in your field of interest
- Consider where you'd desire to work if an internship blossomed into something long-term later on
- Web (Google "Rochester, NY jobs")

If you've tried all these approaches, keep track of where you have tried and contact: Coops-internships@monroecc.edu for other possible suggestions or referrals.



Non-Traditional Baccalaureate Degree Programs for Adult and Experiential Learning

For information on the following programs, contact:

MCC's Office of Adult and
Experiential Learning
Admissions Office,
Brighton Campus
585.292.2016

Credit for Prior Learning Experiences

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

Walt Disney World College Internship Program

The Disney College Internship Program is an exciting opportunity for students of all majors and backgrounds. It is a paid internship that will stand out on a resume. MCC is among 400 colleges and universities

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

Experienced Based Learning (EBL) Career Work Experience

If you desire to get involved in a short term credit bearing work experience (paid or unpaid) to help identify a future career, you have the option to enroll in MCC's Experienced Based Learning (EBL)

program for one semester, fall, spring, or summer. EBL will be a perfect alternative to more formal ways of seeking a career work experience such as co-op or internship. It is a practical work experience, uncomplicated, and unattached to any other required option. If you wish to participate in EBL, seek out a business or organization interested in sponsoring you. At the conclusion of a successful work experience (112.5 hrs.), and the completion of the programs academic activities, you will be awarded three elective credits. One major advantage of this program is that it will assist you to acquire a record of work experience for your resume. This work based learning option may not be repeated for credit.

Independent Study

Independent Study at MCC is a credit bearing study done by an individual student under the sponsorship of a faculty member who provide initial guidance, criticism, review and final evaluation of student performance. Students do most of their work independently and meet periodically with their instructor. Existing courses in this Catalog/Handbook cannot be offered as Independent Studies. Independent Study may be taken as a (1) Program requirement; (2) Program elective; (3) General elective.



Credit

No more than 15 independent study credits may be granted toward a degree. Credit for a project will be determined jointly by the student, faculty sponsor and department chairperson to accurately reflect the time and work involved. A recommended guide for credit allocation is one credit hour for the equivalent of every forty-five sessions of student academic activities of 50 minutes duration each (37.5 clock hours).

Grade

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

Approval

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

Cost and Process

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

Options for Adult Students on a Fast Track to a Degree

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

Time-Shortened Courses. Courses that last either 8 weeks, or 11 weeks, instead of the usual 15. These courses maintain the same academic standards and cover the same content as the traditional 15 week courses.



MCC's Service-Learning courses place students in schools, organizations, businesses and agencies to meet a specific community need.

Off-Campus Courses. Take an evening course at one of our two off-campus locations (Greece and Webster).

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

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

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

Credit by Examination. Students who demonstrate knowledge in a particular subject may earn credit by testing out either through national standardized tests (CLEP/DANTES) or through departmental exams offered by some MCC departments for these reasons:

1. prior knowledge gained outside the classroom;

2. a course was cancelled in year student needed the credit to graduate;
3. student took a course "on location";
4. individual circumstances as they arise.

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

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

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

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

Roberts Wesleyan College (www.roberts.edu) offers degrees in Organizational Management (completion

time 15 months) and Health Administration (completion time 15 months).

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

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

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

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

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

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

Honors Institute

585.292.3351

MCC's Honors Institute brings together academically talented and highly motivated students and award-winning faculty in a specialized learning environment designed to help you fully realize your potential.

The Institute sponsors a wide variety of Honors courses, from Honors versions of traditional courses to unique seminar courses on interdisciplinary topics of global importance. All Honors courses have small class sizes guaranteeing a level of interaction between students and faculty that is all but impossible in larger settings.

However, there's more to the Honors Institute than just courses. The Institute offers service-learning and volunteer opportunities, sponsored attendance at local and regional art, theater and literary events, participation in academic conferences, and research and scholarship support.

Through this exciting blend of course-based study, unique curricular and co-curricular experiential learning activities, collaborative learning opportunities and service-learning projects, you'll explore some of the most challenging problems and questions facing the world today. Most importantly, you will receive an education tailored to your exceptional capabilities – with a curriculum expressly designed to prepare you for transfer to some of the nation's finest colleges and universities – while still only paying community college tuition!

Becoming a member of the Honors Institute allows you to graduate with a SUNY Certificate in Honors Studies in addition to your regular degree. To graduate with a Certificate in Honors Studies, a student must complete:

- ENG 200—Advanced Composition or IDC 295,
- Four additional honors courses, including IDC 195— Honors Seminar in Critical Analysis,
- and graduate with a cumulative GPA of 3.50 or better

Student members of the Honors Institute come from programs and disciplines from across the college, joined by their desire for a challenging and memorable academic experience – an experience that will prepare

them as they continue their education at a wide variety of top American universities and colleges.

Service-Learning

585.262.1713

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 (SV) hours in identified courses toward obtaining a service-learning distinction on their diploma. This distinction indicates completion of 200 or more SV hours. To receive credit for SV hours, a student must complete all required SV 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-101 Service-Learning Seminar - 3 Credits

Students can 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

585.292.2733

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

585.292.2062

The Transitional Studies Program, housed in the ESOL/Transitional Studies Department, helps students prepare for degree and certificate programs at MCC. 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 department serves TS01 students as well as students already 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, mathematics, study skills and college orientation. Student Support Services staff work with faculty to ensure that students obtain timely assistance and appropriate feedback.

- A sequence of integrated reading and writing courses has been developed to address different skill levels of students on entry and to 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 Basics, or COS 133 Introduction to College Studies, required for any new, full-time student placed in a TRS 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
TRS 092 Basic Mathematics	(5)
TRS 094 Pre-Algebra	(5)
TRS 100 Integrated Reading and Writing I	(5)
TRS 200 Integrated Reading and Writing II	(5)
TRS 105 Academic Writing	(3)
MTH 098 Elementary Algebra*	(4)
MTH 099 Elementary Algebra Review*	(1)
MTH 080 Prep for Stats*	(3)

**These courses are offered by the Math Department*

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. Imputed credit courses are required for students whose test scores place them at a given level.

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

Imputed credit courses are offered to students who are not quite ready for college-level work in math, writing, or reading. Throughout these courses, students develop their skills before taking demanding coursework in these fields or in other fields that require challenging college-level work. Students who enter college coursework without the proper skills may 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.

English for Speakers of Other Languages (ESOL)

585.292.2062

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 oral communication and medical interpreting
- 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 125 Multi-Skills I

ESL 130 Advanced I: Integrated Skills

ESL 138 Pronunciation

ESL 145 Multi-Skills II

ESL 158 Oral Communications

ESL 201 Advanced II: Reading/Writing

Student Support Services Program

585.292.2348

- Personal counseling
- Academic/career/transfer/financial aid advisement
- Tutoring
- College enrichment workshops
- Testing accommodations for learning/physically challenged students
- College tours
- Student recognition activities

Students must meet certain requirements to be eligible for the federally-funded TRIO 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 four-year college degree), or
- a member of a low-income household, or
- a student with a disability.

Academic Foundations Learning Centers

The Academic Foundations 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 Academic Foundations 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 current 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.

ECONOMIC DEVELOPMENT & INNOVATIVE WORKFORCE SERVICES

The Economic Development and Innovative Workforce Services division of MCC was formed to better understand and address the training and workforce needs of the Rochester region from both a business and individual worker perspective, to positively affect the local economy.

To accomplish this, the division is working to:

- Conduct regular industry research to inform training programs that will specifically address local worker pipeline deficits and help put displaced workers back to work;
- Allow flexibility in training and education delivery to accommodate our constituent's busy timelines, for example, accelerated or non-traditional program scheduling;
- Address college and career readiness initiatives in collaboration with area K-12 institutions;
- Secure regional funding to support the needs of industry and partners; and
- Function as a strong partner within the greater Rochester economic and workforce development community.

For more information, visit www.monroecc.edu/go/workforce or call 585.292.3770. Employers' workforce development needs are changing, and MCC is changing to meet them.



Corporate College

MONROE COMMUNITY COLLEGE

585.292.3770

A new work force in professional development and training.

MCC Corporate College provides a solutions-based, progressive approach to learning and development – both non-credit and credit – and represents a complete package including:

- Comprehensive, customized training solutions developed and delivered to meet specific workplace demands. Training solutions are designed with clear outcome objectives, delivered on-site or off, and followed by extensive evaluation. Additional services for employers include: employee surveys; credit for prior learning (CPL); evaluation services; instructional design and rapid e-learning; and digital production services. To learn more please contact Elaine Lyons, Manager, Corporate Relations, at elyons10@monroecc.edu or 585.292.3777.
- Training opportunities through our Office of Workforce Development, which are largely grant funded, and offer opportunities for both groups and individuals in the greater Rochester area. These programs feature credit and non-credit courses, and include apprenticeship training in the skilled trades. To learn more, please contact us at 585.292.3770.
- A regular schedule of impactful courses and workshops for individual workers seeking to update their skills or find a new career – also a valuable learning and development solution for businesses interested in training small numbers of employees. Visit us online at WorkforceForward.com to view our current schedule.
- Training topics range from basic computer skills, supervisory/management training, specialized IT certifications, through executive leadership development.

Learn more by visiting us online at
WorkforceForward.com
or call us directly at 585.292.3770
e-mail us at
corporatecollege@monrocc.edu.



Courses Fulfilling MCC General Education Requirements

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

LIBERAL ARTS

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

HUMANITIES

SOCIAL SCIENCES

MATHEMATICS (With exceptions noted under "Mathematics" below)

NATURAL SCIENCES (With exceptions noted under "Natural Science" below)

HUMANITIES

AAD 105 Typography

ART All Courses

CIN All Courses

COM 101 Introduction to Mass Media

COM 120 Media Literacy

COM 130 Media Writing

COM 131 Print Journalism

COM 270 Media and Society

EDU 150 Performance and Presentation Skills for Educators

ENGLISH - All Courses

FOREIGN LANGUAGE - All Courses INCLUDING the following:

ASL 101 American Sign Language I

ASL 102 American Sign Language II

ASL 103 American Sign Language III

ASL 104 American Sign Language IV

ASL 201 American Deaf Culture and Community

*HIS 257 Modern Women: An Historical and

Literary Perspective

HUMANITIES - All Courses

MUSIC - All Courses

PHILOSOPHY - All Courses

PHO 101 Photography for Non-Majors I

PHO 106 Photography I

PHO 135 Digital Photography

**PHO 140 History of Photography: Early

**PHO 145 History of Photography: Modern

REA 101 Critical Reading

SPEECH COMMUNICATION- All Courses

THEATRE - All Courses

SOCIAL SCIENCE

AAD 107 A History of Graphic Design

ANTHROPOLOGY - All Courses

**ART 118 Perspectives of Art History I: Ancient

**ART 119 Perspectives of Art History II: Modern

**ART 121 Perspectives of Art History III: Non-Western Art

**ART 240 Women, Art and Society

**ART 271 Twentieth Century Art and Ideas

ECE 250 Infant and Toddler Development

ECE 251 Family and Culture

ECONOMICS - All Courses

EDU 208 Guided Observations in Education

GEG 102 Human Geography

GEG 135 Business GIS

GEG 201 Geography of the United States and Canada

GEG 211 Economic Geography

GEG 215 Geography of Tourism Destinations

GEG 218 Political Geography

HISTORY - All Courses

**HMN 220 Western Humanities I

**HMN 221 Western Humanities II

HSM 103 Historical & Contemporary

Perspectives on Terrorism and Homeland Security

LAW - All Courses

**MUS 119 Music in World Cultures

**MUS 120 Jazz in American Society

**MUS 150 History of Rock 'n Roll

**MUS 155 African-American Music in America

**MUS 201 History of Music I

**MUS 202 History of Music II

**PHL 108 World Religions: Western Traditions

**PHL 109 World Religions: Eastern Traditions

**PHO 140 History of Photography: Early

**PHO 145 History of Photography: Modern

POLITICAL SCIENCE - All Courses

PPE 208 Sport Psychology

PSYCHOLOGY - All Courses

SOCIAL AND BEHAVIORAL SCIENCES - All Courses

SOCIAL SCIENCE - All Courses

SOCIOLOGY - All Courses

SVL 101 Service-Learning Seminar

SVL 106 Topics in Service-Learning

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.

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

AGS 101 Introduction to Agriculture

AGS 110 Introduction to Greenhouse

Management

AGS 150 General Microbiology for Food and Agriculture

BIOLOGY - All courses

CHEMISTRY - All courses

FSA 117 Basic Consumer Nutrition

GEG 100 Physical Geography Laboratory

GEG 101 Physical Geography

GEG 104 Weather and Climate

GEG 110 Physical Geography II Lab

GEG 111 Physical Geography II

GEG 130 Digital Earth

GEG 133 Introduction to Remote Sensing

GEG 203 Extreme Climate Lab

GEG 204 Extreme 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 Technologies (cannot count toward A.A. & A.S.)

SCIENCE - All courses

HEALTH/PHYSICAL EDUCATION

All courses with the following prefixes:

HED, PE, PEC, PEH, PEJ, PEM, PEW, PFT, PPE

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

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

MCC General Education Requirements (MCC-GER):

General Education is an important component of the College's commitment to students. General Education is defined as those courses and learning outcomes which serve students to understand themselves, their society, and provides the necessary skills for careers.

MCC degree programs: Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.), includes liberal arts and science courses often described as "General Education." The MCC General Education curriculum promotes an integrated educational experience for students.

The specific requirements of the General Education curriculum are 17 credits in the following six (6) knowledge and skill areas and competencies. Students who meet all of the degree program requirements will also satisfy the MCC-GER.

MCC Courses	Knowledge and Skill Areas Students who successfully complete MCC General Education Requirements will be able to:
ENG 101/200	Basic Communication (3 credits) <ul style="list-style-type: none"> • Produce coherent texts within common college-level written forms and demonstrate the ability to revise and improve such texts. • Research a topic, develop an argument and organize supporting detail. • Develop proficiency in oral discourse and acquire the skills to evaluate an oral presentation according to established criteria
Any MCC Humanities*	Humanities (3 credits) <ul style="list-style-type: none"> • Demonstrate the application of analysis, criticism, or creativity to study the human condition or its cultural expressions. • Analyze human works such as literature, art, music, philosophy, religion, language, history, or communication. • Describe meta-cognitive processes involved in creating or accessing works of art, literature, etc.
Any MCC Social Science*	Social Science (3 credits) <ul style="list-style-type: none"> • Discuss elements of the theoretical foundations of the discipline(s), and an understanding of empirically based methodologies. • Address issues, concepts, and models related to social and cultural institutions and systems or individual behavior. • Demonstrate an understanding of such topics as opposing points of view, ethical concerns, cultural/ethnic contributions, diverse perspectives, contemporary social issues, ethnic traditions, individual/group behavior, and the relationships of cultural groups to their environments and to one another.
MTH 104 or higher	Mathematics (3 credits) <ul style="list-style-type: none"> • Use one or more of the mathematical areas beyond arithmetic and basic algebra, such as additional algebra, geometry, trigonometry, calculus, probability, statistics, and/or combinatorics. • Use mathematical reasoning and/or quantitative analysis to interpret and solve a range of problems. For transfer degrees, the problems in the course should not be limited to one discipline or a narrow range of disciplines.
Any MCC Natural Science*	Natural Science (3 credits) <ul style="list-style-type: none"> • Demonstrate an understanding of the concepts, theories, models, methods and issues of one of the disciplines in the natural sciences. • Demonstrate knowledge of the scientific method as it applies to that discipline.
Any MCC PE/HED	PE/Health (2 credits) <ul style="list-style-type: none"> • Engage in a significant level of physical activity and/or significantly address at least one aspect of fitness or health and wellness – physical, mental, and/or emotional. • Contribute to the development of their lifetime wellness.
Infused Competencies: Critical Analysis and Reasoning, Information Management, Values, Ethics, Diverse Perspectives	
<ul style="list-style-type: none"> • No specific course requirement. Students will develop competencies throughout their college experiences, particularly in 200 level courses. 	
Critical Analysis and Reasoning	
<ul style="list-style-type: none"> • Identify, analyze, and evaluate arguments as they occur in their own or other's work and develop well-reasoned arguments. • Demonstrate the ability to define, interpret, and solve problems using a variety of methods. 	

Information Management

- Perform the basic operations of personal computer use and understand and use basic research techniques.
- Locate, evaluate and synthesize information from a variety of sources.
- Demonstrate an understanding of issues affecting the use of information by observing laws, regulations, and institutional policies.

Values and Ethics

- Develops knowledge, awareness, and appreciation of values and ethics.
- Exposes students to multiple values and ethics issues.
- Provides students and opportunity to articulate and apply values and ethical decision making to a situation involving complex dilemmas or controversial topics.

Diverse Perspectives

- Develops knowledge, awareness, and appreciation of diversity.
- Exposes students to a variety of issues relating to diversity and to be able to apply those multiple perspectives and contexts.
- Fosters understanding of differences and commonalities among human cultures, and experiences; and how these impact our society.

** As listed in the current MCC Catalog, "Courses Fulfilling Degree Requirements"*

Monroe Community College SUNY General Education Course Plan 2014-2015

The SUNY General Education Requirement (SUNY-GER) enables students to acquire knowledge and skills that are useful and important for all educated persons, regardless of their jobs or professions. (SUNY Board of Trustees Resolution, January 2010).

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

MCC students who plan to transfer and complete a baccalaureate degree at a SUNY four-year campus are responsible for meeting SUNY General Education Requirements (SUNY-GER). Students must complete the 30 credit SUNY-GER from at least seven (7) of the 10 Knowledge and Skills areas below and must include Basic Communications and Mathematics and demonstrate two competencies.

Knowledge and Skill areas:	American History (AH)	The Arts (A)
Mathematics (required) (M)	Western Civilization (WC)	Foreign Language (FL)
Natural Sciences (NS)	Other World Civilizations (OWC)	Basic Communication (Required) (BC)
Social Sciences (SS)	Humanities (H)	

Competencies:

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

Critical Thinking (Reasoning) (required)

Information Management (required)

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

How to Fulfill Your SUNY General Education Requirements:

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

Specific Courses and Grade Requirements:

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

Course Grades Required:

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

Notes for Transfer Students:

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

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

Courses meeting SUNY General Education requirements are identified in the catalog course descriptions. Using the grid on page 59, circle courses you have completed, and maintain this document as a record of requirements that have been fulfilled.



SUNY Transfer Policies:

<http://www.suny.edu/attend/get-started/transfer-students/>

If you transfer within SUNY, you will benefit from our transfer-friendly policies. Thousands of students do it each year. Transfer within or to SUNY. Whether it is to further your studies, pursue a new major or prepare for a different career, transition from one college to another requires careful and thoughtful planning.

At SUNY you will find campus support and system-wide planning guides, as well as people and programs focused on your transfer success.

You're In.

Guaranteed admission to a SUNY four-year campus for New York students transferring directly from a SUNY campus with an A.A. or A.S. degree.

Credits Count.

Guaranteed junior standing for SUNY students who graduate with an A.A. or A.S. degree and transfer to a parallel program at a SUNY four-year campus.

Common Foundation.

Satisfactorily completed general education requirements at one SUNY campus will meet the same requirement at another SUNY campus.

You're on the Right Path.

SUNY Transfer Paths outline core coursework for specified majors that are common to all SUNY campuses offering those majors to maximize credit acceptance.

We Agree.

Program to program articulation agreements outline transfer requirements from one campus to another.

2014-2015 Knowledge and Skills Areas — SUNY General Education Requirements

Required									Required
Mathematics (SMAT) M	Natural Sciences (SNASC) NS	Social Sciences (SSCS) SS	American History (SAMH) AH	Western Civilization (SWCV) WC	Other World Civilizations (SOW2) OWC	Humanities (SHUM) H	The Arts (SART) A	Foreign Language (SFRL) FL	Basic Communication (SCOM) BC
MTH 140	<i>AGS 150</i>	ANT 101	If Below 85 on US History Regents Exam:	ART 118*	ANT 102*	ART 118*	AAD 104	Waiver	<i>COM 109</i>
MTH 141 #	BIO 116	ANT 102*		ART 119*	ANT 201*	ART 119*	AAD 160	ARA 101	ENG 101
MTH 150	BIO 120	ANT 110		HIS 105	ART 121*	ART 121*	ART 101	ARA 102	ENG 200
MTH 156	BIO 132 & 133	ANT 130		HIS 108	GEG 102*	ART 240	ART 104	ASL 101+	ENG 250
MTH 160		ANT 201*		HIS 219	HIS 153	ART 270	ART 107	ASL 102+	ENG 251
MTH 161 #	<i>BIO 134</i>	ANT 202		HMN 220*	HIS 154	ART 271	ART 108	ASL 103+	<i>SPC 141</i>
MTH 165	BIO 135	ECO 101	HIS 111	HMN 221*	PHL 109*	CIN 120	ART 109	ASL 104+	<i>SPC 142</i>
MTH 175 #	BIO 136	ECO 111	HIS 112	MUS 201	POS 220*	ENG 105	ART 120	ASL 201	<i>SPC 144</i>
MTH 200 #	BIO 143	ECO 112		MUS 202	SOC 210/150	ENG 106	COM 120	CHI 101	
MTH 210 #	BIO 148	GEG 102*	If 85 or Above on US History Regents Exam:	PHL 108*		ENG 108	EDU 150	CHI 102	
MTH 211 #	BIO 155	<i>GEG 135</i>				ENG 109	ENG 213	CHI 103	
MTH 212 #	BIO 156	GEG 201				ENG 114	ENG 233	FRE 101	
	BIO 195	GEG 211				ENG 115	ENG 243	FRE 102	
	CHE 100	POS 110				ENG 201	ENG 253	FRE 103	
	CHE 110	POS 120*				ENG 202	ENG 263	FRE 104	
	CHE 124	POS 210		HIS 103		ENG 203	<i>ENG 273</i>	FRE 207	
	CHE 136	POS 220*		HIS 104		ENG 204	MUS 108	GER 101	
	CHE 145	POS 225		HIS 111		ENG 208	MUS 109	GER 102	
	CHE 151	POS 230		HIS 112		ENG 209	MUS 113	GER 103	
	CHE 152	PPE 208		HIS 211		ENG 210	MUS 119*	HBR 101	
	GEG 100 & 101	PSY 101		HIS 240		ENG 214	<i>MUS 120</i>	HBR 102	
		PSY 201		HSM 103		ENG 215	<i>MUS 121</i>	ITA 101	
	GEG 110 & 111	PSY 205		POS 120*		ENG 216	MUS 122	ITA 102	
		PSY 212				ENG 217	MUS 124	ITA 103	
	GEG 130	PSY 220			ENG 218	MUS 126	ITA 207		
	GEG 203/252 & 204/253	SBS 125			ENG 220	MUS 129	JPN 101		
		SBS 295			ENG 223	MUS 147	JPN 102		
	GEO 101	SOC 101			ENG 224	MUS 151	JPN 103		
	GEO 102	SOC 102/200			ENG 225	MUS 153	POR 101		
	GEO 105 & 115	SOC 201			ENG 230	MUS 154	POR 102		
		SOC 202			ENG 240	<i>MUS 221</i>	SPA 101		
	GEO 200/150	SOC 211/130			HIS 257	PHO 101	SPA 102		
	GEO 295/195				HMN 220*	PHO 106	SPA 103		
	PHY 120 & 121				HMN 221*	<i>PHO 113</i>	SPA 104		
	PHY 131				HMN 222	<i>PHO 135</i>	SPA 110		
	PHY 141				HMN 295	<i>PHO 223</i>	SPA 207		
	PHY 145				IDC 195	SPC 119			
	PHY 146				IDC 295	THE 110			
	PHY 154				MUS 101	THE 111			
	PHY 155				MUS 119*	THE 112			
	PHY 161				PHL 101	THE 190			
	<i>PPE 275</i>				PHL 102	THE 212			
	SCI 131				PHL 103				
					PHL 105				
					PHL 108*				
					PHL 109*				
					PHL 250				
					PHO 140				
					PHO 145				
					REA 101				
					THE 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.

Italicized courses are new.

The most recent version of this document can be found online at: www.monroccc.edu, A-Z Index, SUNY General Education.

Revised 4/17/14



Honors Institute

MCC's Honors Institute helps outstanding students reach their academic goals.

The program affords MCC students the opportunity to develop a personal mentor relationship with an Honors faculty member. This is



characteristic of the highest quality liberal arts colleges — a level of attention that prominent national universities seldom afford their undergraduates. Many honors students continue their studies at prestigious four-year colleges and universities such as Amherst, Cornell, SUNY Geneseo, and the University of Rochester.

For further information, call MCC's Honors Institute Office at 585.292.3351 or visit www.monroecc.edu/go/honors

Academic Programs



To participate in MCC's Honors Institute, a 3.5 GPA and/or a professor's recommendation is required.

PROGRAMS OF STUDY

All academic programs offered by Monroe Community College have been approved by the State University of New York and registered with:

New York State Board of Regents
 New York State Department of Education
 Room 110EB
 Albany, NY 12234
 (518) 474-5889
www.regents.nysed.gov

The State University of New York has authorized the College to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and specified certificates. The College itself is fully accredited by:

Middle States Commission on Higher Education
 3624 Market Street
 Philadelphia, PA 19104-2680
 (215) 662-5606

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 are 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
Additions Counseling - Associate in Science (A.S.) Degree	5506
Advertising: Commercial Art - Associate in Science (A.S.) Degree	5012
Business:	
Business Administration - Associate in Science (A.S.) Degree	5004
International Business - Associate in Science (A.S.) Degree	5099
Office Technology-Office Administration - Associate in Science (A.S.) Degree	5005
Cinema and Screen Studies - Associate in Science (A.S.) Degree	5606
Communication and Media Studies - 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
Diversity and Community Studies - Associate in Science (A.S.) Degree	5622
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
Human Services - Associate in Science (A.S.) Degree	5506
Individual Studies - Associate in Science (A.S.) Degree	5699
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 - Associate in Arts (A.A.) Degree	5649
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
Mathematics - Associate in Science (A.S.) Degree	5617
Music Performance - Associate in Science (A.S.) Degree	5610
Physical Education Studies - Associate in Science (A.S.) Degree	5299.30
Public Relations - Associate in Science (A.S.) Degree	5004
Sport Management - Associate in Science (A.S.) Degree	5299.30
Sustainability Studies - Associate in Science (A.S.) Degree	5649
Theatre Arts - Associate in Science (A.S.) Degree	5610

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
Addictions Counseling	5506
Advanced Studies (Honors Studies)	5649
Agriculture and Food Studies	5402
Automotive Technology	5306
Computer Aided Design and Drafting	5303
Criminal Justice- Corrections Administration	5505
Cybersecurity	5199
Culinary Arts	5404
Dental Assisting*	5202
Dental Assisting Rapid Track	5312
Direct Disability Support Services	5506
Early Care	5503
Electronics Technology	5310
Emergency Medical Services	5299
Food Management	5010
Golf Management	5010
Heating, Ventilating, and Air Conditioning	5317
Homeland Security	5508
Hotel Management	5010
Human Services	5501
Law Enforcement	5505
Mathematics	5617
Office Technology: Medical Office Assistant	5005
Office Technology: Specialist	5005
Optical Systems Technology	5212
Paralegal Studies	5099
Paramedic Certificate	5299
Precision Machining: Optical Fabrication	5212
Precision Tooling	5312
Small Business Management	5004
Solar Thermal Technology	5317
Sustainability	5649
Teaching Assistant: Adolescence	5503
Teaching Assistant: Early Childhood/Childhood	5503
Teaching Assistant: Technology	5503
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.

Accredited Programs

The following programs are accredited by corresponding agency.

Program	Agency	SED CODE
Dental Hygiene, A.A.S.*	Commission on Dental Accreditation of the American Dental Association	01229
Dental Assisting, Certificate*	Commission on Dental Accreditation of the American Dental Association	21311
Electrical Engineering Technology - Electronics A.A.S.*	Accreditation Board for Engineering and Technology - Engineering Technology Accreditation Commission	77436
Health Information Technology/Medical Records A.A.S.*	Commission on Accreditation of Allied Health Informatics and Informational Management Education	01235
Nursing A.A.S.*	Accreditation Commission for Education in Nursing, Inc.	01233
Paramedic A.A.S.*	Commission on Accreditation of Allied Health	21706
Radiologic Technology A.A.S.*	Joint Review Committee on Education in Radiologic Technology	01232
Monroe Community College	Accredited by the Middle States Commission on Higher Education	

Career Programs

These two-year programs provide an opportunity for students to earn an Associate in Applied Science (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 & Ventilation	5317
Applied Integrated Technology	5301
Automotive Training: Apprentice Program	5306
Apprentice Training: Machine Trades	5312
Biotechnology	5205
Business: Office Technology - Office Administrative Assistant	5005
Clinical Laboratory Technician: Medical Laboratory Technician	5205
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
Entrepreneurial and Applied Business Studies	5004
Fire Protection Technology	5507
Health Information Technology: Medical Records*	5213
Hospitality Management	5404
Human Services	5501
Interior Design	5012
Mechanical Technology	5315
Nursing*	5208.10
Optical Systems Technology	5212
Paramedic*	5299
Precision Machining	5312
Radiologic Technology*	5207
Visual Communications Technology:	
Graphic Design	5012
Photography/Television	5008

ACCOUNTING: GENERAL

A . A . S . DEGREE

CIP Code:

52.0302

MCC Program Code:

AC01

NYSED Code (BRI):

27626

NYSED Code (DCC):

27627

Description

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 the Business Administration & Economics Department)

Program Learning Outcomes

- 1) Complete all steps of the accounting cycle.
- 2) Create information such as budgets or variance analyses in support of the planning and control functions.
- 3) Apply appropriate principles to stakeholder issues such as valuation or ownership for various business assets and equities.
- 4) Apply appropriate quantitative reasoning skills in performing job duties such as ratio analysis or cost-volume-profit computations.
- 5) Prepare basic tax forms such as payroll taxes or income tax.
- 6) Use computer software such as spreadsheet or general ledger as an aid in performing business and accounting functions.
- 7) Apply economic principles to costing and pricing decisions.
- 8) Describe the relationship between managers and employees and their respective obligations to each other.
- 9) Utilize effective communication skills in a variety of situations.

Requirements for Program Entrance

Elementary Algebra with Geometry (or Math 098 or Math 130 at MCC) with a C or higher.

Distribution Requirements	Credit Hours
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FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 130 Modern Business Mathematics (recommended) OR	
MTH 104 Intermediate Algebra or higher (NOT MTH 150 Survey of Mathematics)* ...	3
BUS 104 Introduction to Business.....	3
ACC 101 Principles of Accounting I OR	
ACC 110 Fundamentals of Accounting I AND	
ACC 111 Fundamentals of Accounting II.....	4
OFT 121 Introduction to Keyboarding***	1
PHYSICAL/HEALTH EDUCATION	1
	Total 15

SECOND SEMESTER: 16-17 Credit Hours

ECO 101 Introduction to Economics OR	
ECO 111 Principles of Microeconomics.....	3
SPC 140 Introduction to Speech Communication OR	
SPC 141 Interpersonal Speech Communication OR	
SPC 142 Public Speaking OR	
SPC 143 Small Group Communication	3
ACC 202 Payroll Accounting.....	2
ACC 102 Principles of Accounting II.....	4
BUS 220 Business Applications OR	
CRC 125 Computer Applications Software**	3-4
PHYSICAL/HEALTH EDUCATION	1
	Total 16-17

THIRD SEMESTER: 16 Credit Hours

ECO 103 Personal Money Management	3
NATURAL SCIENCE ELECTIVE	3
ACC 201 Accounting Applications	3
ACC 210 Intermediate Accounting I.....	4
BUS 200 Legal Environment of Business.....	3
	Total 16

FOURTH SEMESTER: 16 Credit Hours

ENG 250 Professional Communication	3
ACC 204 Tax Procedures.....	3
ACC 220 Cost Accounting.....	3
ACC 230 Accounting Systems and Applications.....	3
BUS 275 Business Cooperative Education	4
	Total 16

TOTAL CREDITS 63-64

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

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

*** May be waived

ADDICTIONS COUNSELING

A . S . DEGREE

CIP Code:

34.0104

MCC Program Code:

AS01

NYSED Code (BRI):

32113

NYSED Code (DCC):

32114

Description

This program is designed to prepare students for a future in addiction counseling after completing the baccalaureate in Social Work or another relevant field.

Addiction counseling is a challenging and rewarding field for which entry-level employees are often not well prepared. This program is designed around the 12 Core Functions designated as essential by the New York State Office of Alcohol & Substance Abuse Services and required for completion of the Credentialed Alcohol & Substance Abuse Counselor (CASAC) . These core functions are addressed in six 3-credit alcohol & chemical dependency counseling classes.

In New York State, oversight of treatment for addiction to drugs/alcohol is by the New York Office of Alcohol & Substance Abuse Services (OASAS). The credential for drug and alcohol counselors is the Credentialed Alcohol & Substance Abuse Counselor, commonly known as the CASAC. Anyone with a CASAC qualifies as what is known as Quality Health Professional (QHP). All drug/alcohol abuse treatment facilities that are licensed by New York must comply with the OASAS requirement that at least 50% of their clinical staff shall be QHPs and the preferred form of QHP for chemical dependency treatment agencies is the CASAC.

(Housed in the Human Services Department)

Program Learning Outcomes

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

- 5) Referral: Be able to appropriately match client diagnosis and symptoms to treatment facility and program level. Be familiar with other area programs and facilities that client may need beyond substance abuse treatment and be able to make appropriate referrals.
- 6) Treatment Planning: Be able to: develop client treatment plans, including long-term and short-term goals and the areas of life specified by OASAS; involve client in the development of the treatment plan; keep treatment plans updated.
- 7) Counseling: Be able to: select the appropriate counseling model(s) for a situation; use one-on-one and group counseling skills, including empowering clients, focusing on strengths, and keeping the focus on the client's agenda, not the counselor's.
- 8) Crisis Intervention: recognize and appropriately respond to signs of relapse, suicidality, depression. Be able to appropriately call on others for assistance when the situation is beyond his/her abilities to handle
- 9) Patient Education: Counselor will be able to: help client to understand the processes of addiction, withdrawal, relapse, and recovery; be able to convey this information in terms understood by clients and in one-on-one, in group or in front-of-the room environments.
- 10) Case Management: Be able to understand, and where appropriate assist client with, processes in which the client may be involved in the areas of social services, legal, health care, and mental health care.
- 11) Reporting and Record Keeping: Be able to keep succinct but complete and coherent records regarding all client interactions for the well-being of both client and agency. Be capable of objective reporting and of knowing what should be included.
- 12) Consultation with Other Professionals: Be able to work in the substance abuse field as a team member. Discern when to call on supervisor or other experienced staff for assistance. Develop a file of others who can be called on as needed, within appropriate confidentiality procedures.

FOURTH SEMESTER: 15 Credit Hours

SOC 101 Introduction to Sociology	3
ACD 246 Alcohol/Chemical Dependency - Internship & Seminar.....	6
PHYSICAL/HEALTH EDUCATION.....	2
ELECTIVES*	4

Total 15

TOTAL CREDITS 60-62

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

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

ADDICTIONS COUNSELING

CERTIFICATE PROGRAM

CIP Code:

34.0104

NYSED Code (BRI):

34167

MCC Program Code:

AS02

NYSED Code (DCC):

34168

Description

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

(Housed in the Human Services Department)

Program Learning Outcomes

- 1) Initial screening of potential clients as to their need for further evaluation and diagnosis.
- 2) Intake: collecting of necessary personal information, explanation of confidentiality laws, obtaining of appropriate release of information signatures.
- 3) Orientation: clarify rights and responsibilities of both client and treatment facility, facility rules, tour appropriate areas, explain treatment process, help client to understand what is expected, and what s/he may expect.
- 4) Assessment, Evaluation and Intervention: Take an appropriate psychosocial history, develop a diagnosis based on current DSM criteria, help client to understand the damage that addiction may be doing to physical, family and career life.
- 5) Referral: Be able to appropriately match client diagnosis and symptoms to treatment facility and program level. Be familiar with other area programs and facilities that client may need beyond substance abuse treatment and be able to make appropriate referrals.
- 6) Treatment Planning: Be able to: develop client treatment plans, including long-term and short-term goals and the areas of life specified by OASAS; involve client in the development of the treatment plan; keep treatment plans updated.
- 7) Counseling: Be able to: select the appropriate counseling model(s) for a situation; use one-on-one and group counseling skills, including empowering clients, focusing on strengths, and keeping the focus on the client's agenda, not the counselor's.
- 8) Crisis Intervention: recognize and appropriately respond to signs of relapse, suicidality, depression. Be able to appropriately call on others for assistance when the situation is beyond his/her abilities to handle
- 9) Patient Education: Counselor will be able to: help client to understand the processes of addiction, withdrawal, relapse, and recovery; be able to convey

Requirements for Program Entrance

Intermediate Algebra (or MTH 104 at MCC).

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15-16 Credit Hours

ACD 140 Alcohol/Chemical Dependency & the Human Service Worker	3
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
NATURAL SCIENCE ELECTIVE*	3-4
HUM 101 Introduction to Human Services.....	4
HUM 111 Field Work in Human Services I	2

Total 15-16

SECOND SEMESTER: 15-16 Credit Hours

ACD 143 Alcohol/Chemical Dependency - Independent Counseling Skills.....	3
PSY 101 Introductory Psychology	3
LITERATURE ELECTIVE*	3
NATURAL SCIENCE ELECTIVE*	3-4
MTH 160 Statistics I or higher	3

Total 15-16

THIRD SEMESTER: 15 Credit Hours

SOCIAL SCIENCE ELECTIVES*	6
ACD 144 Alcohol/Chemical Dependency - Group Counseling Skills.....	3
ACD 142 Alcohol/Chemical Dependency & the Family OR	
ACD 241 Alcohol/Chemical Dependency - Treatment Modalities OR	
ACD 245 Alcohol/Chemical Dependency - Special Topics	3
HUMANITIES ELECTIVE*	3

Total 15

this information in terms understood by clients and in one-on-one, in group or in front-of-the room environments.

- 10) Case Management: Be able to understand, and where appropriate assist client with, processes in which the client may be involved in the areas of social services, legal, health care, and mental health care.
- 11) Reporting and Record Keeping: Be able to keep succinct but complete and coherent records regarding all client interactions for the well-being of both client and agency. Be capable of objective reporting and of knowing what should be included.
- 12) Consultation with Other Professionals: Be able to work in the substance abuse field as a team member. Discern when to call on supervisor or other experienced staff for assistance. Develop a file of others who can be called on as needed, within appropriate confidentiality procedures.

Requirements for Program Entrance

- 1. Those who wish to add addictions counseling education to pre-existing Bachelor's or Master's degrees in a field related to addiction counseling, and (less frequently)
- 2. Those who have an Associates degree and already worked in the field of addictions counseling for an extended period of time (minimum 4 years) but do not have a pre-existing advanced degree. Such students would be required to have Accuplacer scores--at minimum--at the MCC level 8 Mathematics placement AND placement into English 101 or higher.

Distribution Requirements	Credit Hours
HUM 101 Introduction to Human Services**	4
HUM 111 Field Work in Human Services I**	2
ACD 140 Alcohol/Chemical Dependency & the Human Service Worker	3
ACD 142 Alcohol/Chemical Dependency & the Family	3
ACD 143 Alcohol/Chemical Dependency - Independent Counseling Skills	3
ACD 144 Alcohol/Chemical Dependency - Group Counseling Skills	3
ACD 241 Alcohol/Chemical Dependency - Treatment Modalities	3
ACD 245 Alcohol/Chemical Dependency - Special Topics	3
ACD 246 Alcohol/Chemical Dependency - Internship & Seminar	6
TOTAL CREDITS	30

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

ADOLESCENCE EDUCATION (TEACHER EDUCATION TRANSFER)

A . A . D E G R E E

Description

See Liberal Arts and Sciences: Adolescence Education

ADVANCED STUDIES (HONORS STUDIES)

CERTIFICATE PROGRAM

CIP Code:

24.0199

NYSED Code (BRI):

32513

MCC Program Code:

ASC1

NYSED Code (DCC):

32514

Description

The Advanced Studies Certificate Program offers extraordinary students the opportunity for advanced learning experiences, which involve first-hand encounters with people, places, events and ideas. Acceptance into the program denotes admission into the College's Honors Institute. Through Institute membership, students will enjoy unique learning experiences within and beyond the classroom.

Through exceptional course-based exploration, unique curricular and co-curricular experiential learning activities, collaborative learning community opportunities, and fulfilling volunteer work, Institute students will encounter learning worthy of their extraordinary capacity for growth. Graduation with the Advanced Studies Certificate requires full engagement with Honors Institute activities and a cumulative GPA of 3.5 or above. The Advanced Studies certificate program is not financial aid eligible.

Program Learning Outcomes

- 1. Communicate clearly and effectively a multitude of perspectives on a topic, discipline, or area of inquiry.

Requirements for Program Entrance

The required minimum high school average is 88, the class rank of top 20% and a minimum SAT score of 1680 (combined Critical Reading, Math, and Writing) or higher; or SAT Score: 1120 or higher (combined Critical Reading & Math) for students who did not take the Writing subtest.

Recommended High School Courses: AP English Language, AP English Literature, AP Biology, AP Chemistry

Distribution Requirements	Credit Hours
First Semester: 6 Credit Hours	
ENG 200 Advanced Composition	3
IDC 195 Honors Seminar in Critical Analysis	3
Total	6

Second Semester: 6-7 Credit Hours

HONORS DESIGNATED ELECTIVE	3-4
ELECTIVE	3
Total	6-7

Third Semester: 6-7 Credit Hours

HONORS DESIGNATED ELECTIVE	3-4
ELECTIVE	3
Total	6-7

Fourth Semester: 6-7 Credit Hours

HONORS DESIGNATED ELECTIVE	3-4
GENERAL ELECTIVE	3
Total	6-7

TOTAL CREDITS 24-27

ADVERTISING: COMMERCIAL ART

A . S . D E G R E E

CIP Code:

50.0402

NYSED Code (BRI):

22237

MCC Program Code:

AD01

Description

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

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

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Illustrate a story and/or create visually engaging and conceptually meaningful imagery
- 2) Illustrate using various forms of media (such as paint ink watercolor wash etc.)
- 3) Construct a complete portfolio showing the progression of personal work to support applications for employment or transfer
- 4) Create illustrations that exhibit proper artistic technique using the elements of art and principles of design
- 5) Analyze and critique illustrated works produced by self peers or professionals
- 6) Discuss or describe the role of illustration in society or culture in both historic and contemporary contexts
- 7) Meet the needs of clients by responding to artistic direction
- 8) Communicate effectively using visual oral or written techniques

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16- 17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
ART 104 Drawing I	4
ART 109 Two Dimensional Design	3
MTH 150 Survey of Mathematics (or higher)	3
SOCIAL SCIENCE ELECTIVE	3
	Total 16

SECOND SEMESTER: 17-18 Credit Hours

AAD 104 Introduction to Graphic Design, 2D	4
ART 204 Drawing II	4
NATURAL SCIENCE ELECTIVE	3
PROGRAM ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
	Total 17

THIRD SEMESTER: 16 Credit Hours

ART 118 Perspectives of Art History I* OR	
ART 119 Perspectives of Art History II*	3
ART 205 Commercial Illustration I	4
ART 154 Drawing the Human Figure.....	4
SOCIAL SCIENCE ELECTIVE	3
LITERATURE ELECTIVE	3
	Total 16

FOURTH SEMESTER: 15-18 Credit Hours

ART 231 Art Seminar OR	
CE 210 Cooperative Education -Art.....	3
ART 206 Commercial Illustration II	4
PROGRAM ELECTIVE	3
PHYSICAL/HEALTH EDUCATION	2
NATURAL SCIENCE ELECTIVE	3
	Total 15

PROGRAM ELECTIVES:*

- AAD 105 Typography
- AAD 160 Graphic Illustration, Vector Drawing
- AAD 167 Web Design: Graphics
- AAD 256 Motion Graphics
- AAD 260 Applied Imaging: Raster Graphics+
- ART 110 Comics and Sequential Art
- ART 125 Three Dimensional Design
- PHO 135 Digital Photography

TOTAL CREDITS 64

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

AGRICULTURE AND FOOD STUDIES

CERTIFICATE PROGRAM

CIP Code:

01.0401

NYSED Code (BRI):

36397

MCC Program Code:

AG02

Description

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

(Housed in the Biology Department)

Program Learning Outcomes

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

Requirements for Program Entrance

High school graduate or high school equivalency diploma.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 12 Credit Hours

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

SECOND SEMESTER: 12 Credit Hours

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

TOTAL CREDITS 24

AIR CONDITIONING TECHNOLOGY: HEATING AND VENTILATION

A . A . S . DEGREE

CIP Code:

15.0501

MCC Program Code:

HV01

NYSED Code (BRI):

91114

Description

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

(Housed in the Applied Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

Elementary Algebra with Geometry (or Math 098 at MCC).

Distribution Requirements	Credit Hours
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FIRST SEMESTER: 15 Credit Hours

HVA 101 Basic Refrigeration Theory.....	3
HVA 105 Electric and Motor Controls	3
MATHEMATICS ELECTIVE OR	
PROGRAM ELECTIVE OR	
HEATING, VENTILATION, AIR CONDITIONING ELECTIVE***	3
PHY 100 Preparatory Physics****	4
PHYSICAL/HEALTH EDUCATION	2
Total 15	

SECOND SEMESTER: 16 Credit Hours

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

THIRD SEMESTER: 15-17 Credit Hours

HEATING, VENTILATION, AIR CONDITIONING ELECTIVE**	3
HEATING, VENTILATION, AIR CONDITIONING ELECTIVE**	3-4
HVA 103 Heating Systems.....	3
HVA 106 HVAC Workplace Training	3
HEATING, VENTILATION, AIR CONDITIONING ELECTIVE OR	
PROGRAM ELECTIVE*	3-4
Total 15-17	

FOURTH SEMESTER: 15-16 Credit Hours

ENG 251 Technical Writing.....	3
HEATING, VENTILATION, AIR CONDITIONING ELECTIVE OR	
PROGRAM ELECTIVE*	3-4
SOCIAL SCIENCE ELECTIVES	6
HUMANITIES ELECTIVE	3
Total 15-16	

TOTAL CREDITS 61-64

* Program Electives include CE 271, CRC 101, ELT 121, ELT 130, MET 101, STT 101, STT 102, STT 201.

** HVA electives are any course numbered HVA 200 or higher.

*** Students who score below Math Level 8 for math placement must take either MTH 135 or MTH 104 for this elective.

**** PHY 131 and PHY 132 **OR** PHY 145 and PHY 146 **OR** PHY 154 and PHY 155 **OR** PHY 161 and PHY 162

(Note: Prerequisite math courses for each physics sequence)

APPLIED INTEGRATED TECHNOLOGY

A . A . S . DEGREE

CIP Code:

15.0403

MCC Program Code:

AI01

NYSED Code (BRI):

34321

Description

The Applied Integrated Technology degree offers a unique, interdisciplinary program which prepares students for positions in high technology fields applying the principles of science, engineering, and mathematics to solve technical problems. The comprehensive curriculum addresses the impact of technology on engineering and manufacturing processes, and carefully integrates machining, optical, electrical, mechanical, and manufacturing technologies. Students are provided with extensive hands-on laboratory experience and work on team projects which simulate industry scenarios.

Upon completion of the program students can be placed directly in careers as technicians in product design, system troubleshooting, manufacturing process development, evaluation of components and systems, and translating engineering designs into end-products.

Alternatively, students who may want to transfer to a four year baccalaureate degree may need to complete additional bridge courses.

Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the program and their career choices.

Recommended preparation: Three years of high school mathematics are required through Sequential Math III (Regents level strongly recommended), and one-half year of physics or physical science is recommended.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

- 1) Develop a manufacturing plan to produce a product that includes workflow material requirements and distribution.
- 2) Use SolidWorks to design components and assemblies from concept to prototype.
- 3) Use Mastercam to develop machining programs.
- 4) Determine material specification based upon design intent product usage and manufacturing processes.
- 5) Design testing procedures to ensure that components meet specifications.
- 6) Work within a team environment to design develop or evaluate products.
- 7) Effectively communicate ideas with others using technology such as email and PowerPoint presentations.

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 16 Credit Hours	
ELT 130 System Electricity	3
ENR 153 Mechanical Design and Prototyping.....	4
MTH 140 Technical Math I* or higher.....	3
OPT 131 Optical Elements and Ray Optics	4
TEK 101 Computer Applications for Technicians.....	2
Total	16

SECOND SEMESTER: 17 Credit Hours

ELT 232 System Electronics	4
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MET 122 Advanced Modeling with SolidWorks	3
MTH 141 Technical Mathematics II*	3
OPT 135 Measurement and Analysis.....	4
Total	17

THIRD SEMESTER: 16 Credit Hours

ENG 251 Technical Writing.....	3
MFG 201 Computer Aided Manufacturing	2
OPT 235 Advanced Optical Manufacturing.....	4
PHY 131 Applied Physics I OR	
PHY 145 College Physics I	4
HUMANITIES ELECTIVE	3
Total	16

FOURTH SEMESTER: 13-15 Credit Hours

CEL 200 General Internship OR	
TECHNICAL ELECTIVE**	3
ENR 259 Engineering Design Lab.....	1
MET 206 Engineering Materials	3
SOCIAL SCIENCE ELECTIVE	3
TEK 206 Special Topics in Engineering Technology	1-3
PHYSICAL/HEALTH EDUCATION.....	2
Total	13-15

TOTAL CREDITS 62-64*

* MTH 140 and MTH 141 is a sequence. Students who plan to transfer to a four-year program may wish to substitute the three course sequence MTH 160 (3 cr.), MTH 164 (1 cr.) and MTH 165 (3 cr.). Students not proficient in algebra or trigonometry should take MTH 135 preferably in Summer Session prior to starting Applied

Integrated Technology. Students with excellent high school math records may wish to select a more advanced math program following consultation with the Mathematics Department.

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

APPRENTICE TRAINING: AUTOMOTIVE

A . A . S . DEGREE

CIP Code:
47.0604

NYSED Code (BRI):
78834

MCC Program Code:
AT01

Description

The Associate Degree Automotive Training 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 five 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 22 credit hour General Studies Courses, plus either the Day or Evening program coursework.

(Housed in the Applied Technologies Department)

Program Learning Outcomes

- 1) Apply mathematical skills as appropriate to fulfill job responsibilities.
- 2) Demonstrate the use of soft skills necessary for successful employment within the automotive service industry.
- 3) Communicate effectively in an automotive service setting
- 4) Demonstrate competency in OSHA safety practices through the successful completion of S/P2's Pollution and Safety exams.
- 5) Perform current vehicle engine service to NATEF standards.
- 6) Perform current vehicle brake service to NATEF standards.
- 7) Perform current vehicle electrical and electronic systems service to NATEF standards.
- 8) Perform current vehicle automatic transmission and transaxle service to NATEF standards.
- 9) Perform current vehicle manual drivetrain and axle systems service to NATEF standards.
- 10) Perform current vehicle suspension and steering systems service to NATEF standards.
- 11) Perform current vehicle heating and air conditioning systems service to NATEF standards.
- 12) Perform current vehicle engine performance systems service to NATEF standards.

Requirements for Program Entrance

ENG 101 ready and Elementary Algebra with Geometry (or Math 098 currently registered in or higher. Valid driver's license.

Distribution Requirements	Credit Hours
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OPTION 1 - GM -Automotive Service Educational Program (ASEP)

FIRST SEMESTER: 19.5 Credit Hours

ATP 101 Introduction to Automotive Technology	5
ATP 102 Electrical/Electronic Systems 1 - Automotive.....	3
ATP 105 Brakes - Automotive	4.5
ATP 141 Automotive Technology - Coop I	2
HEALTH/PHYSICAL EDUCATION	2
ENG 101 College Composition OR	

ENG 200 Advanced Composition	3
Total 19.5	

SECOND SEMESTER: 18 Credit Hours

MTH 104 Intermediate Algebra OR	
MTH 135 Introduction to Technical Mathematics* OR	
MTH 164 Introduction to Trigonometry AND MTH 165 College Algebra OR	
MTH 175 Precalculus Mathematics with Analytic Geometry (or higher).....	4
PHY 100 Preparatory Physics OR	
PHY 131 Applied Physics I (or higher)	4
ATP 103 Electrical 2 - Automotive	4
ATP 108 Engine Repair - Automotive	4
ATP 142 Automotive Technology - Coop II	2
Total 18	

SUMMER SEMESTER: 3 Credit Hours

ATP 143 Automotive Technology - Coop III	3
Total 3	

THIRD SEMESTER: 15 Credit Hours

SOCIAL SCIENCE ELECTIVE	3
HUMANITIES ELECTIVE	3
ATP 107 Automatic Transmission and Transaxle - Automotive	4
ATP 109 Heating and Air Conditioning - Automotive.....	3
ATP 144 Automotive Technology - Coop IV	2
Total 15	

FOURTH SEMESTER: 14 Credit Hours

LIBERAL ARTS ELECTIVE	3
ATP 106 Steering and Suspension - Automotive	5
ATP 112 Engine Performance - Automotive	4
ATP 145 Automotive Technology - Coop V	2
Total 14	

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

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

FIRST SEMESTER: 17.5 Credit Hours

ATP 101 Introduction to Automotive Technology	5
ATP 102 Electrical/Electronic Systems 1 - Automotive.....	3
ATP 105 Brakes - Automotive	4.5
HEALTH/PHYSICAL EDUCATION	2
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
Total 17.5	

SECOND SEMESTER: 17 Credit Hours

MTH 104 Intermediate Algebra OR	
MTH 135 Introduction to Technical Mathematics* OR	
MTH 164 Introduction to Trigonometry AND MTH 165 College Algebra OR	
MTH 175 Precalculus Mathematics with Analytic Geometry (or higher).....	4
PHY 100 Preparatory Physics OR	
PHY 131 Applied Physics I (or higher)	4
ATP 103 Electrical 2 - Automotive	4
ATP 108 Engine Repair - Automotive	4
ATP 140 Automotive Technology Coop Seminar	1
Total 17	

SUMMER SEMESTER: 3 Credit Hours

ATP 143 Automotive Technology - Coop III	3
Total 3	

THIRD SEMESTER: 16 Credit Hours

SOCIAL SCIENCE ELECTIVE	3
HUMANITIES ELECTIVE	3
ATP 107 Automatic Transmission and Transaxle - Automotive	4
ATP 109 Heating and Air Conditioning - Automotive.....	3
ATP 104 Emissions Controls, Computer Fuel Systems	3
Total 16	

FOURTH SEMESTER: 14 Credit Hours

LIBERAL ARTS ELECTIVE	3
ATP 106 Steering and Suspension - Automotive	5
ATP 112 Engine Performance - Automotive	4
ATP 145 Automotive Technology - Coop V	2
Total 14	

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

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

FIRST SEMESTER: 9 Credit Hours

ATP 101 Introduction to Automotive Technology.....	5
ATP 140 Automotive Technology Coop Seminar	1
ENG 101 College Composition.....	3
Total 9	

SECOND SEMESTER: 9 Credit Hours

ATP 102 Electrical/Electronic Systems 1 - Automotive	3
MTH 104 Intermediate Algebra OR	
MTH 135 Introduction to Technical Mathematics* OR	
MTH 164 Introduction to Trigonometry AND MTH 165 OR	
MTH 175 Precalculus Mathematics with Analytic Geometry (or higher).....	4
ATP 171 Automotive Technology - Coop I.....	2
Total 9	

SUMMER SEMESTER: 11.5 Credit Hours

ATP 105 Brakes - Automotive.....	4.5
ATP 103 Electrical 2 - Automotive	4
ATP 172 Automotive Technology - Coop II.....	2
HEALTH/PHYSICAL EDUCATION	1
Total 11.5	

THIRD SEMESTER: 10 Credit Hours

ATP 106 Steering and Suspension - Automotive	5
ATP 173 Automotive Technology - Coop III.....	2
SOCIAL SCIENCE ELECTIVE	3
Total 10	

FOURTH SEMESTER: 9 Credit Hours

ATP 109 Heating and Air Conditioning - Automotive.....	3
ATP 174 Automotive Technology - Coop IV.....	2
PHY 100 Preparatory Physics OR PHY 131 Applied Physics OR (higher)	4
Total 9	

SUMMER SEMESTER: 9 Credit Hours

ATP 107 Automatic Transmission and Transaxle - Automotive.....	4
ATP 108 Engine Repair - Automotive.....	4
HEALTH/PHYSICAL EDUCATION.....	1
Total 9	

FIFTH SEMESTER: 6 Credit Hours

ATP 104 Emission Controls, Computer Fuel Systems I Theory.....	3
HUMANITIES ELECTIVE	3
Total 6	

SIXTH SEMESTER: 7 Credits

ATP 112 Engine Performance - Automotive.....	4
LIBERAL ARTS ELECTIVE*.....	3
Total 7	

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

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

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

General Motors Automotive Service Educational Program - (GM-ASEP): This is a two-year, five-semester program. It 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. Identification of a sponsoring dealership is part of the acceptance process in this program. A valid New York State driver's license is required for participation in this program.

Toyota/Scion/Lexus Technical Educational Network - (T-TEN): This is a two-year, five-semester program. It combines college instruction with on-the-job Toyota/Scion/Lexus dealership training. Toyota Motor Sales and Monroe Community College are working together to provide this "high tech" instruction and cooperative work experience at participating Toyota/Scion/Lexus dealers in the Western New York State region. Identification of a sponsoring dealership is part of the acceptance process in this program. A valid New York State driver's license is required for participation in this program.

Those wishing more information on the programs listed above should contact the Applied Technologies Department at 585-292-3700, or the Admissions Office at 585-292-2000.

AUTOMOTIVE TECHNOLOGY

CERTIFICATE PROGRAM

CIP Code: **MCC Program Code:**
AT02

NYSED Code (BRI):
26473

Description

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

(Housed in the Applied Technologies Department)

Program Learning Outcomes

- 1) Demonstrate the use of soft skills necessary for successful employment within the automotive service industry.
- 2) Communicate effectively in an automotive service setting.
- 3) Apply mathematical skills as appropriate to fulfill job responsibilities.
- 4) Demonstrate competency in OSHA safety practices through the successful completion of S/P2's Pollution and Safety exams.
- 5) Perform current vehicle engine service to NATEF standards.
- 6) Perform current vehicle brake service to NATEF standards
- 7) Perform current vehicle electrical and electronic systems service to NATEF standards.
- 8) Perform current vehicle suspension and steering systems service to NATEF standards.
- 9) Perform current vehicle heating and air conditioning systems service to NATEF standards.

Requirements for Program Entrance

Elementary Algebra with Geometry (or MTH 098 currently registered in or higher.)
Valid driver's license. Placement into ENG 101.

Distribution Requirements	Credit Hours
FIRST SEMESTER: 9 Credit Hours	
ATP 101 Introduction to Automotive Technology.....	5
ATP 140 Automotive Technology Coop Seminar.....	1
ENG 101 College Composition.....	3
Total 9	

SECOND SEMESTER: 9 Credit Hours

ATP 102 Electrical/Electronic Systems 1 - Automotive.....	3
MTH 104 Intermediate Algebra OR	
MTH 135 Introduction to Technical Mathematics* OR	
MTH 164 Introduction to Trigonometry AND MTH 165 College Algebra OR	
MTH 175 Precalculus Mathematics with Analytic Geometry (or higher).....	4
ATP 171 Automotive Technology - Coop I.....	2
Total 9	

SUMMER SEMESTER: 10.5 Credit Hours

ATP 105 Brakes - Automotive.....	4.5
ATP 103 Electrical 2 - Automotive.....	4
ATP 172 Automotive Technology - Coop II.....	2
Total 10.5	

THIRD SEMESTER: 7 Credit Hours

ATP 106 Steering and Suspension - Automotive.....	5
ATP 173 Automotive Technology - Coop III.....	2
Total 7	

FOURTH SEMESTER: 5 Credit Hours

ATP 109 Heating and Air Conditioning - Automotive.....	3
ATP 174 Automotive Technology - Coop IV.....	2
Total 5	

SUMMER SEMESTER: 4 Credit Hours

ATP 108 Engine Repair - Automotive.....	4
Total 4	

TOTAL CREDITS AUTOMOTIVE TRAINING APPRENTICE PROGRAM (A-TAP: CERTIFICATE) 44.5

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

AUTOMOTIVE TRAINING APPRENTICE PROGRAM

A . A . S . DEGREE

Description

See APPRENTICE TRAINING: AUTOMOTIVE

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

Description

See Automotive Technology

BIOLOGY ADVISEMENT SEQUENCE

A . S . DEGREE

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

BIOTECHNOLOGY

A . A . S . DEGREE

CIP Code:

41.0101

MCC Program Code:

BT01

NYSED Code (BRI):

85078

Description

Biotechnology is best defined as the exploitation of biological systems or processes. Although this is not an entirely new concept, the current biotechnology boom is the result of recent developments in molecular biology knowledge and techniques.

The Biotechnology career program is recommended for individuals with a strong interest in biology, biochemistry and molecular genetics. Emphasis will be on the molecular biology concepts, techniques, and instrumentation that are basic to understanding the application of biological systems. Graduates of this program may be employed in health care and pharmaceutical companies, microbiological and environmental testing companies, food processing industries, and any university or industry laboratory engaged in molecular biology research and development. 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 with a grade of B or better and high school chemistry with C or better, and three years of high school mathematics including trigonometry; high school physics is recommended.

(Housed in Biology Department)

Program Learning Outcomes

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

9) Analyze and interpret experimental data.

10) Operate laboratory equipment commonly used in a research/industry setting.

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 17-18 Credit Hours

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: 15-16 Credit Hours

BIO 156 General Biology II	4
CHE 152 Principles of Chemistry II	4
HUMANITIES ELECTIVE	3
MATHEMATICS ELECTIVE*	3-4
PHYSICAL/HEALTH EDUCATION	1

Total 15-16

THIRD SEMESTER: 16-18 Credit Hours

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: 15-17 Credit Hours

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 63-69

* *MTH 160 or MTH 165 or higher.*

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

BUSINESS ADMINISTRATION

A . S . D E G R E E

CIP Code:

52.0201

NYSED Code (BRI):

01210

MCC Program Code:

BU01

NYSED Code (DCC):

19248

Description

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

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

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

(1) Build a concentration in a specific business area by taking courses with the following prefixes: ACC, BUS, ECO, MAR

OR

(2) Acquire up to six credit hours of non-business course work with a view toward imparting the greatest measure of transfer potential for upper-level programs elsewhere. Students who are planning on transferring to a SUNY school should use these credits towards completion of the SUNY General Education requirements.

(Housed in Business Administration and Economics Department.)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 165 College Algebra (or higher)*	3
BUS 104 Introduction to Business	3
ACC 101 Accounting Principles I**	4
PHYSICAL/HEALTH EDUCATION	2

Total 15

SECOND SEMESTER: 16 Credit Hours

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

Total 16

THIRD SEMESTER: 18 Credit Hours

ECO 111 Principles of Microeconomics	3
BUS 201 Business Law I	3

BUS 204 Management Theory and Practice **OR**

BUS 208 Organizational Behavior*

HUMANITIES ELECTIVE*

SOCIAL SCIENCE ELECTIVE

ELECTIVE*

Total 18

FOURTH SEMESTER: 15 Credit Hours

ECO 112 Principles of Macroeconomics

SUNY-GENERAL EDUCATION NATURAL SCIENCE ELECTIVE*

MATHEMATICS*

ELECTIVE*

BUSINESS ELECTIVE*

Total 15

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 and Transfer Center), OR contact the receiving institution for guidance. The department recommends the student consider the following electives:

-Mathematics: MTH 161, MTH 200 or MTH 210

-Natural Science: a laboratory science

-Business Elective (Recommended): BUS 220 or any course with the prefix: ACC, BUS, or MAR.

** May take ACC 110 and ACC 111

BUSINESS: INTERNATIONAL BUSINESS

A . S . D E G R E E

CIP Code:

52.1101

NYSED Code (BRI):

19714

MCC Program Code:

BI01

NYSED Code (DCC):

19715

Description

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

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

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

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

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

business organization.

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

Requirements for Program Entrance

Please contact the Admissions Office.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
ECO 111 Principles of Microeconomics.....	3
MTH 165 College Algebra (or higher)	3
SOCIAL SCIENCE ELECTIVE**	3
BUS 104 Introduction to Business.....	3

Total 15

SECOND SEMESTER: 17 Credit Hours

LITERATURE ELECTIVE**	3
ECO 112 Principles of Macroeconomics.....	3
MTH 160 Statistics I	3
SOC 210 Global Interdependence	3
PHYSICAL/HEALTH EDUCATION.....	2
MAR 200 Principles of Marketing I.....	3

Total 17

THIRD SEMESTER: 16 Credit Hours

FOREIGN LANGUAGE*	3
ACC 101 Accounting Principles I***	4
BUSINESS ELECTIVE****	3
GEG 211 Economic Geography	3
NATURAL SCIENCE ELECTIVE**	3

Total 16

FOURTH SEMESTER: 16 Credit Hours

FOREIGN LANGUAGE*	3
ACC 102 Accounting Principles II.....	4
SOCIAL SCIENCE ELECTIVE**	3
BUS 250 International Management and Marketing Seminar.....	3
ELECTIVE**	3

Total 16

TOTAL CREDITS 64

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

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

SOCIAL SCIENCES: ANT 102, ANT 230, GEG 102, HIS 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 BUS 220

BUSINESS: OFFICE TECHNOLOGY-OFFICE ADMINISTRATIVE ASSISTANT

A . A . S . DEGREE

Description

See Office Technology - Office Administrative Assistant

CHEMISTRY ADVISEMENT SEQUENCE

A . S . DEGREE

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

CHILD CARE PRACTITIONER ADVISEMENT SEQUENCE

A . S . DEGREE

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

CHILDHOOD EDUCATION (TEACHER EDUCATION TRANSFER)

A . A . DEGREE

Description

See Liberal Arts and Sciences: Childhood Education



CINEMA AND SCREEN STUDIES

A . S . D E G R E E

CIP Code:
50.0601

NYSED Code (BRI):
31437

MCC Program Code:
CN01

NYSED Code (DCC):
31436

Description

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

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

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

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

Total 15

SECOND SEMESTER: 16-17 Credit Hours

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

Total 16-17

THIRD SEMESTER: 16 Credit Hours

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

Total 16

FOURTH SEMESTER: 15-16 Credit Hours

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

Total 15-16

TOTAL CREDITS 62-64

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
- SPA 207 Cinema for Spanish Conversation
- SPC 142 Public Speaking
- THE 110 Introduction to Theatre
- THE 112 Fundamentals of Acting

* 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.



CLINICAL LABORATORY TECHNICIAN/MEDICAL LABORATORY TECHNICIAN

A . A . S . DEGREE

CIP Code:
51.1004

NYSED Code (BRI):
34458

MCC Program Code:
CL01

Description

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

Fall admission only.

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

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

(Housed in the Biology Department)

Program Learning Outcomes

- 1) Recognize the role, scope of practice and responsibilities of health care personnel.
- 2) Demonstrate professional conduct and interpersonal communication skills with patients, coworkers and the community.
- 3) Demonstrate a good work ethic and demonstrate a sound ethical and moral decision making process.
- 4) Recognize and comply with organizational, State and Federal regulations regarding Laboratory Safety and infection control procedures.
- 5) Recognize and comply with organizational, State and Federal regulations regarding Patient care and confidentiality and demonstrate advocacy for the patient.
- 6) Describe educational legislation and regulations of the Medical Technology Profession and demonstrate willingness and intention to employ continuing education as a function of growth and certification maintenance within the clinical laboratory profession.
- 7) Recognize and utilize quality control protocols and participate in quality assurance programs at the pre-analytical, analytical and post-analytical phases of laboratory operations.
- 8) Describe the human anatomy, physiology and pathophysiology as it relates to blood and body fluid analysis and clinical correlation at the molecular and macromolecular level.
- 9) Describe the human anatomy, physiology and pathophysiology as it relates to blood and body fluid analysis and clinical correlation at the cellular level.
- 10) Describe the human anatomy, physiology and pathophysiology as it relates to blood and body fluid analysis and clinical correlation at the tissue level.
- 11) Describe the human anatomy, physiology and pathophysiology as it relates to blood and body fluid analysis and clinical correlation at the organ system level.
- 12) Collect and process blood, body fluids and other biological specimens for analysis.
- 13) Collect and/or process blood and blood components and analyze for compatibility prior to distribution as part of transfusion therapy.

- 14) Perform routine laboratory procedures, ensuring validity, and differentiate between normal and abnormal results and take necessary action with critical values.
- 15) Recognize factors that influence procedures and results and take appropriate steps when indicated and perform and interpret basic QC procedures and take corrective actions when appropriate.
- 16) Operate and maintain basic laboratory equipment and perform scheduled preventive maintenance on equipment and recognize when it is appropriate and necessary to seek professional repair services.
- 17) Describe the basic concepts of analyze measurement and detection and recognize what instruments and analyzers employ these basic concepts.
- 18) Apply knowledge of theory and principles relative to collecting and processing specimens for analysis.
- 19) Apply knowledge of theory and principles relative to analyzing and verifying validity of results of analysis.
- 20) Apply knowledge of theory and principles relative to correlating and reporting results of analysis.
- 21) Apply basic scientific principles and theory, as well as demonstrate the ability, to learn new techniques and procedures.

Requirements for Program Entrance

Intermediate Algebra II with Trigonometry (or MTH 104 at MCC). Biology. Chemistry recommended. Admission to this program is September only.

Distribution Requirements	Credit Hours
FIRST SEMESTER: (Fall) 18-19 Credit Hours	
BIO 134 Human Anatomy and Physiology I	3
CHE 145 Preparation for General College Chemistry.....	4
CLT 100 Introduction to Medical Laboratory Technology	2
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 165 College Algebra OR	
MTH 175 Precalculus Mathematics with Algebra OR higher	3-4
PHL 103 Introduction to Ethics	3
	Total 18-19

SECOND SEMESTER: (Spring) 14 Credit Hours

BIO 135 Anatomy and Physiology II	3
BIO 148 Fundamentals of Biology and Inheritance	3
CLT 110 Specimen Procurement and Processing.....	3
CLT 130 Body Fluids and Urinalysis.....	2
CLT 140 Immunology	2
CLT 145 Serological Techniques	1
	Total 14

THIRD SEMESTER: (Summer) 5 Credit Hours

BIO 202 Microbiology	4
CLT 150 Histology Techniques.....	1
	Total 5

FOURTH SEMESTER: (Fall) 17 Credit Hours

CLT 203 Diagnostic Microbiology	2
CLT 210 Clinical Chemistry	4
CLT 220 Immunohematology	4
CLT 230 Hematology/Coagulation	4
MTH 160 Statistics I	3
	Total 17

FIFTH SEMESTER (Spring): 16 Credit Hours

BIO 235 Pathophysiology	3
CLT 251 Clinical Affiliate Clinical Rotation I – Body Fluids/Urinalysis and Immunology/Serology*	2
CLT 253 Clinical Affiliate Clinical Rotation II – Microbiology and Blood Bank*	2
CLT 255 Clinical Affiliate Clinical Rotation III – Clinical Chemistry and Clinical Hematology*	2
CLT 260 Clinical/Medical Laboratory Technology Seminar**	2
PHYSICAL/HEALTH EDUCATION	2
SOCIAL SCIENCE ELECTIVE	3

Total 16

TOTAL CREDITS 70-71

* 4 wks, Four 8 hour days = 32 hrs/wk = 128 hours/rotation

** 3 wks, 10 hrs/wk

Fall Admission only.

COMMUNICATION AND MEDIA STUDIES

A . S . D E G R E E

CIP Code:

09.0102

NYSED Code (BRI):

84485

MCC Program Code:

CM01

Description

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

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 150 Survey of Mathematics or higher	3
COM 101 Introduction to Mass Media	3
SPC 141 Interpersonal Communication OR	
SPC 143 Small Group Communication	3
SOCIAL SCIENCE ELECTIVE	3

Total 15

SECOND SEMESTER: 15-16 Credit Hours

ENG 250 Professional Communications	3
COM 109 An Introduction to Public Relations*	
COM 120 Media Literacy	3
HUMANITIES ELECTIVE	3
NATURAL SCIENCE ELECTIVE	3-4

Total 15-16

THIRD SEMESTER: 17-18 Credit Hours

COM 131 Print Journalism OR	
COM 230 Scriptwriting	3
PHO 106 Photography I OR	
COM 150 Video Production and Editing	3
SOCIAL SCIENCE ELECTIVE	3
NATURAL SCIENCE ELECTIVE	3-4
ELECTIVE	3
HEALTH/PHYSICAL EDUCATION	2

Total 17-18

FOURTH SEMESTER: 15 Credit Hours

COM 270 Media and Society	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
ELECTIVE	3
ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3

Total 15

TOTAL CREDITS 62-64

* See advisor for alternative course.

COMPUTER-RELATED ELECTRICAL ENGINEERING TECHNOLOGY

A . A . S . D E G R E E

Description

See ELECTRICAL ENGINEERING TECHNOLOGY: COMPUTER OPTION

COMPUTER AIDED DESIGN AND DRAFTING

CERTIFICATE PROGRAM

CIP Code:
15.1306

NYSED Code (BRI):
33719

MCC Program Code:
MT02

NYSED Code (DCC):
33720

Description

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

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 13 Credit Hours	
ENR 153 Mechanical Design and Prototyping.....	4
MET 101 Technical Graphics	3
MTH 104 Intermediate Algebra	4
TEK 101 Computer Applications for Technicians.....	2
Total 13	

SECOND SEMESTER: 12 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MET 122 Adv Solid Modeling using SolidWorks.....	3
MET 201 Designing for Materials, Manufacturing and Assembly.....	3
MET 202 Functional Design, Drafting and Analysis/OTHER TECHNICAL ELECTIVE*.....	3
Total 12	
TOTAL CREDITS 25	

* Technical Electives include: CIT 112; MET; TAM 151.

COMPUTER INFORMATION SYSTEMS

A . A . S . DEGREE

CIP Code:
11.0201

NYSED Code (BRI):
01227

MCC Program Code:
CIO1

Description

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

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

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 14 Credit Hours	
BUS 104 Introduction to Business.....	3
CIS 100 Information Processing Fundamentals.....	4
MTH 165 College Algebra or higher.....	3
PHL 105 Technology and Values.....	3
PHYSICAL/HEALTH EDUCATION.....	1
Total 14	

SECOND SEMESTER: 16 Credit Hours

BUS 220 Applied Business Applications	3
CIS 200 Programming for Information Systems.....	4
CIS 110 A+ PC Repair and Operating Systems	3
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 160 Statistics I	3
Total 16	

THIRD SEMESTER: 16 Credit Hours

ACC 101 Accounting Principles I	
ACC 110 Fundamentals of Accounting I AND	
ACC 111 Fundamentals of Accounting II.....	4
CIS 201 Introduction to Web Site Programming and Design.....	3
CIS 211 Applied Database Concepts OR	
CIS 221 Applied Database Concepts with an Oracle Database	3
SPC 141 Interpersonal Speech Communication OR	

SPC 142 Public Speaking	3
NATURAL SCIENCE ELECTIVE	3
Total	16

FOURTH SEMESTER: 17 Credit Hours

BUS 275 Business Cooperative Education	4
CIS 209 Systems Analysis and Design	3
CPT 115 Introduction to Networks	3
ENG 251 Technical Writing.....	3
SOCIAL SCIENCE ELECTIVE*	3
PHYSICAL/HEALTH EDUCATION.....	1
Total	17

TOTAL CREDITS 63

* Recommended Social Science Elective: ECO 101 or ECO 111

COMPUTER INFORMATION SYSTEMS

A . S . D E G R E E

CIP Code:

11.0501

MCC Program Code:

CIO2

NYSED Code (BRI):

87429

Description

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

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

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

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
CIS 100 Information Processing Fundamentals.....	4
BUS 104 Introduction to Business.....	3
ACC 101 Accounting Principles I	4
MTH 165 College Algebra or higher.....	3
Total	17

SECOND SEMESTER: 15 Credit Hours

CIS 200 Programming for Information Systems	4
ECO 111 Principles of Microeconomics.....	3
ACC 102 Accounting Principles II.....	4
LITERATURE ELECTIVE OR	
PHL 105 Technology and Values OR	
PHL 102 Introduction to Logic.....	3
HEALTH/PHYSICAL EDUCATION.....	1
Total	15

THIRD SEMESTER: 16 Credit Hours

CIS 211 Applied Database Concepts	3
MTH 160 Statistics I	3
ECO 112 Principles of Macroeconomics.....	3
ENG 250 Professional Communication OR	
ENG 251 Technical Communication	3
SUNY GENERAL EDUCATION ELECTIVE AMERICAN HISTORY, OTHER WORLD CIVILIZATIONS, WESTERN CIVILIZATIONS	3
HEALTH/PHYSICAL EDUCATION	1
Total	16

FOURTH SEMESTER: 15 Credit Hours

CIS 209 Systems Analysis and Design	3
BUS 204 Management Theory and Practice OR	
BUS 208 Organizational Behavior	3
PROGRAM ELECTIVE**	3
SUNY GENERAL EDUCATION ELECTIVE***	3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE	3
Total	15

TOTAL CREDITS 63

* Recommended Natural Science Electives: BIO 116, BIO 120, CHE 110, GEO 105 & 115, GEG 130, PHY 120 & 121.

** Program Elective: BUS 220, CIS 201, MTH 161

*** Choose a SUNY General Elective from any area.

COMPUTER SCIENCE

A . S . D E G R E E

CIP Code:

11.0701

NYSED Code (BRI):

82312

MCC Program Code:

CS01

Description

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

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

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

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

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

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 18 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
PHL 105 Technology and Values.....	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: 17 Credit Hours

LITERATURE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE*	3
MTH 211 Calculus II	4
CSC 103 Introduction to Data Structures	4
CSC 223 Computer Programming - "C++"	3
	Total 17

THIRD SEMESTER: 17 Credit Hours

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: 17-18 Credit Hours

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.*

** *Natural Science Electives: PHY 161-261 (recommended for transfer), PHY 154-155, CHE 151-152, BIO 155-156, GEO 101-102.*

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

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

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

COMPUTER SYSTEMS TECHNOLOGY

A . A . S . DEGREE

CIP Code:

15.1201

NYSED Code (BRI):

85365

MCC Program Code:

CP01

Description

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

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
CPT 114 Problem Solving and Robotics.....	3
CPT 115 Introduction to Networks.....	3
SOCIAL SCIENCE ELECTIVE	3
MATHEMATICS ELECTIVE*	3
Total	15

SECOND SEMESTER: 15 Credit Hours

CPT 101 Python Programming.....	4
COMPUTER SYSTEMS ELECTIVE**	3
ENR 157 Digital Electronics and Microcontrollers.....	4
MATHEMATICS ELECTIVE*	3
PHYSICAL/HEALTH EDUCATION.....	1
Total	15

THIRD SEMESTER: 16 Credit Hours

CSC 202 Programming Embedded Microcontrollers in C and Assembly Language.....	4
CPT 211 Android App Design for Mobile Devices.....	3
MATHEMATICS ELECTIVE*	3
COMPUTER SYSTEMS ELECTIVES**	3
SOCIAL SCIENCE ELECTIVE	3
Total	16

FOURTH SEMESTER: 17 Credit Hours

CPT 210 Operating Systems and Peripherals.....	3
CPT 212 Wireless and Remote Sensor Technology	3
ENG 251 Technical Communications	3
COMPUTER SYSTEMS ELECTIVE***	3
COMPUTER SYSTEMS CAPSTONE ELECTIVE***	1
NATURAL SCIENCE ELECTIVE.....	3
PHYSICAL/HEALTH EDUCATION.....	1
Total	17

TOTAL CREDITS 63

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

** *Computer Systems Electives:
Networking Skills Options: CPT 215, CPT 216, CPT217, CPT 218
Programming Skills Options: CIS 200, CSC 101, CSC 223, CSC 225
Specialized Skills Options: CSC 214, CSC 215*

*** *Computer Systems Capstone Electives:
ENR 259 Engineering Design Lab OR CPT 213 Computer Systems Design Lab*

COMPUTER-RELATED ELECTRICAL ENGINEERING TECHNOLOGY

(SEE ELECTRICAL ENGINEERING TECHNOLOGY -- COMPUTER OPTION)

CONSTRUCTION TECHNOLOGY

A . A . S . D E G R E E

CIP Code:

15.1001

NYSED Code (BRI):

91113

MCC Program Code:

CT01

Description

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

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16 Credit Hours

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: 16-17 Credit Hours

CIT 123 Construction II: Heavy, Highway and Site Construction	4
PHYSICAL/HEALTH EDUCATION	2
MET 203 Technical Mechanics Statics.....	3
MATHEMATICS ELECTIVE	3-4
PHY 131 Applied Physics I	4

Total 16-17

THIRD SEMESTER: 15-16 Credit Hours

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: 15 Credit Hours

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

CRIMINAL JUSTICE

A . S . D E G R E E

CIP Code:

22.9999

NYSED Code (DCC):

84495

MCC Program Code:

CJ01

Description

This is the preferred program for students who are planning to pursue careers as a federal law enforcement agent, lawyer, probation officer, parole officer, public safety planner, legal researcher, or paralegal.

Graduates who meet certain physical and moral standards may qualify for positions at the federal, state, county, and municipal levels.

The program provides the opportunity for preparation in the law process and science of criminal justice. This program includes an internship component.

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

(Housed in the Law and Criminal Justice Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE	4
POS 120 American National Government	3
CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Constitutional Law and Rights of People.....	3
Total 16	

SECOND SEMESTER: 17 Credit Hours

PSY 101 Introductory Psychology	3
HUMANITIES ELECTIVE	3
LITERATURE ELECTIVE	3
CRJ 104 Criminal Law	3
CRJ 204 Juvenile Justice	3
PHYSICAL/HEALTH EDUCATION	2
Total 17	

THIRD SEMESTER: 16 Credit Hours

SOC 101 Introduction to Sociology	3
MTH 160 Statistics I	3
CRIMINAL JUSTICE ELECTIVE+.....	3
NATURAL SCIENCE ELECTIVE	4
SUNY GENERAL EDUCATION ELECTIVE (WORLD CIVILIZATIONS, OTHER WORLD CIVILIZATIONS, THE ARTS, OR FOREIGN LANGUAGE).....	3
Total 16	

FOURTH SEMESTER: 15 Credit Hours

SOC 203 Criminology	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
CRIMINAL JUSTICE ELECTIVE+.....	3
ELECTIVE	3
Total 15	

TOTAL CREDITS 64

+ CRIMINAL JUSTICE ELECTIVES: CRJ 102, CRJ 105, CRJ 170, CRJ 171, CRJ 172, CRJ 201, CRJ 207, CRJ 208, CRJ 209, CRJ 217; LAW 101, LAW 110.

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

CRIMINAL JUSTICE: LAW ENFORCEMENT

CERTIFICATE PROGRAM

Description

See LAW ENFORCEMENT

CRIMINAL JUSTICE: CORRECTIONS ADMINISTRATION

CERTIFICATE PROGRAM

CIP Code:

43.0102

MCC Program Code:

CJ04

NYSED Code (DCC):

84237

Description

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 the Law and Criminal Justice Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 12 Credit Hours

CRJ 101 Introduction to Criminal Justice	3
CRJ 170 Introduction to Corrections.....	3
SOC 101 Introductory Sociology	3
PSY 101 Introductory Psychology	3
Total 12	

SECOND SEMESTER: 18 Credit Hours

CRJ 171 Legal Aspects of Corrections	3
CRJ 172 Institutional Procedures and Treatment of Inmates	3
CRJ 217 Community Based Corrections	3
PSY 200 Behavior Modification	3
PSY 205 Social Psychology.....	3
SOC 203 Criminology	3
Total 18	

TOTAL CREDITS 30

CRIMINAL JUSTICE: CORRECTIONS ADMINISTRATION

A . A . S . DEGREE

CIP Code:
43.0102

MCC Program Code:
CJ02

NYSED Code (DCC):
87442

Description

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.

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

(Housed in the Law and Criminal Justice Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
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FIRST SEMESTER: 15-16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
NATURAL SCIENCE ELECTIVE	3-4
POS 120 American National Government	3
CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Constitutional Law and Rights of People.....	3
Total	15-16

SECOND SEMESTER: 17 Credit Hours

PSY 100 Psychology of Interpersonal Relationships OR	
PSY 101 Introductory Psychology***	3
LITERATURE ELECTIVE*	3
CRJ 104 Criminal Law	3
CRJ 170 Introduction to Corrections.....	3
CRJ 204 Juvenile Justice	3
PHYSICAL/HEALTH EDUCATION.....	2
Total	17

THIRD SEMESTER: 15 Credit Hours

MTH 130 Modern Business Mathematics (or higher)****	3
HUMANITIES ELECTIVE**	3
SOC 101 Introduction to Sociology	3
CRIMINAL JUSTICE ELECTIVE+.....	3
CRJ 171 Legal Aspects of Corrections OR	
CRJ 217 Community Based Corrections	3
Total	15

FOURTH SEMESTER: 15-16 Credit Hours

SOC 203 Criminology	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
CRIMINAL JUSTICE ELECTIVE+.....	3
ELECTIVE	3-4
Total	15-16

TOTAL CREDITS 62-64

* ENG 105 recommended.

** SPC 141 or SPC 144 highly recommended.

*** PSY 101 highly recommended if student intends to transfer to a four-year college.

**** MTH 160 highly recommended (note prerequisites).

+ CRJ 102, CRJ 105, CRJ 171, 172, 201, 207, 208, 209, 217; LAW 101, 110.

++ PEJ 101 highly recommended for corrections officer careers; PEC 148 recommended for others.

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

CRIMINAL JUSTICE: POLICE

A . A . S . DEGREE

CIP Code:
43.0107

MCC Program Code:
CJ03

NYSED Code (DCC):
01253

Description

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

The program provides the opportunity for preparation in the law process and science of criminal justice. This program includes an internship component.

Graduates who meet certain physical and moral standards may qualify for positions at the federal, state, county, and municipal level. Graduates may also be required to pass a qualifying civil service exam for employment.

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

(Housed in the Law and Criminal Justice Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15-16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
NATURAL SCIENCE ELECTIVE	3-4
POS 120 American National Government	3
CRJ 101 Introduction to Criminal Justice	3
CRJ 103 Constitutional Law and Rights of People.....	3
	Total 15-16

SECOND SEMESTER: 17 Credit Hours

PSY 100 Psychology of Interpersonal Relationships OR	
PSY 101 Introductory Psychology***	3
LITERATURE ELECTIVE*	3
CRJ 104 Criminal Law	3
CRJ 201 Criminal Investigations OR	
CRJ 209 Forensic Science I	3
CRJ 204 Juvenile Justice	3
PEJ 101 PHYSICAL FITNESS I - CRIMINAL JUSTICE.....	2
	Total 17

THIRD SEMESTER: 15 Credit Hours

MTH 130 Modern Business Mathematics+ (or higher).....	3
SOC 101 Introduction to Sociology	3
HUMANITIES ELECTIVE**	3
CRJ 207 Criminal Evidence.....	3
CRIMINAL JUSTICE ELECTIVE+.....	3
	Total 15

FOURTH SEMESTER: 15-16 Credit Hours

SOC 203 Criminology	3
CRJ 211 Community Values and the Administration of Justice	3
CRIMINAL JUSTICE ELECTIVE+.....	3
ELECTIVE	3-4
CRJ 121 Criminal Justice Education Internship I OR	
CRJ 222 Criminal Justice Education Internship II	3
	Total 15-16

TOTAL CREDITS 62-64

* ENG 105 recommended

** SPC 141 or SPC 144 highly recommended

*** PSY 101 highly recommended if student intends to transfer to a four-year college
+ MTH 160 highly recommended if student intends to transfer to a four-year college
(note prerequisites)

++ CRJ 102, CRJ 105, CRJ 170, 171, 172, 201, 208, 209, 217, LAW 101, 110

NOTE TO STUDENTS:

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

CULINARY ARTS

CERTIFICATE PROGRAM

CIP Code:
12.0505

MCC Program Code:
HM09

NYSED Code (BRI):
01246

Description

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

(Housed in the Hospitality Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 16 Credit Hours	
FSA 103 Culinary Arts I: Fundamentals of Food Preparation	5
FSA 106 Food Safety and Sanitation	1
FSA 107 Menu Planning.....	3
HSP 102 Hospitality Service.....	4
FOOD SERVICE ADMINISTRATION ELECTIVE*	3
	Total 16

SECOND SEMESTER: 15 Credit Hours	
FSA 117 Basic Consumer Nutrition	3
FSA 203 Culinary Arts II: Advanced Food Production.....	5
C E 260 Cooperative Education-Hospitality Management*.....	4
FOOD SERVICE ADMINISTRATION ELECTIVE**	3
	Total 15

TOTAL CREDITS 31

* CE 260 can be taken during the summer

** Food Service Administration Elective Options: FSA 108, FSA 110, FSA 111, FSA 205, FSA 207, FSA 208, FSA 209.

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

CYBERSECURITY CERTIFICATE

CERTIFICATE PROGRAM

CIP Code:

11.0802

NYSED Code (BRI):

36395

MCC Program Code:

CY02

NYSED Code (DCC):

36396

Description

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

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

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 12 Credit Hours	
CPT 120 Introduction to Cybersecurity.....	4
CSC 215 Introduction to Linux.....	3
CPT 115 Introduction to Networks.....	3
SCR 211 Computer Security I	3
	Total 13

SECOND SEMESTER: 14 Credit Hours	
CPT 220 Applied Security Concepts.....	4
SCR 212 Computer Security II	3
CPT 125 Physical Security	3
CPT 225 Network Perimeter Security.....	4
	Total 14

TOTAL CREDITS 27

DENTAL ASSISTING

CERTIFICATE PROGRAM

CIP Code:

51.0601

NYSED Code (BRI):

21311

MCC Program Code:

DA01

Description

This one-year dental assisting program prepares graduates for entry-level employment within the dental industry. Students are taught to perform chairside assisting, related laboratory and office procedures and all delegable expanded functions permitted by the State Education Department. Instruction includes lectures/laboratory coursework, hands-on clinical experience and formal clinical internships.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Chicago, IL, 60611; phone (312)440-4653, and is registered with the State Education Department. Graduates will be eligible to take the National Certification Exam offered by the Dental Assisting National Board or a New York State specific certification exam.

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

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

No student may progress to the next Dental Studies course level without successful completion of all courses in the previous level. A student who has been previously enrolled in Dental Studies and earned a grade below passing as described in the note below or a W in the course will not be eligible for admission/re-admission to Dental Studies, unless there are documented extenuating circumstances that warrant consideration. A student who believes that there is an extenuating circumstance should speak with an advisor in the Admissions Office or the Advisement Center. Re-admission of students after an unsuccessful attempt requires permission of the department and is always on a space-available basis. Such an appeal may be made only one time. Dental Studies is a high-demand, competitive program; therefore, re-admission to the Dental Studies program is rare. Any student who is re-admitted to the Dental Studies program and fails to achieve a passing grade (as outlined for that program) a second time is ineligible to continue in the Dental Studies program. Admission/re-admission is always on a space-available basis.

Currently enrolled MCC Dental Assisting students who apply for admission into the Dental Hygiene Program for the following year after completing the Dental Assisting program will be given quality points for the Dental Hygiene courses they complete by January 31, in addition to the quality points that are calculated using the same courses

as regular admission into Hygiene. Admission using this pathway will be contingent on successfully completing the Dental Assisting program. In addition, those Dental Assisting students who wish to be considered for Dental Hygiene will need to meet the algebra, chemistry, and biology prerequisites by the application deadline of January 31. To practice in New York State, MCC Dental Assisting students must take the Dental Assisting National Board examination after graduation.

(Housed in the Health Professions Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FALL SEMESTER: 17-18 Credit Hours	
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	

VARIED LENGTH - INTERSESSION/SPRING SEMESTER: 1 Credit Hour

DAS 115 Orientation to Clinical Dental Assisting Practice.....	1
Total 1	

SPRING SEMESTER: 14 Credit Hours

DAS 120 Clinical Dental Assisting Practice.....	4
DAS 122 Advanced Biomedical Sciences for Dental Assisting Practice.....	2
DEN 121 Dental Radiography II**	2
DAS 227 Dental Specialties Procedures	2
DEN 228 Dental Office Management	1
SPC 144 Communication and Crisis	3
Total 14	
TOTAL CREDITS 32-33	

* Required Biology courses include: BIO 133, 134, or 142, or their equivalent.

** Students will need to recruit patients to meet requirements.

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

Students who are considering entering the Dental Hygiene Program must receive a grade of C or better in courses prefixed DEN for the courses to transfer. Didactic and skill testing is necessary in DEN 111 and 211 for on-line students. Once entered into the hygiene program, students will be required to audit DEN 121.

DENTAL ASSISTING RAPID TRACK - D.A.R.T.

CERTIFICATE PROGRAM

CIP Code:

51.0601

NYSED Code (BRI):

31856

MCC Program Code:

DA03

Description

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

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

(Housed in the Health Professions Department)

Program Learning Outcomes

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

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FALL SEMESTER: 7 Credit Hours	
DAS 110 Preclinical Dental Assisting	4
DEN 111 Dental Radiography I	2
DEN 113 Barrier Precautions and Infection Control Measures	1
Total 7	

SPRING SEMESTER: 8 Credit Hours

DAS 117 Biomedical Foundations for Dental Assisting Practice	3
DAS 121 Dental Assisting Clinical Experience.....	1*
DAS 227 Dental Specialties Procedures	2
DEN 211 Dental Materials.....	2

Total 8

TOTAL CREDITS 15

TOTAL EQUIVALENT CREDITS 24*

* Equivalent credit hours = 10 credits.

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. An option exists to "place out" of certain courses. Inquire with the program director in regard to this option.

DENTAL HYGIENE

A . A . S . DEGREE

CIP Code:

51.0602

NYSED Code (BRI):

01229

MCC Program Code:

DH01

Description

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.

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.

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. 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. Dental Studies is a high-demand, competitive program; therefore, re-admission to the Dental Studies program is rare. Any student who is re-admitted to the Dental Studies program and fails to achieve a 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 after graduation. Dental hygienists

must be licensed in order to practice. Prior to clinical experience, students must have a physical examination.

(Housed in the Health Professions Department)

Program Learning Outcomes

- 1) Apply a professional code of ethics in all endeavors using the highest professional knowledge and ethical principles within the context of the New York State Dental Hygiene Practice Act
- 2) Collect analyze and record data on the general oral and health status of patients using methods consistent with medical and legal principles
- 3) Use decision-making skills to determine the patient's needs related to his/her oral health and overall health based on all available data.
- 4) Provide individualized care (and will be prepared to manage medical emergencies) that include accepted infection control procedures and appropriate education preventive therapeutic and referral services to assist the patient in achieving and maintaining optimal oral health.
- 5) Evaluate the effectiveness of educational preventive therapeutic and referral services and modify those services if necessary to assist the client in achieving and maintaining optimal health
- 6) Assess plan implement and evaluate community-based oral health programs to a diverse population including health promotion and disease prevention activities.
- 7) Analyze scientific literature and use an evidence-based approach to patient care
- 8) Support the profession of dental hygiene through participation and affiliation with professional and community organizations

Requirements for Program Entrance

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.



Distribution Requirements

Credit Hours

FIRST SEMESTER*: 17-18 Credit Hours

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*: 21-22 Credit Hours

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

THIRD SEMESTER*: 19 Credit Hours

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

FOURTH SEMESTER*: 16 Credit Hours

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

TOTAL CREDITS 73-75

DESIGN (FASHION): INTERIOR DESIGN

A. A. DEGREE

Description

See INTERIOR DESIGN A.A.S. DEGREE

DIRECT DISABILITY SUPPORT SERVICES

CERTIFICATE PROGRAM

CIP Code:

19.0707

NYSED Code (BRI):

36367

MCC Program Code:

DD02

NYSED Code (DCC):

36368

Description

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

Students must be qualified to take ENG 101 in order to register for the HUM 101 and HUM 111.

(Housed in the Human Services Department)

Program Learning Outcomes

- 1) Describe various contemporary issues in the field of direct disability support services in order to provide support that is responsive to these issues to individuals with disabilities.
- 2) Identify and discuss community, natural, and systemic support services for people with significant disabilities.
- 3) Explain the differences in the roles and responsibilities of professionals in disability services systems and describe how care is provided to client/consumers in various care settings.
- 4) Describe and defend the important role of compliance and regulations in the field of direct disability support services.
- 5) Employ individualized assessments and develop plans using a person centered approach to determine services needed by consumers.
- 6) Select and report the necessary information to complete documentation procedures and materials for individuals in various systems of the direct disability support services field.
- 7) Develop positive behavior support planning for individuals with disabilities that facilitates communication, relationship-building, and independent decision-making in the community.
- 8) Examine the relationship between his/her own values and behaviors, including professional boundaries, ethics, and confidentiality and analyze how this relationship impacts the support of individuals with disabilities

Requirements for Program Entrance

High school graduate or high school equivalency diploma. Placement into ENG 101.

FIRST SEMESTER: 15 Credit Hours

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

* Completion of all previous semester dental hygiene courses with a grade of C, and passing grades in biology are required for advancement to the next semester. Students may complete BIO courses prior to the sequence listed in the catalog. Students must complete BIO and DEN courses following the semester sequence.

** Enrollment in DEN 121, DEN 125, DEN 215 and DEN 225 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s). Students are required to recruit patients to meet course requirements.

+ MTH 160 recommended

SECOND SEMESTER: 15 Credit Hours

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

Total 15

TOTAL CREDITS 30

DIVERSITY AND COMMUNITY STUDIES

A . S . D E G R E E

CIP Code:

24.0101

NYSED Code (BRI):

33775

MCC Program Code:

DC01

NYSED Code (DCC):

33776

Description

Diversity and Community Studies is a transfer degree program for individuals seeking careers that require knowledge and skills to function in diverse settings. It is suited to those who desire employment in governmental or non-governmental organizations, in multinational corporations, and in agencies of civil society. It is an interdisciplinary program that employs the analytical frameworks of the social sciences and other disciplines of the liberal arts. The program will enable students to: understand issues of group identity rooted in historical experiences and aspirations; describe the systemic processes behind the realities of inclusion and exclusion; identify the sources of group conflicts; evaluate the way that groups negotiate power, using historical and contemporary examples, to achieve more equitable social orders at the global, national and local levels. The program emphasizes the application of analytical and experiential skills to real world situations.

Students will have the option to choose 1 of 4 possible tracks in this degree program; African American Studies, Gender and Sexuality Studies, Global Studies, Urban Studies.

African American Studies - The African American Studies track 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.

Gender and Sexuality Studies - The Gender and Sexuality Studies track is an interdisciplinary program of study which defines gender & sexuality as fundamental categories of social and cultural analysis. Working from the assumption that gender & sexuality are social and cultural constructions, this track will examine how gender and sexuality are categories of social organization and power relations. Courses in this track will utilize cross-cultural and historical examination of human behaviors, social institutions and social inequalities, as well as the intersections of gender and sexuality with race, class, ethnicity, age and religion. Upon completion of this track, students will be critical thinkers who can analyze the important roles that gender and sexuality play in our social world.

Global Studies - The purpose of the Global Studies Program is to provide students with the educational tools to better understand the diversity and complexities of the global community. The conceptual approach employed includes the systematic examination of the people, cultures, governments, and institutions that comprise the international system as well as the study of interdependence on a global level. This academic track also prepares students for additional studies in four-year colleges and universities, as well as a range of career opportunities in government, non-profit, and the private sector.

Urban Studies - The Urban Studies track focuses on the evolution of America's urban communities from their origins in the 17th century to the globalized cities of

today. Students study the economic, social, political and cultural forces that influenced the various phases in this transition. This track focuses heavily on the contemporary challenges faced by America's metropolitan communities coming from developments at the global, national and local levels, challenges such changes in the local economy and problems of employment, the unequal access to material, educational and cultural resources, the fair distribution of public and private resources, environmental problems and land use issues. Students are encouraged to focus on the human as well as material assets of metro communities in constructing socially and environmentally sustainable communities. The track's academic program includes opportunities to complement the knowledge gained in the classroom with real life experiences in the greater Rochester metro area.

(Housed in the Liberal Arts Department.)

Program Learning Outcomes

- 1) Use analytical frameworks to demonstrate an understanding of the systemic roots of diversity in history, social systems or contemporary aspirations.
- 2) Demonstrate mastery of concepts relating to group identity, the diversity of human experience, or conflict.
- 3) Analyze how groups negotiate power to achieve more equitable and harmonious social orders.

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

AFRICAN AMERICAN STUDIES

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SOC 101 Introduction to Sociology	3
ANT 102 Cultural Anthropology.....	3
HIS 102 Introduction to African-American Studies	3
SUNY GENERAL EDUCATION - AMERICAN HISTORY OR WESTERN CIVILIZATION ELECTIVE	3

Total 15

SECOND SEMESTER: 15 Credit Hours

SUNY GENERAL EDUCATION- THE ARTS OR FOREIGN LANGUAGE ELECTIVE.....	3
HIS 103 African-American History I.....	3
PHL 210 Human Rights.....	3
SUNY GENERAL EDUCATION - NATURAL SCIENCE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3

Total 15

THIRD SEMESTER: 17 Credit Hours

MTH 160 Statistics.....	3
ENG 210 Literature of the Black Experience	3
HIS 104 African-American History II	3
SOC 201 Sociology of Race and Ethnicity.....	3
HEALTH/PHYSICAL EDUCATION	2
PROGRAM ELECTIVE *	3

Total 17

FOURTH SEMESTER: 15-16 credits

LIBERAL ARTS ELECTIVE.....	3
SOC 205 African-American Family.....	3
PROGRAM ELECTIVE *	6
HUMANITIES ELECTIVE	3

Total 15

TOTAL CREDITS 62

TOTAL CREDITS 62

GENDER AND SEXUALITY STUDIES

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SOC 101 Introduction to Sociology	3
ANT 102 Cultural Anthropology.....	3
SUNY GENERAL EDUCATION - AMERICAN HISTORY OR WESTERN CIVILIZATION ELECTIVE	3
SUNY GENERAL EDUCATION- THE ARTS OR FOREIGN LANGUAGE ELECTIVE.....	3
Total	15

SECOND SEMESTER: 15 Credit Hours

HIS 257 Women in the Historical Perspective	3
SUNY GENERAL EDUCATION - NATURAL SCIENCE ELECTIVE	3
ENG 217 Women in Literature.....	3
PSY 150 Psychology of Human Sexuality	3
SOC 206 Sociology of Gender and Sexuality.....	3
Total	15

THIRD SEMESTER: 17 Credit Hours

MTH 160 Statistics	3
PSY 202 Developmental Psychology – Adolescence.....	3
SOCIAL SCIENCE ELECTIVE	3
HUMANITIES ELECTIVE	3
HEALTH/PHYSICAL EDUCATION	2
PROGRAM ELECTIVE **	3
Total	17

FOURTH SEMESTER: 15 credits

LIBERAL ARTS ELECTIVE.....	3
SOC 204 Sociology of Family.....	3
PROGRAM ELECTIVE**	6
SOC 130 Sociology of Work or SBS 125 Women's Issues	3
Total	15

TOTAL CREDITS 62

GLOBAL STUDIES

FIRST SEMESTER: 15-16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SOC 101 Introduction to Sociology	3
SUNY GENERAL EDUCATION - NATURAL SCIENCE ELECTIVE	3
FOREIGN LANGUAGE ELECTIVE (SEQUENCE).....	3
ANT 102 Native American Peoples and Cultures	3
Total	15

SECOND SEMESTER: 15 Credit Hours

SUNY GENERAL EDUCATION- THE ARTS OR FOREIGN LANGUAGE ELECTIVE.....	3
FOREIGN LANGUAGE ELECTIVE (SEQUENCE).....	3
SUNY GENERAL EDUCATION - AMERICAN HISTORY OR WESTERN CIVILIZATION ELECTIVE	3
POS 220 International Politics.....	3
GEG 102 Human Geography	3
Total	15

THIRD SEMESTER: 17 Credit Hours

MTH 160 Statistics	3
SOC 150 Perspectives on Global Interdependence.....	3
SOC 209 Environmental Studies	3
PROGRAM ELECTIVE***	3
HEALTH/PHYSICAL EDUCATION	2
POS 225 Comparative Political Systems	3
Total	17

FOURTH SEMESTER: 15 Credits Hours

LIBERAL ARTS ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
PROGRAM ELECTIVE***	6
HUMANITIES ELECTIVE	3
Total	15

TOTAL CREDITS 62

URBAN STUDIES

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SOC 101 Introduction to Sociology	3
SUNY GENERAL EDUCATION - NATURAL SCIENCE ELECTIVE	3
ANT 102 Cultural Anthropology.....	3
SUNY GENERAL EDUCATION- THE ARTS OR FOREIGN LANGUAGE ELECTIVE.....	3
Total	15

SECOND SEMESTER: 15 Credit Hours

HUMANITIES ELECTIVE	3
PROGRAM ELECTIVE ****	3
SUNY GENERAL EDUCATION - AMERICAN HISTORY OR WESTERN CIVILIZATION ELECTIVE	3
SOC 202 Urban Sociology.....	3
PHL 210 Human Rights & Democracy in Domestic and International Contexts.....	3
Total	15

THIRD SEMESTER: 17 Credit Hours

MTH 160 Statistics	3
PROGRAM ELECTIVE ****	3
SOC 201 Sociology of Race and Ethnicity.....	3
HEALTH/PHYSICAL EDUCATION	2
POS 110 Introduction to Political Science.....	3
LIBERAL ARTS ELECTIVE.....	3
Total	17

FOURTH SEMESTER: 15 Credit Hours

GEG 102 Human Geography	3
SOCIAL SCIENCE ELECTIVE	3
HIS 240 The City In American History	3
PROGRAM ELECTIVE ****	3
SOC 102 Social Problems.....	3
Total	15

TOTAL CREDITS 62

Recommended Courses:

African-American Studies

* ANT 201, 202, 216; BIO 116; ENG 216, 230; GEG 102, 211; HIS 111, 112, 211, 216, 240; HMN 106; IDC 195, 295; MUS 120, 150, 155; PHL 103; POS 102, 210, 216, 234; SOC 102, 202, 203, 206, 210, 216; SUS 101.

Gender and Sexuality Studies

** ANT 201, 202, 216; ART 240; COM 101, 270; ENG 217, 240; GEG 102, 211; HIS 216; HMN 106; IDC 195, 295; PHL 103, 210; POS 216, 230; PSY 220, 270; SOC 130, 202, 203, 205, 210, 216; SBS 125; SUS 101.

Global Studies

*** ANT 201, 202, 216 ; ART 118, 119, 121; BIO 116; BUS 250; ECO 101; ENG 108, 201, 202, 210, 217, 230; GEG 211, 218; HIS 105, 108, 153,154, 216, 219, 275; HMN 101, 106, 220, 221; IDC 195, 295, 275; MUS 119; PHL 103, 108, 109, 210; POS 110, 210, 216, 234; PSY 222; SUS 101

Urban Studies

**** ANT 216; ART 121, 270; BIO 116; ENG 210, 216, 217; GEG 201, 211, 218; HIS 103, 104, 216; HMN 106; IDC 195, 295; MUS 120; POS 120, 216, 203; PSY 101, 205; SOC 130, 203, 209, 210, 216; SUS 101.

EARLY CARE

CERTIFICATE PROGRAM

CIP Code:

19.0708

NYSED Code (BRI):

21970

MCC Program Code:

EE02

NYSED Code (DCC):

21971

Description

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

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

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

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

Program Learning Outcomes

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

Requirements for Program Entrance

High school graduate or high school equivalency diploma.

Distribution Requirements

	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 . D E G R E E

Description

See Liberal Arts and Sciences: Early Childhood Education

ELECTRICAL ENGINEERING TECHNOLOGY -- ELECTRONICS

A . A . S . D E G R E E

CIP Code:

15.0303

NYSED Code (BRI):

77436

MCC Program Code:

ET01

Description

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

STUDENT LEARNING

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

PROGRAM LEVEL SUCCESS

2. Successfully transferring to a four or five year baccalaureate program in electrical, computer, or telecommunications engineering technology. This allows the graduate to continue to participate in life-long learning if she/he desires.

3. Displaying employability in a qualified technical environment with a variety of constituencies such as clients, co-workers, supervisors, customers utilizing skills acquired in the program. Such skills include professional oral and written communication, critical-thinking and team working skills.

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

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, MD 21202-4012. Telephone: (410) 347-7700.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

- 1) Collect and analyze data associated with an electrical engineering technology project.
- 2) Troubleshoot and repair defective equipment and circuitry.
- 3) Translate engineering designs into projects and test procedures.
- 4) Prepare technical reports for an engineering or sales team.
- 5) Apply knowledge of electrical engineering technology principles and standards (hardware and software) to the construction or functioning of electrical/electronics systems (ETAC-ABET Outcome A).
- 6) Apply principles of physics or chemistry with mathematical rigor (at or above the level of algebra and trigonometry) to problems associated with electronics (ETAC-ABET Outcome B).
- 7) Conduct and interpret standard tests and measurements associated with electronics experiments (ETAC-ABET Outcome C).
- 8) Conduct experiments applying electronic principles (ETAC-ABET Outcome C).

- 9) Analyze experimental data using electronic principles (ETAC-ABET Outcome C).
- 10) Function effectively as a member of a technical team (ETAC-ABET Outcome D).
- 11) Identify analyze and solve electrical engineering problems (ETAC-ABET Outcome E).
- 12) Communicate effectively regarding narrowly-defined electrical engineering technology activities (ETAC-ABET Outcome F).
- 13) Identify and discuss issues related to professional development and continuing education and training within the field of electrical engineering technology (ETAC-ABET Outcome G).
- 14) Discuss issues associated with electrical engineering professions including those related to diversity and ethics (ETAC-ABET Outcome H).
- 15) Demonstrate professional behaviors which may include timeliness dedication to quality or continuous improvement (ETAC-ABET Outcome I).

NOTE: Students in "2+2" Agreements should meet with their faculty advisor to make certain the courses they have selected meet the requirements of the college to which they plan to transfer.

NOTE: Electronics courses are normally offered only one semester per year, and have as a prerequisite certain lower numbered ELT courses. Failure to complete ELT courses in a properly planned sequence may result in a delay of graduation. Most other courses in this program are available Fall, Spring and Summer sessions.
NOTE: Students with less academic preparation will need three years to complete the Electronics program. The first year, the student could select from among MTH 098, MTH 104, MTH 135 and/or MTH 164; PHY 100; TEK 100, 101, 190; ELT 130; OFT 100, REA 100; TEK courses; ENG 101; PE; social science electives, etc. Contact an ELT advisor for details, and to explore the advisability of taking ELT 121 and ELT 102.

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 19 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
PHY 131 Applied Physics I	4
ELT 101 Electric Circuit Analysis I OR	
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: 18-19 Credit Hours

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: 18-19 Credit Hours

ELT 201 Linear Systems	4
ELT 202 Pulse and Digital Circuits	4
ENG 251 Technical Writing	3
MATHEMATICS ELECTIVE*	4
PHL 105 Technology and Values	3
PHYSICAL/HEALTH EDUCATION	1
Total 18-19	

FOURTH SEMESTER: 17 Credit Hours

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 73-74

* 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 140/141/175 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 164 in preparation for the required technical math or transfer math sequence.

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

ELT 101 or ELT 121 may serve as the prerequisite.

ELECTRO-OPTICS TECHNOLOGY

A . A . S . DEGREE

Description

See OPTICAL SYSTEMS TECHNOLOGY

ELECTRONICS TECHNOLOGY

CERTIFICATE PROGRAM

CIP Code:

15.0303

NYSED Code (BRI):

01240

MCC Program Code:

ETX1

Description

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

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

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

15) Demonstrate professional behaviors, which may include timeliness, dedication to quality, or continuous improvement (ETAC-ABET Outcome I).

Requirements for Program Entrance

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

Distribution Requirements Credit Hours

FIRST SEMESTER: 15-16 Credit Hours

TEK 101 Computer Applications for Technicians	2
ELT 111 Electronic Technology.....	3
ELT 121 AC/DC Circuit Analysis	4
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 140 Technical Mathematics I*	3-4
Total 15-16	

SECOND SEMESTER: 13-14 Credit Hours

ELT 102 Electric Circuit Analysis II	5
ELT 112 Electronic Technology	5
TECHNICAL ELECTIVE	3-4
Total 13-14	

TOTAL CREDITS 28-30

* or MTH 164 AND MTH 165, or MTH 175, or MTH 210 or higher.
Possible Technical Electives:
Any ELT course with permission of instructor
CPT 115, OPT 135, OPT 110, OPT 131, PHY 131, MET 101, MET 206, ENG 251
ENR 157 if MTH 165 taken

EMERGENCY MEDICAL SERVICES

CERTIFICATE PROGRAM

CIP Code:

51.0904

MCC Program Code:

EM02

NYSED Code (BRI):

21707

Description

This certificate is designed for students interested in preparing for entry into the emergency medical services field and to prepare them academically for progression to the level of paramedic. Students will be able to seek to obtain certification to as a New York State Emergency Medical Technician after completion of EMS 110. Students will prepare themselves for work in the EMS field with courses regarding EMS management. MCC is recognized by the Department of Health as an authorized sponsor of EMS Certification Programs.

(Housed in PSTF)

Program Learning Outcomes

- 1) Perform a comprehensive patient assessment
- 2) Deliver medications according to protocols
- 3) Deliver life-saving interventions according to protocols
- 4) Manage patient care while providing safe transportation to appropriate facilities
- 5) Communicate effectively with a variety of audiences which could include: patients families/friends or other public safety and medical professionals

Requirements for Program Entrance

Required Pre-requisite(s). Elementary Algebra with Geometry (or Math 098 at MCC).

Distribution Requirements

Credit Hours

HUMANITIES: 6 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SPC 144 Communication in Crisis	3
Total 6	

SOCIAL SCIENCES: 3 Credit Hours

PSY 101 Introductory Psychology	3
Total 3	

MATHEMATICS AND NATURAL SCIENCE: 6 Credit Hours

BIO 133 Human Biology	3
MTH 150 Survey of Mathematics or Higher.....	3
Total 6	

PROGRAM REQUIREMENTS: 6 Credit Hours

EMS 110 Emergency Medical Technician	6
Total 6	

PROGRAM ELECTIVES: 3 Credit Hours from:

BIO 132 Laboratory to Accompany Human Biology	1
CHE 100 Preparatory Chemistry.....	4
EMS 141 Operational Management for EMS	3
EMS 142 Administrative Management for EMS	3
HED 115 Death and Dying.....	3
MTH 160 Statistics I	3
PEC 253 Stress Management.....	2
PPE 170 Introduction to Sport Medicine.....	3
PST 130 Public Safety Incident Management	1
PST 210 Managing the Mass Casualty Incident	1
HIM 104 Medical Terminology	3
Total 3	

TOTAL CREDITS 24

ENGINEERING SCIENCE

A. S. D E G R E E

CIP Code:

14.0101

NYSED Code (BRI):

01211

MCC Program Code:

EN01

Description

The purpose of the Engineering Science program is to prepare students for transfer to a four-year engineering school with junior status. Input from several four-year engineering schools in New York State and the Two Year Engineering Science Association of New York has been incorporated into the curriculum design to ensure transferability of the courses. The curriculum provides students with a broad based engineering education enabling them to explore a variety of engineering disciplines before declaring the field they will pursue. Several courses in the program include design and build experiences that allow students to apply what they learn to create working models.

NOTE: Credit earned or transfer credit received (e.g., dual credit courses) for engineering technology courses (e.g., CIT, CPT, ELT, MET, MFG, OPT) are NOT applicable to the Engineering Science degree.

(Housed in Engineering Science & Physics Department)

Program Learning Outcomes

- 1) Solve various problems by applying a fundamental understanding of the basic principles of mathematics science and engineering
- 2) Practice effective team-building skills
- 3) Display effective presentation/communication skills
- 4) Apply knowledge of the engineering design and development process in practical situations
- 5) Design and conduct experiments
- 6) Analyze and interpret the results of experiments
- 7) Design systems components or processes to meet specified objectives within realistic constraints
- 8) Discuss sustainability issues in engineering
- 9) Develop computational skill and capability using computer hardware and software

Requirements for Program Entrance

Pre-calculus (Pre-calculus in high school with an 85 or Math 175 at MCC). Three years of science, including Chemistry and Physics.

Distribution Requirements	Credit Hours
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FIRST SEMESTER: 18 Credit Hours

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 Mechanical Design and Prototyping * #	4
Total 18	

SECOND SEMESTER: 18 Credit Hours

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: 18 Credit Hours

SOCIAL SCIENCE ELECTIVE	3
MTH 212 Calculus III	4
PHY 261 University Physics 2	4
ENR 251 Statics OR CSC 202 * # ***	3
ENR 253 Circuit Analysis 1+	4
Total 18	

FOURTH SEMESTER: 16-17 Credit Hours

PHYSICAL/HEALTH EDUCATION	2
MTH 225 Differential Equations	4
ENR 252 Dynamics + # ***	3-4
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 16-17	

TOTAL CREDITS 70-71

* Denotes courses containing a design and build experience.

RECOMMENDED ELECTIVES:

Chemical Engineering: **Choose ENR 256. Replace +ENR 157, ENR 253, and ENR 252 with CHE 152, CHE 251, and CHE 252.

Computer Engineering: **Choose ENR 254. #Replace ENR 153, ENR 251, and ENR 252 with CSC 101, CSC 103, and CSC 202.

Electrical Engineering: **Choose ENR 254. ***Choose ENR 251 or CSC 202 and replace ENR 252 with PHY 262 (formerly PHY 252).

Aeronautical/Civil/Mechanical Engineering: **Choose ENR 156. + Choose ENR 157 or CHE 152.

Optics: Choose ENR 254. In addition, ENR 251 and ENR 252 should be replaced with cross-registration into OPT 241 and OPT 261 at the University of Rochester.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

NON-DEGREE

CIP Code:

MCC Program Code:

NYSED Code (BRI):

Description

Courses are offered for limited English proficient students who wish to prepare themselves linguistically and culturally so they can successfully complete an academic program of study or pursue their career goals.

Courses range from an intensive program at the intermediate level to courses for general language development and specific skills at the higher levels. Placement in these courses is made on the basis of objective testing, a written evaluation, and an interview with an ESOL faculty member. Students, after evaluation, may be considered for admission into this program only if their skill level is appropriate for the courses offered. After the initial semester, students are expected to progress through the sequence of courses as listed. However, students must receive a grade of C or higher to advance to the next level. ESOL courses may be used to fulfill general elective requirements in degree programs if approved by the student's advisor.

Support services are available for students enrolled in ESOL courses. These include use of the Learning Assistance Center, tutoring, and advisement, both academic and personal.

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

(Housed in ESOL/Transitional Studies)

Program Learning Outcomes

- 1) Interpret works of Standard American English, which could include unsimplified newspaper or magazine articles, or level appropriate fiction or non-fiction books.
- 2) Summarize newspaper, magazine, or academic articles.
- 3) Make text to text, text to self or text to world connections.
- 4) Respond appropriately to teacher instructions or classmates' comments.
- 5) Discuss course materials in various sized groups.
- 6) Write at the skill level needed to enter ENG 101.
- 7) Employ appropriate strategies for handling unfamiliar vocabulary words.
- 8) Apply computer skills at a basic level for purposes that may include word processing, email, online research, or using library databases.

Requirements for Program Entrance

Please contact the Admissions Office.

Courses	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 138 ESOL: Pronunciation	2
ESL 158 ESOL: Oral Communication	3

Evening Offerings:

ESL 125 ESOL: Multi-Skills I	3
ESL 145 ESOL: Multi-Skills II	4
ESL 201 ESOL-Advanced II: Reading/Writing	4

ENTREPRENEURIAL AND APPLIED BUSINESS STUDIES

A . A . S . DEGREE

CIP Code:

MCC Program Code:

52.0299

EP01

NYSED Code (BRI):

NYSED Code (DCC):

31838

26915

Description

This program will develop the skills and knowledge needed by students who plan to start their own business ventures, work in a family business, expand their present business, or seek employment in a small business after receiving their Associates degree. The core courses within this degree provide students with a solid base of business, personal, analytical, and problem solving skills. Additionally, this program will provide basic knowledge in the fields of accounting, law, marketing, management, and customer service.

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

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

- 1) Utilize identified accounting concepts to make informed decisions about the operating performance and financial position of a company.
- 2) Apply leadership and workplace relationship skills to effectively deal with various organizational stakeholders.
- 3) Communicate effectively using multiple forms of communication.
- 4) Identify and describe major issues modern business organizations encounter which may include legal ethical or social issues.
- 5) Apply information management skills including the use of Microsoft Office software to business related tasks.
- 6) Utilize identified successful marketing efforts to market a business in the areas of product price place or promotion.
- 7) Develop a comprehensive business plan.
- 8) Apply critical thinking skills to develop business strategies that result in profitable business operations.
- 9) Identify and describe important business development principles which could include forms of ownership operations or business management.
- 10) Demonstrate effective teamwork skills that enhance team processes.

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
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FIRST SEMESTER: 14-15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
SOCIAL SCIENCE ELECTIVE*	3
BUS 104 Introduction to Business.....	3
PHYSICAL/HEALTH EDUCATION	2
MTH 104 Intermediate Algebra or higher (except MTH 130 of MTH 150)**.....	3-4
Total 14-15	

SECOND SEMESTER: 16 Credit Hours

ENG 250 Professional Communications	3
BUS 110 Entrepreneurial Studies I.....	3
BUS 135 Supervising for Quality.....	3
BUS 200 Legal Environment of Business.....	3
ACC 130 Introductory Accounting and Financial Analysis***	4
Total 16	

THIRD SEMESTER: 15 Credit Hours

SPC 141 Interpersonal Speech Communications OR	
SPC 143 Small Group Communication	3
ECO 101 Introduction to Economics OR	

ECO 111 Principles of Microeconomics.....	3
MAR 200 Principles of Marketing.....	3
BUS 220 Applied Business Applications.....	3
ECO 103 Personal Money Management.....	3
Total	15

FOURTH SEMESTER: 16 Credit Hours

BUS 210 Entrepreneurial Studies II.....	3
BUS 275 Business Cooperative Education.....	4
NATURAL SCIENCE ELECTIVE.....	3
MAR 201 Dynamics of Selling.....	3
BUS 207 Human Resources Management.....	3
Total	16

TOTAL CREDITS 61-62

- * Recommended Social Science Elective: PSY 100, SOC 101 or ANT 102
- ** Students with strong math skills should consult with their advisor to select the appropriate math course
- *** Students who have completed ACC 101 and ACC 102 may substitute that sequence for ACC 130

ENVIRONMENTAL SCIENCE ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

FINE ARTS

A . S . D E G R E E

CIP Code:

50.0701

NYSED Code (BRI):

22249

MCC Program Code:

FA01

Description

The mission of the Fine Arts Program at Monroe Community College is to prepare students for transfer to four-year institutions, where degree programs are available that provide entry into a variety of art related professions.

It is the goal of the Fine Arts degree program to provide students with the fundamental skills and concepts necessary for a solid foundation in the visual arts. We believe that the core curriculum that we have structured will offer students the opportunity to become proficient in a variety of studio art procedures and practices. Courses in drawing, two-dimensional design, painting, figure drawing, three-dimensional design, art history and sculpture are coupled with a strong liberal arts curriculum, so students will be well prepared for advanced coursework in their chosen disciplines.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Utilize the elements and principles of art and design in the creation of 2d works.
- 2) Utilize the elements and principles of art and design in the creation of 3d works.
- 3) Demonstrate proficiency in perceptual drawing translating observation to image.
- 4) Create works of art using a range of art materials.
- 5) Analyze works of art and design including their own using formal art terminology verbally and in writing.
- 6) Identify a range of basic art historical periods and styles.

Requirements for Program Entrance

Pre-Algebra (1 year high school math or Placement into Level 3 Math at MCC). Art courses recommended.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16-17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition.....	3
MTH 150 Survey of Mathematics (or higher).....	3-4
ART 102 Fine Arts: Theory and Practice.....	3
ART 104 Drawing I.....	4
ART 109 Two Dimensional Design.....	3
Total	16-17

SECOND SEMESTER: 17 Credit Hours

LITERATURE ELECTIVE.....	3
SOCIAL SCIENCE ELECTIVE.....	3
ART 118 Perspectives of Art History I: Ancient*.....	3
ART 125 Three Dimensional Design.....	4
ART 154 Drawing the Human Figure.....	4
Total	17

THIRD SEMESTER: 13 Credit Hours

ART 119 Perspectives of Art History II: Modern*.....	3
ART 120 Painting I.....	4
ART 204 Drawing II.....	4
HEALTH/PHYSICAL EDUCATION.....	2
Total	13

FOURTH SEMESTER: 17-18 Credit Hours

SOCIAL SCIENCE ELECTIVE.....	3
NATURAL SCIENCE ELECTIVE.....	3-4
HUMANITIES ELECTIVE.....	3
ART 130 Sculpture I.....	4
ART 220 Painting II OR	
ART 230 Sculpture II.....	4
Total	17-18

TOTAL CREDITS 63-65

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

FIRE PROTECTION TECHNOLOGY

A . A . S . DEGREE

CIP Code:
43.0201

MCC Program Code:
FR01

NYSED Code (BRI):
01256

Description

Fire Protection Technology AAS degree is designed to explore the application of technology to the field of fire protection. The curriculum prepares students to meet the challenges of contemporary problems in the fire protection disciplines. Employment and advancement opportunities for graduates are found in both the municipal and industrial fire protection field, marketing and support of fire suppression and detection systems, and safety departments of mid to large size companies. Most Fire Protection courses meet in the evening.

(Housed in the PSTF-Emergency Management)

Program Learning Outcomes

- 1) Explain the history of the Fire Service from its inception and identify key events that have impacted the development of the present day Fire Service
- 2) Describe the basic science of fire
- 3) Compare the different types of building construction and explain the characteristics of each and how they affect fire protection
- 4) Characterize and operate fire detection and suppression systems
- 5) Perform a basic fire inspection and outline steps to increase life safety
- 6) Apply theoretical knowledge of hydraulic principles as they relate to the fire service
- 7) Promote health and wellness in the fire service
- 8) Initiate and employ the Incident Command System
- 9) Apply the basic principles of fire investigation and evidence preservation
- 10) Formulate an incident action plan utilizing fire suppression strategy and tactics
- 11) Apply principles of occupational health and safety to the fire service

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 15 Credit Hours	
FPT 101 Fire Behavior and Combustion	3
FPT 102 Fire Prevention and Inspection.....	3
ENG 101 College Composition.....	3
MTH 150 Survey of Mathematics	3
LIBERAL ARTS ELECTIVE.....	3
Total 15	

SECOND SEMESTER: 16 Credit Hours

FPT 103 Building Materials and Construction	3
FPT 105 History of the Fire Service.....	3
SOCIAL SCIENCE ELECTIVE	3
NATURAL SCIENCE ELECTIVES	3
PUBLIC SAFETY ELECTIVE	3
HEALTH/PHYSICAL EDUCATION	1
Total 16	

THIRD SEMESTER: 15 CREDIT HOURS

FPT 211 Fire Investigation: Cause and Origin.....	3
FPT 215 Hazardous Materials Technical.....	3
FPT 216 Fire Service Instructor I	3
ELECTIVE*	3
ELECTIVE*	3
Total 15	

FOURTH SEMESTER: 16 CREDIT HOURS

FPT 212 Fire Service Hydraulics.....	3
FPT 204 Fire Service Strategy and Tactics.....	3
PSY 101 introduction to Psychology	3
PHL 103 Introduction to Ethics	3
PUBLIC SAFETY ELECTIVE	3
HEALTH/PHYSICAL EDUCATION ELECTIVE.....	1
Total 16	

TOTAL CREDITS 62

* Students should select electives based on individual career goals and advisement. For example, students seeking a bachelor degree should use the electives to meet entrance requirements for the school/program they desire admission to. Some students may wish to strengthen their management skills, meet NFPA firefighter certification(s) requirements, meet NFPA officer certification(s) requirements, or concentrate in specific disciplines.

FOOD MANAGEMENT

CERTIFICATE PROGRAM

CIP Code:
19.0505

MCC Program Code:
HM08

NYSED Code (BRI):
01226

Description

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 the Hospitality Department)

Program Learning Outcomes

- 1) Demonstrate the ability to apply proper food handling techniques.
- 2) Apply different cooking techniques and predict their outcome.
- 3) Discuss current trends in the food service industry from a menu planning perspective.
- 4) Assess the factors that influence healthy food choices throughout the life cycle.
- 5) Demonstrate the basic fundamentals of cooking in a professional kitchen.
- 6) Provide basic supervision of employees in the hospitality environment.
- 7) demonstrate basic accounting skills.
- 8) Undertake basic activities associated with food purchasing, storage and handling in a hospitality environment.

Requirements for Program Entrance

Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC).

Distribution Requirements	Credit Hours
FIRST SEMESTER: 18 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 205 Purchasing, Storage and Handling.....	3
ENGLISH ELECTIVE.....	3
PSYCHOLOGY ELECTIVE.....	3
Total 18	

SECOND SEMESTER: 17 Credit Hours

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/TVL ELECTIVE.....	3
Total	17
TOTAL CREDITS 35	

* CE 260 can be taken during the summer

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

GEOSCIENCES ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

GOLF MANAGEMENT

C E R T I F I C A T E P R O G R A M

CIP Code:

36.0199

NYSED Code (BRI):

36523

MCC Program Code:

HM13

Description

The Certificate for the Golf Management Program introduces the student into the business aspect of the golf industry. Graduates of the Golf Management Certificate will establish a basis for a career within the various elements of the game of golf. Completion of this certificate program will qualify the student for any entry level position in the golf industry.

The Certificate in Golf Management program provides an excellent foundation for students seeking employment in the Golf industry. The curriculum covers specific instruction on the rules of golf, design, fitting and repair of equipment and golf course maintenance. Students also learn golf shop policies and services, human resource management and entrepreneurial studies, giving them a broader understanding of the business aspect of the golf industry. Completion of this certificate program will qualify the student for entry level positions in the golf industry.

(Housed in the Hospitality Department)

Program Learning Outcomes

- 1) Identify and describe the numerous job descriptions within the golf industry
- 2) Interpret and communicate rules decisions in the theater of formal competition
- 3) Design a comprehensive business plan for retail purposes
- 4) Create a viable revenue stream through structuring a thorough lesson program
- 5) Take a customer's specifications and fit them into the proper equipment
- 6) Classify requirements of nutrition for turf grass
- 7) Produce a policies and procedures manual.

Requirements for Program Entrance

Pre-Algebra (1 year high school math or placement into Level 3 Math at MCC).
Placement into TRS200, English 101or higher.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 17 CREDIT HOURS

GLF 115 Introduction to Golf Management.....	3
GLF 117 The Rules of Golf.....	2
GLF 118 Golf Shop Operation.....	3
GLF 126 Golf Club Design, Fitting and Repair.....	3
HSP 201 Hospitality Human Resources Management.....	3
HSP Elective*.....	3
Total	17

SECOND SEMESTER: 16 CREDIT HOURS

GLF 122 Golf Fundamentals and Methods.....	3
GLF 130 Golf Course Maintenance.....	3
GLF 136 Golf Shop Policies and Services.....	3
BUS 110 Entrepreneurial Studies I.....	3
CE 260** Cooperative Education - Hospitality Management.....	4
Total	16

TOTAL CREDITS 33

* CE 255/FSA/GLF 140/HSP/HTL/TVL

** CE 260 can be taken during the summer.

NOTE: Please see the Hospitality Management A.A.S. Degree - Golf Management, for a degree option to the Certificate program.

HEALTH INFORMATION TECHNOLOGY/MEDICAL RECORDS

A . A . S . D E G R E E

CIP Code:

51.0707

NYSED Code (BRI):

01235

MCC Program Code:

HI01

Description

The individual holding an associate degree in health information technology is the technical expert in health data collection, analysis, monitoring, maintenance, and reporting activities in accordance with established data quality principles, legal and regulatory standards, and professional best practice guidelines. These functions encompass, among other areas, processing and using health data for coding, billing, compliance, and surveillance purposes. In an e-health environment, this individual performs these functions through the use of various electronic systems.

Registered Health Information Technicians (RHIT) are employed in managerial or technical capacities in health information departments of hospitals, health clinics, long term care facilities, and other health care facilities. Opportunities are available in quality 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. A grade of C or better in High School Biology.
- B. All college placement test recommendations must be completed prior to full admission to the 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. A grade of C or better is required in all BIO and HIM courses, as well as MTH 150 and CRC 120 in order to meet degree requirements.
 1. A grade of C or better is required, first time, in HIM 100 and HIM 103 for continued matriculation in the program.
 2. A student who fails to achieve a grade of C or better in BIO, other HIM courses, as well as MTH 150 and CRC 120, will be given the opportunity to repeat the course once. This option may be elected for a maximum of two courses. No HIM course may be taken more than twice.
 3. Successful completion of each Professional Practice internship is required in order to remain in the program.

Readmission to the program is not automatic. Students seeking readmission to the program should contact the Program Director for Health Information Technology for information. Readmission, if approved, is always on a space available basis.

The program of study must be completed within five years of matriculation.

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

Graduates of this program are eligible to take the certification examination for the designation of Registered Health Information Technician (RHIT), offered by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800; phone 312-233-1100; fax 312-233-1090; web site ahima.org).

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

The Health Information Technology Program Student Outcome Data (as reported in CAHIIM Annual Program Assessment Report 2011-2012), Monroe Community College student Certification Exam Pass Rate for all students taking the examination during the reporting period was 90%. The AHIMA National Mean Pass Rate for the same reporting period was 75%.

(Housed in the Health Professions Department)

Program Learning Outcomes

- 1) Manage healthcare data appropriately in accordance with its intended use.
- 2) Apply sound principles of confidentiality and security to health information as prescribed by law.
- 3) Utilize strategies in health information technologies to enable decision making by healthcare professionals.
- 4) Apply healthcare reimbursement principles in accordance with established requirements in a healthcare environment.
- 5) Assist healthcare professionals in maintaining documented compliance with health information regulations and standards.
- 6) Demonstrate leadership skills at strategic tactical or operational levels.
- 7) Identify and discuss key medical terms and associated concepts underpinning the health information technology profession.
- 8) Apply critical thinking skills within the context of the health information profession.
- 9) Practice behaviors consistent with strong personal branding standards.

Requirements for Program Entrance

Biology. Program applicants should be proficient using personal computers, internet browsers, and word processing programs. Admission to this program is September only.

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 (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-10 Diagnostic and Procedural Classifications	4
HIM 111 CPT Procedural Coding System	2
HIM 115 Medical 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

* For transfer, MTH 160 is recommended.

** 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 . D E G R E E

CIP Code:

51.9999

NYSED Code (BRI):

28560

MCC Program Code:

HS01

Description

The Health Studies program prepares students for transfer to a four-year college or university offering health-related degrees. The Health Studies program assists students interested in preparing for health careers including, but not limited to, community health education, school health education, substance abuse counseling, social work, health care administration, medical technology, nursing, recreation and leisure, or wellness promotion.

The program includes courses in liberal arts, biology, psychology, social science, humanities and mathematics. The core program requirements include introductory health education courses in drug use and abuse, chronic and communicable diseases, first aid and safety, as well as personal and emotional wellness.

Students planning to transfer into health education, counseling, health care administration, or other non-medical bachelor's degree programs should take BIO 134 and 135. Students who plan to transfer into a medical-related bachelor's degree program such as nursing or medical technology should take BIO 142 and 143. It is recommended that students who are undecided take BIO 142 and 143 to maximize transfer options. Students who are transferring to Brockport or into any nursing program should take BIO217. Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the four-year college and major to which they plan to transfer.

(Housed in the Health and Physical Education)

Program Learning Outcomes

- 1) Describe specific personal health behaviors that align with the dimensions of health as outlined by the National Wellness Institute.
- 2) Identify and access resources that provide accurate evidence-based health information.
- 3) Use critical thinking skills to analyze information related to health and wellness.
- 4) Describe strategies to identify prevent or control common injuries addictions diseases disabilities or death.
- 5) Respond appropriately to people's needs within diverse cultures and communities.
- 6) Communicate effectively in various formats which may include written oral and technology-related methods.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry (or Math 104 at MCC). Biology and Chemistry recommended.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 160 Statistics I OR Higher.....	3
HED 118 Introduction to Safety and Emergency Care.....	3
HED 130 Foundations of Personal Health and Wellness	3
HED 209 Drugs and Behavior	3
Total 15	

SECOND SEMESTER: 15 Credit Hours

PSY 101 Introductory Psychology	3
SOCIAL SCIENCES ELECTIVE*	3
LITERATURE ELECTIVE*	3
BIO 134 Human Anatomy and Physiology I+ OR	
BIO 142 Human Anatomy+.....	3 or higher
HED 207 Emotional Wellness.....	3
Total 15	

THIRD SEMESTER: 15 Credit Hours

PSY 201 Developmental Psychology-Child OR	
PSY 202 Developmental Psychology-Adolescence OR	
PSY 212 Developmental Psychology-Lifespan.....	3
BIO 135 Human Anatomy and Physiology II+ OR	
BIO 143 Human Physiology+++	3 or higher
SPC or LANGUAGE ELECTIVE	3
HED 208 Chronic/Communicable Disease OR HED 210 Complementary, Alternative and Integrative Approaches to Health and Wellness.....	3
SOCIAL SCIENCES ELECTIVE*	3
Total 15	

FOURTH SEMESTER: 18 Credit Hours

BIO 117 Basic Consumer Nutrition OR BIO 217 Nutrition.....	3
BIO 202 Microbiology	4
ELECTIVES	9
PHYSICAL/HEALTH EDUCATION ELECTIVE.....	2
Total 18	

TOTAL CREDITS 63

Prerequisite:

+ Grade of C or better in high school biology or BIO 120 or higher with a grade of C- or better

Prerequisite:

++ BIO 134

Prerequisite:

+++ BIO 142 and high school chemistry or CHE 100 or CHE 124

* Students planning to transfer to a SUNY school must fulfill 7 of 10 of the SUNY General Education Requirements.

HEATING, VENTILATING, AIR CONDITIONING

A . A . S . DEGREE

Description

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

HEATING, VENTILATING, AIR CONDITIONING

CERTIFICATE PROGRAM

CIP Code:

47.0201

MCC Program Code:

HV02

NYSED Code (BRI):

85118

Description

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.

Students interested in this program may also be interested in the Solar Thermal Technology Certificate.

(Housed in the Applied Technologies Department)

Program Learning Outcomes

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

Requirements for Program Entrance

Elementary Algebra with Geometry (or Math 098 at MCC).

Distribution Requirements

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
MATHEMATICS ELECTIVE	3-4
PHY 100 Preparatory Physics OR	
PHY 131 Applied Physics I or higher (except PHY 141)	4
TOTAL CREDITS 31-32	

* MTH 104 or MTH 135 or MTH 140 or MTH 141 or MTH 165 or MTH 175 or higher

HISTORY ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

HOMELAND SECURITY

(FORMERLY EMERGENCY MANAGEMENT)

CERTIFICATE PROGRAM

CIP Code:

43999

NYSED Code (BRI):

275400

MCC Program Code:

EM04

NYSED Code (DCC):

275410

Description

The Homeland Security Certificate Program provides training that prepares students for career opportunities in the public and private sectors related to homeland security to include safety and compliance, enforcement, investigations, computer security, emergency response and other related safety and security fields. It is designed to equip students with the knowledge and skill sets needed to effectively deal with the challenges facing America in the arena of homeland security. This certificate provides an introduction and expands to specific areas in the advanced level courses stressing detection, protection and recovery issues for government, health care providers, businesses, citizens and first responders.

(Housed at Public Safety Training Facility)

Program Learning Outcomes

- 1) Identify security risks and assess potential threats to homeland security.
- 2) Develop effective countermeasures aimed at protecting our nations resources and infrastructures.

Requirements for Program Entrance

Placement at MCC Math Level 4 or above.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 13 Credits

HSM 101 Introduction to Emergency Management.....	3
HSM 102 Introduction to Homeland Security.....	3
CPT 120 Introduction to Cybersecurity.....	4
CPT 125 Physical Security.....	3
Total 13	

SECOND SEMESTER: 12 Credits

HSM 103 Historical and Contemporary Perspectives on Terrorism and Homeland Security.....	3
HSM 104 Public Safety Communications.....	3
HSM 202 Organizational and Facility Security.....	3
SCR 211 Computer Security I.....	3
Total 12	

TOTAL CREDITS 25

HONORS CERTIFICATE

CERTIFICATE PROGRAM

Description

See ADVANCED STUDIES CERTIFICATE PROGRAM

HOSPITALITY MANAGEMENT

A . A . S . D E G R E E

CIP Code:

52.0901

NYSED Code (BRI):

28191

MCC Program Code:

HM01

Description

This program prepares students for a wide variety of career opportunities within the hospitality industry. Such career choices include, but are not limited to, culinary arts, food service administration, supermarket management, health care and nutrition, hotel technology, golf management, and travel and tourism.

The curriculum emphasizes a broad base of industry skills such as technical knowledge, communication and customer relations skills, and creative problem solving. Cooperative Education provides work-based experience to expand students' learning opportunities.

Graduates of the Hospitality Management program can begin their careers as manager trainees or supervisors. With experience, they will qualify for such positions as Restaurant Manager, Caterer, Sous Chef, Front Office Manager, Convention Sales Representative, Meeting Planner, Tour Operator, Tourism Consultant, and Golf Facilities Manager. Transfer and 2+2 programs are available in all areas.

(Housed in the Hospitality Department)

Program Learning Outcomes

- 1) Work effectively as a member of a team
- 2) Demonstrate critical thinking problem-solving and decision making skills.
- 3) Demonstrate effective communication skills.
- 4) Demonstrate the ability to effectively interact with customers.
- 5) Perform career planning strategies

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 3 TRS 094 or MTH 130 or higher.) English placement (TRS 200) or higher.

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 (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: 40-45 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).....19-24
Total 40-45

HEALTH/PHYSICAL EDUCATION: 2 Credit Hours

HEALTH/PHYSICAL EDUCATION ELECTIVE.....2
Total 2

TOTAL CREDITS 63-67

PROGRAM OPTIONS: 19-24 Credit Hours

TRAVEL OPTION: 21 Credit Hours

HSP 251 Hospitality 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
 TVL 231 Tourism Specialization.....3
 TVL 275 Current Issues in Travel and Tourism.....3
 ELECTIVE****.....3

FOOD SERVICE AND CULINARY ARTS 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

EVENT PLANNING OPTION: 19 Credit Hours

HSP 202 Introduction to Conference and Event Planning..... 3
 HSP 211 Hospitality Law.....3
 HSP 251 Hospitality Marketing.....3
 FSA 107 Menu Planning.....3
 HSP 204 Advanced Conference and Event Planning.....4
 HSP ELECTIVE****.....3

- * Recommended ENG 105 or ENG 250
- ** MTH 130 or MTH 160 or MTH 165
- *** Students taking ACC 101 OR ACC 130 must have MTH 130 OR MTH 098 or equivalent for a prerequisite.
- **** CE255/HSP/BUS/FOR LAN/SPC
- ***** CE 255/FSA/GLF/HSP/HTL/TVL

NOTE: The Hospitality Department offers the following certificate programs (listed alphabetically in the Catalog):

- Culinary Arts
- Food Management
- 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

CIP Code:

52.0904

NYSED Code (BRI):

28192

MCC Program Code:

HM10

Description

This program is designed for the student who is primarily interested in a travel and tourism concentration without the broad liberal arts background. A graduate of this program will have established a basis for a career in the travel and tourism industry, and will be qualified for at least entry-level positions in tour companies, travel agencies, tourism bureaus, cruise lines, car rental companies, and hotels. Cooperative Education provides work-based experience to expand students' learning opportunities. (Housed in the Hospitality Department)

Program Learning Outcomes

- 1) Identify regulations relevant to the operation of hospitality facilities to ensure compliance with the law.
- 2) Articulate the necessary steps to executing a successfully-planned event.
- 3) Describe the basic operating requirements of all the areas in a hotel.
- 4) Identify and discuss sales and marketing principles and procedures.
- 5) Demonstrate the ability to apply proper food handling techniques.
- 6) Apply different cooking techniques and predict their outcome.

Requirements for Program Entrance

Placement into ENG 101. TRS 094 or MTH 130 or higher.

Distribution Requirements

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.

NOTE: Please see the Hospitality Management A.A.S. Degree – Hotel, for a degree option to the Certificate program.

HUMAN SERVICES

CERTIFICATE PROGRAM

CIP Code:
44.0000

MCC Program Code:
HU02

NYSED Code (DCC):
01250

Description

The Certificate program in Human Services is designed for men and women who want to learn the skills and attitudes that are needed for employment and for upgrading in human service positions, but who do not want to undertake the supporting academic courses required for the college degree.

The Certificate is awarded to people who complete three seminar courses in Human Services and the Field Work that accompanies each of these seminars plus six hours of Human Services electives listed above. Four semesters are required to complete the program.

Certificate holders may go on to earn the A.A.S. Degree in Human Services or the A.S. Degree in Liberal Arts and Science: General Studies by adding to their programs Liberal Arts courses appropriately distributed according to the requirements for the degree they are seeking.

Students must be qualified (by Accuplacer) to take ENG 101 in order to register for HUM 101 and HUM 111. There is an extended option for students taking Transitional Studies courses in reading/writing.

(Housed in the Human Services Department)

Program Learning Outcomes

- 1) Identify generic helping skills utilized in the Human Services field.
- 2) Demonstrate as appropriate the helping skills utilized in the Human Services field.
- 3) Assess when the various applications of the Human Services helping skills are used effectively in an agency setting.
- 4) Apply good judgment and professionalism as supported in the "Ethical Standards of Human Services Professionals" in areas similar to but not necessarily: basic client rights to privacy, effective treatment, or ethical issues.
- 5) Document behaviors accurately in cogently written statements.
- 6) Develop an action-oriented Human Services assessment.
- 7) Conduct a thorough study of a community agency (including mission statement, agency history, organizational structure, and funding).
- 8) Define the various roles of a Human Services worker in providing services to clients in community agencies.

Requirements for Program Entrance

Elementary Algebra with Geometry (or Math 098 at MCC). Placement into English 101.

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

HUMAN SERVICES ELECTIVE***	3
HUMAN SERVICES ELECTIVE***	3
Total 6	

TOTAL CREDITS 24

* A minimum grade of C- or higher is required in All HUM courses to graduate from the program.

** HUM 106, HUM 116 can be substituted for HUM 102, HUM 112 or HUM 201, HUM 211.

*** Select 2 of the following electives totaling 6 credits: Any ACD, ECE courses and HUM electives with the exception of HUM 100.

HUMAN SERVICES

A . A . S . DEGREE

CIP Code:
44.0000

MCC Program Code:
HU01

NYSED Code (DCC):
01249

Description

This program prepares students for employment in agencies, schools and centers that value paraprofessionals who bring to the job a combination of college course work and human services field experience.

Human Services graduates assist professionals in all kinds of positions where people help people. These include community and social welfare agencies, mental health and social service agencies, community organizations, habilitation and rehabilitation agencies, day care centers and nursery schools, elementary and secondary schools, and geriatric services.

The A.A.S. program is flexible so that the students may choose the courses that are most appropriate to their interests and career goals.

Students must be qualified (by Accuplacer) to take ENG 101 in order to register for HUM 101 and HUM 111. There is an extended option for students taking Transitional Studies courses in reading/writing.

A minimum grade of C- or higher is required in all HUM courses to graduate from the program.

(Housed in the Human Services Department)

Program Learning Outcomes

- 1) Identify generic helping skills utilized in the Human Services field.
- 2) Demonstrate as appropriate the helping skills utilized in the Human Services field.
- 3) Assess when the various applications of the Human Services helping skills are used effectively in an agency setting.
- 4) Apply good judgment and professionalism as supported in the "Ethical Standards of Human Services Professionals" in areas similar to but not necessarily: basic client rights to privacy effective treatment or ethical issues.
- 5) Document behaviors accurately in cogently written statements.
- 6) Develop an action-oriented Human Services assessment.
- 7) Conduct a thorough study of a community agency (including mission statement agency history organizational structure and funding).
- 8) Define the various roles of a Human Services worker in providing services to clients in community agencies.

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC). Placement in English 101.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3

HUM 101 Introduction to Human Services **AND	4
HUM 111 Field Work in Human Services I**	2
MTH 104 Intermediate Algebra or higher.....	3
PHYSICAL/HEALTH EDUCATION.....	2
SOCIAL SCIENCE ELECTIVE*	3
Total 17	

SECOND SEMESTER: 15 Credit Hours

HUMANITIES ELECTIVE	3
HUM 102 Basic Helping Skills*** AND	4
HUM 112 Field Work in Human Services II***	2
SOCIAL SCIENCE ELECTIVE*	6
Total 15	

THIRD SEMESTER: 15 Credit Hours

SOCIAL SCIENCE ELECTIVE*	6
HUM 201 Models of Helping**** AND	4
HUM 211 Field Work in Human Services III****	2
NATURAL SCIENCE ELECTIVE	3
Total 15	

FOURTH SEMESTER: 15 Credit Hours

HUMAN SERVICES ELECTIVE****	3
HUMAN SERVICES ELECTIVE****	3
SOCIAL SCIENCE ELECTIVE*	6
ELECTIVE	3
Total 15	

TOTAL CREDITS 62

For transfer to SUNY College, choose courses approved as meeting SUNY General Education Requirements.

* Recommended Courses: PSY 101, SOC 101

** Program requirements are a passing grade of C- or higher.

*** HUM 106, 116 can be substituted for HUM 102,112 or HUM 201,211.

****Select 2 of the following electives totaling 6 credits: Any ACD, ECE courses and HUM electives with the exception of HUM 100.

HUMAN SERVICES

A . S . D E G R E E

CIP Code:
44.0201

MCC Program Code:
HU10

NYSED Code (DCC):
33158

Description

The Human Services A.S. degree program prepares students to transfer and earn a Baccalaureate degree in Social Work, Human Services, or a related area, by providing both professional and general education courses that parallel the first two years in a four-year institution. Students will explore the helping professions in the classroom and gain practical experience through internships at area agencies. Human Services/Social Work professionals find employment with various types of social agencies including child protection agencies, senior citizen centers, agencies serving handicapped persons, family counseling centers, hospitals, schools and probation departments.

(Housed in the Human Services Department)

Program Learning Outcomes

- 1) Identify generic helping skills utilized in the Human Services field.
- 2) Demonstrate as appropriate the helping skills utilized in the Human Services field.
- 3) Assess when the various applications of the Human Services helping skills are used effectively in an agency setting.

- 4) Apply good judgment and professionalism as supported in the "Ethical Standards of Human Services Professionals" in areas similar to but not necessarily: basic client rights to privacy, effective treatment, or ethical issues.
- 5) Document behaviors accurately in cogently written statements.
- 6) Develop an action-oriented Human Services assessment.
- 7) Conduct a thorough study of a community agency (including mission statement, agency history, organizational structure, and funding).
- 8) Define the various roles of a Human Services worker in providing services to clients in community agencies.

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC).
Placement into ENG 101 or higher.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HUM 101 Introduction to Human Services **AND	4
HUM 111 Field Work in Human Services I**	2
MTH 160 Statistics.....	3
BIO 132 Lab to Accompany Human Machine	1
BIO 133 The Human Machine.....	3
Total 16	

SECOND SEMESTER: 16 Credit Hours

PSY 101 Introductory Psychology	3
HUM 102 Basic Helping Skills*** AND	4
HUM 112 Field Work in Human Services II***	2
PSY 108 Fundamentals of APA Style	1
MATH/NATURAL SCIENCE ELECTIVE.....	3
LITERATURE ELECTIVE	3
Total 16	

THIRD SEMESTER: 18 Credit Hours

HUMANITIES ELECTIVE*	3
HUM 201 Models of Helping*** AND	4
HUM 211 Field Work in Human Services III***	2
SOC 101 Introductory Sociology.....	3
SOCIAL SCIENCE ELECTIVES	6
Total 18	

FOURTH SEMESTER: 14 Credit Hours

ELECTIVES.....	6
HUMAN SERVICES ELECTIVES****	3
HUMAN SERVICES ELECTIVES****	3
PHYSICAL/HEALTH EDUCATION.....	2
Total 14	

TOTAL CREDITS 64

* For transfer to SUNY College, choose courses approved as meeting SUNY General Education Requirements.

** Program requirements are a passing grade of C- or higher.

*** HUM 106, HUM 116 can be substituted for HUM 102,112 or HUM 201,211.

****Select 2 of the following electives totaling 6 credits : Any ACD, ECE courses and HUM electives with the exception of HUM 100.

INFORMATION TECHNOLOGY

A . S . DEGREE

CIP Code:

11.0103

MCC Program Code:

IT01

NYSED Code (BRI):

28194

Description

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 the Information and Computer Technologies Department)

Program Learning Outcomes

- 1) Apply knowledge of computing and mathematics appropriate to the discipline
- 2) Use the Systems Analysis Design paradigm to critically analyze a problem
- 3) Solve problems (programming networking database and Web design) in the Information Technology environment.
- 4) Function effectively on teams to accomplish a common goal
- 5) Demonstrate professional behavior
- 6) Demonstrate ethical conduct
- 7) Explain legal codes and standards associated with information technology
- 8) Discuss IT-oriented security issues and protocols
- 9) Demonstrate appropriate social skills and personal responsibility
- 10) Communicate effectively with a range of audiences
- 11) Analyze the local and global impact of computing on individuals organizations and society
- 12) Demonstrate strong programming skills which may include writing debugging or testing computer programs
- 13) Evaluate and maintain network environments
- 14) Design and implement a web page
- 15) Apply various IT skills to electronic databases

Requirements for Program Entrance

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

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
PHL 105 Technology and Values.....	3
MTH 172 Technical Discrete Mathematics	3
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE*	3
Total	15

SECOND SEMESTER: 16 Credit Hours

SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE*	3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE.....	3
CPT 215 Data Communications and Networking	3
CSC 101 Introduction to Computer Science	4
MTH 160 Statistics.....	3
Total	16

THIRD SEMESTER: 16 Credit Hours

CIS 201 Web Site Programming and Design	3
CIS 209 Systems Analysis and Design	3
CSC 223 Computer Programming "C++" OR	
CSC 225 Advanced JAVA Programming	3
ENG 251 Technical Communication OR	
MTH 161 Statistics II	3
SUNY GENERAL EDUCATION AMERICAN HISTORY OR WESTERN CIVILIZATION	

OR OTHER WORLD CIVILIZATIONS ELECTIVE.....	3
PHYSICAL/HEALTH EDUCATION.....	1
Total	16

FOURTH SEMESTER: 16 Credit Hours

CIS 211 Applied Database Concepts OR	
CIS 221 Applied Database Concepts with an Oracle Database	3
CSC 206 Digital Computer Organization OR	
CSC 215 Introduction to Linux.....	3
PROGRAM ELECTIVE**	3
SUNY GENERAL EDUCATION ARTS OR FOREIGN LANGUAGE ELECTIVE.....	3
SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE	3
PHYSICAL/HEALTH EDUCATION	1
Total	16

TOTAL CREDITS 63

* *SUNY Social Science Electives: ECO 111 or ECO 112 recommended.*

** *PROGRAM ELECTIVE: Choose one of CRC 125, CSC 206, CSC 214, CSC 215, CSC 223, CSC 225, CIS 110, MTH 161 or higher.*

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

INTERIOR DESIGN

A . A . S . DEGREE

CIP Code:

50.0408

MCC Program Code:

ID01

NYSED Code (BRI):

92159

Description

The Interior Design program combines a study of the creative process with the practical requirements of materials, space planning, and building codes. Emphasis is placed upon using a variety of tools, including drawings and computer processes, to explore and communicate the solutions to design problems. Projects addressing both residential and commercial needs are incorporated into the program to provide a broad understanding of the field of interior design.

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

- A) A grade of C or better in High School Geometry or Math A exam.
- B) Completion of required ESOL or Transitional Studies courses.

In addition, an understanding of the use of computers is expected. Those students who do not have such knowledge are encouraged to complete AAD 104 - Intro to Graphic Design, 2D prior to enrolling in IDE160- CAD for Interiors.

(Housed in Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Explain the contributions and requirements of the practice of design in contemporary society.
- 2) Identify the social political and physical influences affecting historical changes in design of the built environment.
- 3) Read and interpret construction drawings and documents.
- 4) Incorporate the elements and principles of design and color theory into design decisions.
- 5) Apply a broad range of materials and products that include consideration of sustainability
- 6) Produce competent presentation materials and apply both oral and visual material to the presentation of ideas.
- 7) Design solutions that consider structural and mechanical systems vertical circulation systems and methods of construction.
- 8) Develop design solutions in a collaborative environment.

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 16 Credit Hours	
IDE 101 Introduction to Interior Design I.....	3
IDE 121 Interior Design Communication I.....	3
ART 104 Drawing I.....	4
ART 109 Two Dimensional Design.....	3
ENG 101 College Composition OR	
ENG 200 Advanced Composition.....	3
Total 16	

SECOND SEMESTER: 17 Credit Hours

IDE 102 Introduction to Interior Design II.....	3
IDE 122 Interior Design Communication II.....	3
IDE 160 CAD for Interiors.....	3
ART 118 Perspectives of Art History I: Ancient.....	3
MTH 150 Survey of Mathematics (or higher).....	3
PHYSICAL/HEALTH EDUCATION.....	2
Total 17	

THIRD SEMESTER: 16 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
Total 16	

FOURTH SEMESTER: 16-17 Credit Hours

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

TOTAL CREDITS 65-66

** PROGRAM ELECTIVES (complete one sequence):

For transfer:

AAD 160 Graphic Illustration: Vector Drawing.....	3
ART 130 Sculpture I.....	4
ART 154 Drawing the Human Figure.....	4

For professional study:

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

INTERNATIONAL BUSINESS

A . S . D E G R E E

Description

See BUSINESS: INTERNATIONAL BUSINESS

LANDSCAPE ARCHITECTURE ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

LAW ENFORCEMENT

CERTIFICATE PROGRAM

CIP Code:

43.0107

NYSED Code (DCC):

01252

MCC Program Code:

LE02

Description

This certificate program in law enforcement develops the knowledge, skills and abilities in the law, the process of the criminal justice system, the scientific method of criminal investigation, applied psychology, report writing, interpersonal communication skills, human interaction techniques, and career specific physical and judgmental skills necessary for law enforcement agents operating in a free society. Enrollment is limited to recruit officers employed or sponsored by law enforcement agencies attending the New York State Basic Course for Police offered at the Public Safety Training Center.

(Housed in Public Safety Training Center)

Program Learning Outcomes

- 1) Successfully complete all mandated requirements as prescribed by the New York State Division of Criminal Justice Services: Basic Course for Police Officers.

Requirements for Program Entrance

Enrollment is limited to recruit officers employed or sponsored by law enforcement agencies attending the NY State Basic Course for Police.

Distribution Requirements	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—HUMANITIES AND SOCIAL SCIENCE

A . A . D E G R E E

CIP Code:
24.0101

NYSED Code (BRI):
01212

MCC Program Code:
LH01

Description

This degree will provide the ten SUNY General Education Knowledge and Skills areas desirable for transferring to a SUNY four-year college or university for a liberal arts major.

This degree should interest students planning to transfer to a four-year college or university offering a Bachelor of Arts or Bachelor of Sciences degree in disciplines that traditionally are part of the Humanities or Social Sciences: English, Philosophy, Anthropology, History, Political Sciences, Sociology, and Psychology.

(Housed in the Liberal Arts Division)

Program Learning Outcomes

- 1) Discuss the aesthetic attributes of art nature music language culture or literature.
- 2) Reflect on issues concerning the human condition in local or global contexts.
- 3) Conduct independent discipline-based research.
- 4) Analyze information using established or prescribed methods or principles.
- 5) Synthesize information drawn from a variety of resources or experiences.
- 6) Work collaboratively to achieve a common goal.

Requirements for Program Entrance

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

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: ADOLESCENCE EDUCATION (TEACHER EDUCATION TRANSFER)

A . A . D E G R E E

CIP Code:
13.1205

NYSED Code (BRI):
29445

MCC Program Code:
EA01

NYSED Code (DCC):
29449

Description

This program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification for students interested in pursuing teaching as a career. The Liberal Arts and Sciences: Adolescence Education (Teacher Education Transfer) degree is specifically for students interested in teaching grade levels 7 through 12.

Preparing to become a teacher is an exciting and challenging endeavor. This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom, while studying various integral aspects of the profession. The course of study also provides students with a balance of coursework between completing Education classes, General Education requirements, and pursuing courses within the students' selected academic major.

MCC students also have the opportunity to apply for membership into Pi Lambda Theta, the International Honor Society and Professional Association in Education. MCC is the first community college in the nation invited to join this honor society.

(Housed in the Education Department)

Program Learning Outcomes

- 1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

Pre-Algebra or TRS 094 at MCC (Level 3).

Distribution Requirements Credit Hours

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
EDU 100 Introduction to the Teaching Profession	1
PSY 101 Introductory Psychology	3
MAJOR/CONCENTRATION ELECTIVE++++	3
MTH 150 Survey of Mathematics OR HIGHER	3

FOREIGN LANGUAGE ELECTIVE	3
Total 16	

SECOND SEMESTER: 15 Credit Hours

EDU 200 Foundations of Education	3
PSY 202 Developmental Psychology-Adolescence	3
MAJOR/CONCENTRATION ELECTIVE++++	3
SOCIAL SCIENCE ELECTIVE OR	
SUNY GENERAL EDUCATION-WESTERN CIVILIZATION**	3
FOREIGN LANGUAGE ELECTIVE	3
Total 15	

THIRD SEMESTER: 15 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
Total 15	

FOURTH SEMESTER: 17 Credit Hours

LIBERAL ARTS AND SCIENCES ELECTIVE+	3
MAJOR/CONCENTRATION ELECTIVES++++	3 or higher
SOCIAL SCIENCE ELECTIVE OR	
SUNY GENERAL EDUCATION-OTHER WORLD CIVILIZATION**	3
PHYSICAL/HEALTH EDUCATION++	2
LITERATURE ELECTIVE	3
NATURAL SCIENCE ELECTIVE WITH LAB****	3 or higher
Total 17	

TOTAL CREDITS 63+++

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.

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 . D E G R E E

CIP Code:

13.1202

NYSED Code (BRI):

29448

MCC Program Code:

EC01

NYSED Code (DCC):

29450

Description

This program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification for students interested in pursuing teaching as a career. The Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer) degree is specifically for students interested in teaching grade levels 1-6.

Preparing to become a teacher is an exciting and challenging endeavor. This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom, while studying various integral aspects of the profession. The course of study also provides students with a balance of course work between completing Education classes, General Education requirements, and pursuing courses within the students' selected academic major.

MCC students also have the opportunity to apply for membership into Pi Lambda Theta, the International Honor Society and Professional Association in Education. MCC is the first community college in the nation invited to join this honor society. (Housed in the Education Department)

Program Learning Outcomes

- 1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry or MTH 104 (Level 6).

Distribution Requirements	Credit Hours
FIRST SEMESTER: 16 Credit Hours	
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
EDU 100 Introduction to the Teaching Profession.....	1
PSY 101 Introductory Psychology	3
MAJOR/CONCENTRATION ELECTIVE++++.....	3 or higher
MTH 155 Mathematics for Elementary Teachers I.....	3
NATURAL SCIENCE ELECTIVE****	3
Total 16	

SECOND SEMESTER: 15 Credit Hours

EDU 200 Foundations of Education.....	3
PSY 201 Developmental Psychology-Child.....	3
MAJOR/CONCENTRATION ELECTIVE++++.....	3
NATURAL SCIENCE ELECTIVE WITH LAB****	3 or higher
MTH 156 Mathematics for Elementary Teachers II.....	3
Total 15	

THIRD SEMESTER: 16 Credit Hours

EDU 208 Guided Fieldwork in Education	3
HUMANITIES ELECTIVE OR	
SUNY GENERAL EDUCATION - THE ARTS**	3

HIS 111 History of the United States to 1865 OR	
HIS 112 History of the United States Since 1865.....	3
MAJOR/CONCENTRATION ELECTIVE++++.....	2
FOREIGN LANGUAGE ELECTIVE	3
PHYSICAL/HEALTH EDUCATION++	2
	Total 16

FOURTH SEMESTER: 15 Credit Hours

LIBERAL ARTS AND SCIENCES ELECTIVE+	3
SOCIAL SCIENCE ELECTIVE OR	
SUNY GENERAL EDUCATION-WESTERN CIVILIZATION***	3
LITERATURE ELECTIVE*	3
FOREIGN LANGUAGE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE OR	
SUNY GENERAL EDUCATION-OTHER WORLD CIVILIZATION***	3
	Total 15

TOTAL CREDITS 62+++

NOTE: For transfer to a SUNY college, check courses approved as meeting SUNY General Education Requirements.

Courses advised for transfer (see appropriate 2+2 audit sheet):

* ENG 215 Children's Literature or other literature course

** For transfer to a SUNY college: SUNY General Education-Arts
For transfer to a private college: Humanities course

*** For transfer to a SUNY college: SUNY General Education-Western Civilization,
Other World Civilizations.

For transfer to a private college: Cognates and Specific General Education Requirements, i.e., American History (HIS 111/112), American National Government (POS 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 . D E G R E E

CIP Code:
13.1210

NYSED Code (BRI):
29452

MCC Program Code:
EE01

NYSED Code (DCC):
29451

Description

This program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification for students interested in pursuing teaching as a career. The Liberal Arts and Sciences: Early Childhood Education (Teacher Education Transfer) degree is specifically for students interested in teaching grade levels Birth through Second Grade (0-2).

Preparing to become a teacher is an exciting and challenging endeavor. This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom, while studying various integral aspects of the profession. The course of study also provides students with a balance of coursework between completing Education classes, General Education requirements, and pursuing courses

within the students' selected academic major.

MCC Students also have the opportunity to apply for membership into Pi Lambda Theta, the International Honor Society and Professional Association in Education. MCC is the first community college in the nation invited to join this honor society. (Housed in the Education Department)

Program Learning Outcomes

- 1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry or MTH 104 (Level 6).

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
EDU 100 Introduction to the Teaching Profession.....	1
PSY 101 Introductory Psychology	3
MAJOR/CONCENTRATION ELECTIVE++++.....	3 or higher
MTH 155 Mathematics for Elementary Teachers I.....	3
NATURAL SCIENCE ELECTIVE WITH LAB****	3 or higher
	Total 16

SECOND SEMESTER: 15 Credit Hours

EDU 200 Foundations of Education.....	3
PSY 201 Developmental Psychology-Child.....	3
MAJOR/CONCENTRATION ELECTIVE++++.....	3 or higher
NATURAL SCIENCE ELECTIVE****	3
MTH 156 Mathematics for Elementary Teachers II.....	3
	Total 15

THIRD SEMESTER: 16 Credit Hours

EDU 208 Guided Fieldwork in Education	3
HUMANITIES ELECTIVE OR	
SUNY GENERAL EDUCATION - THE ARTS**	3
HIS 111 History of the United States to 1865 OR	
HIS 112 History of the United States Since 1865.....	3
MAJOR/CONCENTRATION ELECTIVE++++.....	2
FOREIGN LANGUAGE ELECTIVE	3
PHYSICAL/HEALTH EDUCATION++	2
	Total 16

FOURTH SEMESTER: 15 Credit Hours

LIBERAL ARTS AND SCIENCES ELECTIVE+	3
SOCIAL SCIENCE ELECTIVE OR	
SUNY GENERAL EDUCATION-WESTERN CIVILIZATION***	3
LITERATURE ELECTIVE*	3
FOREIGN LANGUAGE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE OR	
SUNY GENERAL EDUCATION-OTHER WORLD CIVILIZATION***	3
	Total 15

TOTAL CREDITS 62+++

NOTE: For transfer to a SUNY College, check courses approved as meeting SUNY General Education Requirements.

Courses advised for transfer (see appropriate 2+2 audit sheet):

* ENG 215 Children's Literature or other literature course

- ** For transfer to a SUNY college: SUNY General Education-Arts
For transfer to a private college: Humanities Course
- *** For transfer to a SUNY college: SUNY General Education-Western Civilization,
Other World Civilizations.
For transfer to a private college: Cognates and Specific General Education
Requirements, i.e., American History (HIS 111/112), American National Government
(POS 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: EDUCATION

A . A . D E G R E E

Description

The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY Associate Degree-Granting Institutions (ADGIs), such as Monroe Community College and those SUNY baccalaureate campuses with teacher education programs, consistent with the Chancellor's initiative, A New Vision in Teacher Education: Agenda for Change in SUNY's Teacher Preparation Programs (http://www.suny.edu/sunypp/documents.cfm?doc_id=191). The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model A.A. or A.S. curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in Childhood or Early Childhood Education or in Adolescence Education:

General Education Core: complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours); See the specific Major/Concentration information for details regarding how the general education core is met for a specific discipline.

Major or Concentration: at present the TETT project web site covers coursework in seven majors/concentrations for Adolescence Education - Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics, Physics. The Early Childhood and Childhood Education (Teacher Education Transfer) programs at Monroe Community College offers concentrations in English, General Science, History/Social Studies, and Mathematics;

Pedagogical Core: one Psychology course (Child or Adolescent) and Foundations of Education (6 credit hours).

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/tett/>. 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.

Program Learning Outcomes

- 1) understand and be conversant about the main philosophical and sociological ideas and trends that have influenced education as well as be able to analyze their application and importance for teaching today.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) comprehend the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry or Math 104 (Level 6) for Early Childhood and Childhood majors. For adolescence majors, Pre-Algebra or TRS 094 at MCC (Level 3).

LIBERAL ARTS AND SCIENCES: GENERAL STUDIES

A . S . D E G R E E

CIP Code:
24.0101

MCC Program Code:
LA04

NYSED Code (BRI):
82067

NYSED Code (DCC):
22569

Description

This program is designed for students seeking a large measure of flexibility in selecting courses consistent with their individual needs and interests while simultaneously acquiring a general education foundation in the liberal arts and sciences. A minimum of 32 credit hours of course work must be taken in the arts/humanities, the social sciences, the natural sciences, and mathematics with a reasonable distribution.

Students uncertain about their long-term educational and career plans will find that the General Studies program provides a valuable opportunity to explore and test their interests. Other students with special educational goals relating to either immediate employment upon graduation or further study toward a baccalaureate degree should consider this program to meet their needs.

Students intending to use the General Studies program as a basis for baccalaureate study and transfer should make certain that their course selections meet the requirements of the colleges to which they plan to transfer.

Program Learning Outcomes

- 1) Discuss the aesthetic attributes of art nature music language culture or literature.
- 2) Reflect on issues concerning the human condition in local or global contexts.
- 3) Conduct independent discipline-based research.
- 4) Analyze information using established or prescribed methods or principles.
- 5) Synthesize information drawn from a variety of resources or experiences.
- 6) Work collaboratively to achieve a common goal.

Requirements for Program Entrance

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

Distribution Requirements

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 CREDITS 62

LIBERAL ARTS AND SCIENCES: HUMANITIES

A . A . D E G R E E

CIP Code:

24.0103

NYSED Code (BRI):

34488

MCC Program Code:

LH02

NYSED Code (DCC):

34489

Description

The Humanities degree program is designed to provide students with a rigorous introduction to the humanities as preparation for a variety of professions such as college level teaching, law, writing, and human resources management. The curriculum balances the need for broad background with an opportunity for an early experience in one of the following tracks: English literature, Philosophy, and Popular Culture. The Popular Culture track is unique, combining offerings from literature, cultural studies, and communication.

Program Learning Outcomes

- 1) Demonstrate an understanding of the central concepts and important terminology associated with the study of Western Humanities through a variety of written assignments, class discussions, and/or exams.
- 2) Demonstrate an understanding of the literary, philosophical, artistic, and architectural significance of the classic works and artifacts of Western culture from antiquity through Postmodernism using written assignments, class discussions, projects, and/or exams.

Requirements for Program Entrance

Algebra or placement into Level 4 Math at MCC. Placement into ENG 101 or ENG 200.

Distribution Requirements

Credit Hours

LITERATURE OPTION

FIRST SEMESTER 16-17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HMN 101 Introduction to Humanities.....	3
SUNY GENERAL EDUCATION - MTH 150 OR HIGHER.....	3-4
SUNY GENERAL EDUCATION NATURAL SCIENCES	4
FOREIGN LANGUAGE*	3
Total	16-17

SECOND SEMESTER: 13 Credit Hours

SOCIAL SCIENCE ELECTIVE**	3
ENG 100 level literature course	3
FOREIGN LANGUAGE*.....	3
HMN 220 Western Humanities I.....	4
Total	13

THIRD SEMESTER: 15-16 Credit Hours

MATHEMATICS or NATURAL SCIENCE ELECTIVE	3-4
ENG 201 Early British Literature OR	
ENG 202 Modern British Literature	3
SOCIAL SCIENCE ELECTIVE**	3
HMN 221 Western Humanities II.....	4
PHYSICAL/HEALTH EDUCATION.....	2
Total	15-16

FOURTH SEMESTER: 16 Credit Hours

HMN 222 Capstone Seminar.....	4
ENG 203 American Literature to 1865 OR	
ENG 204 American Literature since 1865	3
ENG 200 level literature course.....	3
SOCIAL SCIENCE ELECTIVES**	6
Total	16

TOTAL MINIMUM CREDITS 60-62

PHILOSOPHY OPTION

FIRST SEMESTER 16-17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HMN 101 Introduction to Humanities.....	3
SUNY GENERAL EDUCATION - MTH 150 OR HIGHER.....	3-4
SUNY GENERAL EDUCATION NATURAL SCIENCES	4
FOREIGN LANGUAGE*	3
Total	16-17

SECOND SEMESTER: 13 Credit Hours

SOCIAL SCIENCE ELECTIVES***	3
FOREIGN LANGUAGE*	3
HMN 220 Western Humanities I.....	4
PHL 101 Introduction to Philosophy	3
Total	13

THIRD SEMESTER: 15-16 Credit Hours

MATHEMATICS or NATURAL SCIENCE ELECTIVE	3-4
PHL 103 Introduction to Ethics OR	
PHL 105 Technology and Values	3
SOCIAL SCIENCE ELECTIVE***	3
HMN 221 Western Humanities II.....	4
PHYSICAL/HEALTH EDUCATION.....	2
Total	15-16

FOURTH SEMESTER: 16 Credit Hours

HMN 222 Capstone Seminar.....	4
PHL 102 Introduction to Logic.....	3
PHL 210 Human Rights & Democracy in Domestic and International Contexts OR	
PHL 250 Professional Ethics	3
SOCIAL SCIENCE ELECTIVES***	6
Total	16

TOTAL MINIMUM CREDITS 60-62

POPULAR CULTURE OPTION

FIRST SEMESTER 16-17 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HMN 101 Introduction to Humanities	3
SUNY GENERAL EDUCATION - MTH 150 OR HIGHER	3-4
SUNY GENERAL EDUCATION NATURAL SCIENCES	4
FOREIGN LANGUAGE*	3
Total 16-17	

SECOND SEMESTER: 16 Credit Hours

SOCIAL SCIENCE ELECTIVES****	6
FOREIGN LANGUAGE*	3
HMN 220 Western Humanities I	4
COM 101 Introduction to Mass Media	3
Total 16	

THIRD SEMESTER: 15-16 Credit Hours

MATHEMATICS or NATURAL SCIENCE ELECTIVE	3-4
ENG 109 Detective Fiction OR	
ENG 223 Science Fiction OR	
ENG 224 Literature of Horror	3
SOCIAL SCIENCE ELECTIVE****	3
HMN 221 Western Humanities II	4
PHYSICAL/HEALTH EDUCATION	2
Total 15-16	

FOURTH SEMESTER: 16 Credit Hours

HMN 222 Capstone Seminar	4
CIN 120 The Movies	3
ENG 240 Reading Popular Culture	3
COM 270 Media and Society	3
SOCIAL SCIENCE ELECTIVES****	3
Total 16	

TOTAL CREDITS 63-65

TOTAL CREDITS 60-65

- * Two courses in a sequence in the same foreign language.
- ** HIS 111 or 112 or 240; ANT 102; HIS 153 or 154 or ART 121, MUS 119 or 150
- *** POS 210; SUNY GENERAL EDUCATION American History Elective; HIS 153 or 154 or ART 121; ANT 102
- **** MUS 120 or 150; ANT 102 or SOC 101; HIS 111 or 112 or 211 or 240; ART 121 or HIS 153 or 154

LIBERAL ARTS AND SCIENCES: SCIENCE

A . S . D E G R E E

CIP Code:

24.0101

NYSED Code (BRI):

01213

MCC Program Code:

LS01

Description

The courses in Natural Science provide the first two years of preparation for students who plan to transfer and earn the baccalaureate degree in biology, chemistry, environmental science, geosciences, physics or other career areas such as medicine or pharmacy, for which a good science preparation is needed. This degree requires a minimum of 32 credit hours in Natural Science and Mathematics with a reasonable distribution of courses in Humanities and Social Science. The various advisement sequences within this program identify courses of study that facilitate transfer to upper division colleges and universities. Students are expected to consult regularly with faculty advisors in their area of study and also be aware of the course requirements of the college to which they plan to transfer.

Recommended Preparation: At least three years 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.

Program Learning Outcomes

- 1) Prepare students for successful transfer to four-year programs in a science discipline.
- 2) Design and implement experimental procedures to test a hypothesis.
- 3) Analyze information using established or prescribed methods or principles.
- 4) Synthesize information drawn from a variety of resources or experiences.
- 5) Collaborate to address discipline-related problems..

Requirements for Program Entrance

At least three years each of high school science and mathematics; specifically, algebra, geometry, intermediate algebra, trigonometry and chemistry. Students not meeting these requirements may need more than two years to complete this degree.

Distribution Requirements

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, 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: TRANSFER PROGRAMS- GENERAL STUDIES

Description

The Liberal Arts and Sciences A.S. degree requirements for General Studies provide opportunities for students to explore career options and to select courses to facilitate their transfer to four-year colleges. Students should discuss their plans with faculty advisors. Faculty members can assist students in selecting courses that meet the requirements of the college to which the student intends to transfer. Although students may select courses in different subject areas, they will receive the Liberal Arts and Sciences A.S. degree in General Studies diploma. By appropriate course selection in consultation with a faculty advisor, students pursuing the Liberal Arts and Sciences degree program may prepare for transfer to upper division study in the subject areas listed below.

CHILD CARE PRACTITIONER: Students who plan to transfer and earn a Bachelor Degree in 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.

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

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 (292-2029, Rm. 8-220). 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.

NUTRITION: 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).

PRE-CHIROPRACTIC: This program was designed in conjunction with the New York Chiropractic College in Seneca Falls and meets all eligibility requirements for future admission to NYCC. To be considered for admission to NYCC, a student must first complete 90 hours at MCC while maintaining a GPA of 3.25 in all science courses. During a student's first year at MCC, they must submit a letter of intent to NYCC identifying their desired date of entrance. The Pre-Chiropractic Advisement sequence is an articulation agreement between MCC and NYCC. This agreement was set up and is housed in the Career and Transfer Center. They should also consult with the

MCC Career and Transfer Center (292-2248, Rm. 3-108). Students who successfully complete all program requirements are guaranteed admission to NYCC for the entrance date of their choice.

PSYCHOLOGY: The advisement sequence in this program identifies a course of study that will facilitate transfer to four-year colleges and universities for students planning to pursue a Bachelor's Degree in Psychology. Students should be aware that the course requirements of specific four-year colleges may vary widely; therefore, it is strongly recommended that students consult with faculty in the Psychology Department, (292-3334, Rm. 5-414) or staff in the Career and Transfer Center (292-2248, Rm. 3-108) before selecting specific courses.

Program Learning Outcomes

Requirements for Program Entrance

CHILD CARE PRACTITIONER (Sequence): Algebra (1 year high school math or placement in Level 4 math at MCC).

HISTORY (SEQUENCE): Intermediate Algebra with Trigonometry or MTH 104 at MCC.

LANDSCAPE ARCHITECTURE (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC. Biology. Three dimensional art courses recommended.

NUTRITION (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC.

POLITICAL SCIENCE (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC.

PRE-CHIROPRACTIC (Sequence): Pre-Calculus in high school with an 83 or MTH 175 at MCC.

LIBERAL ARTS AND SCIENCES: TRANSFER PROGRAMS - SCIENCE

Description

The Liberal Arts and Sciences A.S. degree requirements for Science provide opportunities for students to explore career options and to select courses to facilitate their transfer to a four-year college. Students should discuss their plans with faculty advisors. Faculty members can assist students in selecting courses that meet the requirements of the college to which the student intends to transfer. Although students may select courses in different subject areas, they will receive the Liberal Arts and Sciences A.S. degree in Science diploma. By appropriate course selection in consultation with a faculty advisor, students pursuing the Liberal Arts and Sciences degree may prepare for transfer to upper division study in the subject areas listed below.

BIOLOGY: Students who plan to transfer and earn the baccalaureate degree with a major in biology in preparation for careers in medicine, dentistry, veterinary medicine or education should consult with faculty in the Biology Department (292-2029, Rm. 8-228). Students interested in these opportunities and who also plan to complete the associate degree in two years should successfully complete three years of high school mathematics through trigonometry and one year of chemistry. A fourth year of mathematics is strongly recommended.

CHEMISTRY: Students who plan to transfer and earn a baccalaureate degree with a major in chemistry in preparation for a career in pharmacy, education, or chemical research should consult with faculty the Chemistry/Geosciences Department (292-2425, Rm. 8-212). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics through trigonometry and have above average performance in high school chemistry. A fourth year of mathematics is strongly recommended.

ENVIRONMENTAL SCIENCE: Students who plan to transfer and earn a baccalaureate degree in either environmental science or in a traditional science with an environmental science emphasis should consult with faculty in the Biology Department (292-2029, Rm. 8-228). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete

three years of high school mathematics and two years of science. Three years of science including chemistry are strongly recommended.

GEOSCIENCES: Students who plan to transfer and earn a baccalaureate degree with a major in geology in preparation for careers in the petroleum and mining industries, conservation or science education should consult with faculty in the Chemistry/Geosciences Department (292-2425, Rm. 8-212). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics. Four years of mathematics, one year of high school chemistry, and one year of high school physics are recommended. Students interested in the Water Resources major at SUNY Brockport should also consult with Geosciences faculty.

PHYSICS: Students who plan to transfer and earn a baccalaureate degree with a major in physics in preparation for a career in education, research, or industry should consult with faculty in the Engineering Science and Physics Department (292-2480, Rm. 8-630). Students interested in these opportunities and who plan to complete the associate degree in four semesters should have successfully completed high school Pre-Calculus with a grade of 83 or higher or a C or higher in precalculus at MCC or another college, and successful completion of regents Physics and regents Chemistry.

PRE-FORESTRY: Students who plan to transfer and earn a baccalaureate degree at SUNY College of Environmental Science and Forestry, Syracuse, New York, in Environmental and Forest Biology, Chemistry, Wood Products Engineering, Forestry, Paper Science and Engineering, or Forest Engineering should consult with faculty in the Biology Department (292-2029, Rm. 8-228). Students interested in these opportunities and who plan to complete the associate degree in two years should successfully complete three years of high school mathematics through trigonometry, and high school biology and chemistry with a grade of C or higher. Physics and Mathematics 12 are recommended.

PRE-PHARMACY: Students who plan to transfer and earn a baccalaureate degree in the field of pharmacy should consult with faculty in the Chemistry/Geosciences Department (292-2425, Rm. 8-212). 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.

Program Learning Outcomes

Requirements for Program Entrance

BIOLOGY (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC. Biology. Chemistry.

CHEMISTRY (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC. Chemistry.

ENVIRONMENTAL SCIENCE (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC. Biology. Chemistry.

GEOSCIENCES (Sequence): Pre-Calculus. Pre-Calculus in high school with an 83 or MTH 175 at MCC. Chemistry.

PHYSICS (Sequence): Pre-Calculus. Pre-Calculus in high school with an 83 or MTH 175 at MCC. Physics.

PRE-FORESTRY (Sequence): Pre-Calculus. Pre-Calculus in high school with an 83 or MTH 175 at MCC. Biology. Chemistry.

PRE-PHARMACY (Sequence): Intermediate Algebra with Trigonometry or MTH 104 at MCC. Biology. Chemistry.

LIBERAL ARTS GENERAL STUDIES NUTRITION ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

MATHEMATICS

CERTIFICATE PROGRAM

CIP Code:

27.0101

NYSED Code (BRI):

32455

MCC Program Code:

MC01

NYSED Code (DCC):

32456

Description

The Mathematics Certificate is for students who wish to demonstrate a high level of preparation in Mathematics to 4-year schools. A student who obtains this certificate will have completed courses forming a foundation towards a 4-year degree in Mathematics or a related field. A student who has AP or Transfer Credit for Calculus I (MTH 210) and Calculus II (MTH 211) can complete this certificate in 2 semesters. Otherwise, it will take up to 2 years to complete the certificate.

(Housed in the Mathematics Department)

Program Learning Outcomes

- 1) Formulate mathematical arguments.
- 2) Express mathematical ideas in various ways such as symbolically graphically numerically or verbally.
- 3) Analyze quantitative information in various problem solving situations.
- 4) Develop mathematical models of applications in various disciplines.
- 5) Use mathematical models to solve problems in various disciplines.
- 6) Use appropriate technologies to explore mathematical concepts.

Requirements for Program Entrance

Four years of High school Mathematics (83 or higher each required); including Algebra, Geometry, Trigonometry, and one year of Precalculus, or MTH 175 with a grade of C or higher.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 7-8 Credit hours

MTH 210 Calculus I	4
ELECTIVE*	3-4
Total 7-8	

SECOND SEMESTER: 4 Credit hours

MTH 211 Calculus II	4
Total 4	

THIRD SEMESTER: 7 Credit hours

MTH 212 Calculus III	4
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
Total 7	

FOURTH SEMESTER: 6-8 Credit Hours

MTH 161 Statistics II* OR	
MTH 220 Discrete Mathematics OR	
MTH 225 Differential Equations OR	
MTH 230 Linear Algebra	3-4
MTH 220 Discrete Mathematics OR	
MTH 230 Linear Algebra	3-4
Total 6-8	

TOTAL CREDITS 24-27

* MTH 160 (Statistics I) is the prerequisite for MTH 161 (Statistics II). Students choosing MTH 161 as part of this certificate must first take the MTH 160 as an elective, unless MTH 160 has previously been completed.

MATHEMATICS

A.S. DEGREE

CIP Code:

27.0199

NYSED Code (BRI):

33861

MCC Program Code:

MC02

NYSED Code (DCC):

33862

Description

This program is intended for students planning to transfer to a four year college to major in Mathematics, Applied Mathematics, Mathematics Education, Statistics, or a related field. The course work in this program is generally equivalent to the first two years of a typical four year program in Mathematics. Successful completion of this program will demonstrate preparation for continued study in Mathematics at the junior or senior level.

Admission to this program requires that the student has completed MTH 175 (Precalculus) with a grade of C or higher, or High School Precalculus with a grade of 83 or higher.

Students in this program are encouraged to consult with an advisor in the Mathematics Department.

(Housed in the Mathematics Department)

Program Learning Outcomes

- 1) Formulate mathematical arguments.
- 2) Express mathematical ideas in various ways such as symbolically graphically numerically or verbally.
- 3) Analyze quantitative information in various problem solving situations.
- 4) Develop mathematical models of applications in various disciplines.
- 5) Use mathematical models to solve problems in various disciplines.
- 6) Use appropriate technologies to explore mathematical concepts.

Requirements for Program Entrance

Pre-Calculus (Pre-Calculus in high school with an 83 or better or Math 175 at MCC).
Biology - recommended. Chemistry - recommended

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MTH 210 Calculus I	4
HUMANITIES ELECTIVE	3
SOCIAL SCIENCES ELECTIVE	3
LIBERAL ARTS ELECTIVE*	3
Total 16	

SECOND SEMESTER: 16 Credit Hours

LITERATURE ELECTIVE	3
MTH 211 Calculus II	4
ELECTIVE	3
ELECTIVE	3
SOCIAL SCIENCES ELECTIVE	3
Total 16	

THIRD SEMESTER: 15-16 Credit Hours

MTH 212 Calculus III	4
MTH 161 Statistics II* OR	
MTH 220 Discrete Mathematics*** OR	
MTH 225 Differential Equations	3-4
SOCIAL SCIENCES ELECTIVE	3
HEALTH/PHYSICAL EDUCATION	1
NATURAL SCIENCES SEQUENCE**	4
Total 15-16	

FOURTH SEMESTER: 15 Credit Hours

SOCIAL SCIENCE ELECTIVE	3
HEALTH/PHYSICAL EDUCATION	1
NATURAL SCIENCES SEQUENCE**	4
ELECTIVE	3
MTH 230 Linear Algebra	4
Total 15	

TOTAL CREDITS 62-63

NOTE:

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

All Mathematics courses and many courses in other disciplines have prerequisites that must be satisfied. When planning their schedules, students should refer to the Course Descriptions section of the Catalog and Student Handbook to view course prerequisites.

* MTH 160 (Statistics I) is the prerequisite for MTH 161 (Statistics II.) Students choosing MTH 161 as their Mathematics elective must first take MTH 160 as an elective, unless MTH 160 has previously been completed.

** Choose **one**: BIO 155 and BIO 156, **or** CHE 151 and CHE 152, **or** GEO 101 and GEO 102, **or** PHY 154 and PHY 155, **or** PHY 161 and PHY 261.

*** MTH 220 (Discrete Mathematics) is strongly recommended for students majoring in Mathematics. Students planning to transfer to a SUNY school should take MTH 220 as their program elective.



MECHANICAL TECHNOLOGY

A . A . S . DEGREE

CIP Code:

15.0805

NYSED Code (BRI):

01244

MCC Program Code:

MT01

Description

The Mechanical Technology Program introduces the student to the principles, materials, and equipment of mechanical technology. Emphasis is placed on drafting, design, and an understanding of basic machine components.

Graduates of the program find employment as drafter, engineering assistants, technicians, and technical salespersons.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

- 1) Sketch design ideas and concepts by hand using proper scaling and perspective
- 2) Generate complete and fully dimensioned orthographic projection drawings to proper standards (i.e. ASME Y14.5, ISO)
- 3) Create solid model CAD files with the requisite design intent built-in
- 4) Use measurement tools to inspect and record dimensions of parts
- 5) Analyze data to objectively make technical decisions using basic statistical analysis
- 6) Apply fundamental technical calculations required to determine forces and stresses within mechanical systems
- 7) Apply knowledge of material properties and manufacturing processes to appropriate decision-making
- 8) Use industry standard computer applications (MS Excel, MathCAD, SolidWorks, etc.) for design, analysis or technical decision making
- 9) Discuss knowledgeably subject matter related to technical fields other than Mechanical Tech
- 10) Communicate effectively in various modes
- 11) Demonstrate a professional attitude, which includes such behaviors as punctuality, attendance, reliability, neatness and organization

Requirements for Program Entrance

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

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 206 Engineering Materials	3
MET 225 Machine Design Theory I.....	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 208 Technical Mechanics, Dynamics	3
MET 226 Machine Design Theory II.....	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, MET, OPT, or see department chairperson for a substitution waiver.

MUSIC PERFORMANCE

A . S . D E G R E E

CIP Code:
50.0903

MCC Program Code:
MU01

NYSED Code (BRI):
93094

Description

This course of study is recommended for students who plan to transfer and earn the baccalaureate degree with a major in music. It provides basic preparation for a career in music. In the program, a balance is maintained between courses dealing with general musical knowledge and those courses designed to develop a particular music skill. A variety of performing organizations provide students with ensemble experience and with opportunities for public performances. Students will also be required to take a minimum of 15 one-hour lessons each semester. The cost of lessons is not included in MCC tuition. Recommended Preparation: Students who plan to complete this course of study in two years should have experience in vocal or instrumental performance and reading music. Entering students must prepare two contrasting pieces for a music area audition. To find out about audition dates, please contact the department secretary at 292-2047.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Analyze theoretical structures of written music
- 2) Explain theoretical structures of aural music
- 3) Perform with proficiency on their primary instrument (which may include voice)
- 4) Perform with functional proficiency selected musical techniques and compositions on piano
- 5) Sight sing or sight read on an instrument accurately from printed music with respect to pitch and rhythm
- 6) Transcribe music accurately with respect to pitch and rhythm through repeated hearings
- 7) Perform collaboratively in an ensemble
- 8) Describe selected styles of music for form and/or content and/or instrumentation as it developed throughout the history of written music

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC).
Experience in vocal or instrumental performance and reading music recommended.
Audition required.

Distribution Requirements	Credit Hours
FIRST SEMESTER: 17 Credit Hours	
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
MUS 109 Music Theory I	4
MUS 126 Applied Piano Minor I	1
MUS 151 Private Lessons/Perform Class.....	2
MAJOR PERFORMING ORGANIZATION**	1
MUS 159 Aural Skills I	1
PHYSICAL/HEALTH EDUCATION	2
SUNY GENERAL EDUCATION SOCIAL SCIENCE ELECTIVE (AMERICAN HISTORY, OTHER WORLD CIVILIZATIONS OR SOCIAL SCIENCE ELECTIVE) SOCIAL ELECTIVE.....	3
Total	17

SECOND SEMESTER: 15 Credit Hours

MUS 110 Music Theory II.....	4
MUS 127 Applied Piano Minor II	1
MUS 151 Private Lessons/Perform Class.....	2
MAJOR PERFORMING ORGANIZATION**	1
MUS 160 Aural Skills II	1
MATHEMATICS ELECTIVE (MTH 150 or higher).....	3
SUNY GENERAL EDUCATION ELECTIVE+	3
Total	15

THIRD SEMESTER: 15 Credit Hours

LITERATURE ELECTIVE	3
MUS 201 History of Music I	3
MUS 151 Private Lessons/Perform Class.....	2
MUS 226 Applied Piano Minor III.....	1
MUS 209 Music Theory III	4
MUS 259 Aural Skills III.....	1
MAJOR PERFORMING ORGANIZATION**	1
Total	15

FOURTH SEMESTER: 15 Credit Hours

SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE	3
MUS 151 Private Lessons/Perform Class.....	2
MAJOR PERFORMING ORGANIZATION**	1
MUS 210 Music Theory IV	4
MUS 202 History of Music II	3
MUS 227 Applied Piano Minor IV	1
MUS 260 Aural Skills IV	1
Total	15

TOTAL CREDITS 62

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 104, MUS 105, MUS 108, MUS 114, MUS 115, MUS 140, MUS 141, MUS 142, MUS 145, MUS 146, MUS 161.

+ Select any course from any area in the SUNY General Education Course Plan.

NURSING

A . A . S . D E G R E E

CIP Code:
51.1601

MCC Program Code:
NU01

NYSED Code (BRI):
01233

Description

The Department of Nursing strives to provide high quality education to a diverse population of students and assists them in achieving success in preparing for New York State licensure and employment as a Registered Professional Nurse.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta GA 30326, phone: 404-975-5000.

www.acenursing.org

The professional nursing program, including clinical practice, can be completed in two academic years of full-time study. A graduate of the program who is at least 18 years of age and who meets licensing criteria is eligible for admission to the National Council Licensing Exam established by New York State Education Department, Office of the Professions [online] retrieved from

www.op.nysed.gov/prof/nurse/nursing.htm:

To be licensed as a registered professional nurse in New York State a candidate must:

- be of good moral character;
- be at least eighteen years of age;
- meet education requirements;
- complete coursework or training in the identification and reporting of child abuse offered by a New York State approved provider; and
- meet examination requirements.

The clinical experience required in the curriculum is provided through cooperation of Rochester area hospitals, long term care facilities and other health care agencies. All health care providers must abide by Occupational Safety and Health Administration

(OSHA) Blood Borne Pathogen and NYS Department of Health regulations.

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

- 1) A grade of C or better in High School Algebra or Sequential Math I or Math A Regents, Biology and Chemistry.
- 2) Current CPR certification for two person professional rescuer which includes infant, child, adult and resuscitation mask and Automated External Defibrillator (AED). Only American Heart Association BLS for Healthcare Providers (CPR and AED) (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 in order for the student to attend clinical.
- 3) Completion of medical requirements, clearance of existing health problem(s), and ability to meet essential functions (physical and mental demands) of the program. Medical requirements, including PPD (or negative X-ray), and immunizations, must be met throughout the duration of the program in order for the student to attend clinical.
- 4) Vaccination against seasonal flu. Vaccination against hepatitis B and meningitis or required signed declaration waivers.
- 5) Successful completion of ESOL or Transitional Studies courses if enrolled. Students must have current health insurance to participate in the nursing program. The fee for health insurance will be added to tuition if students do not provide proof of insurance prior to the start of the program.

A minimum grade of C is necessary in all required nursing and biology courses for continued matriculation in the program. Nursing is a high demand, competitive program. Readmission to the nursing program is not automatic and is dependent on several factors. Students seeking readmission to the program (or seeking admission after unsuccessful attempts in a nursing program at another college) should contact the Department of Nursing for information or refer to the "MCC Department of Nursing Student Related Policies" located on the Department of Nursing website. Readmission, if approved, is always on a space available basis.

The program of study must be completed within five years of matriculation. NUR 150 is required for students who are transferring into the program, admitted with advanced standing, or returning to the program after an absence of one year. Completion of NUR 150 is valid for one year. Students reentering NUR 111 do not need to take NUR 150. NUR 150 cannot be used as an elective in the Nursing program. Any deviation from the basic program of study requires written approval from the department.

(Housed in the Nursing Department)

Program Learning Outcomes

- 1) Advocate for patients and families within healthcare settings to support Basic Needs and Human Flourishing: a. Collaborate with other members of the inter-professional team to achieve positive patient outcomes. b. Apply critical thinking skills to support the achievement of basic needs for patients and families. c. Use therapeutic communication across health care settings.
- 2) Demonstrate Nursing Judgment by applying the Nursing Process substantiated with evidence to provide safe quality patient centered care in diverse settings. Activities include assessment nursing diagnosis care planning implementation and evaluation: a. Establish an individualized plan of care using the Nursing Process. b. Set priorities within the frameworks of safe efficient and effective nursing care.
- 3) Develop an evolving professional identity at entry level by implementing the nursing role to reflect the core values of the MCC Department of Nursing: a. Demonstrate accountable behaviors within ethical legal and regulatory frameworks of the profession. b. Complete the NCLEX- RN licensure exam successfully.
- 4) Establish a spirit of inquiry for professional nursing practice: a. Incorporate knowledge of Evidence Based Practice guidelines into professional nursing practice. b. Develop the skills necessary to use Evidence Based Practice guidelines and other professional standards of care. c. Display attitudes consistent with the values of lifelong learning.

Requirements for Program Entrance

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.

Distribution Requirements	Credit Hours
FIRST SEMESTER: 18 Credit Hours	
PSY 101 Introductory Psychology	3
BIO 142 Human Anatomy*	4
NUR 110 Foundations of Nursing*	1
NUR 111 Fundamentals of Nursing*	7
MTH 104 or MTH 150 or MTH 160 or higher (except MTH 164 and 166)##	3
Total 18	

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 Introduction to Sociology	3
BIO 202 Microbiology*#	4
NUR 210 Issues in Nursing*	1
NUR 211 Psychiatric-Mental Health Nursing (1/2 semester)*	4
NUR 212 Maternity Nursing (1/2 semester)*	4
Total 16	

FOURTH SEMESTER: 16 Credit Hours	
NUR 214 Nursing Care of the Adult and Child II*	8
ELECTIVE**	3
HUMANITIES ELECTIVE***	3
PHYSICAL/HEALTH EDUCATION	2
Total 16	

TOTAL CREDITS 68

* 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.

** 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 grade to be considered when the applicant is accepted for admission into the nursing program.

*** Humanities Elective: Any 3 credit course listed as fulfilling MCC General Education Requirements for Humanities is acceptable.

MTH requirement must be fulfilled prior to beginning NUR 112 course. Eligibility to take the math requirement for the Nursing program during the first semester may make it necessary to plan for additional math courses prior to admission. Please speak to an advisor to discuss an appropriate sequence. LPNs seeking admission with advanced standing must have already completed the MTH requirement at time of admission.

Credit Hours: Laboratory hours in the Nursing Program are credited at a ratio of 1:3 (every 3 clock hours of laboratory is equivalent to 1 credit hour).

PROGRAM OPTIONS

Advanced Standing 3-Semester Option of LPN's: (NU02) To exempt Fundamentals of Nursing (NUR 111), a score of B on the Excelsior College Examination for Fundamentals of Nursing must be attained. The Excelsior College Examinations must be completed prior to matriculation. Graduates of The Isabella Graham Hart School of Practical Nursing within the past three years can exempt both NUR 111 and the Excelsior College Examination for Fundamentals of Nursing. Three semester LPN students are admitted in the Fall and Spring semesters.

Advanced Standing 2-Semester Option for LPN's: (NU03) To exempt Fundamentals of Nursing (NUR 111), a score of B on the Excelsior College Examination for Fundamentals of Nursing must be attained. To exempt Nursing Care of the Adult and Child I (NUR 112), students must pass a Department of Nursing challenge exam with a grade of C or higher. Two years of recent clinical experience is required. 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 matriculated. Students beginning either option are required to take Foundations of Nursing (NUR 110) prior to or concurrently with the first clinical course. Students must take Application of the Nursing Process (NUR 150) prior to beginning the first clinical course. The department reserves the right to withhold transfer credit until the student has demonstrated competence in a clinical nursing course at MCC.

PRE-NURSING ADVISEMENT SEQUENCE FOR LPNs (LA04 or LA05)
A Pre-Nursing advisement sequence for LPNs preparing to enter the nursing program is available for those who meet criteria. Please contact the Admissions Office at 292-2200 for further information.

Extended Option for High School Graduates (NUE1): An advisement sequence for high school graduates seeking admission in the fall semester immediately following their graduation is intended to provide an opportunity for the student to complete the program over three years. This option was designed to create an environment that promotes success for the student who is new to the rigors of college level work. It also provides an opportunity for the student to complete courses required for the baccalaureate degree in nursing.

OFFICE TECHNOLOGY - OFFICE ADMINISTRATIVE ASSISTANT

A . A . S . DEGREE

CIP Code:
52.0402

MCC Program Code:
OF02

NYSED Code (BRI):
01222

Description

This degree program is designed to provide students with a broad background in business terminology and high levels of proficiency in computer skills that will enable them to perform successfully in diverse office support positions. This degree is designed to provide a core background in developing skills for technology, decision making, human relations, communications, and office management.

If an Intent to Graduate form is submitted five years after a student's completion of OFT 201, OFT 170, OFT 171, or OFT 173, the department reserves the right to withhold credit until the student has demonstrated competency in these courses.

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

- 1) Demonstrate the soft skills needed to be successful as an administrative assistant (office support) which may include: punctuality acceptance of personal responsibility teamwork skills expressing a positive attitude under stress

effective customer service skills or other related skills.

- 2) Demonstrate effective oral communication skills both in person and on the telephone.
- 3) Write effectively in an office environment in a variety of modes.
- 4) Exhibit proficiency in using a variety of current office-based software which may include: desktop publishing applications spreadsheets databases wordprocessing or computer-based technologies.
- 5) Express themselves professionally in a business environment using well-established rules of proper grammar and sentence construction.
- 6) Transcribe messages as required on the job.
- 7) Apply fundamentals of basic business mathematics to workplace needs.
- 8) Apply fundamentals of basic accounting to workplace needs.
- 9) Describe the role of an office support staff professional and the contribution of that professional to the success of the whole office environment.

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 3 Math at MCC).

Distribution Requirements	Credit Hours
FIRST SEMESTER: 16 Credit Hours	
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
ENG 250 Professional Communication OR	
SPC 141 Interpersonal Speech Communication OR	
SPC 142 Public Speaking OR	
SPC 143 Small Group Communication	3
MTH 130 Modern Business Mathematics OR higher	3
OFT 110 Keyboarding	3
OFT 141 Grammar for Professionals.....	4
	Total 16

SECOND SEMESTER: 16 Credit Hours	
LITERATURE ELECTIVE	3
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
OFT 111 Intermediate Word I.....	3
OFT 170 Spreadsheet Applications-Excel	3
	Total 16

THIRD SEMESTER: 17-18 Credit Hours	
SOCIAL SCIENCE ELECTIVE	3
OFT 112 Advanced Word II	3
OFT 171 Microsoft Access	3
HEALTH/PHYSICAL EDUCATION	2
NATURAL SCIENCE ELECTIVE	3-4
OFT 173 Microsoft Multimedia Communications	3
	Total 17-18

FOURTH SEMESTER: 16 Credit Hours	
SOCIAL SCIENCE ELECTIVE	3
OFT 201 Advanced Word II.....	2
OFT 202 Office Simulations.....	2
OFT 214 Administrative Office Procedures	4
OFT 240 Office Transcription.....	3
OFT 270 Office Seminar.....	2
	Total 16

TOTAL CREDITS 65-66

* Grade of C or C- required as indicated for progress to next course.

OFFICE TECHNOLOGY: MEDICAL OFFICE ASSISTANT

CERTIFICATE PROGRAM

CIP Code:

51.0716

NYSED Code (BRI):

22421

MCC Program Code:

OF06

NYSED Code (DCC):

22423

Description

This one-year certificate program is designed to provide students with a firm foundation for the medical office environment. With the development of strong word processing and communication skills, transcription skills, and medical office protocol, the student is well on the path to a fulfilling career in the medical office support area.

(Housed in the Information and Computer Technologies Department)

Program Learning Outcomes

- 1) Demonstrate the soft skills needed to be successful as an administrative assistant (office support) which may include: punctuality acceptance of personal responsibility teamwork skills expressing a positive attitude under stress effective customer service skills or other related skills.
- 2) Demonstrate effective oral communication skills both in person and on the telephone.
- 3) Write effectively in an office environment in a variety of modes.
- 4) Exhibit proficiency in using a variety of current healthcare-based office software which may include: desktop publishing applications medical databases or other medical-based computer applications.
- 5) Demonstrate competence in the use of medical office computer-based functions (coding scheduling billing financial reporting etc.).
- 6) Apply fundamentals of basic business mathematics to workplace needs.
- 7) Describe the role of a medical office support staff professional and the contribution of that professional to the success of the whole medical office environment.

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 3 Math at MCC).
Demonstrated keyboard proficiency or completion of OFT 110. Keyboarding I.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 17 Credit Hours

OFT 111 Intermediate Word+	3
OFT 141 Professional Grammar and Communications.....	4
HIM 104 Medical Terminology	3
MTH 130 Modern Business Mathematics.....	3
BIO 133 Human Biology	3
HED 101 Cardiopulmonary Resuscitation and Care	1

Total 17

SECOND SEMESTER: 15 Credit Hours

OFT 112 Advanced Word I	3
HED 115 Death and Dying OR	
HED 209 Drugs and Behavior	3
OFT 267 Medical Office Documentation	3
OFT 268 Medical Office Procedures	3
OFT 173 Microsoft Multimedia Communications	3

Total 15

TOTAL CREDITS 32

+ If background allows (25 wpm for 5 minutes). Otherwise must take OFT 110 before OFT 111.

OPTICAL SYSTEMS TECHNOLOGY

A . A . S . DEGREE

CIP Code:

15.0304

NYSED Code (BRI):

03901

MCC Program Code:

OT01

Description

The Optical Systems Technology degree offers a unique, comprehensive program which prepares graduates for work in high technology fields which apply light and optical principles in their operations. The curriculum combines the study of optics with electronics for careers in electro-optics or allows a traditional optics option.

The optical systems technician works with scientists and engineers in research, development, design, production, quality control, test, and evaluation of optical components and systems, as well as sales and service. The course of study gives the student opportunity to work with and operate much of the precision equipment and technology used in today's field of electro-optical systems. This program is not designed as a transfer program. Students who plan to transfer to a four-year college to earn their Bachelor's degree should discuss their plans with an advisor as early as possible to identify the appropriate program.

Students should meet regularly with their program advisor to make certain that their course selections meet the requirements of the program and their career choices.

Recommended preparation: Three years of high school mathematics are required through Sequential Math III (Regents level strongly recommended), and one-half year of physics or physical science is recommended.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

- 1) Evaluate an optical system using a number of geometrical optics test procedures.
- 2) Make standard electro-optic measurements and evaluate typical electro-optic configurations.
- 3) Understand and perform the basic and advanced optical manufacturing techniques for today's precision optical components.
- 4) Understand perform the basic and advanced metrology techniques for testing optical systems and individual optical components.

Requirements for Program Entrance

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

Distribution Requirements

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
PHYSICAL/HEALTH EDUCATION	1

Total 17

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 175 Precalculus Mathematics with Analytic Geometry.....	4
OPT 211 Wave Optics and Applications	4
OPT 213 Optical Processes.....	4
ELT 121 AC/DC Circuit Analysis	4
SOCIAL SCIENCE ELECTIVE	3
Total	19

FOURTH SEMESTER

OPT 201 Photo Science.....	4
OPT 215 Electro-Optical Devices and Systems.....	5
OPT 231 Lasers: Technology and Applications	4
SOCIAL SCIENCE ELECTIVE	3
PHYSICAL/HEALTH EDUCATION.....	1
Total	17

TOTAL CREDITS 70

ELECTRO-OPTICS OPTION

FIRST SEMESTER

ELT 111 Electronic Technology I.....	3
ELT 121 AC/DC Circuit Analysis	4
MTH 140 Technical Mathematics I*.....	3
TEK 101 Computer Applications for Technicians.....	2
OPT 131 Optical Elements and Ray Optics	4
ENG 101 College Composition.....	3
Total	19

SECOND SEMESTER

ELT 102 Electric Circuit Analysis II.....	5
ELT 112 Electronic Technology II	5
MTH 141 Technical Mathematics II*	3
ENGLISH ELECTIVE.....	3
OPT 153 Fiber Optics.....	3
Total	19

THIRD SEMESTER

MTH 175 Precalculus Mathematics with Analytic Geometry.....	4
ELT 202 Pulse and Digital Circuits.....	4
OPT 135 Measurement and Analysis.....	4
OPT 211 Wave Optics and Applications	4
SOCIAL SCIENCE ELECTIVE	3
Total	19

FOURTH SEMESTER

OPT 215 Electro-Optical Devices and Systems.....	5
SOCIAL SCIENCE ELECTIVE	3
PHY 131 Applied Physics I.....	4
ELT 206 Digital Systems and Microprocessors.....	5
Health/Physical Education	2
Total	19

TOTAL CREDITS 76

* Students with an excellent high school mathematics and physics record may wish to select a more advanced mathematics and physics program following consultation with the appropriate department.

OPTICAL SYSTEMS TECHNOLOGY

CERTIFICATE PROGRAM

CIP Code:

15.0304

MCC Program Code:

OT02

NYSED Code (BRI):

03899

Description

The Optical Technology Certificate Program prepares students to work in optical activities, such as testing, quality control, and production. It provides a background in optics using the eye as a detector, but not incorporating the peripheral disciplines, such as electronics and photography, as offered in the A.A.S. curriculum in Optics.

This certificate program is designed for people working in the field, or in an allied field, who wish to add optics to their sphere of competence. All courses shall be applicable to the A.A.S. degree should the student wish to continue his/her education in Optical Engineering Technology.

(Housed in the Engineering Technologies Department)

Program Learning Outcomes

- 1) Understand and perform the basic and advanced optical manufacturing techniques for today's precision optical components.
- 2) Understand perform the basic and advanced metrology techniques for testing optical systems and individual optical components.

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
OPT 131 Optical Elements and Ray Optics	4
OPT 135 Measurement and Analysis.....	4
MTH 140 Technical Mathematics I or higher*	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 201 Photo Science.....	4
OPT 211 Wave Optics and Applications	4
OPT 233 Advanced Dimensional Measurement.....	4
Total	16

ELECTRO-OPTICS OPTION

ELT 121 AC/DC Circuit Analysis	4
ELT 232 Electronics for Non-Majors	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 155, and MTH 156. Students considering an AAS degree are advised to take MTH 140.

** Students must consult with their advisor in selecting program electives. Depending on a student's career objectives, the following course sequences are recommended.

PARALEGAL STUDIES

CERTIFICATE PROGRAM

CIP Code:

22.0302

MCC Program Code:

PL01

NYSED Code (DCC):

21815

Description

The Paralegal Studies Certificate program was approved by the American Bar Association (ABA) in February 2004. This program prepares graduates for entry level employment as paralegals. The entry level paralegal works under the supervision of a lawyer researching the law, investigating facts, preparing drafts of legal documents, and working with clients. They are employed in almost all areas where law related work is performed, i.e., private law firms, government agencies, insurance companies and corporations, but, in all areas of law, paralegals are prohibited from establishing attorney-client relationships, from setting legal fees, from giving legal opinions or advice, and from representing clients in court. Paralegals may not provide legal services directly to the public, except as provided by law. Paralegals may not provide legal services directly to the public, except as provided by law.

Monroe Community College's curriculum was prepared in partnership with the Monroe County Bar Association and the Paralegal Associates of Rochester. Course work emphasizes New York law, ethics and professional responsibility, procedural applications of the law, computer application in the law, and client satisfaction through legal teamwork.

Admission to the program has specific educational requirements that include either a bachelor's degree, or an associate's degree with 18 credit hours in broadly based liberal arts courses and significant experience in banking, finance, government, insurance, or other law-related environments. 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 the Law and Criminal Justice Department)

Program Learning Outcomes

- 1) Identify legal concepts and their practical applications
- 2) Deliver an effective oral presentation
- 3) Write effectively in a variety of legal contexts
- 4) Use legal technology for legal research
- 5) Apply analytical thinking skills in legal contexts.
- 6) Apply knowledge of ethical obligations and reasoning to situations in the law

Requirements for Program Entrance

Students seeking admission to Paralegal Studies must possess an Associate degree; Bachelor's degree preferred. For students without a Bachelor's degree, a departmental interview/recommendation is required.

Distribution Requirements

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

PARAMEDIC

A . A . S . DEGREE

CIP Code:

51.0904

MCC Program Code:

EM01

NYSED Code (BRI):

21706

Description

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

Admission requirements for the program include current New York State Emergency Medical Technician Certification (available through successful completion of EMS 110). The certification sequence begins each January. Candidates for the program are reviewed beginning each September.

The program includes a very structured New York State Paramedic Certification sequence which includes classroom, hospital clinical hours, and field internships. Upon completion of the sequence, graduates will be eligible to sit for the New York State Health Department certification examination as EMT - Paramedic. Students wishing to obtain certification may also apply for the Paramedic Certificate program.

The MCC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Professions (www.caahep.org) and authorized by the New York State Department of Health.

Students interested in the degree should contact the EMS Program staff at 753-3710 to discuss the requirements for admission to the program.

(Housed in PSTF)

Program Learning Outcomes

- 1) Perform a comprehensive patient assessment
- 2) Deliver medications according to protocols
- 3) Deliver life-saving interventions according to protocols
- 4) Manage patient care while providing safe transportation to appropriate medical facilities
- 5) Communicate effectively with a variety of audiences which could include: patients families/friends or other public safety and medical professionals
- 6) Apply knowledge acquired from the program's general education requirements in a variety of non-clinical roles such as management education etc.

Requirements for Program Entrance

Elementary Algebra with Geometry (or Math 098 at MCC). EMT Certification. Competitive admission - please contact the EMS Department at 585-753-3712 regarding current admissions criteria.

Distribution Requirements	Credit Hours
HUMANITIES: 6 Credit Hours	
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HUMANITIES ELECTIVE*	3
	Total 6
SOCIAL SCIENCES ELECTIVE: 6 Credit Hours	
PSY 101 Introductory Psychology	3
SOCIAL SCIENCES ELECTIVE	3
	Total 6
LIBERAL ARTS: 3 Credit Hours	
LIBERAL ARTS ELECTIVE**	3
	Total 3
MATHEMATICS/NATURAL SCIENCES: 6-7 Credit Hours	
MTH 150 Survey of Mathematics or higher	3-4
BIO 133 Human Biology	3
	Total 6-7
PARAMEDIC CERTIFICATION REQUIRED COURSES: 42 Credit Hours	
EMS 171 Critical Trauma Care.....	1
EMS 236 Advanced Cardiac Life Support	1
EMS 239 Paramedic Clinical and Field Experience I	5
EMS 240 Paramedic Clinical and Field Experience II	7
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 42
PUBLIC SAFETY COURSES: 1 Credit Hour	
PST 130 Public Safety Incident Management	1
	Total 1
PHYSICAL/HEALTH EDUCATION: 2 Credit Hours	
PHYSICAL/HEALTH EDUCATION**	2
	Total 2
	TOTAL CREDITS 66-67

* SPC 144 or SPA 141 are recommended.

** HED 115 or PEC 253 are recommended.

PARAMEDIC CERTIFICATE

CERTIFICATE PROGRAM

CIP Code:

51.0904

NYSED Code (BRI):

33241

MCC Program Code:

EM05

Description

Successful completion of this program prepares an individual for admission to the New York State Health Department examinations for certification as a paramedic. The paramedic certification course sequence includes classroom, hands-on skill development, hospital clinical experience, and field internships. This program includes only the courses required for admission to the New York State Department of Health Paramedic certification exams. This program is accredited by the Commission on Accreditation of Allied Health Education Programs. (www.caahep.org). (Housed in PSTF)

Program Learning Outcomes

- 1) Perform a comprehensive patient assessment
- 2) Deliver medications according to protocols
- 3) Deliver life-saving interventions according to protocols
- 4) Manage patient care while providing safe transportation to appropriate medical facilities
- 5) Communicate effectively with a variety of audiences, which could include: patients, families/friends, or other public safety and medical professionals
- 6) Apply knowledge acquired from the program's general education requirements in a variety of non-clinical roles such as management, education, etc.

Requirements for Program Entrance

High School diploma. EMT certification. Competitive admission - please contact the EMS Department at 585-753-3712 regarding current admissions criteria.

Distribution Requirements	Credit Hours Courses
EMS 171 Critical Trauma Care.....	1
EMS 236 Advanced Cardiac Life Support	1
EMS 239 Paramedic Clinical and Field Experience I	5
EMS 240 Paramedic Clinical and Field Experience II	7
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 CREDITS 42

* Offered at the Public Safety Training Center.

PHYSICAL EDUCATION STUDIES

A . S . D E G R E E

CIP Code:
13.1314

MCC Program Code:
PE01

NYSED Code (BRI):
19670

Description

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 the Health and Physical Education Department)

Program Learning Outcomes

- 1) Express a full knowledge base of the content and scope of the Physical Education discipline.
- 2) Demonstrate human movement skills.
- 3) Show progress in the development of positive attitudes and their progress in the discipline.
- 4) Reflect on their personal experiences and professional goals in the discipline.
- 5) Demonstrate behavior consistent with professional standards in interpersonal and technical communication and the maintenance of a safe environment.
- 6) Communicate effectively orally and in writing.
- 7) Construct a personal fitness and wellness program
- 8) Apply discipline-specific research to the development of a lesson or treatment plan.
- 9) Conduct an appropriate directed activity in the discipline relevant to teaching coaching athletic training sport management or sport psychology.

Requirements for Program Entrance

Algebra (1 year high school math or placement into Level 4 Math at MCC). Experience in vocal or instrumental performance and reading music recommended.

Distribution Requirements	Credit Hours
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FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
PPE 100 Introduction to Sports Science	4
PPE 175 Philosophy and Principles of Physical Education and Athletics	3
PPE 106 Individual Sports OR PPE 120 Team Sports	3
PPE 150 Discovery and Adventures in Leadership	3
Total 16	

SECOND SEMESTER: 15-16 Credit Hours

MTH 160 Statistics I (or higher)	3-4
BIO 134 Human Anatomy and Physiology I	3
PPE 106 Individual Sports OR PPE 120 Team Sports	3
PPE 214 Early Childhood Games and Activities	3
PPE 240 Selected Topics in Physical Studies	3
Total 15-16	

THIRD SEMESTER: 17 Credit Hours

ENG 105 Introduction to Literature	3
SOCIAL SCIENCE ELECTIVE*	3
PPE 213 Gymnastics	2
BIO 135 Human Anatomy and Physiology II	3
PROGRAM ELECTIVE (Professional Theory)**	3
PPE 208 Sport Psychology	3
Total 17	

FOURTH SEMESTER: 16-17 Credit Hours

HIS 211 History of Sport	3
SOCIAL SCIENCE ELECTIVE*	3
PPE 179 Lifeguarding+	2
PPE 245 Dance Methods and Techniques for Physical Studies Majors	1
PPE 275 Exercise Physiology	4
PROGRAM ELECTIVE (Professional Theory)**	3-4
Total 16-17	

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 170, PPE 271, SMT 215. 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. Successful 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 . D E G R E E

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

POLITICAL SCIENCE ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

PRE-CHIROPRACTIC ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - General Studies Transfer Opportunities

PRE-FORESTRY ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

PRE-PHARMACY ADVISEMENT SEQUENCE

A . S . D E G R E E

Description

See Liberal Arts and Sciences Program - Science Transfer Opportunities

PRECISION MACHINING

A . A . S . D E G R E E

CIP Code:

48.0507

NYSED Code (BRI):

227655

MCC Program Code:

PM01

Description

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.

Students interested in this program may also be interested in the Apprentice Training & Machine Trades program.

(Housed in the Applied Technologies Department)

Program Learning Outcomes

- 1) Demonstrate necessary soft skills to acquire a job within a manufacturing industry.
- 2) Perform manual machine part production to industry standards.
- 3) Perform computer numerical machine part production to industry standards.
- 4) Demonstrate measurement techniques necessary for successful employment.
- 5) Compose machine tool programs necessary for successful employment.
- 6) Demonstrate written technical communication skills.
- 7) Apply mathematical skills to solve industrial problems.
- 8) Interpret engineering models for part production.
- 9) Follow standard safety practices used in industry.

Requirements for Program Entrance

Elementary Algebra with Geometry (or MTH 098 at MCC).

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

TAM 101 Machine Shop Theory I.....	3
TAM 105 Machine Project Lab OR	
PROGRAM TECHNICAL ELECTIVE*	3
TAM 121 Mathematics for Machinists I.....	3
TAM 131 Machine Shop Print Reading I.....	3
TAM 141 Machine Shop Laboratory.....	3

Total 15

SECOND SEMESTER: 17 Credit Hours

ENG 101 College Composition **OR**

ENG 200 Advanced Composition	3
TAM 123 Mathematics for Machinists II.....	3
TAM 132 Machine Shop Print Reading II.....	3
TAM 139 CNC Vertical Machine Tool Programming I.....	3
TAM 142 CNC Mill Setup OR	
TAM 143 CNC Lathe Setup.....	3
TAM 205 CNC Machine Project Laboratory OR	
PROGRAM TECHNICAL ELECTIVE*	2

Total 17

THIRD SEMESTER: 15 Credit Hours

MATHEMATICS ELECTIVE**	3
SOCIAL SCIENCE ELECTIVE	3
SPC 141 Interpersonal Speech Communication OR	
SPC 143 Small Group Communication	3
TAM 245 Computer Aided Manufacturing.....	3
TAM 255 Computer Aided Manufacturing Project Laboratory OR	
PROGRAM TECHNICAL ELECTIVE*	3

Total 15

FOURTH SEMESTER: 17 Credit Hours

ECO 101 Introduction to Economics.....	3
NATURAL SCIENCE ELECTIVE	3
MATHEMATICS**/NATURAL SCIENCE ELECTIVE.....	3
TAM 155 Tool and Fixture Design	3
TAM 241 Advanced Machine Shop Laboratory.....	3
HEALTH/PHYSICAL EDUCATION	2

Total 17

TOTAL CREDITS 64

TAM PROGRAM TECHNICAL ELECTIVES*

TAM 115 Principles of Metallurgy (2).....	3
TAM 142 CNC Mill Setup (1,2).....	3
TAM 143 CNC Lathe Setup (2)	3
TAM 151 Geometric Dimensioning and Tolerancing for Machinists (1,2).....	3
TAM 242 Machine Shop Practice IV	3
TAM 246 Computer Aided Manufacturing 2	3
TAM 251 Statistical Process Control (SPC) for Machinists (1)	3

NOTE: (1)-Fall Course Offering; (2)-Spring Course Offering

* Students currently working in the precision machining industry may substitute a program elective for TAM 105, TAM 205, and TAM 255, based on work experience and approval of a faculty advisor.

** Mathematics elective should be selected with guidance from faculty advisor. MTH 104, MTH 140, MTH 141, or MTH 160 or higher will be accepted. Those contemplating a higher level degree should seek advisement for transfer information.

NOTE: All students enrolled in the program should take the MCC placement exam for advisement prior to registration. It is recommended that students have a minimum of 2 years of high school math or place MTH 104 or higher on the placement exam prior to enrolling in this program. Please seek advisement from the TAM Coordinator or faculty prior to registration. Call 585-292-3700 for advisement times.

PRECISION MACHINING - OPTICAL FABRICATION

CERTIFICATE PROGRAM

CIP Code:
48.0510

MCC Program Code:
PM04

NYSED Code (BRI):
31779

Description

This certificate program is designed to prepare graduates for employment in the precision machining industry with special emphasis on optical fabrication. Optical fabrication is the manufacturing of optical components used in lasers, fiber optics, and digital imaging. Students will learn the principles and practices of precision metalworking and then apply these skills to the materials used in fiber optics, digital imaging, lasers, and other technological applications.

(Housed in the Applied Technologies Department)

Program Learning Outcomes

- 1) Demonstrate necessary soft skills to acquire a job within a manufacturing industry.
- 2) Perform manual machine part production to industry standards.
- 3) Perform computer numerical machine part production to industry standards.
- 4) Demonstrate measurement techniques necessary for successful employment.
- 5) Compose machine tool programs necessary for successful employment.
- 6) Demonstrate written technical communication skills.
- 7) Apply mathematical skills to solve industrial problems.
- 8) Interpret engineering models for part production.
- 9) Follow standard safety practices used in industry.

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16 Credit Hours

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
OPT 131 Optical Elements and Ray Optics.....	4
Total 16	

SECOND SEMESTER: 14-15 Credit Hours

TEK 101 Computer Applications for Technicians OR	
CRC 113 Introduction to microsoft Excel.....	1-2
TAM 123 Mathematics for Machinists 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.....	2
OPT 135 Measurement and Analysis.....	4
Total 16-17	

TOTAL CREDITS 32-33

PRECISION TOOLING

CERTIFICATE PROGRAM

CIP Code:
48.0507

MCC Program Code:
PM02

NYSED Code (BRI):
20033

Description

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.

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.

Students interested in this program may also be interested in the Apprentice Training: Machine Trades program.

(Housed in the Applied Technologies Department)

Program Learning Outcomes

- 1) Demonstrate necessary soft skills to acquire a job within a manufacturing industry.
- 2) Perform manual machine part production to industry standards.
- 3) Perform computer numerical machine part production to industry standards.
- 4) Demonstrate measurement techniques necessary for successful employment.
- 5) Compose machine tool programs necessary for successful employment.
- 6) Demonstrate written technical communication skills.
- 7) Apply mathematical skills to solve industrial problems.
- 8) Interpret engineering models for part production.
- 9) Follow standard safety practices used in industry.

Requirements for Program Entrance

Elementary Algebra with Geometry (or Math 098 at MCC).

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

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: 17-18 Credit Hours

TAM 123 Mathematics for Machinists II OR PROGRAM TECHNICAL ELECTIVE.....	3
TAM 132 Machine Shop Print Reading II.....	3
TAM 139 Machine Shop Theory II.....	3
TAM 142 CNC-Mill Set-up OR	
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 OR CRC 101 Practical Computer Literacy.....	3
Total 17-18	

TOTAL CREDITS 32-33

PROGRAM TECHNICAL ELECTIVE*

TAM 115 Principles of Metallurgy
 TAM 142 CNC Mill Set-up
 TAM 143 CNC Lathe Set-up
 TAM 151 Geometric Dimensioning and Tolerancing for Machinists
 TAM 155 Tool and Fixture Design
 TAM 241 Advanced Machine Shop Lab
 TAM 242 Machine Shop Practice IV
 TAM 245 Computer Aided Manufacturing
 TAM 246 Computer Aided Manufacturing 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 TAM 123 and a program general/technical elective for TAM 205 based on work experience and approval of a faculty advisor.

NOTE: All students enrolled in the Certificate program should take the MCC AccuPlacer exam for advisement prior to registration. It is recommended that students have a minimum of two years high school math or place at the level of MTH 104 or higher on the AccuPlacer exam prior to enrolling in this program. Please seek advisement from the TAM Coordinator or a faculty advisor prior to registration. Call 585-292-3700 for an appointment or for advisement times.

PUBLIC RELATIONS

A . S . D E G R E E

CIP Code:

09.0902

NYSED Code (BRI):

31875

MCC Program Code:

PR01

NYSED Code (DCC):

31876

Description

The Public Relations program is designed to prepare students for transfer to a four-year college or university offering programs in public relations, communications, and mass media. The curriculum provides a foundation in liberal arts and a background in communication theory, media writing and public relations. The program will enable students to better understand the role of public relations today in business, government, education and non-profit organizations.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Describe the field of public relations
- 2) Describe the history of public relations from colonial America through contemporary society
- 3) Analyze the current issues and trends in the field of public relations
- 4) Design a public relations plan.
- 5) Analyze and assess award-winning public relations campaigns
- 6) Identify various tools of public relations practice
- 7) Prepare and edit a press release

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition **OR**
 ENG 200 Advanced Composition3
 COM 101 Introduction to Mass Media3
 PSY 101 Introductory Psychology3
 MTH 160 Statistics I **OR** higher3
 SPC 142 Fundamentals of Public Speaking3

Total 15

SECOND SEMESTER: 15 Credit Hours

COM 109 An Introduction to Public Relations3
 COM 120 Media Literacy3
 ANT 102 Cultural Anthropology3
 SPC 141 Interpersonal Speech Communication3
 ELECTIVE*3

Total 15

THIRD SEMESTER: 15-16 Credit Hours

SOC 101 Introduction to Sociology3
 COM 130 Media Writing3
 SPC 143 Small Group Communication3
 SUNY GENERAL EDUCATION NATURAL SCIENCE ELECTIVE3-4
 ELECTIVE3

Total 15-16

FOURTH SEMESTER: 17 Credit Hours

SUNY GENERAL EDUCATION HUMANITIES **OR** FOREIGN LANGUAGE ELECTIVE3
 ELECTIVE3
 PHYSICAL/HEALTH EDUCATION2
 COM 131 Print Journalism3
 COM 270 Media and Society3
 SOCIAL SCIENCE ELECTIVE**3

Total 17

TOTAL CREDITS 62-63

* Recommend ENG 250

** Recommended: HIS 111, HIS 112, POS 110, POS 120, ECO 101, ECO 111 (MTH 104 or equivalent pre-requisite)

RADIOLOGIC TECHNOLOGY

A . A . S . DEGREE

CIP Code:

51.0911

NYSED Code (BRI):

01232

MCC Program Code:

RA01

Description

The radiologic technologist, also known as a radiographer, is a health care professional who administers ionizing radiation (x-rays) to produce anatomic images for diagnostic, therapeutic and research purposes. The images may be recorded photographically or digitally and are interpreted by a licensed practitioner such as a radiologist (specialized physician) in the diagnosis and treatment of injury, anomalies and disease. This curriculum qualifies the student for an A.A.S. degree in Diagnostic Radiologic Technology only. Students attend didactic and laboratory classes 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), www.jrcert.org. The JRCERT is recognized by the United States Department of Education as the national accreditation agency of programs for the radiographer. Successful completion of academic work and clinical experience prepares the student for admission to the American Registry Certification Examination and New York State Licensure.

Radiologic Technology is a high demand, competitive program. Readmission to the radiologic technology program is not automatic. Readmission eligibility is dependent on documented extenuating circumstances that warrant consideration and must be made within one year. Students seeking readmission to the program should contact the Admissions Office or Advising Center. Readmission would be considered only on a space-available basis.

(Housed in the Health Professions Department)

Program Learning Outcomes

- 1) Demonstrate clinical competence in the performance of basic radiographic procedures
- 2) apply positioning skills
- 3) select technical factors
- 4) provide radiation protection
- 5) demonstrate patient-centered skills
- 6) demonstrate oral communication skills
- 7) demonstrate written communication skills
- 8) demonstrate ability to adapt to non-routine scenarios
- 9) evaluate image quality
- 10) demonstrate good work ethic
- 11) summarize the value of professionalism through leadership volunteering and/or lifelong learning

Requirements for Program Entrance

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.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 23 Credit Hours

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: 16 Credit Hours

HUMANITIES ELECTIVE	3
PHY 141 Radiographic Physics	3
XRT 122 Radiographic Technology II**	6
XRT 152 Clinical Education II**	4
Total	16

First Summer Session: 4 Credit Hours

XRT 153 Clinical Education III**	4
Total	4

THIRD SEMESTER: 16 Credit Hours

PSY 101 Introductory Psychology	3
XRT 211 Radiographic Technology III**	3
XRT 251 Clinical Education IV**	8
XRT 220 Radiographic Pathology I.....	1
XRT 215 Sectional Anatomy**	1
Total	16

FOURTH SEMESTER: 17 Credit Hours

SOCIAL SCIENCE ELECTIVE	3
XRT 222 Radiographic Technology IV****	5
XRT 252 Clinical Education V*****	8
XRT 230 Radiographic Pathology II.....	1
Total	17

Second Summer Session (optional)

XRT 253 Supplemental Clinical Education	Variable
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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.

SMALL BUSINESS MANAGEMENT

CERTIFICATE PROGRAM

CIP Code:

52.0701

MCC Program Code:

BS02

NYSED Code (BRI):

01215

Description

Small Business Management is a certificate program designed to aid those students who already manage their own companies, are contemplating starting their own businesses, or work for a small business concern. This program will provide basic knowledge in the fields of accounting, marketing, management, and customer service.

These credits may be applied to requirements for an A.A.S. degree in Applied Business or an A.A.S. in Entrepreneurship if a student decides to matriculate into either of those programs.

(Housed in the Business Administration and Economics Department)

Program Learning Outcomes

- 1) Utilize identified accounting concepts to make informed decisions about the operating performance and financial position of a small business.
- 2) Identify and explain critical factors in starting a small business which could include entrepreneurial objectives forms of ownership financing risk management or entrepreneurial skills.
- 3) Apply leadership and workplace relationship skills to effectively deal with various small business stakeholders.
- 4) Identify and describe laws that are relevant to the operation of a small business.
- 5) Develop a comprehensive business plan.
- 6) Describe factors involved in effective selling which could include qualifying prospects developing long term customer relationships ethical conduct customer service or selling techniques.
- 7) Communicate effectively using various forms of communication.
- 8) Demonstrate effective teamwork skills that enhance team processes.
- 9) Apply information management skills particularly the use of Microsoft Office software to business related tasks.

Requirements for Program Entrance

One year of high school math, including Business Math, Elementary Algebra with Geometry (or Math 098, or Math 130 at MCC).

Distribution Requirements

Credit Hours

FIRST SEMESTER 15-16 Credit Hours

MTH 130 Modern Business Mathematics (recommended) OR	
MTH 104 Intermediate Algebra or higher (not MTH 150)*	3-4
BUS 200 Legal Environment of Business.....	3
BUS 110 Entrepreneurial Studies I	3
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
BUS 104 Introduction to Business.....	3
Total 15-16	

SECOND SEMESTER 16 Credit Hours

ACC 130 Introductory Accounting and Financial Analysis **	4
BUS 135 Supervising for Quality	3
BUS 210 Entrepreneurial Studies II	3
BUS 220 Business Computer Applications.....	3
MAR 201 Dynamics of Selling.....	3

Total 16

TOTAL CREDITS 31-32

- * Students with strong math skills should consult with their advisor to select the appropriate math course.
- ** Students who have completed ACC 101 and ACC 102 may substitute that sequence for ACC 130.

SOLAR THERMAL TECHNOLOGY

CERTIFICATE PROGRAM

CIP Code:

15.0505

NYSED Code (BRI):

35659

MCC Program Code:

ST02

Description

The Solar Thermal Certificate is designed for the student who is seeking an entry level position as a Solar Thermal Installer and Service Technician, and those currently employed in the field of heating, ventilating, and air conditioning or related areas. The program provides the student with essential information and training to install and work with solar thermal systems. The coursework includes fundamentals of collecting and transferring solar heat, the National Electric, Plumbing, Mechanical, and Building Code, and teaches the principles of a solar thermal system. This entry level certificate will prepare students to take the North American Board of Certified Energy Practitioners (NABCEP) Solar Thermal Entry Level Certification Exam. Students interested in this program may also be interested in the Air Conditioning Technology: Heating and Ventilation program and the Heating, Ventilating, Air Conditioning program.

Program Learning Outcomes

- 1) Install solar thermal heating systems to NABCEP standards.
- 2) Maintain solar thermal heating systems to NABCEP standards.
- 3) Perform testing and adjustment of solar thermal systems to NABCEP standards.
- 4) Diagnose common malfunctions for solar thermal equipment to NABCEP standards.
- 5) Perform corrective repairs for solar thermal equipment to NABCEP standards.
- 6) Perform testing and adjustment of HVAC/R equipment for proper operation to manufacturer OEM standards.
- 7) Perform service and maintenance on HVAC/R equipment to manufacturer OEM standards.
- 8) Diagnose common malfunctions for HVAC/R equipment to manufacturer OEM standards.
- 9) Perform corrective repairs for HVAC/R equipment to manufacturer OEM standards.
- 10) Design and size HVAC/R systems to Manual J standards.
- 11) Design and size solar thermal heating systems to NABCEP standards.
- 12) Select HVAC/R and solar thermal heating systems for appropriate applications.
- 13) Outline strategies to increase energy efficiency and reduce energy consumption of HVAC/R equipment.
- 14) Design and size solar thermal heating systems to NABCEP standards.
- 15) Install new HVAC/R equipment to manufacturer OEM standards.
- 16) Interpret electrical control wiring diagrams for HVAC/R control systems.

Requirements for Program Entrance

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

Distribution Requirements

FIRST SEMESTER: 19 CREDIT HOURS

HVA 101 Basic Refrigeration Theory	3
HVA 103 Heating Systems	3
HVA 105 Electric and Motor Controls	3
HVA 202 Boiler Systems	3
MTH 135 Introduction to Technical Mathematics	4
STT 101 Introduction to Solar Thermal Technology	3
Total	19

SECOND SEMESTER: 16 CREDIT HOURS

HVA 102 Air Conditioning Theory	3
HVA 104 Commercial Air Conditioning and Heat Pumps	3
PHY 100 Preparatory Physics	4
STT 102 Solar Thermal Installation Practices	3
STT 201 Troubleshooting and Preventative Maintenance for Solar Thermal Systems	3
Total	16

TOTAL CREDITS 35

SPORT MANAGEMENT

A. S. DEGREE

CIP Code:

31.0504

NYSED Code (BRI):

35653

MCC Program Code:

SM01

NYSED Code (DCC):

35654

Description

A program designed for students interested in the business and marketing aspects of sport. This program provides a conceptual framework for the field through physical studies and business coursework and incorporates hands-on experience through field work. This program will be of interest to students interested in careers in athletic administration, minor and major league sports, facility and event management, sport promotion, equipment development and retail, and client management.

(Housed in the Health and Physical Education Department)

Program Learning Outcomes

- 1) Identify and describe the major forces shaping the field of Sport Management.
- 2) Articulate the core sport management theories as they relate to other academic disciplines which could include: business accounting economics psychology or history
- 3) Explain the major principles of ethics and values in sport management
- 4) Discuss developments in the fields of business and management as they relate to sport.
- 5) Apply knowledge about sport management to practical work experiences
- 6) demonstrate a sensitivity to diversity issues in interacting with both clients and customers

Requirements for Program Entrance

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

Distribution Requirements

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
PPE 106 Individual Sports or PPE 120 Team Sports	3
PPE 100 Introduction to Sport Science	4
PPE 175 Philosophy and Principles of Physical Education and Athletics	3
SMT 215 Sports Management	3
Total	16

Credit Hours

SECOND SEMESTER: 16 Credit Hours

HUMANITIES ELECTIVE	3
ACC 101 Accounting Principles I	4
MTH 160 Statistics I	3
SOCIAL SCIENCE ELECTIVE	3
BUS 104 Introduction to Business	3
Total	16

THIRD SEMESTER: 15 Credit Hours

LITERATURE ELECTIVE	3
NATURAL SCIENCE	3
ECO 111 Principles of Microeconomics	3
MAR 200 Principles of Marketing	3
PPE 208 Sport Psychology	3
Total	15

FOURTH SEMESTER: 15 Credit Hours

SMT 217 Sport Marketing or MAR 203 Sport and Entertainment Marketing	3
SMT 201 Internship in Sport Management	3
PPE 240 Selected Topics in Physical Studies	3
SOCIAL SCIENCE ELECTIVE	3
HIS 211 History of Sport in the US	3
Total	15

TOTAL CREDITS 62

SUSTAINABILITY

CERTIFICATE PROGRAM

CIP Code:

30.9999

NYSED Code (BRI):

32519

MCC Program Code:

SC01

NYSED Code (DCC):

32520

Description

Sustainability, which is grounded on the conviction that societies should develop ways to meet their present needs without compromising the ability of future generations to provide for their own needs, is a field of concern and inquiry that overlaps a vast array of disciplines. Rather than focusing on one particular area of concern, the certificate in sustainability is designed to provide students with a broad understanding of the issues, topics, and disciplines that sustainability encompasses. Courses in the certificate program will focus on the social, economic, institutional and environmental aspects of sustainable development as they relate to both human society and the non-human environment. The objectives of the certificate program are three fold: to introduce students to the ways that different disciplines affect and are affected by the field of sustainability; to help students understand the complex web of cause and effect that interconnects those disciplines; and to connect an understanding of sustainability to larger issues of energy, the environment, social and economic justice, agriculture, etc.

In contrast to MCC's stand-alone, vocational certificates, the sustainability certificate is designed to complement the college's associate degree programs by allowing a given student to earn credit toward his/her degree while at the same time pursuing what amounts to a minor field of study in sustainability. The certificate requires students to complete 16-20 credits of coursework relevant to the study of sustainability; students will complete at least one approved course in each of three core areas (natural science, social science, and humanities) and may choose the remaining six credits from the list of core courses or from a list of approved electives. Sustainability is becoming a priority in a number of fields, including business, agriculture, law, natural science, and technology. This certificate will provide evidence that a given student has completed a coherent course of study in the emerging field of sustainability.

The Certificate in Sustainability requires concurrent matriculation into a degree program. The program is not financial aid eligible.

Program Learning Outcomes

- 1) define sustainability and identify examples on a local and global scale
- 2) explain how sustainability relates to their lives and their values and how their actions impact issues of sustainability.
- 3) develop a plan to utilize their knowledge of sustainability to change their daily habits and consumer mentality.
- 4) explain how social natural and economic systems are interrelated within the field of sustainability.
- 5) apply concepts of sustainability to their everyday lives

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

HUMANITIES: 3 Credit Hours

ENG 105 Introduction to Literature (GR Designation) OR	
PHL 105 Technology and Values OR	
SUS 101 Introduction to Sustainability **	3
Total	3

SOCIAL SCIENCES*: 3 Credit Hours

GEG 102 Human Geography OR	
SOC 209 Environmental Sociology OR	
SUS 101 Introduction to Sustainability **	3
Total	3

NATURAL SCIENCES*: 3-4 Credit Hours

BIO 116 Introduction to Environmental Science OR	
BIO 260 General Ecology OR	
GEG 130 Digital Earth OR	
GEO 152 Environmental Geology OR	
GEG 204 Climate Change: Past, Present, and Future OR	
GEO 152 Environmental Geology	3-4
Total	3-4

SERVICE-LEARNING ELECTIVE: 1-3 Credit Hours

SVL 106 Topics in Service-Learning (Sustainability) OR	
SVL 101 Service-Learning Seminar OR	
Any course with a Service-Learning designation	1-3
Total	1-3

ELECTIVES: 6-7 Credit Hours

Students must choose their remaining courses from the following.*

BIO 114 Natural History of Rochester	
BIO 116 Introduction to Environmental Science	
BIO 156 General Biology II	
BIO 260 General Ecology	
ECO 101 Introduction to Economics	
ECO 112 Principles of Macroeconomics	
GEG 102 Human Geography	
GEG 104 Weather and Climate	
GEG 130 Digital Earth	
GEG 211 Economic Geography	
GEG 253 Climate Change: Past, Present, and Future	
GEO 137 Dangerous Earth	
PHL 105 Technology and Values	
PHL 210 Human Rights & Democrat in Domestic and International Contexts	
SOC 209 Environmental Sociology	
SOC 210 Global Interdependence	
SUS 101 Introduction to Sustainability	
Total	6-7

TOTAL CREDITS 16-20

* Consult the College Catalog as some of these courses have pre-requisites.
** SUS 101 does not simultaneously fulfill both the humanities and social science requirements.

SUSTAINABILITY STUDIES

A . S . D E G R E E

CIP Code:

03.0103

NYSED Code (BRI):

34872

MCC Program Code:

SC02

NYSED Code (DCC):

34873

Description

Sustainability, which is grounded on the conviction that societies should develop ways to meet their present needs without compromising the ability of future generations to meet their own needs, is a field of concern and inquiry that involves a wide range of disciplines. The degree program is designed to provide students with a broad understanding of those issues, topics, and disciplines that sustainability encompasses. Courses in the program will focus on the social, economic, institutional, and environmental aspects of sustainability as they relate to both human society and the non-human environment. The objectives of the sustainability program are three fold: to introduce students to the ways that different disciplines contribute to the work of sustainability; to help students understand the complex web of cause and effect that interconnects those disciplines; and to connect an understanding of sustainability to larger issues of energy, the environment, social and economic justice, agriculture, etc.

(Housed in the Academic Foundations Department)

Program Learning Outcomes

- 1) Describe how natural social and economic systems are interrelated.
- 2) Evaluate the interrelated trends of population growth resource consumption and technological progress since the Industrial revolution.
- 3) Analyze how individual actions affect the sustainability of social economic or environmental systems.
- 4) Design a solution to sustainability-related problem.

Requirements for Program Entrance

Level 8 Math or completion of MTH 104 with a C or higher or Algebra II with Trigonometry with a C or higher. Biology. Chemistry.

Distribution Requirements

Credit Hours

SCIENCE TRACK

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
PHL 103 Introduction to Ethics	3
BIO 116 Introduction to Environmental Science	3
SOC 101 Introduction to Sociology	3
ELECTIVE*****	3
Total	15

SECOND SEMESTER: 14-15 Credit Hours

LITERATURE ELECTIVE*	3
MTH 165 OR HIGHER**	3-4
BIO 155 General Biology I	4
GEO 101 Introduction to Geology OR	
GEG 100 Physical Geography Laboratory I AND GEG 101 Physical Geography	4
Total	14-15

THIRD SEMESTER: 16 Credit Hours

ECO 111 Principles of Microeconomics	3
GEG 102 Human Geography OR	
SOC 209 Environmental Sociology	3
BIO 156 General Biology II OR	

BIO 260 General Ecology	4
CHE 151 General College Chemistry I	4
PHYSICAL/HEALTH EDUCATION	2
Total 16	

FOURTH SEMESTER: 17-19 Credit Hours

ECO 112 Principles of Macroeconomics.....	3
MATHEMATICS OR NATURAL SCIENCES SEQUENCE***	3-4
PHY 145 College Physics I OR	
PHY 154 General Physics I OR	
PHY 161 University Physics I	4
PROGRAM ELECTIVE	3-4
CHE 152 General College Chemistry II.....	4
Total 17-19	

TOTAL CREDITS 62-65

SUSTAINABILITY STUDIES TRACK

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
PHL 103 Introduction to Ethics	3
BIO 116 Introduction to Environmental Science	3
SOC 101 Introduction to Sociology	3
ELECTIVE*****	3
Total 15	

SECOND SEMESTER: 17-18 Credit Hours *****

LITERATURE ELECTIVE*	3
MTH 165 OR HIGHER**	3-4
BIO 155 General Biology I	4
GEO 101 Introduction to Geology OR	
GEG 100 Physical Geography Laboratory I AND GEG 101 Physical Geography.....	4
POS 110 Introduction to Political Science OR	
POS 120 American National Government	3
Total 17-18	

THIRD SEMESTER: 16 Credit Hours

BIO 156 General Biology OR	
GEO 101 Introduction to Geology I (Physical Geology)	4
ECO 111 Principles of Microeconomics.....	3
GEG 102 Human Geography OR	
SOC 209 Environmental Sociology.....	3
PHYSICAL/HEALTH EDUCATION	2
CHE 151 General College Chemistry II	4
Total 16	

FOURTH SEMESTER: 16-18 Credit Hours

MTH 160 Statistics I	3
BIO 260 General Ecology	4
ECO 112 Principles of Macroeconomics.....	3
MATHEMATICS OR NATURAL SCIENCES SEQUENCE***	3-4
PROGRAM ELECTIVE*****	3-4
Total 16-18	

TOTAL CREDITS 64-67

PROGRAM ELECTIVES*****

BIO 113 Introduction to Agriculture.....	1
BIO 114 Natural History of Rochester	3
BIO 118 Practical Botany	3
BIO 156 General Biology II	4
BIO 195 Field Studies in Biology - Marine Biology of the Bahamas.....	3
BIO 230 Molecular Genetics.....	4
GEG 102 Human Geography	3

GEG 104 Weather and Climate.....	3
GEG 211 Economic Geography	3
GEG 218 Political Geography	3
GEO 137 Dangerous Earth	3
GEO 152 Environmental Geology.....	3
MTH 160 Statistics I	3
MTH 161 Statistics II	3
PHL 105 Technology and Values.....	3
PHL 210 Human Rights & Democracy in Domestic and International Contexts.....	3
SOC 210 Global Interdependence	3
SOC 102 Social Problems.....	3
SOC 202 Urban Sociology.....	3
SOC 209 Environmental Sociology	3
TOTAL CREDITS 62-66	

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

** Course chosen to meet Mathematics requirement should be with guidance from a faculty advisor.

*** MTH 175 recommended for students pursuing the Sustainability Science track.

**** In addition to the listed courses, any course or section with a GR (Sustainability) or SV (Service Learning) designation can be counted as a program elective.

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

TEACHER EDUCATION TRANSFER

A . A . DEGREE

Description

See LIBERAL ARTS AND SCIENCES - EDUCATION

TEACHING ASSISTANT: ADOLESCENCE

CERTIFICATE PROGRAM

CIP Code:

13.1501

NYSED Code (BRI):

31882

MCC Program Code:

TA02

NYSED Code (DCC):

31883

Description

This program will prepare students with the required coursework for a successful career as a Teaching Assistant/Paraprofessional. The Teaching Assistant certificate provides an opportunity for teaching assistants and individuals interested in k12 education to begin their higher education in a gradual and supportive manner. The program fulfills the college credit hour requirements for New York State level II, III and pre-professional Teaching Assistant Certificate. The certificate will also transfer into an Associate in Arts Teacher Education Degree leading to a baccalaureate degree and NYS Teacher Certification for students interested in pursuing teaching as a career.

This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom while studying various integral aspects of the profession. The course of study also provides students with a balance of course work between completing education classes, general education coursework, and elective coursework.

Graduates of this program receive a solid foundation in both the liberal arts and sciences as well as the educational functions of teaching assistants and may find employment in pre-school, elementary and secondary schools.

(Housed in the Education Department)

Program Learning Outcomes

- 1) demonstrate an understanding and be conversant about the main theoretical and sociological ideas and trends that currently influence schools classroom practice and the teaching profession.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching assistant/teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) summarize the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

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

Distribution Requirements	Credit Hours
FIRST SEMESTER: 16-17 Credit Hours	
EDU 100 Introduction to the Teaching Profession.....	1
EDU 150 Performance and Presentation Skills for Educators.....	3
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HIS 111 History of the United States to 1865 OR	
HIS 112 History of the United States from 1865.....	3
PSY 101 Introductory Psychology	3
MATH/NATURAL SCIENCE ELECTIVE*.....	3-4
Total 16-17	

SECOND SEMESTER: 15-16 Credit Hours

EDU 200 Foundations of Education.....	3
PSY 202 Developmental Psychology Adolescent	3
PSY 261 Psychology of Learning and Behavior Disorders.....	3
MATH/NATURAL SCIENCE ELECTIVE*.....	3-4
HED 130 Foundations of Personal Health and Wellness	3
Total 15-16	

TOTAL CREDITS 31-33

* MTH 150 or higher. See advisor for appropriate placement.

TEACHING ASSISTANT: EARLY CHILDHOOD/CHILDHOOD

CERTIFICATE PROGRAM

CIP Code:	MCC Program Code:
13.1501	TA03
NYSED Code (BRI):	NYSED Code (DCC):
31880	31881

Description

This program will prepare students with the required coursework for a successful career as a Teaching Assistant/Paraprofessional. The Teaching Assistant certificate provides an opportunity for teaching assistants and individuals interested in k12 education to begin their higher education in a gradual and supportive manner. The program fulfills the college credit hour requirements for New York State level II, III and pre-professional Teaching Assistant Certificate. The certificate will also transfer into an Associate in Arts Teacher Education Degree leading to a baccalaureate degree and NYS Teacher Certification for students interested in pursuing teaching as a career.

This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom while studying various integral aspects of the profession. The course of study also provides students with a balance of course work between completing education classes, general education coursework, and elective coursework.

Graduates of this program receive a solid foundation in both the liberal arts and sciences as well as the educational functions of teaching assistants and may find employment in pre-school, elementary and secondary schools.

(Housed in the Education Department)

Program Learning Outcomes

- 1) demonstrate an understanding and be conversant about the main theoretical and sociological ideas and trends that currently influence schools classroom practice and the teaching profession.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching assistant/teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) summarize the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

Intermediate Algebra with Trigonometry or Math 104 (Level 6).

Distribution Requirements	Credit Hours
FIRST SEMESTER: 17 Credit Hours	
EDU 100 Introduction to the Teaching Profession.....	1
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HED 116 Issues in Child Development and Health	3
MTH 155 Mathematics for Elementary Teachers I.....	3
PSY 101 Introductory Psychology	3
SCI 131 Integrated Science for Future Teachers I - The Physical World	4
Total 17	

SECOND SEMESTER: 16 Credit Hours

EDU 200 Foundations of Education.....	3
MTH 156 Mathematics for Elementary Teachers II.....	3
PSY 261 Psychology of Learning and Behavior Disorders.....	3
SCI 132 Integrated Science for Future Teachers II - The Living World.....	4
PSY 201 Developmental Psychology Child.....	3
Total 16	

TOTAL CREDITS 33

TEACHING ASSISTANT: TECHNOLOGY

CERTIFICATE PROGRAM

CIP Code:	MCC Program Code:
13.1501	TA04
NYSED Code (BRI):	NYSED Code (DCC):
31878	31879

Description

This program will prepare students with the required coursework for a successful career as a Teaching Assistant/Paraprofessional. The Teaching Assistant certificate provides an opportunity for teaching assistants and individuals interested in k12 education to begin their higher education in a gradual and supportive manner. The program fulfills the college credit hour requirements for New York State level II, III and pre-professional Teaching Assistant Certificate. The certificate will also transfer into an Associate in Arts Teacher Education Degree leading to a baccalaureate degree and NYS Teacher Certification for students interested in pursuing teaching as a career.

This course of study provides students with the opportunity to experience the basic fundamentals of teaching in the classroom while studying various integral aspects of the profession. The course of study also provides students with a balance of course work between completing education classes, general education coursework, and elective coursework.

Graduates of this program receive a solid foundation in both the liberal arts and sciences as well as the educational functions of teaching assistants and may find employment in pre-school, elementary and secondary schools.

(Housed in the Education Department)

Program Learning Outcomes

- 1) demonstrate an understanding and be conversant about the main theoretical and sociological ideas and trends that currently influence schools classroom practice and the teaching profession.
- 2) identify professional expectations and responsibilities and articulate a basic understanding of teaching assistant/teaching as a career.
- 3) analyze the critical issues in and implications of the education and treatment of children with learning and behavior disorders.
- 4) summarize the complexities of a classroom setting and the teaching profession and appreciate the ethnic religious economic and learning diversity among students in public schools.

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

FIRST SEMESTER: 16-17 Credit Hours

EDU 100 Introduction to the Teaching Profession.....	1
ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
HED 116 Issues in Child Development and Health	3
PSY 101 Introductory Psychology	3
PROGRAM ELECTIVE*	3
MATH/NATURAL SCIENCE ELECTIVE*	3-4
Total 16-17	

SECOND SEMESTER: 15-16 Credit Hours

EDU 200 Foundations of Education.....	3
PSY 201 Developmental Psychology -- Child OR	
PSY 202 Developmental Psychology -- Adolescent.....	3
PSY 261 Psychology of Learning and Behavior Disorders.....	3
PROGRAM ELECTIVE*	6-7
Total 15-16	

TOTAL CREDITS 31-33

PROGRAM ELECTIVES: 9-10 credits

AAD 104 Intro to Graphic Design, 2D	3
AAD 105 Typography	3
AAD 112 Graphic Design I.....	3
AAD 160 Graphic Illustration, Vector Drawing	3
AAD 205 Graphic Design 2.....	3
AAD 260 Applied Imaging, Raster Graphics	3
CRC 101 Practical Computer Literacy	3
CRC 125 Computer Applications Software	4

* MTH 150 or higher. See advisor for appropriate placement.

THEATRE ARTS

A . S . D E G R E E

CIP Code:

50.0501

NYSED Code (BRI):

35956

MCC Program Code:

TH01

Description

This program of study is designed for students who plan to transfer and earn the baccalaureate degree with a major in theatrical performance or technical theatre. The program is balanced between courses providing general theatre knowledge and those designed to develop a particular theatrical skill. A variety of theatrical shows at the college provides students with opportunities to participate in the performance and production of a theatrical show for a public audience.

Program Learning Outcomes

- 1) Discuss basic theatre fundamentals in the areas of performance and technical theatre
- 2) Critically analyze scripts from a variety of theatrical productions
- 3) Critically analyze acting from a variety of theatrical productions or performances
- 4) Critically analyze technical aspects from a variety of theatrical productions or performances
- 5) Demonstrate various skills in regard to either theatrical performance or technical theatre

Requirements for Program Entrance

Pre-algebra (one year of high school math or placement into Level 3 math at MCC.) Placement into TRS 105, ENG 101 or ENG 200 at initial entrance to MCC.

Distribution Requirements

Credit Hours

PERFORMANCE OPTION

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition	3
PSY 101 Introduction to Psychology OR SOC 101 Introduction to Sociology	3
HUMANITIES ELECTIVE	3
THE 110 Introduction to Theatre	3
THE 148 Voice and Diction.....	3
Total 15	

SECOND SEMESTER: 16 Credit Hours

HUMANITIES ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
THE 111 Introduction to Technical Theatre.....	3
THE 112 Fundamentals of Acting I	3
THE 147 Readers' Theatre	3
HEALTH/PHYSICAL EDUCATION	1
Total 16	

THIRD SEMESTER: 16 Credit Hours

MTH 150 Survey of Math OR Higher	
SOCIAL SCIENCE ELECTIVE	3
THE 113 Stage Makeup.....	3
THE 212 Fundamentals of Acting II.....	3
PROGRAM ELECTIVE***	3
HEALTH/PHYSICAL EDUCATION	1
Total 16	

FOURTH SEMESTER: 15 Credit Hours

NATURAL SCIENCE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
HUMANITIES ELECTIVE	3
THE 149 Stage Movement	3
PROGRAM ELECTIVE***	3
Total	15

TOTAL CREDITS 62

TECHNICAL THEATRE

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition	3
PSY 101 Introduction to Psychology OR SOC 101 Introduction to Sociology	3
PROGRAM ELECTIVE***	3
THE 110 Introduction to Theatre	3
THE 112 Fundamentals of Acting I	3
Total	15

SECOND SEMESTER: 16 Credit Hours

HUMANITIES ELECTIVE	3
HUMANITIES ELECTIVE	3
THE 111 Introduction to Technical Theatre.....	3
THE 113 State Makeup	3
THE 147 Readers' Theatre	3
HEALTH/PHYSICAL EDUCATION	1
Total	16

THIRD SEMESTER: 16 Credit Hours

MTH 150 Survey of Math OR Higher	3
SOCIAL SCIENCE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
THE 116 Lighting Design	3
THE 115 Introduction to Theatrical Costuming.....	3
HEALTH/PHYSICAL EDUCATION	1
Total	16

FOURTH SEMESTER: 15 Credit Hours

NATURAL SCIENCE ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
HUMANITIES ELECTIVE	3
THE 211 Theatrical Production Lab	3
PROGRAM ELECTIVE***	3
Total	15

TOTAL CREDITS 62

RECOMMENDED COURSES

* HUMANITIES: ART 104, ART 109, ENG 218, ENG 220

** SOCIAL SCIENCES: ART 118, ART 119, HIS 112

*** PROGRAM ELECTIVES: MUS 101, MUS 118, MUS 121, MUS 142; THE 190

TOOLING AND MACHINING

CERTIFICATE PROGRAM

Description

See PRECISION TOOLING CERTIFICATE

TOOLING AND MACHINING

A . A . S . DEGREE

Description

Please contact Applied Technologies.

TRANSITIONAL STUDIES

NON - DEGREE

CIP Code:

MCC Program Code:

NYSED Code (BRI):

Description

The Transitional Studies Department helps students prepare for Monroe Community College Career or Transfer Programs. Students admitted to the College through Transitional Studies (TS01) will register for a combination of courses on the basis of a registration/advisement session with a member of the Transitional Studies faculty. An evaluation of courses and/or credits will be made near the end of each semester and a change to another College program may be made as a result of that evaluation.

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 the Transitional Studies Department)

Program Learning Outcomes

Requirements for Program Entrance

Please contact the Admissions Office.

Courses Fee Hours*

REA 100 Reading and Thinking in the Disciplines.....	3**
REA 101 College Literacy and Reading.....	3**
TRS 092 Basic Mathematics	(5)
TRS 094 Pre-Algebra	(5)
TRS 100 Integrated Reading and Writing.....	(5)
TRS 200 Integrated Reading and Writing II.....	(5)

* Fee hours for financial aid purposes.

** Credit hours course.

TRAVEL AND TOURISM

CERTIFICATE PROGRAM

CIP Code:

52.0903

NYSED Code (BRI):

28514

MCC Program Code:

HM11

Description

This program is designed for the student who is primarily interested in a travel and tourism concentration without the broad liberal arts background. A graduate of this program will have established a basis for a career in the travel and tourism industry, and will be qualified for at least entry-level positions in tour companies, travel agencies, tourism bureaus, cruise lines, car rental companies, and hotels. Cooperative Education provides work-based experience to expand students' learning opportunities. (Housed in the Hospitality Department)

Program Learning Outcomes

- 1) examine the interrelationships of all manner of travel suppliers.
- 2) analyze and compare various cruise line companies.
- 3) demonstrate fundamental computer entries on a system to complete an airline reservation.
- 4) compare the procedures and security protocols for any two or more airline companies domestic or foreign.
- 5) identify and critique reliable sources medical and safety information and required documentation for clients traveling internationally.
- 6) discuss the positive and negative aspects that tourism can bring to a region or destination

Requirements for Program Entrance

Pre-Algebra (1 year high school math or placement into Level 3 (TRS 094 or MTH 130) or higher. Placement into ENG 101.

Distribution Requirements

Credit Hours

FIRST SEMESTER: 15 Credit Hours

GEG 215 Geography of Tourism Destinations.....	3
HSP 251 Hospitality 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: 16 Credit Hours

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: 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.

NOTE: Please see the Hospitality Management A.A.S. Degree – Travel, for a degree option to the Certificate program.

VISUAL COMMUNICATION TECHNOLOGY: GRAPHIC DESIGN

A . A . S . DEGREE

CIP Code:

50.0409

NYSED Code (BRI):

86113

MCC Program Code:

VC01

Description

Description: Visual Communications Technology: Graphic Design is a program designed as a specific career path for students interested in gaining employment in the graphic arts; this includes such graphic design areas as print design, package design, web design, motion graphics, gaming design, and new media. A combination of lectures, laboratory projects, studio classes, and hands-on experiences provides students with an excellent foundation in the design and production of graphics and introduces them to processes and practices common to the field.

This program encourages the selection of art electives to build a strong foundation for careers in the graphic arts.

(Housed in Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Create visual form (perceptible products) in response to design problems.
- 2) Solve design problems reasonably independently and creatively as designers.
- 3) Combine tools and technologies to a range of new and challenging design problems.
- 4) Apply knowledge and skills pertinent to the design profession.
- 5) Demonstrate goal-oriented planning through research sketching comping.
- 6) Demonstrate a working understanding of design heritage and ideas as citizens of a diverse global community.
- 7) Participate as a proficient member of a functional design team as well as in individual design endeavors.
- 8) Exhibit integrity and responsibility through professional practices.
- 9) Seek embrace and make the most of professional and educational opportunities.

Requirements for Program Entrance

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

Distribution Requirements

Credit Hours

DESIGN TRACK;

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition.....	3
AAD 104 Intro to Graphic Design, 2D.....	3
AAD 105 Typography.....	3
AAD 107 A History of Graphic Design.....	3
ART 104 Drawing I.....	4
Total 16	

SECOND SEMESTER: 14-18 Credit Hours

HUMANITIES ELECTIVE.....	3-4
AAD 160 Graphic Illustration, Vector Drawing.....	3
AAD 260 Applied Imaging, Raster Graphics.....	3
MATHEMATICS ELECTIVE***.....	3-4
DESIGN TRACK ELECTIVE*.....	2-4
Total 14-18	

THIRD SEMESTER: 15-18 Credit Hours

NATURAL SCIENCE ELECTIVE.....	3-4
DESIGN TRACK ELECTIVE*.....	3-5
ART 231 Art Seminar/Portfolio Development.....	3
SOCIAL SCIENCE ELECTIVE**.....	3
AAD 112 Graphic Design I.....	3
Total 15-18	

FOURTH SEMESTER: 17-19 Credit Hours

AAD 205 Graphic Design 2	3
DESIGN TRACK ELECTIVE*	3-4
SOCIAL SCIENCE ELECTIVE**	3
HUMANITIES ELECTIVE	3-4
PHYSICAL/HEALTH EDUCATION	2
ELECTIVE	3
Total 17-19	

TOTAL CREDITS 62-71

ILLUSTRATION TRACK;

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
AAD 104 Intro to Graphic Design, 2D	3
AAD 105 Typography	3
AAD 107 A History of Graphic Design	3
ART 104 Drawing I	4
Total 16	

SECOND SEMESTER: 14-18 Credit Hours

HUMANITIES ELECTIVE	3-4
AAD 160 Graphic Illustration, Vector Drawing	3
AAD 260 Applied Imaging, Raster Graphics	3
MATHEMATICS ELECTIVE***	3-4
ILLUSTRATION TRACK ELECTIVE	2-4
Total 14-18	

THIRD SEMESTER: 15-17 Credit Hours

NATURAL SCIENCE ELECTIVE	3-4
ILLUSTRATION TRACK ELECTIVE	3-4
ART 231 Art Seminar/Portfolio Development	3
SOCIAL SCIENCE ELECTIVE**	3
AAD 112 Graphic Design I	3
Total 15-17	

FOURTH SEMESTER: 17-19 Credit Hours

AAD 205 Graphic Design 2	3
ILLUSTRATION TRACK ELECTIVE	3-4
SOCIAL SCIENCE ELECTIVE**	3
HUMANITIES ELECTIVE	3-4
PHYSICAL/HEALTH EDUCATION	2
ELECTIVE	3
Total 17-19	

TOTAL CREDITS 62-71

PRINTING TRACK;

FIRST SEMESTER: 16 Credit Hours

ENG 101 College Composition OR	
ENG 200 Advanced Composition	3
AAD 104 Intro to Graphic Design, 2D	3
AAD 105 Typography	3
AAD 107 A History of Graphic Design	3
ART 104 Drawing I	4
Total 16	

SECOND SEMESTER: 15-18 Credit Hours

HUMANITIES ELECTIVE	3-4
AAD 160 Graphic Illustration, Vector Drawing	3
AAD 260 Applied Imaging, Raster Graphics	3
MATHEMATICS ELECTIVE***	3-4
PRINTING TRACK ELECTIVE	3-4
Total 15-18	

THIRD SEMESTER: 15-18 Credit Hours

NATURAL SCIENCE ELECTIVE	3-4
PRINTING TRACK ELECTIVE	3-5
ART 231 Art Seminar/Portfolio Development	3
SOCIAL SCIENCE ELECTIVE**	3
AAD 112 Graphic Design I	3
Total 15-18	

FOURTH SEMESTER: 17-19 Credit Hours

AAD 205 Graphic Design 2	3
PRINTING TRACK ELECTIVE	3-4
SOCIAL SCIENCE ELECTIVE**	3
HUMANITIES ELECTIVE	3-4
PHYSICAL/HEALTH EDUCATION	2
ELECTIVE	3
Total 17-19	

TOTAL CREDITS 63-71

DESIGN TRACK: 8-13 Credit Hours

AAD 108 Ideation, Concept Development	3
AAD 165 Prepress (Digital Prepress)	3
AAD 167 Web Design: Graphics (Design for On-Line Publishing)	3
AAD 220 Professional Practices (Business Practices for Vis. Media, Artists...)	3
AAD 256 Motion Graphics	3
ART 110 Comics and Sequential Art	3
ART 121 Perspectives of Art History III: Non-West	3
ART 154 Drawing the Human Figure	4
ART 204 Drawing II	4
ART 205 Commercial Illustrations I	4

ILLUSTRATION TRACK: 8-12 Credit Hours

AAD 108 Ideation, Concept Development	3
AAD 167 Web Design: Graphics (Design for On-Line Publishing)	3
AAD 256 Motion Graphics	3
ART 108 The Sketchbook & the Creative Process	1
ART 110 Comics and Sequential Art	3
ART 121 Perspectives of Art History III: Non-West	3
ART 154 Drawing the Human Figure	4
ART 204 Drawing II	4
ART 205 Commercial Illustrations I	4

PRINTING TRACK: 9-13 Credit Hours

AAD 165 Prepress (Digital Prepress)	3
AAD 167 Web Design: Graphics (Design for On-Line Publishing)	3
AAD 220 Professional Practices (Business Practices for Vis. Media, Artists...)	3
AAD 250 Print Process (Graphic Arts)	4

* Suggest ART 118

** Suggest ART 119

*** Suggest MTH 150

VISUAL COMMUNICATION TECHNOLOGY: PHOTOGRAPHY-TELEVISION

A . A . S . DEGREE

CIP Code:
10.0202

MCC Program Code:
VC02

NYSED Code (BRI):
86149

Description

This program is designed for individuals seeking professional training in photography, television, radio, and video. The curriculum prepares students for entry level positions in these fields, as well as transfer to colleges and universities with communication programs. In addition to intensive hands-on laboratory experiences covering visual principles, materials, equipment and processes, television, radio and audio production techniques and electronic image creation, the student will explore business practices and procedures commonly associated with the media field.

This program encourages the selection of electives that are most appropriate to the student's specific career goals and/or transfer program requirements of four-year institutions. Courses in speech, theatre, art, business and introductory computer activities are highly desirable additions to the basic program.

(Housed in the Visual and Performing Arts Department)

Program Learning Outcomes

- 1) Demonstrate the mastery of specific functions and controls of a photographic camera.
- 2) Demonstrate the mastery of specific functions and controls of a video camera.
- 3) Display the ability to set up in studio practice specific lighting diagrams.
- 4) Use and respond to instructions applying specific lighting terminology.
- 5) Apply an understanding of compositional rules and their application to still and moving images
- 6) Express effective methods of storytelling and relate them to various still or moving images.
- 7) Set up and adjust audio levels correctly in recording situations.
- 8) Set up and adjust audio levels correctly in editing situations.
- 9) Express with a functional understanding the basis of visual communications theory and its potential influence on culture and identity.

Requirements for Program Entrance

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

Distribution Requirements Credit Hours

FIRST SEMESTER: 15 Credit Hours

ENG 101 College Composition OR ENG 200 Advanced Composition	3
SPC 140 Introduction to Speech Communication OR	
SPC 141 Interpersonal Speech Communication OR	
SPC 142 Public Speaking OR	
SPC 143 Small Group Communication	3
PHO 106 Photography I	3
COM 101 Introduction to Mass Media	3
AAD 104 Intro to Graphic Design, 2D OR	
COM 115 Computer Generated Images	3
Total	15

SECOND SEMESTER: 15 Credit Hours

HUMANITIES ELECTIVE	3
COM 120 Media Literacy	3
COM 150 Video Production and Editing OR	
COM 202 Techniques of Television I	3
COMMUNICATION /PHOTOGRAPHY ELECTIVE*	3
MATHEMATICS ELECTIVE	3
Total	15

THIRD SEMESTER: 17 Credit Hours

COMMUNICATION /PHOTOGRAPHY ELECTIVES*	9
SOCIAL SCIENCE ELECTIVE	3
PHYSICAL/HEALTH EDUCATION	2
NATURAL SCIENCE ELECTIVE	3
Total	17

FOURTH SEMESTER: 15 Credit Hours

HUMANITIES ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
COMMUNICATION /PHOTOGRAPHY ELECTIVE*	3
ELECTIVE	3
COM 270 Media and Society	3
Total	15

TOTAL CREDITS 62

COMMUNICATION/PHOTOGRAPHY ELECTIVES*

AAD 256 Motion Graphics	3
AAD 260 Applied Imaging, Raster Graphics	3
COM 130 Media Writing	3
COM 142 Broadcast Performance	3
COM 150 Video Production	3
COM 202 Techniques of Television I	3
COM 203 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 221 Practicum in Media II	6
COM 230 Scriptwriting	3
COM 264 Digital Audio/Video I	3
COM 267 Digital Audio/Video II	3
PHO 113 Media Photography II	3
PHO 164 Digital Imaging	3
PHO 213 Color Photography	4
PHO 223 Photographic Documentation	4

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 Education Department at the Damon City Campus, extension 1460 (phone 262-1460).
- For courses leading to the credential of Alcoholism Counselor, contact the Human Services Department at the Damon City Campus (phone 262-1628).
- For courses leading to the credential Public School Coach, contact the Health & Physical Education Department at the Brighton Campus, 292-2061.
- For courses leading to the credential Health Fitness Instructor, contact the Health & Physical Education Department at the Brighton Campus, 292-2061.
- For courses leading to the credential Emergency Medical Technician, contact the Public Safety Training Center at 1190 Scottsville Road., 753-3711.
- For courses leading to the credential Emergency Medical Technician: Paramedic, contact the Public Safety Training Center at 1190 Scottsville Road., 753-3711.
- For courses leading to certification in CPR and community first aid and safety, contact the Health & Physical Education Department at the Brighton Campus at 292-2061.
- For courses leading to certification (MCC) in advanced medical records classification in acute care, contact the Health Professions Department at the Brighton Campus at 292-2038.
- For courses leading to certification (MCC) in advanced medical records classification in long-term care, contact the Health Professions Department at the Brighton Campus at 292-2038.
- For courses leading to certification in medical transcription, contact the Health Professions Department at the Brighton Campus at 292-2038.
- For courses leading to certification (MCC) in medical transcription management, contact the Health Professions Department at the Brighton Campus at 292-2038.
- For courses leading to certification in interior design, contact the Visual and Performing Arts Department at the Brighton Campus at 292-2047.

Service Learning

Service-learning combines civic engagement with academic coursework in a way that benefits both the student and the community.



Art students designed and painted a mural outside the Brighton Campus greenhouse.

By partnering with our community, students help develop solutions to the region's most pressing problems. In turn, the community provides innovative opportunities for students to learn. That enriches the quality of their education — and everyone wins.

At MCC, students participate in service projects that are tied to courses in art, English, law and criminal justice, physical studies/physical education, sociology, education, marketing, business, and other curricula.

Students who complete 200 hours of service with a 2.0 or better average receive a seal of distinction on their diploma indicating they've earned a service learning concentration.

Courses Descriptions



For more information, go to www.monroecc.edu/go/servicelearning

COURSE ABBREVIATIONS

PREFIX	LISTED UNDER	PREFIX	LISTED UNDER
AAD	APPLIED ART AND DESIGN	IDE	INTERIOR DESIGN
ACC	ACCOUNTING	INT	INDUSTRIAL INSTRUMENTATION TECHNOLOGY
ACD	ALCOHOL/CHEMICAL DEPENDENCY	ITA	ITALIAN/FOREIGN LANGUAGE
AGS	AGRICULTURAL STUDIES	JPN	JAPANESE/FOREIGN LANGUAGE
ANT	ANTHROPOLOGY	LAW	LAW
ARA	ARABIC/FOREIGN LANGUAGE	LDS	LEADERSHIP
ART	ART	MAR	MARKETING
ASL	AMERICAN SIGN LANGUAGE/FOREIGN LANGUAGE	MET	MECHANICAL TECHNOLOGY
ATP	AUTOMOTIVE TECHNOLOGY	MFG	MANUFACTURING TECHNOLOGY AUTOMATION/ROBOTICS
BIO	BIOLOGY	MTH	MATHEMATICS
BUS	BUSINESS	MUS	MUSIC
CDL	INTERDISCIPLINARY	NUR	NURSING
CE	COOPERATIVE EDUCATION	OFT	OFFICE TECHNOLOGY
CEL 200	LEADERSHIP	OPT	OPTICAL SYSTEMS TECHNOLOGY
CHE	CHEMISTRY	PE/PEC	PHYSICAL EDUCATION-CO-ED
CHI	CHINESE/FOREIGN LANGUAGE	PEH	PHYSICAL EDUCATION-HANDICAPPED
CIN	CINEMA STUDIES	PEG	PHYSICAL EDUCATION-CRIMINAL JUSTICE
CIS	COMPUTER INFORMATION SYSTEMS	PEM	PHYSICAL EDUCATION-MEN
CIT	CIVIL AND CONSTRUCTION TECHNOLOGY	PEW	PHYSICAL EDUCATION-WOMEN
CLT	CLINICAL/MEDICAL LABORATORY TECHNICIAN	PFT	PHYSICAL EDUCATION- FIREFIGHTERS
COM	COMMUNICATION	PHL	PHILOSOPHY
COS	COLLEGE SUCCESS	PHO	PHOTOGRAPHY
CPT	COMPUTER TECHNOLOGY	PHO 201	OPTICAL SYSTEMS TECHNOLOGY
CRC	COMPUTER RELATED CURRICULA	PHY	PHYSICS
CRJ	CRIMINAL JUSTICE	PLE	POLICE: LAW ENFORCEMENT
CSC	COMPUTER SCIENCE	PLS	PARALEGAL STUDIES
DAS	DENTAL ASSISTING	POR	PORTUGUESE/FOREIGN LANGUAGE
DEN	DENTAL HYGIENE	POS	POLITICAL SCIENCE
EBL	EXPERIENCE BASED LEARNING	PPE	PHYSICAL STUDIES/PHYSICAL EDUCATION
ECE	EDUCATION AND EARLY CARE	PSC/PSP/PST	PUBLIC SAFETY TRAINING
ECO	ECONOMICS	PSY	PSYCHOLOGY
EDU	EDUCATION	QCT	QUALITY CONTROL TECHNOLOGY
ELT	ELECTRICAL ENGINEERING TECHNOLOGY/ELECTRONICS	REA	READING
EMS	EMERGENCY MEDICAL SERVICES	SBS 295	HONORS STUDIES
ENG	ENGLISH	SBS	SOCIAL AND BEHAVIORAL SCIENCES
ENR	ENGINEERING SCIENCE	SCI	SCIENCE
ESL	ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)	SCI 295	HONORS STUDIES
FPT	FIRE PROTECTION TECHNOLOGY	SCR	COMPUTER SECURITY
FRE	FRENCH/FOREIGN LANGUAGE	SMT	SPORT MANAGEMENT
FSA	FOOD SERVICE ADMINISTRATION	SOC	SOCIOLOGY
GEG	GEOGRAPHY	SPA	SPANISH/FOREIGN LANGUAGE
GEO	GEOLOGY	SPC	SPEECH COMMUNICATION
GER	GERMAN/FOREIGN LANGUAGE	STT	SOLAR THERMAL TECHNOLOGY
GLF	GOLF MANAGEMENT	SUS	SUSTAINABILITY STUDIES
HBR	HEBREW/FOREIGN LANGUAGE	SVL	EDUCATION
HED	HEALTH EDUCATION	TAM	TOOLING AND MACHINING
HIM	HEALTH INFORMATION TECHNOLOGY	TEK	TECHNOLOGY
HIS	HISTORY	THE	THEATRE
HMN 295	HONORS STUDIES	TLC	TELECOMMUNICATIONS
HMN	HUMANITIES	TRS	TRANSITIONAL STUDIES
HPR	HEALTH PROFESSIONS	TVL	TRAVEL AND TOURISM
HSM	HOMELAND SECURITY MANAGEMENT	XRT	RADIOLOGIC TECHNOLOGY
HSP	HOSPITALITY		
HTL	HOTEL TECHNOLOGY		
HUM	HUMAN SERVICES		
HVA	HEATING, VENTILATING AND AIR CONDITIONING		
IDC	HONORS STUDIES		

AAD - Applied Art and Design

AAD 104 Intro to Graphic Design, 2D 3 Credits

A course which will introduce the student to basic graphic skills. Emphasis will be placed on applying the elements and principles of two-dimensional design to specific graphic design tasks in order to build visual literacy skills. Emphasis will be placed on both computer and hand skills used in the production of graphic art work.

- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau. (SUNY-A) Course offered Fall and Spring.

AAD 105 Typography 3 Credits

A comprehensive exploration and application of typography in graphic design. Students will study the design and use of typography from historical to contemporary perspectives, explore the relationship between type and image in visual communications, and create projects using typography as a major element of the design. Three class hours. Fulfills the requirements for a Humanities course. Course offered Fall and Spring.

AAD 107 A History of Graphic Design 3 Credits

This course surveys the pivotal events and achievements that led to the current state of graphic design. The unceasing quest to give form to ideas is traced from the pictographs painted on cave walls to the latest imaginative designs. Through lectures, videotapes, discussions, research and studio projects, students are introduced to the creative thinkers, important innovations and breakthrough technologies that have shaped the evolution of visual communication. This course will include discussion of the social, political and economic factors that have influenced art and design through the ages. This course also satisfies social science requirements. Course offered Fall and Spring.

AAD 108 Ideation: Illustration and Design 3 Credits

This course involves investigation into the basic technical, aesthetic and conceptual aspects of illustration and design. The philosophy of the course is that innovation is a skill that is both visual and experiential, which, through practice, evokes insights, associations and resonances. The course teaches basic ideation skills—how to see, think and respond through observing, experiencing, drawing and designing to solve a variety of visual problems. This is a studio-based subject involving intensive, practical, hands-on exercises taught simultaneously with visual theory. The course seeks to expand each student's visual vocabulary, aesthetic consciousness and creative thought.

- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau. Course offered Fall and Spring.

AAD 112 Graphic Design 1 3 Credits

This course explores the various aspects of graphic communication and will cover concepts, typography, layout and general graphic techniques. Course materials are designed to advance an understanding of design tools and design principles, artisanship and conceptual skills through the exploration of visual elements, order, concept and language. Three class hours. Course offered Fall and Spring.

Prerequisite: COM 104/AAD104 and COM 105/AAD 105, or permission of instructor.

AAD 160 Graphic Illustration: Vector Drawing 3 Credits

This course is designed to introduce the benefits, complexities and application of vector illustration and design (using Bezier curves) within a creative explorative environment. Learning to integrate traditional and digital image making techniques, students will be introduced to various methods of visual problem solving. The skills and ideas covered in this course are invaluable to students considering a career or study path in fine art, design, illustration, print media, motion graphics, animation or other media related arts.

- Course takes place within a Macintosh environment utilizing Adobe software.
 - Students will be required to purchase art supplies and materials.
 - Students may be required to print at a local service bureau.
- Three class hours. Course offered Fall and Spring.
Prerequisite: COM 104/AAD 104 or IDE 160 or permission of instructor

AAD 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. Course offered Fall and Spring.

Prerequisites: AAD 112, AAD 160, and AAD 260, or permission of instructor.

AAD 167 (formerly COM 167) Graphics Web Design: 3 Credits

A Graphic Design course that provides instruction in various processes that involves the planning for, and designing of Internet-based information publishing. Introduces students to the theoretical principles of visual

language and also affords the practical opportunity to apply the principles using modern Internet publishing tools. Topics include; image design and preparation, typography, viewer expectations, precedence (guiding the eye), navigation, usability and accessibility practices, and some techniques for the evaluation of web design.

- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau. Course offered Fall and Spring.
Prerequisite: AAD 104 and AAD 105, or permission of instructor

AAD 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. Course offered Fall and Spring.
Prerequisite: COM 112/AAD 112

AAD 220 (formerly COM 220) Professional Practices 3 Credits

This course will review, through practice, the application of professional trade customs associated with the visual arts. The experience is intended to give students an understanding of production procedures and business practices relevant to creative professionals. Students will learn the basics of managing creative practices such as design and/or illustrative work from initial client contact to project completion. Production issues related to the various applied arts will be studied—types of businesses, methods of finding work, examining costs, common pitfalls, writing contracts, managing design/illustration/creative jobs, and preparing digital work for production. Working with other creative artists, and copyright law, as it applies to visual arts, will also be studied.

- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students will be required to print at a local service bureau. Course offered Fall and Spring.
Prerequisite(s): AAD 104 and AAD 105.

AAD 250 Printing Process 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. Course offered Fall and Spring.

Prerequisite: AAD 165

AAD 256 Motion Graphics 3 Credits

Introduction to time based graphic design. Students will be exposed to both traditional and experimental methods of producing short motion sequences. Through a series of exercises and assignments, conceptual problem solving and the design of motion graphics will be emphasized. In addition to producing short motion sequences students will also view and discuss various commercial and independent works. Students must be able to practice good organizational and planning skills. Experience in design, photo imaging and vector graphics is a plus, but not necessary. Course offered Fall and Spring.

Prerequisite: AAD 105 *Typography or permission of instructor*

AAD 260 Applied Imaging, Raster Graphics 3 Credits

This course is designed to introduce the benefits, complexities and application of raster graphics, illustration and design within a creative explorative environment. The curriculum emphasizes both craft and visual problem solving. Emphasis is placed on the development of the student's ability to apply creative thinking and contemporary techniques in creating meaningful and effective photographic illustrations and design. Course projects will emphasize use of computers, digital cameras and scanners.

- Course takes place within a Macintosh environment utilizing Adobe software.
- Students will be required to purchase art supplies and materials.
- Students may be required to print at a local service bureau. Three class hours. Course offered Fall and Spring.

AAD 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall only.

ACC - 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. Course offered Fall and Spring.

Prerequisite: MTH 098 or MTH 130 or with a grade of

C or better or MCC Level 6 Mathematics placement or equivalent.

ACC 102 Accounting Principles II 4 Credits

A continuation of the basic principles of financial accounting including a study of corporation accounts and the statement of cash flows. The course deals with the development of accounting theory with emphasis on managerial techniques for interpretation and use of data in planning and controlling business activities. Four class hours. Course offered Fall and Spring.
Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 110 Fundamentals of Accounting I 2 Credits

An introductory course in the study of the basic accounting cycle. The recording and summarizing aspects will be covered with the emphasis on analysis of financial information and the role of accounting in the decision making process. No credit given for both ACC 101 and ACC 110. Successful completion of both ACC 110 and ACC 111 is equivalent to ACC 101. Two class hours, one conference hour. Course offered Fall and Spring.
Prerequisite: 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. Course offered Fall and Spring.
Prerequisite: ACC 110

ACC 130 Introductory Accounting and Financial Analysis 4 Credits

Basic principles of both financial and managerial accounting with the focus on what accounting information is, what it means, and how to use it. Students will learn that accounting is a vital link between business events and business decisions. Four class hours. Course offered Fall and Spring.
Prerequisite 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. Course offered Fall and Spring.
Prerequisite: ACC 101 with a minimum grade of C or

higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 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. Course offered Fall and Spring.
Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 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. Course offered Fall and Spring.
Prerequisite: ACC 101 with a minimum grade of C or higher, or the sequence ACC 110 and ACC 111 with an average grade of at least C.

ACC 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. Course offered Fall and Spring.
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. Course offered Fall and Spring.
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 Excel 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. Course offered Fall and Spring.
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 CRC 125, both with a grade of C or higher.

ACC 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

ACD - 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. Course offered Fall and Spring.
Prerequisite: Placement at ENG 101 level.

ACD 142 Alcoholism/Chemical Dependency and the Family System 3 Credits

Provides students with the pertinent education and training related to issues and information specific to the effects of alcohol and other drug abuse/dependency on the family system and the community, including, but not limited to, physical, developmental, psychological, cultural and sociological implications. Case management, methods of assessment, therapeutic treatment techniques and resources within the community will be addressed. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade C or higher or taken concurrently.

ACD 143 Alcoholism/Chemical Dependency Counseling Skills 3 Credits

Development of specialized skills in individual counseling specific to the field of chemical dependency. A major component will be the in-depth consideration of each client's individual needs. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher

ACD 144 Alcoholism/Chemical Dependency/ Substance Abuse Group Counseling Skills 3 Credits

Development of specialized skills in group counseling appropriate in the field of chemical dependence counseling. Methods of application of these skills and knowledge necessary for implementing effective counseling will be provided. (Carries MCC college credit and 45 hours N.Y.S. OASAS-approved credit.) Three

class hours. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher or taken concurrently.

ACD 241 (formerly 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. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher

ACD 245 (formerly 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. Course offered Fall and Spring.
Prerequisite: ACD 140 with a grade of C or higher

ACD 246 (formerly 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 totaling 300 hours for the course i.e. averaging 20 hours per week for 15 weeks, plus a 2-hour-a-week seminar, or 25 hours a week plus a 2 1/2 hour-a-week seminar in the 12 week summer program. In the seminar, issues encountered by the students in their internships will be addressed, and information regarding some needed skills and knowledge will be provided. Internship hours worked in addiction treatment agencies may be counted as volunteer work hours or as educational hours toward the N.Y.S. CASAC but not both. 2 class hours, 300 experiential hours. Course offered Fall and Spring.
ACD140, ACD143, ACD144, ENG101, HUM101/HUM111, all with a C or higher and permission of instructor.

ACD 290 Independent Study Variable Credit
See Department Chairperson Course offered Fall and Spring.

AGS - Agricultural Studies

AGS 101 Introduction to Agriculture 1 Credit

The course will include the introduction of some basic scientific principles relating to agriculture and food production. Students will gain an awareness of educational and career opportunities in agriculture. Examples of global and local agriculture will be presented through readings, discussion, and field trips. The course is designed for any student interested in agriculture and food production. This is a Natural Science course. One credit. Course offered Fall and Spring.

AGS 110 Introduction to Greenhouse Management 2 Credits

A basic course emphasizing the significance and use of controlled climate structures. Studies include grow structures, plant growth, propagation, pest and disease management. This course is designed for the career or non-science student. This is a Natural Science course. One lecture hour. Two lab hours. Course offered Spring only.

AGS 150 General Microbiology for Food and Agriculture 4 Credits

An introduction to the basic principles relating to microorganisms and contaminants associated with food and fiber production. Students will gain an awareness and understanding of pathogens, contaminants, and control methods associated with fresh and processed foods while maintaining quality. The course is designed for a student interested in agriculture and food production. This is a Natural Science course. Three class hours. Two lab hours. (SUNY-NS) Course offered Fall only.

AGS 200 Food and Agriculture Problem Solving - Behavioral Applications 3 Credits

This capstone course will utilize an organizational behavior approach for understanding behavior in the workplace to better manage change within food and agriculturally related organizations. This course is intended for those who want to develop the tools for understanding, analyzing and accounting for the work behaviors of individuals and groups. It will use a combination of teambuilding exercises, self-assessment inventories, and case analysis to develop insights that facilitate self-knowledge and teamwork in a dynamic global environment. Topics covered will include, but not be limited to, teamwork and team processes, personality and values, conflict resolution, organizational politics, leadership, motivation, communications, decision making and accountability. Three class hours. Three credit hours. Course offered Fall and Spring.
Prerequisites: ENG 101 and any two of AGS 101 or 110 or 150.

AGS 290 Independent Study Variable Credit
See Department Chairperson Course offered Fall and Spring.

ANT - Anthropology

ANT 101 General Anthropology - WR 3 Credits
An introduction to the fields of anthropology with emphasis on archaeology and physical anthropology. Explores the range of human biological and cultural diversity as indicated by archaeological remains and the human fossil record. Facts and theories about human nature and human culture are examined in evolutionary and comparative perspective. Three class hours. (SUNY-SS) Course offered Fall and Spring.

ANT 102 Cultural Anthropology - WR 3 Credits
A cross-cultural study of the variety of human adaptations to physical, social and cultural environments, primarily in terms of subsistence, technology, social groupings, government, economic organization, religion and aesthetics. Students are encouraged to discover the meaning behind cultural differences and similarities wherever they occur. Three class hours. (SUNY-SS/OWC) Course offered Fall and Spring.

ANT 110 Hosts and Guests: The Anthropology of Tourism - WR 3 Credits
Offers an anthropological perspective on the positive and negative impacts of tourism upon a variety of cultures, peoples and environments. Includes an overview of pilgrimages, mass tourism, economic development, the "packaging" of cultures, and tourism as a sacred journey. Through case study and site visits, students also explore tourism development in Rochester. Three class hours. (SUNY-SS) Course offered Fall and Spring.

ANT 130 Forensic Anthropology 3 Credits
An introduction to the methods and techniques used by forensic anthropologists to identify and recover human remains and establish circumstances of death. Using case reports and skeletal materials, students explore how anthropologists work with other disciplines to estimate age, gender, ethnic affiliation, stature, traumatic injury and pathologies. Students will develop analytical and critical thinking skills needed to reconstruct events surrounding the life and death of individuals both ancient and modern. Three class hours. (SUNY-SS) Course offered Fall and Spring.

ANT 201 Native American Peoples and Cultures - WR 3 Credits
Survey of the major regional cultural divisions of North and Meso-America, with intensive analysis of Indian societies selected to illustrate the range of economic, political and social institutions, and the relevance of ecological and historical factors. Three class hours. (SUNY-SS/OWC) Course offered Spring only.

Prerequisites: ANT 101, or ANT 102 or SOC 101 or permission of instructor.

ANT 202 Human Religious Experience - WR 3 Credits

Explores anthropological data on and interpretations of human religious experience from Paleolithic times to modern satanic cults. Students are guided across a spectrum of religious behavior, Worldview, religious specialists, ritual, magic, the supernatural, and consequences of religious variability are examined in light of our need to escape culture-bound conceptions of religion. Three class hours. (SUNY-SS) Course offered Fall only.
Prerequisite: ANT 102 OR SOC 101 OR permission of instructor.

ANT 205 Archaeology Field School 3 Credits

This course will offer students the opportunity to participate in an ongoing excavation of the Castle-Kumpf Farm, a 19th Century Euro-American farmstead located near Spencerport in Monroe County, New York. Students will broaden their understanding of anthropology, history, and science through training and practical experience in archaeology. Training and practical experience in a variety of archaeological field methods such as artifact analysis and record keeping will be provided. Students gain an understanding of basic techniques of survey, excavation, and post-excavation lab work. This will enhance concepts and practices acquired from previous coursework and be applicable to future courses, other archaeological fieldwork, or to their knowledge of local history. This is a two-week course meeting for six hours each day (with a lunch break), Monday through Friday. Two class hours, two laboratory hours. 3 Credits. Course offered Summer only.
Prerequisite: ANT 101 recommended

ANT 216 Special Topics in Anthropology - WR 3 Credits

This course is designed to address specific topics of interest in Anthropology. Offerings are more specific and focused than the introductory surveys. Examples may include Human Variation, Primatology, Anthropology of Art, and Ancient Texts. Topics may change from semester to semester based on faculty and student interest. Three class hours. Course offered Fall and Spring.

ANT 290 Independent Study - WR Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

ARA - Arabic/Foreign Language

ARA 101 Elementary Arabic I 3 Credits

Designed for students with little or no previous experience in the language. Focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Arabic writing system for basic reading and writing of simple sentences and short paragraphs. Arabic letters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations. Students will also learn customs, traditions, and culture of Arabic speaking countries. Student participation, group discussion and use of digital media are essential elements of the course. Three class hours. (SUNY-FL) Course offered Fall and Spring.

ARA 102 Elementary Arabic II 3 Credits

Continuation of ARA 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of the Arabic culture. Student participation, group discussion and the use of digital media are essential elements of the course. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: ARA 101 or equivalent or permission of instructor. Memory and length of time since last studied are factors in successful placement.

ART - Art

ART 101 Art Essentials 3 Credits

This course is 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) Course offered Fall and Spring.

ART 102 Fine Arts: Theory and Practice **3 Credits**

This course is required for those enrolling in the Fine Arts degree program, planning to graduate and transfer, and is designed to be taken in the first semester. It is a springboard for a multitude of interests for a future in the arts. The student is introduced through lecture, reading, writing, and discussion, to topics addressing our expectations and the student's preparation to succeed in the program. Additionally, an overview of the offerings in the discipline, and the expectations and interactions of the Fine Arts courses are provided. The general knowledge areas include: fine arts theory and practice; a personal development plan; the creative process and ideation; exposure to contemporary art practices; and theoretical readings. Course offered Fall and Spring.

ART 104 Drawing I: Foundation **4 Credits**

An introductory course that provides the student with experiences in working with a variety of subject matter and media. Various methods and materials (such as graphite, charcoal, conte crayon, and ink) will be explored, and a variety of mixed media techniques will be introduced. A range of drawing concepts will be covered including line, mass, texture, value, color, composition, and space. Emphasis is placed on the development of observational and technical skills needed for image making. Students are responsible for purchasing their own materials for this course. (SUNY-A) Course offered Fall and Spring.

ART 107 Watercolor/Water-based Media **3 Credits**

This course introduces the student to the basic tools, materials and practices of watercolor and other water-based media, with an emphasis on the exploration of contemporary approaches to these media. Experimentation with materials and solutions to problems presented in class will be emphasized to instill the student with an understanding of painting as a creative act that reflects the personal sensibilities of the artist. Involvement of the student in critical evaluation of their work and the work of others will be a major component of the course. (SUNY-A) Course offered Fall and Spring.

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) Course offered Fall and Spring.
Prerequisite: ENG 101 or permission of instructor

ART 109 Two Dimensional Design: Foundation **3 Credits**

The intent of this course is to provide students with an introduction to the fundamentals of two-dimensional design. Emphasis will be placed on the elements and principles of two-dimensional design and their use as the building blocks of visual literacy. Through lectures and hands-on assignments, students will gain an understanding of the concepts, vocabulary and skills needed to facilitate their understanding of visual organization. Through the critique process students will have the opportunity to evaluate and analyze their work and the work of others. Students are responsible for purchasing their own materials for this course. Two class hours, two studio hours. (SUNY-A) Course offered Fall and Spring.

ART 110 Comics and Sequential Art **3 Credits**

This class is designed to take students through the process of creating their own comic book or sequential narrative. We will also examine the evolution of the comic, how the comic book is referenced in contemporary society, and appropriate grant writing and portfolio procedures for the comic industry. The course will be divided into three areas: materials, drawing techniques, and themes. While exploring these areas of emphasis, students will begin to develop their own style and voice which will be examined through a series of critiques throughout the semester. Course offered Fall and Spring.
Prerequisite: ENG 101

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) Course offered Fall and Spring.

ART 119 Perspectives of Art History II: Modern **3 Credits**

Introduces the student to major artistic periods from the Renaissance to contemporary art by examining the function and role of the artist in various periods of history with an emphasis on the origins and developments

of artistic styles such as High Renaissance, Baroque, Romanticism, Realism, and Cubism. The course will survey major works by artists such as Michelangelo, Jan van Eyck, David, Van Gogh, Picasso, Georgia O'Keeffe, and Frank Lloyd Wright. This course can be used as a humanities or social science elective. Three class hours. (SUNY-WC/H) Course offered Fall and Spring.

ART 120 Painting I **4 Credits**

This course provides a foundation for a basic experience with painting. Exploration with the methods, materials and concepts of acrylic painting will be carried out in a studio setting. Through specifically assigned problems, the beginning student will develop a visual painting vocabulary. Color theory, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills will all be emphasized. Participation in individual and group critiques of work produced during the course is expected. Students are responsible for purchasing their own materials for this course. Two class hours, four laboratory hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite: ART 104 or permission of instructor.

ART 121 Perspectives of Art History III: Non-Western Art **3 Credits**

An introductory course that focuses on the history, development and current influences of non-western art. Particular emphasis is on objects, images and architecture from India, China, Korea, Southeast Asia, Pre-Columbian and Native North and South Americas, Africa, and the cultures of the South Pacific Islands. This course can be used as a humanities or social science elective. Three class hours. (SUNY-OWC/H) Course offered Spring only.

ART 125 Three Dimensional Design: Foundation **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 effects on these elements are also incorporated. The elements are defined, experimented with individually, in combination, and cumulatively. Individuality is encouraged within the structured framework of each project. Students experience a wide range of materials and processes to develop a broad three-dimensional experience. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

ART 130 Sculpture I **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. Course offered Fall and Spring.

Prerequisite: ART 125

ART 154 Drawing the Human Figure 4 Credits

This is an intensive studio-based course that deals primarily with the human form via the nude model and additional supporting means for that study. Assignments are designed to give the students the visual tools needed to accomplish accurate rendering of the figure, with emphasis on anatomy, proportion and the creative interpretation of the human form. A variety of media will be explored such as graphite, conte crayon, charcoal and ink wash. Guided strategies such as contour, gesture, and tonal studies will be utilized while drawing poses that vary in duration. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 104 or permission of instructor

ART 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. Course offered Spring only.

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. Course offered Fall and Spring.

ART 200 Arts Management 3 Credits

This course offers an opportunity to experience the day to day challenges of administering a museum, gallery, box office, performing groups, music recording studio and theater. The student will examine the many aspects of organizing, planning, preparation, promotion and presentation of arts events and productions. The student will learn the methods of working with artists, budgeting, contracts and grant writing. Utilizing Monroe Community College's Visual and Performing Arts department facilities and other experimental spaces around the campus and Greater Rochester, students will have an opportunity to get hands-on experiences working in the field. The course will have invited guest speakers, art critics, arts managers, and other arts professionals. Field trips to the areas cultural resources will familiarize the student with the rewarding career possibilities in these professions. Fall and Spring semesters. Three class hours. Course offered Fall and Spring.

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. Various approaches to methods, materials, subject and content will be explored as a way to continue to develop the student's conceptual and perceptual abilities. Students are responsible for purchasing their own materials for this course. Two class hours, four studio hours. Course offered Fall and Spring.

Prerequisite: ART 104.

ART 205 Commercial Illustration I 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. Course offered Fall only.

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. Course offered Spring only.

Prerequisites: ART 104, ART 109, ART 205 or permission of instructor.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: ART 130

ART 231 Art Seminar/Portfolio Development 3 Credits

A course for the student who has completed 20 credits in the visual arts, interior design, or graphic arts courses. The seminar will critically summarize the students' art experiences and provide techniques and methods to sustain, maintain and foster personal and professional growth in their fields. Topics to be covered are: self-evaluation techniques, preparing, presenting and maintaining a professional portfolio, transfer advisement and career advisement. Guest lectures, visits to arts organizations, art galleries, area colleges, private and commercial studios, will expose the student to a variety of arts organizations and career possibilities. Three class hours. Course offered Fall only.

ART 240 Women, Art and Society 3 Credits

This course examines the role of women in the visual arts as both image maker (artist) and as image (subject) and how these images reflect social constructs/expectations. This course can be used as a Humanities or Social Science elective. Three class hours. (SUNY-H) Course offered Spring only.

ART 270 American Art and Architecture 3 Credits

An introductory study of major paintings, buildings and sculpture in the United States. Beginning with the colonial period, the survey examines the development of American Art through the present with an emphasis on the unique resources and buildings of the Rochester community. Three class hours. (SUNY-H) Course offered Fall and Spring.

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) Course offered Fall only.

ART 290 Independent Study Variable Credit

See Department Chairperson. Course offered Spring only.

ASL - American Sign Language/Foreign Language

ASL 101 American Sign Language I 3 Credits

Designed for students with little or no previous experience in the language. Focuses on communicative skills of sign comprehension and production. Includes high frequency vocabulary, basic sentence constructions, common phrases, and cultural aspects of the Deaf community. Also stresses student participation in skills development. Three class hours. (SUNY-FL) Course offered Fall and Spring.

ASL 102 American Sign Language II 3 Credits

A continuation of ASL 101, with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Deaf culture. Three class hours. (SUNY-FL) Course offered Fall and Spring.

Prerequisite: ASL 101 or permission of the instructor.

ASL 103 American Sign Language III 3 Credits

A continuation of ASL 102 for those with a basic foundation in American Sign Language communication. Grammar and vocabulary are continued at a higher level. Cultural topics are included in the study of grammar and structure. Three class hours. (SUNY-FL) Course offered Fall and Spring.

Prerequisite: ASL 102 or permission of the instructor.

ASL 104 American Sign Language IV 3 Credits

A continuation of ASL 103 for students with intermediate competency in the language. Special attention is given to application of complex grammatical principles, including non-manual signals and temporal/distributional aspects. Three class hours. (SUNY-FL) Course offered Spring only.

Prerequisites: ASL 103 or permission of the instructor.

ASL 201 American Deaf Culture and Community 3 Credits

This course provides a thorough analysis of the development of Deaf culture in the United States of America. Topics include: education of the D/deaf; Deaf films, theaters and clubs; preservation of American Sign Language; technology and services in the Deaf community; cochlear implantation. The student's acculturation process is facilitated by active participation in the Rochester Deaf community. Three class hours. (SUNY-FL) Course offered Spring only.

Prerequisite: ASL 102; corequisite: ASL 103

ATP - Automotive Technology

ATP 100 Automotive Services 3 Credits

This hands-on course is designed for both consumers interested in repairing their own cars and individuals interested in entry level skills that will help them gain employment in the automotive industry. Lectures, demonstrations and hands-on activities provide an overview of automotive systems. Can be substituted for any one of the ATP 171-176 work experience courses. Two class hours, two laboratory hours. Course offered Fall and Spring.

ATP 101 Introduction to Automotive Technology 5 Credits

An introductory course designed for automotive students that provides theory for a foundation in the field of automotive technology. All systems of the automobile are covered. Offered in the Fall and Spring Semesters. Three class hours, three laboratory hours. Course offered Fall and Spring.

Prerequisite: Permission of the department.

ATP 102 Electrical/Electronic Systems 1 - Automotive 3 Credits

A study of basic automotive electricity including Ohms law, circuit analysis, meter usage, discrete solid state components, magnetic induction, motor principles, and wire repair. Two class hours, two laboratory hours.

Course offered Fall and Spring.

Prerequisite: Permission of the Department

ATP 103 Electrical 2 - Automotive 4 Credits

It is required that students have an extensive electrical theory background or have completed ATP 102 or ATP 152. Theory-related instruction and demonstration of testing and repair procedures covers automotive charging, starting, lighting, and accessories. Schematic reading is emphasized throughout the course. Three class hours, two laboratory hours. Course offered Fall and Spring.

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. Course offered Fall only.

ATP 105 Brakes - Automotive 4.5 Credits

Theory related instruction and demonstration of testing and repair procedures covering automotive brake systems. Includes drum and disc brakes, hydraulic systems, power assist and anti-lock systems. Three class hours, three laboratory hours. Course offered Fall

and Spring.

Prerequisite: Permission of Department

ATP 106 Steering and Suspension - Automotive 5 Credits

In-depth study of adjustable and non-adjustable alignment measurements with emphasis on proper alignment techniques, methods of adjustment, complete 4-wheel alignment. Manual and power steering system diagnosis and repair, complete suspension system service including coil spring, torsion bar, and MacPherson struts. Three class hours, three laboratory hours. Course offered Spring only.

Prerequisite: Permission of Department

ATP 107 Automatic Transmission and Transaxle - Automotive 4 Credits

This course includes the theory of operation, diagnosis, maintenance and repair of automobile transmissions and transaxles. There will be emphasis on hands-on work. Three class hours, two laboratory hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 108 Engine Repair - Automotive 4 Credits

Instruction in the 4-stroke theory and practical procedures necessary to diagnose and repair automotive type gasoline engines. Includes diagnosis, component inspection, proper disassembly and reassembly procedures, and critical engine measurements. Three class hours, three laboratory hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 109 Heating and Air Conditioning - Automotive 3 Credits

Theory related instruction and demonstration of testing and repair procedures covering automotive heating and air conditioning systems. This course provides theory for R-12 and R-134a systems. Two class hours, 1.3 laboratory hours. Course offered Fall only.

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. Course offered Spring only.

Prerequisite: Permission of Department

ATP 139 Applied Automotive Techniques 2 Credits

This is a performance based hands on course designed for individuals interested in developing entry level skills that will help them gain employment in the automotive industry. Demonstrations and hands on LAB activities provide practical experience of service tasks related to automotive systems. Students must provide their own tools. It is required that students have completed ATP

100 plus ATP 151, or ATP 101. Three laboratory hours.

Course offered Summer only.

Prerequisite: Permission of the department

ATP 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. Course offered Fall and Spring.

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. Course offered Fall only.

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. Course offered Spring only.

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. Course offered Fall and Spring.

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. Course offered Fall only.

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. Course offered Spring only.

ATP 151 Introduction to Automotive Technology Theory 3 Credits

An introductory course designed for automotive students that provides theory for a foundation in the field of automotive technology. All systems of the automobile are covered. Offered in the Fall Semester. Three class hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 153 Electrical 2 - Automotive Theory 3 Credits

It is required that students have an extensive electrical theory background or have completed ATP 102 or ATP 152. Theory related instruction and demonstration of testing and repair procedures covering automotive charging, starting, lighting, and accessories. Schematic reading is emphasized throughout the course. Three class hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 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. Course offered Fall only.

Prerequisite: Permission of Department

ATP 155 Brakes - Automotive Theory 3 Credits

Theory related instruction and demonstration of testing and repair procedures covering automotive brake systems. Includes drum and disc brakes, hydraulic systems, power assist and anti-lock systems. Safe use of the oxyacetylene torch for welding and cutting is also covered. Three class hours, Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 156 Steering and Suspension - Automotive Theory 3 Credits

In-depth study of adjustable and non-adjustable alignment measurements with emphasis on proper alignment techniques, methods of adjustment, complete 4-wheel alignment. Manual and power steering system diagnosis and repair, complete suspension system service including coil spring, torsion bar, and MacPherson struts. Three class hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 157 Automatic Transmission and Transaxle - Automotive Theory 3 Credits

This course includes the theory of operation, diagnosis, maintenance and repair of automobile transmissions and transaxles. There will be emphasis on hands-on work. Three class hours. Course offered Fall only.

Prerequisite: Permission of Department

ATP 158 Engine Repair - Automotive Theory 3 Credits

Instruction in the 4-stroke theory and practical procedures necessary to diagnose and repair automotive type gasoline engines. Includes diagnosis, component inspection, proper disassembly and reassembly procedures, and critical engine measurements. Three class hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 159 Heating and Air Conditioning - Automotive Theory 3 Credits

Theory related instruction and demonstration of testing and repair procedures covering automotive heating and air conditioning systems. This course provides theory for R-12 and R-134a systems. Two class hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 160 Automotive Parts and Service Department Management 3 Credits

An overview of automotive parts and service department management policies and procedures, and the responsibilities of the managers of each department. This course includes customer relations and employee motivation. Three class hours. Course offered Fall and Spring.

ATP 162 Engine Performance -Automotive Theory 3 Credits

The theory, operation and diagnosis of computerized engine controls and fuel systems. Three class hours. Course offered Fall and Spring.

Prerequisite: Permission of Department

ATP 165 Introduction to Automotive Hybrid Technology 3 Credits

A theory course designed for non automotive major students that provides an introduction to automotive hybrid and alternative fuel technologies. Topics include safety, hybrid transmissions, electric motors, batteries, and hybrid accessories. This course may be used as a general elective. Three class hours. Course offered Fall and Spring.

ATP 171-174 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. Course offered Fall and Spring.

ATP 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

BIO - Biology

BIO 114 Natural History of Greater Rochester 3 Credits

Teaches the basic biological concepts through an experience-based approach. Field trips will be held at local sites of geological and biological interest. Topics covered will include: identification of woody plants, wildflowers, insects, birds and mushrooms; the ecology of fields, woods and wetlands; and bedrock and glacial geology. Two class hours, two laboratory hours. Course offered Fall and Spring.

BIO 116 Introduction to Environmental Science 3 Credits

A course which deals with biological aspects of humans and their impact on the environment. Students will study ecological principles that govern the world and will examine current environmental problems and issues. They will develop a greater awareness of global interdependence and the role of individuals in affecting environmental issues. This course is designed for the career or non-science student. Two class hours, two

laboratory hours. (SUNY-NS) Course offered Fall and Spring.

BIO 117 Basic Consumer Nutrition 3 Credits

A lecture course that will present information on nutrients and their use by the body. Topics include digestion, usage of nutrients, consequences of nutrient deficiencies or excesses, energy production and analysis of individual diets. Current research is integrated into the course. Depending on program requirements, this course can meet both Food Service (FSA 117) or Natural Science (BIO 117) elective or course requirement. A student may earn credit for BIO 117 or FSA 117, but cannot earn credit for both courses because they are equivalent courses. Three class hours. Course offered Fall and Spring.

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. Course offered Spring only.

BIO 120 Essentials of Life Science 4 Credits

An introduction to selected principles of the biological sciences explored through current topics in biology. Areas of study will include the organization of life, cell structure and function, DNA structure and heredity, biodiversity, evolution, and ecology. This course is designed for the career or non-science student. Three class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.

BIO 123 Nutrition for Sport and Exercise 3 Credits

Sports nutrition combines the fields of nutrition and exercise physiology. The student will learn which type of foods, beverages, and/or supplements are needed for optimal performance in sporting events. The student will gain practical experience on how nutrition plays a role in how the body functions and performs during sporting events. Three class hours. Course offered Fall and Spring.

BIO 132 Laboratory to Accompany Human Biology 1 Credit

Laboratory exercises in human anatomy and physiology to supplement BIO 133 class lectures and text information. Bio 132 is a late start, 10 week course that has 3 lab hours per week. NOTE: This course only meets SUNY General Education Natural Science requirements when both BIO 132 and BIO 133 are successfully completed. (SUNY-NS) Course offered Fall and Spring. *Prerequisite or corequisite: BIO 133.*

BIO 133 Human Biology 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. Course offered Fall and Spring.

BIO 134 Essentials of Human Anatomy and Physiology I 3 Credits

The study of the structure and function of cells (including metabolism), tissues, integument, and musculoskeletal, nervous, and sensory systems. Designed for students enrolled in the Dental Hygiene, Health Information Management, and Physical Education programs. Also open to interested Liberal Arts students with some biology background. Two class hours and three laboratory hours. (SUNY-NS) Course offered Fall and Spring. *Prerequisite: High school Biology with a grade of C or better, or any laboratory-based Biology course numbered 120 or higher with a grade of C- or better, or permission of instructor.*

BIO 135 Essentials of Human Anatomy and Physiology II 3 Credits

A continuation of BIO 134. Includes the study of the structure and function of the endocrine, cardiovascular, lymphatic, immune, digestive, urinary, and reproductive systems. Two class hours and three laboratory hours. (SUNY-NS) Course offered Fall and Spring. *Prerequisite: BIO 134, or permission of instructor.*

BIO 136 Introductory Forensic Science 4 Credits

This is an introductory natural science course designed for the non-science, primarily criminal justice, major. The course will cover those biological and chemical fundamentals necessary for the student to understand topics of instrumentation and techniques employed in a crime laboratory. Topics such as matter, atomic theory, chemical bonding, chromatography, hair and fiber examination, blood and drug analysis, toxicology, and DNA typing will be included. The laboratory will include demonstrations and hands-on activities of methods used to study chemical and biological evidence. This course complements the existing CRJ 209 course which emphasizes the investigative procedures involved at the crime scene. Three lecture hours, three laboratory hours. (SUNY-NS) Course offered Fall only. *Prerequisite: MTH 098 or equivalent.*

BIO 138 The Biology of Women 3 Credits

A lecture and discussion based course that focuses on the basic anatomy, physiology, and pathophysiology of the female. The course also includes discussions of common reproductive and post-reproductive problems and their treatments and addresses contemporary health issues for women. Course offered Fall and Spring.

Prerequisite: BIO 133

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, and other health-related programs. Two class hours, one conference hour, three laboratory hours. 4 Credits. Course offered Fall and Spring.

Prerequisite(s): High school biology with a grade of C or higher, or any of the following with a grade of C- or higher: BIO 120, both BIO 132 and BIO 133, or permission of instructor.

BIO 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 and other health related programs. Three class hours and three laboratory hours. (SUNY-NS) 4 Credits. Course offered Fall and Spring.

Prerequisites: BIO 142 and one of the following: high school chemistry or CHE 100 or CHE 124 or permission of instructor.

BIO 148 Fundamentals of Biology and Inheritance 3 Credits

Principles of biology with an emphasis on cellular structure and function, genetics and population genetics. Topics will include cellular metabolism, molecular genetics, gene expression, Mendelian genetics and population genetics. This course is an introductory biology course for science-interested students. This course may also fulfill a natural science elective for programs that do not require a laboratory science. Three class hours. (SUNY-NS) Course offered Spring only. *Prerequisite(s): High school biology with a grade of C or better, or BIO 120 with a grade of C or better, and high school chemistry with a grade of C or better, or any college chemistry course with a grade of C or better, or permission of instructor.*

BIO 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. Course offered Spring only.

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. WR (SUNY-NS) Course offered Fall and Spring. *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. WR (SUNY-NS) Course offered Fall and Spring. *Prerequisite: BIO 155 with a grade of C- or higher.*

BIO 195 Field Studies in Biology Variable Credit

This course is designed for students who wish to study a particular natural habitat or environment in a focused, hands-on, field setting. The majority of course work is completed in the field at a local or distant location depending upon the title and focus of the course for a given semester. Students will conduct field observations, record data, participate in and design field experiments and construct a field notebook detailing all aspects of their field experience. Credit hours are variable depending upon the field experience offered. Additional fees for travel, lodging, food, and other field expenses may apply. Course offered Fall only. *Prerequisite: One Biology lab course preferred. Permission of instructor required.*

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. Course offered Fall and Spring. *Prerequisites: BIO 134 or BIO 143 or BIO 155 or permission of instructor.*

BIO 209 General Microbiology 4 Credits

A survey of microorganisms: bacteria, viruses, rickettsia, protozoa, algae and fungi. Major emphasis is placed upon bacteria: classification, genetics, ecology, morphology, physiology, physical and chemical control and economic importance. An introduction to applications of microbiology to food and water analysis, industry and medicine, including principles of immunology and transmission of infectious diseases. This course is designed for the Liberal Arts or science-interested student. Three class hours, three laboratory hours. Course offered Fall and Spring. *Prerequisites: BIO 156 as prerequisite or corequisite, and CHE 145 or CHE 151 with a grade of C- or better, or permission of instructor. Students who have completed BIO 156 with a grade below C- are advised to repeat BIO 156 before attempting BIO 209.*

BIO 217 Nutrition 3 Credits

The study of nutrients needed for healthy functioning of human beings and the biochemical functions of these nutrients in the body. The nutrient content of foods and its application to meal planning. Special nutritional needs of infants, pregnant women, nursing mothers and the elderly. The course is designed for students in Nursing, Dental Hygiene, Radiologic Technology, and other Health Related Programs. Three class hours. Course offered Fall and Spring. *Prerequisite: BIO 135 or BIO 143 or permission of instructor.*

BIO 221 Principles of Biochemistry 4 Credits

A study of the major chemical constituents of cells including proteins, carbohydrates, lipids and nucleic acids. Structure and function will be emphasized. Enzyme kinetics, regulation of enzyme activity, and metabolic pathways will also be covered. Labs include buffer preparation, protein and enzyme assays, lipid analysis, and the isolation and characterization of enzymes and nucleic acids. Fall semester only. Three class hours, three laboratory hours. Course offered Fall only. *Prerequisites: BIO 156 with a grade of C- or better, and CHE 151 with a grade of C- or better, or permission of instructor.*

BIO 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. Course offered . *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. Course offered Spring only. *Prerequisite: BIO 156 with a grade of C- or better or BIO 225, or permission of instructor.*

BIO 227 Biotechnology Seminar 1 Credit

A discussion based capstone course that will integrate the topics and concepts of the Biotechnology Program. Emphasis will be on applications of biotechnology, current issues, societal/ethical concerns, and laboratory management. One class hour. Course offered Spring only. *Corequisite: BIO 226*

BIO 230 Molecular Genetics 4 Credits

A study of the transmission of genetic information with emphasis on the structure and function of nucleic acids. The genetics of prokaryotes, eukaryotes and viruses will be covered. The molecular basis of replication, repair, recombination, and gene expression will also be examined. Lab experiments introduce a variety of molecular biology techniques such as replica plating, bacterial conjugation and transformation, the isolation and restriction enzyme cleavage of plasmid DNA, and restriction mapping. Spring semester only. Three class hours, three laboratory hours. Course offered Spring only. *Prerequisites: BIO 156 with a grade of C- or better and CHE 151 with a grade of C- or better, or permission of instructor.*

BIO 235 Pathophysiology 3 Credits

An introductory course for students in health related disciplines designed to facilitate further learning in their areas of specialization and promote effective interactions as members of the health care team. The course provides an overview of human diseases, their frequency, significance, diagnosis and treatment. The course moves from basic pathological processes to diseases by organs or organ systems to multiple system diseases and associated processes. Three class hours. Course offered Fall only. *Prerequisites: BIO 135, or BIO 143, or permission of instructor*

BIO 242 Human Dissection 1 Credit

For students in programs leading to a degree in an allied health field. Careful dissection of the human body by students under faculty supervision will be used to reinforce and enrich the student's study of anatomy. Students gain experience in making educated decisions concerning the dissection, as well as in dissection technique and identification of human anatomical structures. Three laboratory hours. Course offered Spring only. *Prerequisite: BIO 142 and permission of the instructor.*

BIO 252 Topics in Biology Seminar 1 Credit

A discussion based seminar course that will integrate and apply biological concepts. Emphasis will be on discussing

current scientific issues, library/internet instruction and research, student presentations, and developing technology and teamwork skills. One class hour. Course offered Spring only.

Prerequisite: BIO 156 with a grade of C- or better and one 200 level Biology course with a grade of C- or better, or permission of instructor.

BIO 260 General Ecology 4 Credits

An introduction to the interactions between living organisms and their physical, chemical and biological environment. Several levels of ecological organization are examined. These include the study of different types of populations, communities and ecosystems. Topics include population structure and growth, species interaction, energy flow, nutrient cycling, succession, and applications to current environmental management issues. Students perform ecological experiments in the field as well as in the laboratory. Two class hours, one conference hour, three laboratory hours. Course offered Fall only.

Prerequisite: BIO 155 with a grade of C- or better, or permission of instructor.

BIO 265 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. Course offered Spring only.

Prerequisite: BIO 156 with a grade of C- or better, or permission of instructor.

BIO 266 Biology of Vascular Plants 4 Credits

This course covers major groups of living vascular plants, evolutionary origins of plants and their phylogenetic relationships. Includes anatomy, physiology, and reproductive patterns. This course is designed for science majors and students interested in plant science. Two class hours, one conference hour, three laboratory hours. Course offered Spring only.

Prerequisite: BIO 156 with a grade of C- or better, or permission of instructor.

BIO 290 Independent Study Variable Credit

See the Department Chairperson for more information on Independent Study courses. Course offered Fall and Spring.

BUS - Business

BUS 104 Introduction to Business 3 Credits

An introductory study of business including organizational forms, the function of production, finance, marketing and human resources. Additional topics will be environmental factors which impact business such as government business ethics and current business issues. Three class hours. Course offered Fall and Spring.

BUS 110 Entrepreneurial Studies I 3 Credits

First of two small business courses designed for those interested in learning how to start and manage a small business. It begins by defining and explaining the nature of small business in today's economy and entrepreneurs in the context of the free enterprise system. The topics include small business opportunities, legal forms of ownership, franchising, starting a new venture, sources of financing, developing marketing strategies and human resource management. Students will also learn the key components of a business plan, review case studies, and undertake a major project. Three class hours. Course offered Fall and Spring.

BUS 135 Supervising for the 21st Century 3 Credits

This course is designed to teach supervisors the concepts and skills they need to manage work and lead people in a diverse workforce. Its emphasis is on planning, problem-solving, communication, decision making, and employee motivation skills through the practical application of these concepts. It includes practice in hiring, training, performance appraisal, meetings, time management, and compliance with government regulations for equal opportunity, safety, and health. Course offered Fall and Spring.

BUS 200 Legal Environment of Business 3 Credits

This course is a study of laws relevant to the non-lawyer business professional. It includes such basic legal topics as court systems, stages of a lawsuit, torts, real property and contracts, as well as such business-specific topics as intellectual property, consumer law, criminal law of businesses, antitrust law, environmental law, and regulations adopted by government agencies. This course is required for A.A.S. students in Entrepreneurial and Applied Business Studies and A.A.S. students in Accounting: General. This course is not recommended as a Business Elective for students enrolled in A.S. programs in Business Administration or International Business. NOTE: Bus 201, Business Law I, is the required law course for students enrolled in A.S. programs in Business Administration or International Business. Three class hours. Offered Fall and Spring Semesters. Course offered Fall and Spring.

BUS 201 Business Law I 3 Credits

A study of legal principles applied to business transactions. Topics covered include: contracts, criminal

law and business, business torts, court systems, and commercial paper. This course is required for A.S. students in Business Administration and A.S. students in International Business. Three class hours. Course offered Fall and Spring.

BUS 202 Business Law II 3 Credits

A continuation of BUS 201 of the study of legal principles applied to business transactions. Topics covered include: corporations, limited liability companies, partnerships, agency, franchises, bankruptcy, real property, personal property, sales, and secured transactions. Three class hours. Course offered Spring only.

BUS 204 Management: Theory and Practice 3 Credits

A study of the theories and practices that are used in the organization and management of profit and non-profit business and institutions. Topics will include planning, decision making, organizing, staffing, leading and controlling. Three class hours. Course offered Fall and Spring.

Prerequisite: BUS 104 with a grade of C or higher

BUS 207 Human Resources Management 3 Credits

An introduction to the principles, practices, and techniques used in the development and implementation of an effective Human Resources/Personnel Management program. The course includes a discussion of employment, training, compensation, labor relations, health and safety and federal laws governing human resource management. Three class hours. Course offered Fall and Spring.

BUS 208 Organizational Behavior 3 Credits

Organizational behavior provides a conceptual and experiential basis for motivating and coordinating people to manage change in organizations. This course is intended for those who want to develop the tools for understanding, analyzing and changing the work behaviors of individuals and groups in an increasingly diverse workforce. It will use a combination of exercises, self-assessment techniques, cases and role plays to develop insights that facilitate self-knowledge and teamwork in a dynamic global environment. Three class hours. Course offered Fall and Spring.

Prerequisite: BUS 104 with a C or higher

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. This course will be offered during the Spring semester only during the evening. Course offered Fall and Spring.
Prerequisite: BUS 110 with a grade of C or higher, or permission of the instructor.

BUS 220 Applied Business Applications 3 Credits

A case study approach to the use of office productivity software to solve business problems and manage business processes. Emphasis will be on the use of spreadsheet and database applications to analyze data. Word processing and presentation software will be used to document and present solutions. Several major projects will be assigned to be completed outside of class. Each student will create a semester-long portfolio of related work. Basic knowledge of the PC, keyboard, and mouse are required.

Two lecture hours. Two lab hours. Course offered Fall and Spring.

Prerequisite: BUS 104 with a grade of C or higher

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. Course offered Fall and Spring.

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. This course is intended for students who are in the last semester of the degree program. Spring semester only. Three class hours. Course offered Spring only.

Prerequisites: BUS 104, MAR 200, ECO 111, ECO 112, ACC 101, ENG 101, Three credits of foreign language, SOC 150 and GEG 211 or permission of instructor. SOC 150 and GEG 211 can be taken concurrently. Students in business programs other than International Business are not required to have the foreign language, SOC 150 and GEG 211 prerequisites for this course. Please contact the course instructor or department chair before registering for the course to discuss course expectations.

BUS 275 Business Cooperative Education 4 Credits

This cooperative education course is limited to students enrolled in Business and Computer Information Systems AAS degree programs. Students who work or desire to work either full time or part time at jobs related to their college major (AAS Accounting, AAS Computer Information Systems, AAS Entrepreneurial Studies) are eligible for this course. Students take a career-related classroom seminar for two hours each week while working a minimum of 180 hours during the semester at a job in the area of their degree program. Successful completion of the seminar and a minimum of 180 hours of work experience in any one semester entitle a student to receive four credit hours. This will be one of the last business courses that a student will take. The classroom seminar and work experience will provide a practical application of the student's academic experiences and tie the skills and competencies that the student has learned to a work experience. This course will assess the student's understanding and command of academic learning in the degree program and gauge how well the student is prepared for the work force in their specific field. Offered in the Fall and Spring Semesters as a Hybrid. Course offered Fall and Spring.

Prerequisite: Prerequisite for AC01: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 101, BUS 104 with a grade of C or higher, CRC 125 or BUS 220, ECO 101 (or ECO 111), ENG 101 and review and approval of coop job placement by the Office of Experiential and Adult Learning.

Prerequisite for CI01: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 101, BUS 104 with a grade of C or higher, BUS 220, CIS 101(or CSC101), CIS 110, ENG 101 and review and approval of coop job placement by the Office of Experiential and Adult Learning.

Prerequisite for EP01: 30 credits or more with a cumulative 2.0 GPA and the following courses: ACC 130 (OR ACC 101), BUS 104 with a grade of C or higher, BUS 220, ECO 101 (or ECO 111), ENG 101, MAR 200, and review and approval of coop job placement by the Office of Experiential and Adult Learning.

BUS 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

CDL - Interdisciplinary

CDL 100 Career Development and Life Planning 1 Credit

This course introduces students to the elements of career decision making with emphasis on the process of career and life planning. It is designed for students who are interested in learning more about themselves and their career choices. Whether you are undecided about your career, making a career change or exploring your career options, this course will help you become more self aware and provide you with a foundation to build your career path. Includes a writing component related to personal experience. Course offered Fall and Spring.
Prerequisite/Corequisite: TRS 105 recommended.

CDL 101 Career and Life Planning for Returning Adult Students 2 Credits

An in-depth examination of the elements in career decision-making with emphasis on the process of career and life planning for the returning adult student. Topics include life renewal, functional learning, skills assessment, values, interests, decision-making, goal-setting, and the world of work. Thirty instruction hours per semester. Course offered Fall only.

CDL 110 Career and Life Planning for Undeclared Students 2 Credits

This experiential course introduces students to the elements of career decision-making with emphasis on the process of career and life planning. It is designed for students who are interested in learning more about themselves and their career choices. The career development needs of 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. Course offered Fall and Spring.

CDL 115 Job Search Strategies 1 Credit

A comprehensive job search strategies course involving skills assessment, resume and cover letter development, networking, interviewing techniques, employment applications, and the use of Internet resources for research and the job search process. One class hour. Spring Semester only. Course offered Fall and Spring.
Prerequisite: ENG 101

CE - Cooperative Education

Most Cooperative Education courses are housed in their respective disciplines. Those CE course descriptions which do not appear below can be located under the discipline noted:

CE 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 (180 hours per semester) in the area of Liberal Arts. Successful completion of the seminar, and a minimum of 180 hours of work experience in any one semester entitles a student to receive four credit hours. Working an additional 180 hours (no seminar requirement) and meeting certain other prerequisites allows a student to earn two more credit hours for a total of six credit hours, the maximum possible on a Co-op program. (The Department Chair and the Co-op Director must approve a student's working toward the additional two credits.) The Co-op Office, located in 3-108 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.

CE 255 Cooperative Education-Disney World 6 Credits

This course teaches students how to market skills such as communication, customer service, problem solving, conflict resolution, decision making, self-management, and creative thinking. Key elements of the course include the development of a 30-second commercial, cover letter, resume, and networking strategy. The students will also learn interviewing and negotiation techniques. Two class hours, forty experiential hours. Course offered Fall and Spring.

CE - Hospitality

CE 260 Cooperative Education-Hospitality Management 4 Credits

Students who work or desire to work, either full time or part time at jobs related to their college major or career interests are eligible for Cooperative Education. Students take a career-related classroom seminar (2 hours per week on campus or online) while working at a job (180 hours per semester) in the area of hospitality management. Successful completion of the seminar, and a minimum of 180 hours of work experience in any one semester, entitles a student to receive four credit hours. The Experiential and Adult Learning Office, located in

Rm. 3-108E, 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. Course offered Fall and Spring.

CE - Interior Design

CE 263 Cooperative Education-Interior Design 4 Credits

Students who work or desire to work either full time or part time at jobs related to their college major or career interests are eligible for Cooperative Education. Students take a career-related classroom seminar (2 hours per week on campus) while working at a job (180 hours per semester) in the area of Interior Design. Successful completion of the seminar, and a minimum of 180 hours of work experience in one or more semesters entitles a student to receive four credit hours. Working an additional 180 hours (no seminar requirement) and meeting certain other prerequisites allows a student to earn two more credit hours for a total of six credit hours, the maximum possible on a Co-op program. (The Department Chair and the Co-op Director must approve a student's working toward the additional two credits.) The Co-op Office, located in 3-108E, will assist in obtaining jobs. Present job may qualify. Appropriate work experience must be approved by the Interior Design Coordinator/Instructor. Open to all Interior Design majors who have completed 24 credit hours with a 2.0 GPA. Exceptions by permission of the instructor. Course offered Spring only. *Prerequisite: IDE 201*

CE - Office Technology

CE 270 Cooperative Education-Office Technology 4 Credits

Students who work or desire to work either full time or part time at jobs related to their college major or career interests are eligible for Cooperative Education. Students take a career related classroom seminar (2 hours per week on campus) while working at a job (180 hours per semester) in the area of Office Technology. Successful completion of the seminar, and a minimum of 180 hours of work experience in any one semester entitles a student to receive four credit hours. Working an additional 180 hours (no seminar requirement) and meeting certain other prerequisites allows a student to earn two more credit hours for a total of six credit hours, the maximum possible on a Co-op program. (The Department Chair and the Co-op Director must approve a student's working toward the additional two credits.) The Co-op Office located in 3-108 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. Course offered Fall and Spring.

CEL - 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. Course offered Fall and Spring. *Prerequisites: 2.5 GPA and Permission of the Experiential and Adult Learning Office.*

CHE - Chemistry

CHE 100 Preparatory Chemistry 4 Credits

This course meets the pre-admission chemistry requirement for selected health related programs. It is also recommended to students with limited mathematics and/or science background who plan to take higher level chemistry courses such as [CHE 121] CHE 124 or 145. Topics include dimensional analysis, atomic structure, nomenclature, bonding, reactions, chemical calculations, periodicity, states of matter, solutions, acids, bases, and the pH concept. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring. *Prerequisite: MCC level 6 Mathematics placement or MTH 098 with a minimum grade of C.*

CHE 110 The Chemistry of Indulgence 3 Credits

Designed for non-science majors, this course does not require a background in chemistry or math. This class provides an integrated laboratory/lecture experience as students explore various principles of chemistry using everyday contexts such as food. Two class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.

CHE 115 Special Topics in Chemistry Variable Credit

This course is intended to address specific topics of interest in chemistry. Polymer Chemistry, Analytical Chemistry, Instrumentation/Spectroscopy, and Environmental Chemistry are a few examples of possible course offerings. Subject matter may change from semester to semester based on faculty and student interest. Primarily lecture format, but a laboratory component may be included. 1-4 credits. Course offered Fall and Spring. *MTH 098 WITH A GRADE OF C OR BETTER OR MATHEMATICS PLACEMENT AT LEVEL 6.*

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) Course offered Fall and Spring.

Prerequisite: CHE 100 or high school chemistry with a minimum grade of C; and MCC level 6 Mathematics placement or MTH 098 with a minimum grade of C.

CHE 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) Course offered Fall and Spring.

Prerequisite: CHE 100 or high school chemistry with a grade of C; and MCC level 6 Mathematics placement or MTH 098 with a minimum grade of C.

CHE 136 Introductory Forensic Science **4 Credits**

This is an introductory natural science course designed for the non-science, primarily criminal justice, major. The course will cover those biological and chemical fundamentals necessary for the student to understand topics of instrumentation and techniques employed in a crime laboratory. Topics such as matter, atomic theory, chemical bonding, chromatography, hair and fiber examination, blood and drug analysis, toxicology, and DNA typing will be included. The laboratory will include

demonstrations and hands-on activities of methods used to study chemical and biological evidence. This course complements the existing CRJ 209 course which emphasizes the investigative procedures involved at the crime scene. Three lecture hours, three laboratory hours. (SUNY-NS) Course offered Fall only.

Prerequisite: MCC Level 6 Mathematics placement or MTH 098 with a minimum grade of C.

CHE 145 Preparation for General College Chemistry **4 Credits**

This course should be taken prior to CHE 151 by students who 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) Course offered Fall and Spring.

Prerequisite: MCC level 8 Mathematics placement or MTH 104 with a minimum grade of C. Completion of or concurrent registration in MTH 165 is strongly recommended.

CHE 151 General College Chemistry I **4 Credits**

This is the first semester of college chemistry and is appropriate for students interested in pursuing further studies in science or engineering. It is a mathematical approach to the principles of chemistry and assumes that students have had an above average preparation in chemistry. Topics include a brief review of problem solving using dimensional analysis, graphing, and significant figures; chemical stoichiometry; gas laws; thermochemistry; an in-depth treatment of atomic structure, periodicity, and chemical bonding; phase relationships. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.

Prerequisite(s): CHE 145 with a minimum grade of C or Chemistry Regents exam grade of 70 or higher (or equivalent for students who did not attend New York State Public School); and MCC level 9 Mathematics placement or MTH 165 with a minimum grade of C.

CHE 152 General College Chemistry II **4 Credits**

A continuation of CHE 151. Topics include: solution concentrations and properties; chemical kinetics; gas and solution phase chemical equilibrium including solubility; acids; and bases; thermodynamics; electrochemistry. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring.

Prerequisite: CHE 151 with a minimum grade of C-.

CHE 251 Organic Chemistry I **5 Credits**

A modern treatment of organic chemistry which integrates 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. Course offered Fall only.

Prerequisite: CHE 152 with a grade of C- or higher.

CHE 252 Organic Chemistry II **5 Credits**

A continuation of the study of different classes of organic compounds. The interpretation of infrared and nuclear magnetic resonance spectra is emphasized. The laboratory is a continuation of CHE 251 laboratory with an extensive introduction to qualitative organic analysis. Spring semester only. Three class hours, four laboratory hours. Course offered Spring only.

Prerequisite: CHE 251 with a grade of C- or higher, or permission of instructor.

CHE 290 Independent Study **Variable Credit**

See the Department Chairperson. Course offered Fall and Spring.

CHI - Chinese/Foreign Language

CHI 101 Elementary Chinese I **3 Credits**

Designed for students with little or no previous experience in the language. Focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Chinese writing system for basic reading and writing of simple sentences and short paragraphs. Pin yin and Chinese characters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations. Students will also learn Chinese customs, traditions, and culture. Three class hours. (SUNY-FL) Course offered Fall and Spring.

CHI 102 Elementary Chinese II **3 Credits**

A continuation of CHI 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of the Chinese culture. Three class hours. (SUNY-FL) Course offered Spring only.

Prerequisite: CHI 101, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

CHI 103 Intermediate Chinese I 3 Credits

Continued study in Chinese for those with a firm foundation in elementary Chinese communication, written and oral. Grammar and vocabulary are continued at a higher level so that the student develops strong reading and writing skills in order to create complex sentences and short paragraphs. In this class, the student will attain oral and listening skills to successfully function in a variety of daily situations. Cultural topics are included in the study of grammar and structure. Memory and length of time since last studied are factors in successful placement. (SUNY-FL) Course offered Fall and Spring.

Prerequisite: CHI 102, or successful completion of equivalent, or permission of the instructor

CHI 221 Chinese Culture on Location 3 Credits

This course is designed to provide the opportunity to see and experience the richness of China through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student to prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Three class hours; a total of 35 experiential hours. Offered Intersession, Spring, and Summer Semesters. Course offered Fall and Spring.

CIN - Cinema Studies

CIN 120 (formerly 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) Course offered Fall and Spring.

CIN 121 (formerly 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. Course offered Fall only.

CIN 122 (formerly 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. Course offered Spring only.

CIN 221 (formerly 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. Course offered Fall only.
Prerequisite: CIN 120

CIN 222 (formerly 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. Course offered Spring only.
Prerequisite: SPT 120 or CIN 120 (formerly SPT 120) or permission of instructor.

CIN 290 Independent Study Variable Credit

See the Department Chairperson Course offered Fall and Spring.

CIS - Computer Information Systems

CIS 100 Information Processing Fundamentals 4 Credits

This is an introductory course in digital computers and information processing concepts. The focus of this course will be on key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Students will meet in a networked PC classroom for lab and will be assigned projects to be completed outside of class and laboratory time. Successful completion of this course with a grade of C or better is required for further progress in Computer Information Systems degree programs. Three class hours, two laboratory hours.

Course offered Fall and Spring.
Prerequisite: MTH 104 with a grade of C or better, or Algebra II with Trigonometry with a grade of C or better.

CIS 110 A+ PC Repair and Operating Systems 3 Credits

This course is designed to prepare the student to support personal computers. Students build a desktop personal computer component by component, install and configure multimedia and mass storage devices, develop hardware troubleshooting skills, learn how to troubleshoot Windows operating system problems, and learn how to optimize the Windows operating system for improved performance. Students also install and work with a non-windows operating system on the same personal computer. The students who complete this course would be eligible to sit for an A+ certification exam. Two class hours and two lab hours. Course offered Fall and Spring.
Prerequisites: CIS 100 or CSC 101 or CPT 114, all with a grade of C or better.

CIS 200 Programming for Information Systems 4 Credits

This is a first course in programming for the computer information systems student. Emphasis will be placed on program specification, analysis, problem solving, documentation and implementation of a three-tiered application using an object oriented language. Topics include an introduction to objects, their properties and methods, UML models, variables, constants, performing calculations, coding sequence, selection, and repetition control structures, procedures with parameter passing, multiple forms, arrays, ArrayLists, database file processing, validation, error trapping, exception handling, and basic SQL. Students will use programming software during class and lab to reinforce and apply concepts. Major programming projects will be assigned to be completed outside of lab and class. Three class hours and two lab hours. Course offered Fall and Spring.
Prerequisite: A grade of C or higher in CIS 100 or CPT 114

CIS 201 Introduction to Web Site Programming and Design 3 Credits

This course will provide the student with an introduction to programming and design concepts used in developing a Web site. Topics include coding HTML, Cascading Style Sheets, accessibility, programming with JavaScript, multimedia and interactivity, search engine optimization, domain name and web host selection, file transfer protocols, and implementation on a server. Students will develop an interactive, multi page Web site as a portfolio project. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: CIS 200, CSC 101, or CPT 101 with a grade of C or higher.

CIS 209 Systems Analysis and Design 3 Credits

A study of the skills required to perform the role of systems analyst. Emphasis will be placed on developing these systems analyst skills as they apply to the designing, developing and implementing business application software that runs on large mainframe to client-server systems. Topics include: project management tools, sampling and investigating hard data, questionnaires, observations, prototyping, developing

UML diagrams to graphically depict a system, developing process specifications, designing effective input and output, developing an E-Commerce based business, database design with normalization, and designing effective user interfaces. Students are expected to work on a team project during the entire semester to develop and present a system proposal to the class. Two class hours and three lab hours. Course offered Fall and Spring.

Prerequisite: CSC 101 or CIS 101 with a grade of C or better.

CIS 211 Applied Database Concepts 3 Credits

A sound introduction to database concepts with Microsoft Access. Emphasis will be on using Access to build and maintain relational databases. The student will create databases, queries, custom forms, and reports, use macros and modules using the Visual Basic for Applications for programming languages and SQL. Two class hours, two laboratory hours. Course offered Fall only.

Prerequisites: Prerequisites: CSC 101 or CIS 101 with a grade of C or better

CIS 221 Applied Database Concepts with an Oracle Database 3 Credits

A sound introduction to database concepts using the database Oracle. Emphasis will be on using Oracle to build and maintain relational databases. The student will create databases, queries, custom forms and reports, and use PL/SQL. Two class hours and two lab hours. Course offered Spring only.

Prerequisite: CSC 101 or CIS 101 with a grade of C or higher

CIS 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

CIS - Information and Computer Technologies

CIS 121 (see CRC 125)

CIS 223 (see CSC 223)

CIS 225 (see CSC 225)

CIT - 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. Course offered Fall only.

Prerequisite/corequisite: MTH 135

CIT 112 CAD for Construction 2 Credits

CAD for Construction. 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. Course offered Fall 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. Course offered Fall only.

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. Course offered Spring only.

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. Course offered Spring only.

Prerequisite: CIT 101.

CIT 204 Strength of Materials 3 Credits

Study of stress, strain, bolted, riveted and welded joints, centroids, 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. Course offered Fall and Spring.

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. Course offered Spring only.

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 gradation, 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. Course offered Fall only.

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. Course offered Spring only.

CIT 217 Construction Management 4 Credits

An introduction to basic construction management and organization. Topics include project organization, staffing, labor relations, planning, critical path scheduling, integrated job cost control, production control, and job site safety. Three class hours, one conference hour. Course offered Spring only.

Prerequisites: CIT 122, 123; *prerequisites/corequisites:* CIT 221, 232

CIT 221 Cost Estimating 3 Credits

An introduction to cost estimating of a construction project. Topics include generating preliminary cost estimates from early phase design drawings and specifications, and estimating techniques used to prepare a final bid for a project, including quantity take offs, material pricing, and labor costs. Three class hours. Course offered Spring only.

CIT 232 Construction Contracts and Specifications 2 Credits

This course will cover the application of the construction contracts, drawings, and specifications to the construction process. It will cover the role construction documents play as a communication tool for understanding the roles and responsibility of the construction parties. It will follow both the CSI (Construction Specification Institute) and the NYSDOT (New York State Department of Transportation) formats. Two class hours. Course offered Spring only.
Prerequisites: CIT 122, CIT 123 or permission of instructor; *corequisite:* CIT 217.

CIT 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

CLT - Clinical Laboratory Technician/Medical Laboratory Technician

CLT 100 Introduction to Medical Laboratory Technology 2 Credits

This course is an overview of the Health Care System with an emphasis on the profession of Medical Laboratory Technology. The course covers the training and continuing education of Health Care workers and outlines the roles Clinical Laboratory Technicians/ Medical Laboratory Technicians play as part of the health care team. The student will describe the history and current practices relative to education, governance and common practice in the clinical laboratory field. The student will be able to discuss and demonstrate safety, values, ethics and interpersonal interactions as related to Laboratory Science. Course offered Fall only.

CLT 110 Specimen Procurement and Processing 3 Credits

This course provides 30 hours of didactic instruction and carries a mandatory 20 hours of phlebotomy practicum with a Clinical Affiliate. The practicum will require light lifting, fine motor skills, determination and selection of color coded supplies and 50 successful venipunctures.

The students will learn to recognize and properly use blood collection equipment while practicing universal precautions. Topics include: Anatomy and Physiology of standard venous and capillary collection sites and properties of venous, capillary and arterial blood. Explaining specimen processing procedures with emphasis on specimen integrity of all samples received in the lab. The use of specialized collection equipment and specialized collection techniques. Course offered Spring only.
Prerequisite: BIO 134 and CLT 100 or permission of instructor

CLT 130 Body Fluids and Urinalysis 2 Credits

This course is the study of the structure and function of the processes which result in urine and body fluid production. The emphasis of the course will be on analysis and interpretation of test results and will include pathophysiological correlations to the test results. Topics will include urinalysis, cerebrospinal fluid analysis, serous fluid analysis, analysis of transudates, exudates and gastrointestinal contents and semen analysis. Course offered Spring only.
Prerequisite: CLT 100 or permission of instructor; *co-requisite:* BIO 135

CLT 140 Immunology 2 Credits

An introduction to basic concepts in immunology. Topics include classification systems of the immune system. Functions and interactions of each component of the immune subsystems. Mechanisms of action of each active component of the immune subsystems. Detailed analysis of the development of the immune system, specific immunoglobulin structures, functions and genetics, complement and other cascades and the major histocompatibility complex will be covered. Disorders discussed will include anergy, hypersensitivities, autoimmune diseases, allergies, immune deficiencies and AIDS. Course offered Spring only.
Prerequisite: CLT 100 or permission of instructor; *co-requisite:* BIO 135

CLT 145 Serological Techniques 1 Credit

An introduction to the theory and practice of serological testing with emphasis on clinical significance and disease correlation. Topics include traditional techniques and molecular methods for detection and confirmation of disease states. Course offered Spring only.
Prerequisite: CLT 100 and BIO 134 or permission of instructor; *co-requisite:* BIO 135 and CLT 140

CLT 150 Histology Techniques 1 Credit

An introduction to histological techniques used in the clinical laboratory setting. Topics include tissue preparation, fixation, embedding, sectioning, mounting and staining to facilitate microscopic examination. The student will be required to identify common cellular and tissue structures and will be required to follow all laboratory and safety protocols. Course offered Summer only.
Prerequisite: BIO 135 and CLT 100 or permission of instructor

CLT 203 Diagnostic Microbiology 2 Credits

A comprehensive study of microorganisms of importance in human health and disease. Topics include the preanalytical collection and processing of clinical specimens as well as the analytical morphology, isolation, and identification of pathogens, with a focus on colonial, microscopic, biochemical and molecular characteristics and additionally the postanalytical interrelationships of microorganisms and human hosts and the correlation, prevention and control of infectious diseases. Bacteriology is emphasized but the course

includes a survey of mycology, parasitology, and virology. Course offered Fall and Spring.
Prerequisite: BIO 202 or permission of instructor

CLT 210 Clinical Chemistry 4 Credits

An introduction to the concepts of Clinical Chemistry. Topics include basic laboratory math, the renal system, digestive system with liver function, respiratory system and the endocrine system. Emphasis is on clinical tests which evaluate the function of these systems. Analytes and lab results are correlated to normal homeostasis and disease. Analyte measurements are studied and described in reference to previously covered material such as metabolism, protein synthesis, acid-base balance, electrolyte balance, enzymes, and hormones. Laboratory work includes the theory, operation and maintenance of the specialized and semi-automated analytical instrumentation used to perform these tests. Course offered Fall and Spring.
Prerequisite: CHE 145 and BIO 135 and CLT 110 or permission of instructor; *co-requisite:* MTH 160

CLT 220 Immunohematology 4 Credits

An introduction to the field of practical Immunohematology and Blood Banking. Emphasis is placed on the theoretical knowledge of human genetics, blood groups, blood cell grouping, blood components, fractionation, storage and washing, transfusion therapies, transfusion reactions, and alloantibody and autoantibody formation. Additionally, good laboratory practices, neatness, organization, attention to detail and professionalism are revisited. Course offered Fall and Spring.
Prerequisite: BIO 135, BIO 148, CLT 110 and CLT 140 or permission of instructor

CLT 230 Hematology and Coagulation 4 Credits

A comprehensive study of the physiology of the normal hematopoietic system and the pathophysiology of an abnormal hematopoietic system and ramifications of these lesions in maintaining homeostasis. Emphasis is on the mechanics of test procedures, interpretation of hematology test results and correlation of the results with disease. Course offered Fall and Spring.
Prerequisite: BIO 135 and CLT 110 or permission of instructor

CLT 251 Clinical Affiliate Clinical Rotation I - Body Fluids/Urinalysis and Immunology Serology 2 Credits

The Clinical Rotations are intended to expose the CLT/MLT students to a functioning lab in an integrated health care environment and to assure the students meet the CLT/MLT competencies as described in the CLT/MLT Student Handbook. As such, emphasis is placed on professional conduct and performance of procedures in accordance with protocols of the department.

Under the supervision of laboratory personnel, students will demonstrate professional behavior, conduct routine

procedures, develop their analytical skills and apply knowledge acquired in the program. Students will verify preanalytical specimen integrity, follow analytical laboratory protocols and demonstrate exceptional communication skills in the post analytical reporting of results. There are approximately 6 departments; Body Fluids/Urinalysis, Immunology/Serology, Microbiology, Clinical Chemistry, Blood Bank and Hematology. There are 3 rotational courses; CLT 251, 253 and 255. Therefore, on average a student will rotate through 2 departments per rotation and will spend approximately equal time or 64 hours per department.

Please note that the configurations of our Clinical Affiliates differ but this model will be followed closely. Course offered Spring only.

Prerequisite: CLT 203, CLT 210, CLT 220, CLT 230 and permission of program director; co-requisite: CLT 260

CLT 253 Clinical Affiliate Clinical Rotation II - Microbiology and Blood Bank **2 Credits**

The Clinical Rotations are intended to expose the CLT/MLT students to a functioning lab in an integrated health care environment and to assure the students meet the CLT/MLT competencies as described in the CLT/MLT Student Handbook. As such, emphasis is placed on professional conduct and performance of procedures in accordance with protocols of the department.

Under the supervision of laboratory personnel, students will demonstrate professional behavior, conduct routine procedures, develop their analytical skills and apply knowledge acquired in the program. Students will verify preanalytical specimen integrity, follow analytical laboratory protocols and demonstrate exceptional communication skills in the post analytical reporting of results. There are approximately 6 departments; Body Fluids/Urinalysis, Immunology/Serology, Microbiology, Clinical Chemistry, Blood Bank and Hematology. There are 3 rotational courses; CLT 251, 253 and 255. Therefore, on average a student will rotate through 2 departments per rotation and will spend approximately equal time or 64 hours per department.

Please note that the configurations of our Clinical Affiliates differ but this model will be followed closely. Course offered Spring only.

Prerequisite: CLT 203, CLT 210, CLT 220, CLT 230 and permission of program director; co-requisite: CLT 260

CLT 255 Clinical Affiliate Clinical Rotation III - Clinical Chemistry and Clinical Hematology **2 Credits**

The Clinical Rotations are intended to expose the CLT/MLT students to a functioning lab in an integrated health care environment and to assure the students meet the CLT/MLT competencies as described in the CLT/MLT Student Handbook. As such, emphasis is placed on professional conduct and performance of procedures in accordance with protocols of the department.

Under the supervision of laboratory personnel, students will demonstrate professional behavior, conduct routine procedures, develop their analytical skills and apply knowledge acquired in the program. Students will verify preanalytical specimen integrity, follow analytical laboratory protocols and demonstrate exceptional communication skills in the post analytical reporting of results. There are approximately 6 departments; Body Fluids/Urinalysis, Immunology/Serology, Microbiology, Clinical Chemistry, Blood Bank and Hematology. There are 3 rotational courses; CLT 251, 253 and 255. Therefore, on average a student will rotate through 2 departments per rotation and will spend approximately equal time or 64 hours per department.

Please note that the configurations of our Clinical Affiliates differ but this model will be followed closely. Course offered Spring only.

Prerequisite: CLT 203, CLT 210, CLT 220, CLT 230 and permission of program director; co-requisite: CLT 260

CLT 260 Medical Laboratory Technology Seminar **2 Credits**

A student focused discussion based course that is designed to integrate the topics and concepts of the Clinical Laboratory Technician/Medical Laboratory Technician Program. Emphasis will be on reflection of the Clinical rotation experience and the CLT Program in general. Competency check list will also be completed and job placement and ASCP BOC and NYS licensure exam preparation will also be addressed. 2 Credits. Course offered Spring only.

Prerequisites: CLT 203, CLT 210, CLT 220, CLT 230 and permission of program director; corequisite: CLT 251 or CLT 253 or CLT 255.

CLT 290 Independent Study **Variable Credit**

See Department Chairperson Course offered Fall and Spring.

COM - Communication

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. Course offered Fall and Spring.

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. (SUNY-BC) Course offered Fall and Spring.

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) Course offered Fall and Spring.

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) Course offered Fall and Spring.

COM 130 Media Writing -WR **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. Fulfills the MCC requirement for a Humanities course. Course offered Fall and Spring.

Prerequisite: ENG 101 or ENG 200

COM 131 Principles of Journalism **3 Credits**

This course provides an overview of journalism principles and practices. Information covered includes discussion and interpretation of what is news, news reporting today, beat reporting, feature writing, and writing for the web. Students will learn to work alone and in teams to conduct interviews, find sources, and prepare news leads, news stories, and profiles. They will demonstrate their ability to write and edit balanced, accurate journalistic stories on deadline. COM 131 fulfills the requirements for a Humanities elective. Course offered Fall and Spring.

Prerequisite: ENG 101 or ENG 200

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. Course offered Spring only.

COM 150 Video Production 3 Credits

A combination lecture/lab course designed to introduce students to producing video presentations in electronic field production (EFP). Emphasis is placed on the use of portable video equipment, lighting, audio and videographic skills. Students will be required to purchase appropriate digital media. Two class hours, two lab hours. Course offered Fall and Spring.

COM 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. Course offered Fall and Spring.
Prerequisite: COM 110 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. Course offered Fall and Spring.

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) Course offered Fall and Spring.

COM 204 Audio Production 3 Credits

An introductory exploration of audio productions techniques using digital audio editing tools as well as microphones and other audio sources. This course will cover production of audio projects as well as exercises using recording devices and digital editing software and new media technology. Course offered Spring only.
Co-requisite: ENG 101

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. Course offered Fall and Spring.
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. Course offered Spring only.
Prerequisite: COM 202.

COM 221 Practicum in Media II 6 Credits

A course designed to allow students to complete significant experiences within their discipline of study, including communication, art, music, and interior design. Students will be expected to spend a minimum of twelve (12) hours per week in supervised contract learning situations. Students will work with the appropriate Visual and Performing Arts Department faculty member to identify, design and complete contract learning opportunities. Course offered Fall and Spring.
Prerequisite: Permission of a VaPA Department faculty member.

COM 230 Scriptwriting 3 Credits

Review and practice of the requirements for writing professionally formatted scripts used in short and feature films. Emphasis will be placed on writing short-form scripts and analyzing and discussing long-form dramatic scripts. Three class hours. Course offered Fall and Spring.
Prerequisite: ENG 101 or ENG 200.

COM 261 Introduction to Multimedia 3 Credits

Provides an overview of multimedia, a relatively new field in which more traditional media (text, video, sound, graphics, photography, animation) can be combined in a single media event using the computer. Aspects of authoring, design and production including technical hardware and software considerations will be covered. Discussions of the use of multimedia in training, education, marketing and entertainment will be included. Three class hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 262 Multimedia Authoring 3 Credits

Introduces the student to the basics of the authoring process involved in the creation of a multimedia event. From audience definition and concept to scripting and flowcharting, students will learn how to build the multimedia structure from the bottom up. How to plan and design linkages between content areas, and the appropriate interaction of visual and audio materials will be explored. Two class hours, two laboratory hours. Course offered Fall and Spring.

COM 263 Design for Interactive Multimedia 3 Credits

Introduces students to the basics of designing for interactive multimedia. User-interface design, transitions, interactive links between content areas and creating the overall look and feel of a project will be covered. Emphasis will be in the visual aspects of individual elements and how they work together as a means of creating an effective interactive multimedia project. Students work on their own projects which will be completed in the Multimedia Production lab. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses, or permission of instructor.

COM 264 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. Course offered Fall and Spring.

COM 265 3D Modeling 3 Credits

Introduces the student to the basic principles of building three-dimensional objects and environments on a Macintosh computer. The concept of three-dimensional space and geometrical transformations will be covered, as well as specific modeling techniques such as extrusion, working with cross sections, and wireframe will be the dominant rendering method, but light and color will also be explored. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester desktop publishing courses, or permission of instructor.

COM 266 Multimedia Production Studio 6 Credits

Expands on the stages of the multimedia authoring process that began in COM 262. Based on flowcharting, scripting, and storyboarding done in COM 262, teams will begin to create and test structures which will then be assembled into a prototype of their multimedia piece. Students will learn programming concepts, integration of audio and visual materials, interactive design and how to evaluate the product while it is still in a formative stage. Completion of an interactive multimedia piece will be required. Three class hours, five laboratory hours. Course offered Fall and Spring.
Prerequisites: All first semester electronic publishing courses and COM 262, or permission of instructor.

COM 267 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. Course offered Spring only. *Co-requisite(s): Com 150 or COM 202 or permission of instructor.*

COM 268 3D Animation 3 Credits

An introduction to the basic aspects of designing and producing three-dimensional animation on the Macintosh computer. Course proceeds from the assumption that students are already familiar with the basics of three-dimensional modeling on the Macintosh. Creation of storyboards for planning narrative sequences, camera moves, rendering techniques and thinking and working in time and space will all be explored. Students will be required to create a short animated piece in wireframe mode. Two class hours, two laboratory hours. Course offered Fall and Spring.

Prerequisites: All first semester electronic publishing courses and COM 265, or permission of instructor.

COM 270 Media and Society 3 Credits

An examination and analysis of American mass media and the forces that influence them. Emphasis will be placed upon basic legal principles, the role of government in attempting to regulate the media, and the media's influence on our society. Three class hours. Fulfills the requirements for a Humanities course. Course offered Fall and Spring.

Prerequisites: COM 101

COS - College Success

COS 100 Nursing Orientation Seminar 1 Credit

This course focuses on assisting the nursing student to acquire essential skills, techniques and behaviors that will lead to success as a student, a lifelong learner and a beginning member of the nursing profession. One class hour. Course offered Fall and Spring.

COS 101 College Orientation Basics 1 Credit

COS 101 provides essential and realistic information about the College in a concise one-credit course. Topics include course syllabus, MCC computer technology, college grades, goal setting, time management, college policy, campus resources and activities. A student who has earned a passing grade for COS 101 cannot later earn credit for COS 133. For information contact the COS Coordinator, Professor Diane Fitton at ext. 292-2355. One class hour. Course offered Fall and Spring.

COS 102 College Research Methods 1 Credit

Students will learn fundamental college level research skills required in college level courses. This course emphasizes actual research projects and includes hands-on activities. Students will master techniques to identify, evaluate and utilize information from a variety of print and web-based sources. One class hour. Offered Fall and Spring Semesters. Course offered Fall and Spring.

COS 133 Introduction to College Studies 3 Credits

This course is designed to help students develop strategies and skills necessary for a successful college career. Topics include adjusting to college, setting academic goals, managing time and keeping organized, learning and studying in college, preparing for and taking tests, understanding college policies and regulations, and accessing and using MCC computer technology.

Students will learn about MCC's resources, activities and rich cultural diversity. Throughout the course, students will use critical thinking skills to make informed choices, to understand their responsibilities for academic success, and to become independent, motivated learners.

A student who has earned a passing grade for COS 133 cannot later earn credit for COS 101. For information contact the COS Coordinator, Diane Fitton, at ext. 2355. Course offered Fall and Spring.

COS 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

CPT - Computer Technology

CPT 101 Programming in Python 4 Credits

A gentle introduction to basic programming concepts using Python. Python is a high-level, interpreted object oriented programming language with built in data structures and dynamic data typing. This results in programs that are typically much shorter than programs written in Java or C++. Python's built in debugger allows the developer to inspect variables, set breakpoints and evaluate expressions in real-time. The underlying C and Java like structure and modularity allow for easy integration or linkage to existing programs in these languages. The combined features of Python are well suited for rapid program development leading to enhanced productivity. Practical applications of Python may be found in the prominent fields of Biology, Chemistry, Physics, Astronomy and Mathematics. This course utilizes an electronic-classroom setting to introduce the beginner or curious programmer to Python and basic programming concepts through a series of practical hands-on exercises interlaced with the discussion material. Three class hours, two lab hours. Course offered Fall and Spring.

MTH 104 with a grade of C or better, or MCC level 8 mathematics placement.

CPT 114 Problem Solving and Robotics 3 Credits

This course is designed to develop and/or enhance practical problem solving skills and apply these skills to Robotics. Challenging exercises and robotics projects are designed to foster critical thinking that is particularly

useful to students interested in the engineering, computational and networking disciplines. The course focuses on the analysis, design and implementation phases in developing a complete solution to a given problem. Major concepts discussed include algorithm development, number systems conversions, logic flow diagram development, and solution testing. Appropriate use of data types, conditional selection, repetitive, and iterative solutions are emphasized throughout the course. A data flow programming approach using LabView is utilized extensively throughout the course to implement and test concepts. Projects make use of the exciting and challenging Lego Mindstorms Robotics system to create real-life applications that build on the skills developed throughout the course. Course offered Fall and Spring.

Prerequisite: MTH 104 or higher level Algebra course

CPT 115 Introduction to Networks 3 Credits

This course corresponds to the first semester of the Cisco Networking Academy Exploration track. It introduces students to the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further studies in computer networking. Hands-on labs for this course use a "model Internet" to allow students to analyze real data without affecting production networks. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. Two class hours, two laboratory hours. Course offered Fall and Spring.

CPT 120 Introduction to Cybersecurity 4 Credits

Designed for students with no security experience or background, this course will cover basic terminology and concepts. Included will be the basics of computers and networking such as Internet Protocol, routing, Domain Name Service, and network devices. This course will introduce students to the basics of cryptography, security management, wireless networking, and organizational policy. Topics will include: an overview of the information security framework, network infrastructure security, security and cryptography, information security policy, and defense in depth. Other topics covered in this course include: basic security terminology and professional terms, network basics, tracert, nslookup, ipconfig, ping, DNS, DoS attacks, overview of malware, rules for avoiding viruses and vulnerabilities. Three class hours. Two lab hours. Four credits. Course offered Fall and Spring.

CPT 125 Physical Security 3 Credits

This course focuses on the design and implementation of network physical security policies and mechanisms. Physical security is the protection of personnel, hardware, programs, networks, and data from physical circumstances and events that could cause serious losses or damage to an enterprise, agency, or institution. This includes protection from fire, natural disasters, burglary, theft, vandalism, and terrorism. Two class hours. Two lab hours. Three credits. Course offered Fall and Spring. *Co-requisite: CPT 120.*

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. Course offered Fall and Spring. *Prerequisites: A grade of C or better in CIS 200, CSC 101 or CPT 101.*

CPT 211 Android App Design for Mobile Devices 3 Credits

An introduction to the design and implementation of mobile applications using the Android computing platform. Students will utilize standard software development techniques, including the use of an integrated development environment and software development kits, to build mobile applications. The applications will include capture and processing of data from the integrated sensors found in a typical mobile device. Course offered fall and spring. *Prerequisite(s): CSC 101 or CPT 101 or CIS 101. Three class hours.*

CPT 212 Wireless and Remote Sensor Technology 3 Credits

This course introduces the student to concepts employed in the wireless acquisition of data from remote sensors found on airborne devices such as aircraft, spacecrafts, and satellites as well as from sensors integrated into common commercially available medical devices, tablets and smartphones. The use of remote sensors involves the acquisition of information on an object, phenomenon or an environment with minimum physical contact. In practice this is achieved by acquiring information from sensors that are responsive to environmental elements, which may be atmospheric (air pressure, vibration, humidity) or electromagnetic radiation that may be in the form of invisible (heat) or visible radiation. Students will explore various applications of sensors in a laboratory setting, apply their knowledge of digital electronics, networking and programming and gain experience integrating commercially available electro-optical,

magnetic and environmental sensors into a practical wireless application. Course offered Fall and Spring. *Prerequisite(s): MTH 165, ENR 157, CSC 202 all with a grade of C or better. Two class hours, two lab hours.*

CPT 215 Routing Fundamentals 3 Credits

This course corresponds to the second semester of the Cisco Networking Academy Exploration track. It describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Two class hours, two laboratory hours. Course offered Fall and Spring. *Prerequisites: CPT 115 with a grade of C or better.*

CPT 216 Advanced Networking Concepts 3 Credits

This course focuses on securing local and wide area networks from the network administrator and an outside point of view. With successful completion of this course, students will have a thorough understanding of how outsiders attack networks and how to prevent these attacks from being successful. Students will also have a thorough understanding of current technologies that run over LANs and WANs and demand robust security. These technologies will be covered in depth throughout this course. Two class hours, two laboratory hours. Course offered Fall and Spring. *Prerequisite: CPT 215 with a grade of C or better.*

CPT 217 LAN Switching 3 Credits

This course corresponds to the third semester of the Cisco Networking Academy Exploration track and provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer.

The course explains how to configure a switch for basic functionality and how to implement Virtual LANs (VLAN), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol (STP) in a converged network are presented, and students develop the knowledge and skills necessary to implement a wireless local-area network (WLAN) in a small-to-medium network. Course offered Fall and Spring. *Prerequisite: CPT 215*

CPT 218 WAN Systems 3 Credits

This course corresponds to the fourth semester of the Cisco Networking Academy Exploration track. It explores the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet

network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Course offered Spring only. *Prerequisite: CPT 217*

CPT 220 Applied Computer Security Concepts 4 Credits

This course would provide students with the skills and knowledge needed to secure organizational resources. Topics covered include: a review of networking protocols, IOS and router filters, physical security, information assurance, computer security policies, contingency planning, business impact analysis, password management, information warfare, intrusion detection, honey pots, attack vectors, firewalls and perimeters, risk assessment and auditing, cryptography and steganography, PGP, wireless, operational security, permissions and user rights, service patches, securing network services, security baseline analyzers, Linux, and virtual machines. Three class hours. Two lab hours. Course offered Fall and Spring. *Prerequisite: CPT 120 Introduction to Cybersecurity or permission of instructor.*

CPT 225 Network Perimeter Security 4 Credits

This course focuses on the design and implementation of network perimeter security. Topics include: threat vectors, encapsulation at OSI layers 2, 3, 4, and 5, packet decoding, static filters, stateful filters, stateful inspection, intrusion detection and prevention, Network Address Translation (NAT), Access Control Lists (ACLs), Virtual Private Networks (VPNs), proxies, border routers, firewall rule bases, web application and database firewalls, securing the OS and services, firewall assessment, vulnerability assessment, baseline audits, forensics, logging, encryption, authentication, VPNs, wireless, network access control, and security tools. Course offered Fall and Spring. *Prerequisite: CPT 120*

CPT 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

CRC - Computer Related Curricula

CRC 101 Practical Computer Literacy 3 Credits

This course is designed for persons with no experience using a computer. Focus will be on personal computers (PC) using the Microsoft Windows operating system, but other operating systems will be discussed. Upon successful completion of this course, students should be able to execute basic commands for creating, saving, deleting and locating files on a PC, prepare and print documents in Microsoft Word, design and set up a spreadsheet with basic functions and graphs using Microsoft Excel, identify major components of a computer system, operate a computer in a network environment, work with e-mail, use an Internet browser, communicate effectively with computer personnel, and understand and use appropriate terminology, especially as it relates to purchasing and operating a PC. This is a hands-on course. Several major projects will be assigned to be completed outside of class time. Students are not required to own a computer. Three class hours. Open to any student. Keyboarding skills are recommended. Course offered Fall and Spring.

CRC 110 Introduction to Web Site Design 1 Credit

Hands-on practice designing and writing HTML documents. Students will learn to create WEB pages for fun, education, and business. Students will also discover how to add tables, images, sound, video and forms to their WEB pages. Project required. BASIC KNOWLEDGE OF MICROSOFT WINDOWS INCLUDING FILE MANAGEMENT IS REQUIRED. One class hour. Course offered Fall and Spring.

CRC 111 Surfing the Internet 1 Credit

A hands-on introductory course on accessing the Internet using a browser program. Students will learn the history of the Internet and its 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. Course offered Fall and Spring.

CRC 112 Introduction to Microsoft Windows 1 Credit

An introduction to the Windows operating system. Students will learn the basics of mouse functions, managing your computer's desktop, opening programs, switching between windows, and file management. One class hour. Course offered Fall only.

CRC 113 Introduction to Microsoft Excel 1 Credit

This course is designed to cover the main features of Excel and demonstrate the advantages of using a powerful electronic spreadsheet. This hands-on course will give the student an overview of creating and formatting worksheets, manipulating data, and designing charts. Project required. Basic knowledge of the PC, keyboard, and mouse are required. One class hour. Course offered Fall and Spring.

CRC 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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall only.

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. Course offered Fall and Spring.

CRC 120 Introduction to Health Information Processing 3 Credits

A study of information technology concepts as they relate to health information. Topics include an overview of information processing concepts and computer hardware and software. Learning and lab activities involve use of the Internet and Microsoft Word, Access, Excel, and PowerPoint, as used in health care related settings. Spring semester only. Two class hours, two laboratory hours. Course offered Spring only.

CRC 121 Introduction to Macromedia Flash MX 1 Credit

An introduction to creating multimedia using Macromedia Flash MX software. In a hands-on computer environment using a guided approach, the student will learn to combine graphics, animation, and sound to create engaging web-based multimedia. Course offered . *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. Course offered . *Prerequisite: MTH 098 must be completed or up to Math Level 6*

CRC 125 (formerly ITG 102) [formerly CIS 121] Microsoft Office 4 Credits

Provides an indepth, hands-on introduction to major application software programs found in the Microsoft Software Package: Microsoft Office. The following software packages will be utilized: Microsoft Word (word processing), Microsoft Excel (spreadsheet), Microsoft Access (database management), and Microsoft Powerpoint (presentation). Several major projects are assigned. Basic knowledge of the PC keyboard and mouse are recommended prior to enrollment in this course. Course is not open to students who have taken CRC 113, CRC 115, CRC 116, and CRC 117. Students can earn credit for only one of the following courses: CIS 121, ITG 102, CRC 125. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Spring only.

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. Course offered Fall only.

CRC 174 Microsoft Publisher--Desktop Publishing 2 Credits

This course will focus on the production, assembly, and design of administrative publications through the use of Microsoft Publisher using the personal computer. Topics will include designing page layout, creating graphics, using templates, manipulating text and graphics, using style sheets, scanning images, and adding special effects. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Two class hours. Course offered Spring only.

CRC 201 Introduction to UNIX 1 Credit

This course provides the student with hands-on experience with UNIX command-line functions, the VI editor, file management tools, and command shells. The student will learn user-level commands and gain basic knowledge about the UNIX operating system. A project will be assigned to be completed outside of class time. One class hour. Course offered Fall and Spring. *Prerequisite: CSC 101 or CIS 101 with a grade of C or higher.*

CRC 202 UNIX Shell Scripts 1 Credit

This course is a continuation of CRC 201. The student will learn to create simple scripts for sed, awk, and the shell using basic user-level and advanced commands. Implementation of case, if-else, and iteration techniques will be taught. Additional topics presented will include grep, regular expressions, meta-characters, user and system variables, and the UNIX file system. A project will be assigned to be completed outside of class time. One class hour. Course offered Fall and Spring. *Prerequisite: CRC 201 with a grade of C or better.*

CRC 290 Independent Study Variable Credit
See Department Chairperson Course offered Fall and Spring.

CRJ - Criminal Justice

CRJ 101 Introduction to Criminal Justice 3 Credits

Examines all three segments of criminal justice system: law enforcement, courts, and corrections, including study of their evolution, structure, agencies, career opportunities and requirements, responsibilities, and ethics. Role of Constitution and state and federal laws, current problems of each. Three class hours. Course offered Fall and Spring. *Prerequisite(s): College English Placement and Accuplacer score above 70 or recommended REA course. Co-requisite(s): Accuplacer score above 70 or recommended REA course.*

CRJ 102 Introduction to Private Security/Loss Prevention 3 Credits

This course will cover the development, role, responsibility, limitations and liabilities of the private security industry within society from its beginnings to its current state. Specific attention will be spent on describing the relationship between private security professionals, law enforcement and representatives of the legal system. Additional topics such as work place violence, organized retail theft, the conduct of internal and external investigations, interviewing techniques, current role and impact technology, and career opportunities will also be analyzed and evaluated. Three class hours. Course offered Fall and Spring.

CRJ 103 Constitutional Law and Rights of People 3 Credits

A study of the Federal Constitution and the Bill of Rights with regard to the rights of the individual, as interpreted by leading U.S. Supreme Court decisions. The first, fourth, fifth, sixth, eighth, and fourteenth amendments will be primarily focused upon with an emphasis on their law enforcement impact. Three class hours. Course offered Fall and Spring. *Prerequisite: College English placement and Accuplacer score above 70 and REA 098 when Accuplacer Placement is recommended. Co-requisite: REA 098 when Accuplacer Placement is recommended.*

CRJ 104 Criminal Law 3 Credits

A study of the fundamental concepts of the substantive criminal law, including a short history of and purposes of the law, classification of offenses and sentences. A detailed study of mental culpability, defenses, such as infancy, insanity and the anticipatory crimes, offenses against the person; and those involving intrusion upon property, fraud, public administration, and public order. Three class hours. (Need not be taken in sequence.) Course offered Fall and Spring. *Prerequisites: CRJ 101, CRJ 103 or permission of instructor*

CRJ 105 Criminal Procedure Law 3 Credits

A study of the fundamental concepts of the procedural criminal law including such concepts as double jeopardy, immunity, statute of limitations, the filing of accusatory instruments, arrest without a warrant, the issuance and execution of a warrant of arrest, arraignments, preliminary hearings, bail, trial, grand and petit juries. Three class hours. (Need not be taken in sequence.) Course offered Fall and Spring. *Prerequisites: Successful completion of CRJ 101 and CRJ 103. Recommended not to be taken concurrently with CRJ 104.*

CRJ 121 Criminal Justice Education Internship I 3 Credits

An activity designed to enhance both the theoretical and educational concepts learned in the practical work experience gained by working 90 hours during a semester in an approved criminal justice agency. This course is also designed to assist you in your career exploration. You are required to find the right agency in which to do your internship. To get the most out of this course you should be working in an agency and in a position that best represents your career goal. Papers and assignments will be completed on the work experiences and their educational value. Course offered Fall and Spring. *Prerequisite(s): Successful completion of CRJ 101, CRJ 103, CRJ 104, and CRJ 204, or permission of instructor.*

CRJ 170 Introduction to Corrections 3 Credits

This course focuses on the major programs within the corrections component of the criminal justice system. It includes analysis of probation, institutional treatment, parole, and community corrections programs. Development of corrections philosophy, theory, and practice will be presented with emphasis on constitutional rights of offenders. Three class hours. Course offered Fall and Spring.

CRJ 171 Legal Aspects of Corrections 3 Credits

A review of the Constitution, Bill of Rights, civil rights of institutional inmates and those under supervision; legal authority and responsibilities of institutional, probation and parole officers; procedural law with an explanation of the court systems of the U.S. at all levels, emphasizing adversary proceedings in the criminal and civil courts as they apply to corrections. Three class hours. Course offered Spring only.

Prerequisite: Successful completion of CRJ 101 and CRJ 103.

CRJ 172 Institutional Procedures and Treatment of Inmates 3 Credits

The function of the correctional officer is examined: attitude, obligations and authority. Institutional procedures in reception, classification, program assignment and release procedures are reviewed. Trends in jail programs, work release programs, half-way houses, narcotic addiction control centers and contract program planning are described and evaluated. Three class hours. Course offered Spring only.
Prerequisite: Successful completion of CRJ 101 and CRJ 103.

CRJ 201 Criminal Investigations 3 Credits

A study of the qualities of an investigation, general criminal investigative methods, procedures and techniques, and phases of investigation. Three class hours. Course offered Fall and Spring.
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. Course offered Fall and Spring.
Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 207 Criminal Evidence 3 Credits

A study of rules of evidence in criminal matters. Particular emphasis is placed on rules of evidence in the fourth, fifth, and sixth amendments of the Bill of Rights which safeguard such fundamental individual liberties as personal security, protection from self-incrimination, and right to counsel, with emphasis on New York law. Three class hours. Course offered Fall and Spring.
Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 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. For schedule consult department.
Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 209 Crime Scene Management 3 Credits

Examines the application of the physical and biological sciences to criminal investigation. Modern technology will be detailed as it applies to crime scene management, fingerprint science and photography. Emphasis is placed on the inter-relationship between science and law enforcement. The student will have the opportunity, in a classroom equipped with laboratory materials, to demonstrate their learning with hands-on activities directly related to the contemporary crime scene. Three class hours. Course offered Fall and Spring.
Prerequisite: Successful completion of CRJ 101 and CRJ 103, or permission of instructor.

CRJ 211 Community Values and the Administration of Justice 3 Credits

The inter-relationship of community values and ethical conduct in the administration of justice is explored. Through interaction and study, the student will become aware of how community and professional expectations can affect role performance. Open communication and accountability within and without the justice process will be stressed. (It is strongly suggested that students register for this course during their final semester before graduation.) Three class hours.
Course offered Fall and Spring.
Prerequisite(s): CRJ 101, CRJ 103, CRJ 104, CRJ 121, CRJ 204, CRJ 222, or permission of instructor.
Co-requisite(s): CRJ 121 or CRJ 222.

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. For schedule consult department.
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. Course offered Fall only.
Prerequisites: Successful completion of CRJ 101 and CRJ 103.

CRJ 222 Criminal Justice Education Internship II 3 Credits

An activity designed to enhance the Criminal Justice student's theoretical and educational concepts with practical work experience gained by working 135 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. 135 field work hours.

(It is strongly suggested that students register for this course during their final semester before graduation.) 3 Credits. Course offered Spring only.

Prerequisites: CRJ 101, CRJ 103, CRJ 104, CRJ 204, or permission of instructor.

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. For schedule consult department.

CRJ 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

CSC - 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. Course offered Fall and Spring.
Prerequisite: MTH 172 or MTH 175, or CIS 100 and MTH 165, or MTH 165 and CPT 114, all with a grade of C or better

CSC 103 Introduction to Data Structures 4 Credits

An introduction to basic data structures, and a continuation of CSC 101 for Computer Science majors. Topics include sequential lists, linked lists, stacks, queues, recursion, binary trees, searching and sorting. Other topics include algorithm analysis and design, inheritance, polymorphism. An object oriented language such as Java will be used to implement 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. Course offered Fall and Spring.

Prerequisite: CSC 101 with a grade of C or better.

CSC 202 Programming Embedded Microcontrollers in C and Assembly **4 Credits**

The student will learn how to program, interface and troubleshoot a modern embedded processor such as the Motorola 68HC12 in both C and Assembly Language. Microcontroller architecture will be stressed. Topics include Synchronous and Asynchronous Input/Output, Analog to Digital Conversion, Pulse Width Modulation, Timer/Counters, Interrupts and Parallel Port Programming. Laboratory work will focus on program development, implementation and debugging techniques. Several programming projects will be assigned to be completed outside of class and in lab. A final project and student presentation are required. Three class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: MTH 165 with a C or better and CIS 200 or CPT 101 or CSC 101 or ENR 161 or ENR 157 with a C or better.

CSC 206 Digital Computer Organization **3 Credits**

This course provides an introduction to the design of the digital computer. Topics include number systems, digital gates, Boolean Algebra, design and implementation of combinational and sequential circuits, decoders, encoders, multiplexors, flip-flops, counters, registers and memory devices. Laboratory experiments include building combinational and sequential circuits. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite(s): CIS 200 or CPT 101 or CSC 101 with a grade of C or better.

CSC 214 Electronic Vision and Image Processing **3 Credits**

This course introduces the student to the basic elements of digital image acquisition and processing by examining how CCD's (charge coupled devices) function and how they are used in a camera to capture an image. Practical hands-on laboratory projects reinforce concepts while the student learns how a truly scientific grade, low noise CCD camera is built from ground-up using discrete components. The students problem solving skills are put to the test as they work in small specialized groups to attack challenging problems. Practical programming skills are developed as the student learns how to apply a high level programming language such as Java, C, Python and/or LabVIEW to facilitate in design, experimentation, data acquisition, image processing and analysis. Topics covered include: types of image sensors, performance characteristics, noise, digitization, scaling, color and gray scale rendition. This course is typically offered in the Spring, biannually. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisite(s): MTH 165 or higher and one of: CIS 200 or CSC 101 or CPT 101 or CSC 223, both with a grade of C or better.

CSC 215 Introduction to Linux **3 Credits**

A course designed to introduce the student to the Linux operating system. Topics will include system installation and configuration, basic system administration, system updates, network services configuration, printer configuration, system services, and scripting. Two class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite(s): CIS 200 or CSC 101 or CPT 101 with a grade of C or better or permission of instructor.

CSC 223 Computer Programming - "C++" **3 Credits**

This course presents the principles of computer programming using the C++ language. Topics covered include the use of variable types, expressions, control structures, pre-processor commands, functions, arrays, strings, pointers, structures, classes, objects, and files. Several major programming projects will be assigned to be completed outside of class and laboratory time. Two class hours, two laboratory hours.
Students can earn credit for only one of the following courses: CIS 223, ITP 202, CSC 223. Course offered Fall and Spring.
Prerequisite(s): CPT 101 or CSC 101 or CIS 200 with a grade of C or better.

CSC 225 Advanced JAVA Programming **3 Credits**

A second course in Java programming focusing on advanced language features. Topics will include Object Oriented Analysis and Design (OOD), methodologies, automatic documentation generation using JAVADOC, Graphical User Interface (GUI) development, threads, database programming using Java Database Connectivity (JDBC), network programming using sockets and Remote Method Invocation (RMI), N-tier programming using Common Request Broker Architecture (CORBA), object serialization and remote objects, and collections. Two class hours, two laboratory hours. Students can earn credit for only one of the following: CIS 225, ITP 201, CSC 225.

Prerequisite: CSC 101 or CSC 223 with a grade of C or better Course offered Fall and Spring.

CSC 290 Independent Study **Variable Credit**

See Department Chairperson Course offered Fall only.

DAS - Dental Assisting

DAS 110 Preclinical Dental Assisting **4 Credits**

This course provides foundational didactic content and preclinical/laboratory practice of essential dental assisting skills and chairside dental assisting functions. Topics include examination and assessment procedures, equipment and materials, instrumentation techniques, treatment procedures and the legal supportive functions/skills performed by a licensed dental assistant during restorative procedures. Preclinical practice will prepare

students for clinical externship experiences in the spring semester.

Offered in Fall Semester. Two lecture hours and four laboratory hours per week.

**DAS 110 SLN is offered as part of the D.A.R.T. online DA program. Course offered Fall only.

DAS 115 Orientation to Dental Assisting Clinical Practice **1 Credit**

This course will provide orientation activities and didactic coursework to prepare the students for the mandatory clinical externship experience. Coursework will include orientations to clinical externship facilities, review of policies and protocols, clinical observation requirements, HIPAA regulations and compliance and professional clinical practice issues. Twelve conference hours, 28 experiential hours. Course offered Fall and Spring.
Prerequisites: Successful completion of DAS 110, DEN 111, DEN 112, DEN 113, and DEN 211.

DAS 117 Biomedical Foundations for Dental Assisting Practice **3 Credits**

This course will offer a didactic component that will include higher level science-based theory and case study investigation to expand the student's educational foundation, clinical application, critical thinking skills and ability to research and interpret new technologies and procedures to enhance patient treatment and promote oral health care. Offered Fall, Spring and Summer Semesters. Three class hours. Course offered Spring only.

DAS 120 Clinical Dental Assisting Practice **4 Credits**

This course is the clinical phase of the program and will emphasize practical application of clinical dental assisting skills as students rotate through various dental practice facilities. Students will have opportunities to observe procedures, actively practice dental assisting functions and work with dental professionals in general dentistry and specialty practice settings. A conference component provides an opportunity to discuss clinical experiences, introduce advanced and alternative treatment modalities, discuss patient education and patient management issues, learn about medically compromised patients and emergency procedures and discuss ethical, legal and professionalism issues related to dental practice and patient treatment.

Twenty two and a half (22.5) clinical hours and one conference hour per week. 4 Credit hours. Course offered Spring only.

Prerequisite(s): Successful completion of DAS 110, DEN 111, DEN 112, DEN 113, DEN 211.

DAS 121 Dental Assisting Clinical Experience **1 Credit**

This course accompanies DAS 117 and includes the clinical experience requirements necessary for completion of the Dental Assistant Rapid Track (DART)

program. Students must successfully pass all skill competencies and meet or exceed the specific clinical experiences and hour requirements. This course will provide an opportunity to apply dental assisting skills in a clinical setting. Students will actively participate in and practice dental treatment procedures in both general dentistry and specialty areas. Specific skill competency will include those functions/procedures allowed by the New York State Education Law. 500 experiential hours. Offered Fall, Spring and Summer Semesters. Course offered Fall and Spring.

DAS 227 Dental Specialties Procedures **2 Credits**

This course will focus on treatment procedures specific to a variety of dental specialty practices. Topics will include treatment procedures, instrumentation and armamentarium for treatment, patient education, pre and post-operative instruction, patient management techniques and the role and responsibility of the dental assistant in each specialty practice. Laboratory practice will focus on practice of competency skills including expanded functions that support and deliver patient treatment.

Spring Semester only. One lecture hour and two laboratory hours per week. 2 Credit hours. Course offered Fall and Spring.
Successful completion of all first semester DAS and DEN courses.

DAS 290 Independent Study **Variable Credit**

See Department Chairperson Course offered Fall and Spring.

DEN - Dental Hygiene

DEN 110 Dental Health Education **1 Credit**

Emphasis is placed on the philosophies of education, communication skills and motivational techniques as they apply to individuals and group health education. Also included are planning, organizing and evaluating chair-side dental health education, methods of presentation, and use resource material. One class hour. Course offered Fall only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 111 Dental Radiography I **2 Credits**

An introduction to physics and biology of radiation; radiation hygiene; equipment and materials; film exposure and processing, technique and chemistry. Fall semester only. One class hour, two laboratory hours. Course offered Fall only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 112 Oral Anatomy and Physiology I **2 Credits**

This course includes anatomical identification of and discussion of function of the structures of the oral cavity and the surrounding landmarks of the face and head. Clinical application will be discussed concerning occlusion, anesthesia, mastication, radiographic interpretation, and identification of variations in anatomy. Fall semester only. Two class hours, one conference hour. Course offered Fall only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 113 Barrier Precautions and Infection Control Measures **1 Credit**

Focuses on the scientifically accepted principles and practices of infection control. This course will provide the student with the core elements on infection control and barrier precautions. Fall semester only. One class hour. Course offered Fall only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 114 Dental Hygiene I **2 Credits**

An introduction to dental and dental hygiene practice; basic concepts, methods materials and techniques of dental hygiene care. Fall semester only. Two class hours. Course offered Fall only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 115 Clinical Dental Hygiene I **2 Credits**

Emphasis in this course is placed on the practical application of dental hygiene care. To enhance skill development, students may be required to provide patients for clinical practice. Six clinical hours. Course offered Fall only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 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. Course offered Spring only.

Prerequisite: Minimum grade of C is required in this course to continue in the program for DEN students and a C- for DAS students.

DEN 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. Course offered Spring only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 123 Oral Pathology I **1 Credit**

A brief introduction to principles of general pathology and inflammation. Students will learn to identify and describe normal and abnormal oral soft tissue lesions. Emphasis will be on pathology of oral mucosa, dental tissues and related structures. Developmental anomalies of teeth and anatomical variation of oral soft tissues will be studied; also systemic diseases and their oral manifestations. Spring semester only. One class hour. Course offered Spring only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 124 Dental Hygiene II **1 Credit**

This course continues to build knowledge for dental hygiene care, treatment planning, and case management. Spring semester only. One class hour. Course offered Spring only.

DEN 125 Clinical Dental Hygiene II **4 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. Twelve hours clinical practice. Course offered Spring only.

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. Course offered Spring only.

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. Course offered Fall and Spring.

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 addition, students will gain experience in evaluating scholarly dental literature. One class hour. Fall semester only. Course offered Fall 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 of 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. Course offered Fall only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 214 Dental Hygiene III 2 Credits

The focus of this course is on advanced techniques for comprehensive dental hygiene care. Emphasis is placed on case study to help student prepare for the Dental Hygiene National Board. Fall semester only. Two class hours. Course offered Fall only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 215 Clinical Dental Hygiene III 4 Credits

Course emphasis will be on comprehensive patient care and treatment planning. Course includes radiographic evaluation. A continuation of clinical skill development begun in DEN 125. Students are responsible for supplying clinical patients. Fall semester only. Twelve clinical hours, one hour radiographic evaluation. Course offered Fall only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 216 Dental Therapeutics I 1 Credit

Systematic approach to general principles of pharmacology. Study of commonly used agents in dentistry, drugs used in specific medical conditions, and drugs used in management of medical emergencies. Introduction to newer drugs and new effects of old drugs. Brief discussion on controlled drugs and drug abuse. Fall semester only. One class hour. Course offered Fall only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 217 Dental Specialties 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. Course offered Fall only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 219 Periodontics II 1 Credit

This course is a continuation of study of periodontal diseases. It covers pathogenesis of diseases, critical analysis of patient assessments, current treatment modalities, and rationale for the same. Fall semester only. One class hour. Course offered Fall only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

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. Course offered Spring only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 224 Dental Hygiene IV 1 Credit

Review of the history of dental hygiene. Course focus will be on ethics, jurisprudence, current issues and trends in dental hygiene. Spring semester only. One class hour. Course offered Spring only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 225 Clinical Dental Hygiene IV 4 Credits

Improvement of clinical skills developed in DEN 215. Students will continue to develop advanced clinical skills, comprehensive dental hygiene treatment plan, total patient care and supportive periodontal treatment (SPT). Course includes radiographic evaluation. Students will be required to supply some patients for clinical practice. Spring semester only. Twelve clinical hours, one conference hour (radiographic evaluation). Course offered Spring only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 226 Dental Therapeutics II 1-3 Credits

Continuation of study of drugs significant to dental practice. Emphasis will be on evaluation and dental management of medically compromised patients with special attention to their medications and drug interactions. Spring semester only. One class hour. Course offered Spring only.

Prerequisite: Successful completion of all previous semesters DEN courses with a grade of C or better.

DEN 228 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. Course offered Spring only.

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. Course offered Spring 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. Course offered Fall and Spring.

EBL - Experiential and Adult Learning

EBL 101 Experience Based Learning 3 Credits

Experienced Based Learning is a credit bearing work-based program that allows day or evening students to work at a job related to their career interest while continuing an appropriate classroom education. An interested student is responsible for locating an employer willing to provide him/her a paid or unpaid position for one semester, fall, spring, or summer. This experience based learning option may not be repeated for credit. Three credits.

Permission of Director Adult and Experiential Learning or Director Academic Services is required. Course offered Summer only.

ECE - Education and Early Care

ECE 110 Seminar for Early Childhood Care Givers 1 Credit

This course focuses on professional development for the early childhood care giver. It provides a comprehensive study of the current opportunities for professional development, examination of state and national standards and requirements, identification of roles and settings within the early care and education field, and will lead to the design of an individualized plan for each care giver to follow for career advancement. One class hour. Course offered Fall and Spring.

ECE 130 Field Work Child Care Practitioner I 3 Credits

Students in this course will have the opportunity to receive hands on group experience in licensed child care centers or Head Start facilities. Weekly meetings with experienced education instructors will coincide with curriculum for ECE 150 and ECE 151. One class hour. Ninety experiential hours. Course offered Fall and Spring. *Prerequisite(s): ECE 150 and ECE 151.*

ECE 150 Exploring Early Care and Education 3 Credits

This course will lay the foundation for understanding the field of early childhood education. Child development pre-birth through age 8 will be discussed. Participants will gain an understanding of how to arrange a safe, healthy learning environment, while focusing on a child's social emotional well being. Supportive guidance techniques will be addressed, as well as observation and assessment skills, in addition to the value and importance of play in children's lives. Three class hours. Course offered Fall and Spring.

ECE 151 Developmentally Appropriate Practice for Young Children 3 Credits

This course will lay the foundation for understanding the field of early childhood education. Child development pre-birth through age 8 will be discussed. Participants will gain an understanding of how to arrange a safe, healthy learning environment, while focusing on a child's social emotional well being. Supportive guidance techniques will be addressed, as well as observation and assessment skills, in addition to the value and importance of play in children's lives. Three class hours. Course offered Fall and Spring.

ECE 152 Early Childhood Quality Practices for Professionals 2 Credits

This course addresses three key components of practice in the field of early care and education: program management, working with families and professionalism. Students will engage in critical thinking on issues plaguing the field as they participate in practical exercises for direct application to their work with children and families. Course offered Fall and Spring.

ECE 200 Developing Early Literacy 3 Credits

This course examines emotional, socio-cultural and cognitive influences on early literacy development, and explores twelve essential concepts related to early reading success through a collaborative learning approach. Three class hours. Spring Semester only. Course offered Spring only.

ECE 230 Field Work Child Care Practitioner II 3 Credits

Students in this course will have the opportunity to receive hands on group experience in licensed child care centers or Head Start facilities. Weekly meetings with experienced education instructors will coincide

with curriculum for ECE 152. One class hour. Ninety experiential hours. Course offered Fall and Spring. *Prerequisite: ECE 152.*

ECE 250 Infant and Toddler Development 3 Credits

This course is designed for individuals who are currently working in early care and education 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. Course offered Fall and Spring.

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. Course offered Spring only. *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. Course offered Fall and Spring. *Prerequisite: ECE 250*

ECE 253 Professionalism in Early Care and Education 3 Credits

This course is the fourth in a series designed for individuals who are currently working in early care and education programs, or students who are interested in a career involving children and families. The course content is part of the 30-hour requirement for the New York State Infant/Toddler Early Care and Education Credential, and can also fulfill the New York State 30-hour professional development requirement for licensed providers. Three class hours. Course offered Spring only. *Prerequisite: ECE 250*

ECE 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

ECE 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

ECO - 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. This course is not recommended as a Social Science Elective for students enrolled in A.S. programs in Business Administration or International Business. Three class hours. (SUNY-SS) Course offered Fall and Spring.

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. Three class hours. Course offered Fall and Spring.

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. Additional investment choices will be examined, such as real estate, options, and collectibles. Upon completion of the course, you will have an understanding of Wall Street, the Dow Jones, and various financial markets. Three class hours. Course offered Fall and Spring.

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) Course offered Fall and Spring.

Prerequisite: Intermediate Algebra or MTH 104.

ECO 112 Principles of Macroeconomics 3 Credits

Course focuses on the on-going concerns of the United States economy, unemployment, inflation, and gross domestic product. International economics is woven throughout the course helping to explain the impact of the globalization of our economy and your economic future. To illustrate and aid the student's understanding of these concepts and topics, the course makes extensive use of current events. Students will gain a full view of the current United States economic environment and macroeconomic theory. This course explores macroeconomic models and approaches, such as national income accounting, circular flow, aggregate demand and aggregate supply, and fiscal and monetary policy. Three class hours. (SUNY-SS) Course offered Fall and Spring. *Prerequisite: ECO 111 with a grade of C or higher.*

ECO 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

EDU - Education

EDU 100 Introduction to the Teaching Profession 1 Credit

A seminar introducing students to the field of teaching. Topics include current learning standards, lesson plan components, the realities of teaching as a career, 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. Course offered Fall and Spring.

EDU 125 Technology in Education 2 Credits

An introductory course designed to expose students to current technologies used in modern education. Students will have hands-on practice working with various technology tools and will examine practical applications

for enhancing the teaching and learning process, as well as the ethical issues and barriers surrounding implementation. Course offered Fall and Spring.

EDU 150 Performance and Presentation Skills for Educators 3 Credits

Teachers must communicate effectively in order to achieve their goal of student learning and success. This course uses the performing arts as a point of reference and enables participants to develop materials and present them effectively in a variety of teaching situations. Learning styles, oral presentation, body language, the use of props, proxemics and room arrangement, and audio visuals will be the skills developed through this course. These skills will be compared to those used in a variety of performing arts venues so that appropriate stage techniques can be integrated into student teaching/presentations assignments. Fulfills the requirements for a Humanities course. Three class hours. (SUNY-A) Course offered Fall and Spring.

EDU 200 Foundations of Education 3 Credits

This course will explore the American education system through a social justice perspective. It will focus on the foundations of the American education system, with emphasis on the historical, philosophical, and socio-cultural roots of education. In addition, students will explore the influences of political, economic, legal and ethical bases of American education. Within this framework, contemporary educational values and issues will be critically examined. Three class hours. Course offered Fall and Spring.

Prerequisite OR Corequisite: EDU 100;

EDU 208 Guided Observation in Education 3 Credits

Guided Observation in Education is designed to provide the student with an opportunity to (1) explore the profession of teaching at an early point in the student's academic career, (2) observe in a classroom from the perspective of a teacher, (3) meet with the classroom teacher to discuss issues covered in the seminar and issues that arise in the classroom, (4) participate in classroom activities addressing unmet educational needs such as: lesson planning, working with small groups, one-on-one support, and (5) reflect on course objectives as experienced through fieldwork placement. One and one-half class hours, four fieldwork hours. Upon successful completion of this course, students will earn 20 hours of service-learning credit. Course offered Fall and Spring. *Prerequisite: EDU 200 with a grade of C or higher and PSY 201 or PSY 202 with a grade of C or higher*

ELT - Electrical Engineering Technology/ Electronics

ELT 101 Electric Circuit Analysis I 4 Credits

First course in a two-semester algebra-based electric circuit analysis sequence for majors in Electrical 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. Course offered Fall and Spring.

Prerequisite: Three years high school math or MTH 135 or MTH 098/104/164.

ELT 102 Electric Circuit Analysis II 5 Credits

Continuation of ELT 101 into AC circuit analysis using complex numbers and phasors. Topics include: magnetism, inductance, reactance, impedance, power, resonance, filters, Fourier series, transformers and dependent sources. Includes network analysis using Thevenin, Norton, mesh, and nodal techniques. Computer analysis of AC circuits is introduced. Concurrent lab applies theory and develops competence in measuring voltage, current, time, frequency, phase, and frequency response, using the dual-trace oscilloscope, multimeters, and swept frequency function generator. Construction project is a power supply which is used to introduce rectifiers, filters, regulation and ripple. Spring semester only. Three class hours, four laboratory hours, one conference hour. A specific programmable scientific calculator is required. Contact Department for details. Course offered Spring only. *Prerequisites: ELT 101 or ELT 121 required; MTH 140 or MTH 135 or MTH 164 or some trigonometry background recommended.*

ELT 111 Introduction to Digital Electronics 3 Credits

Covers a wide range of introductory skills and techniques required by an electronic technician. Topics include AND, OR, NAND, NOR, NOT logic functions and integrated circuits, Boolean Algebra, number systems, flip-flops and simple applications. Fall semester only. Two class hours, three laboratory hours. Course offered Fall and Spring. *Prerequisite: Level 6 Math placement or MTH 098 with a grade of C or higher or equivalent*

ELT 112 Linear Circuits 5 Credits

Covers a wide range of introductory skills and techniques required by an electronic technician. Topics include semiconductor physics, general purpose and zener diodes, linear power supplies, transistors, transistor amplifiers, and basic operational amplifiers. Spring semester only. Three class hours, four laboratory hours. Course offered Spring only.

Prerequisites: ELT 102 taken concurrently or previously completed. TEK 101 recommended.

ELT 121 AC/DC Circuit Analysis 4 Credits

A one-semester algebra-based electric circuit analysis course for majors 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. Course offered Fall and Spring.

Prerequisite: High school algebra with some trigonometry or MTH 135.

NOTE: Students with no trigonometry should consider taking MTH 164 concurrently.

ELT 130 System Electricity 3 Credits

This course introduces students to basic principles of electricity with an emphasis on their use in technical applications. While learning basic theorems of electricity and completing problem solving exercises, students are required to build and test a simple robotic car that uses electric circuits in its operating functions. Two class hours, two laboratory hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: A general knowledge of electricity and electronics.

ELT 201 Linear Systems 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. Three class hours, four laboratory hours. Course offered Fall only.

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. This course contains an integrated learning experience designed to give a student a hands-on, real world problem solving activity. Fall semester only. Three class hours, four laboratory hours. Course offered Fall only.

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. Course offered Spring only.

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 computer 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. Course offered Spring only.

Prerequisite: ELT 201 with a grade of C- or better, or permission of department chairperson.

NOTE: In addition to prerequisite, ELT 202 is recommended.

ELT 206 Digital Systems and Microprocessors 5 Credits

A study of digital systems and the building blocks that make up digital systems. The emphasis will be on microprocessor-based systems hardware, programming and interfacing. The major topics include arithmetic circuits, multiplexers, demultiplexers, decoders, encoders, tri-state bus devices, DACs and ADCs, memory devices (SRAM, DRAM, Flash, PLD's, ROM), microprocessor architecture, microcomputer architecture, I/O modes and interfacing, digital communication standards. The student will learn to program an 8-bit microprocessor (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. Course offered Spring only.

Prerequisite: ELT 202 with a grade of C- or better, or permission of department.

ELT 232 System Electronics 4 Credits

This course introduces students to the use of analog and digital electronics in the control of electrical and nonelectrical processes. Students are introduced to the use of sensors, actuators, and control circuitry along with the use of micro-controllers in controlling various processes. Fall semester only. Three class hours, two laboratory hours. Course offered Fall only.

Prerequisite: ELT 130 or PHY 231 or ELT 121.

ELT 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

EMS - Emergency Medical Services

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. Course offered Fall and Spring.

EMS 101 EMS First Responder 3 Credits

This course is for non-ambulance professional rescuers who are first to arrive at an emergency medical scene to provide pre hospital care. Topics covered are patient assessment, CPR review, airway, shock, wound management, full body immobilization, and initial treatment for other medical emergencies. Students successfully completing this course are eligible for New York State Department of Health Certified First Responder certification. Thirty six instruction hours, thirty laboratory hours. Three Credits. Course offered Spring only.

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. Course offered Fall and Spring.

Prerequisite and/or corequisite: EMS 101 or equivalent.

EMS 110 Emergency Medical Technician 6 Credits

This course is designed for students to become an Emergency Medical Technician (EMT). The primary focus of the EMT is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. The course will teach the basic knowledge and skills necessary to provide patient care and transportation. EMTs function as part of a comprehensive EMS response, under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance. The EMT is a link from the scene to the emergency health care system. Successful completion of this course leads to eligibility to take New York State EMT Certification Exams. Seventy two instruction hours, seventy two laboratory hours. A minimum of 10 hours additional clinical (experiential) time is required outside the regular class hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.
Prerequisite: EMS 110 or EMS 119

EMS 119 Emergency Medical Technician Recertification 3 Credits

This course is for individuals who are certified as emergency medical technicians and need recertification and updating for the purpose of maintaining their competency in providing emergency medical care. The course presents students with both a review and update of the topics covered in the Emergency Medical Technician course (EMS 110). Recent changes in the prehospital emergency medical care field are emphasized. 30 instruction hours, 25 laboratory hours. 3 Credits. Course offered Fall and Spring.
EMS 110 or equivalent.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Spring only.

EMS 172 Ambulance - Emergency Vehicle Operator Course 1 Credit

This course is designed to provide operators of ambulances with the knowledge and minimum skills to drive a certified ambulance in accordance with New York State Vehicle and Traffic Law, while reducing the risks to the crew and public resulting in the ambulance being operated safely and efficiently. General topics include ambulance operator selection, legal aspects of operation, communication roles, vehicle characteristics, inspection and maintenance, navigation and routing, basic maneuvers, emergency operation, defensive actions, reviewing the run, and special considerations of emergency vehicle operation. In addition to the classroom hours, participants spend 8 hours in the cab of an ambulance practicing and demonstrating skills on a closed vehicle course. Clean New York State Motor Vehicle Operators License and either a letter of recommendation from sponsoring EMS agency or specific EMS department approval. Eighteen instructional hours, eight laboratory hours. Course offered Fall and Spring.

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 advanced pre-hospital procedures. The course focus is on airway management including endotracheal intubation, shock management including intravenous therapy trauma assessment and defibrillation. Students successfully completing this course are eligible to take the New York State Certification exam for Emergency Medical Technician-Intermediate. Thirty-six hours of lecture/instruction, twenty-seven hours of laboratory, forty-eight hours of hospital clinical, forty-eight hours of field clinical. Course offered Fall and Spring.
Prerequisite: EMS 110 or equivalent.

EMS 236 Advanced Cardiac Life Support 1 Credit

This course prepares students for certification by the American Heart Association in Advanced Cardiac Life Support. It provides a systematic approach to the management of life threatening cardiac and respiratory emergencies. Nine and one-half instruction hours, nine and one-half laboratory hours. Must be a physician, physician's assistant, registered nurse, advanced level prehospital care provider, or student of these disciplines. Course offered Fall only.
Prerequisite: Must be a physician, physician's assistant, registered nurse, advanced level pre-hospital care provider, or student of these disciplines

EMS 239 Paramedic Clinical and Field Experience I 5 Credits

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the emergency department, specialty hospital units, and prehospital experience. Students must demonstrate competence in certain skills during the

course. Two hundred and twenty five experiential hours. Must be currently enrolled in the paramedic certification program. Course offered Spring only.
Prerequisite: EMS 270 previously completed or taken concurrently

EMS 240 Paramedic Clinical and Field Experience II 7 Credits

This course provides the paramedic student with an opportunity to apply previously learned knowledge and skills in a supervised clinical setting. Rotations in this course include the emergency department, medical and surgical intensive care, pediatrics and pediatric intensive care, labor and delivery, psychiatric, and prehospital experience. Student must demonstrate competence in certain skills during the course Three hundred and fifteen experiential hours. Must be currently enrolled in the paramedic certification program. Course offered Fall only.
Prerequisite: EMS 239

EMS 246 Pediatric Advanced Care 1 Credit

This course presents concepts in advanced airway management and resuscitation of pediatric patients in the emergency setting. Specific topics include special pharmacology for pediatric patients, 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. Course offered Fall only.
Prerequisite: EMS 270 or equivalent.

EMS 249 Paramedic Review and Recertification 4 Credits

Emphasis is on knowledge review and update needed by paramedics for recertification. New techniques and knowledge will be presented where appropriate. Fifty-seven instruction hours, nineteen laboratory hours. Must be certified as a paramedic. Course offered Fall only.

EMS 250 12-Lead EKG Interpretation in the Emergency Setting 1 Credit

Designed for the advanced pre-hospital EMS provider and other health professionals involved in treating cardiac patients in the emergency setting. On completion, students will be able to read and classify 12-lead EKGs. Topics include cardiac anatomy review, electrical physiology, axis determination, bundle branch and hemiblocks, 12-lead abnormalities, correlation between EKG changes and location of cardiac damage, and unique cardiac phenomenon. Course offered Fall and Spring.
Prerequisites: EMS 236 and PST 252.

EMS 270 Introduction to Paramedicine 12 Credits

This course is designed to prepare a person to care for the sick and injured at an advanced level of care. Persons must be currently certified as a Basic EMT to be accepted in this course. This course covers topics that include basic anatomy and physiology, pharmacology, respiratory emergencies, venous access and medication administration, airway management,

medical documentation, cardiac emergencies, pediatric emergencies, caring for the elderly, and medical emergencies. This course is part of the first phase of a sequence that qualifies candidates to take the certification exam for Paramedic. 145 class hours, 76 laboratory hours. Course offered Spring only.
Prerequisite: EMS 110.

EMS 271 Medical Care in Paramedicine 8 Credits

This course builds on the medical concepts learned in Introduction to Paramedicine. Topics include advanced patient assessment techniques, surgical airway procedures, cardiac care including external pacing and cardioversion, 12-lead EKG interpretation, and advanced medical care. Additional emphasis is placed on the EMT-P working as a team member, and identifying the limitations of paramedicine in the emergency medical setting. Ninety-one class hours, sixty laboratory hours. Course offered Fall only.
Prerequisite: EMS 270, and permission from the Emergency Services Department.

EMS 272 Advanced Trauma Issues in Paramedicine 7 Credits

This course presents material on the advanced concepts in trauma care needed for delivery of emergency medical care at the EMT-P level of practice. Current issues and techniques are covered. Specific topics include surgical airway techniques, chest decompression, advanced treatment for hypoperfusion, and special immobilization techniques. Work is also accomplished in the use of the United Incident Management System, and working with rescue personnel in delivery of care to patients who are entrapped. Ninety class hours, thirty laboratory hours. Course offered Fall only.
Prerequisite: EMS 270, and permission from the Emergency Services Department.

EMS 290 Independent Study Variable Credit
See Department Chairperson Course offered Fall and Spring.

ENG - English Literature

ENG 105 Introduction to Literature 3 Credits

An introduction to reading and analyzing these primary genres of literature: fiction, poetry, and drama. The course may also include creative nonfiction. Students will respond critically to readings of different historical and cultural contexts through class discussion and written work. These contexts may include different world views, politics, classes, ethnicity, races, genders, and sexual orientations. (SUNY-H). Course offered Fall and Spring.
Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 106 Literary Focus 3 Credits

An introduction to reading and analyzing literature of special interest. The offerings vary each semester, but all focus on important themes and sub-genres in literature. Students will respond critically to fiction, poetry, and drama of different contexts through class discussion and written work. These contexts may include different world views, politics, classes, ethnicity, races, genders, and sexual orientations. Please see the Department's webpage for current offerings. Three class hours. (SUNY-H). Course offered Fall and Spring.
Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 108 Literature of the Holocaust 3 Credits

A study of the Holocaust through a variety of genres, including poetry, novels, short stories, plays, memoirs, and children's literature, in order to gain a better understanding of the ideas presented by the Holocaust as a significant event in world history. Students will study the origins and development of the Holocaust and its political, cultural, economic, and social implications through the lenses of a variety of writers. (SUNY-H). Course offered Fall and Spring.
Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher or ENG 101 with a C or higher.

ENG 109 Detective Fiction 3 Credits

Students will read classic and contemporary short stories and novels in sub-genres including golden age, hard-boiled, and police procedural by such authors as Christie, Chandler, Conan Doyle, and Grafton. Students will study the origins and development of genre as a vehicle to examine historical, social, political, intellectual, and cultural contexts. (SUNY-H). Course offered Fall only.
Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 114 The Young Adult Novel 3 Credits

The course will use various critical literary approaches to explore novels from the first Golden Age of children's literature to its contemporary incarnation in the 21st century as a way to consider the transformation from child to adult and the global socio-cultural concept of the young adult. A variety of subgenres such as Realistic/Historical Fiction, Fantastic/Speculative Fiction, Mystery/Detective, Romance and Creative Nonfiction will be covered with attention given to motifs,

archetypes, and themes in such literature. While the course will emphasize the traditional novel, the dominant genre in YA literature, additional genres such as the graphic novel, poetry, drama, and non-fiction will also be explored to properly contextualize the novel within Young Adult Literature as a whole. This course will center on written texts but may also include occasional references to films and other media. (SUNY-H). Course offered Spring only.

Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 115 Fantasy Literature 3 Credits

An exploration of classic, modern and contemporary Fantasy Literature including reading, discussion and written analysis. Various subgenres such as High Fantasy, Magical Realism, Urban Fantasy and Mythic Fantasy will be explored by applying critical, social and historical context and analysis. Attention will be given to motifs, archetypes, themes and key figures/authors. This course will center on written text with occasional references to Fantasy in films and other media. (SUNY-H). Course offered Fall only.

Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 201 Early British Literature 3 Credits

A survey of British literature from the early middle ages to the late eighteenth-century. Possible authors studied include Chaucer, Milton, Shakespeare, and Defoe. (SUNY-H) Course offered Fall only.

English 101 with a C or better, or placement into English 200, or instructor permission.

ENG 202 Modern British Literature 3 Credits

A survey of British literature from the late 18th Century to the present. Focus moves from romantic optimism and the belief in progress to the disillusionment produced by industrialism and global war. Three class hours. (SUNY-H). Course offered Fall and Spring.

English 101 with a C or better, or placement into English 200, or instructor permission.

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) Course offered Fall and Spring.

English 101 with a C or better, placement into English 200, or instructor permission.

ENG 204 American Literature Since 1865 3 Credits

A survey of American literature from the Civil War to the present, focusing on the changing values of an increasingly technological society. Includes the major literary philosophies of the time through writers such as Crane, Hemingway, Faulkner, Baraka, and O'Connor. Three class hours. (SUNY-H) Course offered Spring only.

English 101 with a C or better, placement into English 200, or instructor permission.

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) Course offered Fall only.

English 101 with a C or better, placement into English 200, or instructor permission.

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) Course offered Fall and Spring.

English 101 with a C or better, placement into English 200, or instructor permission.

ENG 210 Literature of the Black Experience 3 Credits

Provides insight into the Black experience through the writings of such representative authors as Dumas, Pushkin, DuBois, Hughes, Wright, Ellison, Cleaver, and Baldwin. Three class hours. (SUNY-H) Course offered Fall and Spring.

English 101 with a C or better, placement into English 200, or instructor permission.

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) Course offered Fall only.

English 101 with a C or better, or placement into English 200, or instructor permission.

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, fairy tales, picture books, and novels with themes such as evil, escape, individuality, and the demands of society. Critical approaches such as historical, psychological, feminist, and Marxist theories may be discussed and applied to texts. Three class hours. (SUNY-H). Three credits.

Course offered Fall and Spring.
ENG 101 with a C or better, or placement into ENG 200, or instructor permission.

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) Course offered Spring only.

English 101 with a C or better, or placement into English 200, or instructor permission.

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) Course offered Fall and Spring.

English 101 with a C or better, or placement into English 200, or instructor permission.

ENG 218 Introduction to Shakespeare 3 Credits

Reading, discussion, and written analysis of several major plays and some of the sonnets. The course explores Shakespeare's challenging language and the memorably rendered characters that populate his works, including kings, queens, lovers, shrews and fools. Themes such as power, revenge, love, jealousy, ambition and betrayal will be discussed. Critical approaches including psychological, feminist, and historical theories may be presented and applied to the texts. Three class hours. (SUNY-H) Course offered Fall and Spring.

English 101 with a C or better, or placement into English 200, or instructor permission.

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) Course offered Fall and Spring.

English 101 with a C or better, or placement into English 200, or instructor permission.

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) Course offered Fall and Spring.

English 101 with a C or better, or placement into English 200, or instructor permission.

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) Course offered Fall and Spring. *English 101 with a C or better, or placement into English 200, or instructor permission.*

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) Course offered Spring only. *English 101 with a C or better, or placement into English 200, or instructor permission.*

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. Course offered Fall and Spring. *English 101 with a C or better, or placement into English 200, or instructor permission.*

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) Course offered Fall and Spring. *English 101 with a C or better, or placement into English 200, or instructor permission.*

ENG 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

ENG - English Writing

ENG 101 College Composition* 3 Credits

A course emphasizing college-level essay writing with special attention on the writing process. Students draft, revise, and edit multiple essays. They also study research, persuasion, and oral discourse in ways that challenge and develop their reading and thinking abilities. (ENG 101 or ENG 200 satisfy the composition requirement for graduation.) Three class hours. (SUNY-BC) Course offered Fall and Spring. *Waiver of Accuplacer reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher, or ENG 200 Placement.*

ENG 102 Writing From Personal Experience* 3 Credits

A writing workshop for students who want to explore the world of their own personal experience. The creative process will be emphasized as well as methods for shaping personal experiences into written expression, both formal and informal. Writing assignments will include journal writing, autobiographical writing, and other nonfictional narrative and descriptive compositions. Three class hours. Course offered Fall and Spring. *Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.*

ENG 113 Introduction to Creative Writing-WR 3 Credits

An introductory, skill-building workshop to help students develop techniques that will prepare them to write the short fiction, poetry, and drama expected in ENG 213. Emphasis is on developing observation skills, imaginative leaps, and formal techniques such as image, metaphor, symbol, character, conflict, dialogue, the poetic line, and setting/stage directions. Three class hours. Course offered Spring only. *Prerequisite(s): Waiver of Accuplacer reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher, or ENG 200 placement.*

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). Course offered Fall and Spring. *Waiver of Accuplacer Reading and sentence level tests;*

score of 100 or higher on reading test and 96 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.

ENG 213 Creative Writing* 3 Credits

A workshop approach for students interested in doing original writing of short fiction, poetry, and drama. Emphasis is on reading and analytical discussion of students' work. Three class hours. (SUNY-A). Course offered Fall and Spring. *Waiver of Accuplacer Reading and sentence level tests; score of 71 or higher on reading test and 82 or higher on sentence level test; or completion of TRS 200 with a C or better; or completion of TRS 105 with a C or higher; or completion of ESL 201 with a C or higher; or ENG 101 with a C or higher.*

ENG 233 Creative Writing Workshop-Poetry 3 Credits

A workshop designed for students interested in advancing their skills in writing poetry. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of poetry. Writing Intensive. 3 credits. (SUNY-A). Course offered Fall and Spring. *ENG 213 with C or higher (or permission of instructor).*

ENG 243 Creative Writing Workshop-Playwriting 3 Credits

A workshop designed for students interested in advancing their skills in writing plays. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of playwriting. Writing Intensive. 3 credits. (SUNY-A). Course offered Fall and Spring. *ENG 213 with C or higher (or permission of instructor).*

ENG 250 Professional Communication* 3 Credits

Concentration on practical business and professional communication skills, including writing, speaking, and listening. Emphasis is on clarity, organization, format, appropriate language, and consideration of audience, for both written and oral assignments. Three class hours. (SUNY-BC) Course offered Fall and Spring. *Prerequisite: ENG 101 with a grade of C or better or ENG 200 with a grade of C or better.*

ENG 251 Technical Communication* 3 Credits

Concentration on the writing and speaking skills necessary for the technologies. Emphasis is on preparation, organization, audience, and the effective use of format, supplements, and visuals. Accuracy, clarity, economy, and precision are stressed, for both written and oral assignments. Three class hours. (SUNY-BC) Course offered Fall and Spring. *Prerequisite: ENG 101 with a grade of C or better or ENG 200 with a grade of C or better.*
**These courses do not fulfill the requirements for a Literature elective.*

ENG 253 Creative Writing Workshop-Nonfiction 3 Credits

A workshop designed for students interested in advancing their skills in writing creative nonfiction. Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of creative non-fiction. Writing Intensive. 3 credits. (SUNY-A). Course offered Fall and Spring.
ENG 213 with C or higher (or permission of instructor).

ENG 263 Creative Writing Workshop-Short Fiction 3 Credits

A workshop designed for students interested in advancing their skills in writing short fiction, Emphasis is on exploring different approaches to the genre and on drafting, workshopping, and revising original work within the genre of short fiction. Writing Intensive. 3 credits. (SUNY-A). Course offered Fall and Spring.
ENG 213 with C or higher (or permission of instructor).

ENG 273 Creative Writing Capstone: Publishing and the Profession 3 Credits

As the capstone for MCC's Creative Writing program, this course seeks to familiarize students with the processes necessary to furthering their personal and/or professional development as creative writers. To this end, the course will introduce students to the submission process, to transfer opportunities, and to publishing/reading venues both in Rochester and around the country. (SUNY-A) Course offered Fall and Spring.
Prerequisites: ENG 233 or ENG 243 or ENG 253 or ENG 263 with C or higher or permission of Instructor.

ENR - Engineering Science

ENR 152 Properties of Engineering Materials 3 Credits

An introductory course emphasizing the fundamentals of materials science. Metals, ceramics, and polymers will be studied. Topics will include atomic bonding, crystal structures, defects, diffusion, mechanical properties, phase diagrams, and phase transformations. In addition, fabrication and processing techniques and their relationship to mechanical properties will be examined. Three class hours. Course offered Fall and Spring.
Prerequisite: CHE 151

ENR 153 Mechanical Design and Prototyping 4 Credits

An introduction to solid modeling, computer aided manufacturing, the engineering design process, and machine shop operations. Students will use SolidWorks software to design parts and assemblies. CamWorks software will be used to create tool paths for common 2.5 axis milling operations. Prototyping will be done using manual and CNC mills, lathes, and a 3D printer. Parametric modeling techniques that preserve design intent with dimensioning, geometric relations, external references, equations, and design

tables will be emphasized. A design-build project will require students to build a working prototype to the instructor's specifications and then implement a redesign of it. Students will document their design process in both written and oral reports. Three class hours, three laboratory hours.
Course offered Fall and Spring.

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. Course offered Fall and Spring.
Prerequisite: MTH 165 or higher.

ENR 161 Engineering Computing 1 3 Credits

An introduction to practical and theoretical problem solving. Students learn how to solve a variety of engineering related problems using a spreadsheet program such as Excel and a graphical programming language such as Labview or similar. Students also implement a solution to a design problem using Lego Mindstorm or similar programmable robotics platform and prepare and deliver written and oral reports documenting their design process. Three class hours. Three credits. Course offered Fall and Spring.
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. Offered every Fall. Offered in Spring during odd numbered years. Course offered Fall and Spring.
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. Offered Spring only. Course offered Spring only.
Prerequisite: ENR 251 with a grade of C or higher.

ENR 253 Circuit Analysis 1 4 Credits

Basic electrical concepts including passive circuit element models, 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. Offered every Fall. Offered in Spring during even numbered years. Course offered Fall only.
Prerequisites: PHY 161; MTH 212 or MTH 225 taken concurrently or previously completed.

ENR 254 Circuit Analysis II 3 Credits

A continuation of 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. Offered Spring only. Course offered Spring only.
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. Offered Spring only. Course offered Spring only.
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. Course offered Fall and Spring.
Prerequisites: MTH 211; PHY 161 with a grade of C or higher.

ENR 259 Engineering Design Lab 1 Credit

Students will work in teams to solve an engineering design problem 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. Offered Spring only. Course offered Spring only.
Prerequisite: ENR 153 or ENR 157.

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. Course offered Fall and Spring.

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. Course offered Fall only.

ESL - English For Speakers Of Other Languages (ESOL)

ESL 100 English for Speakers of Other Languages-Intermediate II: Reading Focus 4 Credits

This course emphasizes the development of reading comprehension of authentic, non-fiction material at the upper intermediate level and includes vocabulary study and discussions of current events in relation to American culture. Class and small group instruction. Six class hours. Offered both Fall and Spring Semesters. Course offered Fall and Spring.

Prerequisite: Placement at high intermediate level on proficiency tests.

ESL 120 English for Speakers of Other Languages- Intermediate II: Integrated Skills 7 Credits

This course is designed to promote fundamental fluency in all skills through massive amounts of reading, writing, and oral activities, where the primary emphasis is on meaning. Students will read novels and write and revise a semester-long project on topics of a personal nature. Discussion, small group work, and email will play important roles. Nine class hours. Course offered Fall and Spring.

Prerequisite: Placement at high intermediate level on proficiency tests.

ESL 125 English for Speakers of Other Languages: Multi-Skills I 3 Credits

This course at the upper intermediate level aims to develop fluency in all skills through extensive reading, writing, and discussion. Internet resources will be used. Six class hours; offered evenings only. Course offered Spring only.

Prerequisite: Placement at high intermediate level on proficiency tests.

ESL 128 English for Speakers of Other Languages: ESL Through Computers 2 Credits

A course at the intermediate level that encourages the development of all skills with a focus on using computers and the emerging technologies, including word processing, e-mail, Internet research/news, CD-ROM's,

scanners, and presentation programs. The course will culminate in individual multimedia presentations. Two laboratory hours. Course offered Fall and Spring.

Corequisite: ESL 100 or higher, or permission of program coordinator.

ESL 130 English for Speakers of Other Languages- Advanced I: Integrated Skills -WR 8 Credits

This course builds on the fluency gained in ESL 120. It is designed to promote the development of clarity and completeness in students' oral and written expression by massive amounts of extensive reading. Students will carry out a written research project related to a theme of their own choosing. The project will bring together data collected through library research and interviews. Discussion and small group work will play an important role. Nine class hours. Course offered Fall and Spring.

Prerequisite: ESL 100 and ESL 120 with a grade of C or better; or placement at a low advanced level on proficiency test; or permission of program coordinator.

ESL 138 English for Speakers of Other Languages: Pronunciation 2 Credits

Awareness-raising of major pronunciation difficulties encountered by non-native speakers of English with opportunities for individual and group practice of specific aspects which hinder communication. Two class hours. Course offered Spring only.

Prerequisite: Placement at high intermediate level on proficiency tests, or permission of program coordinator.

ESL 145 English for Speakers of Other Languages - Multi-Skills II 4 Credits

A course at the higher level, that stresses the development of all skills, with particular emphasis on reading and writing. Instruction in a class and workshop setting, with special attention to individual needs. Placement at low-advanced level on proficiency tests required. Subsequent enrollment in ESL courses is determined by instructor recommendation or by testing. Five class hours; offered evenings only. Course offered Fall only.

Prerequisite: ESL 125 with a grade of C or better; or placement at low-advanced level on proficiency test; or permission of Program Coordinator.

ESL 158 English for Speakers of Other Languages: Oral Communication 3 Credits

A course emphasizing the skills needed for effective communication in social and academic settings. Students will improve listening skills and oral fluency through discussion, role play, interviews, oral presentations, and aural activities using various media. Four class hours including class and small group instruction. Course offered Fall and Spring.

Prerequisite: Placement at the low advanced level on proficiency tests, or permission of program coordinator.

ESL 201 English for Speakers of Other Languages-Advanced II: Reading/ Writing-WR 4 Credits

This course emphasizes the continuing development of reading and writing through the process approach. It includes informal writing, paraphrasing, summarizing, as well as essay writing. Students will focus on revising their writing and editing for correctness. Five class hours. Course offered Fall and Spring.

Prerequisite: ESL 130 or ESL 145 with a grade of C or better; or placement at Advanced Level on Proficiency Tests; or permission of program coordinator.

ESL 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

FPT - Fire Protection Technology

FPT 101 Fire Behavior and Combustion 3 Credits

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Topics include the basic principles of fire chemistry; the properties of solids, liquids, and gasses; the process of fire combustion; and fire behavior. Three class hours. Course offered Fall only.

FPT 102 Fire Prevention and Inspection 3 Credits

The fundamental requirements of fire prevention. This course emphasizes the laws applied to fire prevention, including federal fire safety requirements for industry and commerce, solving technical problems encountered, recognition of hazards, prevention of fires and inspection techniques. Special attention is applied to life safety from fire in the home, school, public assembly, and all other places where people are assembled and endangered by fire. Fall semester only. Three class hours. Course offered Fall only.

FPT 103 Building Materials and Construction 3 Credits

Fundamentals of building construction methods and materials of construction. The approach is to study the stability of buildings and materials under fire conditions. The emphasis is upon safety under fire conditions and the technology of limiting fire spread in new and existing buildings. Three class hours. Course offered Fall and Spring.

FPT 105 History of the Fire Service 3 Credits

This course examines the historical evolution of the American fire service. The fire service has its roots in ancient Roman and European societies and has been shaped in the United States by historical fire events, improvement in equipment and technology, and notable

leaders and innovators. An understanding of how it developed provides insight into its current structure, operation, and culture. Three class hours. Course offered Spring only.

FPT 107 Introduction to the New York State Building Code 3 Credits

A course to acquaint the student with the New York State Uniform Fire Prevention and Building Construction Code and supporting reference standards. Students will be presented an overview of the code and will be able to confidently research design and modification issues pertaining to new construction, new use, remodeling, renovations, alterations, and repairs to buildings using the current New York State Building Construction Code. Three class hours. Course offered Fall only.

FPT 111 Firefighter I 5 Credits

This course gives the firefighter the basic skills and education to work safely and effectively as a member of a fire fighting team. Topics include fire behavior, safety practices, use of self-contained breathing apparatus, personal protective equipment, use of fire-fighting appliances, hazardous materials first response at the operations level, and working as part of a fire-fighting team. Five class hours. Course offered Fall and Spring.

FPT 113 Firefighter II 2 Credits

This 30 hours of advanced fire fighting is specifically designed to provide structural firefighters with the higher level of skills and knowledge required to handle fires in commercial, residential and institutional properties. Both hands-on use of fire training simulators and classroom presentations will be provided to the students. The classroom presentation will familiarize students with building construction, fire service hydraulics, chemistry of fire, foam systems, fire detection, and tactical considerations in suppression. The hands-on application will consist of conducting advanced rescue techniques, room and content fire suppression in commercial and residential environments, application of fire fighting foams, and sprinkler systems application. Students will also be presented with flashover simulations and re-ignition of fires. Course offered Fall and Spring.
Prerequisite: FPT 111

FPT 120 International and Domestic Terrorism 3 Credits

A course designed to acquaint the student with the major issues in the growing threat of global terrorism. The student will be presented an overview of the history and development of terrorism, types of terrorism, terrorist groups, psychology of terrorism, structure and dynamics of terrorist groups, terrorists techniques, financing of terrorism, the media and terrorism, legal issues, and terrorism of the future. Three class hours. Course offered Fall and Spring.

FPT 130 Basic ARFF Class 2.5 Credits

This Basic Aircraft Rescue and 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. Course offered Fall and Spring.

FPT 135 Aircraft Fuel Spill Fire Fighting .5 Credits

This course provides firefighters with the knowledge and skills to extinguish aircraft fuel spill fires, utilizing both classroom and live-fire extinguishment simulation. This course exceeds FAR 139 annual requirements for live fire training. Must have firefighter certification. Eight class hours. Course offered Fall and Spring.

FPT 136 Specialized Aircraft Fire Fighting .5 Credits

This course provides firefighters with the knowledge and skills to extinguish specialized aircraft fires, including fires in the cockpit, cabin, lavatory, engine, and brakes. This course utilizes both classroom and live-fire extinguishment simulation. This course exceeds FAR 139 annual requirements for live fire training. Must have firefighter certification. Eight class hours. Course offered Fall and Spring.

FPT 137 Specialized Aircraft and Fuel Spill Firefighting .5 Credits

Utilizing a mixture of classroom instruction and live fire training scenarios, this course provides ARFF firefighters with the knowledge and skills required for annual FAA Part 139 training. Both Spill and specialized aircraft system fires are extinguished utilizing vehicle turrets and hand lines. Course offered Fall and Spring.

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. Course offered Spring only.

Prerequisite: FPT 113 or equivalent

FPT 142 Firefighter Core Competencies Update and Refresher II 2 Credits

This course is one of four courses which, taken together, provides a systematic plan of study to assist firefighters to maintain their proficiency in core competencies and knowledge. Successful completion of the four courses meets the requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Summer only.
Prerequisite: FPT 113 or equivalent

FPT 143 Firefighter Core Competencies Update and Refresher III 2 Credits

This course is one of four courses which, taken together, provides a systematic plan of study to assist firefighters to maintain their proficiency in core competencies and knowledge. Successful completion of the four courses meets the requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Fall only.
Prerequisite: FPT 113 or equivalent

FPT 144 Firefighter Core Competencies Update and Refresher IV 2 Credits

This course is part of a four-course sequence which provides a systematic plan of study to assist firefighters to maintain their proficiency in core competencies and knowledge. Completion of the four-course sequence meets requirements for annual firefighter in-service training mandated by 19NYCR Part 426.7. Two class hours. Course offered Fall and Spring.
Prerequisite: FPT 113 or equivalent

FPT 204 Fire Service Strategy and Tactics 3 Credits

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Fire suppression and control of small, large, and special incidents is covered. Three class hours. Course offered Spring only.
Prerequisite: FPT 101.

FPT 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. Course offered Fall only.
Prerequisite: PST 146 or permission of instructor.

FPT 212 Fire Service Hydraulics 3 Credits

This course is a theoretical study to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems. The student can expect to apply

the application of math and physics to the movement of water in fire suppression activities; analyze the community fire flow demand criteria; and demonstrate understanding of hydraulics, water characteristics, fluid pressure, hydrostatics, hydrokinetics, nozzle reaction, nozzle pressure, water distribution systems, sprinkler and standpipe systems, determination of required fire flow, fire service pump design, friction loss calculations, pump discharge pressures, parallel lines, Wyed lines, aerial stream calculations, fire streams, and the four hydraulic laws of friction loss. Three class hours. Course offered Spring only.
Prerequisite(s): MTH 150 or higher, FPT 101, FPT 102, FPT 103, FPT 105.

FPT 213 Automatic Sprinkler and Standpipe Systems 3 Credits

Basic principles of the design, operation and maintenance of the various types of fire protection systems. Includes automatic sprinkler systems, standpipes, fire and smoke detection systems, and explosion suppression systems. Three class hours. Course offered Spring only.

FPT 215 Hazardous Materials Technician 3 Credits

This course prepares emergency response personnel to effectively and safely respond to hazardous materials incidents. Focuses include chemistry and toxicology of hazardous materials; the dangerous properties of chemicals; the use of detection instruments, confinement and containment procedures, including hands-on application; incident management and safety procedures; decontamination; and the selection and use of chemical protective clothing with hands-on practice. This course meets the training requirements of OSHA 1910.120 for the Hazardous Materials Technician. Three class hours. Course offered Fall only.

FPT 216 Fire Service Instructor I 3 Credits

This course will prepare students to meet the requirements of a Fire Service Instructor, in accordance with NFPA 1041, "The Standard for Fire Service Instructor Professional Qualifications" 2012 Edition. Topics covered include: characteristics of an effective fire instructor, oral communications, adapting lesson plans, writing performance objectives, use of audio and other training aids, common classroom settings and arrangements, various testing instruments to evaluate teaching and learning efficiency, and meeting record keeping requirements. Students who successfully meet all the requirements of this course will be eligible to test national certification in Fire Service Instructor I. Three class hours. Course offered Fall only.
Prerequisite(s): ENG 101, FPT 101, FPT 102, FPT 103, FPT 105 or permission of instructor.

FPT 220 Fire Officer I 1.5 Credits

This course is designed to assist the new and prospective fire officer in developing the necessary skills to effectively lead and manage a fire department in today's rapidly changing environment. Topics covered include

leadership and management, responsibilities of the company officer, political and legal issues facing the fire service, incident management, fire service organization, health and safety issues, emergency responses, and strategy and tactics. Twenty-seven lecture hours. Course offered Fall and Spring.

FPT 230 Advanced Aircraft Rescue Firefighting 2.5 Credits

This class is designed to enhance the skills of the basic ARFF Firefighter. This training will place the firefighter above the minimum requirements and provide multi-faceted skills required to meet aviation fire protection demands. An extensive use of the aircraft fire training simulators and classroom presentations will be provided. 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. Course offered Fall and Spring.
Prerequisite: FPT 130 or equivalent combination of training and experience.

FPT 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

FRE - French/Foreign Language

FRE 101 Elementary French I 3 Credits

Designed for students with no previous experience in the language with focus on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. FRE 111 is strongly recommended for oral fluency, especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring.

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) Course offered Fall and Spring.
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) Course offered Fall and Spring.
Prerequisite: FRE 102 or two years high school French or equivalent.

FRE 104 Intermediate French II 3 Credits

Continuation of FRE 103 with an emphasis on the development of linguistic skills and cultural understanding for students with some competency in the language. The companion course FRE 114 is strongly recommended for improving oral fluency, especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: FRE 103 or three years of high school French or equivalent.

FRE 111 Elementary French Conversation I 2 Credits

Intensive participation in the spoken language to develop and improve oral fluency in conversation. Strongly recommended as a companion course to FRE 101 especially for students transferring to four-year institutions. Two class hours. Course offered Fall and Spring.
Corequisite: FRE 101, or some previous study of French.

FRE 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. Course offered Fall only.
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. Course offered Fall and Spring.
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. Course offered Fall and Spring.
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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: FRE 205 or equivalent.

FRE 207 Cinema for French Conversation
3 Credits

In this course, students will improve their French conversational skills through the discussion of films in French. Student presentations will help the student improve their public speaking skills. In addition, the students will improve their listening comprehension through exposure to native speech. The films will introduce students to culture, some history, vernacular speech and regional accents. This course offers a new and different vision of language learning and use. The films serve as a catalyst for thought provoking cultural and linguistic examination. This offers the students the ability to express themselves and to expose themselves to the diversity of cultures in the many French speaking countries. The students will broaden their knowledge and analyze, compare and enrich their vocabulary and hone their analytic and critical thinking skills through their enhancement, solidification of the acknowledge of the language, and its variety of uses. Course offered Fall and Spring.

Prerequisite: FRE 104, or excellence in High School French 5, or the equivalent, or permission of the instructor.

FRE 221 Francophone Culture On Location
3 Credits

This course is designed to provide the opportunity to see and experience the richness of a French speaking country through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student 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. Course offered Fall and Spring.

FSA - 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. Course offered Fall and Spring.

Co-requisite: FSA 106

FSA 106 Food Safety and Sanitation 1 Credit

Basic sanitation principles, ways to apply the principles in practical situations, and methods for training and motivating food service personnel to follow good sanitation practices. Certification is awarded by the National Education Foundation of the National Restaurant Association upon successful completion of the national examination. One class hour. Course offered Fall and Spring.

FSA 107 Menu Planning 3 Credits

A hands-on approach to planning, creating, and maintaining effective menus. Discussions include menu items and placement, food costing and creative menu designs for visual appeal. Menu planning and design software may be utilized. Three class hours. Course offered Fall and Spring.

Prerequisite: MCC math placement level 2 or higher, or TRS 092 with a grade of C or higher.

FSA 108 Principles of Healthy Cooking
3 Credits

Through this combination lecture and hands-on laboratory course, students will become familiar with basic nutrition principles upon which healthy menus can be built. Students will learn techniques and ingredient selection for preparing healthy classical and modern cuisine, as well as how to analyze and modify the nutrient content of recipes. Course offered Fall only.

FSA 110 Principles of Baking-Bread Products and Cookie Doughs
3 Credits

This course covers instruction in the foundations of baking including theory, demonstrations and hands-on cooking. Students will engage in various bread and cookie preparation techniques including quick breads, yeast breads, enriched and laminated doughs, as well as a variety of cookie mixing methods. They will sample and critique their culinary work. Course offered Fall only.

FSA 111 Principles of Baking-Pastries and Confections Products
3 Credits

This course covers instruction in the foundations of baking and confectionery, including theory, demonstrations and hands-on cooking. Students

will explore various pastry preparation and cooking techniques, as well as a variety of confections, pies, tarts, syrups, icings, sauces, custards, creams, and chocolates. They will sample and critique their culinary work. Course offered Spring only.

FSA 117 Basic Consumer Nutrition 3 Credits

A lecture course that will present information on nutrients and their use by the body. Topics include digestion, usage of nutrients, consequences of nutrient deficiencies or excesses, energy production and analysis of individual diets. Current research is integrated into the course. Depending on program requirements, this course can meet both Food Service (FSA 117) or Natural Science (BIO 117) elective or course requirement. A student may earn credit for BIO 117 or FSA 117, but cannot earn credit for both courses because they are equivalent courses. Three class hours. Course offered Fall and Spring.

FSA 203 Culinary Arts II: Advanced Food Preparation
5 Credits

A laboratory class in which the students supervise and run "The-Heart-of-the-House" commercial kitchen. Opportunities to practice "Back-of-the-House" management skills and menu development is employed here. The students will rotate job responsibilities between two kitchens to ensure familiarity of every facet of the operation and produce food for real diners. Ten laboratory hours. Course offered Fall and Spring.

Prerequisites: FSA 103 with a grade of C or better and FSA 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. Course offered Fall and Spring.

FSA 207 Equipment Facilities - Layout and Specification
3 Credits

This course evaluates different food service facilities regarding design and layout needs, reviewing layouts in operating food service facilities and suggesting innovative ways of utilizing space to its fullest potential. Three class hours. Course offered Fall and Spring.

FSA 208 Medical Nutrition Therapy 3 Credits

This course examines the role nutrition plays throughout the life cycle, as well as in the treatment of illness and degenerative disease. Dietary modifications for the management of heart disease, diabetes, cancer, and other diseases will be covered. Students will practice designing specialized menus to meet clients special

dietary needs. Menu analysis using nutritional software is also included. A visit to a health care or community nutrition site provides students with the opportunity to see course content applied in the real world. Spring Semester only. Three class hours. Course offered Fall and Spring.

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. Course offered Spring only.

FSA 230 International Cuisine: Advanced Food Prep 3 Credits

A hands-on laboratory experience to provide students the opportunity to operate a successful food service operation based on the preparation and service of dishes that represent a variety of the world's cultures. Students will work in teams to research specific regions, develop appropriate production methods, and market and produce an authentic prix fixe menu to serve to the college community and the public. One class hour, four lab hours. Course offered Fall only.

FSA 103 with a grade of C or better and FSA 106 with a grade of C or better, or permission of department

FSA 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

GEG - Geography

GEG 100 Physical Geography I Laboratory 1 Credit

Physical Geography I Lab explores the hands-on, practical applications of basic knowledge gained in the companion course, GEG-101. Exercises involve use of maps, atlases, and scientific equipment to observe, measure, and analyze the spatial significance of natural phenomena on and near Earth's surface.

NOTE: This course only meets SUNY General Education Natural Science requirements when both GEG 100 and GEG 101 are successfully completed. (SUNY-NS). One credit. Course offered Fall and Spring.

Corequisite with GEG 101 Physical Geography.

GEG 101 Physical Geography I 3 Credits

Physical Geography is the science concerned with the spatial aspects and interactions of the physical elements and processes that make-up the environment. GEG 101 is an introductory course presented through two of Earth's major spheres: the atmosphere and hydrosphere. Topics include Earth/Sun relations, Earth's energy budget, atmospheric temperature, moisture and precipitation, winds, weather, climate, and Earth's water. This is a

natural science course. Three credits.

NOTE: Students who successfully complete GEG 101 may, with the addition of GEG 100, complete the requirement for SUNY Natural Science General Education. GEG 100 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both GEG 101 and GEG 100 are successfully completed. (SUNY-NS). Course offered Fall and Spring.

GEG 102 Human Geography 3 Credits

Human geography is the spatial analysis of human populations, their cultures, their activities and behaviors, and their relationship with, and impact on, the physical landscapes they occupy. As an introductory survey course, GEG 102 is presented through three major themes: Cultural geography, population geography, and political geography. Topics include cultural evolution, popular and folk culture, cemeteries, languages, religions, demographics, overpopulation, migration, nationalism, and international political systems. Three class hours. This is a social science/other world civilizations course. (SUNY-SS/OWC) Course offered Fall and Spring.

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. Course offered Fall and Spring.

GEG 110 Physical Geography II Lab 1 Credit

Physical Geography II Lab explores the hands-on, practical applications of basic knowledge gained in the companion course, Physical Geography II (GEG-111). Exercises involve use of maps, atlases, GPS units, and other geographic tools to observe, measure, and analyze the spatial significance of Earth's plants, animals, and landforms. This is a natural science course. Three lab hours (SUNY-NS).

NOTE: This course only meets SUNY General Education Natural Science requirements when both GEG 110 and GEG 111 are successfully completed. (SUNY-NS). Course offered Spring only.

Corequisite of Physical Geography II (GEG-111). Students that take GEG 110 are required to be taking or have taken GEG 111.

GEG 111 Physical Geography II 3 Credits

Physical Geography II is the study of spatial patterns and natural processes on Earth. As an introductory course, GEG 111 explores where and why plants, animals, and

landforms occur where they do. Students will develop a better understanding of the natural environment and our role within it. Key topics include maps and map making, plants and animals (biogeography), as well as landforms (geomorphology) caused by volcanoes, earthquakes, glaciers, and rivers. This is a natural science course. Three class hours. Course offered Spring only.

GEG 130 Digital Earth 3 Credits

Introductory geospatial skills will be covered, including geography, as well as hands on use of Geographical Information Systems (GIS), GPS, and remote sensing. Topics such as sustainability, renewable energy, and the economy will be integrated into the course through the use of GIS. One project will provide students the opportunity to use geospatial technology and real data to create original maps that begin to provide a solution to a real world problem. Prior computer knowledge such as creating, saving, deleting, and locating files on a PC, as well as preparing and printing Microsoft Word documents, using Microsoft Excel spreadsheets, creating Microsoft PowerPoint slides, using e-mail and the Internet will be required to be successful in this course. A sustainability elective (GR). This is a lab course. This is a Natural Science course. (SUNY-NS) Course offered Fall and Spring.

GEG 133 Introduction to Remote Sensing 3 Credits

Introduction to the fundamentals of Geospatial Technology, with a focus on remote sensing but also including Geographic Information Systems (GIS), global positioning system (GPS), cartography, and spatial analysis. Students will be guided through a series of lectures and hands on computer based exercises. An end of a semester project will allow students to work on a project of their own design. Course material used are based upon the United States Department of Labor's Geospatial Technology Competency Model (GCTM) for entry level geospatial occupations including Geospatial or GIS Technicians or Technologists. Prior computer knowledge or GIS experience will be required to be successful in this course. Natural Science elective and a sustainability elective (GR). Two class hours. Two lab hours. This is a lab course. Course offered Fall and Spring.

GEG 135 Business GIS 3 Credits

Business Geography integrates geographic analysis, human relationships, reasoning, and technology to improve organizational management and operational decision making. This course introduces the student to the geospatial technology component of business geography. Students will learn about the role of geospatial technology in analyzing human relationships, with an emphasis on social institutions, consumerism, structural inequality, and how these connect to business decisions. Topics such as competitive analysis and customer profiling will be covered by going through case-based and real world examples. Prior computer knowledge such as creating, saving, deleting, and

locating files on a PC, as well as preparing and printing Microsoft Word documents, using Microsoft Excel spreadsheets, creating Microsoft PowerPoint slides, using e-mail and the Internet will be required to be successful in this course. This is a Social Science course. Three class hours. (SUNY-SS) Course offered Fall and Spring.

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) Course offered Fall only.

GEG 203 Extreme Climate Laboratory formerly GEG 252 1 Credit

Central to understanding the predictions for future global warming is identifying the key components that operate within the climate system. This laboratory is designed to provide students with the tools necessary to understand the science behind global warming. Students will take the role of climate investigators and learn how changes in the climate system are analyzed through the use of simple models. Ultimately students will gain an understanding of how factors that affect climate are used to construct a geographical pattern of future warming on a global scale. This is a Natural Science. NOTE: This course only meets SUNY General Education Natural Science requirements when both GEG 204 and GEG 203 are successfully completed. Three lab hours. (SUNY-NS) Course offered Summer only.
MTH 098 Elementary Algebra

GEG 204 formerly GEG 253 Extreme Climate 3 Credits

This course offers an interdisciplinary approach to understanding future changes in the Earth's climate. Students will learn how the Earth's climate system operates and gain an informed perspective of future global climate change. Topics include measuring changes in greenhouse gases, tools used in modeling and interpreting past climate, ice ages, recent global warming, future climate projections, strategies to potentially slow and stabilize climate change, and the outlook of our future energy use. This is a Natural Science course. NOTE: Students who successfully complete GEG 204 may with the addition of GEG 203, complete the requirement for SUNY Natural Science General Education. Three class hours. Course offered Fall and Spring.
MTH 098 Elementary Algebra

GEG 211 Economic Geography 3 Credits

Economic Geography examines the changing locations and spatial patterns of economic activity. Topics include spatial economic principles of trade, transportation, communications, and corporate organization; regional economic development, and the rise of the geospatial economy. As a survey course, GEG 211 is based on the

theme of location theory and presented through the use of web-based, interactive geographic information technologies, such as digital maps, charts, and globes combined with digital photographs, video clips, audio, graphics, and animation. Three class hours. This is a social science course. (SUNY-SS). Course offered Fall and Spring.

GEG 215 Geography of Tourism Destinations 3 Credits

Geography of tourism destinations is the analysis of human leisure behavior and its socioeconomic impact, and includes the exploration of major tourism attractions and destinations on Earth. This survey course is presented through two major themes: thematic tourism geography and regional tourism geography. Topics include demand and resources for tourism, climate, transportation, spring-break, cruises, all-inclusive resorts, "sin" and "lifestyle" tourism, Rochester's tourism development, and an overview of major travel destinations across the globe. Three class hours. This is a social science course. Course offered Fall only.

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. This is a social science course, and does not fulfill the natural science degree requirement. Course offered Fall and Spring.

GEG 220 Geography of Genocide 3 Credits

Geography of Genocide is the spatial analysis of modern acts of genocide and other crimes against humanity. As a survey course, GEG 220 is presented through four major themes: cultural, economic, physical, and political geography. Major topics include the Ottoman mass murder of Armenians, the Holodomor, the Holocaust, Cambodia under the Khmer Rouge, "ethnic cleansing" in the former Yugoslavia, and the genocide in Rwanda. Three class hours. This is a social science course. Course offered Fall and Spring.

GEG 290 Independent Study 3 Credits

See the Department Chairperson. Course offered Fall and Spring.

GEO - 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) Course offered Fall and Spring.

GEO 102 Historical Geology 4 Credits

Historical Geology is the study of the history of Earth and life through time. It addresses the Earth's origin, evolution, changes in the distribution of lands and seas, growth and destruction of mountains, succession of animals and plants through time, and the developmental history of the solar system. Spring semester only. Three class hours, three laboratory hours, field trips. 4 Credits. (SUNY-NS) Course offered Spring only.
Prerequisite: GEO 101 or 131 or permission of instructor.

GEO 103 Great Mysteries of the Earth 3 Credits

This course investigates Earth mysteries to gain an understanding of the differences between science and pseudoscience. The student will learn and use critical thinking skills, logic, and the scientific method of inquiry to better understand allegedly unexplainable phenomena. This course will investigate topics related to the search for extraterrestrial intelligence, extinction events, early engineering structures, plate tectonics, climate concerns, legendary creatures and enigmatic landforms. Three class hours. Course offered Fall and Spring.

GEO 105 Astronomy 3 Credits

An introduction to general astronomy. Topics include: solar system, stellar energy, stellar evolution, galaxies, the universe and constellation identification. Three class hours. NOTE: Students who successfully complete GEO 105 may, with addition of GEO 115, complete the requirement of SUNY Natural Science General Education. GEO 115 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both GEO 115 and GEO 105 are successfully completed. (SUNY-NS) Course offered Fall and Spring.

GEO 106 Introduction to Oceanography 3 Credits

An introductory course which will survey ocean sciences. Geological, chemical, physical, and biological processes and interrelationships will be examined. Three class hours. Course offered Fall and Spring.

GEO 115 Introductory Astronomy Laboratory 1 Credit

This course explores the hands-on, practical applications of basic knowledge gained in the companion course, GEO 105. Exercises involve use of telescopes, observation of stars and constellations, stellar spectra, Hubble red-shift, astrophotography, and computer based exercises. Three laboratory hours. NOTE: This course only meets SUNY General Education Natural Science requirements when both GEO 105 and GEO 115 are successfully completed. (SUNY-NS) Course offered Fall and Spring.
Corequisite: GEO 105

GEO 116 Special Topics in Geosciences 1-3 Credits

This course is designed to address specific topics of interest in the geosciences. Examples of potential course offerings could include volcanology, mineralogy, climate change, or the study of a particular geographic region. Topics may change from semester to semester based on faculty and student interest. Primarily lecture format, but field experiences may be included. Course offered Fall and Spring.

GEO 131 Our Changing Earth 3 Credits

A course of study designed for non-science majors to acquaint the student with the wonders and complex workings of our planet. This course will guide the student to an understanding of the infinitely varied landscapes of Earth and the powerful geologic forces of modification at work, leading to a true appreciation of our changing Earth. Three class hours. Course offered Fall only.

GEO 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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

GEO 200 Geology of the National Parks formerly GEO 150 4 Credits

This lecture and laboratory course explores the geological processes and earth history responsible for the development of the iconic landscapes found within the National Parks System, including Arches, Bryce Canyon, Grand Canyon, Great Smokies, Mammoth Cave, Shenandoah, Yellowstone, Yosemite, Zion National Parks, and others. Three class hours, three laboratory hours. (SUNY-NS) Course offered Fall and Spring. *Prerequisite: GEO 101 or GEO 131 or permission of instructor.*

GEO 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. Course offered Fall and Spring.

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. Course offered Fall and Spring. *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. Course offered Fall and Spring. *Prerequisites: GEO 101 and CHE 100 or permission of the instructor.*

GEO 210 Environmental Geology 4 Credits

This lecture and laboratory course will center around an in-depth discussion about the environment as related to resources, wastes, pollution, and geologic hazards. The consequences of use and misuse of our geologic environment will be stressed and explored in more depth in weekly laboratories. Three class hours, three laboratory hours. 4 Credits. Course offered Fall and Spring. *Prerequisite: GEO 101 or GEO 131*

GEO 220 formerly GEO 154 Geology of New York State 4 Credits

The geological history of the state will be studied chronologically from the Precambrian Eon to the Pleistocene Epoch. The geology of Monroe County and the Genesee River region will be stressed. Three class hours, three lab hours. Course offered Fall and Spring. *Prerequisite(s): One semester of physical geography OR any geology course is recommended except GEO 103 or GEO 105.*

GEO 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

GEO 295 formerly GEO 195 Field Studies in the Geosciences Variable Credit

This course is designed for students who wish to study a specific geologic or geographic topic or locality in a focused, hands-on, field setting. A significant portion of the course work is completed in the field at a local or distant location depending upon the title and focus of the course for a given semester. Students will make field observations, create sketches, record data, and construct a field notebook detailing all aspects of their field experience. The course title will have a sub-title attached to it for any given semester identifying the field setting

for that semester. Two examples include "Field Studies in the Geosciences/Volcanic Landscapes of the Western US" or "Field Studies in the Geosciences/Geologic History of the Pacific Northwest". Credit hours are variable depending upon the field experience offered. Additional fees for travel, lodging, food, and other field expenses may apply. (SUNY-NS) Course offered Spring only. *Prerequisites: One Geology or Geography class preferred; permission of the instructor(s) required*

GER - German/Foreign Language

GER 101 Elementary German I 3 Credits

Designed for students with no previous experience in the language. Focuses on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. GER 111 is strongly recommended for oral fluency especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring.

GER 102 Elementary German II 3 Credits

Continuation of GER 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of German culture. Three class hours. (SUNY-FL) Course offered Fall and Spring. *Prerequisite: GER 101 or one year high school German or equivalent.*

GER 103 Intermediate German I 3 Credits

Fundamentals of German for students with limited experience in the language. Cultural topics are included in the study of grammar and structure. Three class hours. (SUNY-FL) Course offered Fall only. *Prerequisite: GER 102 or two years high school German or equivalent.*

GER 111 Elementary German Conversation I 2 Credits

Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Co-requisite: GER 101, or some previous study of German. Course offered Fall and Spring.

GER 221 Germanic Culture on Location 3 Credits

This course is designed to provide the opportunity to see and experience the richness of a German-speaking country through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student prepare for the experience, and

meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Three class hours; a total of 35 experiential hours. Offered Intersession, Spring and Summer Semesters. Course offered Fall and Spring.

GLF - Golf Management

GLF 115 Introduction to Golf Management 3 Credits

This course is designed to provide the student with an understanding of the golf industry. It also provides the student with an understanding of the etiquette, definitions and rules that govern the game of golf. Three class hours. Course offered Fall and Spring.

GLF 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. Course offered Fall only.

GLF 118 Golf Shop Operation 3 Credits

This course is designed to provide the student with an understanding of the operation of a golf shop. It will address the services that may be provided by the golf professional for the members/customers. The following topics will be covered: driving range operation, lesson programs, merchandising, and other revenue producing strategies. Three class hours. Course offered Fall and Spring.

GLF 122 Golf Fundamentals and Methods 3 Credits

This course is designed to provide the student with the elements required for the development of a good golf swing, a detailed study in advanced short game and putting techniques, and with verbal and physical skills related to teaching the game of golf. Three class hours. Course offered Fall only.

GLF 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. Course offered Fall and Spring.

GLF 130 Golf Course Maintenance 3 Credits

This course is designed to provide the student with an

understanding of the maintenance operations of golf courses and with an understanding of the equipment needed to operate a golf course. Three class hours. Course offered Fall only.

GLF 136 Golf Shop Policies and Services 3 Credits

The purpose of this course is to provide the student with an overview of the day to day operation of a golf facility. It will include the purpose for and development of policies and procedures for operating a golf facility. Job responsibilities and management strategies will be explored, as well as the planning, organization, and implementation of golf events. Three class hours. Course offered Fall and Spring.

GLF 140 Introduction to Golf Science 3 Credits

This course will provide the basic information on the structure and function of the human body as it is applied in the golf swing. It will also provide the basic science used in the research and development of the implements and objects used in the game. That information combined will provide the student with the ability to qualitatively evaluate the swinging of the golf club. Basic Computer and Internet skills are required. Course offered Spring only.

GLF 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

HBR - Hebrew/Foreign Language

HBR 101 Elementary Modern Hebrew I 3 Credits

Designed for students with little or no previous experience in the language. Focuses on communicative skills of listening comprehension and speaking, and in developing mastery of the Hebrew writing system for basic reading and writing of simple sentences and short paragraphs. Hebrew letters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations using modern Hebrew as it is spoken in Israel today. Students will also learn Israeli customs, traditions and culture. Student participation, group discussion and the use of digital media are essential elements of the course. Three class hours. (SUNY-FL) Course offered Fall and Spring.

HBR 102 Elementary Modern Hebrew II 3 Credits

Continuation of HBR 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of the Israeli and Jewish cultures. (SUNY-FL) Course offered Fall and Spring.

HBR 221 Israeli Culture on Location 3 Credits

This course is designed to provide the opportunity to see and experience the history and culture of Israel through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to, or during, the trip will focus on topics that will help the student to prepare for and enjoy the experience. Meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Ten class hours,thirty-five experiential hours. Offered during Intersession, Spring and Summer Semesters. Course offered Fall and Spring.

HED - 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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

HED 108 Health, Family and Society 2 Credits

The focus of the course is to understand the societal influences and apply the concepts of wellness and holistic health within our families. Specific issues will include multiple dimensions of health, prevention of lifestyle diseases, and exploring choices that promote family and individual health and wellness. Two class hours. Course offered Fall and Spring.

HED 110 Disease Prevention and Healthy Lifestyles 2 Credits

This course is designed to identify factors that contribute to the most common lifestyle diseases (cardiovascular disease, cancer, stroke, diabetes, chronic lung diseases, osteoporosis, anxiety and depression), and common infectious diseases (influenza, STI and HIV). Health promotion and disease prevention measures will be discussed with focus on nutrition, physical activity, emotional wellness, stress management, personal choices and behavior. Two class hours. Course offered Fall and Spring.

HED 114 Health and Safety in the Workplace 2 Credits

This course 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. Two class hours. Course offered Fall only.

HED 115 Death and Dying 3 Credits

A study of the dying process, death, ceremonies and rituals in many cultures. Deals with issues of loss experiences, the fear of death, understanding reactions to death, near-death experiences, euthanasia, suicide, and current practices and trends in the care and treatment of the terminally ill. Three class hours. Course offered Fall and Spring.

HED 116 Issues in Child Development and Health 3 Credits

Explores health content areas, defined by the New York State Health Education Department, that affect the physical and emotional health of children. Issues that follow are addressed from an educator's or caregiver's perspective: communication skills, family life, keeping kids active, safety education, death, substance use and abuse, school violence, childhood stress, nutrition, mental health and environmental factors. This course will include the opportunity for certification in identifying and reporting suspected child abuse/maltreatment, and Safe Schools Against Violence in Education Legislation. Three class hours. Course offered Fall and Spring.

HED 118 Introduction to Safety and Emergency Care 3 Credits

This course emphasizes the key areas of safety, accident prevention and mitigation. Safety topics explored include home, fire, motor vehicle, occupational, recreational, school, natural and man-made disasters. Emergency care procedures are presented and students will demonstrate competency in recognition and care for breathing emergencies for adults, children, infants, one and two rescuer CPR, use of resuscitation mask, bag, valve, Automated External Defibrillator (AED), identifying and caring for life-threatening bleeding, sudden illness, and injuries. The student will receive American Red Cross Certification in CPR/AED for Professional Rescuer and Community First Aid and Safety. Three class hours. Course offered Fall and Spring.

HED 130 Foundations of Personal Health and Wellness 3 Credits

This course focuses on your personal responsibility for your health, including lifestyle factors and their relationships to well-being, behaviors, and disease. Health content areas defined by New York State Education Department are explored. Topics include nutrition, personal and community health, communication skills for productive relationships, identifying and reporting suspected child abuse/maltreatment, and Safe Schools Against Violence in Education Legislation Certification. Three class hours. Course offered Fall and Spring.

HED 207 Emotional Wellness 3 Credits

This course is an examination of emotional, spiritual, social and mental wellness. The course will emphasize primary and secondary prevention strategies as they relate to the dimension(s) of health previously mentioned. Topics include Self-Esteem, Self-Efficacy, Empowerment, Happiness, Anger and Anger Management, Relationships, Life Goals, and Self-Actualization. Course offered Fall and Spring.

HED 208 Chronic and Communicable Disease 3 Credits

This course will provide students with an opportunity to develop a basic understanding of the nature and cause of human diseases, disabilities and death, and the educational interventions to prevent or control them. An epidemiologic approach will be used to study selected diseases/conditions. Common infectious diseases (influenza, pneumonia, HIV, STD's, hepatitis, meningitis, salmonella, childhood diseases), and chronic or lifestyle diseases (heart disease, cancer, stroke, diabetes mellitus, chronic kidney disease, chronic obstructive pulmonary disease, asthma, arthritis, osteoporosis) will be explored. The current United States strategic plan for improving the nation's health will be reviewed and discussed in conjunction with the diseases/disorders presented. Three class hours. Course offered Fall and Spring. *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. Course offered Fall and Spring.

HED 210 Complementary, Alternative and Integrative Approaches to Health and Wellness 3 Credits

This course provides an exploration and in depth study into the field of integrative health care and the most commonly used techniques and therapies within the domain of Complementary and Alternative Medicine

(CAM) as categorized by the National Center for Complementary and Alternative Medicine (NCCAM). Learners will gain a sound knowledge base in the therapies/techniques and the ability to identify and use resources that provide accurate and reliable research-based information in order to make informed decisions regarding use of CAM therapies/techniques in addition to traditional western health care measures in their pursuit of health and wellness. Three class hours. Course offered Spring only.

HED 212 Women's Health and Wellness 3 Credits

This course will focus on health and wellness issues pertinent to women in their young adult years through middle to late adulthood. The conceptual framework based on elements of body, mind and spirit will be used to explore common health and wellness issues (i.e., exercise, nutrition, stress, emotions, relationships, acute and chronic disease). Consumer issues related to women and health will be included. Self-empowerment in relation to health promotion and disease prevention will be stressed. Course offered Fall and Spring.

HIM - Health Information Technology

HIM 100 Introduction to Health Information 3 Credits

Introduction to the health record profession, allied health 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. Course offered Fall only.

HIM 103 Health Care Documentation 3 Credits

Introduction to the development, form, content, and evaluation of the health record. Introduction to hospital admitting department. Introduction to the organization, responsibilities, and committees of the hospital medical staff. Health record principles are applied in the laboratory setting. Offered second half of fall semester only. Three class hours. Course offered Fall only. *Prerequisite: HIM 100 with a grade of C or better.*

HIM 104 Medical Terminology 3 Credits

A survey of the principles of medical terminology and word elements as a framework for a comprehensive medical vocabulary that can be applied in a professional setting. The course emphasizes methods used in health record documentation. Content includes detailed general and body system terminology, covering approximately

50+ terms per body system, as well as terminology used in pharmacotherapy, medical laboratory testing, and medical diagnosis. Computer programs, internet links, and comprehensive medical dictionaries will be used to enhance understanding of medical terminology. Three class hours. Course offered Fall and Spring.

HIM 105 Medical Transcription 3 Credits

Designed to introduce the student to the knowledge and skills required for medical transcription in a health care facility, utilizing digital dictation and MS Word. Organized and presented according to body systems. Transcription will consist of discharge summaries, operative reports, x-ray reports, histories and physicals, and other assorted medical reports. Use of references emphasized. Two class hours, two laboratory hours. Course offered Spring only.

Prerequisite: HIM 104 with a minimum grade of C.

HIM 110 ICD-10 Diagnostic and Procedural Classifications 4 Credits

This course will include the historical development of reimbursement, and emphasize the ICD-10 classification system. Course work will focus on official coding guidelines and use of ICD-10. Additional classifications are briefly studied. Instruction of coding issues by body system will be introduced, and laboratory includes coding exercises and application of coding principles. Three lecture, two laboratory hours. Course offered Spring only. *Prerequisites:* BIO 134, HIM 103 and HIM 104, each with a minimum grade of C, or permission of the instructor.

HIM 111 CPT Procedural Coding System 2 Credits

This course will emphasize the American Medical Association's Current Procedural Terminology (CPT) coding system. Course work will focus on introductory outpatient coding with emphasis on evaluation and management, and surgery. Coding exercises will reference documentation guidelines and application of coding and reporting guidelines for outpatient services. Two class hours. Course offered Spring only. *Prerequisite:* HIM 110 with a minimum grade of C, or permission of instructor.

HIM 115 Medical Office Pharmacology 1 Credit

Basic pharmacology terminology and concepts for the medical office professional. Topics include drug terminology, abbreviations, regulatory agencies, drug administration, dosage, effects, and use of drug references. Course offered Spring only. *Prerequisite/corequisite:* HIM 104

HIM 204 Health Records in Alternate Care 3 Credits

The course will review trends and changes in the health care delivery system, an introduction to the types of non-hospital health care facilities and respective record keeping requirements, with emphasis on long-term, psychiatric, ambulatory, home care/hospice, and

rehabilitative care. Fall semester only. Three class hours. Course offered Fall only.

Prerequisite: HIM 111 with a minimum grade of C.

HIM 205 Professional Practice Experience I-WR 4 Credits

Applied practical experience under the guidance of professionals in health information-related settings. Included will be a forum for Professional Practice experiences and professional development content including current issues in the health care and health information field; employment opportunities; the role of the Professional Practice Supervisor; personal development and presentation; assertiveness training/ techniques; responsibilities and privileges associated with professional membership; HIT-related professional agencies; and professional resources on the internet, including use of AHIMA Virtual Lab. Enrollment in HIM 205 is conditional upon satisfactory completion of the medical requirements and clearance from any existing health problem(s). Continued enrollment is conditional upon satisfactory completion of each Professional Practice rotation. One class hour, sixteen laboratory hours. This course, designated as "Writing Intensive", which will be reflected on transcript. Course offered Fall only.

Prerequisites: HIM 105, HIM 111, BIO 134, BIO 135, and CRC 120, all with a minimum grade of C.

HIM 206 Professional Practice Experience II 4 Credits

Continuation from HIM 205 with applied practical experience under the guidance of professionals in health information-related settings. Included will be a forum for Professional Practice experiences and professional development content including current issues in the health care and health information field, such as employment opportunities and search techniques; consulting for the health information practitioner; critique of department layouts, AHIMA certification exam application and preparation; continuing education requirements; and professional resources on the internet, including use of AHIMA Virtual Lab.

Enrollment in HIM 206 is conditional upon satisfactory completion of medical requirements and clearance (by MCC Health Services). Continued enrollment is conditional upon satisfactory completion of each Professional Practice rotation. This course, is designated as "Writing Intensive", which will be reflected on transcript.

One class hour, sixteen laboratory hours. Course offered Spring only.

Prerequisite: HIM 205 with a minimum grade of C.

HIM 208 Quality Improvement, Legal and Compliance Issues for the HIM Practitioner 5 Credits

This course will encompass a survey of accrediting, licensing, approving and certifying agencies affecting health care facilities, including the various accreditation

programs of the Joint Commission on Accreditation of Health Care Organizations. Total quality management includes quality assessment, utilization management, risk management and credentialing. Additionally, the course will present to the student an introduction to the legal system, release of information, consents, administration of the law, evidence, torts, selected legal doctrines, the medical record in legal proceedings, liability of health care providers, current health legislation, and bioethical issues. Fall semester only. Five class hours. Course offered Fall only.

Prerequisite: HIM 103 with a minimum grade of C.

HIM 209 Management, Supervision & Personal Development for the HIM Practitioner 2 Credits

This course will encompass an introduction to managerial concepts and functions, to include supervisory techniques, planning, organizing, actuating and controlling, leadership, motivation, forms design, and tools of management specifically developed for health care settings. Content also includes emphasis on development of oral and written communication skills. Spring semester only. Two class hours. Course offered Spring only.

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. Course offered Spring only.

Prerequisite: HIM 208 and MTH 150 (or higher), each with a minimum grade of C

HIM 213 Health Information Systems 3 Credits

An introduction to health record applications, system design and security, and the health information manager's roles and responsibilities. Spring semester only. Three class hours. Course offered Spring only. *Prerequisite(s):* HIM 205, 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 adaptations 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. Course offered Fall and

Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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). Two class hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: HIM 261 with a minimum grade of C, or 3 to 5 years inpatient coding experience, or permission of instructor.

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. Course offered Fall and Spring.

HIM 290 Independent Study Variable Credit

See the Program Director. Course offered Fall and Spring.

HIS - History

HIS 102 Introduction to African-American Studies - WR 3 Credits

This is an interdisciplinary exploration of the experience and initiative of people of African descent throughout the world. Students will be introduced to the history, religion, sociology, politics, economics, creative production and psychology of African peoples, especially in the United States. In addition, the course introduces a variety of perspectives, theories, practical applications and methods of studying African peoples and their social evolution. Course offered Fall and Spring.

HIS 103 African-American History I - WR 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) Course offered Fall and Spring.

HIS 104 African-American History II - WR 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) Course offered Fall and Spring.

HIS 105 Western Civilization: Ancient and Medieval - WR 3 Credits

A survey of Western civilization from the building of pyramids to the age of faith, chivalry, crusades and cathedrals. It will explore the ancient Mediterranean region—Egypt, Mesopotamia, Persia, Greece, and Rome—and developments in this region and the rest of Europe up to 1300. Three class hours. (SUNY-WC) Course offered Fall and Spring.

HIS 106 Western Civilization: Renaissance to the Napoleonic Era - WR 3 Credits

A survey of Western Civilization from the 1300's to 1815 focusing on the Italian Renaissance, the Reformation, the Counter Reformation, the conquest and colonization of the Americas, European imperialism, the Scientific Revolution, the Enlightenment, the Age of Revolution and the Napoleonic Era. Three class hours. (SUNY-WC) Course offered Fall and Spring.

HIS 108 Western Civilization: Modern Europe - WR 3 Credits

Europe from the Industrial Revolution to Unification. A survey of developments which followed the Industrial Revolution including the revolutionary era, the development of nationalism, European imperialism, the world wars, fascism, decolonization, the rise and fall of the Soviet Union, and European unification. Three class hours. (SUNY-WC) Course offered Fall and Spring.

HIS 111 History of the United States to 1865 - WR 3 Credits

A survey of the origin of the clash between the colonies and Great Britain, the framing of the Constitution, Jacksonian Democracy and its influence on the American character, the slavery issue, the growth of industry and territorial expansion. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 112 History of the United States Since 1865 - WR 3 Credits

A survey of the reconstruction of the nation after the Civil War, the rise of industrial and urban dominance, the struggles affecting agriculture, industry and labor, the growth of the American empire, and the increasing role of government in American life. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 153 formerly HIS 253 Traditional East Asian History - WR 3 Credits

The course will survey the histories of China, Japan, and possibly additional East Asian countries up to 1600. Topics will include the developments of the Chinese and Japanese emperors, the development of the Japanese shogunate, and the developments of East Asian philosophies and religions and other elements of East Asian culture. (SUNY-OWC) Course offered Fall only.

HIS 154 formerly HIS 254 Modern East Asian History - WR 3 Credits

The course will survey the histories of China, Japan, and possibly additional East Asian countries from 1600 to the present. Topics will include the rise and fall of the Qing Dynasty, Edo Japan, the Meiji Restoration, World War II in Asia, the Chinese revolutions of 1911 and 1949, the Korean War, and postwar developments in East Asia. (SUNY-OWC) Course offered Spring only.

HIS 211 History of Sport in the United States - WR 3 Credits

A survey of sport from its earliest Native American, African and European roots to the sport and games-oriented contemporary society. Professional, amateur and intercollegiate sports for men and women, and the Olympic Games movement are examined in detail. Three class hours. (SUNY-AH) Course offered Fall and Spring.

HIS 216 Special Topics in History - WR 3 Credits

This course is designed to address specific topics of interest in history. Offerings are more specific and focused than the introductory surveys. Topics may change from semester to semester based on faculty and student interest. Course offered Fall and Spring.

HIS 219 Twentieth Century Europe - WR 3 Credits

The course will survey social, cultural, economic, international, and political developments in the history of Europe in the twentieth century. Prominent topics will be the causes and effects of the two world wars, European imperialism and decolonization, the development of fascism and dictatorship, the two postwar economic booms and ensuing stagnations, the Cold War, the demise of the Soviet Union, and European unification. Three credits. (SUNY-WC). Course offered Fall and Spring.

HIS 240 The City in American History - WR 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) Course offered Fall only.

HIS 257 Women in the United States: An Historical Perspective - WR 3 Credits

This course surveys the diverse history of American women from European contact to the present, with special attention given to the extensive range of women's experiences as shaped by race, class, ethnicity, gender and sexual identity. Women's relationship to and their actions in both the private and public sectors will be studied, along with varying conceptions of womanhood. In addition, the course examines how women in the United States have both influenced and have been

influenced by the political, economic, social, and cultural development of American civilization. Three class hours. (SUNY H). Three credits. Course offered Fall and Spring.

HIS 275 History and Cultural Analysis of the Holocaust, Genocide, and Human Rights - WR 3 Credits

The Holocaust is studied as a transcendent narrative, a lens for exploring genocide and human rights. Building upon knowledge gained in American History and Western Civilization, both historical and cultural analyses are used to reflect upon the human capacity to marginalize, objectify, terrorize, and exterminate the "other" simply for existing. The course's major theme is that, theoretically and pragmatically, liberal democracy and human rights--clearly articulated and consistently enforced--are the only constraints against the "beast" of state-sponsored or state-initiated violence. Course offered Fall and Spring.
Prerequisite: PSY 101 or SOC 101 or ANT 102, or permission of instructor and ENG 101 highly recommended

HIS 290 Independent Study - WR Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

HMN - Honors Studies

HMN 295 Honors Seminar in the Humanities 3 Credits

An exploration of humanistic themes that draw upon the arts, literature, and ideas of selected periods and cultures. Emphasis will be on developing discussion skills as well as the critical examination of the honors themes through essay writing and/or projects in other media. Humanities credit. Three class hours. (SUNY-H) Course offered Fall and Spring.
Prerequisite: Permission of Coordinator of Honors Studies, and English 101 with a C or better, or placement into English 200, or instructor permission.

HMN - Humanities

HMN 101 Humanities: Experiencing Culture 3 Credits

An interdisciplinary humanities course designed to introduce students to definitions and examples of culture in the Humanities. As a required part of the course, students will attend various cultural events (plays, musical performances, gallery exhibits, lectures and speeches, etc.) on campus and use the experiences as starting points to critically discuss and write about historical and contemporary ideas of culture and its products. The general knowledge areas include: The creative process, changing cultural values and social conditions, influences of scientific advancements, and global interdependence. Three class hours. Course offered Fall and Spring.

HMN 106 Humanities Special Focus 3 Credits

An interdisciplinary course that offers students the opportunity to examine thematic topics specific to the humanities. While content will vary each semester, the primary purpose of the course is to promote knowledge, understanding, and appreciation of contributions that writers, artists, and critics of past and present have made to the topic of study and their influence on culture. Topics may include, but not limited to: The Beatles; LGBT Literature and Art; Art, Literature, and Science; Violence and Film; Comedy and Satire; The Self-Reliant Life; Sexism in Film, Art, and Literature. Three class hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. This course can be used as a humanities or social science elective. Writing Intensive. Four class hours. (SUNY-WC/H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a grade of C or better or English 200 with a grade of C or better.

HMN 221 Western Humanities II 4 Credits

An interdisciplinary search for moral, social, and political alternatives and meaning embodied in the institutions, culture, and literature of Western Civilization from 1600 to the present. This course is factual as well as conceptual, including a narrative history of the period covered. This course can be used as a humanities or social science elective. Writing Intensive. Four class hours. (SUNY-WC/H) Course offered Fall and Spring.
Prerequisite(s): English 101 with a grade of C or better, or English 200 with a grade of C or better.

HMN 222 Seminar: Enduring Questions in Humanities 4 Credits

This capstone seminar focuses on issues of significance in the human condition. Thematic in scope, the interdisciplinary course explores aesthetics and thought in art, music, literature, drama, film, philosophy, television, dance, and other humanistic efforts. This course will vary in content each semester. (SUNY-H) Course offered Fall and Spring.

Prerequisites: English 101 with a grade of C or better or English 200 with a grade of C or better.

HMN 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

HPR - Health Professions

HPR 101 Multicultural and Diversity Issues in Healthcare and Education 3 Credits

This course will investigate interdisciplinary perspectives and approaches that address complex multicultural and diversity impacts on healthcare and education in contemporary society. Students will use self-examination, social analysis, case studies and competency building techniques to develop the critical knowledge, attitudes and skills necessary to recognize and understand the needs, expectations and behaviors of multicultural and diverse populations in order to provide effective and culturally sensitive communication and deliver culturally congruent, safe and ethical education and/or client health care. Three class hours. Course offered Fall and Spring.

HSM - Homeland Security Administration

HSM 101 Introduction to Emergency Management 3 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. In addition, this course will provide and analysis of current actions and threats impacting emergency management. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Three class hours. 3 Credits. Course offered Fall and Spring.

HSM 102 Introduction to Homeland Security 3 Credits

This course is an introduction to the concept of homeland security. The course will define and explain homeland security. The U.S. Department of Homeland Security will be thoroughly analyzed and its mission will be investigated. This course will also address the threat of chemical, biological, radiological, nuclear and explosive devices and the use of these weapons of mass destruction. The importance and basic elements of a planned response, methods used to prevent the importation of weapons of mass destruction into the U.S. and what is being and what can be done to prevent

another large-scale terrorist incident in the United States will be covered. Three class hours. Course offered Fall and Spring.

HSM 103 Historical and Contemporary Perspectives on Terrorism and Homeland Security 3 Credits

Terrorism and defending against it are not modern concepts. In fact, terrorism has its roots in America back to the Revolutionary War. This course is about understanding terrorism, counter-terrorism, violence, and how they have impacted America. Students will learn about historical examples of terrorism beginning with the Revolutionary War and extending through the post 9/11 period. Course content will include coverage of various terrorist events at home and abroad, America's governmental response, its impact to public and private sectors and individuals. Students will also learn about how past and current experiences with terrorism are defining future strategies. (SUNY-AH). Three credits. Course offered Fall and Spring.

HSM 104 Public Safety Communications 3 Credits

This course will provide students with an understanding of the fundamentals of communication and their application in emergency situations. Students will examine the use of oral and written communications in various levels of emergency and crisis situations and will learn to identify internal and external audiences and analyze their information needs. Students will also gain an understanding of the use of communications systems and the role of technology in facilitating communication during crises. Three credits. Course offered Fall and Spring.

HSM 202 Organizational and Facility Security 3 Credits

This course will provide students with a comprehensive overview of physical security policies, procedures, techniques and equipment. Topics covered include perimeter protection, intrusion detection, access control, closed circuit television (CCTV), risk and vulnerability assessments, insurance requirements, business continuity planning and acts of violence. The focus of this course will be on traditional methods of physical security (e.g. hardware, risk assessments, and business continuity). This course will also examine developing security technology and its application to reduce internal and external threats to businesses and organizations. Three credits. Course offered Fall and Spring.
HSM 101

HSP - Hospitality

HSP 101 Introduction to the Hospitality Industry 3 Credits

This course is a study of the fascinating worlds of lodging, food and beverage service, meeting planning, travel and tourism, and the related businesses that make up the hospitality industry. Provides an overview of the components of this vast industry and their interlocking network. Three class hours. Course offered Fall and Spring.

HSP 102 Hospitality Service 4 Credits

Students will utilize service skills by interacting with customers and team members in an actual hospitality environment. In addition to this hands-on component, students will examine customer related skills in a classroom environment through the use of lecture, role play, and small group conferences. One class hour, four laboratory hours, one conference hour. Course offered .

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. Course offered Fall and Spring.

HSP 201 Hospitality Human Resources Management 3 Credits

This course examines the theoretical and hands-on applications of management and supervisory practices in the hospitality industry. Communication strategies, recruitment, performance standards, evaluation techniques, diversity issues, and staff training are a few of the topics that will be discussed. Three class hours. Course offered Fall and Spring.

HSP 202 Introduction to Conference and Event Planning 3 Credits

This course is a comprehensive overview of the process of planning meetings, conferences and special events. Step-by-step organization, preliminary planning, site selection and timing strategies are among the topics to be discussed. Students will discover where conference and event planning fits into the overall scope of the hospitality industry. Three class hours. Course offered Fall and Spring.

HSP 204 Advanced Conference and Event Planning 3 Credits

This course is offered for students who are interested in pursuing a career in conference and event planning.

This course focuses on the fundamentals necessary to build and maintain a sustainable career in the event management field. Topics discussed will include: Creating a mission and vision statement, strategic planning, budgeting, human resource management, marketing and assessment. Students will create and execute a special event including creating a budget and marketing plan. Two class hours, two laboratory hours. Course offered Spring only.
HSP 202

HSP 211 Hospitality Law 3 Credits

A study of the laws impacting the hospitality industry. Topics include An Introduction to Law, Court Systems, Civil Rights Law, Employment Law, Contracts, Torts, Regulations Governing the Sale of Food and Alcohol, Responsibility for Guests' Property, Legal Rights of Innkeepers and Restaurateurs, and Casino Law. Fall Semester only. Three class hours. Course offered Fall and Spring.

HSP 222 Integrated Studies for Hospitality Management 1-3 Credits

A specialized focus on the alliance of the food, hotel, and tourism management areas. This course emphasizes the interrelationship of these three areas in the field of catering, resort management, and destination appeal. Practical observation is provided either through domestic or international experiences via air, rail, ship, or motorcoach transportation. Hotel inspections and destination sightseeing, as well as restaurant tours, are an integral part of the course. Since the location, duration of the course, and course assignments will vary each semester, the credit hours also vary from one to three credits. Specific course requirements for each course can be obtained from the Department. Special fees include the cost of transportation to the course site, lodging, food, and miscellaneous expenses. Five to fifteen class hours, 30-90 laboratory hours, depending on credits. Course offered Fall and Spring.

HSP 251 Hospitality Marketing 3 Credits

Students will learn the theoretical concepts of developing a start-up business and will be able to experience through a simulation the planning, opening, operating and ownership realities of a hospitality/tourism business. The BYOB Simulation uses a unique technology platform based on a multi-participant interface through a real-time, online experience to provide learners with a powerful strategic hospitality/tourism management simulation. Core competencies are achieved in basic accounting, inventory management, human resources, marketing, and operations management. Additional skill sets are acquired through the intensive use of computer competencies such as Internet literacy, uploading, e-mailing, downloading and instant messaging. Students will draw from previous course content to enable successful completion of this course. Course offered Fall only.

Prerequisite: Must be HM Major; MCC Math Placement Level 2 or higher or TRS 092 with a grade of C or higher

HSP 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

HTL - Hotel Technology

HTL 105 Hotel Operations 3 Credits

This course is designed to provide students with a comprehensive, fundamental understanding of how hotels are managed with respect to the rooms perspective (reservations, front desk, housekeeping, engineering, and security). Through computer simulation, property tours, and guest lecturers, students will be exposed to the operational positions and responsibilities of the different areas of the rooms division. Food and beverage, sales and marketing, and the accounting office will be addressed with respect to how each of these departments interact with the rooms division. Spring Semester only. Three class hours. Course offered Fall and Spring.

HTL 206 Hotel Sales and Marketing 3 Credits

Students will be introduced to the principles and procedures of hotel sales and marketing by taking part in "learn by doing" activities. A sales blitz, a high pressure sales experience, and developing a marketing plan for a local hotel may be included. This course addressed market research, advertising, public relations, and the operation of a sales department within a hotel. Sales techniques as they relate to individuals, companies, organizations, and groups will also be explored. Fall Semester only. Three class hours. Course offered Fall and Spring.

HTL 208 Food, Beverage, and Labor Cost Controls 3 Credits

An introduction to the principles and procedures of effective cost controls in a profit-oriented environment. Discussions include efficient receiving and distributing, menu analysis in terms of food cost percentages, and proper profit and loss statement controls. Spring Semester only. Three class hours. Course offered Spring only.
Prerequisite: MTH 098 or MTH 104 or MTH 130 or MTH 160 or MTH 165 or higher, or permission of department.

HTL 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

HUM - Human Services

HUM 100 Entry Level Skills for the Human Services Student 3 Credits

This is a prerequisite course for students presently enrolled in TRS 105 who would like to enroll in HUM 101 Introduction to Human Services. It will include an overview of the field, career choices within Human Services, an understanding of the field work experience, self assessment, and a development of personal learning goals and plans. Three class hours. Course offered Fall and Spring.

HUM 101 Introduction to Human Services 4 Credits

Introduction to generic issues in human services. Role definition, boundaries, and ethics of professional relationships. Examination of self-awareness in the helping relationship and development of beginning group skills. Development and practice of observing, listening, recording and interviewing skills. Discussion and analysis of field work experiences. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 111 Field Work in Human Services I. Course offered Fall and Spring.
Prerequisite: Placement exam at ENG 101 level.
Corequisite: HUM 111.

HUM 102 Basic Helping Skills 4 Credits

Development of basic helping skills, including sensitivity, empathy, attending, questioning, confrontation, and problem solving. Examination and evaluation of client assessment, goal setting, case planning, case management. Further practice in group process and 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. Course offered Fall and Spring.
Prerequisite: HUM 101 with a grade of C- or better.

HUM 106 Human Services Focus 4 Credits

Designed to allow maximum, flexible response to specific needs of groups and agencies with particular human service problems. Details of specific offerings will be available at registration time each semester offered. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 116 Field Work in Human Services Focus. Course offered Summer only.
Prerequisite: HUM 101 with a grade of C- or better

HUM 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 Introduction to Human Services. Open only to students in HUM 101. Nine field work hours per week. Course offered Fall and Spring.

HUM 112 Field Work in Human Services II
2 Credits

Student chooses this field work placement in accordance with his or her emerging career goals. Opportunities for taking increasing amounts of responsibility for agency clients. Planning with experienced agency supervisor to develop specific skills needed to function effectively as a member of the agency's helping service team. In conjunction with this course, the student must take and pass HUM 102 Basic Helping Skills. Open only to students in HUM 102. Nine field work hours per week. Course offered Fall and Spring.

Prerequisite: HUM 111 with a grade of C- or better.

HUM 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. Course offered Summer only.

Prerequisite: HUM 111 with a grade of C- or better;
co-requisite: HUM 106

HUM 130 Introduction to the Disability Support Services Field
3 Credits

This course will provide students with an orientation to direct services in the field of disability. It will give a broad overview of the essential topics in providing direct services and address common expectations and issues direct service providers encounter in this field. Three class hours. Course offered Fall and Spring.

HUM 135 Roles and Responsibilities in Disability Support Services
3 Credits

This course is designed to explore careers in the disability field and also examine service systems that provide support to people with disabilities. The course will emphasize experiential opportunities to meet and observe individuals from a variety of professions in the field, which will foster a deeper understanding of roles and responsibilities in the disability field. Three class hours. Course offered Spring only.

HUM 201 Models of Helping
4 Credits

Examination of the models, theories and roles that guide the practice of Human Services. The organizational structure of human services agencies will be examined and the systemic issues that impact clients and agencies will be analyzed. Career and transfer opportunities will be explored. Advanced group process, and field work experience will be discussed and analyzed. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 211 Field Work in Human Services III. Course offered Fall and Spring.

Prerequisite: HUM 102, 112 with a grade of C- or better.

HUM 202 Human Service Systems
4 Credits

Examination of human service systems and of characteristics of society that impel communities to assume responsibility for providing human services. Exploration of various strategies for meeting individual and community needs. Increased responsibility for integrating helping skills into small-group setting. Discussion and analysis of field work. Students must be qualified (based on Accuplacer) to take ENG 101 in order to register for this course. Four class hours. In conjunction with this course, the student must take and pass HUM 212 Field Work in Human Services IV. Course offered Fall and Spring.

Prerequisite: HUM 201 with a grade of C- or better or permission of department.

HUM 207 Skills for Working with Family Violence Issues
3 Credits

This course will provide an introduction to legal, medical, and social perspectives on family violence issues. It will examine the definitions/types, controversies, and nature/scope of family violence. It will also examine the factors which contribute to and consequences of family violence from the legal, medical, and social perspectives. Students will develop, discuss, analyze, and practice working with issues of family violence in class. Three class hours. Course offered Fall and Spring.

HUM 210 Disability Across the Lifespan Strategies for the Human Services Worker
3 Credits

The course provides a basic understanding in the the identification, prevalence and characteristics of individuals with disabilities across the life span. Additionally, the course will review legal mandates and historical movements that have shaped and defined the disability community today. Students will explore resources that will assist them in working with individuals with disabilities across the lifespan. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: HUM 211 with a grade of C- or better or permission of department.

HUM 220 Working with Clients Post-Incarceration
3 Credits

This course addresses issues that may be encountered by those whose work brings them into contact with individuals who are returning, or have recently returned, to society from incarceration. It includes understanding of the stigma attached to their legal status, the barriers that they may encounter, and the sometimes misguided mind-set with which some formerly incarcerated individuals anticipate their return to families and society as a whole. Additionally, the course includes topics such as interaction with legal supervision, case management, housing, and employment for the formerly incarcerated. Course offered Fall and Spring.

Prerequisite: HUM 101/HUM 111 or permission of instructor

HUM 230 Individualized Planning and Documentation for Disability Support Services
3 Credits

This course will provide an overview of documentation and compliance requirements across service systems, including early intervention services, school-age services, vocational rehabilitation services, mental health services, and day services. In addition, the course will incorporate approaches within a person centered planning framework for developing and implementing individualized supports for individuals with disabilities. Three class hours. Course offered Fall and Spring.
HUM 101, HUM 111, and HUM 130

HUM 235 Supporting and Communicating with People with Significant Disabilities
3 Credits

This course is an exploration of the ways in which people with significant disabilities are supported in their communities. The course will emphasize concepts

of positive behavioral support and communication strategies to facilitate self-determination and independent decision-making in a person's daily life. Students will learn about key concepts and the philosophy models of services systems that support people with significant disabilities. Three class hours. Course offered Fall and Spring.
HUM 101, HUM 111

HUM 236 Contemporary Issues in the Field of Disability Support Services 3 Credits

This course will provide an in-depth exploration of contemporary issues in the field of direct disability support services, starting with the historical roots and current events in the disability rights movement, moving into specific contemporary issues, and ending with the most current controversial topics in the field. Three class hours. Course offered Fall and Spring.
HUM 101 and HUM 111 and HUM 130

HUM 250 Introduction to Aging for the Human Services Worker 3 Credits

Students will examine contemporary issues impacting older adults such as special needs, changing roles experienced with aging, community resources, legislation and programs designed to meet these multifaceted needs. Students will develop methods for planning and implementing diverse activities and other approaches to encourage maintenance of health and self-sufficiency of the mature adult. Three credits. Course offered Fall and Spring.

HUM 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

HVA - Heating, Ventilating and Air Conditioning

HVA 101 Basic Refrigeration Theory 3 Credits

Covers the physical principles of refrigeration and the refrigeration cycle. Students will be introduced to the components of the refrigeration system including compressors, condensers, expansion devices, evaporators, coolers, freezers, and refrigerants. Two class hours, two laboratory hours. Course offered Fall and Spring.

HVA 102 Air Conditioning Theory 3 Credits

Covers the physical principles of air conditioning, psychometrics and air movement. Components found in today's air conditioning systems will be examined. Students will learn how to charge and evacuate systems. Other topics included are: pressure, regulating and bypass controls, diffusers, piping procedures, traps and high velocity systems. Two class hours, two laboratory hours. Course offered Fall and Spring.

Prerequisite: HVA 101.

HVA 103 Heating Systems 3 Credits

Servicing modern heating systems, whether they are gas, electric or oil, requires a thorough understanding of basic heating concepts. This course provides the student with the technical knowledge as well as the laboratory skills to begin their career in heating service. Two class hours, two laboratory hours. Course offered Fall only.

HVA 104 Commercial Air Conditioning and Heat Pumps 3 Credits

Deals with the basic principles of air conditioning as they are applied to large commercial systems. The principles of heat pumps will be included. Topics covered include: gas and electric heating/cooling of top units, economizers and large air distribution systems. Three class hours. Course offered Spring only.
Prerequisites: HVA 101, HVA 102, HVA 105, PHY 100; co-requisite: MTH 135 or permission of department.

HVA 105 Electric and Motor Controls 3 Credits

Covers basic principles of electricity and electric motor theory as it is found in the heating, ventilating, air conditioning industry. Topics covered are: series and parallel circuits, Ohm's law, amperage, voltage, watts, transformers, relays, contactors, wire sizing, distribution, and capacitors. Two class hours, two laboratory hours. Course offered Fall and Spring.

HVA 106 HVAC Workplace Training 3 Credits

This course is designed to prepare the HVAC technician for the legal and safety issues related to the industry. Employee, employer, and customer relations will be explored. The student will learn to self-evaluate their personal and technical skills and prepare a professional plan for growth. Three class hours. Course offered Fall and Spring.

HVA 201 Electronic Controls and Troubleshooting 3 Credits

A review of AC and DC theory and wiring diagrams. Use of multimeters, watt/hour meters, 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. Course offered Fall and Spring.
Prerequisites: HVA 105, MTH 135, PHY 100, or permission of department.

HVA 202 Boiler Systems 3 Credits

Covers the principles and theory of hot water and steam boilers. Topics covered are: design, controls, pumps and valves of boilers, New York State boiler codes, and the servicing of hot water and steam boiler systems. Three class hours. Course offered Fall only.
Prerequisites: HVA 103 and HVA 105.

HVA 203 Commercial Load Calculation 3 Credits

Covers all the elements related to calculating loads in commercial applications. Topics covered will include: reading building blueprints, evaluating building conditions, heating and cooling load calculation, equipment selection, duct distribution systems, and use of fire dampers, access doors, detectors, diffusers, control systems. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 104, MTH 098 and PHY 100.

HVA 204 Energy Management 3 Credits

Covers the design and service of the appropriate energy management system for a given facility. Topics to be covered are: evaluation of mechanical systems, building structure, needs of occupant, duty cycling, microprocessor controls, preventative maintenance and cost analysis. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 104 and HVA 105.

HVA 205 New Products 3 Credits

An overview of all types of equipment currently on the market and in use in heating, ventilating, and air conditioning installations, both incidental and commercial. It is designed to keep the student up to date with information on state-of-the-art developments in the field. Three class hours. Course offered Fall and Spring.
Prerequisites: HVA 101, HVA 102 and HVA 105.

HVA 206 Advanced Heating Systems 3 Credits

An advanced level course in heating systems focusing on fossil fuel technology and venting. There will also be discussions in calculating fuel economies and greenhouse effects. Three class hours. Spring semester only. Course offered Fall 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 specialties. Three class hours. Fall semester only. Course offered Fall and Spring.
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. Course offered Fall and Spring.
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. Course offered Spring only.

Prerequisites: HVA 101, HVA 102, HVA 103, HVA 104, HVA 105 or permission of department.

HVA 211 Commercial Refrigeration 3 Credits

Commercial refrigeration service is a specialization within the heating, ventilating and air conditioning industry. This course will provide the student with the understanding of ice machines, reach-in coolers and freezers, as well as walk-in coolers and freezers. Emphasis will be placed on repair of restaurant type equipment. Two class hours followed by two lab hours. Three credits. Course offered Fall and Spring.

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. Course offered Spring only.

Prerequisites: HVA 101, HVA 102, HVA 103, HVA 104 or permission of department.

HVA 220 Sheet Metal Fabrication 3 Credits

This course will provide students with the theory and application of sheet metal fabrication for use in the field of residential and light commercial HVAC installation. Students will gain a working knowledge of floor and hand tools used in the trade and relevant safety issues. Geometry and math associated with fabrication are an integral part of this course. Two class hours, two laboratory hours. Course offered Fall and Spring.

HVA 271 Cooperative Education-Heating, Ventilating and Air Conditioning 4 Credits

Students in the Heating, Ventilating and Air Conditioning certificate and degree programs may participate in a cooperative educational experience as a program elective. Students enrolled in this co-op must be able to work and document a minimum of 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. Course offered Fall only.

Prerequisite: HVA 101

HVA 275 Modern Welding Techniques 3 Credits

This course is an introduction to MIG and TIG welding and plasma cutting. These skills are practical and often essential for various craftspersons. Students will work with aluminum, stainless steel, and other common metals in this course.

This course is offered off-site at Mahaney Welding. In addition to tuition, part-time students must purchase student insurance. Students should also expect to purchase a pre-packaged kit of course materials including their safety equipment and book. Course offered Fall and Spring.

HVA 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

IDC - Honors Studies

IDC 101 Honors Studies: Orientation 1 Credit

This is the first in a series of four 1-credit courses that comprise the common experience in the MCC Honors Institute. Through a variety of in-class discussions and out-of-class experiences, students will be introduced to the six essential components of the MCC honors experience: scholarly inquiry, self-discovery, creative expression, service learning, global awareness, and abstract thought. One class hour. Course offered Fall and Spring.

IDC 102 Honors Studies: Exploration and Discovery 1 Credit

This is the second in a series of four 1-credit courses that comprise the common experience in the MCC Honors Institute. Students will build on the foundation of the first course as they are introduced to research methodologies in various academic disciplines. Students will also engage in a common service learning project. One class hour. Course offered Fall and Spring.

IDC 195 Honors Seminar in Critical Analysis-WR 3 Credits

This course begins with presentation and exploration of core critical thinking concepts including but not limited to arguments, fallacies, rules of inference and evidence. Students will examine a selected topic/theme that

will develop critical thinking, discussion leading and expository writing abilities. Three class hours. (SUNY-H) Course offered Fall and Spring.

Prerequisite: Permission of Coordinator of Honors Studies.

IDC 201 Honors Studies: Scholarly Process 1 Credit

This is the third in a series of four 1-credit courses that comprise the common experience in the MCC Honors Institute. Students will conduct the scholarly project they proposed in the second course and will continue their engagement in a service learning project. One class hour. Course offered Fall and Spring.

IDC 202 Honors Studies: Scholarly Presentation 1 Credit

This is the fourth in a series of four one-credit courses that comprise the common experience in the MCC Honors Institute. Through a variety of in-class discussions and out-of-class experiences, students will complete work on a scholarly project which they will ideally present at Scholars' Day and at a regional honors conference and/or professional conference in their discipline. One class hour. Course offered Fall and Spring.

IDC 295 Interdisciplinary Honors Seminar-WR 3 Credits

An in-depth examination of a theme based on a multidisciplinary blend of related issues. Participants are required to read extensive background material and to write an interpretive essay developing the theme or related topic. General elective credit. Three class hours. With permission of advisor, may be substituted for literature, humanities or social science elective. (SUNY-H) Course offered Fall only.

Prerequisite: Permission of Coordinator of Honors Studies.

IDC

Please check the Master Schedule for the following Honors course sections:

IDC Honors Studies

ANT 102
BIO 116
BIO 117
BIO 155
BIO 156
BUS 104
CHE 151
ECO 111
ECO 112
ENG 105
ENG 215
ENG 220
ENR 161
HIS 111
HIS 232
HMN 295
IDC 101

IDC 102
 IDC 201
 IDC 202
 IDC 195
 IDC 295
 MAR 200
 MTH 160
 MTH 210
 PHL 101
 PHL 103
 PHY 121
 PHY 161
 PSY 101
 PSY 201
 SBS 295
 SOC 101 Course offered Fall and Spring.

IDE - Interior Design

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. Course offered Fall and Spring.

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. Course offered Spring only.
Prerequisite: IDE 101 with a grade of C or better

IDE 121 Interior Design Communication I 3 Credits

Course introduces the student to methods of design communication including model building and mechanical drawing. Emphasis is placed on the study of the relationships of space and form and how these are communicated in both two and three dimensional media. Six laboratory hours. Course offered Fall only.
Prerequisite: Math placement Level 3 or higher, or TRS 094 or higher

IDE 122 Interior Design Communication II 3 Credits

Introduces the student to perspective drawing techniques as used to present design concepts to the client. Emphasis will be placed upon one and two-point perspective drawing and the communication of finish selections through the use of marker rendering. Six laboratory hours. Course offered Spring only.
Prerequisite: IDE 121 with a grade of C or better

IDE 160 CAD for Interiors 3 Credits

Provides students with the basic knowledge necessary to complete two-dimensional architectural drawings using CAD software. Emphasis will be placed on development of multiple views and integration of revisions. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisite: IDE 121 with a grade of C or better.

IDE 201 Interior Design III 3 Credits

Provides practical application of interior design concepts to the residential design project. Students will work on a variety of residential problems with emphasis on client contact and interviewing, program development, and design development. Communication of design concepts via a variety of media and presentations will be required. Two class hours, two laboratory hours. Course offered Fall only.
Prerequisites: IDE 122, IDE 160 and IDE 102 with a grade of C or better; 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. Course offered Spring only.
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. Course offered Fall only.
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. Course offered Fall only.
Prerequisite: IDE 160 with a grade of C or better; Co-requisite: IDE 201

IDE 290 Independent Study Variable Credit

See Department Chairperson Course offered Spring only.

INT - Industrial Instrumentation Technology

INT 110 Pneumatic and Mechanical Measurements 4 Credits

General classes of pneumatic/mechanical transducers are studied with particular emphasis upon fundamental physical principles upon which operation depends. Laboratory problems involve transducers in pneumatic/mechanical measuring systems. Pneumatic transmitter mechanisms and sub-assemblies are also studied. Three class hours, three laboratory hours. Course offered Fall and Spring.

INT 210 Digital Process Control Systems 5 Credits

An introduction to and survey of the principles and process control applications of digital logic elements, Boolean algebra, binary arithmetic, digital computers, and digital computer interface hardware. Mini- and micro-computer internal organization and digital handling techniques are emphasized. Digital computer control of simple basic processes will be investigated. Also an introduction to programmable controllers and their use in process control will be covered. Three class hours, four laboratory hours. Course offered Fall and Spring.
Prerequisite: ELT 111 or ELT 232.

INT 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

ITA - Italian/Foreign Language

ITA 101 Elementary Italian I 3 Credits

Designed for students with no previous experience in the language. Focuses on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. ITA 101 is strongly recommended for oral fluency especially for students transferring to four-year institutions. Three class hours. (SUNY-FL) Course offered Fall and Spring.

ITA 102 Elementary Italian II 3 Credits

Continuation of ITA 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Italian culture. ITA 112 is strongly recommended as a companion course to develop oral fluency, especially for students transferring to four-year institutions. Three

class hours. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: ITA 101 or one year of high school Italian or equivalent.

ITA 103 Intermediate Italian I 3 Credits

Continued study of grammar and structure with the emphasis on oral expression; cultural topics are included. Three class hours. (SUNY-FL) Course offered Fall only.
Prerequisite: ITA 102 or two years high school Italian or equivalent.

ITA 111 Elementary Italian Conversation I 2 Credits

Intensive participation in the spoken language to develop and improve oral fluency in conversation. Strongly recommended as a companion course to ITA 101 especially for students transferring to four-year institutions. Two class hours. Course offered Fall only.
Corequisite: ITA 101.

ITA 112 Elementary Italian Conversation II 2 Credits

Intensive participation in the spoken language to develop and improve oral fluency in conversation, especially for students transferring to four-year institutions. Two class hours. Course offered Spring only.
Prerequisite: ITA 102 taken concurrently, or one year high school language, or ITA 101.

ITA 207 Cinema for Italian Conversation 3 Credits

In this course, students will improve their Italian conversational skills through the discussion of films in Italian. Student presentations will help the students improve their public speaking skills. In addition, students will improve their listening comprehension through exposure to native speech. The films will introduce students to culture, some history, vernacular speech and regional accents. This course offers a new and different vision of language learning and use. The films serve as a catalyst for thought provoking cultural and linguistic examination. This offers the students the ability to express themselves and to expose themselves to the rich culture of Italy. The students will broaden their knowledge and analyze, compare and enrich their vocabulary and hone their analytic and critical thinking skills through their enhancement, solidification of the knowledge of the language, and its variety of uses. Three class hours. Offered Fall, Spring and Summer Semesters. (SUNY-FL) Course offered Fall and Spring.
Prerequisite(s): ITA 103, or excellence in high school Italian 5, the equivalent, or permission of instructor.

ITA 221 Italian Culture on Location 3 Credits

This course is designed to provide the opportunity to see and experience the richness of Italy through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student to prepare for the experience, and meetings after the trip

will provide a time for debriefing, reporting, evaluation, and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Course offered Fall and Spring.

JPN - Japanese/Foreign Language

JPN 101 Elementary Japanese I 3 Credits

Designed for students with little or no previous experience in contemporary Japanese. Emphasizes oral communication and listening comprehension skills. Also focuses in developing mastery of the Japanese writing system for basic reading and writing of simple sentences and short paragraphs. Hiragana, Katakana and Kanji characters are taught so that students will be able to communicate both orally and in written form in the most essential everyday life situations. Students will also learn Japanese customs, traditions and culture. Three class hours. Offered Fall, Spring and Summer Semesters. (SUNY-FL) Course offered Fall and Spring.

JPN 102 Elementary Japanese II 3 Credits

Students will continue strengthening their communicative skills (pronunciation, syllable stress) and writing skills using the Japanese writing system (Hiragana, Katakana and Kanji characters) that are necessary for reading and writing simple sentences and short paragraphs. Grammatical structures will be taught so that students will be able to communicate correctly, both orally and in written form in the most essential everyday life situations. Students will also learn Japanese customs, traditions, and culture associated with major life events, holidays and social interactions. Three class hours. Offered Fall, Spring and Summer Semesters. (SUNY-FL) Course offered Spring only.
Prerequisite(s): JPN 101, the equivalent, or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

JPN 103 Intermediate Japanese I 3 Credits

Continued study in Japanese for those with a firm foundation in elementary Japanese communication, written and oral. Grammar and vocabulary are continued at a higher level so that the student develops strong reading and writing skills in order to create complex sentences and short paragraphs. In this class, the student will attain oral and listening skills to successfully function in a variety of daily situations. Cultural topics are included in the study of grammar and structure. Memory and length of time since last studied are factors in successful placement. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: JPN 102, or successful completion of equivalent, or permission of the instructor

LAW - Law

LAW 101 Fundamentals of the Law 3 Credits

A study of how civil and criminal law governs society. Purchases, leases, contracts, divorces, environmental issues, and criminal offenses will be explored. Emphasis will be on development of those skills necessary to recognize and better deal with common legal problems to be confronted throughout adult life. Three class hours. Course offered Fall and Spring.

LAW 110 Great Trials 3 Credits

An in-depth and comprehensive examination of one or two significant local "landmark" cases, from investigation through appeal. Course is designed to allow the distillation of legal principles by working with actual trial records, appellate briefs, and newspaper reports. When practical, actual participants in the trial and appeal (judge, lawyers, newspaper reporters, and others) will be asked to share their unique perspectives with the class. Students will be required to complete an interpretative essay on issues in the case. This course fulfills a social science elective. Three class hours. Course offered Spring only.

LAW 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

LDS - Leadership

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. Course offered Fall and Spring.

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 diversity in a new way, treating diversity as a feature of individuals as well as groups of individuals. Course offered Fall and Spring.
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. Course offered Fall and Spring.

Prerequisite/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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisites: LDS 101 and LDS 102

LDS 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

MAR - Marketing

MAR 200 Principles of Marketing 3 Credits

This course examines the business function of Marketing. Students will learn how marketers deliver value in satisfying customer needs and wants, determine which target markets the organization can best serve, and decide upon appropriate products, services, and programs to serve these markets. Topics include branding and product development, pricing strategies, marketing research, promotion, supply chain management and service marketing. Marketing metrics will be used throughout the course to assess the impact of marketing strategies. Three class hours. Course offered Fall and Spring.

Prerequisites: BUS 104 with a C or better and (MTH098 with a C or better or MCC Level 6 Mathematics placement.)

MAR 201 Dynamics of Selling 3 Credits

Factors involved in effective selling; methods of conducting the sales presentation; application of psychological and persuasive selling techniques. Three class hours. Course offered Fall and Spring.

Prerequisite: BUS 104 with a C or better

MAR 203 Sports and Entertainment Marketing 3 Credits

An in-depth look at the market-driven entertainment and sports industries. This course examines the dynamics of marketing various forms of entertainment including product tie-ins, cross promotions, the branding of persons, events and venues, entertainment marketing research, reputation management, the underlying economic factors, and marketing communication strategy. The course will examine marketing strategies based on changing public tastes, expanding channels of distribution, the role of new technology, as well as business venture trends. We will also look at legal issues and other challenges facing the marketing of sports and entertainment products. The course utilizes a combination of lecture, discussion, and project-based learning. Short, current case studies from key areas will be discussed. We will combine theoretical marketing models with practical examples. Three class hours. Course offered Fall and Spring.

Prerequisite: MAR 200 with a C or better OR BUS 104 with a C or better

MAR 204 Advertising 3 Credits

Effective use of advertising media, integration of promotion plans and sales techniques with advertising. This course will be offered in the Fall Semester during the evening and in the Spring Semester during the day. Three class hours. Course offered Fall and Spring.

Prerequisite: MAR 200 with a C or better

MAR 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

MET - Mechanical Technology

MET 100 Mechanical Principles 3 Credits

Familiarizes the student with basic mechanical concepts. The lecture presents the principles which are applied and practiced in the laboratory. Laboratory experiences include blueprint reading sketching, visualization and hand tool skills. The sketching assignments directly relate to the hand tools laboratory projects. The hand tools projects include mechanical fabrication and dissection of some common machines. One and one-half class hours, three laboratory hours. Course offered Fall and Spring.

MET 101 Technical Graphics 3 Credits

A course which combines the basic skills needed to communicate ideas in a graphical format with the understanding and use of a 2D and 3D CAD program (AutoCAD). The student will be able to generate 3 view drawings and pictorial sketches. The student will also

be able to interpret and understand fully dimensioned drawings and create their own drawings using AutoCAD software. Understanding of the basic principles of 2D and 3D CAD will be reinforced to allow the student to quickly learn additional software packages in the future. Two class hours, two laboratory hours. Course offered Fall and Spring.

Prerequisite: Some experience with mechanical drawing is desirable, since most students in this course have had one or more terms of drawing.

MET 103 Manufacturing Processes I 2 Credits

Operation of lathes, milling machines, drill presses, grinders, measurement and measuring instruments, utilization and capabilities of these devices in manufacturing processes. Fall semester only. One class hour, three laboratory hours. Course offered Fall only.

MET 104 Manufacturing Processes II 2 Credits

A continuation of MET 103. Fabrication, manufacturing processes; field trips to local industries for observation of special machines, devices, and processes. Spring semester only. One class hour, three laboratory hours. Course offered Fall and Spring.

MET 105 Machine Design Theory I

See MET 225 Course offered Fall and Spring.

MET 106 Machine Design Theory II

See MET 226. Course offered Fall and Spring.

MET 121 Computer Aided Drafting/Design - Solid Modeling 3 Credits

An introductory course in Solid Modeling using SolidWorks software. Through a combination of lecture and hands-on laboratory experiences, the student will learn the basics of solid modeling design. Projects will focus on the importance of design intent and geometric relations to maximize the efficiency of the design process. Two class hours, two laboratory hours. Course offered Fall and Spring.

Prerequisite: MET 101 or MET 111 or CIT 111 or permission from Department.

MET 122 Advanced Solid Modeling using SolidWorks 3 Credits

An advanced course in solid modeling techniques for both part and assembly design using SolidWorks software. The student will learn to design using multiple solid bodies and surfacing through lecture and hands on experience. Other topics covered include Animations, Sweeps, Lofts, Molding and Weldments. The student will also have an opportunity to create a prototype using a 3D printer. Two class hours, two laboratory hours. Course offered Spring only.

Prerequisite: MET 121 or ENR 153 or permission from Department.

MET 201 Designing for Materials, Manufacturing and Assembly 3 Credits

The student will become competent in material selection and design optimization techniques necessary for today's modern manufacturing and assembly processes.

Students will rate their own designs against manual and high speed robotic assembly techniques using state-of-the-art software tools.

Student prototypes are created using design geometry and selected materials matched to the appropriate manufacturing processes such as Injection Molding, CNC Machining, Casting and Forging. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisites: MTH 104 or 135 and MET 101 or ENR 153

MET 202 Functional Design, Drafting, and Analysis 3 Credits

The student learns to apply Computer Aided Design tools to analyze the functional parameters of parts and assemblies. Student teams are required to design and analyze assemblies in a hands-on project based learning environment. Course modules include kinematic and motion analysis, tolerance analysis and functional loading analysis of parts and assemblies. Two class hours, two laboratory hours. Course offered Spring only.
Prerequisite: MET 101, ENR 153

MET 203 Technical Mechanics, Statics 3 Credits

Study of forces, center of gravity, equilibrium, structures, friction, and fluid statics. Spring Semester only. Three class hours. Course offered Fall and Spring.
Co-requisite: PHY 131

MET 206 Engineering Materials 3 Credits

This course introduces the student to the nature of materials used in the design and manufacture of products and machinery. Ferrous, non-ferrous, polymers, ceramics, composites, and naturally occurring materials are all covered in this course. The emphasis is on material selection, production, and formation into final product. A companion lab gives the student the ability to get hands-on experience in understanding the structure, testing, and selection of materials. Spring semester only. Two class hours, three laboratory hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.
Prerequisite: MET 203.

MET 225 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. Three class hours. Course offered Fall only.

Prerequisite: MTH 140 or MTH 165 or higher, PHY 131 or higher level Physics. Co-requisite: MET 203

MET 226 Machine Design Theory II 3 Credits

Continuation of MET 225. Study and analysis of mechanical components including cams, bearings, seals, mechanism, hydraulic equipment, and pneumatic equipment. Three class hours. Course offered Spring only.

Prerequisite: MTH 140 or higher, PHY 132 or higher, MET 225. Co-requisite: MET 203

MET 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

MFG - 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. Course offered Fall and Spring.

Prerequisites: MET 101 or permission of department.

MTH - 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.

Mathematics Placement:

Correct placement is important for optimizing a student's chances of success in mathematics. Options for a student's first course in mathematics at MCC depend on the student's placement level as indicated in the table below. Placement test scores and/or recent math transcripts, SAT or ACT test scores are used to determine initial placement levels. TRS placement levels may be revised based on pretesting during the first week of a TRS class. Regardless of placement level, students must satisfy the published course prerequisites.

Mathematics Placement

Placement Level - First Course Options

LEVEL 1 - TRS 092

LEVEL 2 - *(TRS 094 or MTH 130)

LEVEL 3 - *(TRS 094 or MTH 130)

LEVEL 4 - *(MTH 098 or 130 or 150)

LEVEL 5 - *(MTH 098, or 099 and 104** or 130 or 150)

LEVEL 6 - *(MTH 104 or 130 or 135 or 150)

LEVEL 8 - *(MTH 155 or 160 or 164 or 165 or lower level course)

LEVEL 9 - *(MTH 166 or 172 or 175 or 200 or lower level course)

LEVEL 10 - *(MTH 210 or lower level course)

*Students should select an appropriate TRS or MTH course for their program with the assistance of an advisor.

**"MTH 099 and 104" means that the student registers for the 099 lab with the 104 class. Course offered Fall and Spring.

MTH 098 Elementary Algebra* No Credit

A first course in algebra with an emphasis on linear equations and their applications. Topics include, but are not limited to: solving linear equations and inequalities, performing arithmetic operations on polynomials, factoring polynomials, solving quadratic equations, simplifying expressions containing integer exponents, graphing linear equations and inequalities in one and two variables, solving systems of two linear equations, and appropriate applications of these topics. Four class hours per week; four fee hours; four imputed credits; no earned credits. Course offered Fall and Spring.

Prerequisite: TRS 094 with a grade of C or better, or MCC Level 4 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.

Course offered Fall and Spring.

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* 4 Credits

A second course in algebra with an emphasis on quadratic and rational equations and their applications, and a brief introduction to right triangle trigonometry. Topics include, but are not limited to: solving equations involving quadratic, rational and radical expressions; performing arithmetic operations on rational expressions, complex numbers and radical expressions; evaluating functions and determining domain and range; graphing quadratic functions; solving systems of non-linear equations; simplifying expressions involving rational exponents; solving right triangle trigonometric problems; and appropriate applications of each of these topics. Four class hours. Course offered Fall and Spring.

Prerequisite: MTH 098 with a grade of C or better, or MTH 099 with a grade of C or better, or MCC Level 6 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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: MTH 098 with a grade of C or better, or MCC Level 6 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) Course offered Fall and Spring.

Prerequisite: MTH 135 with a grade of C or better or MTH 104 with a grade of C or better, or MCC Level 8 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. Course offered Spring only.

Prerequisite: MTH 140 with a grade of C or better or equivalent.

***MTH 135, MTH 140 and/or MTH 141 are required in various technology programs. They do not fulfill a mathematics requirement for an Associate in Arts or Associate in Science degree.*

MTH 150 Survey of Mathematics 3 Credits

A study of various topics including an introduction to estimation, algebra, geometry, consumer mathematics, probability and statistics, with an emphasis on critical thinking and interpreting results. Other topics may be covered at the discretion of the instructor. Three class hours. MTH 150 is a common selection by Liberal Arts students with fewer than three years of high school mathematics. MTH 150 is not a prerequisite course for MTH 160 or higher. Although this course can satisfy your mathematics requirement for some MCC programs and transfer to some baccalaureate institutions, if you are planning to transfer please speak with an academic advisor or Career and Transfer to ensure that this course meets your goals. (SUNY-M) Course offered Fall and Spring.

Prerequisite: TRS 094 with a grade of C or better, or MCC Level 4 Mathematics placement.

MTH 155 Mathematics for Elementary Teachers I 3 Credits

A course essential in developing the mathematical competency of the teacher or prospective teacher at the elementary level. Students will develop a comprehensive understanding of the mathematical curriculum recommended by the 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. All Sections are writing intensive (WR).

Course offered Fall and Spring.

Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 Mathematics Placement.

MTH 156 Mathematics for Elementary Teachers II 3 Credits

A continuation of the concepts of MTH 155, which develop the mathematical competency of the teacher or prospective teacher at the elementary level. Students will develop a comprehensive understanding of the mathematical curriculum recommended by the National Council of Teachers of Mathematics (NCTM) Standards using a problem solving approach with appropriate technology. Topics include functions, probability, statistics, measurement, 2 and 3 dimensional geometry, transformational geometry, congruence and similarity. All sections are writing intensive (WR). Three class hours. MTH 156 is a special interest course; check for availability. (SUNY-M) Course offered Fall and Spring.

Prerequisite: MTH 155 with a grade of C or better.

MTH 160 Statistics I 3 Credits

An introduction to descriptive and inferential statistics intended to give an understanding of statistical techniques and applications in a wide variety of disciplines. Topics include measures of central tendency; dispersion and position; correlation and regression; probability and probability distributions, including binomial and normal; the Central Limit Theorem; parameter estimation and hypothesis testing. Minitab statistical software is used. Three class hours. MTH 160 is an appropriate elective for most programs. (SUNY-M) Course offered Fall and Spring.

Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 Mathematics Placement.

MTH 161 Statistics II 3 Credits

Statistical inference with an introduction to experimental design. Topics include hypothesis testing and estimation for means, proportions and variances; sample size determination; uses of Chi-square distribution; analysis of variance; linear correlation and regression, non-parametric statistics and statistical research. Minitab statistical software is used. Three class hours. (SUNY-M) Course offered Fall and Spring.

Prerequisite: MTH 160 with a grade of C or better.

MTH 164 Introduction to Trigonometry 1 Credit

A first course in trigonometry. Topics include the trigonometric ratios, radian measure, angles in a coordinate system, ratio values for any angle, graphs of trigonometric functions and basic trigonometric identities and equations. A specific calculator will be required of all

students in this course. One class hour. Course offered Fall and Spring.

Prerequisite: MTH 104 with a grade of C or better, or MCC Level 8 Mathematics Placement.

MTH 165 College Algebra 3 Credits

This course is intended to enhance algebraic skills and graphing techniques, and to prepare students for Precalculus Mathematics and Applied Calculus. Topics include 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) Course offered Fall and Spring.

Prerequisite: MTH 104 with a grade of C or better, or MTH 140 with a grade of C or better, MCC Level 8 Mathematics placement.

MTH 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. Course offered Spring only.

Corequisite: MTH 165 or *Prerequisite:* MTH 165 with a grade of C or better, or MCC Level 9 Mathematics placement, or higher.

MTH 172 Technical Discrete Mathematics 3 Credits

An introduction to discrete mathematics primarily intended for students majoring in Information Technology or Computer Systems Technology. The emphasis will be on the development of technical discrete mathematics skills, rather than rigorous proof. Topics will include number systems, sets, logic, induction, elementary counting techniques, relations, functions, matrices, and Boolean algebra. Note: This course is not designed for students intending to major in Mathematics or Computer Science. Students intending to major in Mathematics or Computer Science should take MTH 220. Three class hours. Course offered Fall and Spring.

Prerequisite: MTH 141 or MTH 165 with a grade of C or better, or MCC Level 9 Mathematics placement, or equivalent.

MTH 175 Precalculus Mathematics 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. Course offered Fall and Spring.

Prerequisite: MTH 165 with a grade of C or higher, or MTH 141 with a grade of C or higher, or Algebra II and Trig (or Math B) Regents Exam with a grade of 83 or higher, or SAT-Math with a score of 600 or higher, or ACT-Math with a score of 26 or higher, or MCC Level 9 Mathematics placement or higher.

MTH 200 Applied Calculus 4 Credits

An intuitive introduction to the principal ideas of differential and integral calculus. Among the topics covered are: functions (including exponential and logarithmic), limits, differentiation, and integration. Emphasis will be placed upon the use of calculus in solving problems from areas including business, economics, and the social and natural sciences. Four class hours. Course offered Fall and Spring.

Prerequisite: MTH 165 with grade of C or better, or MCC Level 9 Mathematics placement, or equivalent.

MTH 210 Calculus I 4 Credits

This course will cover the basic concepts of differentiation of algebraic, trigonometric, exponential, logarithmic and inverse trigonometric functions. It includes an introduction to the concepts of limit, continuity and definite integral. Applications to rectilinear motion, graphing, maxima-minima, related rates, and area are explored. A specific calculator will be required of all students in this course. Students are advised to check with the Mathematics Department. Four class hours. Course offered Fall and Spring.

Prerequisite: MTH 175 with grade of C or higher, or high school precalculus course with a grade of B (83) or higher, or MCC Level 10 Mathematics placement or higher.

MTH 211 Calculus II 4 Credits

In this course, Riemann sums leading to definite integrals are used in applications to problems in physics and geometry. Also included are: techniques of integration, improper integrals, indeterminate limit forms, infinite series, Taylor polynomials, power series, and an introduction to first-order separable differential equations and their slope fields. A specific calculator will be required of all students in this course. Students are advised to check with the Mathematics Department. Four class hours. Course offered Fall and Spring.

Prerequisite: MTH 210 with a grade of C or higher.

MTH 212 Calculus III 4 Credits

The calculus of functions of more than one variable, partial differentiation, multiple integrals, polar coordinates, solid analytic geometry and vectors, and the calculus of vector-valued functions are covered. A specific calculator will be required of all students in this course. Students are advised to check with the Mathematics Department. Four class hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: MTH 210 with a grade of C or higher, or equivalent.

MTH 225 Differential Equations 4 Credits

An introduction to ordinary differential equations and their applications. Analytical methods include: separation of variables, linear first order equations, substitution methods, second order linear equations with constant coefficients, undetermined coefficients, variation of parameters, autonomous systems of two first order equations, series solutions about ordinary points, and the Laplace Transform. In addition to analytical methods, quantitative and qualitative analysis will be employed through the use of Euler's Method, phase lines, phase planes, and slope fields. Four class hours. Course offered Fall and Spring.

Prerequisite: MTH 211 with a grade of C or better.

MTH 230 Linear Algebra 4 Credits

Topics include systems of linear equations, vectors and matrices, determinants, vector spaces, linear transformations, eigenvectors and eigenvalues, and inner product spaces. Four class hours. Course offered Spring and Summer.

Prerequisite: MTH 212 with a grade of C or better, or permission of instructor.

MTH 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

MUS - Music

MUS 101 Music Appreciation 3 Credits

Interest, taste and discrimination in music and its relationship to other art forms; survey of style periods of Western Music; Medieval, Renaissance, Baroque, Classical, Romantic and Twentieth Century; survey of musical forms, instruments of the orchestra, and music in national cultures; biographical sketches of composers; listening to records essential. Three class hours. (SUNY-H) Course offered Fall and Spring.

MUS 102 Basic Musicianship Skills I 3 Credits

This course offers an introduction to four basic skills of music: music theory, aural skills, piano skills, and solo performance in voice or another instrument. This course is open to both music majors and non-majors. One class hour, two lab hours. Course offered Fall and Spring.

MUS 103 Basic Musicianship Skills II 3 Credits

This course offers further instruction after Basic Musicianship Skills I on the four basic skills of music: music theory, aural skills, piano skills, and solo performance in voice or another instrument. This course is open to music majors and non-majors. One class hour, two lab hours. Course offered Fall and Spring. *MUS 102*

MUS 104 Men's Glee Club 1 Credit

The Men's Glee Club is a performance organization which will focus on choral arrangements of both patriotic and popular music genres of the past 150 years. The student will learn to transfer musical concepts between genres of music. The student will also learn the rudiments of vocal performance in conjunction with a male ensemble. May be repeated for additional credit. Three class hours. Course offered Spring only.

MUS 105 Women's Glee Club 1 Credit

The Women's Glee Club is a performance organization which will focus on choral arrangements of patriotic, contemporary choral works, and popular music genres of the past 100 years. The student will learn to transfer musical concepts between genres of music. The student will also learn the rudiments of vocal performance in conjunction with a female ensemble. May be repeated for additional credit. Three class hours. Course offered Fall only.

MUS 108 College Chorus 1 Credit

Performance of a wide variety of choral music. Musical selections range from traditional to contemporary and include such diverse styles as madrigals, songs, chorales, folk music, jazz and rock. Three class hours. (May be repeated for additional credit.) (SUNY-A) Course offered Fall and Spring.

MUS 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) Course offered Fall only.

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. Course offered Spring only. *Prerequisite: MUS 109 or permission of the instructor.*

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) Course offered Fall and Spring.

MUS 114 Contemporary A Cappella Ensemble 3 Credits

Performance of the genre of contemporary a cappella music. Musical selections will range from a variety of contemporary popular genres such as Rhythm and Blues, Rock, Alternative, Soul, Fusion, and Hip Hop. Three class hours (May be repeated for additional credit.) Course offered Fall and Spring. *None*

MUS 115 Community Chorus 1 Credit

Performance of extended choral works from a variety of time periods. Examples of extended works include Requiems, Masses, Oratorios, and multi-movement choral works. This course will consist of a collaboration between students and community members. (May be repeated for additional credit.) Three class hours. Course offered Fall and Spring.

MUS 118 Broadway Musicals 3 Credits

A survey of musicals, revues and Broadway shows which represent the growth and development of American musical theatre as an art form. Students will learn to recognize and identify the characters, plot, best-known show tunes and other important facets of musical theatre. Three class hours. Course offered Spring only.

MUS 119 Music in World Cultures 3 Credits

A diverse overview of classical, popular, and folk music traditions comprising all of the major world cultures. The objectives of the course are to look closely at how we define what music is and what social and cultural roles it serves in our lives. Students will listen to music from other cultures and discuss how the music reflects differences in the way that another society defines music and its role in their lives. This process will also show how diverse and global our own musical traditions already are. The course will also explore the role of music as ritual, mode of communication, work accompaniment and artistic expression. Three class hours, two experiential hours. Offered both Fall and Spring Semesters. This course satisfies the requirement for a social science elective. (SUNY-ARTS and SUNY-HUMANITIES) Course offered Fall and Spring.

MUS 120 Jazz in American Society 3 Credits

A survey course in the evolution of jazz in America. Historical significances are identified and traced from rhythmic worksongs and spirituals of the late

1800s through avant-garde jazz of the 1970s. Specific concentration as to personalities and musical styles occurs for the major eras and trends in jazz; e.g., Ragtime, Dixieland, Swing, Bebop, Progressive, Modern, Third Stream, Rock, Jazz. This course satisfies the requirement for a social science elective. Three class hours. (SUNY-A) Course offered Fall only.

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. (SUNY-A) Course offered Fall and Spring.

MUS 122 Piano Class I 3 Credits

Group instruction in fundamental piano technique designed for the beginner. Pupils learn to read music, improvise chordal accompaniments, and develop technical proficiency through performance of elementary piano music. Two class hours, one laboratory hour. (SUNY-A) Course offered Fall and Spring.

MUS 123 Piano Class II 3 Credits

A continuation of MUS 122. Group instruction designed to develop piano proficiency at the advanced beginner level. Includes further development of technical and music reading skills including improvisation. Two class hours, one laboratory hour. Course offered Fall and Spring.

Prerequisite: MUS 122 or performance equivalent to MUS 122, or permission of instructor.

MUS 124 Guitar Class I 3 Credits

An introductory course in the fundamentals of guitar playing, designed for the beginning student. A dual approach to the instrument will be taught: 1) as an accompaniment for singing; the student will learn chords, progressions, strums, and finger-picking; 2) as a solo instrument; the student will learn the fundamentals of reading music, as applied to the guitar; e.g. staff-notation, meters, rhythms, scales, positions with emphasis on developing dexterity. Three class hours. Students must provide their guitars. (SUNY-A) Course offered Fall and Spring.

MUS 125 Guitar Class II 3 Credits

An intermediate course in guitar playing designed for the student with more than an elementary knowledge of guitar technique. Emphasis on the guitar as a solo instrument - including scales in all positions, technical reading studies, solo playing, with emphasis on the development of right hand dexterity. Spring semester only. Three class hours. Students must provide their own guitars. Course offered Fall and Spring.

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) Course offered Fall only.

Prerequisite: Permission of instructor.

MUS 127 Applied Piano Minor II 1 Credit

A continuation of MUS 126 for students currently studying voice or an instrument. Spring Semester only. One and one-half laboratory hours. Course offered Spring only.

Prerequisite: MUS 126 or equivalent, or permission of instructor.

MUS 129 MIDI Recording Techniques 3 Credits

An introductory course in computer-assisted music production. Students will learn the fundamentals of the Musical Instrument Digital Interface (MIDI) as they pertain to MCC's own MIDI studio. Using the synthesizer, drum machine and tone generator, students will produce high quality demo tapes of the music of their choice. Three class hours. (SUNY-A) Course offered Fall and Spring.

Prerequisite: Basic keyboard proficiency or permission of instructor.

MUS 131 Studio Production 3 Credits

Designed to give the students practical experience in recording live music using digital multi-track recorders. The students will understand the use of microphones, mixers, multi-effects units and MIDI (Musical Instruments Digitally Interfaced) applications. Students will be given an overview of how past, present and future technological changes in the music industry impact recording techniques. Three class hours. Course offered Fall and Spring.

Prerequisite: MUS 129 is strongly recommended.

MUS 132 Percussion Class 3 Credits

Group instruction in basic percussion techniques. Includes learning the rudiments (rolls, flams, ruffs, paradiddles, etc.) of reading drum music. Two, three, and four part ensemble experience in various styles. Developing four-limb coordination for drum-set playing and learning basic rock, Latin, and jazz rhythms on the set. Correct playing techniques for some of the secondary percussion instruments: hand cymbals, bass drum, triangle, tambourine, maracas, claves, cowbells, guiro, cabasa, and conga. Three class hours. Course offered Fall and Spring.

MUS 133 Lyric Writing 3 Credits

This course will improve the student's ability to write words to music. Students will enhance their skills not by reading about lyric writing but by completing dozens

of writing exercises and assignments. The results will be lyrics that are clear, concise and creative. Besides the usual topics of meter, rhyme and form, students will learn topics not widely known outside of songwriting circles. These topics include how to start writing a lyric quickly, how to write more effective lyrics by examining the words within the title, pulse points, how to develop a song one line at a time, finding the lyrical approach, blocking a song, the importance of contrast along with other tricks, tips and techniques used by professional writers. Discussions will include work habits, breaking writers block and career opportunities. The ability to read and write music is helpful but not necessary. This course will focus on the written word. Course offered Fall and Spring.

Prerequisite: ENG 101 or permission of the instructor

MUS 140 Jazz Ensemble 1 Credit

Rehearsal and performance of jazz, Latin, and pop instrumental, music for big band (piano, bass, drums, saxophones, trumpets, trombones, and guitar). Rehearsals include study of playing with good time, intonation, jazz inflections, articulations, and correct interpretation of classic jazz literature to modern styles.

Concert performances include major concerts twice each semester in MCC's Theatre, and there is the potential for additional on-campus or off-campus performances. (This course may be repeated for credit.) Three laboratory hours, 10+ experiential hours. Course offered Fall and Spring.

Prerequisite: Prior experience in a jazz band or permission of instructor. Recommended corequisites: MUS 143/144 is highly recommended.

MUS 141 Madrigal Singers 1 Credit

A select group of singers rehearsing and performing vocal music from the Medieval and Renaissance time periods. Emphasis will be on developing musicianship and ensemble singing with the goal of understanding these musical styles and experiencing the joy of public performance. May be repeated for additional credit. Fall Semester only. Three class hours. Course offered Fall only.

Prerequisite: Audition or permission of instructor.

MUS 142 Musical Production 3 Credits

A select group of actor/singers and musicians whose main goal is to rehearse and perform a Broadway musical production. Students will learn the vocal and dance portion of performing in a full scale musical production. Students will experience costumed and staged live performances. May be repeated for additional credit. Three class hours. Course offered Fall only.

Prerequisite: Audition or permission of instructor.

MUS 143 Jazz Improvisation I 3 Credits

An introductory level course that explores the theory of jazz. This class will use standard jazz tunes as vehicles to explore harmony, melody, rhythm, improvisational concepts, basic keyboarding skills, and composition in a functional way. Modes of the major scale, ii-V-I's, and

the blues scale will be discussed as well as major, minor, and diminished chord structures with sevenths. Theory discussions and written assignments will be combined with ear training, listening examples, and playing standards in class so as to increase the student's ability to improvise in an instrumental jazz group. Three class hours. Course offered Fall and Spring.

Prerequisite: MUS 109 or permission of instructor.

MUS 144 Jazz Improvisation II 3 Credits

A continuation of MUS 143 that examines the theory of jazz. This class will use standard jazz tunes as vehicles to explore harmony, melody, rhythm, improvisational concepts, basic keyboarding skills, and composition in a functional way. In addition to modes of the major scale, ii-V-I's, blues scale, and seventh chords being reviewed, extensions 9, 11, 13, modes of the melodic minor, and the diminished scale will be introduced. Theory discussions and transcription/composition assignments will be combined with ear training, listening examples, and playing standards in class so as to increase the student's ability to improvise in an instrumental jazz group. Three class hours. Course offered Fall and Spring.

Prerequisite: MUS 143 or permission of instructor.

MUS 145 Jazz Combo 1 Credit

Rehearsal and performance of traditional jazz standards, Latin, avant-garde and pop instrumental, music for small combo (piano, bass, drums, guitar, and some horns such as saxophone and trumpet). Rehearsals include study of playing compositions with an emphasis on improvising in a small group format. Correct interpretation of classic jazz literature to modern styles is studied in this context of a small combo. Concert performances include major concerts twice each semester in MCC's Theatre, Atrium, or Student Center and there is the potential for additional on-campus or off-campus performances. (This course may be repeated for credit.) Three laboratory hours, 10+ experiential hours. Course offered Fall and Spring.

Prerequisite: Prior experience improvising in a jazz band or permission of instructor; corequisite: MUS 143/MUS 144 is highly recommended

MUS 146 Vocal Jazz/Show Choir 1 Credit

A select group of singers and instrumentalists rehearsing and performing vocal music from the jazz and show choir repertoire. Emphasis will be on developing musicianship and ensemble singing with the goal of understanding these musical styles and experiencing the joy of public performance. May be repeated for additional credit. Spring Semester only. Three class hours. Course offered Spring only.

Prerequisite: Audition or permission of instructor.

MUS 147 Jamming in Jazz, Funk, Pop and Rhythm and Blues Styles 1 Credit

This course practices how to solo effectively melodically and rhythmically on an instrument in several different styles such as Jazz, Funk, Pop and Rhythm & Blues using mostly one's ear. Appropriate music theory will be studied. Ear training will also be accomplished by "call

and response” drills and listening to various recordings of these music styles. Students should have some basic music theory knowledge and will be expected to perform on an instrument (including voice). Students will practice active listening to examples of recordings in class. The class will practice performing complex polyrhythms and hemiolas by clapping and singing. Students will transcribe short phrases by repeated listenings and apply these memorized or notated phrases to similar harmonic progression forms or vamps in other compositions. Performing together in a group setting will be discussed and practiced as well. One class hour. (SUNY-A) Course offered Spring only.

MUS 150 History of Rock 'n Roll 3 Credits

A survey course that traces the roots of rock 'n roll from its origins in blues and rock '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 phenomena. This course satisfies the requirement for a social science elective. Three class hours. Course offered Fall and Spring.

MUS 151 Music Performance and Lessons 2 Credits

Provides students with an opportunity to develop their music abilities through solo or ensemble performances before college audiences, through individualized private study of instrumental or vocal music under the supervision of qualified teachers, and a final exam jury before the music faculty. A minimum of 15 one-hour lessons is required per semester. Cost of lessons is not included in MCC tuition. One class hour plus one hour of private instruction. (May be repeated for additional credit.) (SUNY-A) Course offered Fall and Spring. *Prerequisite: Music Department audition.*

MUS 153 Electric Guitar and Electric Bass 3 Credits

A study of the many aspects of playing the electric guitar and/or the electric bass. Students will learn music theory, guitar symbols, melodies, scales, and arpeggios. Emphasis is on the practical application of music fundamentals when playing by ear, imitation of styles (jazz, pop, rock, folk), and solo group improvisation. Students supply their own instruments and/or equipment. Three class hours. (SUNY-A) Course offered Fall and Spring. *Prerequisite: Student should have some knowledge of guitar playing.*

MUS 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) Course offered Fall and Spring. *Prerequisite: Student should have some knowledge of guitar playing.*

MUS 155 African-American Music in America 3 Credits

A comprehensive survey into the musical idiom that comprises the African-American musical landscape. This course will discuss the important contributions that led to the development of the Negro spiritual, ragtime, blues, jazz, and the hip-hop cultural phenomenon. A historical study of the relationship that African-American music has had on western composers including Igor Stravinsky, Darius Mihlaud, and Claude Debussy. This course satisfies the requirement for a social science elective. Course offered Spring only.

MUS 159 Aural Skills I 1 Credit

This course reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. Course offered Fall only. *Corequisite: MUS 109 or permission of instructor*

MUS 160 Aural Skills II 1 Credit

This course is a continuation of Aural Skills I. It reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. Course offered Spring only. *Prerequisite: MUS 159 or permission of instructor; corequisite: MUS 110 or permission of instructor*

MUS 161 Guitar Ensemble 1 Credit

Rehearsal and performance of a wide variety of music literature composed and arranged for four or more guitars. Minimum requirements include reading and playing in first position, reading of basic rhythm pattern including eighth and sixteenth notes. (Course may be repeated for additional 1 credit.) Three class hours. Students must provide their own guitar. Course offered Fall and Spring.

MUS 190 Music Rehearsal and Performance 3 Credits

Rehearsal and performance of specialized musical groups for significant musical events; 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. Course offered Fall only.

MUS 201 History of Music I 3 Credits

Music from antiquity through 1750, covering Medieval, Renaissance and Baroque style periods; essential score reading and listening to records outside of class. Fall semester only. Three class hours. This course satisfies the requirement of humanities or social science credit. (SUNY-WC) Course offered Fall only. *Prerequisites: Completion of a music theory course or music appreciation, and elementary skill in music reading or permission of the instructor.*

MUS 202 History of Music II 3 Credits

Music from 1750 through the present covering Classical, Romantic and Twentieth Century style periods; essential

score reading and listening to records outside of class. Spring semester only. Three class hours. This course satisfies the requirement of humanities or social science credit. (SUNY-WC) Course offered Spring only. *Prerequisite: MUS 201 or permission of the instructor.*

MUS 209 Music Theory III 4 Credits

A study of diatonic seventh chords, borrowed chords, secondary dominants, augmented sixth chords, chromatic and in harmonic modulation and musical forms of the Classic and Romantic Periods, sight-singing and harmonic and melodic dictation related to chromatic harmony, early 20th century techniques. Computer software is incorporated to reinforce music theory concepts, for ear training practice, and to typeset homework assignments. Four class hours. Course offered Fall only. *Prerequisite: MUS 110 or permission of the instructor.*

MUS 210 Music Theory IV 4 Credits

Studies of 20th century techniques, with student compositions performed and evaluated in class. Computer software is incorporated to reinforce music theory concepts, for ear training practice, and to typeset homework assignments. Four class hours. Course offered Spring only. *Prerequisite: MUS 209 or permission of the instructor.*

MUS 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. (SUNY-A) Course offered Fall and Spring. *Prerequisites: MUS 121, prior vocal experience, or by audition.*

MUS 226 Applied Piano Minor III 1 Credit

A course designed to increase essential keyboard skills and score reading; improve technique through the study and performance of collegiate level intermediate difficulty piano studies; and provide instruction in proper methods of accompanying, melodic and harmonic improvisation, and transposition. Fall semester only. One and one-half laboratory hours. Course offered Fall only. *Prerequisite: MUS 127 or equivalent, or permission of instructor.*

MUS 227 Applied Piano Minor IV 1 Credit

A continuation of practical keyboard studies at the advanced intermediate (collegiate) level of study. Continued development of keyboard skills including SATB vocal score reading, harmonization, improvisation, transposition, and modulation. Instrumental score reading and instrumental accompaniment. Spring semester only. One and one-half laboratory hours.

Course offered Spring only.

Prerequisite: MUS 226 or equivalent, or permission of instructor.

MUS 229 MIDI Recording Techniques II 3 Credits

This course is a continuation of MUS 129 class and lab, using computer-based sequencing software connected to synthesizer keyboards and other related devices. Lecture and demonstration of more advanced parameters of software used will be studied and applied. Musical factors such as composition, arranging, and song forms will be discussed to further the overall finished production of students' projects. Basic keyboard/theory proficiency are required. Offered every Spring Semester. Three class hours. Course offered Fall and Spring. *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 Spring Semester. Three class hours. Course offered Fall and Spring. *Prerequisite(s):* MUS 129 and MUS 131.

MUS 253 Music Business 3 Credits

This course will introduce the student to the different facets of the music business. The course will aim to increase the participant's knowledge of the inner workings of the business, as well as how they relate to one another. Areas of concentration are music publishing, income sources, recording studios, copyrights, recording companies, and other related avenues. Whether the student wants a career in teaching or performing, this course will give an overview of some of the things to expect. Three class hours. Course offered Spring only.

MUS 259 Aural Skills III 1 Credit

This course is a continuation of Aural Skills II. It reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. Course offered Fall only. *Prerequisite:* MUS 160 or permission of instructor; *corequisite:* MUS 209 or permission of instructor

MUS 260 Aural Skills IV 1 Credit

This course is a continuation of Aural Skills III. It reinforces Music Theory concepts and develops skills in sight singing as well as melodic and rhythmic dictation. Course offered Fall and Spring. *Prerequisite:* MUS 259 or permission of instructor; *corequisite:* MUS 210 or permission of instructor

MUS 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall only.

NUR - Nursing

NUR 110 Foundations of Nursing 1 Credit

NUR 110 is a nonclinical course in which the foundation of professional nursing is examined through exploration of the healthcare delivery system, nursing roles, nursing origins, and the educational, legal, and ethical bases of practice. Future challenges for the nursing profession are introduced. One class hour. Course offered Fall and Spring.

NUR 111 Fundamentals of Nursing 7 Credits

NUR 111 focuses on the Basic Needs of the non-acute adult patient to provide quality, safe patient-centered care for diverse populations.

The MCC nursing program's conceptual framework and the core competencies of associate degree nursing practice: Professional Identity, Nursing Judgment, Human Flourishing, and Spirit of Inquiry, are introduced.

Students use knowledge and science to begin to assess a patient's ability to meet Basic Needs and to implement fundamental nursing interventions. Three class hours, two conference hours, six clinical laboratory hours. Course offered Fall and Spring.

Prerequisites: Grade of C or better in high school chemistry, biology and either Sequential Math, Math A Regents or High School Algebra or MTH 098; *corequisites:* NUR 110, PSY 101 and BIO 142 unless previously taken.

NUR 112 Nursing Care of the Adult and Child-I 8 Credits

NUR 112 focuses on Basic Needs of adult and child patients using the Nursing Process to provide quality, safe patient-centered care for diverse populations. Teamwork and collaboration are introduced and explored. Students use knowledge and science to manage, with assistance, the essential issues of patients with both acute and chronic conditions in several healthcare environments. One class hour, four conference hours, nine clinical laboratory hours.

The core competencies of associate degree nursing practice introduced in NUR 111 are expanded upon in clinical nursing practice. Course offered Fall and Spring. *Prerequisites:* NUR 110 and NUR 111 with a minimum grade of C; *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. Course offered Fall and Spring. *Prerequisites:* NUR 150 is required for students who are transferring into the program, admitted with advanced standing, or returning to the program after an absence of one year. Completion of NUR 150 requirement is valid for one year. Students reentering NUR 111 do not need to take NUR 150.

NUR 160 Critical Thinking Utilizing the Nursing Process 1 Credit

This one-credit elective course is designed to assist nursing students from any of the four semesters with developing improved critical thinking skills necessary for safe, efficient, and holistic care. The course is a late-start course meeting weeks 7-14 for two hours each week. A case study approach lends well to interactive class periods where nursing students will be able to develop, utilize, and receive valuable feedback regarding developing a unique, individual plan of care for patients using critical thinking skills. Group work, individual projects, and documentation are emphasized in the development of these crucial critical thinking skills. Course offered Fall and Spring.

Prerequisite: Current or prior matriculation in the Nursing program, or with permission of faculty

NUR 210 Issues in Nursing 1 Credit

NUR 210 is a nonclinical course in which issues of professional nursing are critically examined through exploration of current themes including quality and safety initiatives, leadership and management practices, licensure and legal implications, employment matters and professional responsibility. One class hour. Course offered Fall and Spring. *Prerequisites:* NUR 110 and NUR 112 with a minimum grade of C.

NUR 211 Psychiatric-Mental Health Nursing (Seven Weeks) 4 Credits

NUR 211 focuses on the Basic Needs of patients with psychiatric/mental health problems using the Nursing Process to provide quality, safe patient-centered care for diverse populations through teamwork and collaboration. Students use knowledge and science to manage the issues of patients with acute and chronic psychiatric conditions in a variety of healthcare environments. Two class hours, three conference hours, nine clinical laboratory hours.

The core competencies of associate degree nursing practice expanded upon in NUR 112 are applied to this patient population. Course offered Fall and Spring. *Prerequisites:* NUR 112 with a minimum grade of C, 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

NUR 212 focuses on the Basic Needs of maternal and neonatal patients, using the Nursing Process to provide quality, safe, patient-centered care for diverse populations through teamwork and collaboration. Students use knowledge and science to manage maternal and neonatal considerations in the acute care setting. Two class hours, three conference hours, nine clinical laboratory hours.

The core competencies of associate degree nursing practice expanded upon in NUR 112 are applied to this patient population. Course offered Fall and Spring. *Prerequisites:* NUR 112 with a minimum grade of C, BIO 143 with a minimum grade of C, PSY 212 and ENG 101; *corequisites:* NUR 210, BIO 202, SOC 101, unless previously taken.

NUR 214 Nursing Care of the Adult and Child-II
8 Credits

NUR 214 focuses on Basic Needs of adult and child patients using the Nursing Process to provide quality, safe patient centered care for diverse populations through teamwork and collaboration. Students use knowledge and science to manage the complex issues of patients with both acute and chronic conditions in a variety of healthcare environments. One class hour, four conference hours, nine clinical hours.

The core competencies of associate degree nursing practice are integrated into clinical nursing practice. Course offered Fall and Spring. *Prerequisites:* 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. Course offered Fall and Spring.

OFT - Office Technology

OFT 110 Keyboarding 3 Credits

A course designed to learn touch keyboarding and to develop speed and accuracy. An introduction to the Windows environment and word processing using Microsoft Word for the creation of basic business documents. Open to all students. Recommended for those with no keyboarding experience or those who key less than 25 words per minute. Four class hours. Course offered Fall and Spring.

OFT 111 Intermediate Word 3 Credits

Development of formatting skills through Microsoft Word. Preparation of business documents including letters, memorandums, reports and tables, and an introduction to newsletters and electronic communication. Emphasis on proofreading, production, and mailability skills. Recommended for those who type

more than 30 NWAM for five minutes within five errors. Students should have had a minimum of one semester of keyboarding instruction. Five class hours. Course offered Fall and Spring. *Prerequisite:* OFT 110 or permission of instructor.

OFT 112 Advanced Word I 3 Credits

An intermediate course emphasizing enhanced formatting skills utilizing Microsoft Word. Production of mailable business documents with advanced features. Composition and creation of business correspondence will be infused throughout the course. Integrating decision making and problem solving skills are stressed. Continued emphasis on speed development and accuracy. Five class hours. 3 Credits. Course offered Fall and Spring. *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. Course offered Fall and Spring.

OFT 141 Professional Grammar and Communications 4 Credits

A presentation and review of grammar, including punctuation, capitalization, number styles, and sentence structure, for accurate business usage. A three-level learning approach is used to facilitate comprehension and to promote a mastery level of grammar by providing graduated learning segments. Students will apply grammar skills in the composition and formatting of business documents to include letters, memos, e-mail messages, and reports. Successful completion of TRS 105 or TRS 200 or placement at English 101 or higher. Four class hours. Course offered Fall and Spring. *Prerequisite:* Completion of TRS 105 or TRS 200 or placement in ENG 101 or higher.

OFT 170 Spreadsheet Applications Excel 3 Credits

An intensive course covering Microsoft Excel. Objectives include preparing, formatting, and enhancing worksheets, applying formulas and functions, charting, using analysis, linking, workgroup features, and increase productivity through use of macros and templates. This course is designed to teach skill sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours. Course offered Fall and Spring.

OFT 171 Microsoft Access Professional 3 Credits

An intensive course that covers Microsoft Access. Objectives include planning and designing databases; building and modifying tables, forms and reports;

advanced manipulation of data; defining relationships; modification of report properties; subforms, switchboards, PivotTables, and importing/exporting data. This course is designed to cover skill sets needed for the Microsoft Office Certification Exam. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours. Course offered Fall and Spring.

OFT 173 Microsoft Multimedia Communications 3 Credits

This course will offer a thorough coverage of Microsoft PowerPoint, Microsoft Outlook, and Microsoft Publisher for the office professional. Microsoft PowerPoint instruction will cover animation, use of color and objects, and importing and exporting data and images. Activities include creating a slide show as well as delivering the presentation. Microsoft Publisher will focus on production, assembling, and the design of administrative publications. Topics will include designing page layout, creating graphics, using templates, manipulating text and graphics, using style sheets, scanning images, and adding special effects. Microsoft Outlook covers uses of communicating by e-mail, managing contacts, calendaring, address book, and schedule management. Knowledge of the personal computer, keyboard, and mouse is strongly recommended. Three class hours. 3 Credits. Course offered Fall and Spring.

OFT 201 Advanced Word II 2 Credits

Advanced formatting skills of complex business documents utilizing Microsoft Word applications. Orientation to collaborative work concepts. Topics covered include graphics, complex mail merges, electronic forms, macros, and long document production utilizing master and subdocuments. Projects integrate decision-making, problem-solving, and language arts skills. Continued development of speed and accuracy. Three class hours. 2 Credits. Course offered Fall and Spring. *Prerequisite:* OFT 112 with a grade of C- or better.

OFT 202 Office Simulations 2 Credits

This course covers office simulations and projects that draw from all aspects of Microsoft Office Professional software. Realistic workplace projects integrate business vocabulary, critical thinking strategies, and web-research skills into document processing. Two class hours. Course offered Fall and Spring. *Prerequisite/Corequisite:* OFT 201, or permission of instructor.

OFT 214 Administrative Office Procedures 4 Credits

This course presents concepts and procedures used in today's electronic office. It encompasses discussions on professional conduct and ethics, job readiness techniques, and small group collaboration. Other topics include the use of communication devices and equipment, use of electronic mail, records management, reprographics technology, administrative

travel procedures, Internet research and reference procedures. Oral and written communication skills will be emphasized. Four class hours. 4 credits.

Course offered Fall and Spring.
Prerequisites: OFT 112 and OFT 141.

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. Course offered Fall and Spring.
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. Fall Semester only. Four class hours. Course offered Fall and Spring.
Prerequisites: LAW 101

OFT 258 Legal Studies II 3 Credits

This course introduces students to the following topics: law office organization, file management, client interaction, document formatting, recordkeeping, legal research, court and legal documents, legal specializations, and the court system. Students will perform a variety of tasks to develop time management skills, evaluate work, and solve problems.. Spring Semester only. Four class hours. Course offered Fall and Spring.
Prerequisites: OFT 112 and OFT 141 or permission of instructor.

OFT 267 Medical Office Transcription 3 Credits

Students will use medical terminology and keyboarding skills in transcribing medical documents for major medical fields. Emphasis on accuracy, document formatting, grammar principles, production, and understanding of the responsibilities and competencies of the medical office support staff. Three class hours. 3 Credits. Course offered Fall and Spring.
Prerequisites: HIM 104 and OFT 111 and OFT 141.

OFT 268 Medical Office Procedures 3 Credits

The duties and responsibilities of a medical office will be covered, including proper telephone techniques, preparation of medical records, appointment books (paper and electronic), preparation of standard insurance forms, billing, maintenance of petty cash book, handling of incoming and outgoing mail, confidentiality and legal considerations, and office management. Computer

simulation projects are included. Three class hours.
Course offered Fall and Spring.

OFT 270 Office Technology Seminar and Work Practicum 2 Credits

This seminar course provides the student with a capstone experience to prepare for employment within the office technology field. The course will examine situations and problems related to the workplace. Students are required to attend a weekly one-hour seminar and complete a 45-hour office work experience with a cooperating employer. Two credits. Course offered Fall and Spring.
Prerequisite: OFT 112, OFT 141.
Corequisite: OFT 214.

OFT 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

OPT - 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. Course offered Spring only.

OPT 131 Optical Elements and Ray Optics 4 Credits

An introductory course dealing with terminology and techniques in the use of analytical and laboratory methods for planning, executing and evaluating arrangements using components such as mirrors, prisms, thin and thick lenses, diffusers, stops, reticles, and various types of light sources. Reflection, refraction, dispersion, image formation and aberrations are studied with emphasis on the ray concept of light. 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.) Course offered Fall only.

OPT 135 Measurement and Analysis 4 Credits

The student will study the engineering team and the role of the technician on that team. The student will work with basic measurement tools and study the fundamental concepts of metrology. Computer analysis of data will be introduced. Three class hours, three laboratory hours. Course offered Fall and Spring.

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. Course offered Spring only.
Prerequisite: OPT 131.

OPT 201 Photo Science 4 Credits

The chemical, optical and physical principles of the photographic system. In a series of laboratory assignments, the student gains experience in the use of a wide variety of equipment, as well as techniques of photographic testing of the system for image quality, information capacity, densitometry and sensitometry. Each student plans and executes a pictorial presentation related to a technical project. Spring semester only. Three class hours, three laboratory hours. Course offered Spring only.
Prerequisites: OPT 131, OPT 151 and OPT 211, or permission of instructor or permission of department.

OPT 211 Wave Optics and Applications 4 Credits

A study of light waves and how they may be used in today's technology. Electromagnetic radiation, coherence, interference and diffraction phenomena, transfer functions and the generation and use of polarized light. Analysis, manufacturing techniques and use of selected instruments using wave optics such as spectrometers, interferometers, diffraction gratings and thin film coatings. An introduction to properties and use of lasers and holography. Fall semester only. Three class hours, three laboratory hours. Course offered Fall only.
Prerequisites: OPT 151 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. Course offered Fall only.
Prerequisites: OPT 135, OPT 151 and MET 111, or permission of department.

OPT 215 Electro-Optical Devices and Systems 5 Credits

Optical and electro-optical instrument phenomena: radiometry, spectrophotometry detector characteristics, blackbody radiation, light sources and their spectra, electronic instrument use, electronic device specifications, fiber optics and fiber optic systems. Spring semester only. Three class hours, four laboratory hours.

Course offered Spring only.
Prerequisites: OPT 211, MTH 141, ELT 111

OPT 231 Lasers: Technology and Application
4 Credits

This course will stress laser applications in science and industry, including measurement, communication, machining, information recording and holography. The basic principles of laser operation, construction and technology will be discussed in such a way that the student will be able to suggest and implement new ideas, and understand old ones, concerning laser applications and holography. The laboratory will include the actual recording and processing of holograms and other laser experiments. Three class hours, three laboratory hours. Course offered Spring only.
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 studied as well as propagation of errors and methods of control, calibration and processing of data by various techniques and devices, including computers. Principles of design are used to develop optimum measuring systems. Three class hours, three laboratory hours. Course offered Fall only.
Prerequisite: OPT 135 or permission of instructor.

OPT 235 Advanced Optical Manufacturing
4 Credits

A study of current processes, machinery and tools employing CNC technology that are shaping the methodology in manufacturing optical components. The course is designed to be very interactive, providing laboratory experience on the following subjects: CNC grinding and polishing, planetary grinding and polishing, tolerancing and metrology. Two class hours, four laboratory hours. Course offered Spring only.
Prerequisite: OPT 213 or permission of department.

OPT 290 Independent Study Variable Credit
See the Department Chairperson. Course offered Fall and Spring.

PE - Physical Education-- Coed

PE 101 Co-ed Personal Fitness 2 Credits

A course designed to develop the student's awareness of, and responsibility for, his/her own personal fitness. It is primarily a lecture class, but does include a comprehensive physical fitness screening component. The course material will provide the student with sound criteria for decision making with regard to their own physical fitness. Two class hours. Course offered Fall and Spring.

PEC - Physical Education-- -Coed

ONE CREDIT HOUR ACTIVITY COURSES. Please carefully check the master schedule for class meeting times for our one-credit courses. Classes vary from meeting once a week for two hours, twice a week for one hour, both for an entire semester, to twice a week for two hours for an eight-week period of time. Other variations will occur. 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.) Course offered Fall and Spring.

PEC 100 Fitness Theory and Conditioning for the Professions 1-3 Credits

A course designed to meet the specific fitness needs for the professions, such as law enforcement/firefighter. It will provide general fitness information and conditioning as well as job specific training. It will provide pre- and post- assessments and personalize fitness and job specific training programs. Credit will be determined by the needs of the specific class/profession enrolled. Course offered Fall and Spring.

PEC 123 Introduction to Kayaking 2 Credits

An introduction to the world of kayaking. This course will cover equipment components needed to kayak safely as well as basic strokes, reading the river, rescue techniques, and how to roll a kayak. One class hour, two laboratory hours. Course offered Fall and Spring.

PEC 144 Dance Composition 1 Credit

Teaches the components of composition; staging, timing, movement patterns, rhythms, stylization, etc. The culmination of the course will be a dance solo written and performed by the student. A dance background is recommended. Two laboratory hours. Course offered Fall only.

PEC 148 Physical Fitness Theory and Practice 2 Credits

This course is designed to provide a complete fitness experience. This course includes sections specific to different areas of activity including, but not limited to: Fitness Training, Yoga, Tai Chi, Tae Kwon Do, Cardio Bootcamp, Aqua Fitness, Personal Defense (offerings may vary from semester to semester). It will also include a comprehensive fitness assessment and interpretation that will generate a personalized exercise prescription, which will be executed in a monitored program specific to assigned fitness subject, topic, or theme. Lecture topics will include the benefits of exercise, safety, program design, components of fitness, and other timely topics. The online section(s) of this class require(s) outside physical activity and testing outside the online medium. One class hour, two laboratory hours.
Course offered Fall and Spring.

PEC 150 Adventure Bound 2 Credits

A course in which the student will participate in a variety of provocative community/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. One class hour, two laboratory hours. Course offered Fall only.

PEC 151 Men's and Women's Physical Education: Co-ed Golf 1 Credit

An introductory course on the basic skills, strategies and techniques of golf. Two class hours. Course offered Fall and Spring.

PEC 157 Men's and Women's Physical Education: Co-ed Racquetball 1 Credit

A course introducing the basic skills, rules and strategies of racquetball. The course will include safety, basic strokes and positioning for singles, doubles and cut-throat. Two class hours. Course offered Fall and Spring.

PEC 179 Lifeguarding 2 Credits

A full semester course to certify students in American Red Cross lifeguarding. Lifeguards must have the ability to recognize hazardous waterfront situations and respond accordingly. The student must pass Red Cross written and swimming skills tests. This course includes CPR for the Professional Rescuer and First Aid. At the completion

of this course, the student will receive a Lifeguard Training Card (which includes CPR for the Professional Rescuer and a Community First Aid Card). American Red Cross Administration Fee is \$5.00. 1.5 class hours, 1.5 laboratory hours. Course offered Fall only.

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. Course offered Spring only.

PEC 253 Stress Management **2 Credits**

A course designed to make the student aware of stress and how it can impact his/her quality of life. It will provide methods for identifying stressors and strategies to effectively manage them. Students will be able to construct a personalized life style management program. Two class hours. Course offered Fall and Spring.

PEJ - Physical Education-Criminal Justice

PEJ 101 Physical Fitness I - Criminal Justice **2 Credits**

A specialized physical education program for Criminal Justice students. The course will emphasize an understanding of physical fitness and its direct application to the Criminal Justice profession. Specific instructions will cover physical fitness, running, tumbling, swimming, and self-evaluation and exercise program development. Three class hours. Course offered Fall and Spring.

PEM - Physical Education-Men

PEM 132 Basketball **1 Credit**

A course introducing the basic skills, rules, and strategies of basketball. Class will be divided into teams and various types of competition will be engaged in, as well as practice sessions to improve skills. Two laboratory hours. Course offered Fall and Spring.

PEW - Physical Education-Women

PEW 145 Dance Technique **1 Credit**

Course consists of modern and jazz. Emphasis is placed on correct form and techniques. A long warm-up of barre and floor work is followed by learning set routines. Two laboratory hours. Course offered Spring only.

PEW 148 Fitness for Women **2 Credits**

A course designed to provide a complete fitness experience specifically for women. The content includes the assessment of present fitness level and the development and practice of a balanced, individualized physical fitness program. The emphasis of the course is the specialized needs of women in relation to fitness and exercise, the responses of women to exercise, and the special problems faced by women in fitness activities. The online section(s) of this class require outside physical activity and testing. Three class hours. Course offered Fall and Spring.

PHL - Philosophy

PHL 101 Introduction to Philosophy **3 Credits**

An introduction to the fundamental questions of philosophy, including such issues as determinism, freedom, and responsibility; the relationship of mind to body; the grounds and limits of human knowledge; and the existence and nature of God. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 102 Introduction to Logic **3 Credits**

A study of the inductive and deductive processes of reasoning in the light of classical and contemporary thought, including the analysis of ordinary language and its pitfalls, and the relation of logic to scientific inquiry and method. Three class hours. (SUNY-H) Course offered Spring only.

PHL 103 Introduction to Ethics **3 Credits**

An introduction to basic problems in ethics, emphasizing theories of the good life, the morally good person, and morally right action, and their application to the most significant ethical questions in contemporary society, such as abortion, euthanasia, human sexuality, social and economic justice, violence, and use of the environment. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 105 Technology and Values - GR - WR **3 Credits**

A study of the ways that the advance of technology relates to the development of values. The course will investigate how we evaluate and respond to technology, and will examine technology's impact upon such values as freedom, individuality, growth, work, and the political

process. The course includes topics that computer science and engineering technology students need to understand, such as: the unique ethical problems in information technology; ethical practices to minimize computer misuse; ACM/IEEE Software Engineering Codes of Ethics and Professional Practice; the morality of software piracy; hacking and viruses as well as questions raised by globalization. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 106 Topics in Philosophy **3 Credits**

This course is designed to cover philosophical topics of special interest. Offerings will vary each semester, but each course will focus on an important historical or contemporary theme, problem, or issue in philosophy. Examples of possible offerings include Genocide, Ethics and Reconciliation, Plato's Metaphysics and Epistemology, Philosophy in Popular Culture, Equality and Social Justice. Three class hours. Offered both Fall and Spring Semesters. Course offered Fall and Spring.

PHL 108 World Religions: Western Traditions - WR **3 Credits**

An introduction to the academic study of religion through the exploration of some of the major Western religious traditions of the world. This course examines the historical development, the fundamental doctrines and beliefs, practices, institutions, and cultural expressions of Western religious traditions. This course also addresses some of the essential differences and similarities that exist among Western religious traditions, and points to the uniqueness of each of them. The course includes the examination of ancient religious culture, Judaism, Christianity, and Islam. Students who have taken PHL 104 may not take this course for credit. This course can be used as a humanities or social science elective. Three class hours. (SUNY-WC, H) Course offered Fall only.

PHL 109 World Religions: Eastern Traditions - WR **3 Credits**

An introduction to the academic study of religion through the exploration of some of the major Eastern religious traditions of the world. This course examines the historical development, the fundamental doctrines and beliefs, practices, institutions, and cultural expressions of Eastern religious traditions. This course also addresses some of the essential differences and similarities that exist among Eastern religious traditions, and points to the uniqueness of each of them. The course includes an examination of the differences in Eastern and Western thought, Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto. This course can be used as a humanities or social science elective. Three class hours. (SUNY-H, and SUNY-OWC) Course offered Spring only.

PHL 210 Human Rights and Democracy in Domestic and International Contexts - GR - WR **3 Credits**

This course introduces students to (i) the general conceptual and normative claims of democracy and the modern human rights movement and (ii) specific

problems of democracy and human rights. General issues include the role and limits of national sovereignty and the moral and legal bases of human rights. Specific problems are drawn from among the following: genocide and humanitarian intervention, global poverty, religious liberty and religious tolerance, feminism and the roles of women, cultural differences in conceptions of democracy and human rights. We study both conceptual and practical issues in democracy and human rights. Three class hours. Course offered Fall and Spring.

PHL 250 Professional Ethics 3 Credits

A study of ethical principles and of ethical problems in the professional world. The course is intended to provide students with the ability to analyze ethical situations within a specific profession such as health care, business, and public administration. The course includes lectures, discussions, case analyses, the study of codes of ethics, and individual projects. The topic for each semester is indicated in the course title. The course may not be repeated for additional credit hours. Three class hours. (SUNY-H) Course offered Fall and Spring.

PHL 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

PHO - Photography

PHO 101 Photography for Non-Majors I 3 Credits

A course which may be used by students wishing to employ photography for personal expression as well as those wishing to use the course work to supplement or enter a career education. Students acquire skills in the use of photographic equipment and processes through a series of assignments including such subjects as stop-action, available light, flash and portrait lighting, developing negatives and producing finished enlargements. All equipment necessary to complete the projects is made available to the students, who may also use the course work to achieve better results from any equipment they may own. Two class hours, two laboratory hours. (SUNY-A) Course offered Fall and Spring.

PHO 102 Photography for Non-Majors 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. Course offered Fall and Spring.
Prerequisite: PHO 101 or permission of instructor.

PHO 106 Photography I 3 Credits

Introduction to the principles, techniques, and theories of the photographic process. The course examines the fundamentals of photographic equipment and digital

procedures, including exposure, organization and enhancement of digital photographic images. Natural light assignments will be supported by lectures and demonstrations. Student supplies digital manually adjustable camera and photographic inkjet paper. Three laboratory/class hours. Fulfills the MCC requirement for a Humanities course. (SUNY-A) Course offered Fall and Spring.

PHO 113 Photography II 3 Credits

An intermediate photographic course with emphasis on exposure control, white balance and mixed lighting situations, studio and location lighting techniques. Assignments designed for visual impact, image communication, technical and aesthetic qualities. Student supplies camera, photographic inkjet paper, and removable flash unit. Two class hours, three laboratory hours. (SUNY-A) Course offered Spring only.
Prerequisite: PHO 106 or permission of instructor

PHO 135 Survey of Digital Photography 3 Credits

An introduction to the historical, technical, operational and creative aspects of digital photography. The course focuses on the production of digital images and visual sequences that tell a story, communicate an idea, illustrate a theme, or convey a message. Techniques of planning, refining, capturing and enhancing images are explored in a computer lab setting. Hands-on experience with digital cameras and photographic imaging software is emphasized. Students will be expected to complete a series of assignments and create several portfolio images demonstrating their comprehension of the technical and aesthetic aspects of digital photography. Three class hours. Fulfills the MCC requirement for a Humanities course. (SUNY-A) Course offered Fall and Spring.

PHO 140 History of Photography: Early 3 Credits

Through a review of photographic technologies and traditions prior to World War I, photography's contribution to nineteenth century visual art is examined within the context of social, cultural, political, economic, and scientific impact. Specific topics will include: the portraiture industry; medical, criminal, and ethnographic photography; war documentation; travel and exploration photography; photography as a tool for social reform; and the medium's relationship to the fine arts. Illustrated presentations, lectures, research, field trips and discussion. Fulfills the MCC requirement for a Humanities course and a Social Science course. (SUNY-H) Course offered Fall only.

PHO 145 History of Photography: Modern 3 Credits

A critical analysis of post World War I photography which questions the medium's role in art, journalism, propaganda, advertising, and everyday life. Major movements, practitioners, and leading photographic

theoreticians are examined in the context of photography's ability to record the "truth" and influence social and cultural identity. Illustrated lectures and presentations, discussion, field trips, and individual research projects. Fulfills the MCC requirement for a Humanities course and a Social Science course. (SUNY-H) Course offered Fall and Spring.

PHO 164 Digital Imaging 3 Credits

This course will provide the student with an introduction to programming and design concepts used in developing a Web site. Topics include coding HTML, Cascading Style Sheets, universal design, programming with JavaScript, multimedia and interactivity, e-commerce, Web promotion, file transfer protocols, and implementation on a server. Students will develop an interactive, multi page Web site as a portfolio project. A solid understanding of file management (i.e. file paths and directory hierarchies) is strongly recommended. Two class hours, two laboratory hours. 3 Credits. Course offered Fall and Spring.
PHO 106 or permission of instructor.

PHO 201 Photo Science 4 Credits

(See OPT 201). Course offered Fall and Spring.

PHO 213 Color Photography 4 Credits

This course is designed to introduce the student to an advanced production of color digital photographs. Utilizing a strong studio component, the application of large format cameras and electronic strobe lighting will be explored in a variety of settings, including portraiture, illustration, and commercial assignments. Two class hours, four laboratory hours. 4 Credits. Course offered Spring only.
Prerequisite: COM 106 or PHO 106 or COM 113 or PHO 113 or permission of instructor

PHO 223 Photojournalism and Documentation 4 Credits

An advanced course in applied photography that introduces the equipment, techniques, skills and concepts of a photographic document. Class includes both the creation of original documentary photographs, as well as the editing, sequencing, captioning and layout of a photo essay. Two class hours, four lab hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite: COM 106 or PHO 106 or COM 113 or PHO 113 or permission of instructor

PHO 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall only.

PHY - Physics

PHY 100 Preparatory Physics 4 Credits

This course is suggested for those who have not successfully completed high school physics or have an inadequate preparation in mathematics or physics. It is also a preparatory course for students intending to follow the Applied Physics sequence. Topics will include problem solving techniques, velocity, acceleration, force, Newton's Laws of Motion, momentum, energy, and conservation laws. Three class hours, two laboratory hours. Course offered Fall and Spring.
Prerequisite: MTH 104 or MTH 135 taken concurrently or previously completed.

PHY 120 Physics for Non-Majors Laboratory 1 Credit

A laboratory course to supplement class lectures in PHY 121. Exercises will cover motion, Newton's Laws, energy, electricity, magnetism, optics and modern physics. Computers will be used extensively to collect and analyze data, process video images, and run simulations. Two laboratory hours. NOTE: This course only meets SUNY General Education Natural Science requirements when both PHY 120 and PHY 121 are successfully completed. (SUNY-NS) Course offered Fall and Spring.
Prerequisites: PHY 121 may be taken concurrently or previously completed.

PHY 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. NOTE: Students who successfully complete PHY 121 may, with addition of PHY 120, complete the requirement of SUNY Natural Science General Education. PHY 120 may be taken concurrently or in a later semester, but the student will not have satisfied the SUNY requirement until both PHY 120 and PHY 121 are successfully completed. (SUNY-NS) Course offered Fall and Spring.

PHY 131 Applied Physics I 4 Credits

An introductory course in physics at an intermediate mathematical level. Appropriate for non-science majors and those in the engineering technologies. Topics to include statics, dynamics, mechanical work and energy, conservation of momentum, and rotational dynamics. Three class hours, two laboratory hours. (SUNY-NS) Course offered Fall and Spring.
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. Course offered Fall and Spring.

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) Course offered Spring only.
Prerequisite: XRT 111

PHY 145 College Physics I 4 Credits

An introductory course in classical mechanics at the mathematical level of intermediate algebra and trigonometry. Intended for transfer students seeking a laboratory science elective and for those in life science and pre-professional programs. Topics include vectors, translational and rotational kinematics and dynamics, work and energy, impulse and momentum, and simple harmonic motion. Available both fall and spring, and summer. Three class hours, two laboratory hours, one conference hour. (SUNY-NS) Course offered Fall and Spring.
Prerequisite: Either MTH 140 or MTH 165 taken concurrently or previously completed.

PHY 146 College Physics II 4 Credits

A continuation of PHY 145. Topics include electrostatics, electric potential and energy, DC circuits, magnetism and electromagnetic induction, electromagnetic waves and wave properties, optics, and modern physics. Available both fall and spring. Three class hours, two laboratory hours, 1 conference hour. (SUNY-NS). Course offered Fall and Spring.
(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) Course offered Summer only.
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.

(SUNY-NS). Course offered Summer only.
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) Course offered Fall and Spring.
Prerequisites: MTH 211 taken concurrently or previously completed; high school Regents physics with a grade of 70 or higher or PHY 131 with a grade of C or higher, or PHY 145 with a grade of C or higher.

PHY 261 University Physics II 4 Credits

An introduction to electric and magnetic fields. Topics include Coulomb's, Gauss's, Biot-Savart, Amper's, Faraday's Laws, and Maxwell's Equations. Three class hours, three laboratory hours. Course offered Fall and Spring.

Prerequisites: PHY 161 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

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. Offered Spring only. Course offered Spring only.
Prerequisites: PHY 261 with a grade of C or higher; MTH 212 or MTH 225 taken concurrently or previously completed.

PHY 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

PLA - Plastics Technology

PLA 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

PLE - 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. Course offered Fall and Spring.

PLE 101 Fundamentals of Policing 14 Credits

This course examines and introduces recruit officers to the criminal justice system with special emphasis on the roles and responsibilities of police officers. Focuses on the legal basis for law enforcement operations starting with the United States Constitution and specifically exploring the State of New York: Penal Law, Criminal Procedure Law, Vehicle and traffic Law, and Juvenile Procedures. Report writing skills are taught and practiced. Recruit officers are introduced to defensive tactics-basic techniques used by police officers. Recruit officers are introduced to physical fitness and wellness designed to meet the needs of law enforcement professionals including a pre-test. Thirty-seven class hours, three laboratory hours. Must be a sworn police officer or peace officer employed or sponsored by a law enforcement agency. Course offered Fall only.

PLE 102 Police Proficiencies and Procedures 18 Credits

This course focuses on the proficiencies and procedures applied through critical thinking techniques and hands-on development. Analytical, investigative techniques are developed. Application of the scientific method to criminal and traffic investigation is developed. Firearms training, Emergency vehicle operation, and emergency medical service skills are developed. Intermediate defensive tactics skills and intermediate physical fitness training and wellness including a mid-test are further developed. Forty class hours. Must be a sworn police officer or peace officer employed or sponsored by a law enforcement agency. . Course offered Fall only.

PLE 103 The Community and Policing: Serving Special Populations 14 Credits

This course is designed to give each officer insight into the cultural diversity and special needs of the community he/she will serve. Special emphasis is placed on ethical issues, stress and community resources and services. The course will also teach the officer how to effectively and compassionately deal with child abuse cases, emotionally disturbed persons, conflict management and persons with disabilities, as well as how to become a crime prevention resource. Advanced defensive tactics training with proficiency testing and advanced physical fitness and wellness training and final testing included in this course. Thirty-three class hours, seven laboratory hours. Must be a sworn police officer or peace officer employed or sponsored by a law enforcement agency. Course offered Fall and Spring.

PLE 104 Practicum in Policing I 1 Credit

This one-week course is designed to place part time police recruits into an application laboratory experience where he/she applies the basic principles, theories, and techniques taught in the training academy. The recruit officer/deputy is under close supervision of an assessment professional - the Field Training Officer. Successful completion of this course leads to certification as a Police Officer by the NYS Bureau for Municipal Police. Forty experiential hours. Course offered Spring only.

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. Course offered Summer only.

PLE 131 Breath Analysis Operator 2 Credits

This course is designed to prepare students to operate a variety of breath test equipment and be able to correctly interpret the findings of the tests. The chemical composition of alcohol is explored, as well as show the various instruments analyze the subject's breath for measurable traces of alcohol. The student is eligible for New York State certification upon successful completion of this course. Thirty class hours. Course offered Fall only.

Prerequisite: Must be a sworn police or peace officer.

PLE 139 Crime Prevention 4.5 Credits

This course provides a historical, philosophical and operational introduction to proactive crime prevention by communities, law enforcement agencies and individuals. Comprehensive as well as individual strategies and actions will be explored. Subjects to be developed will include protection methods for the person, home and business. Skills for planning and implementing crime prevention programs will be developed and assessed. Public Safety professionals successfully completing this course will receive a New York State certification as a Crime Prevention Officer. Seventy instructional hours for the semester. Course offered Fall and Spring.

PLE 140 Criminal Investigation 4.5 Credits

This course is designed to prepare experienced law enforcement officers for specialized assignment in

criminal investigation. Emphasis is placed on the organizational and analytical skills necessary to conduct a criminal investigation in a free society. Topic areas to be explored include statutory and policy dimension to investigation, the general process of investigation and case management, obtaining and securing physical evidence, documentation required, an introduction to interview and interrogation and special considerations in specific types of crime. Preparation of a prosecutorial package for trial summarizes this course. Must be employed as a Law Enforcement Officer. Seventy class hours for the semester. Course offered Spring only.

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. Course offered Fall and Spring.

PLE 153 RADAR/LIDAR Operator 2 Credits

This course will train students in the proper use of RADAR speed detection instruments. The curriculum includes RADAR theory, vehicle and traffic law, court preparation and presentation. Each student will develop skills in calibrating the RADAR equipment and practice speed estimates. Thirty-two class hours. Course offered Spring only.

Prerequisite: Must be a sworn police or peace officer.

PLE 165 Enhanced In-Service .5-1 Credit

Designed for public safety professionals, this course provides 7-15 hours of annual, required common core instruction, including updates on changes in the field. This instruction will be encompassed from the Bureau of Municipal Police, Office of Public Safety general subject areas for police in-service education. The subject areas will be legal issues, police and the public, police procedures, mechanics of arrest, and educational electives.

A lecturer/facilitator will present this instruction. At the conclusion of this course the participant will be given an authentic assessment consisting of one or more of the following: written test, oral exam, oral reporting, practical performance exam of skills learned or peer assessment. Due to the annual requirement of instruction, this course may be taken more than once. Variable class hours. Course offered Spring only.

PLE 166 Fundamentals of Accident Scene Investigation 4.5 Credits

This lecture and field work will prepare officers to accurately and systematically investigate vehicular accidents. Methodology taught includes accident scene photography, scale diagramming, triangulation, evidence collection, accident reconstruction and casual contribution factors. Student must be employed as a

law enforcement officer. Seventy class hours for the semester. Course offered Fall and Spring.

PLE 167 Advanced Techniques in Accident Scene Investigation 4.5 Credits

This course is designed to prepare police officers to become proficient in the analysis of technical data found at the scene of the crash. Instruction includes: lecture and field projects in vehicle dynamics, development from field sketches and scale diagrams of possible point of perception, actual point of perception, initial contact, maximum engagement and final resting place of the involved vehicles, lectures and field projects dealing with thrust diagrams, vehicle rotation, severity of crashes, lecture and field examinations of crashed vehicles utilizing a vehicle damage record sheet. State certification is awarded upon successful completion. Two class hours, one laboratory hour. Students must be employed as a law enforcement officer and have the ability to use algebraic reasoning. Seventy class hours for the semester. Course offered Fall and Spring. *Prerequisite: PLE 166.*

PLE 201 Interview and Interrogation 2 Credits

The program is designed to provide investigators with proven techniques that can be applied in various accusatory and non-accusatory interview situations. Participants will develop skills in preparing for the interrogation with a "game plan" which emphasizes a proactive rather than reactive role. Participants will learn what to expect, what to look for, and how to interpret what is happening in the interrogation setting. A series of lectures, video tape exercises, practical hands-on classroom experiences, and evening assignments are used in the instruction. The program includes up-to-date information on the legal aspects of interrogation and admissibility of the confession into court. Student must be in service as a public safety professional. Twenty-eight class hours, seven laboratory hours. Course offered Spring only.

PLE 202 Tactical Warrant Service and Building Searches 2 Credits

This course will educate public safety officers assigned to conduct building searches and narcotic search warrants. The curriculum includes situational risk analysis, legal issues and liability, planning, briefing, critiquing exercises, Active Countermeasures, Dynamic and Covert Entry techniques, weapons control and retention, and basic and advanced shooting skills. Upon successful completion of this course, the student will be able to demonstrate their proficiency by written test, oral report, practical exam of performance skills, and peer assessment. Thirty-five instructional hours. Must be a sworn police or peace officer. Course offered Fall and Spring.

PLE 204 Practicum in Policing II 9 Credits

This twenty-week course places the recruit officer/deputy into an application laboratory experience in

which his/her degree of direct involvement accelerates with experience. He/she applies the principles, theories and techniques taught in the academy stage, to the operating demands of the street. The officer/deputy is under the close and continuous supervision of a specially trained assessment professional - the Field Training Officer. Successful completion of this course leads to certification as a Police Officer by the NYS Bureau of Municipal Police. Forty experiential hours. Course offered Fall and Spring.

Prerequisites: PLE 101, PLE 102, PLE 103.

PLE 210 Police Supervision 6 Credits

The purpose of the course in Police Supervision is to insure that law enforcement officers newly promoted to supervisory rank receive a course of professional training in the principles of supervision and management to prepare them to carry out their duties properly. This course reflects a balanced overview of the role of the supervisor and also provides an understanding of the knowledge and the skills needed by the supervisor to function effectively, efficiently, and professionally. Special emphasis is placed on incident management, leadership skills, communications, and resource development. Student must be a law enforcement professional who is in line for promotion. One-hundred-fifty class hours. Course offered Spring only.

PLE 220 Instructor Development Course 4.5 Credits

Public safety professionals have important knowledge and skills obtained through study and life experience. This course will provide the tools for the Bureau of Municipal Police instructor candidate to develop the research, preparation, and communication skills necessary for effective presentations. The focus is on training needs, writing instructional objectives, lesson planning, graphic support, adult learning concepts, communication skills, the instructional process, and assessment. Participants will be required to develop and deliver a fifty-minute instructional block on a police topic of their choice. Student must be in service as a public safety professional. Seventy class hours for the semester. Course offered Fall and Spring.

PLE 221 Field Training and Evaluation 2 Credits

This course will provide the proper concepts of leadership and techniques of assessment, counseling, and documentation necessary for an experienced public safety professional to supervise and evaluate newly assigned recruit officers who have completed the academic component of basic recruit training. The focus is to develop the abilities of the experienced public safety professional to assist the recruit in a smooth transition from academic lecture to street reality. Successful completion of this course fulfills the requirements to become a Field Training Officer. Student must be in service as a public safety professional for at least three years. Seventy class hours for the semester. Course offered Fall only.

PLE 222 Firearms Instructor Course 4 Credits

This course will provide the research, preparation and communication skills necessary for effective presentations. Range safety and management are covered in detail through both classroom instruction and practical exercises. The focus of this course is on identifying training needs, writing instructional objectives, lesson planning, adult learning concepts, instructional processes, rules of the range, and assessment. Special emphasis will be placed on New York State Penal Law Article 35 on the justification and use of deadly physical force. Participants will be required to design and deliver a fifty-minute instructional block on a firearms topic. Successful candidates will receive certification by the New York State Bureau of Municipal Police as a Firearms Instructor. Student must be employed as a public safety professional. Forty-five class hours, twenty-five laboratory hours. Course offered Spring only.

Prerequisite: Successful completion of PLE 220.

PLE 230 Contemporary Issues in Public Safety I .5 Credits

This contemporary issues course provides the opportunity for public safety professionals to intensively confront the operational, administrative, leadership, and training issues of the day in the time compressed decision making environment of public safety agencies. A lecturer/facilitator will present the issue to be explored, analyze it, and then facilitate an exchange among the registrants on how the public safety community should respond. Some examples of issues to be confronted are increasing homicide rates, community notification on crime patterns and criminals, bias crime, and high speed pursuits, among others. At the end of the course, each registrant will author a position paper on the issue and her/his recommended public safety response. Due to the changing nature of the subject matter, this course may be taken more than once. Student must be in service as a public safety professional. Eight class hours. Course offered Fall only.

PLE 231 Contemporary Issues in Public Safety II 1 Credit

This contemporary issues course provides the opportunity for public safety professionals to intensively confront the operational, administrative, leadership, and training issues of the day in the time compressed decision making environment of public safety agencies. A lecturer/facilitator will present the issue to be explored, analyze it, and then facilitate an exchange among the registrants on how the public safety community should respond. Some examples of issues to be confronted are increasing homicide rates, community notification on crime patterns and criminals, bias crime, and high speed pursuits, among others. At the end of the course, each registrant will author a position paper on the issue and her/his recommended public safety response. Due to the changing nature of the subject matter, this course may be taken more than once. Student must be in service as a public safety professional. Sixteen class hours. Course

offered Fall and Spring.

PLE 233 Crime Scene and Evidence Handling
4.5 Credits

This course is the entry level offering for evidence technicians and specialists on the scientific techniques for processing a crime scene. Topic areas to be explored include constitutional and statutory law on search, seizure and admissibility of evidence, determining the expanse of the crime scene(s), the conduct of confined space and open field searches, types of searches, evidence collection techniques, evidence control, packaging and documentation, and court room testimony. Special attention will be placed on explosion, detonation and arson processing. Must currently be a police officer. Sixty class hours, ten laboratory hours. Course offered Fall and Spring.

Prerequisite: PLE 152.

PLE 234 Defensive Tactics Instructor
4 Credits

This course is designed to develop specialized content knowledge for New York State Bureau of Municipal Police certified General Topics Instructors. The course focuses on the continuum of force which law enforcement officers may employ in restraining and arresting an individual. Topics to be explored include the law and policy on the use of force, the defensive tactics system, stimulus response training, levels of force/restraint on the continuum, verbal and physical techniques and safety considerations and techniques. The course will include both instructional and performance components. Upon successful completion of the course, participants will receive specialty certification by the New York State Bureau of Municipal Police as a Defensive Tactics Instructor. Must be a Peace or Police Officer. Fifty-six class hours, fourteen lab hours. Course offered Fall only.

Prerequisite: PLE 220.

PLE 244 Advanced Firearms Instructor
2 Credits

This course is designed to develop advanced instructional techniques for New York State Bureau of Municipal Police certified Firearms Instructors. Topics to be explored include weapon retention, response techniques to deficient shooters, safe operation of range facilities, instruction on and uses of special weapons, instruction on low light shooting, Occupational Safety and Health Administration standards for range operations, and legal obligations of range operators. Twenty-eight class hours, seven lab hours. Course offered Fall only.

Prerequisite: PLE 222.

PLE 265 Supervisor Enhanced In-Service
.5-1 Credit

This course provides 7-15 hours of annual required 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. Course offered Fall and Spring.

PLE 270 Contemporary Issues in Public Safety
Variable Credit

This contemporary issues course provides the opportunity for public safety professionals to intensively confront the operational, administrative, leadership and training issues of the day in the time compressed, decision making environment of public safety agencies. A lecturer/facilitator will present the issue to be explored, analyze it and then facilitate an exchange among the registrants on how the public safety community should respond. Some examples of issues to be confronted are increasing homicide rates, community notification on crime patterns and criminals, bias crime, and high speed pursuits, among others. At the end of the course, each registrant will author a position paper on the issue and her/his recommended public safety response. Due to the changing nature of the subject matter, this course may be taken more than once. Student must be in service as a public safety professional. Course offered Fall and Spring.

PLE 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

PLS - Paralegal Studies

PLS 250 Paralegal Communication Skills
1 Credit

This course provides basic communications skills needed by paralegals as perceived by both paralegals and the lawyers with whom they work. These skills include: listening, writing, speaking, conflict resolution, assertiveness, and nonverbal communications. Listening activities include: exercises which develop active listening strategies and notetaking. Writing activities include exercises to construct clear sentences, compose letters which obtain and transmit information, and summarize facts. Speaking activities include exercises to fully, clearly and effectively obtain and relay information. Nonverbal activities include strategies and tactics for effective law office communications. Students learn to identify their own communication styles and methods for improving their communication effectiveness. Must be matriculated into the Paralegal Studies Certificate

Program. One class hour. Course offered Fall only.
Co-requisite: PLS 260.

PLS 260 Introduction to Paralegal Studies
2 Credits

Introduces the student to the paralegal profession and the common core of legal knowledge and skills that all paralegals should possess. Areas covered include: what paralegals do, a history of the profession, the significance of paralegal professional associations, personal attributes of the professional paralegal, employment of paralegals, paralegal specialized practice areas, paralegal compensation, the organizational structure of law firms, the regulation of legal professionals, unauthorized practice of law, and contemporary issues. Aspects of these topics are also included in subsequent courses. This course also introduces students to sources of American law, the court system, and alternative dispute resolution. Emphasis is on the paralegal's participation on the legal team. Two class hours. Course offered Fall only.

PLS 263 Contract Law for Paralegals
2 Credits

Provides paralegal students with the basic theory of contract law, sample contracts from a variety of specialized practice areas, supplemental cases, and the opportunity to draft simple contracts. Included in the course are the basic contract requirements, contract provisions in selected specialized practice areas, the Statute of Frauds, and the Uniform Commercial Code. Students learn key contract terms, sample clauses, perform exercises, draft simple contracts, and conduct case analysis. Since the substantive area of contract law underlies many other specialty areas it is important that the well trained paralegal can analyze the needs of the client both short term and long range. This class will also explore how paralegals can apply the elements of reasoning and thereby increase the effectiveness of the legal entity. In this area this course will draw on concepts from the domains of critical thinking and analysis, total quality management and closely allied philosophy of continuing quality improvement, communications which build trust, conflict management and resolution, and decision making. Two class hours. Course offered Spring only.

Prerequisite: PLS 260

PLS 264 Administrative Law 1 Credit

This course introduces students to a rapidly expanding area of law. Students learn how and why administrative agencies are created, how they establish rules, and how they investigate and enforce those rules. Students will also learn how to assist clients to obtain benefits under some administrative agencies, how to fill out administrative agencies' forms, and how to challenge administrative agencies' decisions. Some administrative agencies, Social Security Administration, for one, permits paralegals to represent clients. Federal and New York administrative agencies are covered. One class hour. Course offered Fall only.

PLS 265 Fact-Finding Research 1 Credit

Provides students with strategies for fact-finding and investigation. Included in the courses are interviewing techniques for gathering information from clients, witnesses and agencies. Also included are investigative techniques for determining what information is needed and finding, organizing, verifying and documenting the information. Fact-finding research is an important aspect of paralegal responsibility. Students will learn to develop critical thinking skills, communicate effectively while in pursuit of information, and apply good judgement and common sense when encountering ethical problems. One class hour. Course offered Fall only.

PLS 266 Legal Research and Writing 3 Credits

Students develop legal research and analysis strategies through lecture, library exercises, and computerized research. Understanding the structure of the sources of law and utilizing critical thinking skills equip students to undertake legal research systematically. Students use federal and New York State CD-ROM and law books consisting of substantive and procedural documents, digests, reporters, statutes, rules and regulations of administrative agencies, and the Internet to research databases and communicate with others. Writing exercises involve analyzing, summarizing, and synthesizing research in a clear, concise, accurate and timely manner based upon the procedural requirements of the law. Three class hours. Course offered Fall only. *Prerequisites: Successful completion of PLS 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. Course offered Spring only. *Prerequisites: Successful completion of PLS 260.*

PLS 268 Personal Injury Law 2 Credits

Students learn the basic principles of personal injury law, the application of the Civil Practice Law and Rules (CPLR) to personal injury cases, New York automobile insurance law, worker's compensation, and procedures for suing municipalities and the State of New York. Students learn to manage document production and organization, including investigating, researching, and drafting the most commonly used forms in personal injury resulting from negligence, vehicular negligence, medical malpractice, strict liability, and product liability. Two class hours. Course offered Spring only. *Prerequisites: Successful completion of PLS 266, or permission of program director.*

PLS 269 Domestic Relations and Family Law 2 Credits

Introduces students to the paralegal responsibilities in family law practice including New York Domestic Relations Law, General Obligations Law, Social Services Law, Family Court Act, and the Education Law as they govern family situations. Students will draft separation agreements, contested and uncontested matrimonial actions, and other documents related to contemporary family matters. Two class hours. Course offered Spring only. *Prerequisites: Successful completion of PLS 266 and 267, or permission of program director.*

PLS 270 Debtor/Creditor Law 3 Credits

This course introduces students to debtor/creditor law. Students learn collection procedures, including, but not limited to, "skip-tracing," enforcing money judgments, effecting special rights of creditors, mortgage foreclosure and mechanics' liens, working with 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. Course offered Summer only. *Prerequisites: Successful completion of PLS 266 and PLS 267, or permission of program director.*

PLS 271 Corporate Law and Business Organizations 2 Credits

Introduces students to corporate law and the formation, operation, dissolution, and buying and selling various kinds of business organizations. Subjects include sole proprietorships, corporations, partnerships, professional associations, franchises, and the law of agency and employment agreements. Also included in this course is a section on business closings. The role of the paralegal in a corporate law department or in the corporate section of a law firm is to implement the decisions of the attorneys and clients. Once the business evaluation has occurred, the paralegal is responsible for the details of drafting, filing and assembling the relevant documents and making the deal happen on a predetermined

timetable. Two class hours. Course offered Summer only. *Prerequisites: Successful completion of PLS 266 and PLS 267, or permission of program director.*

PLS 272 Real Estate Law 2 Credits

Introduces students to real estate law and practice. Topics of study include: property rights, principles of land ownership, sale, financing and conveyance, contracts, mortgage loans, mortgages, deeds, recording, settlement concepts, condominiums, leasing, landlord/tenant summary proceedings, and other property concepts. Students focus on managing multiple participant relationships, and opening, controlling, and closing the real estate file. Emphasis on the law regarding, and performing selected tasks and responsibilities listed in the "MCC's Survey Results for Paralegal Competency Expectations" in the specialized practice area of real estate under the supervision of an attorney. Two class hours. Course offered Spring only. *Prerequisites: Successful completion of PLS 260 and PLS 266, or permission of program director.*

PLS 273 Computer Support Systems 1 Credit

Provides students with the tools to manage litigation. Students learn to determine the criteria for selecting litigation management systems by comparing software demo disks, critiquing systems used in local litigation practices, and bearing in mind the wisdom gained from guest experts. The systems include filing, indexing, and organizing cases involving large numbers of documents, manual and automated litigation support systems, litigation plan and budget worksheets, and court and responsible attorney schedules. Emphasis is on systems and teamwork with the attorney, the law office administrator, computer specialists, other paralegals, and the legal secretary to assure continuing quality effort to manage litigation cases. THIS COURSE FOR PARALEGAL STUDENTS ONLY. One class hour. Course offered Fall and Spring. *Prerequisites: Successful completion of PLS 267, 268, 269 and 270, or permission of program director.*

PLS 274 Estate Planning, Estates and Trust Administration 3 Credits

Introduces students to the concepts and forms necessary for estate planning and estate and trust administration. Students learn to assist the attorney with a variety of tasks, from opening the estate and appointment of a fiduciary to filing of final account and distribution of assets. Forms, checklists, and deadlines for Federal and New York income, estate, and gift taxation laws and regulations are emphasized. Probate practice is an important area of employability of paralegals. A basic foundation in New York Estates, Powers, and Trusts Law, Uniform Court Rules, and the procedures and forms used in Surrogate's Court Practice will increase a paralegal's value to the firm. Three class hours. Course offered Fall only. *Prerequisites: Successful completion of PLS 260 and PLS 266, or permission of program director.*

PLS 275 Law Practice Management 1 Credit

Covers the fundamentals of law office organization and management. Subjects covered include basic principles and structure of the management of legal services, personnel and human resources, marketing issues, and management information systems topics such as timekeeping, accounting, administration, and cost-benefit analysis of specialized practice areas of the law. Emphasis on efficient and effective law practice organization through the optimum use of human and technical resources. One class hour. Course offered Summer only.

Prerequisites: Successful completion of PLS 271, 272, or permission of program director.

PLS 276 Legal Ethics and Professional Responsibility 1 Credit

Builds upon ethical situations and professional responsibilities. Students are provided with additional frameworks with which to undertake ethical analysis. Students will study paralegals as an emerging professional and efforts directed toward paralegal credentialing and regulation. Included are discussions concerning conclusions reached in the final report of the NYS Bar Association on Non-Lawyer Practice, and recommendations contained in the final report of the American Bar Association Non-Lawyer Activity in Law-Related Situations. Other areas covered include employment discrimination, substance abuse and continuing education requirements. One class hour. Course offered Fall only.

Prerequisites: Successful completion of PLS 260, or permission of program director.

PLS 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

PLS 299 Paralegal Internship 3 Credits

Designed to give students the opportunity to apply their formal education to actual work situations. The student intern will work either under the direct supervision of a practicing attorney or under the direct supervision of a practicing paralegal while under the overall supervision of a practicing attorney. Students must work a minimum of 75 hours in a law office or other legal entity and 7.5 of these hours must be for a not-for-profit legal entity. Additionally the students must meet with the internship faculty member 15 hours to receive three semester credit hours. The significance of student interns adhering to flawless ethical standards, maintaining confidentiality, being meticulous and reliable cannot be overemphasized. Course offered Fall only.

Prerequisite: Successful completion of 6 credit hours in the PLS program.

POR - Portuguese/ Foreign Language

POR 101 Elementary Portuguese I 3 Credits

Designed for students with little or no previous experience in contemporary Portuguese. Emphasizes oral communication and listening comprehension skills. Includes high frequency vocabulary, basic constructions and common phrases. Students will also learn Luso-Brazilian customs, traditions and culture. Student participation in skills development is vital in this course. Three class hours. (SUNY-FL) Course offered Fall only.

POR 102 Elementary Portuguese II 3 Credits

Continuation of POR 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Portuguese-speaking cultures. Three credit hours. (SUNY-FL) Course offered Fall and Spring.

POR 101, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

POS - Political Science

POS 110 Introduction to Political Science - WR 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) Course offered Fall and Spring.

POS 120 American National Government - WR 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) Course offered Fall and Spring.

POS 210 Introduction to Political Thought - WR 3 Credits

This course offers a survey of western political thought from classical Greece to the present. This course pays attention to the historical context out of which the political thought of Plato, Aristotle, Hobbes, Locke and others arose. Through the examination of the development of political thought, this course will grow an understanding of the nature and foundations of modern governments. Three class hours. (SUNY-SS) Course offered Fall and Spring.

POS 216 Special Topics in Political Science -WR 3 Credits

This course is designed to address specific topics of interest in political science. Offerings are more specific and focused than the introductory surveys. Examples of potential offerings could include The American Presidency, Comparative Public Policy, American National Security, and Urban Politics in a Comparative Perspective. Topics may change from semester to semester based on faculty and student interest. The classes will be primarily lecture and discussion based. Three class hours. Course offered Fall and Spring.

POS 220 International Politics - WR 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) Course offered Fall and Spring.

POS 225 Comparative Political Systems - WR 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) Course offered Fall and Spring.

POS 230 Civil Liberties - U.S. - WR 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) Course offered Fall only.

POS 234 Model United Nations - WR 4 Credits

This course offers opportunities for academic, career and personal growth for those interested in international affairs and the political arena. Students will work together researching the history, culture and relevant domestic issues of the assigned country, and will learn about one of the most important international organizations in the world: the United Nations. In the process, this class will provide students with the knowledge and leadership skills (i.e., negotiating, team building, public speaking, etc.) to prepare students as delegates to the Model United Nations Conference. In contrast to standard lecture courses, students will be actively involved in team directed preparation and content delivery. Attendance at the Model United Nations Conference is mandatory. Two class hours, two conference hours. Spring Semester only. Course offered Spring only.

Prerequisite: Registration in this course is by permission only, following an application and selection process that

takes place in the Fall Semester.

POS 290 Independent Study - WR Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

PPE - Physical Studies/ Physical Education

PPE 100 Introduction to Sport Science 4 Credits

A course designed to expose the student to the components of the sport sciences, including anatomy and physiology, biomechanics, sport medicine, and sport technology as they relate to human exercise. This class includes both theory and practice through a lecture and laboratory experience. Five class hours per week. Course offered Fall and Spring.

PPE 106 Individual Sports 3 Credits

A course based on teaching competencies for students future use, focusing on individual sports such as tennis, golf, and racquetball. Students will learn skill development, teaching and coaching strategies, and lifetime fitness benefits. Six laboratory hours. Course offered Fall and Spring.

PPE 120 Team Sports 3 Credits

A course based on teaching competencies for students future use focusing on team sports such as softball, soccer, and basketball. Students will learn skill development, class organizational principles, and coaching strategies. Six laboratory hours. Course offered Fall and Spring.

PPE 150 Adventure Bound 3 Credits

A course in which the student will participate in a variety of provocative community/outdoor oriented experiences and classroom presentations. High and low project adventure ropes courses, trust and initiative games, camping and survival skills, circus acrosports, canoeing and hiking sojourns, service to populations at risk, etc., are a few of the adventure experience options from which the student will select several to participate in. Two class hours, two laboratory hours. Course offered Fall only.

PPE 155 Sport Performance Coaching 3 Credits

Principles of metabolic training, muscle strength and endurance training, and cardiovascular training will be applied to athletic performance. Specifically the course will focus on the development of power, speed, acceleration, agility and quickness for the development of high quality sport performance. Students will design a testing scheme for sport performance, use various

modalities to analyze performance, and design a periodized training program for a specific athlete. A background in anatomy and physiology is recommended. Course offered Spring only.

PPE 170 Introduction to Sport Medicine 3 Credits

Covers the nature, philosophy, and practice of the field of sport medicine. Prevention, emergency care, and rehabilitation as they pertain to certain athletic injuries will be the focus of the course. This course satisfies the requirements of the NYS Education Department Coaching Certification Course: Health Science Applied to Coaching. Three class hours. Course offered Fall and Spring.

PPE 175 Philosophy and Principles of Physical Education and Athletics 3 Credits

Designed to expose the professional preparation student to the history and development trends of the field. Specifically, exposure to the subfields of Physical Studies will be explored. These will include, but not be limited to, Physical Education, Sport Medicine, Sport Psychology, Exercise Physiology, Motor Learning, History of Sport, Sociology of Sport, Recreation, Health Education, Adapted Physical Education, Coaching, and current issues. Special emphasis on the role of coaching as part of the education system, legal and health considerations, and local, state and national roles as they pertain to sport. This course satisfies the requirements of the NYS Education Department Coaching Certification Course: Principles, Philosophy and Organization of Athletics. Three class hours. Course offered Fall and Spring.

PPE 179 Lifeguarding 2 Credits

A full semester course to certify students in American Red Cross Lifeguarding. Students need to be strong swimmers and must be able to do the breaststroke with whip kick, sidestroke with inverted scissors, and freestyle with rotary breathing. The students must be able to tread water using egg beater kick and surface dive and retrieve a 10 pound brick. Each class warm up consists of 500-yard swim (20 lengths). This course includes CPR for the Professional Rescuer and standard first aid. At the completion of this course, the student must pass the Red Cross written and practical test for swimming. American Red Cross Administration Fee is \$5.00. 1.5 class hours, 1.5 laboratory hours. Course offered Spring only.

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) Course offered Fall and Spring.

PPE 209 Theories and Techniques of Coaching 3 Credits

This course is designed to examine theories and techniques in coaching through developing information, organization and management skills. Development of technical information, safety aspects and human relationships will be studied. The practicum experience brings the student to an on-site awareness and participation. This course satisfies the state guidelines for elementary and secondary coaching certification. This course satisfies the requirements of the NYS Education Department Coaching Certification Course: Theory and Technique of Coaching. Three class hours per week. Course offered Spring only.

PPE 211 Selected Certifications in Youth Sport 1 Credit

This course is designed to provide three specific essential certifications for pre-service and in-service professionals in the field of Coaching, Sport and Athletics. Specifically, students will participate in the required experiences leading toward SAVE and Child Abuse certifications in New York State, Heads Up Concussion training and will participate in the Youth Sport Coaching curriculum. Course offered Fall and Spring.

PPE 213 Gymnastics Theories and Practices 2 Credits

Focus is on the student's attainment of methods, theory and skills for teaching artistic, 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.) Course offered Spring only.

PPE 214 Early Childhood Physical Education 3 Credits

Early childhood games and activities will be introduced and practiced. The emphasis of this course will be the contribution of games and activities to the cognitive, social, and psychomotor development of children. Online sections of this class require observation time at formal school and informal activity settings. Three class hours. Course offered Spring only.

PPE 240 Selected Topics 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. Course offered Spring only.

PPE 245 Dance Methods and Techniques for Physical Studies Majors 1 Credit

A dance technique course designed for dance major students. Dance theory and technique will be covered and the students will be required to develop a dance lesson plan and lead the class in warmups. Two laboratory hours. (Open to Physical Education students only.) Course offered Spring only.

PPE 271 Issues and Perspectives in Sport Science 4 Credits

Designed to explore professional issues within the field of sport science. Topics such as sociological issues, physiology of exercise, and therapeutic exercise as they affect sport and sport participation will be explored. Four class hours, variable laboratory hours. Course offered Fall and Spring.
Prerequisites: PPE 170 or PPE 175, and permission of department.

PPE 275 Physiology of Exercise 4 Credits

Exercise physiology is the scientific basis for the field of physical education. This course provides students with an opportunity to deepen their understanding of the body's responses and adaptations to exercise. Each of the body's systems will be reviewed with a focus on the influences of activity. Laboratory experiences will allow students to integrate and apply the concepts of exercise physiology through investigative experiments. Three class hours, two laboratory hours. This course satisfies the requirement for a natural science. (SUNY-NS) Course offered Spring only.
Prerequisite: BIO 135.

PPE 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

PS - Public Safety Training

Public Safety Training courses are offered by the Public Safety Training Center. For other courses offered at the Center, see Emergency Medical Services and Police: Law Enforcement. Course offered Fall and Spring.

PSC - Public Safety Training

PSC 100 Public Safety Telecommunicator 7 Credits

This is a first course for public safety telecommunicators and dispatchers. It covers operations of a public safety communications center, record keeping, how to communicate clearly in emergency situations, using 911 system communications equipment and communicating with diverse populations. Students successfully completing the course will be certified by the Association

of Public Safety Communications Officers Institute. 192 class hours. Course offered Fall and Spring.

PSC 101 Emergency Medical Dispatch 2 Credits

This course prepares the participants to effectively triage illness and injury calls based on the information provided by callers and to competently give pre-arrival instructions to those in need of emergency services. Successful completion leads to certification by the National Academy of Emergency Medical Dispatch. Thirty class hours. Course offered Fall only.

PSC 110 Practicum in Public Safety Telecommunicator 12 Credits

This course provides the probationary/trainee public safety telecommunicator with a real-life, applied learning environment for the knowledge and skills acquired in PSC 100 Public Safety Telecommunicator and PSC 101 Emergency Medical Dispatch. This one-on-one learning experience with a communications training officer increases the student's proficiency as a telecommunicator. The student's degree of direct involvement increases and accelerates with experience. Course length: five months. Course offered Fall and Spring.
PSC100 and PSC 101.

PSC 202 Law Enforcement Dispatching 7 Credits

This course concentrates on the techniques, roles and responsibilities of law enforcement dispatching. Topics covered include laws, regulations, dispatching procedures, record keeping, communication skills, and law enforcement systems like NYSPIN. Course offered Fall and Spring.

PSC 203 Fire Department and Emergency Medical Services Dispatching 7 Credits

This course concentrates on the techniques, roles, and responsibilities of fire and emergency medical services dispatching. Topics covered include law, regulations, dispatching procedures, record keeping, communication skills, and mutual aid systems. Two hundred class hours. Course offered Fall and Spring.
Prerequisite: PSC 100 Public Safety Telecommunicator or PSC 101 Emergency Medical Dispatch.

PSC 212 Practicum in Law Enforcement Dispatching 12 Credits

This course provides the law enforcement dispatcher with a real-life, applied learning environment for the knowledge and skills acquired in PSC 202 Law Enforcement Dispatching. This one-on-one learning experience with a communications training officer increases the student's proficiency as a law enforcement dispatcher. The student's degree of direct involvement increases and accelerates with experience. Forty experiential hours per week. Course offered Fall and Spring.

PSC 202 Law Enforcement Dispatching

PSC 213 Practicum in Fire and EMS Dispatching 12 Credits

This course provides the trainee Fire and EMS dispatcher with a real-life, applied learning environment for the knowledge and skills acquired in PSC 203 Fire and EMS Dispatch and PSC 101 Emergency Medical Dispatch. This one-on-one learning experience with a communications training officer increases the student's proficiency as a dispatcher. The student's degree of direct involvement increases and accelerates with experience. Course offered Fall and Spring.
PSC 203 - Fire and EMS Dispatching.

PSC 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

PST - Public Safety Training

PST 113 Hazardous Materials: First Responder Operations .5 Credits

This course provides students with a knowledge that will enable them to respond to and take a defensive role at an incident involving hazardous materials. The response role they will fulfill will help reduce the effects of the incident to the environment, community, and themselves. Eight instruction hours. Course offered Fall and Spring.

PST 130 Public Safety Incident Management 1-3 Credits

This course introduces the incident command system (ICS) and the critical tasks the first responder must perform to stabilize the emergency in the first twenty minutes of the incident. The course is designed for "first in" responding units from the fire and emergency medical services. Sixteen instruction hours. Course offered Fall and Spring.

PST 146 Hazardous Materials: Characteristics and Behavior 3 Credits

A study of chemical structures and reactions of hazardous materials with an emphasis on how they impact emergency management. Course topics include basic chemistry bonding, organic and inorganic compounds, and fire chemistry. Each of the nine major hazard classes is examined in depth. The course prepares students to make informed decisions about how hazardous materials may behave when released or combined with fires, transportation accidents, storage accidents, and fixed-site spills. Information gathering,

management and use is stressed. Three class hours. Course offered Spring only.

PST 160 Acute Traumatic Stress Management .5 Credits

The course is designed to help public safety providers address emergent psychological needs during a traumatic exposure. The content has been tailored for emergency medical service, fire service, law enforcement responders, and emergency communications personnel to help their colleagues and the public cope with the psychological damage of traumatic stress. Students will also receive training to appropriately deliver death notifications. Eight class hours. Course offered Fall and Spring.

PST 210 Managing the Mass Casualty Incident 1 Credit

This course provides emergency services responders with a practical approach to managing public safety incidents when they are faced with more patients than there are personnel or equipment to care for them. Topics include incident scene planning and management and ways to incorporate these principles on all calls involving multiple patients. Sixteen instructional hours. Course offered Fall and Spring.
Prerequisite: PST 130.

PST 250 Pathway to Effective Leadership .5 Credits

Individuals involved in public safety organizations find themselves in formal and informal leadership roles. This course provides an overview of the concept of leadership, the situational leadership model, and opportunities for each participant to develop selected leadership skills. Both operational and organizational perspectives of public safety leadership are addressed. Eight class hours. Course offered Fall and Spring.

PST 251 Understanding and Motivating Others .5 Credits

Leaders and managers in public safety deal with a wide variety of personalities and the need to motivate others in diverse settings. This course provides a framework to promote the understanding of others' personalities and a model to increase the success of motivators specifically to public safety organizations and environments. Course offered Fall and Spring.
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. Course offered Fall and Spring.
Prerequisite: PST 251.

PST 265 Public Safety Leadership Development Seminar 3 Credits

This course provides aspiring and emerging public safety leaders and those already in leadership positions the opportunity to explore the concept of leadership and to develop and improve their leadership knowledge, skills, and behaviors. The course integrates reading from the humanities, experiential exercises, dialogue, films, and contemporary readings on leadership in the public safety context. Fall Semester only. Three class hours. Course offered Fall and Spring.

PST 290 Independent Study Variable Credit
See Department Chairperson Course offered Fall and Spring.

PSY - Psychology

PSY 100 Psychology of Interpersonal Relationships 3 Credits

The Psychology of Interpersonal Relationships is an experiential approach to everyday intra- and interpersonal processes. It emphasizes observation, practice and discussion of such topics as self disclosure, trust, verbal and nonverbal expression of feelings, listening skills, conflict resolution, anger and stress management and the value of cultivating diverse relationships. Basic psychological principles are presented and integrated into classroom discussion. Emphasis is on skill development. It is psychology for daily living, and is neither a preparatory course for PSY101 nor a prerequisite for other PSY courses. Course offered Fall and Spring.

PSY 101 Introductory Psychology 3 Credits

An introductory survey of the major concepts in the scientific study of human behavior, human development, motivation, learning, personality, individual differences and social behavior. Dual emphasis is placed upon understanding, integration and application to real life as well as theoretical and methodological issues. Opportunities for studying, tutoring, and supplemental testing will be made available to students outside of class time in the Psychology Learning Center. Three class hours. (SUNY-SS) Course offered Fall and Spring.

PSY 108 Fundamentals of APA Style 1 Credit

Students will learn the basics of APA style, the standard writing style for most social sciences. Proper techniques for citing sources, preparing a manuscript, and expressing material clearly and accurately will be covered. Students will practice writing short papers and components of papers in this style. Course offered Fall and Spring.

Prerequisite(s): Completed English 101 with a C or better, or completed English 200 with a C or better.

PSY 109 Positive Psychology 3 Credits

Positive Psychology is the scientific study of human happiness, well-being, and strength of character. This course takes an empirical and experiential approach to helping individuals use the science of flourishing to enhance their lives. Topics covered include happiness, pleasure, beliefs, positive thinking, character strengths, values, goal setting, wellness, the mind-body connection, self-esteem, overcoming perfectionism, relationships, and enabling institutions. Students may not receive credit for PSY 109 Positive Psychology and PSY 270 Selected Topics in Psychology - Positive Psychology. Three class hours. Course offered Fall and Spring.

PSY 110 Understanding Psychological Disorder 3 Credits

This course is designed to give basic information about psychological disorder and treatment and help students learn to evaluate approaches to disorder and therapy. We will look at the historical development and also at recent theories of disorder and treatment. The course will use a variety of teaching techniques including lecture, class discussion, and group activities, and will include a variety of assignments and grading techniques including tests, projects, written work, and participation. Course not open to students who have passed PSY 206, except with permission of the instructor. Three class hours. Course offered Fall and Spring.

PSY 130 Foundations of Animal Assisted Therapy 3 Credits

This course will explore the foundations of animal assisted therapy using a variety of teaching materials and observing an animal assisted therapy visit. Students will learn about the history, theoretical base, key empirical research support, and ethics of animal assisted therapy as well as evidence based advantages and disadvantages of applications utilizing animal assisted interventions. The course will cover the populations of individuals and groups with whom animal assisted interventions are utilized as well as applications to educational, mental health, behavioral, criminal justice, medical and health care settings. The course is an introduction to the field of animal assisted therapy and will not allow the student to independently implement animal assisted therapy. Course offered Spring only.

PSY 150 Psychology of Human Sexuality 3 Credits

Presents a review of the physiological and psychosocial components of sexuality. Primary emphasis is placed on sexuality in the context of love and intimacy, health, safety, and alternative sexual lifestyles. Three class hours. Course offered Fall and Spring.

PSY 166 Psychology of Superstitions 3 Credits

An examination of non-critical thinking and human tendencies to believe unlikely (and impossible) claims about the human experience, with a special focus on beliefs on the fringe of serious psychology. Issues

addressed in the course include popular beliefs about parapsychology, magic, alien abduction, personality testing, and the mental processes that support these beliefs. Course offered Spring only.

PSY 170 The Psychology of Eating, Body Image, and Wellness 3 Credits

The Psychology of Eating, Body Image, and Wellness focuses on the biological, psychological, social, and spiritual approaches to food cultivation, processing, preparation, and consumption, as well as the relationships among dietary patterns, exercise, dieting, and obesity. Discussions, films, and readings will focus on the continuum that exists from health-promoting, competent eating to unhealthy, disordered eating, and the relationships among body-image, eating, self-acceptance, and culture. Course offered Fall and Spring.

PSY 200 Behavior Modification 3 Credits

A study of the principles of conditioning and learning as applied to practical approaches of behavior management and change. Special attention will be given to behavior change in institutional and personal settings. Self-regulation and cognitive-behavioral techniques will also be discussed. Three class hours. Course offered Fall and Spring.

Prerequisite: PSY 101.

PSY 201 Developmental Psychology - Child 3 Credits

This course is an introduction to the foundations of development from conception through childhood. The course will explore the interdependence among the physical, cognitive, and social domains of development, and will examine various theories and research methods used to understand and study the development of infants and children. Current issues in the field and their impact on the developing child will also be highlighted. Students will be encouraged to investigate and critique recent research and its application. (SUNY-SS) Course offered Fall and Spring.

Prerequisite: PSY 101.

PSY 202 Developmental Psychology - Adolescence 3 Credits

A discussion of issues and theoretical perspectives in the study of adolescence, with particular focus on the physical, cognitive, and social/emotional changes that occur during adolescence. This includes the examination of identity formation, sexuality, family relationships, peer relationships, and moral development. This course will also discuss challenges facing adolescents today. Three class hours. Course offered Fall and Spring.

Prerequisite: PSY 101.

PSY 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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: PSY 101 with a grade of C or better

PSY 205 Social Psychology 3 Credits

A scientific study of the influence of people on the thoughts, feelings, and behaviors of other people. This course examines how individuals affect and are affected by others. Topics include impression formation, conformity and social influence, self-perception, attitudes, aggression, prejudice, helping, attraction, group processes, and other components of social interaction. Three class hours. (SUNY-SS) Course offered Fall and Spring.

Prerequisites: PSY 101, plus three additional hours in PSY or SOC.

PSY 206 Abnormal Psychology 3 Credits

Includes a scientific and historical review of the study and treatment of psychopathology, discussion of the major theoretical orientations and the assumptions that underlie them, description of the major DSM disorders including their symptoms, and current treatments. Three class hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. (SUNY-SS) Course offered Fall and Spring.

Prerequisite: PSY 101.

PSY 215 Cognitive Psychology 3 Credits

How do we think, make decisions, solve problems, perceive our world, and remember our past? What is intelligence, creativity, or awareness? Cognitive psychology explores these complex and important human processes. In this course, students will learn the theories, methods, and concepts of cognitive psychology and apply them to many areas of life. Course offered Fall only.

Prerequisite: PSY 101 with a grade of C or better

PSY 220 Research Methods in Social Sciences 3 Credits

Through a combination of lecture and hands-on research projects, this course examines the philosophy and methodology of science and how they are applied to social questions. Students plan and conduct research projects and write papers describing their research following APA style. Topics to be explored include experimental and non-experimental research methods, the development of testable hypotheses, and the use of electronic databases to explore and review the scientific literature and ethical issues. Three class hours. Traditionally offered on-line in the Fall Semester and in the classroom in the Spring Semester. (SUNY-SS) Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisites: HIS 260 recommended

PSY 230 Mysteries of Sleep and Dreaming 3 Credits

This course explores various questions about sleep and dreaming, including why we sleep and why we dream. Topics include how sleep and dreaming are scientifically studied, current theories and research on sleep and dreaming, sleep stages, and the neurological and psychological bases of sleep and dreaming. The course also examines the functions of sleep and dreaming, changes in sleep-wake cycles through the lifespan, various sleep-wake disorders, physical and psychological consequences of sleep deprivation, and healthy sleep practices. The course emphasizes sleep as an active

process, vital to optimal physical and psychological health and functioning.

Course offered Fall only.

Prerequisite: PSY 101

PSY 260 Psychology of Health 3 Credits

This course explores the relationship between psychological factors and health issues. Traditional and complementary health care applications will be reviewed and evaluated. How do self-defeating thoughts, negative emotions (such as anxiety, anger, fear) and bad habits diminish health, vitality and longevity? Students will be encouraged to assess their own health patterns. Techniques for modifying lifestyle and managing stress are presented. Three class hours. Course offered Fall and Spring.

Prerequisite: PSY 101.

PSY 261 The Psychology of Learning and Behavior Disorders 3 Credits

This course introduces students to the field of learning and behavior disorders. It is designed for those interested in recognizing and understanding learning disabilities, attention-deficit/hyperactivity, conduct disorders, intellectual disabilities, autism spectrum disorders, emotional disorders, and physical impairments that impact learning. The course will cover biological and psychosocial risk factors, current theoretical approaches to the development of disorders, and education and intervention strategies. Successful completion of the course's autism unit provides State Education Department certification in Training in the Needs of Students with Autism. Three class hours. Course offered Fall and Spring.

Prerequisite: PSY 101 or permission of instructor.

PSY 262 Forensic Psychology 3 Credits

The focus of this course is an examination of the interaction between the discipline of psychology and the criminal justice system. It examines the aspects of human behavior directly related to the legal process such as eyewitness memory, testimony, jury decision making, and criminal behavior. In addition, the professional practice of psychology will be examined as to how it interacts with the legal system, and criminal and civil law. The student will gain an understanding of the production and application of psychological knowledge to the civil and criminal justice systems. It embraces psychology and the law, psychology of police and policing, corrections, parole, victim services, addiction services, family services, and the full range of activities related to law enforcement and treatment of offenders. This course provides a strong foundation of understanding for individuals interested in psychology, law, criminal justice, and related fields. Three class hours. Course offered Spring only.

Prerequisite: PSY 101 or SOC 101 or permission of instructor.

PSY 270 Selected Topics in Psychology 3 Credits

This course will explore a different topic in depth each semester. Using a variety of methods, including readings, tests, homework assignments, projects, papers, and group work, students will learn about the important questions and methodologies researchers use to address the topic. They will learn what we know and don't yet know about the topic, and appreciate its importance at personal, social, and global levels. Examples include the Psychology of Gender, the Psychology of Hunger, Eating and Body Image, and the Psychology of Memory and Thinking. Specific information as to the topics offered each semester will be available at the time of registration. Three class hours. Course offered Fall and Spring.

Prerequisite: PSY 101

PSY 290 Independent Study Variable Credit

See the Department Chairperson. Course offered Spring only.

QCT - Quality Control Technology

QCT 201 Total Quality Control 3 Credits

Overall aspects of quality control. Considers quality from the overall point of view. Represents the philosophy of quality control, together with concepts of modern day quality control and relationships, manufacturing controls, auditing, and customer relationships. Three class hours. Course offered Fall and Spring.

Prerequisite: QCT 125.

QCT 223 Acceptance Sampling 3 Credits

Presents strategies for construction and evaluation of sampling plans for product and process evaluations and supplier audits. Topics include single, double, multiple and sequential techniques for attributes sampling. Plans used most often in industry are covered (Military Standards, Dodge-Romig, etc.). Supplier verification schemes and quality audits are also discussed. Three class hours. Course offered Fall and Spring.

Prerequisite: QCT 125.

REA - Reading

REA 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. Course offered Fall and Spring.

REA 100 Reading and Thinking in the Disciplines 3 Credits

This course is designed specifically to meet the reading and thinking needs in a particular discipline. Learning strategies will focus on skills necessary for success in the content course, such as note-taking, graphic or visual materials, and/or laboratory preparation and application. Likewise, critical and active reading performance will focus on the needs of the discipline: understanding and evaluating scholarly research, discipline-based vocabulary, textbook management, reading flexibility, and other higher-level thinking appropriate to the discipline. This course is intended to be taken in conjunction with another course in a different discipline. Please see master schedule for offerings. May not be repeated for credit. Three credits. Course offered Fall and Spring. *ACCUPLACER READING SCORE BETWEEN 71-80.9*

REA 101 Critical Reading 3 Credits

This course will help students strengthen their critical reading and thinking skills, improve their academic literacy, and expand their general knowledge across the disciplines, especially the Humanities. Students will read a variety of written, oral, visual, and cultural texts in order to improve their analytical, interpretive, and evaluative skills. Students will synthesize text in all its forms through a variety of thematic approaches (music, drugs, diversity, etc.) in order to develop new ideas and conclusions. They will apply these critical and evaluative skills through research, presentations, discourse, and written assignments. This course is recommended for all students. Three class hours. (SUNY-H). Course offered Fall only. *REA 100 grade of C or better, TRS 200 with a grade of C or better, Accuplacer reading comprehension score of 81 or higher.*

SBS - Honors Studies

SBS 295 Honors Seminar in the Social and Behavioral Sciences-WR 3 Credits

A critical analysis of issues of human adaptation and growth, using social and behavioral science models and concepts. Extensive background reading, personal involvement, and interpretive writing are required of all participants. Social Sciences credit. Three class hours. (SUNY-SS) Course offered Spring only. *Prerequisites:* Permission of Coordinator of Honors Studies.

SBS - 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) Course offered Fall and Spring.

SBS 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

SCI - Honors Studies

SCI 295 Honors Seminar in the Natural Sciences 3 Credits

An examination of the major biological, chemical, geological and physical issues and processes related to human influence on the earth and its systems and functions. Students will gain insights through independent research, review of the literature, and an in-depth examination of global, national, and local issues. Natural Science credit. Three class hours. Course offered Fall and Spring.

Prerequisites: Permission of Coordinator of Honors Studies.

SCI - 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) Course offered Fall and Spring.

SCI 132 Integrated Science for Future Teachers II-The Living World 4 Credits

This is the second in a sequence of two courses designed to teach the basics of physical science,

geological science, chemistry, and biological science in an interdisciplinary inquiry-based approach for students wishing to pursue a career in childhood education. This course focuses on concepts in biology and chemistry and how they interact in the world around us. Characteristics of life, cells, reproduction, evolution, ecology, the diversity of plants and animals are covered, along with chemistry concepts such as organic molecules, the chemistry of water, pH, buffering systems and the chemistry of DNA. Three class hours, three laboratory hours. Course offered Fall and Spring.

SCI 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

SCR - Computer Security

SCR 111 Computer-Related Crime and Security 3 Credits

A study of computer crime including use of the computer to commit fraud, embezzlement, theft; pirating of software; theft of new developments in computer hardware and software. Areas of computer vulnerability, as well as physical security, protective, preventive, and investigative procedures will be explored. Statutes to prosecute offenders will be analyzed. Three class hours. Course offered Fall and Spring.

SCR 112 Physical Security of Computer Systems 3 Credits

Study of physical computer security requirements including: location of computer in facility; securing facility and computer from improper, unauthorized, or illegal access; hazardous conditions; industrial and foreign espionage or sabotage; bombs and bomb threats; arson; securing electrical and telecommunications systems; camera and other surveillance techniques; backup records and their security; natural disaster controls. Three class hours. Course offered Fall and Spring.

SCR 151 Introduction to Security 3 Credits

A study of the functions of industrial security forces in protecting industry, retail businesses, and educational institutions, emphasizing relationships between private security agencies and public law enforcement organizations. Consideration of organizational structure, authority, and responsibilities of security forces. Fall semester only. Three class hours. (Open to any student when seats are available after all Criminal Justice students have registered.) Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

Prerequisite: SCR 212

SCR 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

SMT - Physical Studies / Physical Education

SMT 215 Sports Management 3 Credits

Survey course addressing the role of administration specific to fitness, athletic and rehabilitative facilities. It will present general administrative principles as well as those specific to the field. Three class hours. Course offered Fall and Spring.

SMT 217 Sport Marketing 3 Credits

The course focuses on the theoretical backbone that makes sport marketing such a unique and vibrant subject and focuses on marketing in a sport-specific context. Students will learn how to build a sport marketing plan, study the behaviors of sport consumers, and gain an understanding of market segmentation and pricing. Exploration of promotion, sales, distribution, and public relations in sport are key aspects of the course. Three class hours. Course offered Fall and Spring.

SMT - Sports Management

SMT 201 Cooperative Education - Sport Management 3 Credits

This course is designed to provide students with opportunity to test his or her career choice by working in a for-profit or non-for-profit setting leading toward a career, in Sport Management. Having studied theories and principles in previous course work, the intern will be able to use the knowledge gained in an actual work environment. These opportunities can include: marketing, event management, administration, communication, sales, promotion, negotiation, and facility management. The student will be responsible for working a minimum of 12 hours per week throughout the 15 week semester. Enrollment in this course is only with departmental permission. One class hour, 180 experiential hours. Course offered Fall and Spring.
By department permission only

SOC - Sociology

SOC 101 - WR Introduction to 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) Course offered Fall and Spring.

SOC 102 formerly SOC 200 - WR Social Problems WR 3 Credits

An analysis of major social problems in contemporary society, their nature, development and social causes. The course examines the impact of problems such as poverty, crime, drug addiction and prejudice on the individual and society. Possible solutions for social problems are discussed. Three class hours. (SUNY-SS) Course offered Fall and Spring.
Prerequisite: SOC 101

SOC 201 Sociology of Race and Ethnicity - WR 3 Credits

This course explores the relationships between majority and minority populations in the United States. We will begin to understand the concepts of race and ethnicity not as static, but as changing phenomena. What is the nature of American identity? What are the social structural causes of inequality? This course will provide a sociological perspective centered on questions of race, identity and inter-group relations. We will explore such topics as the nature of prejudice and racism, policies affecting minorities, the social construction of race and immigration to the United States. (SUNY-SS) Course offered Fall and Spring.
Prerequisite: SOC 101

SOC 203 Criminology - WR 3 Credits

The course emphasizes the historical and contemporary theories of crime causation. Problems involving attempts to develop a scientific and objective approach to the phenomena of crime are analyzed. Issues such as the role of law, the political and economic institutions and the social structure which generate crime are investigated. Three class hours. Course offered Fall and Spring.
Prerequisite: SOC 101 or permission of department

SOC 204 Sociology of the Family - WR 3 Credits

This course introduces students to the sociological study of gender and sexuality in contemporary U.S. society by examining the ways in which each are socially constructed. The role of gender and sexuality in institutional structures, including the economy, law, education and media will be examined. Historical and cross-cultural variations in gender and sexuality are explored as well as variations by race, ethnicity, and social class. Sociological theory and research will be used to provide analysis for systems of inequality as well as how the meanings and experiences of gender and sexuality have changed over time. Three class hours. Course offered Fall and Spring.
Prerequisite: SOC 101

SOC 205 African-American Family - WR 3 Credits

A comprehensive examination of the diverse and complex issues surrounding the African-American family unit as it has evolved from pre-slavery to contemporary period. It focuses on historical, social, cultural, political, economic and global conditions that have affected that institution. The course discusses key issues, themes and debates in the field and analyzes a variety of theoretical perspectives of examining the African-American family life. Course offered Spring only.
Prerequisite: SOC 101

SOC 206 Sociology of Gender and Sexuality - WR 3 Credits

This course introduces students to the sociological study of gender and sexuality in contemporary U.S. society by examining the ways in which each are socially constructed. The role of gender and sexuality in institutional structures, including the economy, law, education and media will be examined. Historical and cross-cultural variations in gender and sexuality are explored as well as variations by race, ethnicity, and social class. Sociological theory and research will be used to provide analysis for systems of inequality as well as how the meanings and experiences of gender and sexuality have changed over time. Three class hours. Course offered Fall and Spring.
Prerequisite: SOC 101

SOC 209 Environmental Sociology - WR 3 Credits

An introduction to the key theoretical approaches and research within the emerging field of environmental sociology, and an examination of the ongoing research on how environmental problems have roots in social processes, such as culture, community, social inequality, social organization and social structure. Students will examine how human values about the environment and the relationships between humans and our physical environment are socially constructed. Students will develop a working knowledge of sociological research methods and theoretical perspectives in their analyses of the relationship between human societies and the physical environment. Offered in the Fall, Spring and Summer Semesters. Three class hours. Course offered Fall only.
Prerequisite: SOC 101

SOC 210 - WR formerly SOC 150 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-OWC) Course offered Fall and Spring.
Prerequisite: SOC 101.

SOC 211 Formerly SOC 130 Sociology for Work - WR 3 Credits

This course applies sociological research to a study of what it means to be a worker and how work has evolved historically. This course also investigates the impact of structural inequality on workers as it relates to race, age, gender, and the institution of the family. Three class hours. (SUNY-SS) Course offered Spring only.
Prerequisite: SOC 101.

SOC 216 Special Topics in Sociology - WR 3 Credits

This course is designed to address specific topics of interest in sociology. Offerings are more specific and focused than the introductory surveys. Examples of potential offerings could include Sociology of the Body, Sociology of Deviance, or Sociology of Pop Culture. Topics may change from semester to semester based on faculty and student interest. The classes will be primarily lecture and discussion based. Course offered Fall and Spring.

SOC 220 Sociology Internship - WR 3 Credits

A learning experience in a selected community agency or organization determined by the student's area of interest. Under supervision, the student will be able to apply sociological methods and principles in a practical setting, become aware of social processes and community needs, or conduct research. Ten class hours per semester, 135 internship hours. Course offered Fall and Spring.

Prerequisites: One other Sociology course and permission of instructor.

SOC 290 - WR Independent Study Variable Credit

See the Department Chairperson. Course offered Fall and Spring.

SPA - Spanish/Foreign Language

SPA 101 Elementary Spanish I 3 Credits

Designed for students with no previous experience in the language. Focuses on communicative skills of listening comprehension, speaking, reading, and writing. Includes high frequency vocabulary, basic constructions, common phrases, and cultural aspects. Also stresses student participation in skills development. SPA 111 is strongly recommended for improving comprehension and oral fluency especially for students transferring to a four-year institution. Three class hours. (SUNY-FL) Course offered Fall and Spring.

SPA 102 Elementary Spanish II 3 Credits

Continuation of SPA 101 with emphasis on basic language skills for communication and on cultural aspects to promote understanding and appreciation of Hispanic cultures. A companion course, SPA 112, is strongly recommended for improving comprehension and oral fluency, especially for students transferring to a four-year institution. Three class hours. (SUNY-FL) Course offered Fall and Spring.

Prerequisite: SPA 101 or successful completion of the New York State regents exam, the equivalent or permission of the instructor. Memory and length of time since last studied are factors in successful placement.

SPA 103 Intermediate Spanish I 3 Credits

Continued study in Spanish for those with a firm foundation in elementary Spanish communication, written and oral. Grammar and vocabulary are continued at a higher level. Cultural topics are included in the study of grammar and structure. A companion course, SPA 113, is strongly recommended for improving 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) Course offered Fall and Spring.

Prerequisite: SPA 102, or successful completion of high school Spanish 4, the equivalent, or permission of the instructor.

SPA 104 Intermediate Spanish II 3 Credits

Continued study in Spanish for those with a firm foundation in intermediate Spanish through written and oral communication. Grammar and vocabulary are continued at a higher level. Cultural topics are included in the study of grammar and structure. A companion course, SPA 114, is strongly recommended for improving oral fluency, especially for students transferring to four-year institutions. Memory and length of time since last studied are factors in successful placement. Three class hours. (SUNY-FL) Course offered Fall and Spring.

Prerequisite: SPA 103, or excellence in high school Spanish 5, the equivalent, or permission of the instructor.

SPA 110 Accelerated Elementary Spanish 6 Credits

Designed for students with no previous experience in the language who wish to move at a faster pace than is permitted by SPA 101 and SPA 102 courses, or for those who have taken one or more years of Spanish previously and wish to review and practice basic Spanish at a quickened pace. Focuses on communicative skills of listening comprehension, speaking, reading and writing. Includes high frequency vocabulary, basic constructions, common phrases and cultural aspects. Also stresses student participation in skills development. A companion course, SPA 111, is strongly recommended for improving comprehension and oral fluency, especially for students transferring to a four-year institution. Six class hours. Offered Fall, Spring, and Summer semesters. (SUNY-FL) Course offered Fall and Spring.

SPA 111 Elementary Spanish Conversation I 2 Credits

This is an introductory level one conversation course designed for those who wish to focus on learning comprehension and conversational skills. Spoken Spanish used in context by a variety of native speakers will provide comprehension practice. Using video, music and songs, audio cassettes and CD-ROM, as well as Internet, students will hear and use authentic language structures used in simple forms of Spanish for communication. Students will be evaluated on the linguistic achievement, their aural comprehension and conversational competence at this introductory level. Two class hours. Course offered Fall and Spring.

Prerequisites: SPA 101 taken concurrently; one year of language study or permission of instructor.

SPA 112 Elementary Spanish Conversation II 2 Credits

This is an introductory level two conversation course designed for those who wish to focus on learning comprehension and conversational skills. Spoken Spanish used in context by a variety of native speakers will provide comprehension practice. Using video, music and songs, audio cassettes and CD-ROM, as well as Internet, students will hear and use authentic language structures used in simple forms of Spanish for communication. Students will be evaluated on their linguistic achievement and performance, their level of

aural comprehension and conversational competence at this introductory level. Two class hours. Course offered Fall and Spring.

Prerequisites: SPA 102 taken concurrently, one to two years of previous language study or permission of instructor.

SPA 113 Intermediate Spanish Conversation I 2 Credits

A communicative approach to develop comprehension of the spoken language and ability to communicate with native speakers at the beginning intermediate level. Spanish spoken by native speakers from Spain and Latin America will be used to train students for real life communication appropriate for social and career related situations. To develop linguistic skills, intensive training in comprehension and communication will be enhanced by the use of videos, music and songs, audio cassettes and CD-ROM, as well as Internet. Language structures will be practiced in context using related text materials and culture, as well as topics of interest such as current events. Students will be evaluated on their linguistic achievement and performance, their level of aural comprehension and conversational competence at this intermediate level of communication. Two class hours. Course offered Fall only.

Prerequisites: SPA 103 taken concurrently, two to four years of previous language study or permission of instructor.

SPA 114 Intermediate Spanish Conversation II 2 Credits

A communicative approach to develop comprehension of the spoken language and ability to communicate with native speakers at this intermediate level. Spanish spoken by native speakers from Spain and Latin America will be used to train students for real life communication appropriate for social and career related situations. To develop linguistic skills, intensive training in comprehension and communication will be enhanced by the use of videos, music and songs, audio cassettes and CD-ROM, as well as Internet. Language structures will be practiced in context using related text materials and culture, as well as topics of interest such as current events. Students will be evaluated on their linguistic achievement and performance, their level of aural comprehension and conversational competence at this intermediate level of communication. Two class hours. Course offered Fall only.

Prerequisites: SPA 104 taken concurrently; three or more years of previous language study or permission of instructor.

SPA 141 Spanish for the Health Professions 3 Credits

This course is designed for those in the health professions who wish to acquire the basic tools for effective communication with the Hispanic client. The language is taught in the context of specific situations with extensive practice and a minimal amount of grammar. The course also contains an important cultural component that will allow the student to gain a greater

knowledge and understanding of Hispanics, and thus to create a better, safer, and productive environment. Three class hours. Course offered Fall and Spring.

**SPA 151 Spanish for the Spanish Speaker/
Español 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. Course offered Fall and Spring.

SPA 201 Espana de ayer y de hoy 3 Credits

Through interactive lectures, video and use of the internet, students will gain an overview of contemporary Spain, the country and 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. Course offered Fall and Spring.
Prerequisite: SPA 104, or a grade of B or better in high school Spanish 5, or permission of the instructor.

SPA 202 Latinoamerica de ayer y de hoy 3 Credits

Through interactive lectures, video and use of the Internet, students will gain an overview of contemporary Latin America, the countries and peoples viewed from historical and cultural perspectives. Use of the video series *El espejo enterrado* (The Buried Mirror) provides the student with the opportunity to develop aural skills to an advanced level. The Internet will be used to access on-line newspapers, magazines, and a vast array of primary source materials to help develop reading skills and knowledge of specialized vocabulary, while engaging the student in a study of current events. This combination will guide the student to a working knowledge of Latin America and to improved language comprehension and fluency. Three class hours. Course offered Fall and Spring.
Prerequisite: SPA 104, or a grade of B or better in high school Spanish 5, or permission of the instructor.

SPA 205 Advanced Conversational Spanish I 3 Credits

Intensive practice in oral communication at an advanced level. Current trends in spoken Spanish as expressed in contemporary situations. Three class hours. Course offered Fall and Spring.
Prerequisite: SPA 104 or a grade of B or better in high school Spanish 5, or permission of the instructor.

SPA 206 Advanced Conversational Spanish II 3 Credits

Continuation of SPA 205. Three class hours. Course offered Fall and Spring.
Prerequisite: SPA 205 or SPA 104, or four years of high school Spanish or equivalent.

SPA 207 Cinema for Spanish Conversation 3 Credits

In this course, students will improve their Spanish conversational skills through the discussion of films in Spanish. Student presentations will help the student improve their public speaking skills. In addition, the students will improve their listening comprehension through exposure to native speech. The films will introduce students to culture, some history, vernacular speech and regional accents. This course offers a new and different vision of language learning and use. The films serve as a catalyst for thought provoking cultural and linguistic examination. This offers the students the ability to express themselves and to expose themselves to the diversity of cultures in the many Spanish speaking countries. The students will broaden their knowledge and analyze, compare and enrich their vocabulary and hone their analytic and critical thinking skills through their enhancement, solidification of the knowledge of the language, and its variety of uses. (SUNY-FL) Course offered Fall and Spring.
Prerequisite: SPA 104, or excellence in High School Spanish 5, the equivalent, or permission of the instructor.

SPA 221 Hispanic Culture On Location 3 Credits

This course is designed to provide the opportunity to see and experience the richness of a Spanish speaking country through the unique experience of travel. The core part of this course will be a stay in the country, with visits to the main cities and cultural centers. Class meetings prior to the trip will focus on topics that will help the student to prepare for the experience, and meetings after the trip will provide a time for debriefing, reporting, evaluation and assimilation. The student is expected to complete ten tasks during his/her stay, make an oral presentation, and prepare a portfolio of the trip. This portfolio can be a personal journal, photo display, video recording, or a combination thereof. Course offered Fall and Spring.

SPC - Speech Communication

SPC 119 (formerly SPT 119) Storytelling 3 Credits

Study of and practice in storytelling that will focus on stories appropriate for modern society. Storytelling is an art that requires the practice of craft-based techniques. Focus will be placed on story and character development, performance of a variety of stories, and evaluation of what makes a good story and its performance. (SUNY-A) Course offered Fall and Spring.

SPC 140 (formerly 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. Course offered Fall and Spring.

SPC 141 (formerly 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. (SUNY-BC) Course offered Fall and Spring.

SPC 142 (formerly 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. (SUNY-BC) Course offered Fall and Spring.

SPC 143 (formerly 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. Course offered Fall and Spring.

SPC 144 (formerly 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. (SUNY-BC) Course offered Fall and Spring.

SPC 172 (formerly SPT 172) Honors - Competitive Public Speaking-WR 1 Credit

Students will work collaboratively with the instructor and classmates to develop skills for competition-style speaking through the practice and performance of an original speech. One speech will be developed, presented, critiqued and improved during class rehearsals. Students will learn through hands-on experience the in-depth effort required for professional and competitive public speaking. 1.5 class hours per week for last 7 weeks of the Spring Semester, and one 5-hour speech contest. Course offered Spring only. *Prerequisite: Audition and/or permission of the instructor and enrollment in SPT 142 or SPC 142 (formerly SPT 142).*

SPC 241 Advanced Interpersonal Communication 3 Credits

This course will provide students the chance to analyze their interpersonal communication skills and further expand competency through application in personal and professional life situations. Students will examine the impact of technology, gender, nonverbals, and cultural diversity on communication in families, with friends and romantic partners, and in their professional lives. Interpersonal skills will be integrated into the interviewing process and conflict resolution. A portfolio will be developed that reflects the self-examination and adjustment of interpersonal skills in personal and professional relationships. Three class hours. Course offered Fall and Spring. *Prerequisite SPC 141-Interpersonal Communication. (formerly SPT 141.) Three class hours.*

SPC 242 (formerly 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. Course offered Fall and Spring. *Prerequisite: SPT 142 or SPC142 (formerly SPT 142) or permission of instructor.*

SPC 290 Independent Study Variable Credit

See the Department Chairperson Course offered Fall and Spring.

STT - Solar Thermal Technology

STT 101 Introduction to Solar Thermal Technology 3 Credits

This course covers history of solar thermal technology and related topics. Additionally, the basic principles of solar thermal systems will be covered. Students will be introduced to the components of a solar thermal system including collectors, heat transfer devices, and related hydronic components. Three class hours. Course offered Spring only.

STT 102 Solar Thermal Installations 3 Credits

This course will explore the pertinent plumbing codes, components of OSHA fall protection, roof structures, proper piping practices, and proper installation of solar components and solar systems. The course will also review basic crane direction. Two class hours, two lab hours. Course offered Fall and Spring. *Prerequisite: STT 101*

STT 201 Troubleshooting and Preventative Maintenance for Solar Thermal Systems, with Lab/Field Experiences 3 Credits

The course will explore issues related to system design, performance, and efficiency. System operation, symptom diagnosis, repair, and maintenance will be covered. Students will work on the laboratory or field installed systems. Two class hours, two lab hours. Course offered Fall and Spring. *Prerequisites: STT 101, STT 102*

SUS - Sustainability Studies

SUS 101 Introduction to Sustainability 3 Credits

This course will provide an overview of the social, environmental, and economic aspects of sustainability. Students will consider the development of industrial society and examine key trends and events in the history of conservation and environmental reform in order to better understand current social, environmental, and economic problems. Students will evaluate the long-term sustainability of current systems and practices, and propose a solution to a current problem that balances economic, environmental, and social interests. Three class hours. Course offered Fall and Spring.

SUS 206 Special Topics in Sustainability Seminar 3 Credits

An interdisciplinary seminar course concerned with current problems and innovations in sustainability. Possible course topics include water quality/availability, fossil fuels, food production/security, and community design. Students will read and discuss a variety of texts on the course topic, and will develop a substantial research project. Three class hours. Course offered Fall and Spring.

SUS 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

SVL - Service Learning

SVL 101 Service-Learning Seminar 3 Credits

This course is designed for students to identify and analyze a socially significant need facing the local community and develop and implement a plan to address such a need. Students will examine why this need exists and identify areas of strength to apply to the issue. The course will cover such topics as ethical implications of service, citizenship development, motivation to serve, global issues of service and more. Students will complete critical reflection assignments and exercises that strengthen problem-solving and leadership skills while developing connections with people of diverse cultures and lifestyles. Service-learners are required to serve 135 hours over the course of the semester. Fulfills the requirements for a Social Science course. Course offered Fall and Spring.

SVL 106 Topics in Service-Learning 1 Credit

This course is designed to cover service-learning topics of special interest. Offerings will vary each semester, but each course is intended to increase students awareness of social issues within our community related to the course topic. Students will participate in service projects that meet the needs of the community and are integrated into the curriculum of the course (30 service hours). Students will participate in structured critical reflection seminars where they will analyze and evaluate their service experiences and make essential connections between civic engagement and course curriculum. Fulfills the requirements for a Social Science course. Course offered Fall and Spring.

SVL 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

TAM - 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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

TAM 121 Mathematics for Machinists I 3 Credits

A basic mathematics course for beginning machinists. It is designed to acquaint the entry-level tooling and machining student with the mathematical concepts, terms, and formulas required to function as a machinist. The emphasis of the course is upon application of mathematical principles to the machine trades and developing mathematical/mechanical problem solving skills. Three class hours. Course offered Fall and Spring.

TAM 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. Course offered Fall and Spring.

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 of 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. Course offered Fall and Spring.

TAM 132 Machine Shop Print Reading II 3 Credits

Students will be able to solve complex blueprint problems related to tool and shop applications. Section views, surface textures, screw threads, geometric tolerancing, steel identification, fasteners, castings, and coatings will be examined. Three class hours. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall and Spring.

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. Course offered Fall only.

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. Course offered Fall and Spring.

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. Course offered Spring only.

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. Course offered Fall and Spring.

TAM 172 Machine Trades Apprentice Training II 3 Credits

This is the second year of the students Machine Trades Apprenticeship on-the-job training experience. The course covers a minimum of 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. Course offered Fall and Spring.

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.

Course offered Fall and Spring.
Prerequisite: TAM 172

TAM 174 Machine Trades Apprenticeship 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. Course offered Fall and Spring.
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. Course offered Fall and Spring.
Prerequisites: TAM 101, TAM 121 AND EITHER TAM 105 OR TAM 141; *Corequisite:* TAM 139.

TAM 241 Advanced Machine Shop Laboratory 3 Credits

Designed as an opportunity for further enhancement of skills developed in TAM 141. Emphasis is placed on developing high level skills to accomplish complex and precision machining operations. Advanced topics include precision layout and tools, quality control, and precision machine processes. Three class hours. Course offered Spring only.
Prerequisites: TAM 101, TAM 141.

TAM 242 Machine Shop Practice IV 3 Credits

Intended for experienced machinists, this course will enable students to develop skills to build high precision tooling from advanced engineering drawings. Traditional and CNC machines will be utilized to create tools, dies, and fixtures that are extremely precise and have close fits and tolerances. Three class hours. Course offered Fall and Spring.
Prerequisites: TAM 101, TAM 141, TAM 241.

TAM 245 Computer Aided Manufacturing 3 Credits

This course teaches the basics of computer aided manufacturing. Students will be able to create part drawings, select tooling needed to manufacture the part, and generate the tool paths. They will be able to verify tool paths, post process paths for various controllers, and edit the tool path output. This will be done through a series of projects and lab exercises. Three class hours. Course offered Fall and Spring.
Prerequisite(s): TAM 101, TAM 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. Course offered Fall and Spring.
Prerequisite: TAM 245.

TAM 251 Statistical Process Control for Machinists 3 Credits

An applied statistical process control course for the worker involved in precision parts manufacture. Included in this course is the rationale/need for SPC, Demming philosophy, XBar and range charts, histograms, capability calculations, and attribute charts. Automatic data collection will be done on a Genesis statistical process control data collector and analyzer machine. Three class hours. Course offered Fall and Spring.
Prerequisites: TAM 101, TAM 121, TAM 131, TAM 141.

TAM 255 Computer Aided Manufacturing Laboratory 3 Credits

Students will apply the work developed in TAM 245. This will involve the setup and operation of various CNC equipment to manufacture parts. Vertical machining centers, CNC lathe, and EDM equipment could be used in this laboratory. Tooling problems, material differences, and program editing and revisions will be included in this course. The goal is to have complete support documents with the accurate manufactured parts. Six laboratory hours. Course offered Fall only.
Prerequisite(s): TAM 139, TAM 142, TAM 155, TAM 241 and TAM 245.

TAM 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

TEK - 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. Course offered Fall and Spring.

TEK 101 Computer Applications for Technicians 2 Credits

Introduction to the IBM compatible PC as a tool for the technician. Introduction to DOS, Windows and Windows-based programs as used in technical work such as a database, spreadsheet, graphing, drawing, technical

report word processing, data acquisition, and data entry. Technical specialty programs will be introduced. Fall semester only. (Occasionally offered during other semesters.) Three laboratory hours. Course offered Fall and Spring.

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. Course offered Fall only.

TEK 200 Laboratory Data Preparation and Analysis with MathCad 2 Credits

A course for individuals who acquire and analyze data in science, engineering or technology environments. MathCad is a widely used program in this arena and representative of this class of analysis programs. Students will import data into MathCad from text files and Excel files. Using this data, representative statistical and physical science calculations will be performed in MathCad. Graphs and text commentary will be prepared in MathCad. A typical "formal" laboratory report will be written. One class hour, two laboratory hours. Course offered Fall and Spring.
Prerequisite: MTH 140 or higher; one physics, engineering, or technical course with a laboratory recommended.

TEK 206 Special Topics in Engineering Technology 1-3 Credits

This course will present topics relative to the field of mechanical, electrical, optical, and/or manufacturing technologies not covered in existing courses. The topics will introduce the students to emerging technologies and new industry trends, along with their practical applications. Topics will change from semester to semester based upon faculty and student interest. The classes may consist of lecture, laboratory, or alternative learning environment. Course offered Fall and Spring.

TEK 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

THE - Theatre

THE 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) Course offered Fall and Spring.

THE 111 Introduction to Technical Theatre 3 Credits

An introductory, broad based study of technical theatre involving stage lighting, scenery construction, and stage rigging. Practical emphasis will be placed on the use of tools and equipment. Course requirements include an assignment in a theatre production. Three class hours. (SUNY-A) Course offered Fall and Spring.

THE 112 Fundamentals of Acting One 3 Credits

Basic acting skills taught through theater games, exercises; and performance of dramatic scenes. Three class hours. (SUNY-A). Course offered Fall and Spring.

THE 113 Stage Makeup 3 Credits

The principles and practice of applying stage makeup as used in theatrical production. Course offered Fall and Spring.

THE 115 Introduction to Theatrical Costuming 3 Credits

This course will introduce students to the art of costuming for the theatre. Students will study costume techniques based on historical, contemporary and fantastical designs and apply the principles of costume design and construction while working with an independent costumer on a college production. One class hour, two lab hours. Course offered Fall only.

THE 116 Stage Lighting Design 3 Credits

This course is designed to acquaint the student with the art and practice of lighting design for the theatre, the course will include lighting equipment and control, script analysis, design methodologies, additive and subtractive color theory, lighting for dance, musicals and alternate theatre. Assignments include theoretical lighting designs and assignment to a theatre production. One class hour, two lab hours. Course offered Spring only.

THE 142 Musical Theatre Rehearsal and Performance 3 Credits

Rehearsal and performance of a musical theatrical production. Students will be required to successfully pass an audition and be cast in a full-length musical production that will be performed for a public audience. May be repeated for additional credit. Available both fall and spring semesters. Three class hours. Course offered Fall and Spring.
Prerequisite: Audition or permission from the Instructor.

THE 147 Readers' Theatre 3 Credits

The oral interpretation of poetry, prose and playscripts. Process includes analysis of written material and development of the technical skills involved in reading aloud for an audience. Three class hours. (SUNY-H). Course offered Spring only.

THE 148 Voice and Diction 3 Credits

This course concentrates on the methods of creating proper articulation, vocal tone, pitch, pace, and resonance; the practical application of breathing, relaxation, tongue and lip placement; and how these elements pertain to voice and diction. The final goal of this course is to instill in the student an awareness of the patterns and styles of speech that are acceptable and, in some instances, demanded upon the acting stage and in the real world. Three class hours. Course offered Fall only.

THE 149 Stage Movement 3 Credits

This course will survey a variety of kinesthetic performance techniques. Students will develop, implement and perform physically expressive theatrical characters and scenarios through spatial awareness and body control. One class hour, two lab hours. Course offered Spring only.

THE 190 Theatre Rehearsal and Performance 3 Credits

Rehearsal and performance of a non-musical theatrical production. Students will be required to successfully pass an audition and be cast in a full-length theatrical production that will be performed for a public audience. May be repeated for additional credit. Three class hours. (SUNY-A) Course offered Fall and Spring.
Prerequisite: Audition and/or permission of the instructor.

THE 211 Theatre Production Laboratory 3 Credits

The purpose of this course is to give the student insight and practical understanding of the skills necessary to be successful in the high-pressure environment and lifestyle of a theatre production. Practical experience in theatre is achieved by successfully completing a crew assignment on one of the college's theatre products. Technical aspects of a production include scenery, lighting, costumes, stage management, and artistic management. Specific assignments to production areas are made by instructor based on student requests and production needs. Three lab hours. Course offered Fall and Spring.
Permission of VAPA Theatre Faculty Member

THE 212 Fundamentals of Acting Two 3 Credits

This course will allow student actors to explore character and relationships through character analysis, script analysis, rehearsal and performance. Much focus will be on scene study and "Method" Acting. (SUNY-A) 3 Credits. Course offered Fall and Spring.
Prerequisite: THE 112.

TLC - Telecommunications

TLC 101 Telecommunications I 3 Credits

A broad overview of basic telecommunication concepts, practices, industry standards, historical events, and future trends. Three class hours. Course offered Fall and Spring.
Prerequisite: ELT 121 or ELT 130 or permission of the department chair.

TLC 111 Fiber Installation and Maintenance 2 Credits

This course covers the proper stripping, cleaning, cleaving, fusing, and connectorization of glass fibers using the popular tools of the trade. Students learn basic principles of light propagation through both multimode and singlemode fiber optic cable used by the telephone and computer network industry. Students become familiar with measurement techniques using specialized equipment such as the light source, power meter, and OTDR. Students are introduced to the assembly of fiber closures used in the outside plant of the public switched telephone network (PSTN). One class hour, two laboratory hours. Course offered Fall and Spring.

TLC 151 The Public Switched Telephone Network 4 Credits

This capstone course investigates how the public switched telephone network (PSTN) today can allow for billions of simultaneous voice and data communication paths to coexist nation wide and world wide. Using electronics and networking knowledge from other courses, students investigate how both telephone and computer connections are made through the PSTN. Students become familiar with the physical hardware making up the outside plant and gain insight as to how the various switches found in the PSTN automatically route phone calls and data transfer using twisted pair (copper), microwave, and fiber optic media. Three class hours, three laboratory hours. Course offered Fall and Spring.
Prerequisite: TLC 101 and TLC 111; corequisites: CPT 115 and ELT 232 (or ELT 121 and ELT 112).

TLC 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

TRS - Transitional Studies

TRS 092 Basic Mathematics No Credit

Students will develop competencies in basic mathematics. The emphasis will be on number theory related to whole numbers, fractions, decimals, proportions, and percents. There will be an emphasis on reduction of math anxiety, development of critical thinking skills, and practice using estimation theory and problem-solving methods. Students will use appropriate technology to reinforce their skills. Students will gain

confidence in using math in everyday situations. Five imputed credit hours; no earned credits. Five class hours per week; five fee hours. Course offered Fall and Spring.

TRS 094 Pre Algebra No Credit

This course, for students who have mastered basic computations, offers preparation for further coursework in mathematics. Students will use fundamentals of mathematics to develop entry level competencies in business math, geometry, rational numbers, and algebra. They will use appropriate technology to reinforce their skills and gain confidence in using math in everyday life. Five imputed credit hours; no earned credits. Five class hours per week; five fee hours. Course offered Fall and Spring.

Prerequisites: Accuplacer placement, or TRS 092 with a grade of C or better.

TRS 100 Integrated Reading and Writing No Credit

Integrated Reading and Writing I is a four-hour foundational course with a two-hour required lab component. This course is designed to help students admitted through the Transitional Studies Department progress in their academic reading, writing, and learning skills. Students will develop effective reading strategies, increase reading fluency, expand vocabulary, improve Standard English writing skills, and produce unified, coherent text. Students will read, write, and reflect upon contextualized materials related to local, global, social, career, and other relevant topics. Five imputed credit hours; no earned credits. Four class hours per week. two lab hours. Course offered Fall and Spring. *Accuplacer reading score 40-57.9.*

TRS 105 Academic Writing No Credit

This course is designed to prepare students for success in ENG 101. This course will cover the aspects of development, revision, and writing of academic essays, as well as language mechanics, grammar, and usage skills necessary for effective written communication. Emphasis is on the application of these skills in frequent writing assignments and revisions of academic essays. Three class hours per week, three fee hours. Three imputed credit hours; no credits earned. No Credit. Course offered Fall and Spring.

Prerequisites: Accuplacer reading score of 71 or higher; and accuplacer sentence skills score 62-81.9.

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. Course offered Fall and Spring.

TRS 200 Integrated Reading and Writing II No Credit

This is a writing-intensive reading course for students who need to strengthen their analytic and interpretive reading skills. Students will read a variety of academic texts and develop basic academic essays that analyze, interpret, or respond to those readings. Writing instruction will be individualized, and will include basic academic essays. Five imputed credit hours; no earned credits. Four class hours per week, two lab hours. Course offered Fall and Spring.

TRS 100 with a C or better or accuplacer reading score of 58-70.9.

TVL - Travel And Tourism

TVL 101 Introduction to Travel and Tourism 3 Credits

This course offers an insightful look into the fields of travel, tourism and hospitality. Students will explore the many exciting career opportunities that await them in an industry that has propelled to the forefront of world business. The economic role of travel and tourism is assessed with regard to its impact on public policy and destination development. Domestic and international air travel, car rentals, rail and the world of lodging are just a few of the topics that will be examined. Three class hours. Course offered Fall and Spring.

TVL 131 Documentation in the Tourism Industry 3 Credits

Extensive examples and exercises will provide students with the essential information they will need regarding the fare and ticketing process. Detailed coverage of manual and automated ticketing will be covered including special ticketing procedures, exchanges, and refunds. All ticketing formats and entries contained in this course are in strict accordance with the ARC INDUSTRY AGENTS' HANDBOOK. The Airline Reporting Corporation (ARC) establishes industry-wide standards for the sale and completion of all airline-generated documents. Fall Semester only. Three class hours. Course offered Fall only.

TVL 210 Introduction to Airline Reservations Systems: SABRE 3 Credits

This course introduces the student to the SABRE computer reservation and ticketing system. The course uses SABRE terminals in a training mode. Programmed lessons are used to acquire proficiency in SABRE formats. Fall Semester only. One class hour, two laboratory hours. Course offered Spring only.

TVL 220 Introduction to Airline Reservations Systems: APOLLO 3 Credits

This course introduces the student to the APOLLO computer reservation and ticketing system. The course uses APOLLO terminals in a training mode. Programmed lessons are used to acquire proficiency in APOLLO formats. Spring Semester only. Three class hours. Course offered Fall and Spring.

TVL 231 Tourism Specialization 3 Credits

Exciting segments of the travel and tourism market will be explored. Cruising is the fastest growing segment of the travel industry. The class will look in detail at cruise history, cruise types, how the industry operates, the experience at sea and compare and contrast itineraries. Course content will also cover the tools and techniques necessary to prepare for an exciting and enriching career as a tour guide, director or planner. Knowledge will be applied through the use of professional and promotional materials, as well as through a computerized hands-on component. Spring Semester only. Three class hours. Course offered Spring only.

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. Course offered Spring only.

TVL 290 Independent Study Variable Credit

See Department Chairperson Course offered Fall and Spring.

XRT - 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. Course offered Fall only.

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. Course offered Spring only. *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. Course offered Fall only.

XRT 152 Clinical Education II 4 Credits

A continuation of XRT 151. This course is designed to involve students in supervised direct delivery of diagnostic radiographic services at an assigned clinical education center. A structured clinical learning plan enables the student to gain experience in basic routine procedures and gradually move through mastery learning toward competent clinical attitudes and skills development. Spring semester only. Twelve clinical laboratory hours. Course offered Spring only. *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. Course offered Summer only. *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. Course offered Fall only. *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, coronal, sagittal orientation of visceral anatomy of the head, neck, thorax, abdomen and pelvis will be presented with emphasis in the transverse plane. Computed tomography and magnetic resonance images will be used as supplemental learning tools. Fall semester only. One class hour. Course offered Fall only.

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. Course offered Fall only. *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. Course offered Spring only. *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. Course offered Spring only. *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. Course offered Fall only. *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. Course offered Spring only.

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). Course offered Fall and Spring.

XRT 290 Independent Study Variable Credit

See the Program Director. Course offered Fall and Spring.

Athletics

Soccer.

Baseball.

Lacrosse.

Basketball. Golf.

Swimming.

Each year, over

300 students

on 13 different

teams expand

their learning

outside the

classroom

through their

involvement in

intercollegiate

sports. Being

a student-athlete at MCC means having access to an academic

athletic advisor, full-time coaches, and state-of-the-art facilities. Many

of MCC's student-athletes transfer to competitive Division I, II, and III

colleges and universities.



Student Services

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, International and Veteran Services

Brighton Campus, Room 3-105

585.292.2030

www.monroecc.edu/go/counseling

The mission of Counseling, International and Veteran Services is to promote student success by facilitating learning, personal development and growth. Students find an environment in which they can learn to better understand themselves in order to achieve their academic, career and personal goals. Strategies are created to help students deal more effectively with their issues which is essential to student success, student retention and student persistence at MCC and beyond.

Counseling

Professionally trained counselors are available to help students work through their personal, career and academic issues and help them define their educational, career and life goals. They assist students in developing life plans through the exploration of personal concerns and challenges and help students identify strategies for life-long learning and success. Counseling is available by appointment and on a walk-in basis.

Veteran Services

Admissions program information, application assistance, academic advising and registration are available for military service and veteran students. VA benefits are discussed along with other financial aid options to determine the best benefits for each veteran student. Veteran specific courses are offered such as: the College Orientation Seminar (COS) and Career Development (CDL) to help veterans more easily assimilate into the higher education experience. Partnerships have been developed to offer better internal and external services that support a veteran's educational journey.

International Student Services

Services provided to International students include assistance with SEVIS (maintaining legal status), personal counseling, academic advisement, work study, career counseling, travel to Canada and employment issues.

Advisement and Graduation Services

Advisement and Graduation Services works with academic and other departments on campus to deliver multi-faceted advising services to a diverse student population. These student development services are a holistic approach to advising, which include assistance with course selection and registration, degree audits, and major changes.

Major Changes

Currently enrolled students who wish to change their major can apply for a major change online at MyMCC. If they'd like to speak with an advisor prior to submitting a major change, they should visit the Academic Advisement Center. For more information about the program change process, consult the Program Change Procedures brochure available in The Advisement and Graduation Services Office or online.

Services for Deaf and Hard of Hearing Students

585.292.2400

Advisement and Graduation Services provides a variety of services for deaf and hard of hearing students; including interpreting, note taking, and advisement and registration assistance. Requests for interpreting services should be scheduled by appointment at least 30 days prior to the beginning of a course to allow adequate time for accommodation. Appointments include the review of policies, procedures and responsibilities for requesting support services. Submission of appropriate documentation (audiogram) is required at the time services are requested.

Academic Services

Placement Testing

www.monroecc.edu/go/testing

MCC that 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. MCC recommends that students review before taking the test.

Services for Students with Disabilities

Brighton Campus, Room 1-231

585.292.2140

www.monroecc.edu/go/ssd

MCC provides a mainstreamed learning environment for students who identify themselves as having a disability with the Services for Students with Disabilities (SSD) office. Students must be able to function independently, are responsible for informing the College of their needs, and must provide the appropriate accommodation documentation for services.

Early Advisement and Registration Assistance for Students with Disabilities

Early advisement and registration assistance is available to students with disabilities by contacting The Advisement and Graduation Services (Brighton) or Student Services Center (Damon City Campus). Advisors work individually with students to discuss career plans and special scheduling needs. Appropriate documentation for students requesting academic accommodations should be forwarded to the Services for Students with Disabilities Office.

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.

Any student who encounters an accessibility problem should contact the Office for Student Services, Room 1-300, 585.292.2052.

Information regarding safety issues, telephones, restrooms and other facilities accessible to individuals with disabilities may be obtained by calling 585.292.2140 at the Brighton Campus, or 585.292.1752 at the

Damon City Campus. Students who are deaf or hard of hearing may call Advisement and Graduation Services at 585.292.2400.

Student Health Services

Brighton Campus, Room 3-165

585.292.2018

www.monroecc.edu/go/health

Health Services, located in Building 3, Room 165 is open Monday through Friday 8:45 am to 4:45 pm. Clinical services are delivered through appointments daily between 9 am and 4 pm. Registered Nurses assess and evaluate student health care concerns, and provide basic first aid for injuries and illness care. Diagnostic services are delivered by the Nurse Practitioner/Physician Assistant or referred to local community health agencies. Health Services professional staff assist students with compliance to New York State Immunization requirements, and medical clearance for health careers and athletic program requirements.

Injuries

All students taking nine or more credit hours or participating in a physical education course have supplemental accident insurance available through AJFlood. Claim forms are available at www.ajfusa.com or call Dawn Capozzoli at 1-800-734-9326, ext. 224 for information on how to file a claim. A Public Safety report of on-campus injuries is required. The Public Safety Office is located in Building 7, Rm. 341.

Career and Transfer Center Services

Brighton Campus, Room 3-108

585.292.2248

The MCC Career and Transfer Center staff assists students with their career decision-making process, transfer college planning, and job search exploration. MCC Career and Transfer 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 integrating this information to make appropriate career choices.

Career Library

The Career Library houses up-to-date resources 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 Assessments

During the career development process a Career Counselor may determine that a student would benefit from taking a self assessment inventory. These assessments provide important information related to career selection, career options and professional development. A variety of online assessments are available including the Myers-Briggs Type Indicator, Strong Interest Inventory, StrengthsQuest, and Focus 2.

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 and Transfer Center to pick up a career profile or print it from our web site.

Career and Transfer Advising Guides for Specific Careers

These 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.

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. Participating colleges have distinct admission and course requirements. Overall or specialized Transfer Articulation Agreements have been signed with:

SUNY University Centers:

Albany, Buffalo and Binghamton

SUNY Specialized Colleges:

Colleges of Technology at Alfred, Canton, Cobleskill, Delhi, Morrisville, 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:

American Public University, California University of Pennsylvania, Cazenovia College, Chamberlain College of Nursing, Charter Oak State College (Connecticut), Colleges of Human Ecology and Agriculture and Life Sciences at Cornell University, Daemen College, Eastern Kentucky University, Excelsior College, Franklin University (Ohio), Hartwick College, Houghton College, Hilbert College, Ithaca College, Kaplan University, Keuka College, Lincoln University, Medaille College, Morgan State University (Maryland), Nazareth College, Niagara University, New York Chiropractic College, NYCC School of Accupuncture and Oriental Medicine, North Carolina A&T University, Norwich University, Paul Smith's College, Pennsylvania College of Technology, Robert Wesleyan College, Rochester Institute of Technology, Strayer University, St. John Fisher College, Syracuse University, University of Rochester, The Sage Colleges 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, Delhi, Fredonia, Geneseo, Oswego, SUNY University at Albany, SUNY University at Buffalo, SUNY Upstate Medical University, SUNY College of Environmental Science and Forestry, SUNY Maritime College, Clarkson University, Daemen College, Hobart and William Smith Colleges, Houghton College, Keuka College, LeMoyné College, Morgan State University, Nazareth College, Niagara University, Roberts Wesleyan College, Rochester Institute of Technology, St. Bonaventure University, 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 institutions throughout the country, including Amherst College, Cornell University, Ohio State University, Pennsylvania State University, University of Arizona, University of North Carolina and University of Southern California.

College Transfer Fairs

Transfer College Fairs are held every Fall and Spring semester, two on the Brighton Campus and one on the Damon City Campus. Representatives from as many as 60 colleges and universities set up information tables and provide students with admissions and transfer-related resources.

College Applications

SUNY Viewbooks and transfer admission applications for local private colleges are available in the Career and Transfer 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. Catalogs and additional information are on file in the Career Library for student use. The Career and Transfer Center also publishes a Transfer Planning Worksheet and the Career and Transfer Center's web site (www.monroec.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 to the Highly Selective College or University

Services and advisement are provided to assist students in becoming stronger candidates for admission to highly selective four-year institutions. The Career and Transfer Center has partnered with Amherst College, Cornell University and Mount Holyoke College to offer specialized programming leading to students becoming candidates for admission to these highly selective and competitive institutions. Relationships with other highly selective colleges and universities including Columbia University, Smith College, UNC Chapel Hill and the University of Michigan have also grown out of what was started by a Jack Kent Cooke Foundation grant. Admission to any transfer institution is not guaranteed, except for those students enrolled in a 2+2 dual admission program. However, assistance will be provided to make the student a stronger candidate for admission to the college of their choice.

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 from \$1,000 to \$10,000 per year, but can be higher. The Career and Transfer 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

Students can drop off a resume/cover letter for review at the Career and Transfer Center. Please allow 72 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, and employer literature. The Career and Transfer 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 and Transfer Center hosts a Part-Time Job 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.

Career Coach

MCC is helping students define their career paths through Career Coach, a simple, web-based career exploration tool accessible anytime and anywhere. It provides up-to-date local employment data, including estimated earnings, projected and current job openings, and MCC educational programs that will get students started. Visit www.monroec.edu/go/careercoach.

Student Accounts Office

Brighton Campus, Room 6-201

585.292.2015

The Student Accounts Office, located on the second floor of Building 6, handles a variety of financial services. Questions concerning tuition bills, methods of payment, Certificate of Residence and refund check production should be directed to this office.

Students make tuition and fee payments at this office.

The Student Accounts 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:

Current Students: Login using your user name and password. Click on the MyAccount tab and look for the Student Accounts channel.

The Bookstore

Brighton Campus, Room 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.

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 3:00 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:

Mondays and Thursdays
8:30 am - 4:30 pm

Tuesdays and Wednesdays
8:30 am - 6:00 pm

Fridays
8:30 am - noon

Students taking SUNY Learning Network on-line courses or at other extension sites may purchase their books via the web and have them shipped for an additional charge. Please see the Bookstore's web site for information.

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.
- 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.

Campus Center Office

R. Thomas Flynn Campus Center

Monday – Thursday, 8 a.m. – 6 p.m.

Friday, 8 a.m. – 4:45 p.m.

The staff is committed to enhancing the quality of student life at MCC. The staff addresses concerns, develops programs, disseminates information, advises and sets policy. Reception desk personnel and other staff members can help students locate vital services and seek other assistance on campus, while helping with the transition to campus life.

Campus Events Office

585.292.2010

The Campus Events Office is located in the R. Thomas Flynn Campus Center, in Room 3-120. Student clubs and organizations interested in holding an event should come to the Campus Events Office to have event space held to start the reservation process. The club/organization event date will be placed on hold for 10 (10) business days while awaiting the application submission. An email indicating the current event details will then be sent to the primary club contact, the club's advisor and an Office of Student Life and Leadership Development representative.

You may set up an appointment to work with one of our event planners to assist with developing your event details.

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 MCC and MCC Association payroll check cashing (up to \$250) with a current MCC ID, purchase of money orders, postage stamps, bus passes (31-day pass, stored value pass, all day unlimited 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.

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. – 6:00 p.m. and Friday, 7:30 a.m. – 3 p.m.

Gilman Lounge, located on the ground floor of the R. Thomas Flynn Campus Center, is open Monday – Thursday, 7:30 a.m. – 2 p.m. Closed Friday.

Monroe on the Go

The Monroe on the Go food truck services the Brighton Campus and Applied Technologies Center daily during the Fall and Spring semesters. The daily hours of operation and truck location will be posted daily to our Twitter-MonroeontheGo! and Facebook-MCC Dining accounts.

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 – Thursday, 7:30 a.m. – 8:30 p.m., Friday, 7:30 a.m. – 4 p.m.

Starry Nites is located on the first floor of Building 3 in Café.edu, and serves a variety of gourmet coffee drinks, breakfast items and light lunch fare. They are open from 7:00 a.m. - 7:30 p.m. Monday through Thursday, and 7:00 a.m. - 2:30 p.m. on 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 Espresso 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 through Thursday and Friday 7 a.m. – 2:30 p.m.

Residence Halls

Housing & Residence Life

Room 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 card readers.

Media Relations

585.292.3015

All contact with the news media is handled through MCC's Marketing and Community Relations Department. The College and Community Relations 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 offer opportunities to communicate news and event information. Contact the Marketing and Community Relations Office or the Flynn Campus Center Office for information on using these screens.

Department of Public Safety Office

Brighton Campus

Room 7-341

585.292.2902

The Public Safety dispatcher is located on the 2nd Floor, Bldg. 1, Brighton Campus

Public Safety Officers work 24 hours a day on three different shifts.

Damon City Campus

Room 4004

585.262.1414

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 **585.292.2912**.

Escorts

Public Safety officers can escort students during late evening hours, or any time a request is made. Please call 585.292.2912 for Public Safety assistance.

Student Identification Cards

Students must carry and produce College ID when asked to do so by a college official. At the Damon City Campus, ID must be presented upon entry to the campus.

Lost and Found

Students who have lost or found an item on campus should go to **Room 7-341** or call **585.292.2900**, the Public Safety Office.

At the Damon City Campus, students should go to the 5th floor security desk.

Closed Campus Hours

Students and employees (outside regularly scheduled work hours) are prohibited from coming to the Brighton campus between midnight and 6 a.m., and when the college is officially closed. DCC campus hours are posted on the website.

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

www.monroecc.edu/go/library

Leroy V. Good Library
Brighton Campus, Bldg. 2

585.292.2665

Damon City Campus Learning
Commons

Sibley Building, 4th Floor

585.262.1413

The MCC Libraries provide resources and services to support student success.

The MCC Libraries' website (<http://www.monroecc.edu/go/library>) offers the college community 24/7 access to a wealth of online resources providing full-text scholarly journals, e-books, digital video, etc.. Students can also search the libraries' online catalog for books and DVDs.

The MCC Libraries are open extended hours during the Spring/Fall semesters with reduced hours for breaks and summer sessions. Hours are listed on the libraries' web page.

Services to Students

Research Coaching and Research Consultations:

Students can meet with a librarian at our reference desks, by phone, online, or during a scheduled appointment. Librarians can help students develop research strategies as well as find and evaluate information for course assignments. To schedule an appointment go to the library's homepage.

Research and Course Guides: The libraries have created a subject guide for all disciplines and can also create a course guide upon request from your instructor. These guides are designed to help students get started with projects and select appropriate resources. They can be accessed at libguides.monroecc.edu

Borrowing Material: Circulating library materials can be checked out with a valid MCC ID.

Interlibrary Loan: Borrow books and articles not owned by MCC Libraries through our Interlibrary Loan service.

Printing/Photocopying: The libraries provide coin-operated photocopiers. Black and white as well as color printing is available.

Leisure Reading and Media Collection: The libraries have a large collection of bestselling books for recreational reading. There is also a selection of music CDs, books-on-tape and DVDs.

Study Rooms: Study rooms are available for groups and individuals. Check out keys at the Service Desks. Reserve online.

Special Collections: The Holocaust, Genocide, and Human Rights Resource Center, and the College Archives are two special collections housed at the Leroy V. Good Library.



Learning Centers

At the Brighton Campus, there are special learning centers for accounting, computer graphics, computer information systems, computer related curricula, dental hygiene, engineering technologies, 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 Center

The Writing Center (Brighton and Damon City Campuses) provides 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 Center offers special events such as visiting author presentations, college-wide spelling bee, 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.

Robert A. Fratangelo Mathematics Learning Center (MLC)

Through the Mathematics Learning Center, the Mathematics Department provides students and faculty with opportunities for the study, teaching, and application of mathematics.

Computer Classroom 11-202:

- Computer classroom for MTH 098 and MTH 104 mediated-learning classes

Front Desk/Study-Help Area 11-204:

- Walk-in tutoring by mathematics professionals for all mathematics courses, no appointment needed
- Reference and reserve library with textbooks, solutions manuals, study guides, calculators, and faculty reserve materials
- Testing site for make-up exams, SUNY Learning Network courses, national and state mathematics contests
- Study space for individuals or small groups

Computer Lab 11-206:

- 60 Intel® Core™2 Duo computers with math software needed for your coursework, and three high volume laser printers.

The MLC is a Great Place to Study!

Many students believe the MLC is the best place on campus to study mathematics. Stop by to keep up with homework and check answers in our solutions manuals. Or, meet up with classmates for group study.

In addition to the assistance offered by our highly qualified tutors, some instructors hold an office hour right here in the MLC. Students appreciate the convenient location between classes, where they can continue working while they wait to see their professor or tutor. Instructors like to spend time in the MLC to encourage dialogue with their students.



EDUCATIONAL OPPORTUNITY PROGRAM

Brighton Campus

Room 3-101

585.292.2028

Damon City Campus

585.262.1745

1. Be a New York state resident for 12 months prior to enrollment.
2. Be a first-time, full-time day college student (or a transfer student previously enrolled in a similar opportunity program such as EOP, HEOP, SEEK, and College Discovery); or a readmit student previously enrolled in EOP at Monroe Community College.
3. Show promise of academic achievement but not have demonstrated strong academic success in the past. The MCC Admissions Office will determine if you are academically eligible.
4. Qualify as economically disadvantaged according to the guidelines indicated below (for students entering college on or after July 1, 2014).

EOP Financial Guidelines 2014-2015

For students first entering college on or after July 1, 2014

Household Size (including head of household)	Total Annual Income Previous Calendar Year*
1	\$21,590
2	\$29,101
3	\$36,612
4	\$44,123
5	\$51,634
6	\$59,145
7	\$66,656
8	\$74,167**

Income guidelines are subject to change.

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

** Plus \$7,511 for each additional family member in excess of eight.

Priority is given to applicants from historically disadvantaged backgrounds.

Exceptions to Income Guidelines:

The student's family is a recipient of Family Assistance and Safety Net payments through the New York State Office of Temporary and Disability Assistance, or through the county Department of Social Services; or Family Day Care payments through New York State Office of Children and Family Assistance.

The student lives with foster parents who do not provide support for college and the student's natural parents provide no support.

The student is a ward of the state or county.

EOP support services include:

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

Students interested in applying for the Educational Opportunity Program must submit a **Monroe Community College application**, as a full-time day student, and indicate in the space provided an **interest in EOP**.

Applicants will be contacted upon receipt of the MCC Letter of Admissions. Students who meet the academic requirement will receive further information to determine the program eligibility. **(Students accepted to Monroe Community College are not automatically accepted to EOP.)**

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

Deadline to Apply*

Fall semester – May

Spring semester – December

**Subject to change based on the number of applications received each semester.*

Damon City Campus Student Services

Suite 5252
585.262.1740

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 can be found on our website www.monroecc.edu/depts/dstuserv.

Other DCC Student Services:

- Center for Advisement, Career and Transfer (585.262.1727)
- Office of Campus Life (585.262.1757)
- Educational Opportunity Program (585.292.2028)
- Admissions and Matriculation
- Advisement, Orientation and Registration Programs
- Disability and special needs
- Defining academic plans and program requirements
- Interpreting College policies and procedures
- Assisting with academic program changes
- Providing support and encouragement during difficult transitions
- Referral services to MCC and community resources
- Personal counseling
- Transfer counseling

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 5024
585.262.1670

- Assistance with registering for classes
- Schedule adjustments (drop/add)
- Course withdrawals
- Transcript requests
- Enrollment verification
- Name/address change
- Pin # reset
- Tuition payments, payment options and due dates
- Residency requirements
- Tuition refunds
- eRefund
- Financial aid – federal, state and student loan information
- Financial aid compliance requirements and filing deadlines
- Student Resource Center – offers additional assistance with:
 - o Financial literacy information
 - o Community resources
 - o Online financial aid transactions
 - Federal (FAFSA) and state financial aid applications (TAP/APTS)
 - Accepting student loans, entrance counseling and signing promissory notes

DCC Crisis Counseling

Suite 5252
585.262.1740

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/deptd/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 Association. 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 grade 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 six credit hours or more at the Brighton Campus and maintain this status throughout entire term of office.
- Must maintain cumulative grade 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 Office of Campus Life, room 5251.

Campus Activities Board (CAB)

In correspondence with the preamble of the MCC Student Association Brighton Campus Student Government Constitution, CAB has as its purpose the creation, facilitation and evaluation of purposeful and innovative activities that enrich the intellectual, intercultural, recreational and social needs of the MCC campus community. CAB committees include:

Educational Programs

This committee is responsible for activities that focus on contemporary issues, programming efforts and other efforts that educate and provide intercultural awareness to enhance MCC's co-curricular program.

Publicity and Promotions

This committee is responsible for activities that publicize and promote the CAB mission to the MCC community and surrounding communities. This committee is also responsible for promoting civility on and off campus through active community outreach efforts.

Special Events

In collaboration with other clubs and organizations, Athletics, and Housing and Residence Life, this committee is responsible for those activities that enrich the recreational and social needs of the MCC campus community. Programs include Fall Festival, Spring Fling, Breakfast with Santa, feature films, comedians and musicians.

For more information, visit the CAB office, Room 3-132.

Student Clubs and Organizations

How to start a club

All student clubs and organizations must be chartered by the Brighton Campus Student Government Association or Damon's Student Events and Governance Association (SEGA). Students interested in forming a new club or organization must apply for a charter to the appropriate Office of Student Life and Leadership Development (Brighton or Damon City Campus). The minimal requirements for an application are:

Organize students who have an interest in being involved in the new group. You'll need at least four other volunteers. Hold an interest meeting and assemble ideas on the vision of your new club.

Make an appointment with a staff member in the appropriate Office of Student Life and Leadership Development (Brighton or Damon City Campus) to discuss your ideas and to obtain information about policies and procedures.

Share the written mission of the new group. This will allow all involved to understand the new club's purpose.

Prepare a constitution, a standard document that describes the structure and by-laws of your club. Copies of a model constitution may be obtained in either the Brighton or DCC Campus Center Office. This document outlines your club's purpose, structure, voting procedures and position descriptions. All constitutions must be typed and submitted to the appropriate Office of Student Life and Leadership Development. A member of the Brighton Campus Student Government Association Senate or SEGA can assist you in preparing your constitution.

Identify an advisor for your club. The advisor must be a member of the MCC faculty or staff. The Office of Student Life and Leadership Development will also assist you in this endeavor. Keep in mind that you can still go forward with your constitution while in the process of identifying an advisor.

Attend a designated meeting of the Brighton Campus Student Government Association Senate or SEGA to have your club voted to

be chartered.

All new clubs and organizations that meet the approval of either the Brighton Campus Student Government Association or DCC's SEGA are considered chartered clubs.

Clubs and Organizations — Brighton Campus

American Sign Language Club

This club invites all students into the world sign language and explores it has a culture and a language to embrace. Students interact side by side with students who hear and with students hear through sign language. Students have the opportunity to learn and understand the importance and contributions of sign language.

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 members, prepare students for the workforce and to network with potential employers.

Auto Club

The purpose of the Auto Club is to acquaint students with the automotive industry and identify where each student's interest might be in the field. Students discuss, study publications and work on cars as a learning tool to further their knowledge.

A.W.A.R.E. [Adults who are Returning to Education]

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 that are directed to their needs.

B.A.S.I.C. [Brothers and Sisters In the name of Christ]

A full gospel student organization that promotes Christian beliefs. It opens students to explore a mature aspect of Christ.

Biology Club

Explores all aspects of biology and related fields. Students learn about biological careers in this area.

Blackbird Entertainment Club

This club promotes the production of student driven plays at MCC. The purpose is to provide entertainment through the art of theatre for students and faculty/staff and the general Rochester Community. Students gain another level of education by producing, directing and organizing their own plays.

Black Students Association

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.

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 Ambassadors

The purpose of this club is to provide a Christian Fellowship for a diverse group of students and help them get involved in a local church. They also provide opportunities for students who are interested in investigating or developing different religious affiliations.

Chemistry Club

The purpose of this organization is to nurture interest and expertise related to educational and vocational areas of chemistry

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 teach, educate and strengthen students' skills in the Chinese language

Cinema Society

The purpose of this organization is to promote all aspects of cinema through several events, projects, film series and small productions.

Comic Creator Club

The Comic Creator Club would provide a forum for comic creators (artists, writers, and fans who consider themselves neither but would like to try anyway) to connect, collaborate, self-publish and promote comics together.

Computer and Gaming Technology Club

To promote an increased knowledge of the science, design, development, construction, language and applications of computers and gaming technologies. The club promotes a greater interest in computers and its application.

Electronic Gaming Society

This club's goal is to attract those interested in electronic entertainment by exploring all avenues of electronic games, and technology. The group also investigates new products on the market and new ideas in the gaming field.

Engineering Leadership Council

Exploring different aspects of engineering (civil, chemical, electrical and mechanical) is the goal of this club. Getting hands on experience, participating in field trips, building models and providing demonstrations is the goal of this club.

Geoscience Association

This club exists to further the ideas and aims of geosciences (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

Provides a forum for international students at MCC. Promotes understanding and goodwill between international students and their American counterparts. Students exchange ideas, cultural awareness and plan activities together.

Grupo De' Capoeira

This unique club studies and practices the art of ancient Brazilian techniques using the art of dance and simulated karate moves to portray movement, fighting techniques, and dance.

Gospel Choir

This club serves 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 demonstrations 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.

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.

Honors Council

The mission of the Honors Council is to promote the Honors Program at MCC through involvement with the community and other various programs. They also encourage other honors students to get more involved with educational activities and programs.

Hospitality Club

Acquaints students with the food service and hotel industries, and identifies where a student's interest might be in the field. Members have an opportunity to exchange ideas and experiences through discussion, study, field trips, menu planning and publication.

Math Club

The purpose of the Math Club is to deepen students' awareness, skills and appreciation of mathematics and its connections to other disciplines. Our goal is to develop higher

levels of mathematical problem solving skills in ways that are fun, interesting and challenging.

Men of Excellence

The purpose of this club is to promote the importance of leadership, well-being, education and citizenship for men. The club focus is on Hispanic and African American Males. The students provide program and events zeroing on business ventures, self assurance and pride of culture.

Mini Baja Team

The Mini Baja Team'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.

MC Klub

The purpose of the MC Klub Club is to spread the interest and enjoyment of dance and poetry styles and the art of speak challenge. Students practice, teach these art forms to other students and organize dance and poetry of the spoken word programs around the art.

Monroe Doctrine

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.

National Society of Black Engineers (NSBE)

The purpose of this organization is to include programs that serve to stimulate student interest in Engineering. Our main interest is to encourage students of color to consider joining the engineering field.

Outdoors Activities Unlimited

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.

Philosophy Club

The purpose of this organization is to foster knowledge and critical thinking in the area of Philosophy. The goal is to encourage and engage students to analyze issues, foster constructive debates and discussions

Phi-Theta-Kappa

An honors organization that encourages students to obtain scholarships while in a two-year college. Promotes leadership, service, and the exchange of ideas and ideals.

Physical Studies & Awareness

Stresses the importance of physical education to students. Opportunities to learn the importance of physical fitness. Careers in the field are also explored.

Psychology Club

The purpose of this organization is to promote interest in psychology and related fields, to learn about psychology careers, and to get acquainted with other students with similar interests.

Pool and Billiards Club

The purpose of this organization is to encourage the MCC student body to learn the art of playing pool and billiards. This 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 advance players, there is something for everyone in this club.

Pride Alliance

A support group for gay, lesbian and bisexual students on campus. This group acts as an advocate for these students by promoting the awareness of the contributions of the culture.

Radiology 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, students earn the right to become a member of the parent association (New York State Hygienist Association).

Sci-Fi Fantasy Club

The purpose of this club is to enrich students in the cultural pastime of reading, watching and creating Sci-Fi/Fantasy material to be discussed and analyzed through a variety of activities.

Spanish Club

This club studies the history of the Spanish Language as it is spoken by different Latin American countries. The club expands its knowledge through group interaction, field trips and lectures on the origins and culture of many Latin American groups.

Student Art Organization

Students expand their learning abilities and creativity in the field of art. Students have the opportunity to attend special art shows, galleries, films, workshops and listen to speakers who explore different types of art media.

Student Music Association

Students learn the art of the different types of music by learning and experiencing with different instruments. Students have the opportunity to play in a live ensemble while other students experience the joy of singing in the club.

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.

Travel & Tourism

Students have the opportunity to learn the basic concepts and standards of the travel and tourism business. Students receive hands-on training in airline reservations, tours and conference planning.

Veterans Club

The purpose of the Veterans Club is to bring about awareness of issues that are facing our Veterans that are of concern. We encourage friends and students who wish to help our soldiers to join this great club

WMCC Radio

Serves as a training mechanism for those who wish to take advantage of the knowledge and experience available in the broadcasting and communication fields.

The Model United Nations Program and Course

The Model UN Program is an Honors course (POS234), which gives students the opportunity to step into the shoes of ambassadors from U.N. member states, and to debate current issues on the organization's vast agenda. Student "delegates" prepare draft resolutions, plan strategies, negotiate with supporters and adversaries, resolve conflicts, and navigate the U.N.'s rules of procedures — all in the interest of mobilizing "international cooperation" to resolve problems that affect almost every country in the world.

Before assuming their diplomatic roles in the Model U.N., students research global problems to be addressed from today's headlines. Model U.N. participants learn how the international community acts on its concerns about topics including peace and security, human rights, the environment, food and hunger, economic development, and globalization.

This is a very interactive course which combines academic learning with out-of-the-classroom experiences

- Students earn 4 credit hours (Political Science or Elective credits)
- Must apply to the program through an application process
- Will attend the National Collegiate Conference in New York City for one week

For more information visit www.monroecc.edu/go/modelUN

Clubs — Damon City Campus

Campus Ambassadors

The Purpose of this club is to train and mentor students in the heart of Christ to reach the community of Rochester.

Criminal Justice Club

The purpose of the club is to further the ideas and aims of the criminal justice system by identifying and discussing current issues in criminal justice and law enforcement and proposing possible solutions; to expand its members' knowledge of the functions and workings of the criminal justice system; to expose its members to a wide variety of different fields and careers in criminal justice through guest speakers and visits to criminal justice affiliated facilities.

DCC Black Student Union

The purpose of this club is the represent Black students ideologies and experiences around a variety of college-related matters. The club will serve as the primary advocacy organization for Black students and held foster an enriching academic environment for them. Additionally, the club will hold functions to promote understanding and enlightenment for the larger college community, particularly in regard to issues relevant to the Black community.

DCC Pride Alliance Club

The purpose of the club is to provide a support group for MCC students as well as promote diversity among students, and to build strong lasting connections with other pride clubs in the Rochester area.

Future Educators Club

The purpose of the club is to encourage MCC students interested in a career in education, teaching or administration.

Honorable Women

The purpose of the club is to unite women of diversity, empowering one another to become and remain self-sufficient — fostering healthy interpersonal relationships while succeeding academically and socially.

Human Service Club

The purpose of the club is to help students recognize human service as a profession with rights and responsibilities; to extend experiential learning beyond the seminar and field work experiences; to help students develop leadership and citizenship skills; to help students learn skills which they can apply in agencies and in the community; to help promote the Human Services Department as a community resource; to link current students, alumni and professionals in the greater Rochester community.

Men of Excellence Club

The purpose of the club is the development of cognitive life skills, to strive for knowledge and understanding tempered by humility and honor. The club encourages academic success, self-dignity and respect for those within and outside the educational community. The club is dedicated to positive social networking, with an emphasis on higher education and the benefits thereof.

Paralegal Club

The purpose of the club is to promote the educational opportunities for paralegal students at MCC, and to create and enhance partnerships in the community for internships and employment.

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 Office of Student Life and Leadership Development.

College Hour

College hour on the Brighton Campus are schedule from 12 to 1pm on Mondays, Wednesdays, and Fridays. Student group normally meet during those hours; however, this time is usually reserved for students to have time to socialize, have meetings and plan activities.

Co-Curricular Faculty Advisors

Each student club and or organization must select a faculty, or staff person to act as their advisor. A recommendation should be submitted to the Director of the Office for Student Life and Leadership Development or designee for approval. In cases in which stipends apply, the faculty or staff advisor is subject to an annual review and evaluation.

Faculty advisors must be present at all events sponsored by a student club or organization. They must also accompany students on any trips sponsored by the club or 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 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 Director	D. Bailey	10-136	2833
Athletic Trainer	M. Cerame	10-168	2857
Baseball	D. Brust	10-178	2841
Basketball (men)	J. Burns	10-120	2832
Basketball (women)	T. Parrinello	10-174	2837
Cheer Team	A. Bonaccorso	10-127	2861
Golf	J. Parrinello	10-129	2869
Lacrosse (men)	J. Ross	10-126	2861
Lacrosse (women)	C. Chamberlain	10-170	2864
Soccer (men)	N. Cupello	10-130	2847
Soccer (women)	S. Galvano	10-172	2835
Softball	R. DiGiacomo	10-170	2843
Swimming	D. Dubois	10-180B	2846
Volleyball (women)	T. Jehlen	10-127	2861
Intramural Director	J. Parrinello	10-129	2869
Sports Info Director	T. Garigen	10-132	2834
Life Skills Coordinator	K. Cahill	10-138	2858



Intercollegiate Sports

MCC's intercollegiate sports program offers 13 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 **585.292.2830**. Contact the appropriate coach if you are interested in a particular sport.

The Cheer Team

The Cheer Team makes up a service group that represents the student body at basketball games. 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 the PAC Center, 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, **10-129**, or by calling **585.292.2869**.

INTRAMURAL SCHEDULE

Fall Semester

Aerobic exercise (co-ed).....	Fall Semester
Disc golf league.....	September
Flag football.....	September
Bingo tournament.....	September
Tennis tournament (singles).....	September
Golf league.....	September
Homecoming 5K.....	September
Zumba.....	full Semester
Volleyball league (co-ed).....	November
Basketball league (co-ed).....	November
Turkey Trot 5K.....	November
Racquetball tournament.....	December

Spring Semester

Aerobics (co-ed).....	full semester
Basketball league (co-ed).....	February
Racquetball tournament.....	February
Dodgeball.....	March
Volleyball league (co-ed).....	March
Disc golf league/tournament.....	April
3 point and dunk contest.....	April
Zumba.....	full Semester



Holocaust, Genocide, and Human Rights Project

The Holocaust, Genocide, and Human Rights Project (HGHRP) offers a high quality, transformative educational experience that students expect at a four-year college or university, but are delighted to find available at MCC. Holocaust scholars and genocide survivors from around the world speak at annual events hosted by student leaders at both our Brighton and Damon City campuses. Participation in The HGHRP extends learning beyond the classroom and builds a powerful awareness of human rights issues around the globe. From English and geography to visual and performing arts, Holocaust and human rights studies are woven into a variety of courses across the college.



Students who participate in the Holocaust, Genocide, and Human Rights Project learn about the Holocaust and other genocides and find their voice for human rights advocacy.



Local Holocaust Survivors, like Sam Rind, come to campus to share their stories and experiences with students.



Regulations & Policies

REGULATIONS & POLICIES

Entering Student Placement Testing

Placement testing will be required of all entering matriculated students unless waived. Non-matriculated students who wish to register for mathematics courses and do not otherwise meet the prerequisites must also test. Granting of a waiver is not automatic and will be determined on a case-by-case basis. Generally, Admissions will consider the following items when determining if a waiver will be granted. High school graduates or GED recipients may qualify for the following exceptions:

For Mathematics:

(a) Students who have completed an MCC-equivalent college mathematics course at the College Algebra level or higher with a grade of C or better will be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student's academic transcripts and noted in the student's record. Even if not required, testing is strongly recommended for students without recent mathematics experience to obtain estimates of current skill levels for advisement purposes.

(b) Students who have completed a high school mathematics course within the past three years ending with a grade of 85 or higher on the Regents Geometry exam, 70 or higher on the Math B or Algebra II/Trig Regents exam, or 83 or higher in a high school Precalculus course, may be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student's academic transcripts and noted in the student's record.

(c) Students who have scored a minimum of 600 on the quantitative section of the SAT or a minimum of 26 on the math section of the ACT within the last three years may be exempted from the math section of the placement test.

For English:

(d) Students who have scored a 76 or higher on the Regents English 11 exam within the last three years may be exempted from the reading and sentence skills sections of the placement test.

(e) Students who have scored a minimum of 500 on the critical reading section of the SAT or a minimum of 21 on the English section of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test.

Students applying for readmission:

High school graduates applying for readmission to the College, who have completed placement testing within three years prior to reapplication, may be placed by applying current placement guidelines to their original test scores.

Students whose first language is not English:

Special testing in English will be available for students whose first language is not English. Students with documented disabilities can be provided with testing accommodations if the College determines they are entitled.

Grading System - Credit Courses

Grades are issued to students at the end of the semester. Students may obtain their grades through the MCC web page.

A +/- grading system for credit courses has been instituted by the College. The grading system is as follows:

Grade Interpretation	Numerical Value	# of Grade
A Excellent	4.0	
A-	3.7	
B+	3.3	
B Above Average	3.0	
B-	2.7	
C+	2.3	
C Average.....	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D- Minimum Passing Grade.....	0.7	
F	0*	
W Student Withdrawal.....	*	
I Incomplete	*	
AU Audit.....	**	
K Grade Not Rec'd from Instructor	**	
WI Withdrawal, Lack of Immunization ...	**	

**Semester hour credit and quality points shall not be granted.*

***Administratively assigned grades. Semester and cumulative averages are calculated only on the basis of credit courses completed with grades of A through F.*

Student Identification Cards

Registered students will be issued an identification card that must be carried at all times. The card will be needed to use the College Libraries, recreation facilities, and services at the Campus Center Service Desk, the Electronic Learning Centers and various other functions at MCC. Additionally, students must produce their current photo ID card any time they are asked to do so by any college official (Public Safety, staff, faculty, administrator).

Students attending the Damon City Campus must show their Photo ID card for entry to the campus, as well as to access other services, such as the Bookstore, the Integrated Learning Center and the Fitness Center.

Student ID cards are valid as long as students are attending MCC. Should it be lost or damaged, a \$5.00 replacement fee is required. This charge is \$10 for Residence Hall students.

New students attending Orientation will have their picture taken and receive their card during Orientation. If a student is

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
	<u>15</u>			<u>27.7</u>

*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. Note: Transfer credit and credit by examination are not included in the computation of the cumulative average.

Academic Standing

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 - 1.499	1.50-1.749	1.75+
12.001-23.9	0.0 - 1.749	1.75-1.899	1.90+
24-44.9	0.0 - 1.7999	1.80-1.999	2.00+
45 or more	0.0 - 1.999		2.00+

*Total Credit Hours Include: Credits earned at MCC.

unable to attend Orientation, they may receive their Photo ID during the first week of classes.

For questions about your Student ID please call 585.292.2555.

Incomplete Policy

The grade of "I" may be assigned by faculty in special circumstances when the student has not completed the course requirements. A written statement of requirements for completing the course and a completion deadline must be filed with the department chairperson by the faculty member prior to the due date for the submission of final grades. On this written statement, the faculty member must also indicate the alternate letter grade the student will receive if the requirements are not completed within the agreed upon

time period. Credit hours and quality points are not assigned for an "I" grade until it is converted to another grade. The student should not re-register and pay for the course.

When the requirements have been completed, no later than one year from the end of the semester in which the student received the "I," the faculty member (or department chairperson if faculty member is not available) will submit a grade change form. If the requirements are not completed by the deadline, the "I" grade defaults to the default grade at the default date according to the original written agreement.

Audit: A grade of "AU" is assigned when a student registers for a course according to the procedures outlined in the College's Course Audit Policy. Students may not attend class on an audit basis unless they are properly registered for the course and

have filed an audit grade election form by the end of the first week for Fall and Spring terms, by the second day for the Summer term and by the first day for the Intersession term.

Withdrawal: A grade of "W" is issued for course withdrawals made after the third week of the schedule adjustment period (drop-add period) for full term courses. It is the student's responsibility to initiate any withdrawal in accordance with procedures stated in the College's Withdrawal Policy. Failure to formally withdraw may result in receiving an "F" grade. Faculty are not required to withdraw students who elect not to attend classes.

Semester Average

(see chart)

A student's academic achievement for any given semester is calculated on the basis of only those credit courses completed with grades of A, B, C, D or F, as follows:

1. Determine the quality points earned in each course by the numerical value of the grade assigned. (See "Grading System" for numerical values.)
2. Total the quality points for all courses completed during the semester.
3. Total the credit hours for all courses completed during the semester.
4. Divide the total quality points by the total credit hours. The quotient represents the Semester Average.

Academic Standing

(see chart)

Academic Probation: A student is placed on academic probation for a period of one semester. If probation is based upon the student's first term of matriculation at MCC, the student should seek academic advisement. If probation occurs after a student has been matriculated for two or more semesters at MCC, the student should seek academic advisement and may not hold a class or student office, participate in intercollegiate functions or be a public representative of the college during the probation term. If such students fail to raise their cumulative grade point average to "satisfactory progress" after the probationary period, he/she may be suspended.

Academic Suspension

The Advisement and Graduation Services Office oversees the Student Academic Standing Update Process for the College. Students are placed on academic probation or suspension based on their cumulative grade point average following the fall and spring semesters.

Following Fall Semester:

Around the first week of January, after fall grades have been posted, students within range of academic suspension or probation will be notified via their MCC student email (suspended students are also notified by standard mail). There is NO appeals process following the Fall semester. Students' academic status will be updated on their student record. Students who are dependent upon financial aid to continue their studies should contact the Financial Aid Office to receive a determination on their financial aid eligibility. All students will be allowed to return full time in the spring, but are encouraged to seek academic advisement and limit their registration to a maximum of 14 credits.

Following Spring Semester:

Around the first week of June, students within the range of academic suspension or probation will be notified via their MCC student email (suspended students are also notified by standard mail). Students who have been placed on probation are allowed to continue as full-time students; their email will explain the conditions of their probation. Students on academic suspension are restricted from full-time study, limited to eight (8) credits maximum and are not eligible for financial aid while on suspension. If they pre-registered for courses for the fall, their schedule will be dropped. Suspended students are given the opportunity to appeal their suspension through a written appeal process (an appeal form and instructions are included with their notice). The appeal should state those factors that may have contributed to their academic difficulty and indicate their plans to improve if they are allowed to return as a full-time student.

An Academic Appeals Committee is comprised of faculty members, counselors and advisors. Each appeal is reviewed individually and a decision is made to sustain suspension, change to probation,

or change the student's status to good standing. Recommendations are made as to courses to be repeated, dropped and/or added to the student's schedule. Suspended students must pick up their appeal decision and recommendations in person during the advisement hours listed in their original letter. At that time, they will receive help to adjust their schedules for the upcoming semester.

NOTE: All students who have been placed on academic suspension or probation who are also dependent upon financial aid to continue their studies should contact the Financial Aid Office to receive a determination on their financial aid eligibility.

Without "appealing" students may continue their studies on a PART-TIME BASIS (8 CREDIT HOURS OR FEWER). Students must seek assistance from their Academic Advisor or a Counselor in planning their course of study prior to registration. It might be to the students' advantage to repeat a course(s) in which they received a "D" or "F" 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 year by requesting an application for readmission from the Admissions Office.

Students placed on Academic Probation will be notified by e-mail. Students placed on suspension at the end of a semester will be notified in writing and by e-mail of their status and will be advised of these policies.

Dean's List

Matriculated students who complete a semester (fall or spring) with 6 or more credit hours, attain a Grade Point Average of 3.50 or higher for the semester and have no grades of "I" or "F" in that semester are cited for their achievement by being placed on the Dean's List. A letter of recognition signed by the Provost/Vice President of Academic Services and the Vice President of Student Services is sent to these students after the completion of the fall and spring semesters.

Requirements for Graduation

Forms and deadline dates, as well as information concerning degree or certificate requirements, may be obtained from Advisement and Graduation Services, Bldg. 1-231 or the Student Services Office at the Damon City Campus.

Degree Requirements

A degree candidate must fulfill these general requirements:

- Complete the course distribution and credit hour requirements as prescribed in his/her program of study.
- Complete 24 credit hours at Monroe Community College.
- Attain a minimum Cumulative Grade Point Average of 2.00 upon completion of his/her program.
- Satisfactorily meet all College obligations.

In accordance with section 3.47 of the rules of the New York State Board of Regents, in order to graduate from Monroe Community College, students must have completed one of the following:

- a high school diploma from a state recognized high school
- an equivalent four year high school course of study as certified by the superintendent of schools of the candidate's school district of residence at the time such course was completed
- a legally valid high school equivalency diploma
- 24 semester hours or the equivalent of college course work distributed in subjects in accordance with the requirements set by the New York State Education Department and verified by Monroe Community College or
- a college degree from a degree-granting institution accredited by an accrediting agency approved by the United States Department of Education.

Certificate Requirements

The College is also authorized to award a certificate to a student fulfilling these general requirements:

- Complete the course distribution and credit hour requirements as prescribed in the Certificate Program.
- Complete a minimum of 50 percent of the credit hours at Monroe Community College.
- Attain a minimum Cumulative Grade Point Average of 2.00 upon completion of his/her program.
- Satisfactorily meet all College obligations.

Filing for a Degree/Certificate

In addition to the general requirements, a candidate for a degree or certificate must complete an Intent to Graduate Application after registering for their last semester at MCC. If the Intent 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 Advisement and Graduation Services, Bldg. 1-231. At the Damon City Campus, Intent Applications are available in the Student Services Center. Students may also file an Application online by going to the Graduation Office web page at www.monroecc.edu/go/graduation.

Conferral of a Second Associate Degree

In accordance with the State University of New York policy, a student may earn a second associate degree at Monroe Community College. Guidelines are as follows:

1. The second degree must be in a substantially different area of study from the first degree.
2. Earning the second degree must result in academic and/or employment advantages for the student.
3. A minimum of twelve additional degree credits must be completed at MCC in the curriculum in which the student seeks to qualify for the second degree.
4. A student interested in earning a second

degree should contact the Admissions Office or the Student Services Office at the Damon City Campus for an application for readmission as a second degree candidate. The advantages for obtaining a second degree should be explored with a counselor in the Admissions Office or Counseling and Advising Center.

5. Students who complete the requirements for a second degree in their last semester should contact Advisement and Graduation Services, Bldg. 1-231.

Graduation with Distinction

Candidates for a degree or certificate who complete their requirements for graduation with a cumulative grade point average of 3.50 or above are considered honor graduates. The diploma and academic record of such a graduate is inscribed with the words "WITH DISTINCTION." In addition to this recognition, the graduate receives special commendation at the Commencement ceremonies.

Waiver of Degree Requirements

A matriculated student must follow an approved curriculum as described in the College Catalog/Student Handbook at the time of matriculation. Substitutions for specific course requirements (other than those made by the Office of Admissions for transfer students) must be approved in writing by the appropriate department chairpersons. The department chairperson having responsibility for the substituted course and the chairperson of the department responsible for the degree shall be the appropriate persons to authorize any change.

Class Attendance Policy

Prompt and regular attendance at all class and laboratory sessions is expected. Faculty members are asked to report students for excessive absence when such absence is adversely affecting the student's academic achievement in a particular course (not necessarily failing work). When this occurs, students may be reported to the Office of Records and Registration with the recommendation to warn the student or to withdraw the student from the course. In the event the student is withdrawn from the course, the grade of "W" will be assigned. Students should not assume that non-attendance will result in their automatic withdrawal from a course. Unless students themselves submit a formal course withdrawal, non-attendance may also result in an "F" grade and thus jeopardize the student's academic record. Non-attendance does not relieve the student of his/her financial obligations.

Absence Due to Illness

Students should contact their professors promptly for any absence due to illness. Extended absence due to serious illness or injury should be reported to the Health Services Department at 585-292-2018. The Office of Health Services does not provide a medical excuse from classes, but will notify professors of extended absence due to illness or injury greater than seven days with physician documentation.

Absence Due to Military Activation

Students who are activated for military duty during the semester should bring official military orders to the Veteran's Services staff in the Counseling, International and Veteran Services Office. Orders will be evaluated and must reflect activation dates that are concurrent with the student's absence. Courses may be dropped and tuition and fees reduced accordingly, but only with the required documentation.

Absence Due to Religious Beliefs

No person shall be expelled or refused admission for the reason that he/she is unable, because of religious beliefs, to register, or attend classes, or to participate in any examination, study, or work requirements on a particular day or days.

Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent an equivalent opportunity to register for classes or make up any examination, study or work requirements that the student may have missed. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, when it is possible and practical to do so. No special fees shall be charged to the student.

Schedule Adjustment (Drop/Add)

The schedule adjustment (drop/add) period is the first three weeks of each full semester course in the fall or spring term. The drop/add period for summer, Intersession or varied length courses is computed based on the length of the course. Please check the web for the detailed schedule at <http://www.monroecc.edu/depts/recreg/dropadd.htm>.

Courses dropped during the first three weeks of the 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.

Please see Tuition Refund Schedule, page 27.

Wait List for "Closed" Courses

Many high demand courses have electronic wait lists available. When a class reaches maximum enrollment capacity, the course is said to be "closed". A student will not be able to register for a "closed" class but will be given an option to be put on a Wait list also referred to as being "waitlisted".

When a spot opens up in the class, the student will automatically and immediately be notified by email (MCC) to register. The student will be given 72 hours to respond and register themselves into the class, changing their status from "Waitlist" to "Web Registered".

A student's real-time waitlist position, notification time and status is listed in the Student Detail Schedule in Self-Service Banner / MyMCC.

The week before classes start, the student's notification time to register from the waitlist is reduced from 72 hours to 24 hours. The automatic Waitlist notification process is turned off the Friday before classes start.

Once the automatic waitlist process is discontinued for the semester, you must request permission from the instructor to be admitted into a "closed" course. If the instructor grants permission, a "green slip" must be signed by the instructor and chairperson. Since policy on "green slips" differs among departments, you should contact the faculty member or department staff during the registration period.

To learn more about our Waitlist process, including schedule information, please visit our website at <http://www.monroecc.edu/go/registration> and click on the "Waitlist" link.

Overload Status

The maximum number of courses for a semester is based on the course requirements for each program as shown in this Catalog. The normal load for a Liberal Arts student is five courses and a physical education or health education course. For an extension of the normal course load, a Liberal Arts student must receive a signed approval form (prior to registration) from their advisor or a counselor. Students in programs other than Liberal Arts must receive a signed approval form (prior

to registration) from their department chairperson or designee. Permission to carry a course overload is usually not granted unless a student has a cumulative average of at least 3.0 and/or can demonstrate a special need.

Withdrawal Policy

A grade of "W" or "WI" for withdrawal may be assigned for courses under a number of circumstances outlined below. 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, International and Veteran Services Office (Brighton Campus) or **Student Services Office** (Damon City Campus) for complete withdrawals from the College.

The Office of Health Services — for students failing to provide proof of immunization. (WI)

The Office of Registration and Records — for student-initiated withdrawals and for faculty-initiated withdrawals.

MyMCC — students may also withdraw themselves online by clicking on "current student" on our website at www.monroecc.edu

Registration Dates and Procedures — Registration dates and procedures are available on the college's website at www.monroecc.edu/go/registration. Information on registering for courses is e-mailed to current students as well as noted in the Student Tribune. Registration assignments are based on credit hours accumulated.

Withdrawal from an Individual Course

Withdrawal from individual courses must be initiated after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). You are able to withdraw from individual courses through the online registration system or by submitting a signed form available from Registration and Records, or the Student Services Center at the Damon City Campus. This process should be completed only after a discussion with the faculty member and financial aid advisor.

Withdrawal for Unsatisfactory Attendance

Faculty may assign a grade of "W" for individual courses due to unsatisfactory attendance. This faculty-initiated withdrawal must be requested no later than 15 class days before the final class day of the semester (or a proportional amount of time for courses less than 15 weeks in length). Students should not assume that non-attendance will result in their automatic withdrawal from a course. Unless students themselves submit a formal course withdrawal, non-attendance may also result in an "F" grade and thus jeopardize the student's academic record.

Withdrawal for Health Reasons (Medical Withdrawal)

In cases of serious illness, injury or medical condition that has resulted in an extended absence during the semester, students may apply to the Office of Health Services for a withdrawal for health reasons. Withdrawals for health reasons submitted to Health Services will not be processed until after the established dates for course withdrawal has ended, as noted on the Academic Calendar except for catastrophic illness, injury or hospitalization.

The procedure for Withdrawal for Health Reasons is as follows:

- Student should complete the Withdrawal for Health Reasons request form which is available on the Health Services website under Forms.
- Student submits the completed form and medical documentation of the illness or injury to Health Services for review and recommendation. All information is confidential.
- A withdrawal due to health reasons will be denoted as a "W" on the students' academic transcript.

The student will have a maximum of 30 calendar days after the completion of the semester to request a withdrawal for medical reasons.

***A withdrawal for medical reasons does not constitute a tuition refund and may affect Financial Aid. Please contact Financial Aid for additional information at 585-292-3840.*

Course Withdrawals, Complete Withdrawals and Financial Aid

Students who receive financial aid are advised that they may lose continued eligibility if they withdraw from course(s) or completely withdraw. The eligibility requirements of their financial aid package should be checked carefully prior to course withdrawal(s) or complete withdrawals.

Complete Withdrawal from the College

Counseling and advisement prior to the decision to withdraw can assist you in deciding if complete withdrawal is appropriate for you. Complete withdrawals can be processed online until the deadline for individual course withdrawals listed on the Academic Calendar.

If you wish to withdraw completely from the College after this date, you must provide official notification to the Counseling, International and Veteran Services Office (Brighton Campus) or to the Student Services Center (Damon City Campus) by the last day of the semester.

Your withdrawal date is considered to be the date the official notification is received in the appropriate office. **YOU ARE NOT OFFICIALLY WITHDRAWN UNTIL THIS**

PROCESS IS COMPLETED AND RISK RECEIVING "F" GRADES FOR ALL CURRENT COURSES.

Grades earned for short term courses within the semester will remain on your transcript and not be changed to "W" grades when completely withdrawing from the college. Courses ending on or after the complete withdrawal request will be issued "W" grades. You may not request a complete withdrawal from a course that ended earlier in the term but has not yet been graded.

After a complete withdrawal from a term, you will be required to apply for readmission through the Admissions Office if you stop out for more than one semester or plan to return in a different program.

Repeating a Course

You may repeat a credit course. All course grades appear on the academic record. In cases in which courses are repeated, the official grade will be the highest grade recorded. The official grade earned in the course will count toward your Cumulative Point Average.

Some courses can be repeated for additional credit and, therefore, cannot be repeated for a better grade. You should check with the Registration and Records Office prior to repeating a course to see if the course is eligible. Grades of W, WI, I or AU cannot be substituted for a previous grade.

Repeating a course previously passed may jeopardize your eligibility for financial aid. Repeated courses cannot be counted toward Satisfactory Academic Progress 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.

Programs such as Dental Hygiene, Health Information Technology, Radiological Technology and Nursing have hundreds of students seeking admission to them. The right to repeat courses in these programs is not automatic. If you fail to complete a course successfully, you may be denied the opportunity to continue in that curriculum. However, you may change to other programs offered by the College, and then re-apply for admission to the original program.

Restricting Admission to a Course

Admission to particular courses may be denied to students without the background and/or prerequisites deemed necessary by the College. The College reserves the right to evaluate students for their readiness for a particular course or activity and to require appropriate documentation of a student's readiness. The College reserves the right to refuse enrollment if it determines that the student might be exposed to undue risks or such enrollment might be harmful to others.

Course Cancellation

The College expects to offer a variety of courses necessary for students to complete their programs within a two-year period. But at times conditions exist that may preclude the offering of particular courses.

Typically, late start course cancellations are made close to the course start date.

Students using a late start course to complete their full-time load may have limited registration options if the late start course is cancelled. Financial aid may be affected.

Name or Address Change

Students must notify the Registration and Records Office (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 accessing your MyMCC account online or by mailing or faxing in a copy of your driver's license with the new address to Registration and Records. Registration and Records fax number is 585-292-3850. The email address is registration@monroecc.edu.

Academic Transcript Request

A student may request an official copy of the permanent record of his/her academic work through the online system or by downloading the Transcript Request form from the MCC website or by completing the Transcript Application Form available in the Registration and Records Office, or by writing to the Registration and Records

Office. All official transcripts are mailed to the designated recipient.

Grade Reports

Final grades are available on the College's website: www.monroecc.edu.

Course Information Sheets

College policy requires that a Course Information Sheet be distributed to students during the first week of classes.

Registration Dates and Procedures

Information on registering for courses is e-mailed to current students. Registration assignments are based on credit hours accumulated. This information is also available on the college's website at www.monroecc.edu/go/registration.

Academic Hold on Student Record

A "hold" may be placed on a student's academic record for various reasons, including:

- non-payment of tuition and fees
- not returning library books, physical education and other college equipment
- not satisfying the measles, mumps rubella immunization requirement
- non-payment of parking obligations and fines
- academic reasons - Students with less than a 2.25 average may not register for future semesters unless they receive academic advisement.

Most "holds" prevent release of the student's academic transcript until the obligation has been resolved. All financial obligations must be satisfied before the student can register for another semester.

Final Examination Policy

All comprehensive final examinations will be held during the scheduled final examination period, according to the published comprehensive examination schedule. Any changes to the published schedule must be submitted to the department chairperson and division dean by the last week of classes, and cleared with the Registration and Records Office.

Students should not be excused from other classes to take or prepare for hourly or unit exams given during the last week of classes.

Department policy will determine which courses will have final exams, which courses have final exams at the discretion of the instructor, and in which courses final exams are unnecessary. The Course Information Sheet, available to students at the start of each course, clearly states all evaluation procedures including type of examinations. The final exam schedule is available by the middle of the term on the College's website, www.monroecc.edu.

Failure to Report to a Final

A student who misses a final examination needs to contact the professor within two working days to discuss the eligibility for a make-up examination. If the student is not satisfied with the results of this discussion, he/she must notify the Vice President of Student Services within one working day after meeting with the instructor. Failure to do so will result in a grade of "F" for the examination.

At the time the student notifies the Vice President of Student Services, he/she will be given an appointment to discuss the absence.

It is the student's responsibility to present, at the time of the appointment, tangible evidence that the absence was legitimate.

Procedure

1. The Office of the Vice President of Student Services will evaluate the student's excuse and notify the student and professor regarding eligibility for a make-up examination.
2. If the student's absence from the scheduled final examination is judged to be legitimate, the Office of the Vice President of Student Services will notify

the professor and the student. The Vice President's Office, the professor and the student will work together to determine a mutually agreed-upon time for a make-up examination.

3. If the student's absence from the scheduled final examination is judged to be not legitimate, the Office of the Vice President will notify the professor and student. The professor will enter a grade of "F" for the final examination in the student's record.

A student who feels that he or she has been dealt with unfairly may appeal directly to the Vice President of Student Services, who will make a decision that will be considered final.

Course Audit

Any student (full-time or part-time, matriculated or non-matriculated) may audit a course with permission of the instructor or the appropriate department chairperson. No credit will be granted for an audited course. Students may obtain a Request to Audit form from the Registration and Records Office. Audit forms must be completed during the add period (typically the first week of the semester for a full-term course).

Tuition and fees for auditing a course are the same as if the course were taken for credit. To audit a course, the appropriate audit form must be completed by the end of the Drop/Add period. Courses for which students register for credit may not be assigned a grade of audit.

Course Audit for Senior Citizens

Area residents who are 60 years of age or over are permitted by Education Law to audit courses without tuition, examination, grading or credit on a space-available basis, providing such auditing does not deny course attendance to a student registering for credit. Students must meet all applicable course prerequisites.

Anyone interested in this opportunity should contact the Counseling, International and Veteran Services Office at the Brighton Campus or the Student Services Center at the Damon City Campus for information regarding course selection and registration procedures.

"Fresh Start" Program

Students who previously attended MCC but have not been in attendance for three or more years 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 City Campus. Within ten working days of the receipt of the written indication that the student is progressing to Step C, the Vice President shall appoint the members of the Committee:

1. one full-time faculty member with experience in the Grievance Hearing process to serve as the committee chairperson.
2. one full-time teaching faculty member from the academic division of the faculty member named in the grievance; if one is not available, a full-time teaching faculty member from a related discipline may be used.
3. one full-time teaching faculty member from a different academic division.
4. one full-time faculty member from the Student Services division.
5. two student members

The Vice President (or his/her designee) shall arrange for the selection of a meeting date. For due cause, the Vice President may extend this time requirement. The student and the named faculty member (the principals) have the right to review the membership of the Committee before the hearing begins and to request the replacement of any one member of the Committee. Any additional request for the replacement of any other member of the Committee requires that either principal submit the reason in writing to the Vice President. Both principals have the right to the presence of one advocate from within the College community during the formal hearings. These advocates shall not include professional lawyers or persons trained in the law. The College community is defined as the employees and students at the institution currently or within the last twelve months. The Advocate will act as a support person to the student or faculty member from the inception of Step C and, during the Hearing, will be present to offer clarification as the need arises. The Advocate is not



present to argue the student or faculty member's case, but to encourage and aid the student and faculty member in their presentation before the Hearing Committee. The Hearing Chairperson has the final decision regarding the role of the Advocate.

The Committee has the responsibility of rendering a decision about the grievance. To this end, written and oral statements may be initiated and/or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information about the matter.

A transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and faculty member upon written request to the Vice President, Academic Services. The final recommendations of the Committee are to be presented in writing to the Vice President within two working days after the completion of the deliberations of the Committee. The Committee shall have ten working days from the date on which its members have been approved to complete its business.

Step D.

The Vice President shall review the recommendations of the Committee. If the Vice President finds the recommendation

and the proceedings complete, reasonable, and just, the results shall be binding upon both principals. If there is some cause to question the recommendation or proceedings of the Committee, the Vice President shall send his/her statements of concern in writing back to the Committee for deliberation and resolution. The Committee shall promptly submit its response in writing to the Vice President who shall make the final decision.

The final decision and supportive rationale shall be communicated in writing within five working days (which may be extended for due cause) by the Vice President to the principals, the appropriate Academic Dean and to the Chairperson of the Committee. This written decision constitutes the final step in the resolution of the grievance within the institution.

Step E.

After receiving the final decision, either principal shall have the right to file a statement with the Vice President for purpose of record only.

Academic Honesty

1.8 Statement on Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

1.8.1 Definition (2011)

Cheating defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or assessment process.

Plagiarism is using someone else's work as if it were one's own, whether or not it is done intentionally. This includes, but is not limited to: using the exact language, using nearly the exact language, and using ideas without showing they originated in another's work. The work taken from another person or source (including publications, web sites, speeches, etc.) may be as little as an isolated formula, portions of a speech, a simple sentence, an idea, or as much as entire paragraphs, papers, or writings of professionals or other students; however, well-known, common knowledge is generally an exception. Omitting quotation marks when using language copied from another's work, failing to use citations for ideas or language taken from other authors, or failing to use one's own style of writing when summarizing and paraphrasing someone else's work constitute plagiarism. Any form of plagiarism is essentially an act of cheating. Specific concerns should be directed to your professor.

The academic honesty policy pertains to all instructional delivery methods

offered at the College, including but not limited to classroom and online instruction, and self-study.

Some examples of academic dishonesty include but are not limited to the following:

- ◇ Taking an exam for another student.
- ◇ Having another student take an exam for you.
- ◇ Paying someone to write a paper to submit as your own work.
- ◇ Writing a paper for another student.
- ◇ Submitting the same paper for grading in two different courses without permission.
- ◇ Arranging with other students to give or receive answers by use of signals.
- ◇ Arranging to sit next to someone who will let you copy from his or her exam.
- ◇ Copying from someone's exam.
- ◇ Allowing another student to copy from you during an exam.
- ◇ Obtaining answers, information, translations, or material from a source (e.g., the Internet) without appropriate citation.
- ◇ Getting questions or answers from someone who has already taken the same exam.
- ◇ Working on homework with other students when the instructor does not allow it.
- ◇ "Padding"—adding items on a works cited page that were not used.
- ◇ Unauthorized use of information stored in the memory of an electronic device (e.g., programmable calculators and cell phones) on a test or assignment. No information stored in any electronic devices may be used without explicit permission.
- ◇ Altering or forging an official document.

1.8.2 Disciplinary Action

Cheating or plagiarism may be an individual transgression of one student unabettted by anyone else, or it may involve the complicity of others. All students who are involved in a group action which makes cheating or plagiarism possible may be considered equally guilty of the transgression and may be subject to the same penalties as though they themselves had cheated or plagiarized.

A faculty member who has evidence that a student is guilty of cheating or plagiarism shall initiate the appropriate disciplinary action. The faculty member is required to document the charges and the intended disciplinary action to the Student Services Office within five days of informing the student. However, no penalty shall be imposed until after the student has been informed of the charge of academic dishonesty and of the evidence upon which it is based, and been given opportunity to present whatever statement or evidence the student desired in his/her defense. A decision will be made at the department level regarding the charge of academic dishonesty is upheld and the penalty is enforced within 10 days of the initial charge.

Thereafter if the student is found guilty, the faculty member shall assess a penalty within the course, consistent with the magnitude of the transgression. Such penalty may consist of a warning, reduction in grade for the course, or a grade of "F" for the course.

If a student who commits an act of academic dishonesty withdraws from the course and would have earned a grade of "F" due to the academic dishonesty, the instructor has the right to change the grade from "W" to "F." Such grade changes will be made by submitting an Academic Record Change Form to Registration and Records indicating the reason for the grade change as academic dishonesty. The student will be notified in writing by Registration

and Records that the “W” grade has been changed to a grade of “F” due to academic dishonesty.

Every case of academic dishonesty which affects a student’s grade shall be promptly reported in writing to the appropriate department chairperson and the Vice President, Student Services. The Vice President, Student Services may initiate further disciplinary action in any case of repeated infractions, or in cases of complicity on a large scale. Such further disciplinary action shall be the discretion of the Vice President, Student Services and may result in probation, suspension or expulsion from the College. A record of the offense and the disciplinary action taken shall remain in the student’s file.

1.8.3 Procedure for Appeal

Once a charge of academic dishonesty has been made, every means will be taken to guarantee “due process” to both the defendant and those bringing the charge. Should the student dispute the facts constituting evidence of his/her alleged infraction(s), or object to the severity of the penalty, he/she may submit an appeal in writing to the Vice President, Student Services, within five days of the department decision to uphold the charge and penalty, requesting a hearing before an Appeal Board. Such hearing shall be convened by the Vice President within the following ten (10) school days after receipt of appeal. Extension of this date may be permitted by mutual agreement of all concerned. However, no hearing shall be held later than thirty days after the close of the semester in which the case arose.

An Appeal Board shall be established, consisting of the following members: a member of the Academic Policies Committee, appointed by the committee chairperson; the chairperson of an academic department other than that of the discipline involved; one full-time teaching faculty member at large; one full-time faculty member from the

Student Services Division (the latter three members shall be appointed to the board by the Vice President, Student Services and approved by the defendant); two members of the student government, appointed by the President of the Student Association at the Brighton Campus or appointed by the President of the Student Parliament at the Damon City Campus.

No individual previously concerned with the case in any way may serve on the Appeal Board. In the event of a conflict of interest, the Vice President, Student Services shall be authorized to make proper substitution.

The Appeal Board shall review the facts of the case, hear testimony, consider the disciplinary action taken, and render a decision to either uphold, reject, or modify such action. In the hearing, both student and faculty member have the right to representation by advisers of their choice from within the College community, and the right to call additional witnesses. The advisers will act as support persons to the student and the faculty member and will be present to offer clarification as the need arises. The advisers are not present to argue the case for the faculty member or the student but to encourage and aid in the presentation before the Appeal Board. The burden of proof of the charges rests with the faculty member. A transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and the faculty member upon written request to the Vice President, Student Services. A tape recording of the deliberations of the Appeal Board is required and will be available only to the Vice President, Student Services.

The Appeal Board shall complete its investigation as quickly as possible, and communicate its decision to the Vice President, Student Services within 24 hours after completing its investigation. The decision of the Appeal Board shall be considered final and its action binding upon all parties to the case.

Student 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 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 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. 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.

(Adopted Fall 2006.)

III. 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.
3. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.
4. The attempted or actual theft of, or damage to, property belonging to the College, College personnel or students.
5. Any action or situation involving physical or mental abuse, intimidation, harassment, stalking or the detention of any person, or threat thereof; or any conduct that threatens or endangers the health, safety or welfare of any person.
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. Impairment by drugs or alcohol or the observed inappropriate behavior of being under the influence of drugs, alcohol or controlled substances.
9. 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.
10. Smoking in restricted areas.
11. Gambling or money being exchanged or wagered.
12. 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.
13. The aiding, assisting or abetting of any person or persons in any action or conduct stated to be prohibited.
14. The refusal to obey any reasonable or lawful request, order or directive of a College public safety officer, faculty, administrator or any other identified representative of the College.
15. The forced consumption of liquor, drugs or any other liquid or solid substance, or hazing for any purpose including initiation into or affiliation with any organization on College-owned or operated property, or at College-sponsored activities.
16. Abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Use of another individual's identification and/or password or

revealing the password to anyone including faculty and staff;

- d. Use of computing facilities and resources to interfere with the work of another student, faculty or college official;
 - e. Use of computing facilities and resources to send obscene, harassing or abusive messages or view lewd or pornographic materials;
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system;
 - g. Use of computing facilities and resources in violation of copyright laws;
 - h. Use of computing facilities for the purpose of advertising or running a business or organization;
 - i. Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency schemes, or attempt to uncover security loopholes.
17. Sexual misconduct:
 - a. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent;
 - b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others;
 - c. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities or comments.
 18. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. Disorderly conduct includes but is not limited to: any

unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

19. The repeated violation of the Academic Honesty Policy or involvement in incidents of dishonesty that have complicity on a large scale.
20. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County 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 in an approved location, unless permission is granted by the appropriate Vice President.

- C. **Identification.** Any student on College property or at a College function is required to present college identification upon request.

IV. **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 government 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 Vice President, Student Services, has the authority to make a determination and impose the sanction.

The student has the right to appeal the sanction.

Application of College disciplinary procedures regarding any of the preceding 20 subsections 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. **Student Disciplinary Sanctions.** Any student who engages in any prohibited act or conduct may be subject to one of the following sanctions. 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, or designee are as follows:

Reprimand: An oral statement to the student that he/she has violated College regulations. 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 student that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this

specified period, the student 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.

Fines: Reasonable fines may be imposed.

Restitution: In all disciplinary violations involving theft and/or damage to College property, restitution may be required.

Discretionary Sanctions: Essays, work assignments, apology letters, service to the College or other related discretionary assignments may be imposed.

Suspension: Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

Summarily Suspended: Immediate 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 an appeal as prescribed in Section V, Appeal from Disciplinary Sanctions. Such written statement 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.

Loss of Privileges for Clubs or Organizations: In addition to the above sanctions, clubs or organizations may suffer loss of all or selected rights and privileges for a period of time or indefinitely.

V. Appeal from Disciplinary Sanctions

A. Composition of the Appeals Hearing Committee.

1. The Appeals Hearing Committee shall consist of:
 - a. A permanent chairperson from a list of administrative faculty approved by the President.
 - b. Two teaching faculty members randomly selected from the full-time faculty.
 - c. Two student members appointed by the President of the student government at either Brighton or Damon campuses.
2. With the accused's agreement, a hearing can be held without a full committee. However, at least one student and one faculty member must be present.

B. Treatment of Accused Pending Appellate Hearing.

If an accused student appeals the sanction of the Office 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 responsible for 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. The written appeal must contain reasons for the appeal. Normally, appeals may be made on three bases:
 - a. New information sufficient to alter a decision.
 - b. The College's failure to follow its own processes and procedures.
 - c. Improper sanctions.

3. The President, upon receipt of a letter of appeal, shall review the appeal, and if approved for a hearing, shall forward the same to the Chairperson of the Appeals Hearing Committee. The Chairperson will select the hearing board as previously described. If the appeal is denied by the President, the student will be notified in writing.

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 Office 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 accuser, the accused student and their advisors, if any, shall be allowed to attend the entire portion of the hearing, excluding deliberations.
3. Admission of any other persons shall be at the discretion of the Chairperson.
4. In a hearing involving more than one accused student, the Chairperson may decide whether to conduct the hearings separately or jointly.
5. The accuser and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. The parties are responsible for presenting their own information and therefore advisors are not permitted to speak or participate directly. The parties should select as advisors persons whose schedule allows attendance at the scheduled hearing because delays will not normally be allowed due to the scheduling conflicts of advisors.
6. The parties may arrange for witnesses to present pertinent information to the Hearing Committee. If reasonably possible,

the parties shall identify their witnesses 24 hours in advance. The Chairperson or the Hearing Committee will ask questions of the parties and the witnesses; the parties will not be permitted to question the witnesses directly but may request the Chairperson to ask certain questions. The Chairperson will excuse the witnesses at the end of their participation.

7. All procedural questions are subject to the final decision of the Chairperson.
8. After all pertinent information has been received, the Hearing Committee shall determine by majority vote whether the accused student has violated each section of the Conduct Regulations which the accused student is charged with violating.
9. The Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Conduct Regulations.
10. Formal rules of process, procedure or evidence such as are used in criminal or civil court are not used.
11. A tape recording of the hearing is required and will be available to the accused student and accuser upon written request to the President. A tape recording of the deliberations of the Hearing Committee is required and will be available only to the President.
12. The Hearing Committee shall communicate its conclusions and recommendation in writing to the President within 24 hours after completing the hearing. The Hearing Committee's recommendation shall be one of the following:
 - a. Reject the appeal.
 - b. Modify the sanction.
 - c. Exonerate the accused 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.

13. 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.
14. The President shall review as promptly as possible the recommendation of the Hearing Committee and post-hearing statements, 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.

VI. Interpretation.

Any question of interpretation or application of the Conduct Regulations shall be referred to the Vice President, Student Services or his/her designee for a final determination.

VII. Review.

These Conduct Regulations shall be reviewed as appropriate but no later than five years after approval.

(Adopted by Monroe Community College Board of Trustees July 16, 1969.) (Revised by Monroe Community College Board of Trustees November 25, 1980; October 17, 1991; and June 4, 2012.)

Code of Conduct for Users of College Computer Systems

MCC computer facilities and systems are intended for appropriate college related work. Please note that MCC computer systems are public access and users should have no expectations of privacy.

Individuals using MCC's computing facilities are NOT permitted to:

- Copy, download, change, distribute or modify any computer programs in part or whole from a website, textbook or another individual without the written consent or permission of the owner. This may be considered plagiarism and/or a violation of copyright and patent laws.
- Use MCC facilities and systems for the purpose of advertising or running an organization or business.
- Send, view and/or print lewd or pornographic materials unless directly authorized in writing by College personnel.
- Reveal their password to anyone including faculty and staff, or let another person use their account. Users are responsible for what is done with their account.
- Access, change, copy, delete, distribute and/or read files without the permission of the owner.
- Engage in malicious activity designed to harm computers and networks. Such activity includes but is not limited to: hacking systems; disabling or crashing systems; network sniffing; sending viruses, malware or mass e-mail; creating unnecessary or multiple jobs and processes.
- Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency schemes, or attempt to uncover security loopholes.
- Harass others by sending annoying, obscene, libelous, or threatening messages.
- Aid or abet another person in violating any part of this Code of Conduct.
- Violate any other state, local or federal laws or regulations.

This Code of Conduct is intended to require compliance with all local, state, and federal laws. Misuse of computer facilities is considered a violation of College policy. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action as determined by college authorities. Use of MCC computer systems is a privilege that may be revoked during investigation of violation, or a finding of

violation, of this Code of Conduct.

Questions about this Code of Conduct for Monroe Community College should be directed to the Vice President of Administrative Services.

Verification of Student Identity

The United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 requires Monroe Community College to put appropriate processes in place to establish that the student who registers in an online course is the same student who participates in and completes the course and receives the academic credit. MCC fulfills this requirement by restricting student access to online courses to holders of an MCC Network Account and password, whether via the myMCC web portal or by direct login to the SUNY Learning Network.

If a student does not receive or misplaces their account activation information, or needs their Network Account password reset, they can: 1.) bring photo identification to the Registrar's Office or the Student Technology Desks in the MCC Libraries, or 2.) call the Registrar's Office or the Student Technology Desk and answer several questions based on personally identifiable information. Only after one of these options has been satisfied will staff assist students in the password reset process.

Students are responsible for maintaining the security of Network Accounts, passwords and other access credentials. This information may not be shared or given to anyone other than the person to whom they were assigned. Users are responsible for any and all use of their Network Account. MCC password policy requires students to change their password every 180 days.

Student Email Account: An Official Mode of Communication

Monroe Community College considers MCC's student email system (Microsoft 0365) as an official means of communications. MCC will use the system to conduct and notify students of college-related business, and to share general information of importance to students. To ensure the effectiveness of the system the following conditions are set forth:

- The College will consider students to be informed and in receipt of correspondence sent to their MCC email account.
- MCC will direct official communications to students' MCC email accounts. Students are responsible for reading their college email on a regular basis and for recognizing that certain communications are time sensitive.
- Students who choose to have the MCC email forwarded to an off-campus account, do so at their own risk. The College is not responsible for any difficulties that may occur in the proper or timely transmission of, or access to, MCC email forwarded to an off-campus email account. Any such problems will not absolve a student of their responsibilities to know and comply with the content of official email communications sent to the student's MCC email account.
- Access to and use of the student MCC email system is considered a critical service at the College. The MCC Code of Conduct for Users of College Computer Systems applies to the student email system. The College reserves the right to immediately withdraw access and use of student email when there is reason to believe that violations of the Code of Conduct have occurred. In such cases, the alleged violation will be referred to the Vice President of Student Services for further investigation and adjudication under the College's Conduct Regulations procedures.
- Students with a disability who are unable to access their email account may request

support from the Office for Students with Disabilities.

- Communication via the MCC student email system is subject to the same public information, privacy and records retention laws as other forms of communication. Redirecting MCC email by students to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to the College.

Frequently Asked Questions

What does this policy mean to you?

The college administrative offices, staff, and faculty will be using the student MCC email system as an official means of communication with you. This will allow campus offices to share important information more quickly and directly. As such, it will be to your benefit, as well as your responsibility, to check your MCC email account regularly.

Are there advantages to using my MCC email account rather than an outside account?

Absolutely. First, your MCC email account is free. Second, your MCC email account offers you more storage space than most commercial accounts. And finally, your MCC email account identifies you as a member of this academic community; this is especially useful as you apply for internships, communicate with outside agencies, and search for jobs.

Can I forward my MCC e-mail account to my preferred email account?

Yes. You may forward your assigned MCC email account to any email account that you prefer (e.g. Yahoo, AOL, Hotmail, etc.). It is easy to do – just follow the directions provided on page 259. However, be sure that you forward your MCC email account to an email address that you regularly check, and be sure that you enter the correct forwarding email address: the College will not contact you if mail cannot be delivered to your preferred address. Also note: if you forward your MCC email account, you are responsible for managing the disk quota on your preferred email account so that there is room for new mail to arrive.

Can I forward my MCC email to a preferred account at any time?

Yes. You can choose to forward your MCC email account now or at any time in the future. However, MCC is not responsible for email that has been forwarded to any other address.

What happens if I don't read my MCC email or my preferred email?

You risk the consequences of missing important deadlines and information about registration, financial aid, etc. College offices will hold you responsible for all email communications/ notifications sent to you.

Is email the only form of communication there will be between College offices and students?

No, select information will continue to be sent via regular mail. However, college offices will be using email frequently as a means of communication, so it is to your benefit to check your email.

What are examples of official College communications?

Official college communications are defined as any administrative correspondence that either requires a response from the student or are required notifications by the College to the student. Numerous documents you may have receive are considered official college communications. Here are a few examples that may be delivered student email:

- Office of Student Accounts
 - ◆ Financial Aid Disbursement Notices
 - ◆ Title IV Authorization and Refund Notices
 - ◆ Student Billing Statements
- Financial Aid Office
 - ◆ Reminders to Accept Aid
 - ◆ Financial Aid Award Letters
 - ◆ Financial Aid Outstanding Requirement Notices
- Registration and Records
 - ◆ Student schedules
 - ◆ Classroom location changes
 - ◆ Information on course prerequisites
 - ◆ Class Cancellations

Will I get spammed with numerous emails from the College because of MCC student email?

No, MCC student email is for official communications from administrative offices that require a student to take action or to notify a student of important information. MCC student email is not a public list for promoting events or services. Email will not be used to announce parties, receptions, dances, sales, club events, and other information that is of an unofficial nature.

What are a student's responsibilities when they receive MCC student email?

Students are responsible for:

1. Checking your college email on a regular basis for any new official communications. As most correspondence identified to be sent may vary in purpose, either initiated by the student (like Title IV authorizations and refund notices) or is on a pre-determined schedule (like Enrollment notices and bills), the frequency for checking your campus email account for official communications may differ from student to student.

Please note that you will need to monitor your college email account to ensure it does not go over quota. The College is not responsible for official communications that cannot be delivered to you because your account is over quota.

2. If you use a non-MCC email software program instead of the MCC system, then you must ensure that your MCC student email is considered a trusted address so it will not be filtered out as spam by your email software. Depending on what software you are using the College's Help Desk may be able to assist you. Please keep in mind that the College is not responsible for official communications that cannot be delivered because the MCC email was blocked by commercial or personal spam filters.
3. If a communication indicates that you need to take action, you should do so within any deadlines indicated.
4. If you have a question about any specific communication, contact the appropriate sending office for assistance.

If I do not own a computer, how can I receive email?

Every student enrolled at MCC receives a college email account. This account is accessible anywhere you have internet access, including public libraries and many other public places. You may also access your college email account from any computer lab at a MCC campus, facility or library.

Is MCC email the same as ANGEL course mail?

MCC email is not the same as ANGEL course mail. ANGEL is the College's Course Learning Management System used by faculty and students to perform course-work activities (post course materials, take quizzes, participate in discussion forums, etc.) related to a specific class. Your instructor may use ANGEL course mail to communicate within a class but all official college communications will be sent via MCC email.

How can I direct incoming messages to another email account?

Instructions for Students to Automatically Redirect Incoming Messages to Another Email Account

1. Log into your student e-mail account.
2. Click "Options" (located at the top right-hand corner)
3. Select "Organize E-mail," click on the "Inbox Rules" tab.
4. Then click on "New."
5. Under "do the following" click on the down arrow and select "Redirect the message to . . ."
6. At the bottom of the page under message recipients click the "TO" button and type the new email address.
7. To confirm click "SAVE."

Questions?

Students with questions can go to the Electronic Learning Center (ELC) (Room 11-106 on the Brighton campus and Room 4070 at DCC) and ask for assistance at the front desk. Students can also e-mail their questions to studenthelp@student.monroecc.edu.

Alcoholic Beverages

Because MCC's students include those under 21, the policy is to maintain alcohol-free events when students are involved and to only permit alcohol use on a limited basis at campus events at which students are not involved.

Merchandising and Solicitation on Campus

Individuals, student organizations, not-for-profit organizations and private enterprises are not permitted to sell, solicit, promote or peddle on campus without prior approval. Requests should be submitted to the Director of Student Life and Leadership Development.

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 Life and Leadership 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 75 flyers will be posted across all campuses for each event, class, etc. due to capacity constraints.

Posting Information (Off Campus Groups/ Individuals)

1. All requests must be approved by the Director of Student Life and Leadership Development 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, other College groups and individuals or off-campus entities that want to distribute literature to the College community must submit a written request to the Director of Student Life and Leadership Development for approval. In all cases, copies of the literature to be distributed must accompany the request.

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/class_cancellations. Students also may click on the A-Z Index to access Class Cancellations or call 585-292-2066.

Please utilize local television, radio stations, or the MCC website to avoid overloading phone lines.

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.

PUBLIC SAFETY

The Clery Act

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 Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety produces an Annual Security & Fire Safety Report (ASFR). This report includes crime statistics for incidents occurring on campus, at any off campus building or property owned or controlled by MCC, and on public property within or immediately adjacent to and accessible from each campus location for three previous calendar years.

You may access this report at: www.monroecc.edu/depts/pstd/clery_flyer.htm

Printed copies of the ASFR are available in the following departments:

Brighton Campus:
Human Resources (6-301)
Public Safety (7-341)

Damon City Campus:
Student Services, 5th floor
Human Resources, 5th floor

You may also call 585.292.2902 to request a copy be mailed to you.

MCC's campus crime and fire statistics may also be found at the U.S. Department of Education, Office of Postsecondary Education Security website: <http://ope.ed.gov/security>.

In addition to the ASFR, the Public Safety website contains valuable information on topics including crime prevention, how to report a crime, Campus Peace Officers' law enforcement authority, investigation of violent felony offenses, missing students, and other matters related to campus safety and security.

Advisory Committee on Campus Security

Monroe Community College's Advisory Committee on Campus Security, referred to as the Personal Health and Safety Committee, exists in accordance with Section 6431 of the NYS Education Law. The Committee is charged with reviewing campus security policies and procedures and making recommendations for their improvement. The committee submits an annual report to the president which is available upon request.

Fire Alarms

Notification of a fire emergency within each campus location is accomplished by both audible and visual warning signals. When a fire alarm is activated, a series of pulsed horn blasts and strobe light signals notifies occupants of an emergency. Upon activation of an alarm you should:

1. Leave the building you are in by using the nearest safe ground level exit. DO NOT use elevators or escalators.
2. Stand at a safe distance from buildings, out of courtyard areas and off any plaza levels.
3. Do not re-enter any building until directed to do so via external public address system or a Public Safety official.
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 <http://www.monroecc.edu/depts/pstd/hazard.htm?a-zindex>

Campus Safety Alerts

To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with other departments on campus, will issue campus safety alerts to notify community members about certain crimes in and around each campus location. Members of the community who know of a

crime or other serious incident should report the circumstances as soon as possible to the Department of Public Safety so that a campus safety alert can be issued, if warranted.

If community members report crimes or serious incidents to other college administrators, those administrators will notify the Department of Public Safety.

Representatives of these offices will promptly notify and collaborate with Public Safety to issue a campus safety alert. Campus safety alerts may be distributed in a variety of ways: campus e-mail, MCC Daily Tribune, Student Tribune, Monroe Doctrine, flyers, and posters. All Campus safety alerts are posted on the Public Safety website at www.monroecc.edu/depts/pstd/index.htm

Emergency Mass Notifications

MCC uses a variety of methods to alert students, faculty, staff and visitors of emergency situations occurring on campus. Alerts are sounded over telephones and speakers throughout each campus location, providing information on specific actions required from the college community (evacuation, shelter-in-place, lockdown, etc.). The MCC website, E-mail system and voice mail system are also used for providing emergency notifications. In addition, the campus radio station, cable TV Channel 4 and other forms of communication are used to keep the college community informed of safety-related information in a timely and efficient manner.

The College also utilizes the SUNY NY-ALERT system to warn the community about an emergency that is either occurring or about to occur. Authorized campus personnel may send emergency messages including warnings, protective actions and post-incident information. Alert notifications are only permitted for events in the categories identified below or other "life threatening" situations. Follow-up messages with additional information, instructions or an "All Clear" signal to alert the community that an event has ended are also permitted.

SUNY NY-ALERT Categories:

- Bomb Threat – based on intelligence that indicates a threat is credible
- Civil Disturbance – large group disrupting normal campus activities

- Fire – large-scale fire to building(s), wildfires, local community or industry that endangers the campus
- Hazardous Material – dangerous materials (chemical/biological/nuclear) spreading from a contained area
- Major Road Closing – unanticipated event that would disrupt safe passage to/from campus
- Medical Emergency – pandemic or event with mass casualties
- Personal Safety – situations including the use of weapons or violence, suspect(s) at large, active threat, hostage situation or missing persons. Any situation, on or off campus, that constitutes an on-going or continuing threat to persons or property.
- Suspicious Package – reasonable belief that a package may contain a substance that would cause harm to persons or property
- Utility Failure – major disruption or damage to utilities including gas, electrical or water
- Weather – severe weather conditions such as snow/ice/cold, thunderstorm, wind, tornado, hurricane or flood

Participation in SUNY NY-ALERT is strictly voluntary but strongly encouraged. Those who choose not to subscribe may enroll at any time. The use of SUNY NY-ALERT to provide emergency notifications will not replace other means of communication used by the College.

The college community is encouraged to sign up for the SUNY NY-ALERT system at the beginning of each semester. Doing so helps to ensure your most up-to-date information is available. Enrolling takes just a few minutes but the time spent could one day prove life-saving during an emergency.

Only college community members with access to the Campus Information System (Banner) may directly enroll in SUNY NY-ALERT; this includes current MCC students, faculty and staff. However, you may enter the telephone, e-mail or cell phone information of parents, guardians, spouses and others. You are allowed to enter up to three telephone numbers, two email addresses, one fax number and four text message numbers. They can be your local, work, home, cell or whatever number you want to enter.

The system does NOT detect an answering machine or answering service. Unfortunately there is no standard on how long the system should wait until the phone is answered or how long the pre-set message should be.

The feature of “Press any number to receive this message” was incorporated to address this issue. The notification alert message will start immediately after a number has been pressed.

If you are a student or employee of Monroe Community College you may register through Banner Web. Sign in to the Banner Web system with your Banner ID and password; go to the Personal Information Tab; and use the link to Emergency Alert Contact Information (NY-Alert). You may access Banner Web and update information as often as you like. The latest information will override any information you previously entered. Any information submitted to the SUNY NY-Alert system at MCC will only be used to subscribe college community members to the alert system.

Bias Crimes Prevention

Hate Crimes and the Law

The Monroe Community College Department of Public Safety Department is committed to working collaboratively with all members of the campus community to prevent and/or prosecute bias crimes that occur on campus.

Bias crimes, also referred to as hate crimes or bias-related crimes, are criminal activity motivated by the perpetrator’s bias or attitude towards an individual victim or group based on perceived or actual personal characteristics such as the victim’s race, religion, ethnicity, gender, sexual orientation, or disability. 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 at the Department of Public Safety.

Penalties for bias-related crimes are very serious and range from fines to imprisonment depending on the nature of the underlying criminal offense, the use

of violence or previous convictions of the offender. Students who perpetrate bias-related crimes are also subject to campus disciplinary proceedings with sanctions up to and including dismissal from the College.

In addition to preventing and prosecuting hate crimes, the Department of Public Safety also assists in addressing bias-related incidents that do not rise to the level of criminal activity. Bias incidents are defined by the College as acts of bigotry, harassment or intimidation directed at a member or group within the campus community based upon age, color, creed, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status. Bias incidents may be addressed through the State University of New York Discrimination Complaint Procedure, or the College Code of Conduct. Bias incidents may be reported to the Department of Public Safety and will be investigated thoroughly using the College’s established grievance procedures.

If you are the victim of, or witness to, a bias-related crime or incident that occurs on campus, please report it immediately by calling the Department of Public Safety at 292-2911, using a Blue Light or other campus emergency telephone, or by visiting the Public Safety office. Officers will investigate the matter and follow all appropriate adjudication procedures.

Victims of bias crimes or incidents can avail themselves of counseling and support services from the campus through the Counseling Center.

More information about bias-related crimes occurring on campus, including up-to-date statistics and general information on campus safety, is available by contacting the Department of Public Safety at 292.2902 or visiting their website at: www.monroecc.edu/depts/pstd/index.htm.

Sexual Assault and the Law

Monroe Community College has programs in place to help protect all members of the campus community from sexual assault, including programs for the prevention and prosecution of sexually based crimes that occur on campus.

The NYS Penal Law provides the following definitions for crimes related to sexual assault:

Section 130.20 – Sexual Misconduct.

This offense includes sexual intercourse and deviate sexual intercourse without consent. The maximum penalty for violating this law includes imprisonment for up to one year in jail.

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 mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the legal age of consent. The penalties for violating these sections of law 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 violating these sections of law 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 a 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 violating these laws 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/.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. Penalties for violating 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 by calling 292-2911 in an emergency, or by using a Blue Light or other campus emergency phone).

Remember that 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). Public Safety staff are trained to assist victims with proceeding in both systems.

Disciplinary Action

When there is cause to believe College regulations prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action. This includes the possibility of suspension or dismissal from the College.

Individuals charged with any sexual offense will be subject to College disciplinary procedures, whether or not criminal prosecution occurs.

The College will make every effort to be responsive and sensitive to the victims of sexual assault. Protection of the victim and prevention of continued abuse is the College's priority. If a sexual assault victim and the accused live on campus in the same residence hall, an immediate hearing with the College Judicial Officer will be held to determine the need for modifying living arrangements.

Assistance with 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 their choice accompany them throughout the disciplinary hearing
- to remain present during the entire proceeding
- to be assured that his/her irrelevant past sexual history will not be discussed

during the hearing (as established in state criminal codes)

- 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 a 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, you may seek support services as well as the assistance described above. Free and confidential counseling services are available 24/7 through Rape Crisis 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 585.292.2902.

Educational Programs

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community on a regular basis. The Department of Public Safety provides these programs in each residence halls and for the larger college community.

POLICY STATEMENT ON TITLE IX SEXUAL HARASSMENT

For MCC Students, Faculty and Staff:

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. The college also strongly discourages any consensual sexual relationship between college employees and students

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.

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.

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

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 the 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.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education programs or

activities by recipients of federal financial assistance, including Monroe Community College. The College provides this complaint procedure because it is critical that students and employees are treated fairly and receive prompt responses to problems and complaints concerning sex discrimination, harassment and/or violence. Public Safety, the Office of the Vice President of Student Services, Counseling, International and Veterans Services, Health Services, Human Resources, the Title IX Coordinator, the Title IX Assistant Coordinator and Deputy Coordinators are all available to assist with this procedure, and should be used freely and without fear of retaliation. The procedure outlined in this document should be used if an individual feels that he/she has been discriminated against based on his/her sex in a way that is so severe, pervasive, or persistent, that it unreasonably interferes with or limits that person's ability to participate or benefit from educational programs or activities.

Step One (Pursue Reasonable Solution by Other Options):

Discussion with Title IX Coordinator, Assistant Coordinator or Deputy Coordinators

If a complainant elects to have the matter dealt with in an informal manner, he/she may discuss the matter with the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators. This individual will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

If an individual files a complaint, the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators will, within 24 business days, review all relevant information, interview pertinent witnesses, and bring together the complainant and the accused party, if necessary. Mediation will not be used in cases of sexual violence. Through the efforts of the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators, if a resolution satisfactory to both the complainant and the accused party is reached; the officer will close the case, giving a written statement of the outcome to both the complainant and accused party within 10 business days of when the agreement was reached.

If the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators are unable to resolve the complaint to the

mutual satisfaction of the complainant and the accused party within 24 calendar days from the filing of the complaint, they will notify the complainant of that fact. The Title IX Coordinator, Assistant Coordinator or Deputy Coordinators will discuss the matter with the complainant and advise him/her of his/her right to proceed to Step Three or to pursue any other option on the Sex Discrimination Reporting Options form.

The time limits above may be extended by mutual agreement of the complainant and accused party with the approval of the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators.

At any time after beginning with Step Two, if desired, the complainant may elect to proceed directly to the formal resolution process outlined in Step Three.

Step Two (Formal Resolution):

Submit Written Complaint

A student may submit a formal written complaint to Public Safety, the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators for investigation. A written complaint should include the name, address, telephone number and class year of the reporting student; a detailed description of the conduct that the reporting party alleges to be discriminatory; name(s) and contact information of the person against whom the complaint is made (or, if the alleged discrimination involves a department or unit rather than an individual, a representative of that department/unit); and the name(s) and contact information of witnesses (if any). The reporting party should make every effort to submit the written complaint within thirty (30) business days of the alleged conduct. The complainant will discuss the incident with a representative of the office where the complaint was submitted or with the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators. The complainant's options will be discussed.

Step Three (Investigation):

The Title IX Coordinator, Assistant Coordinator or Deputy Coordinators and a Title IX Investigator will investigate the complaint. Depending on the nature of the allegations, the investigation could include interviews with the reporting party,

the accused individual (or, if the alleged discrimination involves a department or unit rather than an individual, with a representative of that department/unit), and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The Title IX Coordinator, Assistant Coordinator or Deputy Coordinators and a Title IX Investigator will make every effort to conclude the investigation and hold a judicial hearing (if necessary) within thirty (30) business days. If the investigation cannot be completed in that time period, the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators and a Title IX Investigator will contact the reporting party and provide a time frame in which the investigation will be completed. At the conclusion of the investigation, the Title IX Coordinator, Assistant Coordinator or Deputy Coordinators and a Title IX Investigator will notify the complainant and accused party of the outcome in writing.

Step Four (Appeal):

Complainant or Accused Party May Appeal the Decision

If the complainant or accused party is not satisfied with outcome of the Step Three decision, he/she may proceed with an appeal within four (4) business days of receipt of the Step Three decision by submitting a formal appeal and any additional information to the appropriate Vice President of the College (or his/her designee) as identified by the Judicial Hearing Board or the Title IX Coordinator or Assistant Coordinator. An appeal is only permissible on the following grounds: 1) A procedural defect in the process had a significant effect on the outcome, and/or 2) the discovery of new information which was unknown or unavailable at the time of the hearing and would have a significant effect on the outcome. The non-requesting party will receive notice of the appeal and may submit either his or her own appeal or a statement in support of the outcome of the hearing within four business days of notification. During that time, the appealing party may submit additional information or revise his/her appeal. The appeals officer or Hearing Board will consider the appeals and/or statement of support together.

The Vice President (or his/her designee) will issue a written decision within four (4) business days of his/her receipt of the appeal(s) and/or statement of support. In reviewing the matter, the Vice President (or his/her designee) shall have access to any information necessary to reach a decision regarding the appeal. The decision of the appeal officer is final.

General Information:

The time limits above are subject to modification on a case-by-case basis due to operational requirements, travel away from campus, school breaks, in-depth investigations, etc. Participants may also request an extension from the College, which should be granted if it will not unduly prejudice the rights of the other party.

Discipline.

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.

Students: Student discipline will be pursuant to the College conduct regulations.

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.

Prohibition of Retaliation. Any 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.

False Reporting. False reporting of a complaint is prohibited and will subject the reporter to discipline pursuant to the College conduct regulations.

Title IX Coordinator(s):

Susan D. Baker Ph.D., Title IX Coordinator,
Student Services, phone (585) 292-2124.

Title IX Assistant Coordinator:

Alberta Lee, Assistant Title IX Coordinator,
Human Resources, phone (585) 292-2106.

Title IX Deputy Coordinators:

Skip Bailey, Deputy Coordinator, Athletics.
(585) 292-2833.

Don Bigelow, Deputy Coordinator, Housing
and Residence Life, (585) 292-3674.

Debra Dwyer, Deputy Coordinator, Public
Safety, (585) 292-2912.

Amy Greer, Deputy Coordinator, Housing and
Residence Life, (585) 292-3674.

April Hill, Deputy Coordinator, Human
Resources, (585) 292-2119.

Donna Mueller, Deputy Coordinator, Health
Services, (585) 292-2510.

Vilma Patterson, Deputy Coordinator, Damon
City Campus, (585) 262-1746.

Christopher Piro, Deputy Coordinator, Public
Safety, (585) 262-1750.

David Salvatore, Deputy Coordinator, Public
Safety, (585) 292-2912.

Kimberley Willis, Deputy Coordinator,
Campus Events, (585) 292-2010.

Personal Property

Security for personal property, including vehicles, is the student's responsibility. Personal belongings should be removed from sight in the vehicle or removed altogether. MCC is not liable for personal property that is lost, stolen or damaged. The College's insurance does not cover these types of losses. Students are encouraged to carry insurance through their own or their parents' homeowner/tenant and automobile insurance policies. Please report all crimes to the Department of Public Safety for investigation.

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 college community members and guests. New York State Vehicle & Traffic Laws are also in full force and effect on campus. The Monroe County Parking Program establishes fees and fines for parking on the campus.
2. All motor vehicles parked in lots owned by Monroe County and held in trust for Monroe Community College must be registered or park at a parking meter (except according to C1m). Parking at a meter and having the vehicle registered still requires payment for time at a metered space. A fee is charged each semester for the parking registration, and may be requested when registering for classes on a semester basis.

B. Driver Responsibility

1. Finding Authorized Spaces – 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 registered vehicle does not guarantee the holder a parking space but only an opportunity to park within a specified area or areas.
3. Vehicle Registering Ownership – Registering a vehicle and paying to park on the Brighton Campus signify an individual has been granted the privilege of parking on campus property.
4. Students electing not to register a vehicle with the Parking Services Office for the full semester (i.e. part-time students, students taking on-line courses, students who only drive to campus periodically) must still register

their vehicle in advance with the Parking Services Office on days when they do park on the Brighton Campus. These students have the option of purchasing daily permits or paying to park at a metered space.

5. Students who drive a vehicle other than the one registered with Parking Services must also register the temporary vehicle in advance, or pay to park at a metered space located on Arts Lane/Residence Lane near the Theater in Building 4.

C. Parking Regulations (Vehicle subject to ticketing)

1. It is prohibited to park:
 - a. without a valid parking registration except at designated student parking meters.
 - b. in reserved spaces.
 - c. in "NO PARKING" areas.
 - d. in a handicapped space without a valid 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 (non-metered spaces require vehicle to be registered).
 - i. on or over painted lines in parking areas.
 - j. outside of striped parking stalls.
 - k. at an expired meter.
 - l. in areas where registration is not valid.
 - m. in the visitor's parking lot if you are a registered student or an employee without an assigned space.
 - n. or leave a vehicle on campus between the hours of 12 am and 6 am without notifying the Department of Public Safety.
 - o. in any area in which the parking of the motor vehicle may impede ingress to or egress from any

building by any pedestrian or authorized vehicle.

2. Registering another student's vehicles as your own 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 individual on a parking registration is responsible for parking violations received for the time period listed on their student account.

D. Vehicle Operation

1. No vehicle shall be operated:
 - a. at a speed in excess of the posted speed limit or in excess of 30 miles per hour, whichever is lower and/or
 - b. in a reckless or careless manner or a speed greater than is reasonable and prudent under the conditions and having regard for the actual and potential hazards then existing, and/or
 - c. with disregard for traffic signs, signals, and/or pavement markings, and/or
 - d. on any sidewalk, pedestrian walkway or lawn.
2. Violation of traffic regulations carries penalties which include fines of \$60.00, \$120.00, \$150.00 and disciplinary referrals.

E. Violations

1. General

Listed below are penalties for violating the Monroe County Parking Program at MCC. Failure to pay any citation will result in a vehicle being towed and/or impounded and preclude a student from registering a vehicle in the future until all fines have been paid. Additionally, a hold will be placed on student records and transcripts for any outstanding fines owed to the college.

Parking regulations are in effect 7 days a week, year round, including break weeks, holidays and weekends. Scheduled enforcement is listed on all parking lots throughout the campus. Parking

regulations related to residence halls are in effect and are located in the housing handbook.

Public Safety and Parking Services staff may issue citations at other times as deemed necessary to provide a safe and orderly environment. The College is under no obligation to mark all areas where parking is prohibited. It is the responsibility of the vehicle operator to park in accordance with regulations. Absence of signs does not imply lack of enforcement.

Citations issued for parking violations identify the type of violation and the amount due. Students and employees who accumulate parking violations without making payments are subject to vehicle immobilization and/or account placement with a collection agency. Violations issued to vehicles belonging to immediate family members of a current or former employee or student are the responsibility of that current or former student or employee.

All violations are valid and must be paid unless they have been adjusted through the appeals process. DO NOT delay taking immediate action on any citation. Any citation that is not appealed within 15 days of the date written is deemed valid and must be paid. All rights to appeal a citation are null and void after 15 days. Continued violation of regulations may result in the following:

- Withholding of transcripts
- Denial of class registration
- Towing/impounding of the vehicle
- Disciplinary action

Note: Checks for fines are payable to Monroe Community College. Please include the ticket number and student ID number to ensure proper credit. Checks may be mailed to Monroe Community College, Monroe County Parking Program, 1000 East Henrietta Road, Rochester, N.Y., 14623-5780

2. Violations

a. Restricted Space Violation - \$75

1. Handicapped space
2. Fire zone

b. Sign violations - \$45

1. Bus stop
2. Tow-away zone

3. Reserved spaces
4. No parking
5. Loading zone

c. Obstructions - \$45

1. Obstructing traffic
2. Blocking driveway
3. Blocking intersection
4. Blocking dumpster
5. Double parking
6. Blocking crosswalk

d. Careless Parking - \$45

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

e. Registration Violations - \$25

1. Not registered/No permit displayed
2. Registration not valid for area
3. Expired registration

f. General - \$25

1. Expired meter (with or without a valid vehicle registered)
2. Overnight between 12 A.M. and 6 A.M. unless approved in advance by the Public Safety Department

g. Immobilized/Booted Vehicle - \$50

3. Penalties for Non-payment of Fines

Failure to pay fines within the time frame listed below shall lead to additional penalties.

Initial Fine	\$25	\$45	\$75
15 days	\$35	\$55	\$95
60 days	\$55	\$75	\$115
75 days	\$75	\$95	\$135

An additional charge of \$5.00 will be added to each unpaid ticket after 90 days and will result in the account being forwarded to a collection agency. A hold will be placed on student accounts for transcripts and registration.

F. Removal and Impoundment

1. Parking Enforcement and Public Safety officials are authorized to remove, impound or immobilize motor vehicles on College property at the owner's/ operator's expense under the following circumstances:
 - a. Vehicles parked illegally in fire lanes, handicapped, within 20 feet of hydrants, posted no parking, tow-away zones, 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 (not valid with the New York State Department of Motor Vehicles), uninsured or abandoned vehicles
 - c. For safety reasons, including snow removal
 - d. Any vehicle with one or more unsatisfied parking citations charged against it
2. Impounded vehicles will be held until all outstanding citations and fines have been satisfied. Impounded vehicles will not be left on campus overnight and will be towed off campus for safekeeping at the owners/operators expense. Storage charges will apply after 24 hours.

G. Parking Appeals Process/Procedure

The goal of the appeals process is to provide members of the college community with a way to resolve contested parking citations. The appeals process has been designed to:

- provide information and assistance for the appellant
- evaluate the effectiveness of campus parking regulations, signage and enforcement efforts and suggest ways to improve them
- modify the behavior of repeat offenders

Filing an Appeal

Appeals for both parking violations and Vehicle & Traffic law violations must be submitted in writing. Required documentation to appeal a handicap violation must include:

- photocopy of (valid) handicap hangtag
- photocopy of individual's driver's license

Appeals related to the Vehicle & Traffic Laws violations of expired registration and inspection do not need to appear before the Appeals Board if you adhere to the following procedures:

- **Expired Registration** – vehicle must be registered with the DMV within 15 calendar days of the date on the ticket in order to submit an appeal. You must provide proof of registration with the appeal.
- **Expired Inspection** – vehicle must be inspected within 15 calendar days of the date on the ticket in order to submit an appeal. You must provide proof of inspection with the appeal.

Individuals who appeal all other violations of the Vehicle & Traffic Laws must appear in person before the Appeals Board.

An appearance date will be assigned accordingly. You must appear on the scheduled hearing date or you will be assessed a \$15 penalty. You must also be prepared to pay the fine on the same day should your appeal be denied. A \$15.00 surcharge will be assessed if full payment is not received the same day. Failing to appear for a scheduled appeal date shall be considered a plea of guilty.

In the case of both parking violations and Vehicle & Traffic law violations, your appeal must be submitted or postmarked within 15 calendar days of the date on the ticket. If the 15-day deadline is not met, your appeal will not be reviewed and any further right to appeal forfeited.

Only the operator of the motor vehicle who incurred the violation may appeal and/or appear in person to contest a violation.

Except in rare and unusual circumstances, the only proper basis for an appeal is evidence which suggests the cited regulation was not violated. Excuses such as "I didn't think it was a violation," "I didn't mean to do it," or "I saw other vehicles parked the same way" are not valid and will not be considered.

It is strongly encouraged that the appellant include supporting evidence such as documentation and/or statements from witnesses. In the absence of supporting evidence, the Appeals Board or Appeal Administrator are strongly inclined to accept the validity of the ticket as written.

Examples of defenses that are **NOT** grounds for appeal include:

- student in the Visitor Lot/Visitor Metered Spaces
- student without a valid parking registration for the semester
- never received the ticket
- did not know the parking rules
- only parked a few minutes
- parking lot was full
- was late/weather was bad
- had my flashers on
- picking up/dropping off friends/books/labs etc.
- someone else was using my car
- inability to pay fine
- co-worker/friend told me I could park there
- repeat violations/multiple violations for same type

The Appeal Administrator has the authority to dispose of a case by:

- upholding the charge(s)
- upholding the charge(s) with a reduced
- reducing the charges to a lesser offense
- dismissing the charge(s)

The Appeal Administrator's decision will either be e-mailed or mailed to the appellant. The decision of the Appeal Administrator and/or Appeals Board is final.

If an appeal for a parking violation is denied, the fine must be paid within 15 calendar days of the decision, or late charges will be imposed.

Individuals who appeal a Vehicle & Traffic Law violation must appear in person on the scheduled hearing date and be prepared to pay the fine on the same day should the appeal be denied. A \$15.00 surcharge will be assessed if full

payment is not received the same day. Failing to appear for a scheduled appeal date shall be considered a plea of guilty. Tickets related to the impoundment and/or immobilization of vehicles CANNOT BE APPEALED.

H. Parking for Persons with a Disability

1. College community members with mobility impairment should contact the Department of Public Safety on the Brighton Campus (Building 7, room 341), extension 2700 or 2900 for special permits and specific parking instructions.
2. Handicapped parking is restricted for the exclusive use of vehicles displaying a valid handicapped permit and a valid parking registration (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 also use Brighton Campus facilities must park at designated student parking meters or pay and register a valid vehicle.

MCC Shuttle

Passengers will be picked up and dropped off on the Brighton Campus at the intersection of Sports and Center Roads (outside Gilman Lounge) and at the St. Joseph's Garage loop at the back of the Sibley Building in downtown Rochester. Only individuals with appropriate ID will be permitted to board. Passengers will be required to swipe their college ID cards in order to access the shuttle. The shuttle schedule will be available in the Campus Center offices on both campuses and at each shuttle stop. The shuttle operates each weekday during the fall and spring semesters.

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.

GUIDELINES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

MCC provides a mainstream learning environment for students who identify themselves as having a disability with the Services for Students with Disabilities Office. In accordance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act, the College ensures that admission, services, activities, facilities and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations are available to students who 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 the Services for Students with Disabilities.

Students may have an agency such as Adult Career and Continuing Education Services (ACCES-VR) send their records. High school records are not acceptable unless they contain an evaluation by a licensed professional. Any and all information received by the College regarding individual disabilities is strictly confidential.

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 should include a clear recommendation for accommodations based on the student's disability. The student may also wish to develop a letter outlining his/her strengths, learning style and compensatory strategies.
3. The student is responsible for scheduling an appointment with the Services for Students with Disabilities Office to complete the necessary paperwork. It is the student's responsibility to meet with each instructor from whom accommodations are being requested to develop a plan to receive those services.

Testing Accommodations

Although the testing accommodations usually requested are extended time and a quiet, less distracting environment, other accommodations are sometimes needed. These are determined on a case-by-case basis, based on the student's disability and the documentation provided. Accommodations may include, but are not limited to, readers and/or scribes for tests, and access to a computer or calculator.

It is the student's responsibility to schedule exams within the required time frame, per the SSD Testing Center policy.

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 Services for Students with Disabilities Office (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

Please note: The College does not provide personal aides or attendant service.

Tobacco-Free Policy

Monroe Community College (MCC) supports a healthy, sustainable environment for the college community and is committed to preparing our students for increasingly tobacco-free workplaces. Therefore, tobacco use is prohibited on all college owned and leased property, both indoors and outdoors. This includes but is not limited to:

- All buildings on the Brighton and Damon campuses, Applied Technologies Center and Public Safety Training Center.
- Off-site and leased locations such as the Economic Development & Innovative Workforce Services facility.
- Outside property owned and leased by the college including open land areas, woods, fields, patios, parking lots, sidewalks, roads, loading docks and building entrances.

- All vehicles owned and leased by Monroe Community College or its affiliated organizations.
- College-sponsored events at all locations.

All tobacco products in use must be properly disposed of prior to entering any college property or exiting a personal vehicle. The College requires college community members to respect private property bordering all College locations by refraining from trespassing for purposes of tobacco product consumption.

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MCC's Visiting Scholar Series provides students with educationally purposeful programs that build a collaborative, intellectual and engaging environment. The series has featured award-winning authors, educators, and professionals who help expand upon the classroom education of our students.



When Astrophysicist and Host of "Cosmos: A Spacetime Odyssey" Neil deGrasse Tyson visited MCC for the Visiting Scholar Series, he spent the day with students, presented the latest discoveries in the universe to a sell-out crowd and then signed books until almost midnight. For MCC students, faculty, staff and community members, his visit was memorable – and inspiring.

Past visiting scholars have included former Executive White House Chef Walter Scheib, best-selling authors Mitch Albom, Ann Patchett and Amy Tan as well as renowned scientists Dr. Jared Diamond and Dr. Spencer Wells.

Each spring, the Series concludes with a Scholars' Day event dedicated to showcasing the work of student researchers and faculty.

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Lynda Clarke, Technical Assistant, A.S.

Technology Services Office

David Lane, Interim Associate Vice President and Chief Technology Officer, A.A.S., B.S., M.S.

Communications and Network Services

Donna J. Pogroszewski, Director, B.S., M.P.A., M.S.

James Clement, Associate Director, B.A., B.S.

Debbie Smith, Technical Coordinator

Bradley B. Upson, II, Senior Systems Specialist, A.A.S., B.S.

Scott Broberg, Computer Specialist, B.S.

Jeffrey Dunker, Computer Specialist, B.S.

Joseph R. Gerardi, Senior Computer Specialist, A.S.

Daniel Noblett, Computer Specialist, A.A.S.

Jeffrey Willard, Computer Specialist, B.S.

Ronald DellaPorta, Senior Network Specialist, A.A.S.

David Lederhouse, Network Specialist, B.S.

Andrew Latta, Senior Systems Specialist, B.S.

Andrew Mead, Senior Systems Specialist, B.S.

Computing and Information Technology Services

Robert G. Bertram, Associate Dean, Director, B.S.

William Wagoner, Director, Integration Services, B.S., B.A., M.S.

Barbara A. Robinson, Associate Director, A.A., B.S.

Ann P. Penwarden, Assistant Director, B.A., M.L.S.

Debra Watson, Assistant Director, Programming and Development, A.A.S., B.S.

Sean J. Baker, Web Manager, B.A.

Robert Reynolds, Senior Web Specialist, B.S.

Jamie Hoover, Web Specialist, B.A.

Stephen Silvers, Database Administrator, B.S.

Student Services

Office of Student Services

Lloyd A. Holmes, Vice President, A.A.,
B.Accy., M.Ed., Ph.D

Susan Baker, Assistant Vice President, A.A.,
B.S., M.A.L.S., Ph.D.

Advisement and Graduation Services

Marlene Fine, Director, B.S., M.Ed.

Denise M. Klein, Coordinator I, A.S.

Jody Torcello, Coordinator 1, A.S.

Sally Barton Dingee, Assistant Director, B.S.,
M.S.

Elizabeth West, Academic Advisement
Specialist, B.S., M.S.

Barbara Arnone, Senior Advisor, B.S.Ed.,
M.S.Ed.

Bonnie Dery, Senior Advisor, A.A.S., A.S.,
B.A., M.A.

Jennifer Kinslow, Senior Advisor, B.A., M.S.

Patricia A. Ornt, Senior Advisor, A.S., B.S.

Stephen T. Palmer, Senior Advisor, A.S.

Demetrius M. Rhodes, Senior Advisor, A.S.,
B.S.

Toni J. Robbins, Senior Advisor, B.A., M.S.

Susan Rock-McCrossen, Senior Advisor,
A.A.S.

Athletics

Dudley "Skip" Bailey, Athletic Director, B.S.

Tim Parrinello, Associate Director/Women's
Basketball Coach/Financial Aid Specialist,
B.A.

Tom Garigen, Assistant Athletic Director,
Sports Information Director, A.S., B.S.

Salvatore Galvano, Women's Soccer Coach/
Assistant Academic Advisor for Athletes,
B.A.

Gerald "Jerry" Burns, Men's Basketball
Coach, B.S.

Nelson Cupello, PAC Manager/Head Men's
Soccer Coach/ A.S., B.S., M.S.S.

Daniel Dubois, Aquatic Coordinator, B.A.
M.S.

Jeffrey Parrinello, Open Recreation and
Intramural Director/ Golf Coach/Assistant
Women's Basketball Coach, B.S.

David Brust, Men's Baseball Coach/
Academic Advisor for Athletes, B.S., M.S.

Michael Cerame, Athletic Trainer, M.S.

Kathrine Cahill, Life Skills Coordinator, B.S.,
M.S.

Campus Events

Kimberley D. Willis, Acting Director of
Campus Events, A.A.S., B.S., M.P.A., D.M.

Courtney Sprague, Coordinator, B.S.

Yolanda Johnson, Technical Assistant, B.S.

Career and Transfer Center

Michelle Mayo, Interim Director, A.S., B.S.,
M.S., C.P.R.W.

Holly Wynn Preische, Associate Director,
B.S., M.S.Ed., N.C.C.

Anne C. Hughes, Career Counselor, B.S.,
M.S.Ed., N.C.C., C.P.R.W.

Christian Kull, Transfer Counselor, B.S., M.S.

Rebecca Mack, Transfer Counselor, B.A.,
M.S.W.

Pam Lazio, Career Counselor, B.A., M.S.Ed.,
N.C.C., C.P.R.W.

Kathleen A. Baxter, 2 + 2 Coordinator, A.S.,
B.S.

Counseling, International and Veteran Services

Peggy Harvey-Lee, Director, B.S., M.S.Ed.

Taine Vinci, Associate Director, A.S., B.S.W.,
M.S.Ed.

E. Jamall Watkins, Assistant Director,
A.A.S., B.S., M.S.Ed., L.M.H.C.

Lori Bartkovich, Specialist, A.S., B.A., M.A.,
M.A.

Mark Basinski, Counselor, B.A., M.S.Ed.

Michael Bates, Coordinator, Veterans
Services, A.S., B.S., M.P.A.

Kelley L. Bennett, Counselor, B.A., M.S.

Donna Burke, Counselor, B.S., M.Ed.

Kara Kupinski, Counselor, B.S., M.A., N.C.C.

Harry Pierre-Philippe, Counselor, B.S.,
M.S.Ed.

Eric Wheeler, Coordinator, A.S., B.S., M.A.,
M.P.A.

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.,
L.M.H.C.

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.

Sheri deNormand, Assistant Director, B.S.,
M.B.A.

Melissa Jarkowski, Assistant Director,
A.A.S., B.S.

Ramon L. Rodriguez, Financial Aid Specialist,
B.S., M.S.Ed.

Mark Schwartz, Financial Aid Counselor,
B.S., M.A.

Kari Young, Financial Aid Specialist, B.A.,
M.A.

Health Services

Donna Mueller, Director of Health Services,
R.N., B.S.N., M.S.N.

Jacqueline Carson, Assistant Director, R.N.,
B.S.N.

Jeanne Flanagan, College Nurse, R.N.,
Susan George, College Nurse, R.N.

Housing and Residence Life

Amy Greer, Director, B.S., M.A.

Laura Dulski, Resident Director, Canal Hall,
B.A., M.A.

Dave Graupman, Resident Director, Canal
Hall, B.A., B.S.

Chris Hamm, Resident Director, Alexander
Hall, B.A., M.S.

Monica Singleton, Resident Director, Pioneer
Hall, B.A., M.A.

Margaret Whelehan, Resident Director,
Tribune Hall, B.A., M.A.

Monroe Community College Association, Inc.

Virginia Geer-Mentry, Director, MCC
Association, B.A., M.B.A.

Anne F. Barker, Manager, Child Care Center,
B.S., M.S.

Carol McKeown, Manager, College
Bookstore, B.A.

Todd Garnier, Finance Manager, B.S., M.B.A.

Tony Wagahoff, Manager of Technology,
B.S.M., M.B.A.

Etienne Blaakman, Supervisor, DCC
Bookstore, B.A.

Donna Pellnat, HR Coordinator, B.S.

Office of Student Life and Leadership Development

Elizabeth Stewart, Director, B.A., M.A.

Jodi Oriel, Associate Director, A.S., B.S.,
M.S.

Shirley Batistta-Provost, Assistant Director
for Clubs and Organizations, A.S., B.A.,
M.S.

Rebecca Herzog, Program Coordinator, B.S.,
M.S.

Matthew Lawson, Assistant Director
Orientation/FYE, A.S., B.A., M.S.

Craig D. Proctor, Operations Manager, B.S.,
M.B.A.

Pamela M. Hutton, Publications Coordinator,
A.A.S.

Services for Students with Disabilities

Aubrey Zamiara, Director, B.A., M.S., C.A.S.,
NCSP, Psy.D.

Jessica Morelli, Counselor, B.S., M.S. Ed.

Amber Kallassy, Coordinator, B.A., M.A./
A.C.

Student Services — Damon City Campus

Ann V. Topping, Dean, A.A.S., B.A., M.S.,
Ed.D.

Shelitha W.D. Williams, Director, A.A.S.,
B.A., M.S.W.

Rick F. Sadwick, Associate Director, B.A.,
M.P.A., M.S.

Vilma Patterson, Assistant Director, B.A.,
M.S.Ed.

Lisa Wallace, Assistant Director of Campus
Life, B.A., M.S.

Tracey Britton, Counselor, B.A., M.S.

Michael Johnson, Counselor, B.A.,
M.S.Ed., N.C.C.

Ivan A. Matthew, Jr., Counselor, B.S.,
M.S.W., L.M.S.W.

Corinne Rapp, Counselor, B.A., M.S.W.,
L.M.S.W.

Marcus Watts, Coordinator of Advising, B.S.

Gregory Wilson, Operation Coordinator,
Office of Campus Life, A.S., B.S.

Ivonne Ponicsan, Program Advisor,
Empowering Women, B.S.

Ambika Howell, Program Coordinator,
Pathways To Success, A.S., B.S., M.P.A.

Eddie Horwath, Specialist, DCC Student
Services, A.A.S.

SUNY Chancellor's Award for Excellence in Scholarship and Creative Activities

2014 Anthony Leuzzi

2011 Susan Ferrari-Rowley

2002 Kathleen Farrell

SUNY Chancellor's Award for Excellence in Classified Services

2014 Debra Ake

2013 Sylvia Lavin

2012 Sue Smith

2011 Thomas Pollizi

2010 Sandra Almekinder

2009 Jodee Biller

SUNY Chancellor's Award for Excellence in Teaching

2014 Elizabeth Johnston

2014 Dan Robertson

2012 Jacqueline Donofrio

2011 Christine D. Abbott

2010 Joseph J. McCauley

2010 Janet Zinck

2009 Suzanne El Rayess

2008 Patricia Kuby

2008 Anne Ranczuch (Emerita)

2007 Susan Murphy

2007 Bonnie Connell (Emerita)

2007 Anne Tippet

2006 Roscoe Hastings (Emeritus)

2005 Richard Connett (Emeritus)

2005 Marsha Bower

2005 Gary Egan

2004 Paul D'Alessandris

2004 Lynn Bartholome

2004 Gary M. Thompson

2004 Craig Rand

2003 Renee Rigoni

2002 Karen Morris

2002 Donna Cox (Emerita)

2001 Raymond Shea

2001 Pamela D. Korte

2000 John Wadach

2000 Diane Cheasty

2000 Cathryn Smith

1998 Nancy Rivaldo (Emerita)

1998 Kathleen O'Shea

1998 Kathleen Bromley (Emerita)

1997 Stasia Callan

1995 Mitchell H. Redlo

1995 Helen S. Charron*

1994 David L. Pogue (Emeritus)

1994 Charlene Blanchard

1993 Sharon L. Dobkin (Emerita)

1993 Judith G. Bulin

1993 Charles L. Morey (Emeritus)

1992 Thomas R. McHugh (Emeritus)

1992 Marcia W. McDowell

1992 M. Garrett Bauman (Emeritus)

1992 Jane L. Garr (Emerita)

1991 James A. Petrosino (Emeritus)
 1990 Dr. M. Thomas Cooper (Emeritus)
 1988 Thomas X. Grasso (Emeritus)
 1977 Dr. Thomas A. Fabiano*(Emeritus)
 1976 John W. Lloyd (Emeritus)
 1975 Laurence W. Feasel (Emeritus)
 1975 Jean H. Cardinali
 1975 Calvin A. Lathan (Emeritus)
 1974 James F. Connelly (Emeritus)
 1973 Jeanne K. Ghent (Emerita)
 1973 Hugh D. Clark (Emeritus)
 1973 David H. Day (Emeritus)

SUNY Chancellor's Award for Excellence in Faculty Service

2013 David Lawrence
 2013 Holly Wheeler
 2012 Peter Collinge
 2012 Renee Rigoni
 2012 Terrill Tugel

SUNY Chancellor's Award for Excellence in Adjunct Teaching

2014 Jeannette Funkhauser
 2014 Diana Robinson

SUNY Chancellor's Award for Excellence in Professional Service

2013 Angel Andreu
 2013 Kimberley Collins
 2012 Loretta Chrzan-Williams
 2011 Marlene Fine
 2010 Dolores Pasto-Ziobro
 2009 Jerome St. Croix
 2008 Robert Bertram
 2006 Robert Cunningham
 2005 Terry Keys
 2005 Betty Smith
 2005 Elizabeth Stewart
 2004 Sherril Ison
 2004 Donna Pogroszewski

2004 Cynthia Cooper
 2003 Ethel Lewis
 2002 Elaine Goldstein
 2000 Dale Mallory
 2000 Carol Adams (Emerita)
 1999 Dr. Ronald Kostecke (Emeritus)
 1999 Barbara Robinson
 1998 Brenda Embrey
 1997 G. Christopher Belle-Isle
 1997 Anthony J. Felicetti
 1996 Kathleen Farrell
 1996 Charlotte Downing
 1995 Janet Glocker
 1994 Edward Phoenix
 1993 Richard J. Degus
 1992 Peter D. Genovese
 1991 James C. Schwender
 1988 Dr. Joan Mullaney
 1978 Dr. Elizabeth B. Gennarino (Emerita)
 1977 Nicholas C. Proia (Emeritus)*

SUNY Chancellor's Award for Excellence in Librarianship

2013 Pamela Czaja
 2011 Alice E. Harrington Wilson
 2006 Deborah Mohr
 2005 Ann Penwarden
 1994 Deborah Emerson
 1991 Ellen Mancuso

Monroe Community College Award for Excellence in Professional Service

2014 Donna Mueller
 2013 Martha Kendall
 2011 William D. Sigismond
 2008 Brian Legg
 2007 Valarie Avalone
 2006 Carol Burritt
 2004 Marie J. Fetzner
 2003 Dr. Sherry Ralston
 2002 Patricia Kennedy
 2001 Barbara Connolly
 2000 Ellen Z. Gozik

1998 Marcia Faulkner
 1997 Connie Herrera
 1996 Eddy Callens*
 1995 Roxanne Saxton
 1993 Emeterio M. Otero
 1993 Alan J. Glossner (Emeritus)
 1992 James T. Terrell*
 1991 Carol Adams (Emerita)
 1989 G. Christopher Belle-Isle
 1987 Margaret R. Frantz*
 1986 Virginia T. Shea
 1985 Betty Jo Hopkins
 1984 Anthony J. Felicetti
 1983 John J. Trevisan

Monroe Community College Dr. Wesley T. Hanson Award for Excellence in Teaching

2014 Suzanne Long
 2013 Ann Tippet
 2012 Maria Brandt
 2011 James J. Coffey
 2010 Anthony Leuzzi
 2009 Eileen Doyle
 2008 Ellen Baker
 2007 Saroj Viswanathan
 2006 Lynn Bartholome
 2005 Jackie Donofrio
 2004 Robert S. Brown
 2003 Ernest Mellas
 2002 James Petrosino (Emeritus)
 2001 Diane Fitton
 2000 Thomas Proietti
 1999 John O. Stanton (Emeritus)
 1998 Donna Petrie (Emerita)
 1997 John Cullen (Emeritus)
 1996 Michael Zwick (Emeritus)
 1995 Edward Martin
 1995 Bonnie Petrosino
 1995 Ann Terhaar (Emerita)
 1994 Karen Morris
 1993 Karen M. Cardillo
 1992 Robert B. Nenno (Emeritus)
 1991 Ron Tocci (Emeritus)
 1991 John Lloyd Emeritus
 1991 Carol Cloos (Emerita)*
 1990 Robert Herzog

*Deceased

1989	Robert Fratangelo
1987	William M. Setek, Jr. (Emeritus)
1987	Joseph T. Marchese
1986	Steven J. Lesko, Jr. (Emeritus)
1986	Ruth Forsyth (Emerita)*
1985	Judith I. Hall
1984	Lesta C. Wren (Emerita)
1983	F. William Kinsman (Emeritus)
1982	Robert L. Berry (Emeritus)
1981	Lee A. Adnepos (Emeritus)
1980	Donald E. Day (Emeritus)
1979	Richard J. Degus
1979	Ralph A. Szweda (Emeritus)
1978	Thomas X. Grasso (Emeritus)
1978	Frances P. Osborn (Emeritus)
1977	George C. Monagan (Emeritus)*
1976	Lewis L. Wright (Emeritus)
1975	Mary Pat Pennell (Emerita)
1974	Laurence W. Feasel (Emeritus)
1973	David H. Day (Emeritus)
1972	John G. McNaughton (Emeritus)*

President's Award

2008	Richard Degus
2007	Robert Cunningham
2006	Beverly Clark
2005	Colette Fegan
2004	Elree Rylees
2003	Sherrill Ison
2002	Steven Weider
2001	Patrick Bates
2000	Millie Lewis
1999	William Gruhn

SUNY Distinguished Teaching Professorship

2011	John B. Wadach
2006	Karen Morris

SUNY Distinguished Service Professor

2006	G. Christopher Belle-Isle
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Faculty

Abbott, Christine D., Professor of Mathematics (1986) B.S., State University of New York, College at Brockport; M.S., Syracuse University

Adrion, Suzanne, Assistant Professor of History (2005) B.A., Ramapo College of N.J.; M.A., Rutgers University

Alas, Jorge, Associate Professor of Foreign Languages (2001) B.A., M.S.Ed., State University of New York, College at Brockport

Ambrosio, Frank J., Professor of Electrical/Instrumentation (1979), A.A.S., Monroe Community College; B.S.E.E.T., Rochester Institute of Technology

Anderson, Jason, Assistant Professor of Chemistry (2009), B.A., Ball State University; M.S., Ph.D., Purdue University

Andolino, Louis, Associate Professor of History/Political Science (2005), A.A.S., Monroe Community College; B.S., Rochester Institute of Technology; M.A., Kent State University

Annesi, Lori A., Associate Professor, Library, A.S., Monroe Community College; B.A., State University of New York, College at Brockport; M.L.S., State University of New York at Buffalo

Aquila, Kimberly C., Assistant Professor of Nursing (1989), B.S.N., University of Virginia; M.S.N., University of Rochester

Avery, Jannette, Professor of Mathematics (1989), B.S., Roberts Wesleyan; M.A., State University of New York, College at Brockport

Babcock, Rebecca A., Assistant Professor (2009), B.A., Colgate University; M.S.Ed., St. John Fisher College

Bailey, Dudley L., Instructor, Physical Education/Recreation Leadership (1982), B.S., University of Colorado

Baker, Ellen, Associate Professor, Transitional Studies (1997), B.S., Ashland University; M.S., State University of New York, College at Brockport

Barone, Jessica, Associate Professor of

Chemistry/Geosciences (2001), B.A., State University of New York, College at Geneseo; M.S., Ball State University

Bartell, Michelle M., Professor of Hospitality (1997), B.S., Rochester Institute of Technology; M.A., State University of New York at Brockport

Bartholome, Lynn, Professor of English/Philosophy (1999), A.A., Valencia Community College; B.S., University of Central Florida; B.A., University of Central Florida; M.A., Florida State University; Ph.D., Florida State University

Bartkovich, Jeffrey P., Professor (1991), B.A., Western Connecticut State University; M.L.S., University of Texas; Ph.D., University of Virginia

Basinski, Mark, Assistant Professor of Counseling (2004), B.A., State University of New York at Buffalo; M.S.Ed., State University of New York, College at Brockport

Basnayake, Eraj, Associate Professor of Mathematics (2003), B.S., MAMS., M.S., University of Georgia

Batistta-Provost, Shirley, Associate Professor, A.S., Monroe Community College; B.A., M.S., Rochester Institute of Technology

Beech, Donald, Associate Professor, Academic Support Services (1983), B.A., Wittenberg University; M.A., University of Rochester

Behrens, George W., Associate Professor of Automotive Technology (1985), B.A., M.S., State University of New York, College at Brockport

Belair, Susan, Associate Professor of Sociology (1995), A.A.S., Monroe Community College; B.S., Nazareth College; M.A., Syracuse University

Bellavia, Mark, Assistant Professor of Mathematics (2009), B.S., St. John Fisher College; M.S., Rochester Institute of Technology

Bender, Susan, Assistant Professor of Visual and Performing Arts (1999), M.S., State University of New York, College at Brockport

Benjamin, Athesia, Assistant Professor of Art, B.F.A., M.F.A., Rochester Institute of Technology

Bennett, Kelley L., Assistant Professor (2001), B.A., Nazareth College; M.S., University of Rochester

Benz, Ilene, Associate Professor of Speech/Media Communication (1999), B.S., State University of New York College at Brockport; M.P.A., State University of New York College at Brockport

Biehler, Christopher, Associate Professor of Business Administration/Economics, B.S., LeMoyne College; M.S., Nazareth College

Blake, Thomas, Assistant Professor of English/Philosophy, B.A., Hampden-Sydney College; M.A., Mississippi College; Ph.D., Auburn University

Blew, Lauren, Instructor of Business Administration/Economics, B.A., M.A., Pennsylvania State University

Boester, Michael, Associate Professor of Chemistry/Geosciences (2001), A.A., Kaskaskia College; B.S., M.A., Southern Illinois University

Boetrich, Christian, Assistant Professor of Information and Computer Technologies (2001), B.A., University of Rochester; M.S., University of Rochester

Bogdanovska, Jasna, Assistant Professor of Visual and Performing Arts, A.A.S., Monroe Community College, B.F.A., M.F.A., Rochester Institute of Technology

Bolton, Patrick, Lecturer of Precision Machining (1993), Tool and Die Certificate, Rochester Institute of Technology; New York State Journeyman Instrument Maker; New York State Journeyman Toolmaker; B.S., State University of New York at Oswego

Bonadonna, Peter, Lecturer of Emergency Medical Services, A-EMT-IV IV (Paramedic), Erie Community College; A-EMT - III (Pre-Hospital Critical Care Technician

Bond, Laura, Instructor of Mathematics (2012), B.S. Mathematics, State University of New York at Buffalo, M.B.A., The Simon School of Business, University of Rochester

Boni, David, Professor of Transitional Studies (1995), B.A., University of Rochester; B.A., St. John Fisher College; M.S., Nazareth College

Borbee, Kathleen D., Assistant Professor of Business Administration/Economics (2009), B.A., Wichita State University; M.B.A., The Pennsylvania State University

Bower, Marsha, R.D.H., Professor of Dental Studies (1989), A.A.S., Monroe Community College; A.A.S., Rochester Institute of Technology; B.S., Rochester Institute of Technology; M.A., State University of New York College at Brockport; C.D.A.

Brandt, Maria, Associate Professor of English (2003), B.A., Providence College; M.A., Ph.D., Boston College

Brennan, Paul, Associate Professor of Precision Machining (1997), Tool and Die Certificate, Rochester Institute of Technology; New York State Journeyman Machinist; New York State Journeyman Toolmaker; B.A., State University of New York at Fredonia; M.S., Rochester Institute of Technology

Brinkman, Gerald M., Assistant Professor of Hospitality (2006), B.A., State University of New York, College at Geneseo; M.S.Ed., State University of New York, College at Oswego

Britton, Michael, Assistant Professor of Health and Physical Education (2007), B.S., Syracuse University; M.S., Madison University Distance Education

Britton, Tracey, Assistant Professor, DCC Student Services; B.A. Hobart and William Smith College; M.S. Rochester Institute of Technology

Brooks, Douglas, Associate Professor of English (1986), A.S., Monroe Community College; B.A., Empire State College; M.A., State University of New York, College at Brockport

Brunett, Peter, Instructor of Law Enforcement, B.S., M.S., State University of New York, College at Buffalo

Bulin, Judith G., Professor of Business Administration/Economics (1982), B.A., State University of New York, College at Geneseo; M.B.A., Rochester Institute of Technology; Ph.D., State University of New York at Buffalo

Burger, Frederick, Assistant Professor of Communication (2001), A.A., Orange County Community College; B.S., State University College at Buffalo; M.S., Rochester Institute of Technology

Burgess, Patricia M., Professor of Mathematics (1984), A.S., Community College of the Finger Lakes; B.A., Eisenhower College of Rochester Institute of Technology; M.S., Syracuse University

Burke, Donna C., Professor (1995), B.S., State University of New York at Cortland; M.Ed., Teachers College, Columbia University

Burns, Amy, Associate Professor of Transitional Studies (2002), B.A., Ithaca College; M.S., Columbia University

Burns, Gerald F., Head Men's' Basketball Coach, B.S., Castleton State College

Burtner, Amy, Associate Professor of English/Philosophy (2008), M.A., Binghamton University; Ph.D., Binghamton University

Butler, Rory, Professor of Information and Computer Technologies (1997), A.A.S., Monroe Community College; B.S., Empire State College; M.A., State University of New York, College at Brockport, M.S., SUNY Binghamton, Ph.D., Capella University

Cable, Susan K., Professor of Law and Criminal Justice (1987), B.A., Indiana University; J.D., Indiana University School of Law

Calhoun, Aimee L., Associate Professor of Mathematics (1995), B.S., State University of New York at Fredonia; M.A.; State University of New York at Binghamton

Callan, Patrick, Associate Professor of English, B.A., SUNY Geneseo, M.A., SUNY University at Buffalo

Callan, Stasia, J., Professor of English (1967), B.A., Nazareth College; M.A., State University of New York, College at Geneseo

Cameron, Mary, Instructor of Mathematics, B.S., M.S., University of Illinois

Cardillo, Karen M., Professor of Health and Physical Education (1983), B.S., Alfred University; M.S., University of Rochester

Carlson, Susan, Associate Professor of Nursing (2001), A.S., Corning Community College; B.S., Rochester Institute of Technology, B.S., State University of New York, College at Brockport; M.S., University of Rochester

Carson, Linda, Assistant Professor of Mathematics (1992), B.S., Michigan Technological University; M.S., Rochester Institute of Technology

Casalinuovo-Adams, Christine N., Associate Professor (2000), B.S., State University of New York at Oswego; M.S.Ed., State University of New York at Brockport

Cater, Donald, Assistant Professor of Mathematics (2005), B.A., State University of New York, College at Geneseo; M.S., State University of New York, College at Brockport

Chakravarthy, Jayalaxmi, Assistant Professor of Information and Computer Technologies (2005), B.S., M.S., (India, Albany, and Nova)

Cheasty, Diane, C.H.E., C.H.A., Professor of Hospitality (1986), B.S., Cornell University; M.B.A., St. John Fisher College

Christensen, Natasha Chen, Assistant Professor of Sociology (2009), B.A., Baylor University; M.A., Ph.D., University of California, Los Angeles

Ciambor, Thaddeus J., Associate Professor, Director, Educational Technologies Development and Planning (1999), B.A., M.S., State University College at Buffalo, M.L.S., University at Buffalo (SUNY).

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., Professor of Law and Criminal Justice (2001), B.A., Syracuse University; J.D., Syracuse University College of Law

Coffey, James, Professor of Communication (1991), B.S., M.S., State University of New York, College at Brockport

Coffey, Karen, Associate Professor of Visual and Performing Arts (1999), A.S., Monroe Community College; B.S., State University of New York College at Cortland; M.A., Nazareth College

Collins, Kimberley, Instructor of Transitional Studies, M.A., Syracuse University

Colosimo, Amanda B., Assistant Professor of Geosciences (2004), B.A., State University of New York, College at Geneseo M.S., University of North Carolina at Chapel Hill

Conte, Anthony, Assistant Professor of Business Administration/Economics (1987), B.S., Boston University; M.B.A., Babson College; C.P.A.

Coriddi, Russell, Lecturer of Law Enforcement, B.S., Roberts Wesleyan College

Costanza, Richard, Assistant Professor of Education (2002), M.Ed., Harvard University

Cronmiller, James, Assistant Professor of Biology, B.S., John Carroll University; M.A., State University College of Arts and Sciences

Crum, Marjorie, Assistant Professor of Visual and Performing Arts (2003), M.S., B.F.A., Rochester Institute of Technology

Cunningham, Robert, Associate Professor, (1983), B.S., Empire State College

Cupello, Nelson, Assistant Professor of Physical Education (1990), B.S., State University of New York College at Brockport; M.S., United States Sports Academy

Czaja, Pamela M., Associate Professor; Library, B.S., Daemen College; M.L.S., State University of New York at Buffalo

D'Alessandris, Paul, Professor of Physics/Engineering Science (1990), B.S., Carnegie-Mellon University; M.S., Harvard University

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- Sanger, Laurel, Associate Professor of Nursing (2001), B.S.N., Valparaiso University; M.P.A., State University of New York, College at Brockport; M.S., Nazareth College
- Santiago, Rachel S., Instructor of Mathematics (2013), B.S., M.S., Rochester Institute of Technology
- Sarantis, Patricia, Associate Professor of Nursing (2001), A.S., Monroe Community College; B.S., Alfred University; M.S., University of Rochester
- Sardisco, Karen, Associate Professor of Visual and Performing Arts, B.S., State University of New York College at Buffalo, M.F.A., Rochester Institute of Technology
- Sardone, Christopher M., (C.P.A.) Associate Professor of Business Administration/Economics (1981), B.A., St. John Fisher College; M.B.A., Rochester Institute of Technology
- Savka, Maria Luiza, Instructor of Biology (2011), B.S., State University of Rio de Janeiro; M.S., University Illinois at Urbana-Champaign
- Sayles, Penny L., Assistant Professor, Health and Physical Education (2008), B.S., M.S.Ed., Nazareth College
- Scanlon, Joseph M., Instructor of Political Science (2013), B.S., M.A., Central Michigan University
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- 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
- Schwartz, Mark, Associate Professor (1999), B.S., M.S., State University of New York, College at Brockport
- Seeburger, Paul, Associate Professor of Mathematics (1998), M.A., Central Michigan University; B.S., Michigan Technological University
- Seelos, Deborah, Assistant Professor of Nursing (2003), A.A.S., Monroe Community College; B.S., Roberts Wesleyan College; M.S., University of Rochester
- Senden, James, Assistant Professor of English (2010) B.F.A., Loyola Marymount University, M.A. San Diego State University, Ph.D., SUNY Buffalo
- Shamblin, Terry, Associate Professor of Transitional Studies (2001), A.S., Genesee Community College; B.A., University at Buffalo, Amherst; M.A., State University of New York, College at Brockport
- Shaw, David, Professor of Music (2000), B.M., Berklee College of Music; M.M., Peabody Conservatory, Johns Hopkins; D.A., University of Northern Colorado

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Silvers, Louis, Professor of Foreign Languages (1995), B.A., Brigham Young University; M.A., Brigham Young University

Silvio, Carl, Associate Professor of English (2003), B.A., State University of New York, College at Oswego; M.A., State University of New York, College at Brockport; Ph.D., West Virginia University

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Smith, Jason, Assistant Professor of Art (2003), B.F.A., Eastern Kentucky University; M.F.A., East Carolina University

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- Waasdorp, Janet, Associate Professor of Education (2004), A.S., Monroe Community College; B.S., State University of New York, College at Albany; M.S., Nazareth College
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- Wagner, Karen, Associate Professor of Mathematics (2002), B.S., Purdue University; M.S., State University of New York, College at Brockport
- Wagner, Michael, Assistant Professor of Mathematics (2002), A.S., Finger Lakes Community College; B.A., State University of New York, College at Geneseo; M.A., State University of New York at Albany
- Wagoner, William F., Instructor of Law and Criminal Justice (2006), B.S., University of Maryland; B.A., University of Massachusetts, M.S.
- Wahba, Atif, Assistant Professor of Biology (2003), M.D., Cairo University Medical School
- Wakem, L. Paul, Professor of Biology (2001), B.S., University of Western Ontario; Ph.D., University of Western Ontario
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- Weingart, Michael A., Assistant Professor of American Sign Language (2002), B.A., Kent State University; M.S., Rochester Institute of Technology
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- Wendtland, Christopher, Assistant Professor of Biology (2003), B.A., Montana State University; M.S., Central Washington University
- Wexler, Sara, Associate Professor of Information and Computer Technologies (1999), B.S., The Technion, Israel Institute of Technology; M.S., State University of New York at Binghamton
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- Wilkie, Jessica, Assistant Professor of English/Philosophy, B.A., Nazareth College; M.A., University at Buffalo
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- Williams, Heather, Associate Professor of English (2000), B.A., High Point University; M.S., Utah State University
- Wilson, Alice, Associate Professor (1998), B.A., LeMoyne College; M.L.S., Syracuse University
- Wilson, Judy, Instructor of Nursing (2010), B.S.N., Queens University; M.S., Walden University
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- Wyant, Tracy, Associate Professor 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, Associate 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., Professor in Electrical/Instrumentation Technology (1978), B.S.E.E., Rochester Institute of Technology; M.S.Ed., Nazareth College of Rochester
- Zinck, Janet B., Associate Professor of Hospitality (1989), A.A.S., Monroe Community College; B.S., Nazareth College; M.A., State University of New York, College at Brockport
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- Adiletta, Debbie, Associate Professor of Mathematics (2004), B.A., College of the Holy Cross; M.B.A., University of Rochester
- Almstead, James, Assistant Professor of Mathematics, B. Ch. E., Clarkson University
- Altaji-Alfarouqi, Ehab, Associate Professor of Arabic (2005), B.S., M.S., St. John Fisher, M.A., The College at SUNY Brockport
- Amann, Katie, Assistant Professor of Mathematics (2002), B.S., Union College; M.A.T., Graduate College at Union
- Amrine, Keith, Assistant Professor of English/Philosophy (2003), B.A., M.A., State University of New York, College at Fredonia
- Anthony, Ann, Assistant Professor of English/Philosophy (2003), B.A., George Washington University; M.A., University of Virginia
- Anthony, Michael, Associate Professor of Biology (2004) B.A., Rutgers University; M.D., Emory University School of Medicine
- Arnold, Mary, Assistant Professor of Biology (2007), M.S., State University of New York, College at Brockport
- Atene, Carlo, Assistant Professor of Mathematics (1989), M.Ed., Roberts Wesleyan
- Atkinson, Karen, Assistant Professor of Mathematics (2007), M.S., Rochester Institute of Technology
- Baker, Jeffrey, Associate Professor of Psychology (2002), B.S. University of the State of NY Regents College, M.S., Syracuse University, Ph.D., Capella University
- Barclay, Jaime, Assistant Professor of Psychology (2008), B.A., Roberts Wesleyan College, M.S., Roberts Wesleyan College
- Bauman-O'Dell, Marian, Instructor of Alcohol, Chemical Dependency and Substance Abuse (2000), B.S., Nazareth College
- Bentley, Steven, Associate Professor of Psychology (2003), B.A., Colgate University, M.A., Columbia University, Ph.D., Columbia University
- Berrios, Noeida, Assistant Professor of Spanish (1988), B.A., State University of New York, College at Brockport; M.A., University of Rochester
- Bierre, Lisa, Associate Professor of Transitional Studies (2007), B.S., M.S., State University of New York, College at Geneseo
- Bleier, Breann L., Instructor of American Sign Language (2009), B.A., Rochester Institute of Technology
- Bonzo, Deborah, Professor of Biology (1993), B.S., Purdue University; M.S., Kent State University
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- Brovitz, Judy, Associate Professor of Art History (1986), B.A., M.A., University of Rochester
- Brown, Cheryl, Assistant Professor of Psychology (2004), B.A., St. John Fisher College; M.Ed., Temple University
- Brown, David, Assistant Professor 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
- Bullock, Scott, Instructor of Mathematics (2002), B.S. University of Rochester; M.B.A., University of Rochester Simon School
- Butler, Margaret H., Instructor of History (2005), B.A., St. John Fisher College; M.A., State University of New York, College at Brockport
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- Cagle, Robert Jr., Instructor of American Sign Language (2001), B.S., Rochester Institute of Technology
- Cala, James, Professor of Mathematics (1985), B.A., St. John Fisher College; M.S., State University of New York, College at Brockport
- Camille, Catherine, Instructor of Psychology (2008), B.A., Alfred University, M.A., John Jay College of Criminal Justice (CUNY)
- Canori, Richard, Professor, Human Services (1987), A.A.S., Mohawk Valley Community College; B.S.W., Rochester Institute of Technology; M.S., Nazareth College
- Capers, Deborah (2003), B.S., University of Massachusetts
- Carroll, Michael J., Instructor of Information and Computer Technologies (2008), A.A.S., Monroe Community College; B.S., M.S., Rochester Institute of Technology
- Ciaccia, P.J., Professor of Psychology (1994), B.A., Rice University; M.A., St. Mary's University
- Clark, Mary Ellen, Associate Professor of Biology (1998), B.A., Rutgers College, The State University of New Jersey; M.S., University of Rochester School of Medicine and Dentistry

- Clawson, Joan, Instructor of English for Speakers of Other Languages (2003), B.A., Vassar College; M.A., Pacific Oakes College
- Cone, Jarrod, Instructor of Psychology, A.S. Genesee Community College, B.A., University at Buffalo
- Conwell, Francine, Assistant Professor of English for Speakers of Other Languages (2003), B.S., Wagner College; M.S., Nazareth College
- Cooper-Molinero, Anita, Assistant Professor of Transitional Studies (1999), B.S., State University of New York, College at Brockport; M.S.W., Roberts Wesleyan
- Cottrell, John, Adjunct Professor of Chemistry/Geosciences (2001), B.S., Colgate University; M.S., University of Rochester; Ph.D., University of Rochester
- Couderc, Valerie, Adjunct Assistant Professor of French (2003), M.A., University of Strasbourg, France; M.S., University of Grenoble, France; M.S., Robert Schuman University
- Coyle, Christine, Assistant Professor of English/Philosophy
- D'Angelo, Louis, Instructor of Italian (2009), M.S., State University of New York, College at Genesee
- D'Arpino, Lenore, Instructor of Spanish (2000), B.A., State University of New York, College at Genesee; M.A., State University of New York, College at Brockport
- Daniel, Steven I., Assistant Professor of Biology (1997), B.S., Empire State College; M.S., Cornell University
- Dee, Bridget, Instructor of English for Speakers of Other Languages (2006), B.A., Siena College; M.S., Nazareth College
- DeMott, William, Associate Professor of Visual and Performing Arts, B.F.A., M.A., State University of New York, College at Oswego; M.F.A., Indiana University of Pennsylvania
- DiGregorio, Trina, Associate Professor of Health and Physical Education, B.A., St. John Fisher College, M.S., State University of New York, College at Oswego
- Donnelly, David R., Professor of Psychology (1992), B.A., M.A., State University of New York, College at Genesee, Ph.D., University of Rochester, Warner School
- Doolin, Michael, Professor of English/Philosophy (1998), B.B.A., Western Michigan; M.A., State University of New York Empire State College
- Dorsey, James, Sr., Associate Professor of Transitional Studies (1999), B.S., Agricultural, Mechanical and Normal College; M.S., Northern Illinois University
- Downs, Richard, Instructor of Law & Criminal Justice (2002), B.S., M.P.A., State University of New York, College at Brockport
- Doyle, Patricia, Instructor of Mathematics (2011) B.S., SUNY College at Brockport; MS.Ed., Medaille College
- Drost, Mark, Professor of English/Philosophy (1995), A.S., Biology, State University of New York at Farmingdale, NY, B.A., Philosophy, Hofstra University; M.A., Philosophy, Duquesne University, M.A., Philosophy, University of Rochester, Ph.D., Philosophy, University of Rochester
- Drumright, Patricia, Associate Professor of English/Philosophy, (2003) M.A., University of Tennessee--Knoxville.
- Duff, Richard, Assistant Professor of Transitional Studies (2006), B.A., Middlebury College; M. Ed., Pennsylvania State University
- Ertischek, Robert, Associate Professor of Political Science (2004), B.A., Political Science, University of Buffalo; J.D., Law, Temple University
- Fetzner, Marie, Assistant Professor of Transitional Studies (2001), B.M., University of Rochester; M.P.A., State University of New York, College at Brockport, Ed.D. University of Rochester
- Fico, Samuel, Professor of Business Administration/Economics (1991), B.S., Lemoyne College; M.S., SUNY at Brockport
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- Funkhauser, Jeannette, Associate Professor of Mathematics, M.S., University of Central Florida
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- Galambos, Thomas, Assistant Professor of Visual and Performing Arts, M.F.A., Washington University
- GANZE, John, Associate Professor of German (1999), B.A., University of Rochester; M.A., Middlebury College
- Gilbert, Andrea M., Instructor of Transitional Studies (2012), B.A., Nazareth College of Rochester, M.A., San Diego State University
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- Guernsey, Elisa, Assistant Professor of History (2004) B.S., M.S., State University of New York, College at Brockport
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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 (Buffalo) directions.

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) directions.



- 1 Peter A. Spina Administration Building
- 2 LeRoy V. Good Library
- 3 R. Thomas Flynn Campus Center (Warshof Conference Center)
- 4 Communications/Theater
- 5 North Faculty Tower
- 6 Registration/Financial Services
- 7 Sciences
- 8 South Faculty Tower
- 9 The Gleason Hall of Science & Technology Wolk Center for Excellence in Nursing
- 9a Auxiliary Classrooms
- 10 Samuel J. Stabins Physical Education Complex, PAC Center

- 11 Learning Centers
- 12 Fine Arts Building (Mercer Gallery)
- 19 Auxiliary Classrooms
- 21 Facilities/Purchasing/Receiving
- 22 Richard Guon Child Care Center
- Alice Holloway Young Commons (Residence Halls)
- 50 Pioneer Hall
- 51 Alexander Hall
- 52 Tribune Hall
- 53 Canal Hall

- Accessible Parking
- Parking Meters
- Direct Public Safety Phones
- RTS Bus & MCC Shuttle Pick-Up/Drop-Off
- Walkways/Paths
- Roads

- Student Parking
- Employee Parking
- Residents' Parking
- Visitor Parking
- Event 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.

Administrative and Academic Departments

General Information: 585.292.2000

Department	Number	Department	Number
Academic Foundations	292.2022	Health Services	292.2018
Academic Advising	292.2400	Homeland Security Management Institute (PSTC)	753.3921
Academic Learning Environments.....	292.2169	Honors Program	292.3351
Academic Services	292.2191	Hospitality.....	292.2043
Academic Services (DCC)*.....	262.1621	Human Resources.....	292.2048
Academic Support Services.....	292.2348	Human Services (DCC)*	262.1628
Accuplacer Testing	292.2290	Information and Computer Technologies	292.2057
DCC	262.1619	Instructional Technology	292.2574
Administrative Services	292.2181	Law/Criminal Justice (DCC)*	262.1770
Admissions		Liberal Arts, Dean.....	292.2009
Brighton Campus	292.2200	Liberty Partnerships	262.1679
Damon City Campus	262.1740	Library	
Adult/Experiential Learning.....	292.2016	Brighton Campus	292.2665
Agriculture & Life Science Institute.....	292.2065	Damon City Campus	262.1413
Americorps of Rochester (DCC)*	262.1778	Massage Therapy.....	292.2842
Anthropology/History/Political Science/Sociology	292.2051	Clinic	262.1470
Applied Technologies	292.3700	Marketing and Community Relations.....	292.3015
Automotive Technology		Mathematics.....	292.2036
Civil/Construction Technology		Nursing	292.2034
Heating, Ventilation & Air Conditioning		On-Line Learning.....	292.3440
Precision Tooling & Machining		Optical Systems Technology (<i>See Engineering Technologies</i>)	
Athletics	292.2088	Parking Services	292.2700
Biology	292.2029	Photo ID	292.2555
Book Store		DCC	262.1726
Brighton Campus	292.2020	Psychology	292.2025
Damon City Campus	262.1730	Public Safety Services.....	292.2075
Business Administration/Economics	292.2064	Public Safety Training Center (PSTC).....	753.3800
Campus Life (DCC)*.....	262.1757	Registration and Records Office	
Campus Events	292.2010	Brighton Campus	292.2300
Career Technical Education.....	292.2046	Damon City Campus	262.1670
Career and Transfer Center	292.2248	School to College Alliances.....	292.2135
Chemistry/Geosciences	292.2003	Science, Health & Business	292.2008
Child Care Center.....	292.2640	Service Learning.....	262.1713
Collegiate Science Technology Entry Program C-STEP.....	292.2596	Services for Students with Disabilities	292.2140
Class Cancellation	292.2066	Student Accounts Office	
Counseling and Advising Center	292.2030	Brighton Campus	292.2015
Criminal Justice and Law (DCC)*	262.1770	Damon City Campus	262.1670
Department of Education (DCC)*.....	262.1460	Student Life and Leadership Development Office.....	292.2060
Educational Opportunity Program (EOP).....	292.2028	Student Services	292.2052
Engineering Science/Physics	292.2001	Student Services Center (DCC)*.....	262.1740
Engineering Technologies.....	292.2002	Student Support Services	292.2348
English/Philosophy	292.2027	Transitional Studies.....	292.2062
English for Speakers of Other Languages/Transitional		Upward Bound (DCC)*.....	262.1657
Studies.....	292.2064	Veterans' Outreach.....	292.2264
Financial Aid		Visual and Performing Arts	292.2047
Brighton Campus	292.2050	Art	
Damon City Campus	262.1670	Communication	
Foreign Languages.....	292.2024	Music	
Foundation, MCC (DCC)*.....	262.1500	Workforce Development (non-credit training)(DCC)*.....	262.1430
Housing & Residence Life	292.3674		
Graduation Certification.....	292.2123		
Health/Physical Education	292.2061		
Health Professions.....	292.2038		

*Damon City Campus



Monroe Community College

STATE UNIVERSITY OF NEW YORK

MCC CAMPUS LOCATIONS

Brighton Campus | 1000 East Henrietta Road, Rochester, New York 14623 | Phone: 585.292.2200

Damon City Campus | 228 East Main Street, Rochester, New York 14604 | Phone: 585.262.1740

Applied Technologies Center | 2485 West Henrietta Road, Rochester, New York 14623 | Phone: 585.292.3700

Public Safety Training Facility | 1190 Scottsville Road, Rochester, New York 14624 | Phone: 585.753.3800

Economic & Workforce Development Center | 1057 East Henrietta Road, Rochester, New York 14623 | Phone: 585.292.3770