

STATE UNIVERSITY OF NEW YORK

**FULTON-MONTGOMERY
COMMUNITY COLLEGE**

• JOHNSTOWN, NEW YORK •



SCANNED

CATALOG 1968-1969

TABLE OF CONTENTS

Fulton-Montgomery Community College	5
State University of New York	6
Objectives	7
Introduction to Student Personnel	9
Admissions	9
Financial Aid	10
Counseling and Testing	13
Orientation	19
Student Activities	19
Extension	26
The Library	28
Academic Regulations	30
Financial Information	33
Programs of Study	35
Course Descriptions	46
Board of Trustees State University of New York	64
Board of Trustees Fulton-Montgomery Community College	64
Administration	65
Faculty	65
College Calendar 1968-69	69

FULTON — MONTGOMERY COMMUNITY COLLEGE

THE COLLEGE WAS APPROVED by resolution of the Boards of Supervisors of Fulton and Montgomery Counties on March 21, 1963.

The Board of Trustees of the State University of New York established the Community College by approval of the resolutions on June 13, 1963. It is under the program of the State University of New York. The cost of building and equipment is shared equally by the State and the two counties. The cost of operating the college is shared three ways — by the State, by the two counties, and by the tuitions of the students.

Fulton-Montgomery Community College is one of many locally sponsored colleges in New York State. It is established to meet the needs of the rapidly expanding high school population in this area. It is the answer to the needs of low cost, close-to-home, higher education facilities.

In order to begin operation in September, 1964, the College Board of Trustees gratefully accepted the use of the former Johnstown High School building until a permanent site could be obtained and building completed.

Since it is impossible to meet all varieties of local needs in a temporary building, it was decided to offer College Parallel Programs, Business, Electrical and Laboratory Technologies. The College Parallel Program enables area students to transfer for their third and fourth years of college to four-year institutions offering courses in Engineering, Business Administration, Teaching, and general Liberal Arts. Extension, evening and summer session programs of study are offered at the College.

The College enrolled approximately 300 students in September, 1964 for its first year of operation. A new campus on 194 acres will accommodate 1200 students and will be ready for occupancy in the fall of 1968. This location is on N. Y. Route 67, approximately midway between Amsterdam and Johnstown. Tourists will be able to drive to the new site from either Exit 27 or Exit 28 of the Thruway.

STATE UNIVERSITY OF NEW YORK

THE STATE UNIVERSITY OF NEW YORK was established by the State Legislature in 1948. It includes 60 colleges and centers. At present 58 of these are conducting classes: four University Centers, two Medical Centers, ten Colleges of Arts and Science, eight Specialized Colleges, six two-year Agricultural and Technical Colleges and 28 locally-sponsored, two-year Community Colleges.

Two additional Colleges of Arts and Science, in Westchester and Nassau Counties, were established by the University's Trustees in the Spring of 1965. These colleges are in the earliest planning stages and by present plans are scheduled to accept their first classes in September of 1970.

The University offers programs in agriculture; American folk culture; business administration; ceramics; dentistry; engineering; forestry; home economics; industrial and labor relations; law; liberal arts and sciences; library science; maritime service; medicine; nursing; pharmacy; professional museum work; public administration; social work; teacher education and veterinary medicine.

Its two-year programs also include nursing and liberal arts study and a wide variety of technical courses in such areas as agriculture, business, and the industrial and medical technologies.

Graduate study at the doctoral level is offered by the University at 12 of its colleges, including the University Centers and the Graduate School of Public Affairs. While graduate work can be pursued at 24 of the colleges, the programs at the majority of these colleges are now limited to the master's level. The University, however, is continuing to broaden and expand overall opportunities for advanced degree study.

Governed by a Board of Trustees appointed by the Governor, State University of New York comprises all State-supported institutions of higher education, with the exception of the four-year college of City University of New York. Each college and center of State University is locally administered. Although separated geographically, all are united in the purpose to improve and extend opportunities for youth to continue their education beyond high school.

The State University motto is: *"Let Each Become All He Is Capable of Being."*

OBJECTIVES

THE BASIC PURPOSE of every educational institution is the preservation and advancement of civilization. Toward this end, Fulton-Montgomery Community College attempts to develop in its students the ideas, the attitudes, and a spirit of inquiry which characterize the educated individual. The desired outcomes of this educational process may be stated broadly as follows:

For every student with whom it has significant contact, the College should challenge his prejudices, expand his awareness of the world and its people, enhance his social competence, strengthen his sense of purpose in life, increase his appreciation of the arts, improve his earning capacity, and arouse his curiosity so that he will continue to learn, to think, and to stimulate others after he completes his formal education.

The objectives of Fulton-Montgomery Community College are:

1. To provide two years of collegiate education in the arts and sciences leading to an associate degree. Graduates may then transfer to other institutions to pursue further education or return to the community prepared to lead fuller and more effective lives.
2. To provide associate degree programs leading to employment in specific technologies. Such programs shall provide some exposure to the natural sciences, to the social sciences and to the humanities, as well as the skills and knowledge applicable to the particular vocation involved.
3. To provide appropriate career programs leading to a certificate of completion. Normally, such programs shall have a different organization than degree programs.
4. To provide opportunities for intellectual growth in academic areas and for training in specific career skills for the people of the community through extension programs and part-time enrollment in regular programs.
5. To initiate, to support, and to provide cultural and intellectual activities outside the curriculum for all citizens of the community.
6. To provide an educational atmosphere through counseling, activities, and other services which will give to all students a reasonable chance for success in college.

Fulton-Montgomery Community College is obliged to maintain a position as an integral part of the community. This College must provide

educational services appropriate to a continuing and changing society by its contribution to intellectual, cultural, and sociological growth. As a part of the State University of New York, the college coordinates its educational programs with those of the state and subscribes to the University's motto, "Let Each Become All He Is Capable of Being."



INTRODUCTION TO STUDENT PERSONNEL

The Student Personnel Division of Fulton-Montgomery Community College is concerned about every aspect of your attendance at the College from admission to graduation.

The services offered through the Division are diverse, and each member of the Division is ready to help you at any time, before, during, or after your attendance at the College. The members of the Division are anxious to see to it that you have every opportunity of entering and succeeding at the College, by offering an integrated instructional program both inside and outside the classroom, by supplementing and reinforcing the classroom instructional program, and by assisting you to gain the maximum benefit from your collegiate experience.

Again, each member of the Division is skilled and interested in helping you make the most of your education.

ADMISSIONS

You may apply for entrance to the College as a full-time student in either September or February, and it is also possible for you to begin your studies at F-MCC during a Summer Session program.

If you wish to secure a degree (matriculate), or attend full-time during a regular semester, you must file a formal application. This application involves the use of State University of New York Admissions Program forms. You should write to the Director of Admissions at the College for these materials. If you wish to discuss your college plans with the Director of Admissions, you may write or call for an appointment.

You may expect to receive your tentative acceptance to the College either in early December, or within about five weeks of your mailing the application materials if they are submitted after the first week in December. Acceptances are ordinarily mailed within a short time of the receipt of the application forms.

The College expects you to have taken the Regents Scholarship Examination or the State University Admissions Examination within three years preceding your college entry date. You must also participate in a diagnostic testing session and counseling program before enrolling as a full-time student in the College. If you are an Evening Division student desiring to matriculate, you are expected to follow the same procedure of testing as the full-time student.

Deadlines for applying as a full-time student are on the College Calendar. If you should apply after those dates, you only may enroll as a part-time student; that is, one carrying less than 12 semester hours of study a week.

The College also accepts applicants through the State University Admissions Assistance Center,* and encourages the application of those who are members of an Upward Bound Program.

The College accepts foreign students, though it does not encourage applications from overseas due to limited housing and study facilities. At this time, we have foreign students registered from Iran and Japan.

Financial Aid

Before you have been formally accepted to the College, you may wish to contact the Director of Financial Aids. Therefore, you should be aware of the College policies relating to the financial assistance available to you. The College believes that the lack of financial resources should not handicap nor limit your educational opportunities. Implementing this conviction, the College participates in a variety of scholarship, loan and grant programs in addition to the provision for part-time student employment, both on and off campus.

The College requires that you file a Parent's Confidential Statement before your application for any financial aid can be considered. You can obtain forms by writing to the Financial Aid Director at the College or to the College Scholarship Service, Box 176, Princeton, New Jersey, 08540. To insure that you receive prompt notice of action taken on your application, you must submit a Parent's Confidential Statement to Princeton, New Jersey *before* the date on the College Calendar. Aid awards will be made on a full academic year basis.

Aid programs for which you may be eligible are:

1. Scholarships

The State of New York awards scholarships to outstanding students on the basis of the Regents Scholarship Exam. The amount and term of the award generally depend on program of study, need, and financial ability.

Information is received by the Financial Aid office from time to time of scholarships available to eligible students. You may obtain information

* Contact the Director of Admissions for further information about this program.

on these scholarships, sponsored by community agencies, veteran's organizations, various service groups, and fraternal organizations from the Financial Aid Director.

2. Grants

New York State Scholar Incentive. You may be eligible for this award if you are enrolled in a college in New York State in a full-time program leading to a degree, if you have been a resident of New York State for the preceding year and meet the prescribed academic requirements. You may qualify under any *one* of the following criteria:

- a. By successfully completing one semester (12 semester hours or more of college work);
- b. By scoring at least 100 on the Regents Scholarship Exam;
- c. By winning a Regents Scholarship;
- d. By earning a Regents diploma from high school;
- e. By scoring 800 or more on the Scholastic Aptitude Test;
- f. By scoring at least 100 on the State University Admissions Examination.
- g. The deadline for application for this award is December 1 for the fall semester and April 1 for the spring semester. You must make application each year to:

Regents Scholarship and Examination Center
State Education Department
800 North Pearl Street
Albany, New York 12200

3. *The Economic Opportunity Grant Program* has been established by the Federal Government. If your financial need is exceptional and, except for this grant, you would not be able to attend college, you may be eligible for this grant. To be eligible, you must show academic or creative promise. Finally, you must be a full-time degree-seeking student. However, preference is given to incoming freshmen. Grants range from minimum of \$200 to a maximum of \$800 an academic year. You must apply to the Financial Aids Director at the College.

4. Loans

National Defense Student Loan. This program was established for full-time and part-time students working for a degree. This loan program

is administered by the College and provides up to \$1,000 a year to qualified students. The loans are made at 3% interest and repayment, and interest does not start until nine months after you terminate your education. Repayment can be deferred if you serve in the Armed Forces, Vista, or the Peace Corps, or if you continue your education. The loans may be reduced at the rate of 10% a year for each year you teach up to 50% of the loan, if you make teaching a career. Further cancellation is possible under certain conditions. Both application and repayment are made directly to the College.

The New York Higher Education Assistance Corporation, a federal, guaranteed loan company, operated through the banks of the state, makes loans up to the following maximum amounts: freshmen, \$1,000; sophomores, \$1,250; juniors, \$1,250; seniors, \$1,500. Interest is at the rate of 3% a year, and interest and repayment start nine months after you terminate your education. You may apply for this loan through participating banks.

In addition, you may apply for short term, emergency loans (up to 30 days and \$25.) through the Financial Aids Director or the Dean of Students. This emergency loan fund has been made possible through the Amsterdam and Gloversville chapters of B'nai B'rith.

5. Part-Time Employment

College Work Study Program. You may be eligible for this federally financed program providing part-time jobs, if you are in need of financial help to attend college. The jobs may be on campus or in community agencies, and you will be paid at the minimum wage. You are limited to a maximum of 15 hours a week when college is in session and 40 hours a week when classes are not in session. Application is made through the Financial Aids Director at the College.

Finally, a listing of part-time positions available in the community is maintained by the Financial Aids Director. A number of jobs are available at the College in addition to those provided for by the College Work Study Program. Application for these jobs is also made through the Financial Aids Director.

6. Veterans Benefits

Courses at Fulton-Montgomery Community College are approved for the education of veterans, under P.L. 89-358 (Veterans Benefits Readjustment Act of 1966), P.L. 815 or P.L. 894 (Rehabilitation Acts), and P.L. 634 (War Orphan Act). If you are a disabled veteran or a child of a deceased veteran and plan to use your educational benefits under Public

Coun

Laws 815 and 634, you must register at the beginning of each financial year at the Financial Aids Office. If you wish to receive war orphans benefits, you must submit monthly certificates of attendance to the Financial Aids Office. If you plan to obtain benefits to the Veterans Administration, it is recommended that you make application before registering at the college.

If you have served 181 days or more of continuous active military duty since January 31, 1955, you may wish to take advantage of the Educational Assistance Act for Cold War Veterans. For further information concerning this Act, contact your local Veterans Administration or the Director of Financial Aids.

Whether you encounter financial problems before or after entering college, contact the Director of Financial Aids to discuss your situation at any time.



Counseling and Testing

As soon as you are accepted for admission at Fulton-Montgomery, you are assigned a testing date. At this time, you take a comprehensive series of tests which will help to assess your academic aptitude and achievement levels, as well as your occupational interests.

A few weeks after you are tested, you are assigned a counseling date and meet with a faculty counselor.

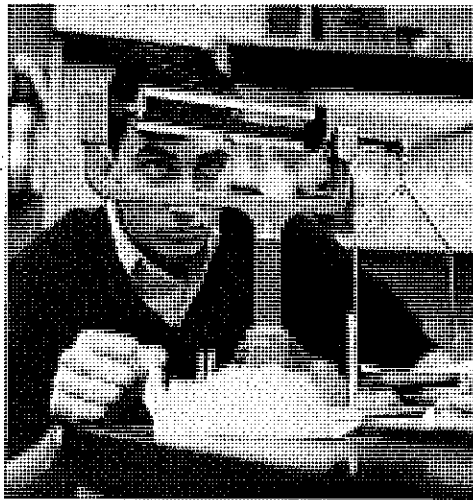
At the time you meet with your faculty counselor, prior to admission to Fulton-Montgomery Community College, you will have some important decisions to make concerning the program of study which you intend to follow. It is important, therefore, that you carefully consider the curricular choices open to you. Listed below are brief descriptions of each of the programs which you may wish to consider.

1. Liberal Arts (the Associate in Arts degree)

If you plan to transfer to another college into a program leading to a bachelor's degree, this particular program may be for you. This program is planned for those interested in pursuing advanced study in the Humanities and Social Sciences or the Teacher Education programs at four-year colleges in New York State.

2. Liberal Arts (the Associate in Science degree)

If your interests lie in preparation for the professional fields of medicine or dentistry, teaching science or mathematics on the elementary or secondary levels, or pursuing advanced study in any area of the sciences or mathematics, you should give careful consideration to this program.



Looking into the future in science; a student must have proper preparation.

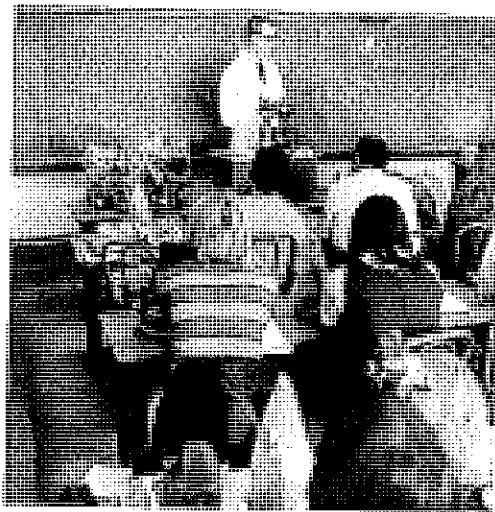
3. Engineering Science (the Associate in Science degree)

If your academic background in science and mathematics is strong, and if you are interested in a career in engineering, you may wish to consider this program. This, too, is primarily a transfer program and can prepare you for a bachelor's degree program, and ultimately to a career in chemical, civil, electrical, mechanical, or other engineering fields.

4. *Electrical Technology (the Associate in Applied Science degree)*

This two-year program may be of interest to you if you intend to seek employment after two years at Fulton-Montgomery Community College. A number of fields are possible after completing this program, including careers as laboratory technicians, electrical draftsman, engineering assistants, and service technicians.

Shown here is a science class working toward a degree in Applied Science.



5. *Accounting (the Associate in Applied Science degree)*

The Accounting program provides the basic principles and procedures which are readily applicable to the problems you may meet in the business world as an accountant or cost analyst trainee in such areas as industry, finance, insurance, banking and government on the junior management level.

6. *Business Administration (the Associate in Applied Science degree)*

The Business Administration program is designed to provide you with a broad background for future management positions in the fields of insurance, banking, civil service, finance, sales, and management in many kinds of business. Both the Accounting and Business Administration pro-

grams may be transferable to four-year business programs, although they are not designed for that purpose.

7. *Secretarial Science (the Associate in Applied Science degree)*

This program provides you with the necessary education and training to obtain a position in business, government and industry as a secretary, stenographer, general office worker, receptionist, typist, clerk, machine transcriber, file manager, and payroll clerk.

8. *The Nursing Program (the Associate in Applied Science degree)*

As a graduate of the Nursing Program, you will be prepared to take the state examination to become licensed as a registered professional nurse (R.N.) and may be employed as a staff nurse to give direct patient care. One of the fundamental purposes of this program is to prepare you to give safe and effective nursing care, based on an understanding of and appreciation for the dignity and worth of each individual. The program includes theory and practice in local hospitals and related health agencies.

9. *One-Year Certificate Programs*

a. *The General Education Program*

If you wish to strengthen your academic background before beginning a program of study leading to the Associate Degree, or if your educational goals are limited or unsettled, you may find this program of interest to you. You may remain in the program for one semester, you may terminate after one year, or you may enter other programs at the college.

b. *The Clerk-Typist Program*

This one year program may be of interest to you if you have had at least one-half year of typewriting training in high school, or its equivalent. Although shorthand is not required, it may be taken as an elective. This program prepares you for work in business and industry as a clerk-typist, receptionist or general office worker. All courses in this program are transferable to the Secretarial Science program (the A.A.S. degree) and many may be used for credit in the business Administration or Accounting degree programs (the A.A.S. degrees).

c. *Secretarial Studies Program*

As a recipient of the Secretarial Studies certificate, you will be prepared for positions in business and industry as a secretary, stenog-

rapher, or general office worker. The program requires that you have completed two years of shorthand in high school, or its equivalent. All courses in this program may be transferred to the Secretarial Science program (the A.A.S. degree) and many may be applied to degrees in Business Administration or Accounting (the A.A.S. degrees).

At this time, your schedule will also be arranged and you will be registered for your courses. You will also be assigned a faculty adviser for the coming academic year.

The faculty adviser to whom you are assigned is usually selected on the basis of your academic interest, and is prepared to assist you in formulating your educational plans. You are expected to meet with your adviser before each registration period so that your academic program may be reviewed in order to determine if you are pursuing an appropriate program, and if you are making satisfactory progress.

At some time during your stay at Fulton-Montgomery Community College, you may be troubled by problems of a personal, educational or vocational nature. In the Counseling Center there are trained and qualified people whose job it is to help you deal with these problems. You may be interviewed on an individual basis by a counselor; or, if you wish, you may be assigned to a group in which you and several other students meet with a counselor on a regular basis. You may also have questions concerning the curriculum in which you are enrolled, since many students change their educational plans while attending college, and you may wish to discuss this with a counselor. If you wish, tests can be administered which may indicate your relative strengths and weaknesses in various academic areas and assist you in reaching your decision. Similarly, you may be in doubt regarding the choice of a vocation. The Counseling Center is prepared to help you with this type of problem as well. Vocational material is available which may be helpful to you in examining various occupations and professions with respect to job demands and satisfactions, earning potential and potential for advancement.

In all of your contacts with the Counseling Center, you should keep three things in mind. First, you are always welcome at the Counseling Center, no matter what the problem. Second, you may be certain that the information you discuss with the counselor in the counseling interview will be held in confidence. Finally, you should be aware that the counselor will not make your decisions for you. Although he may be able to assist you in examining your feelings and attitudes and in clarifying alternative courses of action, the final responsibility rests with you.

ORIENTATION

Before beginning your classwork at Fulton-Montgomery Community College, you will attend an orientation period. This session is run by the sophomore students at the school to assist you in becoming familiar with aspects of college life, including your new surroundings, faculty members, and, most important, the other students at the college. During orientation, there will be special activities for you; social hours, a picnic, a meeting with faculty members, and meetings with other Freshmen and other sophomores. By attending Orientation, you will not only increase your awareness of the kinds of problems and topics that college students are interested in, but you will also enjoy yourself. Along with the second-year students, you will talk about some of the college rules, the college services that are available to you, study skills, and discover some of the reasons for your being at Fulton-Montgomery Community College.

STUDENT ACTIVITIES

Shortly after you arrive at F-MCC, you will discover that many of your fellow students belong to the various organizations sponsored by the Student Government Association and supported through the College Service fee. Initially, you may want to stop in at several of the weekly meetings and meet the students and their faculty advisers who are planning the new yearbook, the bigger and better newspaper, the film series, or the service project for the local community.

Right now, look over the list below and see what you might be interested in. Or better yet, stop in at the Activities Office and talk about the group you'd like to join or organize at Fulton-Montgomery Community College.

The College Union and the Union Board

For the students at Fulton-Montgomery, the College Union, opening in September, 1968, will be the center of campus living. Within the building you will be able to buy your books, eat your meals, attend club meetings, relax in the television lounge, or chat and study between classes with your friends.

However, your College Union is more than a building. Fulton-Montgomery and the Union Board believe that those activities which you participate in outside of scheduled classes, reinforce and expand the values, ideas and concepts you develop in the classroom.

If you would like to become more involved in college life, the Union Board offers an opportunity to participate not only in setting the policies and procedures under which the building operates, but also in planning the cultural and social programs of the college. For example, you may become interested in selecting the movies for the weekly Fulmont Film Series. Perhaps you have been particularly interested in a current national issue; why not become involved with the Union Board and help arrange for a guest speaker on this topic? If you like a certain kind of music, help the Union Program Committee plan your concerts for the year. Winter and Spring Weekends, are also arranged through the Union Board. You may feel that the college should offer more social events on weekends or a broader cultural program during the week. Whatever your response is to the social and cultural needs of Fulton-Montgomery, make it known, and see it become a reality through your Union Board.

Student Government Association

Your Student Government Association (SGA) represents the student body. It plays an important role in your social and academic life by sponsoring college clubs and activities. Through this association you have the opportunity to voice your opinion and initiate any proposal you desire.

You may participate in SGA as an executive officer, a Senator representing your class, or as a committee member on either an SGA committee which deals with student problems or a college committee, along with faculty members, which deals with college-wide policies and problems. Your participation on these committees such as Curriculum, Academic Standing, Admissions, and Student Life, is encouraged by SGA and the faculty. Through participation, you not only gain greater understanding, but also help formulate some of the school's most important policies.

Alpha Omega Sorority

Alpha Omega Sorority is a women's service organization established in September, 1965 to serve both the school and the community. The members of the organization perform many services, including collecting for charity drives, publicizing college events, keeping bulletin boards up to date, selling tickets and ushering. Membership is open to all women students.

Art Club

The recently organized Art Club has been established to provide students with an outlet for creative talent. No particular drawing or artistic

Banu

Chor

Collu

Dran

The



skills are required to join the club; simply an interest in creating something new and different.

Band

If you play a band instrument, you are invited to join the College Community Band. Weekly rehearsals are held and public concerts are presented during the year.

Chorus

If you have had experience in choral groups, you are encouraged to participate in the College Chorus. Regularly scheduled rehearsals provide an opportunity to study a varied selection of choral works. Several public concerts are held during the year.

College and Institute Student Government Association

CISGA is your state organization of student governments of public two-year colleges. CISGA members in each region meet regularly to discuss problems of mutual interest and concern. If you wish to represent your college, contact your student Senator.

Drama Guild

The Drama Guild offers you the opportunity to participate in many phases of the theater from on-stage acting to directing and set design.

The Gateway

THE GATEWAY is your student newspaper. Its aim is to report in a conscientious and objective manner all the news pertaining to campus life at Fulton-Montgomery and to comment responsibly through its editorials.



Lamplighter

Your college yearbook is published annually by the yearbook staff and provides a pictorial and written review of the year's events. It is not only something that you will enjoy in the future, but a reflection to the public of what Fulton-Montgomery is now.

Literary Guild

If you are interested in understanding the works of a writer or in developing your own writing skills, the Literary Guild may be for you. LOGO, the college literary magazine, is published by the Guild.

Math Club

The Math Club is designed neither for "A" students nor for Math majors. Anyone is welcome — shark or duffer, future Ph.D.'s or future drop-outs. If you have a background of College Algebra or its equivalent; or if you are willing to make an effort, you are ready.

Newman Club

The Newman Club is a student government sponsored organization formed by the Catholic students on campus. The purpose of this organization is to enrich the lives of students attending Fulton-Montgomery Community College. With a balanced program of religious, intellectual and social activities, the Newman Club cordially invites all interested students to attend its club activities.

Orientation Committee

Probably the first students you will meet at Fulton-Montgomery will be your Orientation Counselors. Each year outstanding sophomores are selected to develop and carry out a program for those first few important days of college. Through orientation you will learn not only where the science lab is and how to buy books, but also what college really is and why you are here at Fulton-Montgomery.

Phi Beta Lambda

If you are a business student you may be interested in Phi Beta Lambda, a national society of business students. Your local chapter,

Veter

Athl



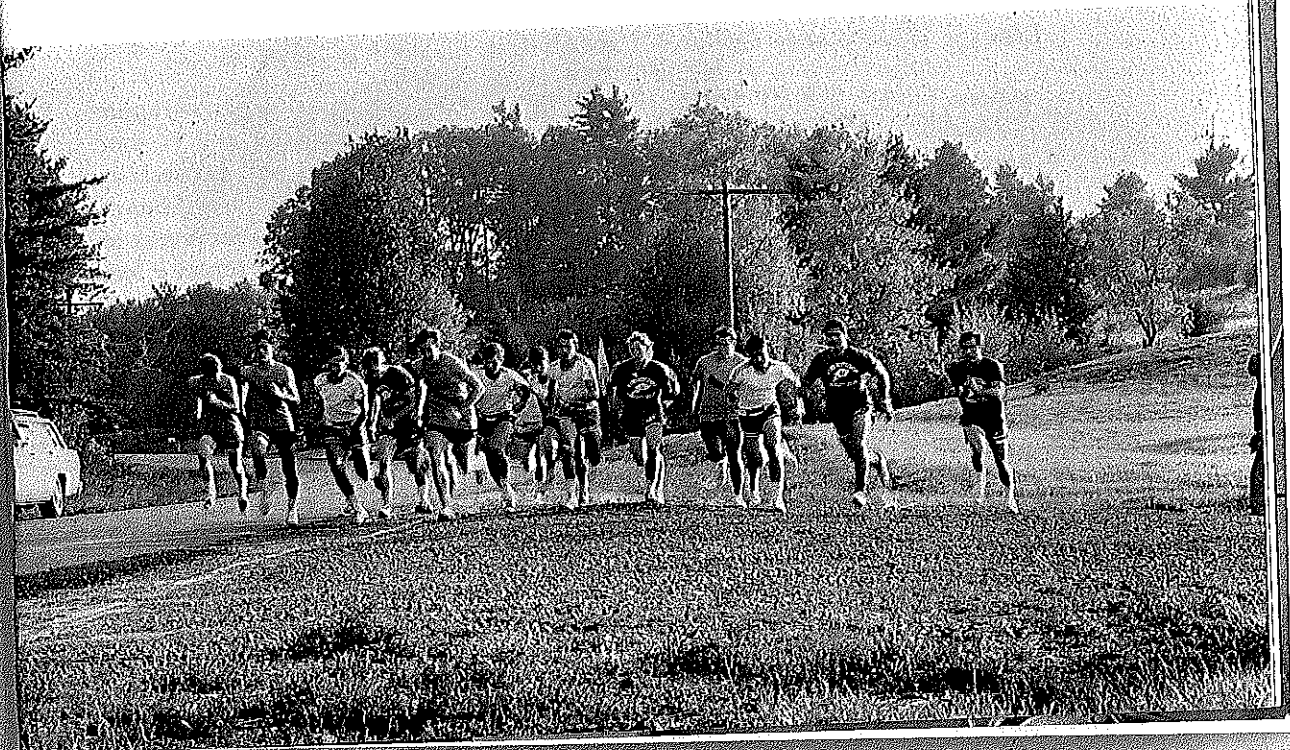
Lambda Mu, is open to any student currently or previously enrolled in collegiate business courses. The purpose of the organization is to give business students a better understanding of the complexity of business and to offer them an opportunity to participate in various activities of mutual interest.

Veterans Club

If you have served in any branch of the armed forces before coming to Fulton-Montgomery, you will find you have a great deal in common with many of the students here. Through this organization the Veterans encourage ex-servicemen to return to college. As a member, you will find you are kept up to date on the latest VA programs and have the opportunity to share your experiences with students who have not yet been in service.

Athletics

Athletics are an integral part of the Physical Education and Student Activities programs, and a variety of sports are provided to meet your interests. Although varsity athletics exist for the athletically capable student, attempts are made to carry large squads, keeping everyone who adheres to regulations; and, if you are interested, you are urged to try out for a team.



As a representative of the College, your appearance and conduct reflect on every member of the college community and you must be a positive influence in your college. Some of your obligations are in the areas of eligibility, academic competence, appearance, conduct, and adherence to training rules.

F-MCC is a member of the National Junior College Athletic Association and as such, participates in national events and shares all the privileges of affiliation with a national group. Most of our contests are scheduled with other two-year colleges. In 1967, the State University Junior College Athletic Conference was formed and we are privileged to participate in the All-Sport League.

Seven varsity sports are scheduled. They include: cross country in the fall; basketball, skiing, wrestling and bowling, winter; and softball and golf in the spring.

An additional, and vital part of the Athletic Program is the intramural competition. At present, intramural leagues exist in many sports including volley ball, softball, and flag football. These activities provide you with an opportunity to participate on a competitive level with friends on a team and to work at a fairly regular program of physical fitness. Further, the intramurals allow you to develop some additional skill in whatever sport or sports you choose to play. Any group of students can form a team to compete in an intramural league; and you may wish to investigate this possibility with some of your friends after you arrive at the College.

Identification Cards

As a new student at the College, you will be issued a photographic identification card, which will be validated each semester and is your means of gaining admission to various college events, as well as checking books out of the Library. You will be issued a temporary identification card at registration, and a permanent one during the first four weeks of the semester from the Dean of Students Office. You should report a lost I.D. card to the Dean of Students Office and obtain a new one at a charge of \$1.00.

Insurance

If you attend Fulton-Montgomery full-time, you will be required to carry Accident and Sickness Insurance with the College. You will receive up to \$500 for medical costs resulting from one accident after you have paid the first \$10.00. The charge for this service is nominal and is worth

the slight, added expense. You should report any and all accidents immediately to the College if you wish to be reimbursed for the expenses you incur.

Food Service

The College maintains a cafeteria in the College's Annex which is open during the mornings and afternoons, and offers sandwiches and a limited hot meal menu. In addition, a number of food vending machines are available at various locations throughout the college. The new cafeteria for the college will be located in the College Union.

Bookstore

In order to serve you better and enable you to purchase textbooks and other college related materials inexpensively and conveniently, the College maintains a bookstore located in the Perry Street Building. On the new campus, the Bookstore will be located in the basement of the Student Center. You are encouraged to indicate to either the Bookstore Manager or to the Dean of Students any ways you think the Bookstore can serve you better.

Housing

Fulton-Montgomery Community College does not maintain dormitories. A list of rooms is available at the college office, but the College assumes no responsibility either to the student or to the landlord.

Students planning to secure rooms near the College should contact the Dean of Students' Office for a listing of available rooms. Students obtaining rooms must notify the Dean of Students' Office of their current local address.

Career Planning

Some of the most difficult decisions which you may face as a student, may revolve around the questions of what to do upon graduation, what business to join, what four-year college to transfer to, or what other educational or vocational opportunities to seek in addition to or beyond the two-year college. Through the services of the Director of Career Planning, some of these decisions may be clarified. You will find in the office of Career Planning information concerning four-year colleges and occupa-

tional possibilities. The Director of Career Planning may be of help to you in clarifying many of the problems you may have. Whether you have questions at this time, or whether questions arise during the course of your study at Fulton-Montgomery, you may always contact the Director of Career Planning to consider your plans with him.

The Director of Career Planning arranges for campus visits by various company representatives. He also coordinates the placement of students in career positions and performs vocational counseling. Last year, the College was host to such companies as Xerox, Kodak and IBM. You may make an appointment for an interview, or for career placement counseling with the Director of Career Planning at any time. However, it is advisable to make an appointment no later than after the completion of your second semester if you intend to get a job after completing your study at Fulton-Montgomery.

If you are interested in transferring to a four-year college or to other education beyond the two-year level, you should also contact the Director of Career Planning for advice, counseling, and educational materials. You should contact the Transfer Counselor far in advance of your prospective transfer date in order to initiate the transfer procedure.

EXTENSION

The Extension Program provides an opportunity for you who desire to continue your education, but are unable to attend college on a full-time basis. While many students intend to seek associate degrees, you may elect to take credit or special courses to meet job requirements, facilitate professional advancement, or to develop and improve your cultural and intellectual advancement. For those who wish to attend either evenings and/or days on a part-time basis, the Extension Division can provide both scheduling and advisement assistance.

Degree Programs

Students who plan to work for a degree in Extension should plan to matriculate. Matriculation is the procedure by which the College:

1. Evaluates a student's qualifications to pursue a program of study leading to a degree;
2. Accepts or rejects the student's application for admission to the College as a degree candidate;

3. Sets up in conference with the student, if he is accepted as a degree candidate, a specific plan of study, including all required and elective courses;
4. Accepts the obligation to provide the student with advisement and to grant him a particular degree when he has successfully completed his approved program of study; and
5. The College reserves the right to dismiss, or deny a degree to any student who fails to comply with its regulations and policies.

If you plan to matriculate, you should request application forms from either the Director of Admissions or Director of Extension. Procedures outlined in the current college catalog must be followed by all students seeking a degree and you will be notified by mail as to the actions of the Admissions Office with regard to your application.

Students who have been dismissed from the College for academic reasons cannot be admitted to the Extension Division for at least one semester. These students, when admitted to the Extension Division, must apply for readmission in order to become reinstated as matriculated students.

Non-Degree Programs

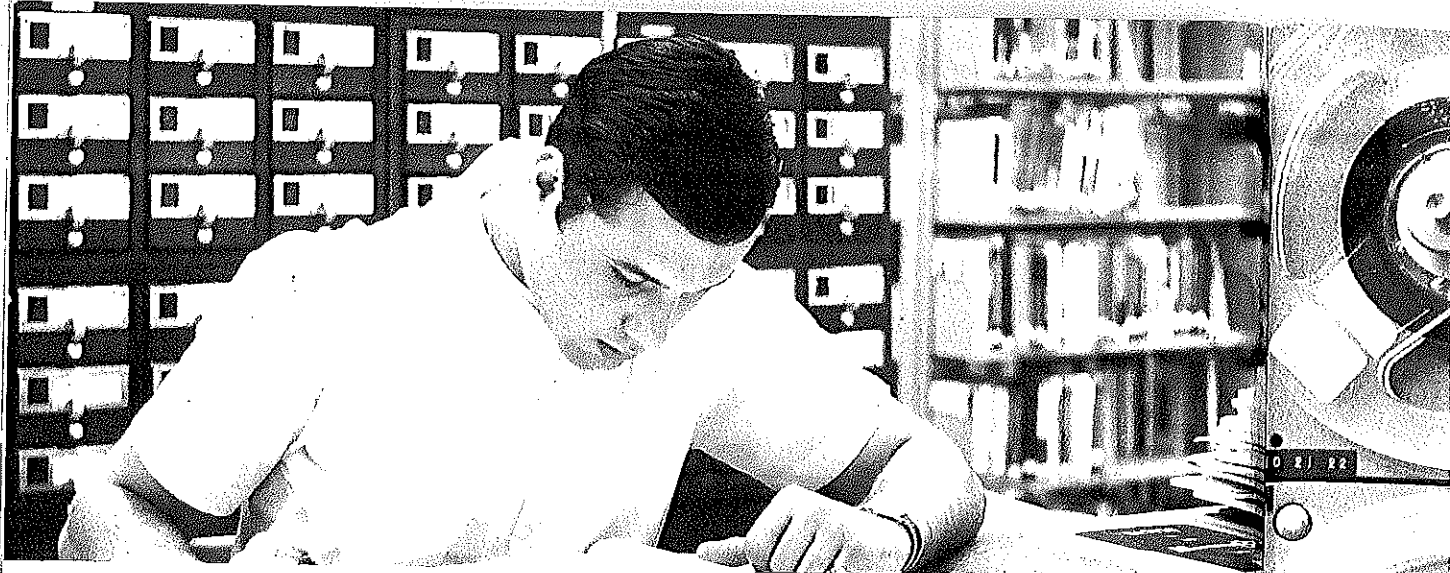
The Extension Division also has non-degree course offerings for those who wish special training and seminars for job training and skills. Publicity concerning these special programs is released periodically throughout the year, and inquiries concerning them will be welcomed.

Summer Sessions

The College also conducts a summer session at its campus. Courses may be used for credit either at the College or transferred to other institutions.

For further information write or call the Director of Extension.



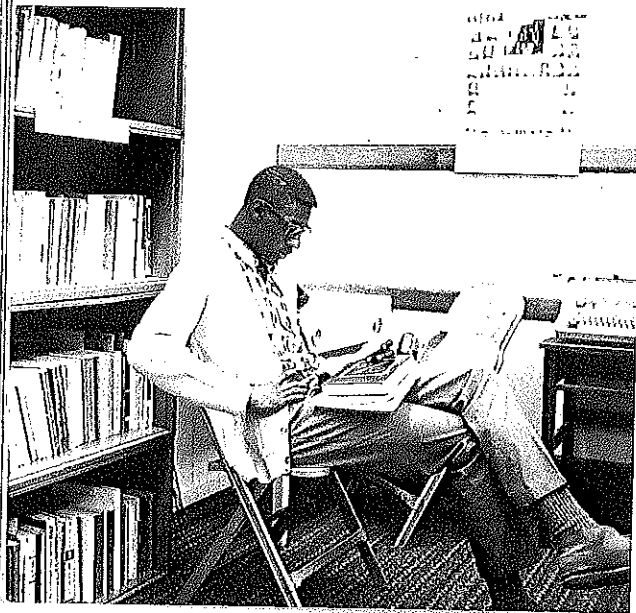


THE LIBRARY

The new library building of F-MCC will house some 45,000 volumes on two of its three floors. Beyond that, it will supply space and opportunity for use of other media such as records, film strips and slides.

The books, classed in the Library of Congress system, are arranged in open stacks, allowing both faculty and students ease in browsing. The periodical collection of scholarly and popular magazines increases almost daily, with back-runs being maintained in bound volumes and on microfilm. Viewing equipment is supplied, as is a coin-operated photo copier.

Seating in all areas will accommodate some 400 students, and consists of study tables as well as individual carrels, making the Library a campus center for study and research. Library hours are announced in the Student Handbook.



ACADEMIC REGULATIONS

THE PROGRESS OF STUDENTS at the College is indicated by the grades received in each course. The following grade system is used:

<i>Grade</i>	<i>Grade Points</i>
A Excellent	4
B Very Good	3
C Average	2
D Passing	1
F Failing	0
I* Incomplete	0
W Withdrawal	0
WF** Withdrawal, Failing	0

The grade-point average is computed by multiplying the grade points earned in a course by the number of credit hours for the course, adding these products for each course and dividing by the total number of credit hours.

A student's standing in the College is determined by his cumulative grade-point average. Students whose grade-point average is unsatisfactory will be placed on probation. The minimum satisfactory averages at the end of each semester are:

First Semester	1.50
Second Semester	1.75
Third Semester	1.90
Fourth Semester	2.00

A student who has been placed on probation for two consecutive semesters will not be eligible to continue at the College. Students who do not attain a grade-point average of 1.00 or higher in any one semester are also ineligible to continue at the College.

A student otherwise eligible for dismissal shall be placed on extended probation if either of the following conditions occur:

1. If in the student's second consecutive semester with an unsatisfactory cumulative index, he attains for that semester an index of 2.00 or greater, or

*A grade of I indicates that, at the end of the course, some of the requirements were not completed by the student due to circumstances beyond his control. These requirements must be completed in the following semester or the grade of I automatically becomes F.

**The grade points with a WF will be computed in the grade-point average even if the course is later repeated with a satisfactory grade.

2. If he has completed 54 semester hours successfully and has a cumulative index of 1.80. In this case, probation will be extended for one semester to permit the student to complete degree requirements and to raise his cumulative average.

Attendance at all classes for which a student is registered is expected. Excessive absences may lead to a student being denied the right to take the final examination and consequently to a grade of F in the course.

Cheating constitutes reasonable grounds for dismissal from the course with a grade of WF assigned thereto.

Graduation

To be eligible for graduation, a student must complete 60 hours in courses appropriate to his degree with a cumulative average of 2.00 or higher. He must also complete satisfactorily one semester of physical education and GE 011, Seminar in College Life. The degree requirements for specific programs are listed in the following pages.

Graduation with Honors

If a student has completed degree requirements with a cumulative average of 3.50 or higher, a degree shall be awarded with Honors.

Withdrawal from the College

The College believes that attendance at this institution is voluntary and subject to termination by either the institution or the student concerned when the college can no longer meet the needs of that individual. A voluntary withdrawal by a student is not necessarily an indication of failure on the part of the institution or the student, but rather a decision by the student that the college no longer serves his present needs.

The College is concerned that a student who decides to withdraw has a clear understanding of the reasons for this decision and is helped to formulate future plans that will be most beneficial to him. The institution is also concerned that there be an orderly withdrawal procedure so as to assure the student that when he voluntarily severs his relationship with the institution there be no procedural problems impeding his entering another institution or reentering this institution. This procedure is formulated on these principles and is not designed to impede withdrawal of a student, who should begin the process by conferring with the Dean of Students.

Dean's List

In recognition of superior achievement a student who attains in any one semester a grade-point average of 3.20 or better will be placed on the Dean's List.

Credit on Proficiency Exams

Fulton-Montgomery Community College cooperates with the New York College Proficiency Examination Program and will grant credit towards a degree to students who receive satisfactory grades on the examination. Credit will be granted under the following rules:

1. Each case will be evaluated individually by the academic dean. His decision will be final,
2. Credit will be given for satisfactory performance on a CPE if the examination is based upon the content of a course offered by the college or one which would be acceptable on a transfer basis from another college,
3. Credit will be granted only to a student who has met the entrance requirements of the college and has been admitted officially,
4. Credits shall not exceed 15 semester hours,
5. Examinations must have been taken within five years of application for credit, and
6. A student failing a course at Fulton-Montgomery Community College may not obtain credit for said course by CPE.

Accreditation

The program offered by Fulton-Montgomery Community College are registered with the New York State Department of Education.

The College is authorized by the Board of Regents of the University of the State of New York to confer upon its graduates the degrees of Associate in Arts and Associate in Applied Science.

All programs are approved for the training of veterans under the various public laws and the college is approved for holders of New York State scholarships.

FINANCIAL INFORMATION

FEES

Application Fee (This must be included with initial application. Non-refundable)	\$ 5.00
College Service Fee (each semester)	20.00
Student Insurance Fee (per year)	6.50
Graduation Fee (last semester only)	6.00
Late Registration Fee	10.00

TUITION

New York State Residents*	
Full-time (each semester)	150.00
Part-time (each semester) — Per credit hour	12.50
Non-Residents	
Full-time (each semester)	300.00
Part-time (each semester) — Per credit hour	25.00

CERTIFICATE OF RESIDENCE

To qualify for the New York State resident tuition fee, a student is required by law to present to the College Business Office a Certificate of Residence before registration, indicating that he has been a resident of New York State for a period of at least one year prior to the date of the Certificate and a resident of a County in New York State for at least six months prior to the date.

Certificate of Residence forms may be obtained from the Admissions Office. New York State residents who are not residents of Fulton or Montgomery counties must have the form SUNY-B-81 completed by the County Treasurer of the County in which they reside.

REFUNDS

If the student withdraws from the college on or before the end of late registration, 80% of tuition paid may be refunded. To obtain the refund, a student must submit his resignation in writing and have it accepted by the Dean.

* Residents of New York State must file a "Certificate of Residence."

LIBERAL ARTS (A.A.)

HUMANITIES AND SOCIAL SCIENCES

This program is designed primarily for those students who plan to transfer to other colleges in programs leading to the bachelor's degree. This program should be followed by students interested in advanced study in the humanities, and social sciences or in teacher education programs leading to certification by New York State.

FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
EN 131 English Composition 3	EN 132 Speech 3
SS 183 Western Civilization 3	SS 184 Western Civilization 3
Foreign Language 3	Foreign Language 3
Mathematics or Science 3-4	Mathematics or Science 3-4
Elective 3-4	Elective 3-4
GE 011 Seminar on College Life 1	
<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
16-18	15-17

SECOND YEAR

<i>First Semester</i>	<i>Second Semester</i>
EN 231 Literature 3	EN 232 Literature 3
Social Science Elective 3	Social Science Elective 3
Foreign Language or Elective 3	Foreign Language or Elective 3
Mathematics or Science 3-4	Mathematics or Science 3-4
Elective 3-4	Elective 3-4
<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
15-17	15-17

All students must complete 2 years of English (EN 131, 132, 231, and 232), 2 years of social science (SS 183, 184, and 6 semester hours in other social science courses), GE 011, Seminar in College Life, and one year of each of the following: foreign language, mathematics, science. At least 80 per cent of the credits offered for the Associate in Arts degree must be in the area of the liberal arts and sciences.

LIBERAL ARTS (A.S.)

MATHEMATICS AND SCIENCE

This program is designed for students who plan to transfer and continue their studies in programs leading to the bachelor's degree with particular emphasis on advanced study in the sciences and mathematics. Preparation for the professional fields of medicine and dentistry as well as teaching science and mathematics on the elementary and secondary level can be initiated with this program.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>			
EN 131	English Composition	3	EN 132	Speech	3
SS 183	Western Civilization*	3	SS 184	Western Civilization*	3
	Foreign Language	3		Foreign Language	3
	Mathematics	3-4		Mathematics	3-4
	Science	3-4		Science	3-4
GE 011	Seminar on College Life	1			
		16-18			15-17

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>		
	Mathematics	3-4	Mathematics	3-4
	Science	3-4	Science	3-4
	Foreign Language or Elective	3	Foreign Language or Elective	3
	Elective	3	Elective	3
	Elective	3	Elective	3
		15-17		15-17

All students must submit for graduation a total of 60 semester hours, including 12 semester hours in the humanities (EN 131 and EN 132, and one year of a foreign language, 6 semester hours of social science (SS 183 and SS 184), 4 courses in mathematics, 4 courses in science, and GE 011, Seminar in College Life. Electives should be selected to make up a unified program of at least 60 semester hours. A minimum of 80 per cent of the credits submitted for graduation must be drawn from the liberal arts and sciences. *SS 183 and SS 184 may be postponed until the second year.

ENGINEERING SCIENCE (A.S.) ✓

Students with good academic backgrounds in science and mathematics who are interested in careers in engineering will secure through this program the basic science and mathematics preparation needed for success in the junior year. Transfer to bachelor's degree programs in chemical, civil, electrical, mechanical, and other engineering fields can be arranged for properly qualified students.

Prerequisites: Satisfactory completion at the high school level of one year of chemistry, one year of physics and $3\frac{1}{2}$ years of mathematics. Students who lack $\frac{1}{2}$ year of mathematics may be admitted with the consent of the department.

FIRST YEAR

First Semester

EN 131	English Composition	3
MA 157	Analytic Geometry and Calculus	4
CH 175	College Chemistry	4
MD 171	Engineering Graphics	3
PH 131	Engineering Physics	4
GE 011	Seminar in College Life	1
		19

Second Semester

EN 132	Speech	3
MA 158	Analytic Geometry and Calculus	4
CH 176	College Chemistry	4
MD 172	Engineering Graphics	3
PH 132	Engineering Physics	4
		18

SECOND YEAR

First Semester

	Social Science Elective	3
MA 257	Analytic Geometry and Calculus	4
PH 235	Engineering Mechanics	3
PH 231	Engineering Physics	4
	Elective	3-4
		17-18

Second Semester

	Social Science Elective	3
MA 258	Topics in Calculus	4
PH 236	Engineering Mechanics	3
PH 232	Engineering Physics	4
	Elective	3-4
		17-18

✓ ELECTRICAL TECHNOLOGY (A.A.S.)

This program is designed for those students who plan to seek employment after two years at Fulton-Montgomery Community College as laboratory technicians, electrical draftsmen, engineering assistants and service technicians. An interest in electricity and electronics and a degree of manual dexterity are assets.

Prerequisite: High school algebra. Trigonometry and physics are desirable.

FIRST YEAR

First Semester

EN 131	English Composition	3
MA 155	Technical Mathematics	3
PH 175	Physics	4
EL 121	Electricity	4
MD 175	Electrical Graphics	3
GE 011	Seminar in College Life	1

18

Second Semester

EN 132	Speech	3
MA 156	Technical Mathematics	3
PH 176	Physics	4
EL 122	Electricity	4
MD 176	Electrical Graphics	3

17

SECOND YEAR

First Semester

	Social Science Elective	3
MA 255	Technical Mathematics	4
EL 223	Electric Machines	3
EL 221	Electronics	4
EL 225	Analogue Computers	2
EL 227	Instrumentation	1

17

Second Semester

	Social Science Elective	3
MA 256	Technical Mathematics	4
EL 224	Electric Machines	3
EL 222	Electronics	4
EL 226	Digital Computers	2
EL 228	Instrumentation	1

17

ACCOUNTING (A.A.S.) ✓

The accounting program provides the basic principles and procedures which are readily applicable to the problems students will meet in the business world as accountants and cost analyst trainees in numerous areas such as industry, finance, insurance, banking and government on the junior management level.

The following is a suggested sequence of courses:

FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
✓✓EN 131 English Composition 3	✓✓EN 132 English Speech 3
✓✓SS 183 Western Civilization 3	✓✓SS 184 Western Civilization 3
✓✓BU 111 Business Mathematics 3	✓MA 150/151/153 Mathematics 3
✓✓BU 121 Principles of Accounting 3	✓✓BU 122 Principles of Accounting 3
✓✓BU 141 Elements of Business 3	✓BU 144 Office Calculating Machines 3
✓OGE 011 Seminar in College Life 1	
16	15

Phys Ed

PE 132

SECOND YEAR

<i>First Semester</i>	<i>Second Semester</i>
✓✓SS 181 Economics 3	✓SS 182 Economics 3
✓✓BU 221 Intermediate Accounting 3	✓✓BU 222 Intermediate Accounting 3
✓✓BU 245 Business Law 3	✓✓BU 224 Cost Accounting 3
✓✓BU 225 Income Tax Accounting 3	✓✓BU 246 Business Law 3
✓✓ Science 3-4	✓✓ Elective <i>PE</i> 3-4
15-16	15-16

Phys Ed

This program must include a minimum of 30 semester hours of Business subjects of which 15 semester hours must be in accounting and 20 semester hours of liberal arts and sciences, including EN 131 and EN 132, SS 183 and SS 184, one semester of mathematics, one semester of science, and GE 011, Seminar in College Life.

30
300
360

BUSINESS ADMINISTRATION (A.A.S.)

The Business Administration program is designed to provide a broad background for future middle management positions in the fields of insurance, banking, civil service, finance, sales, and management trainees in numerous types of business.

The following is a suggested sequence of courses:

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
✓✓ EN 131 English Composition	3	✓✓ Mathematics Elective	3
✓✓ SS 183 Western Civilization	3	✓✓ SS 184 Western Civilization	3
✓✓ BU 111 Business Mathematics	3	✓✓ BU 122 Principles of Accounting	3
✓✓ BU 121 Principles of Accounting	3	✓✓ BU 144 Office Calculating Machines ..	3
✓✓ BU 141 Elements of Business	3	✓✓ BU 137 Business Communications	3
	15		15

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
✓✓ SS 181 Economics	3	✓✓ BU 246 Business Law	3
✓✓ BU 245 Business Law	3	✓✓ EN 132 Speech	3
✓✓ Science Elective	3-4	✓✓ 3 Electives	9
✓✓ 3 Electives	6		
	15-16		15

This program must include a minimum of 30 semester hours of business subjects and 20 semester hours of liberal arts and science, including EN 131 and EN 132, SS 183 and SS 184, one semester of mathematics, one semester of science, and GE 011, Seminar in College Life.

3/3/20

SECRETARIAL SCIENCE (A.A.S.)

The Secretarial Science program provides the necessary education and training for students to obtain positions in business, government and industry as secretaries, stenographers, receptionists, machine transcribers.

The following is a suggested sequence of courses:

FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
✓✓ BU 137 Business Communications 3	✓✓ SS 184 Western Civilization 3
✓✓ SS 183 Western Civilization 3	✓✓ EN 131 English Composition 3
✓✓ BU 131 Mathematics 3-4 <i>3-4</i> 3-4	✓✓ BU 111 Business Mathematics 3
✓✓ BU 131 Shorthand 3	✓✓ BU 132 Shorthand 3
or	or
✓✓ BU 155 Stenograph Machine Shorthand	✓✓ BU 156 Stenograph
✓✓ BU 133 Typewriting 3	✓✓ BU 134 Typewriting 3
or	or
✓✓ BU 134 Typewriting	✓✓ BU 234 Typewriting
GE 011 Seminar in College Life 1	
16-17	15

PE added 6-9-71

SECOND YEAR

<i>First Semester</i>	<i>Second Semester</i>
✓✓ EN 132 Speech 3	✓✓ BU 234 Typewriting 3
✓✓ Science Elective 3-4 <i>3-4</i> 3-4	✓✓ BU 125 Secretarial Accounting 3
✓✓ BU 144 Office Calculating Machines.. 3	✓✓ BU 232 Shorthand and Transcription 3
✓✓ BU 231 Shorthand and Transcription 3	or
or	✓✓ BU 256 Stenograph
✓✓ BU 255 Stenograph	✓✓ BU 236 Office Practice 3
✓✓ BU 235 Office Practice 3	✓✓ Liberal Arts Elective 3
✓✓ BU 238 Secretarial Seminar 1	
16-17	15

PE added 6-9-71

This program must include a minimum of 30 semester hours of business subjects and 20 semester hours of liberal arts and sciences, including EN 131 and EN 132, SS 183 and SS 184, one semester of mathematics, one semester of science, and GE 011, Seminar in College Life.

NURSING (A.A.S) ✓

The purpose of the Nursing Program is to prepare students to give safe and effective nursing care, based on an understanding of and appreciation for the dignity and worth of each individual. Graduates of the program will be prepared to take the examination to become licensed as a registered professional nurse and may be employed as a staff nurse to give direct patient care. The program includes theory and practice in local hospitals and related health agencies.

Prerequisites: High school biology. Algebra and chemistry are desirable.

FIRST YEAR

<i>First Semester</i>	<i>Second Semester</i>
✓ BI 181 Anatomy and Physiology 4	✓ BI 182 Anatomy and Physiology 4
✓ SS 291 General Psychology 3	✓ EN 132 Speech 3
✓ EN 131 English Composition 3	✓ SS 297 Developmental Psychology ... 3
✓ NU 100 Introduction to Nursing Science 5	✓ NU 101 Nursing Science 8
✓ GE 011 Seminar in College Life 1	18
16	<i>Inter-Session (3 weeks)</i>
	NU 102 Nursing of the Mentally Ill 3

SECOND YEAR

<i>First Semester</i>	<i>Second Semester</i>
✓ BI 282 Microbiology 4	✓ NU 204 Nursing Science 10
✓ SS 281 Introduction to Sociology 3	✓ Electives 6
✓ NU 203 Nursing Science 10	16
17	

2/10/10

CERTIFICATE PROGRAMS ✓

CLERK-TYPIST

This program is open to all students who have completed one-half year of typewriting in high school, or its equivalent. If the program below is followed, it leads to a Certificate in Clerk-Typist at the end of one year. Shorthand is not required, but students may take it as an elective. This program leads to employment in business and industry as a clerk-typist, receptionist, and general office worker. All courses in this program are transferable to a program leading to the Associate in Applied Science degree in Secretarial Science, and many of them may be used for credit towards the Associate in Applied Science degree in Business Administration or Accounting.

<i>First Semester</i>	<i>Second Semester</i>
✓ BU 134 Typewriting II 3	✓ BU 234 Typewriting III 3
✓ BU 137 Business Communications 3	✓ BU 236 Office Practice II 3
✓ BU 235 Office Practice I 3	✓ BU 144 Office Machines 3
✓ BU 111 Business Mathematics 3	✓ BU 125 Office Accounting 3
Ⓟ BU Shorthand Elective* or Elective if desired 3	Ⓟ BU Shorthand Elective* or Elective if desired 3
✓ BU 238 Secretarial Seminar (optional) 1	
12-16	12-15

* Those students electing to begin shorthand may take either Gregg shorthand or Machine shorthand. (If beginning shorthand is elected, it is suggested that BU 238—Secretarial Seminar—also be taken.)

SECRETARIAL STUDIES

This program is open to all students who have had two years of satisfactory high school training in shorthand, or its equivalent. The program leads to a Certificate in Secretarial Studies at the end of one year. Students completing the program are qualified to accept positions in business and industry as secretaries, stenographers, and other office positions. All courses included in this program may be transferred to a Secretarial Science Program leading to an Associate in Applied Science degree.

<i>First Semester</i>	<i>Second Semester</i>
✓ BU 231 Shorthand and Transcription . 3	✓ BU 232 Shorthand and Transcription 3
✓ BU 134 Typewriting II 3	✓ BU 236 Office Practice 3
✓ BU 235 Office Practice 3	✓ BU 234 Typewriting 3
✓ BU 111 Business Mathematics 3	✓ BU 144 Office Calculating Machines.. 3
✓ BU 238 Secretarial Seminar 1	✓ BU 125 Office Accounting 3
✓ BU 137 Business Communications 3	
GE 011 Seminar in College Life 1	
17	15

GENERAL EDUCATION

The General Education curriculum is a one-year program leading to a certificate of completion. This program may be useful to the student who wishes to strengthen his academic background before embarking on a program of study leading to the Associate degree. It also offers the student with limited or unsettled educational goals the opportunity for a year of broadly based study and exploration.

First Semester

EN 010 College Preparatory English*	3
EN 030 Remedial Reading*	3
MA 050, or MA 150 Mathematics*	3
GE 021 Personal Development	3
Physical Education	1
Exploratory Elective—Technical Vocational, Liberal Arts**	2-4

13-17

Second Semester

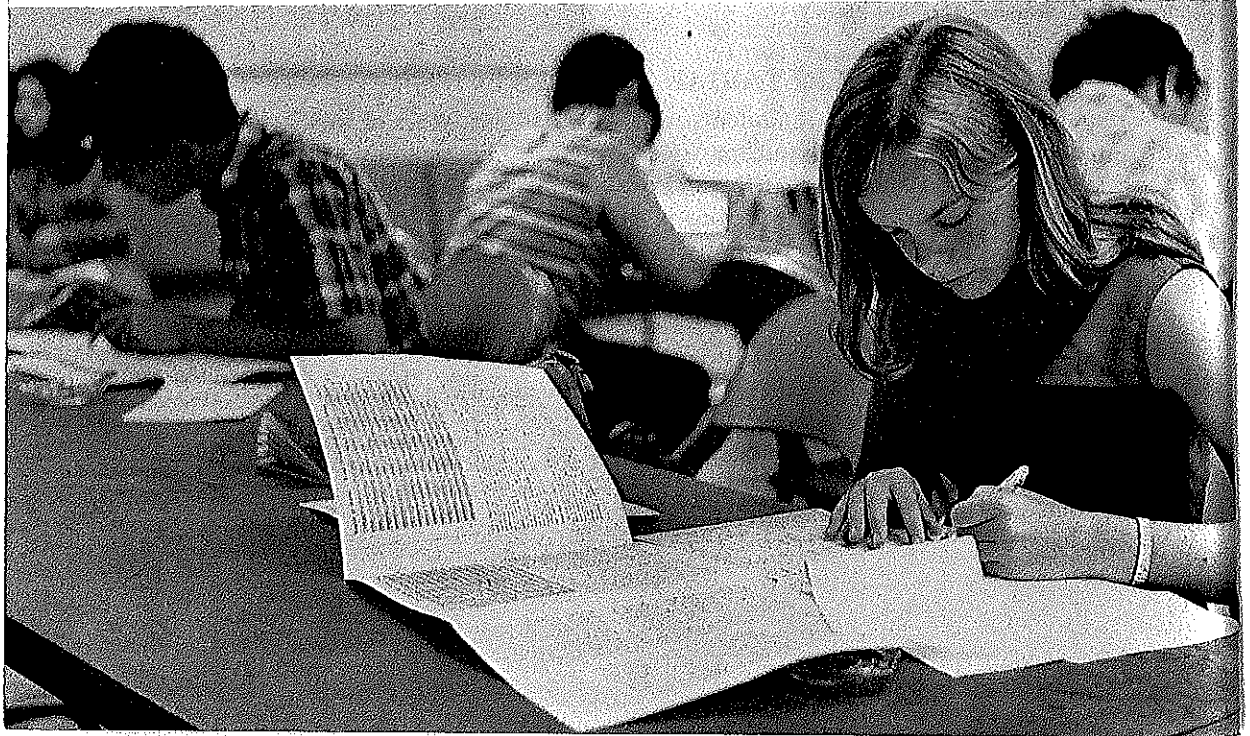
EN 010 or 011 College Preparatory English* or Speech EN 132	3
EN 030 & EN 031 Remedial Reading*	3
GE 022 Educational and Vocational Exploration	3
Exploratory Elective—Technical, Vocational, Liberal Arts**	2-4

9-13

* Students may take more advanced courses with approval.

** Not required for completion of certificate.

NOTE: Some students will remain in this program for only one semester, some will terminate after one year, and some will enter other programs at the College.



BUSINESS

GENERAL

BU 111 Business Mathematics 3 s.h.

Review of the basic fundamentals and use of shortcut operations in computations. Instruction in the practical application of business mathematics in the areas of merchandising, insurance, banking, investment and personal finance.

Hours of class per week: 3.

BU 137 Business Communications 3 s.h.

The emphasis is on writing creative and effective business letters by providing practice in writing letters of inquiry, public relations, sales, applications, credit and collections, and business reports.

Hours of class per week: 3.

BU 144 Office Calculating Machines 3 s.h.

Development of proficiency is sought in the use of the ten-key and full-key adding-listing machines; the printing, rotary and key-driven calculators. Emphasis on correct operating techniques and special mathematical problems are stressed. An introduction to electronic calculator and accounting machine is also included.

Prerequisite: BU 111. Class hours per week: 3.

ACCOUNTING

BU 121 Accounting 3 s.h.

First half of a one year course introducing accounting theory. Theory of debit and credit; accounts and special journals; the accounting cycle; accounting for notes and interest, accrued items, receivables, inventories, and plant assets; preparation of financial statements. Emphasis is on sole proprietorship.

Hours of class per week: 3.

BU 122 Accounting 3 s.h.

A continuation of BU 121. Accounting for partnerships and corporations; control systems for departments; manufacturing; analysis of statements and data.

Prerequisite: BU 121. Hours of class per week: 3.

BU 125 Office Accounting 3 s.h.

Introductory course for secretarial students designed to familiarize them with the elements of accounting dealing with cash, banking, petty cash transactions, payroll procedures, simple notes and securities, and financial statements.

Hours of class per week: 3.

BU 221 Intermediate Accounting 3 s.h.

Corporate accounting is emphasized. Major classification of items found in financial statements, cash and investments, receivables, inventories, liabilities, plant and equipment are analyzed.

Prerequisite: BU 122. Hours of class per week: 3.

BU 222 Intermediate Accounting 3 s.h.

A continuation of BU 221. Non-current assets and liabilities, including investments, plant and equipment, intangibles, long-term liabilities. The second half investigates stockholders equity, error corrections, and funds flow.

Prerequisite: BU 221. Hours of class per week: 3.

BU 224 Cost Accounting 3 s.h.

Accounting for direct labor, materials, and factory overhead with emphasis on job order costing. Process cost system, standard cost principles and procedures, budgets and direct decision making.

Prerequisite: BU 122. Hours of class per week: 3.

BU 225 Income Tax Accounting 3 s.h.

Federal and State income tax law and regulations are studied. Taxable income, inclusions and exclusions, capital gains and losses, deductions, and other topics are

covered. Practice is provided in preparation of income tax returns.

Prerequisite: BU 122. Hours of class per week: 3.

BUSINESS ADMINISTRATION

BU 141 Elements of Business 3 s.h.

An introductory survey of the functions and problems of business management giving the student an overview of the interrelationship among the functional areas of business which he will study in more detail in later courses.

Hours of class per week: 3.

BU 142 Business Organization and Management 3 s.h.

A study of management problems in planning organizing, actuating and controlling today's business enterprises. Emphasis is placed on communicating and decision making.

Prerequisite: BU 141. Hours of class per week: 3.

BU 160 Introduction to Data Processing 3 s.h.

An introduction to the fundamentals of automatic data processing. The course is primarily concerned with establishing an understanding of this field beginning with early manual systems to the present day sophisticated electronic data processing systems. Accounting applications to business operations will provide familiarity and experience with data processing equipment.

Prerequisite: High school algebra desirable. Hours of class per week: 2. Hours of lab per week: 2.

BU 241 Marketing 3 s.h.

An analysis of the principles, methods, trends, and problems existing in marketing. A study of the distribution function of middlemen, their movement of goods and market-

ing policies with some discussion of marketing research.

Prerequisite: BU 141. Hours of class per week: 3.

BU 243 Retail Management 3 s.h.

A study of the principles and problems in the management of retail operations covering organization, store planning, selecting locations, customer services, merchandising policies, stock levels and purchasing procedures.

Prerequisite: BU 141. Hours of class per week: 3.

BU 244 Advertising 3 s.h.

A survey of the advertising field. Policies, procedures, practices in planning and preparing various types of advertisements and selection of media.

Hours of class per week: 3.

BU 245 Business Law 3 s.h.

An introduction to the laws applicable to business with major emphasis on contracts, agency and employment, negotiable instruments, and sale of goods. Text and case studies of legal precedents are used extensively.

Prerequisite: BU 141. Hours of class per week: 3.

BU 248 Financial Management 3 s.h.

A study of the accumulation, use and control of funds in a business enterprise with emphasis on the problems of financially managing today's corporations.

Prerequisite: BU 122 and BU 141. Hours of class per week: 3.

SECRETARIAL SCIENCE

BU 131 Shorthand

3 s.h.

Basic principles of Gregg Shorthand, Diamond Jubilee Series, including mastery of brief forms. Development of skill in reading and writing shorthand.

Hours of class per week: 5.

BU 132 Shorthand

3 s.h.

Further knowledge essential to the mastery of shorthand. Emphasis on skill in reading and writing shorthand at progressively higher rates of speed for sustained periods of time. Spelling, punctuation, grammar, and the development of business vocabulary are included.

Prerequisite: BU 131. Hours of class per week: 5.

BU 133 Typewriting

3 s.h.

Development of basic skills and techniques. Introduction to the use of carbon paper, simple tabulations, business and personal letters, manuscripts and business forms.

Hours of class per week: 5.

BU 134 Typewriting

3 s.h.

This course emphasizes the development of speed and accuracy and includes extensive work in the production of business letters, reports, business forms, tabulations and manuscripts, preparation of masters and stencils for duplication and extensive use of electric typewriters.

Prerequisite: BU 133 or equivalent. Hours of class per week: 4.

BU 155 Stenograph

3 s.h.

Development of the mastery of the keyboard and theory of machine shorthand.

Hours of class per week: 5.

BU 156 Stenograph

3 s.h.

Continuation of machine shorthand theory. Dictation speed to 80 words per minute and introduction to transcription.

Prerequisite: BU 155. Hours of class per week: 5.

BU 231 Shorthand and Transcription

3 s.h.

Development of speed and accuracy in taking dictation of new material. Introduction to typewritten transcription.

Prerequisite: BU 132 or equivalent. Hours of class per week: 5.

BU 232 Shorthand and Transcription

3 s.h.

Emphasis on improving transcription skills, spelling, punctuation, and grammar. Development of speed and accuracy in transcribing mailable letters on the typewriter.

Prerequisite: BU 231. Hours of class per week: 5.

BU 234 Typewriting

3 s.h.

This course continues the development of speed and accuracy, develops proficiency in the use of transcribing equipment and includes the use of various types of reproduction equipment including multilith masters.

Prerequisite: BU 134. Hours of class per week: 3.

BU 235-236 Office Practice 3 s.h. each

A two semester course in general secretarial procedures. Fundamental secretarial skills are emphasized including procedures for handling mail, receptionist and telephone techniques, filing, preparation of business reports, banking procedures and secretarial phases of communications and travel.

Prerequisite: BU 133. Hours of class per week: 3.

BU 238 Secretarial Seminar

1 s.h.

Development of the charm and personality characteristics which the secretary needs for successful employment in the modern business world. Areas to be covered include posture improvement, good grooming, complexion care, cosmetic techniques, development of an effective speaking voice, the place of a girl in the business world, and analysis of job opportunities.

Hours of class per week: 2.

BU 255 Stenograph 3 s.h.

Advanced theory and development of speed to 120 words per minute. Development of transcription skill.

Prerequisite: BU 156. Hours of class per week: 5.

BU 256 Stenograph 3 s.h.

Development of machine shorthand speed to 150-200 words per minute. Emphasis on speed and accuracy in transcription.

Prerequisite: 255. Hours of class per week: 5

HUMANITIES

ENGLISH

EN 010 College Preparatory English 3 s.h.*

This is a basic or fundamentals course and will be used as a prerequisite for some students. This beginning course in English grammar and composition includes the fundamental principles of writing and is aimed at helping students who need special assistance in the improvement of writing.

Hours of class per week: 3.

**Not credited toward the Associate Degree.*

EN 030 Improvement of Reading and Study Techniques 3 s.h.*

This is a basic or fundamentals course and will be used as a prerequisite for some students. The course is designed to assist the student in developing his reading and study skills to the functional level of achievement necessary for college work. The course provides specific practice required to maintain these skills at a high level. Improvement will be sought in the four areas of reading: vocabulary, comprehension, study skills, and fluency.

Hours of class per week: 3.

**Not credited toward the Associate Degree.*

EN 131 Composition 3 s.h.

This course attempts to strengthen the individual's ability to express himself in the use of the English language and to improve upon the fundamentals previously learned. The student investigates essays and in turn investigates the methods of description, exposition, argumentation and narration. This course gives an overall review of the mechanics of English usage and emphasis is placed on effective writing. Outside readings

are required and the student submits critical analyses as an aid in helping him develop style and technique as it is evidenced in the works of representative authors.

Hours of class per week: 3.

EN 132 Speech 3 s.h.

This course attempts to introduce the student to the forms of public speaking and affords him the opportunity to practice both the formal and informal deliveries of speech. Individual expression and creativity are still the main tenets of this course. The course aims to enrich the student's ability to communicate. Emphasis is placed on the spoken word. Various forms of discourse are studied and put into practice. Outside readings are required and the student prepares critical evaluations. The student is also given the opportunity to work with panel and discussion groups.

Hours of class per week: 3.

EN 133 Reading 3 s.h.

The course assists the student in strengthening the skills necessary for comprehension and expression. Much time will be devoted to individual assistance and problems, and remedies suggested. Reading techniques will be taught, reviewed, and strengthened.

Hours of class per week: 3.

EN 231 World Literature 3 s.h.

The course surveys world literature from the Greek classics up to, but not including, 20th Century materials. The epic, the drama, the novel, the essay, and short stories will

be studied. Outside readings are required to supplement the materials treated in the course. The readings include selections from Homer, Sophocles, Plato, Virgil, Dante, Chaucer, Shakespeare, Milton, Hawthorne, and Swift.

Prerequisite: EN 131 (EN 132 desirable).
Hours of class per week: 3.

EN 232 World Literature 3 s.h.

The course surveys world literature, beginning with a study of Melville and representative authors, including Flaubert, Dostoyevsky, Tolstoy, Twain, Conrad, Eliot, Faulkner, and Miller. Outside readings are required to supplement the materials treated in this course.

Prerequisite: EN 131 (EN 132 desirable).
Hours of class per week: 3.

EN 233 American Literature 3 s.h.

A survey of American Literature from the Puritan period to the middle of the Nineteenth Century.

Prerequisite: EN 131 (EN 132 desirable).
Hours of class per week: 3.

EN 234 American Literature 3 s.h.

A survey of American Literature from the middle of the Nineteenth Century to the present.

Prerequisite: EN 131 (EN 132 desirable).
Hours of class per week: 3.

EN 235 Modern Drama (1 semester) 3 s.h.

This course is an introduction to modern drama as literature and includes a representative sample of a number of plays. Aspects of modern drama such as naturalism, expressionism, and theater of the absurd are considered as seen in the works of Ibsen, Strindberg, Chekhov, Pirandello, Lorca, Ionesco and Albee. American playwrights include O'Neil, Miller and Williams. Emphasis is placed on the meaning and appreciation of the plays through class discussion.

Students will see a current dramatic production. A critical paper is required.

Prerequisite: EN 131 (EN 132 desirable).
Hours of class per week: 3.

EN 236 Introduction to Theater 3 s.h.

The course is intended as a survey to introduce the student to theater as a technique apart from, although closely related to, literature. The student will study acting techniques, stage devices, set design, costuming, make up. Significant dramas will be read to identify application of theatrical principles. The combination of theater art and dramatic readings will provide concepts of drama as art, audience reactions and needs, methods of expression, and interpretation. Textbooks will be used and laboratory experience will be provided.

Hours of class per week: 3.

HU 251 Introduction to Philosophy 3 s.h.

The course will introduce the student to both the philosophies and the philosophers who have contributed much to man's thinking. The range of the course will be from the writings of Plato to such as Santayana, Dewey and William James.

Hours of class per week: 3.

HU 254 Logic and Argument 3 s.h.

The course begins with a careful study of propositional forms and set analysis, proceeding to an examination of linguistic and semantic problems to develop skill in uncovering the thread of argument within the many strands of speech and writing. Fallacies, as well as cases of valid argument, are presented from diverse sources in political, economic, and social commentary. The roles of inductive and deductive reasoning in the discovery of new knowledge are analyzed. This is not a course in mathematical logic, but some prior experience with the elements of set theory is desirable, as indicated in the prerequisites.

Prerequisite: MA 150 or MA 153, or permission of instructor. Hours of class per week: 3.

MODERN LANGUAGES

FL 141-142 Elementary French
3 s.h. each semester

A beginner's course, covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in French familiarize the student with the civilization of France.

Hours of class per week: 4.

FL 241-242 Intermediate French
3 s.h. each semester

In this intermediate course the comprehension and use of the spoken language are studied, as well as its grammar and composition, and the cultural aspects of the language. Reading texts are chosen to enable the student to converse in idiomatic French and to awaken his interest in French Literature.

Prerequisite: FL 142. Hours of class per week: 4.

FL 341-342 French Reading and Composition
3 s.h. each semester

A review of grammar. Various types of French literature from the works of important authors; oral expression as well as composition is stressed.

Prerequisite: FL 242. Hours of class per week: 4.

FL 143-144 Elementary Spanish
3 s.h. each semester

A beginner's course using the audio-lingual approach. The course gives the student a working knowledge of the essentials of grammar and the ability to read with reasonable facility. Graded readings supplement the text and serve as a basis for conversation.

Hours of class per week: 4.

FL 243-244 Intermediate Spanish
3 s.h. each semester

The comprehension and use of the spoken language is further developed in this second year language course. Grammar, composition and the cultural aspects of the language are studied. Readings in Spanish introduce

the student to Hispanic life and literature.

Prerequisite: FL 144. Hours of class per week: 4.

FL 343-344 Spanish Reading and Composition
3 s.h. each semester

A review of grammar. A survey of the history, culture and civilization of Spain as the background for the reading of literary selections by Spanish authors; oral expression as well as composition is stressed.

Prerequisite: FL 244. Hours of class per week: 3.

FL 145-146 Elementary Russian
3 s.h. each semester

This course covers the fundamentals of grammar using an oral approach. Vocabulary building is stressed. Simplified readings are introduced in the second semester.

Hours of class per week: 4.

FL 245-246 Intermediate Russian
3 s.h. each semester

This course continues the study of Russian grammar. More conversation and reading are an integral part of each class to increase the student's facility with the language. Some composition is also introduced.

Prerequisite: FL 146. Hours of class per week: 4.

FL 147-148 Elementary German
3 s.h. each semester

A beginner's course stressing the conversational approach to the language. Essential grammar is studied and composition is introduced.

Hours of class per week: 4.

FL 247-248 Intermediate German
3 s.h. each semester

A review of grammar combined with the reading of selected works of contemporary German authors. Oral expression as well as composition is stressed.

Prerequisite: FL 148. Hours of class per week: 4.

ART AND MUSIC

AR 101 Art History

3 s.h.

Introduction to the history of art. A survey of world painting, sculpture, and architecture from prehistoric to present times. Emphasis will be placed on stylistic developments and appreciation of man's aesthetic achievements. Presentation will combine lecture, text, and visual materials.

Hours of class per week: 3.

AR 011 College Chorus

1 s.h.*

A chorus of men and women studying standard choral literature and participating in public concerts. Open to acceptable singers on either a credit or non-credit basis. No out-of-class assignments. Attendance is required for scheduled hours and for concert performances to be presented during the year. One credit hour per semester is not included in graduation requirements. Also open to students on a non-credit basis if they are unable to make three rehearsals per week.

** Not counted in 60 s.h. required for the Associate Degree.*

College-Community Concert Band

No Credit

Study and performance of standard band literature. The course is open to acceptable players. Weekly meetings to be scheduled.

AR 103 History and Literature of Music

3 s.h.

An appraisal of the art of music through directed listening with illustrations from significant composers. It enables the student to understand music from various periods of history and the relationship to social and cultural life of the period being studied. Periods to be studied include Baroque, Classic and Romantic.

Hours of class per week: 3.

AR 104 History and Literature of Music

3 s.h.

An appraisal of the art of music through directed listening with illustrations from significant composers. Reference to the Modern and Contemporary periods include the rapprochement of Jazz and serious music. Required readings.

Hours of class per week: 3.

MATHEMATICS

MA 050 Algebra

3 s.h.*

A modern approach to introductory algebra. This course is designed to prepare students who have an insufficient mathematics background to pursue college work. Topics include: numbers vs. numerals, absolute value; sets; relations and functions; complements; order properties; field axioms, identities; equations; word problems.

Hours of class per week: 3.

** Not credited toward the Associate Degree.*

MA 150 Mathematics

3 s.h.

A mathematics course for the non-science oriented student, emphasizing the historical development and significance of mathematics in modern society. It is intended for the

student who wishes an insight into the nature of mathematics. Topics include: patterns, set theory, elementary logic and the reasoning process, number systems, finite mathematical systems, probability.

Not open to students who have completed 1½ years of high school algebra or MA 151.

Hours of class per week: 3.

MA 151 Essentials of Mathematics

3 s.h.

This course is designed for students who have had only a minimum of school mathematics. Properties of real numbers; polynomials; equations and inequalities; exponents, roots and radicals; functions and graphs; simultaneous systems; exponential and logarithmic functions.

Prerequisite: MA 050 or one year of high school algebra. Hours of class per week: 3.

MA 152 Trigonometry 3 s.h.

Angles and angle measurement; trigonometric functions; radian measure; identities, solution of plane triangles; logarithms; inverse functions; complex numbers; reduction formulas; sum, difference and product formulas.

Prerequisite: MA 151 or high school algebra. Hours of class per week: 3.

MA 154 College Algebra with Trigonometry 4 s.h.

A course designed to give a modern approach to college mathematics. Logic; sets; field axioms; relations and functions; absolute value, inequalities, exponential, logarithmic and circular; radian measure; laws of sines and cosines; complex numbers; theory of equations; determinants; induction.

Prerequisite: MA 151 or 1½ years of high school algebra or Math 11. Hours of class per week: 4.

MA 155 Technical Mathematics 3 s.h.

This is an integrated course designed to provide mathematical foundations for students of technology. Topics include: slide rule; linear and quadratic solutions; graphing; approximations; trigonometry of the right and oblique triangles.

Prerequisite: High school algebra. Hours of class per week: 3.

MA 156 Technical Mathematics 3 s.h.

A continuation of MA 155. Topics include: exponentials, logarithms, and cologarithms; graphs of the transcendental functions; vectors and the j-operator.

Prerequisite: MA 155. Hours of class per week: 3.

MA 157 Analytic Geometry and Calculus 4 s.h.

Topics include inequalities; Relations and functions; limits; continuity; differentiation and integration of algebraic functions; applications with some study of real analysis.

Prerequisite: MA 153 or 3½ years of high school mathematics or 3 years of high school mathematics and permission of the instructor. Hours of class per week: 4.

MA 158 Analytic Geometry and Calculus 4 s.h.

Topics include the definite integral: applications, analytic geometry; trigonometric, logarithmic and exponential functions; methods of integration.

Prerequisite: MA 157. Hours of class per week: 4.

MA 159 Mathematics of Finance 3 s.h.

Open to liberal arts and selected business students. Topics include: simple interest; discounts; partial payments; compound interest; equations of value; depreciation, bonds; annuities; life insurance.

Prerequisite: MA 153 or MA 151 and permission of the instructor. Hours of class per week: 3.

MA 252 Finite Mathematics 3 s.h.

A course for students who wish to explore areas of mathematics not covered in the usual algebra-calculus sequence. Topics include: logic; sets and subsets; Boolean Algebra; permutations and combinations; introductory probability theory; vectors and matrices.

Prerequisite: MA 153. Hours of class per week: 3.

MA 255 Technical Mathematics 4 s.h.

A continuation of MA 156. Review of analytic geometry of the straight line and conic sections; differentiation of algebraic functions; logarithmic and trigonometric differentiation; curve sketching; maxima and minima; time rates, implicit functions; anti-differentiation; applications.

Prerequisite: MA 156. Hours of class per week: 4.

MA 256 Technical Mathematics 4 s.h.

A continuation of MA 255. The definite integral; integration techniques; areas volumes; moments of inertia; areas of surfaces of revolution; curve acceleration; applications.

Prerequisite: MA 255. Hours of class per week: 4.

**MA 257 Analytic Geometry and
Calculus III 4 s.h.**

Topics include: vectors in E_2 and E_3 ; applications; elements of solid analytic geometry; polars; infinite series, Taylor's Series with remainder, linear algebra and matrices.

Prerequisite: MA 158. Hours of class per week: 4.

MA 258 Topics in Calculus 4 s.h.

Topics include: determinants; partial differentiation; multiple integration; line and surface integrals; differential equations.

Prerequisite: MA 257. Hours of class per week: 4.

SCIENCE AND ENGINEERING

BIOLOGY

BI 171-172 Biology 4 s.h. each semester

A comprehensive course stressing the molecular approach to the study of the origin of life, cells, physiology, heredity, and taxonomy. The laboratory provides the students with tangible evidence of scientific principles.

Hours of class per week: 3. Hours of lab per week: 3.

BI 181 Anatomy and Physiology 4 s.h.

The study of anatomy and physiology stressing the structure of the vertebrate body with special references to that of man. Emphasis is placed on the evolutionary development of structure from the virns to man. Selected topics in physiology will also be discussed.

Prerequisite: SC 141 or BI 171 or permission of the instructor. Hours of class per week: 3. Hours of lab per week: 3.

BI 182 Anatomy and Physiology 4 s.h.

The study of anatomy and physiology stressing the function of vertebrate organ systems with special reference to those of man. Emphasis is placed on the function of muscle contractions, metabolism, electrolytic balance, surface phenomenon, excitation, and conduction as they are related to the function in the organ system.

Prerequisite: BI 181. Hours of class per week: 2. Hours of lab per week: 2.

BI 271 Invertebrate Zoology 4 s.h.

Phylogeny and taxonomy of invertebrates as inferred from an integrated study of the anatomy, physiology, embryology, genetics, behavior and ecology of representative invertebrates. Introduction to the literature of the Invertebrata, including the writing of abstracts and a major library research paper. Study and dissection in the laboratory of representative invertebrate types, as well as field trips for collecting and study purposes.

Prerequisite: BI 171-172 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.

BI 282 Microbiology 4 s.h.

This course in microbiology stresses the relationship of pathogenic and non-pathogenic micro-organisms to other life. The physiology and the structure of bacteria, viruses, protozoa and other protists are stressed. The principles of immunology will also be considered. The laboratory includes techniques for isolation, purification and handling microbes, as well as experiments illustrating modern concepts of microbiology.

Prerequisite: BI 172 or permission of the instructor. Hours of class per week: 3. Hours of lab per week: 3.

CHEMISTRY

CH 173-174 Fundamentals of Chemistry 4 s.h. each semester

A course in general chemistry for the liberal arts student; stressing a "principles" approach to such topics as chemical bonding, states of matter, thermodynamics, and periodic classification in laboratory and lecture.

Hours of class per week: 3. Hours of lab per week: 2.

CH 175 College Chemistry with Qualitative Analysis 4 s.h.

A course in the fundamentals of chemistry, including a rigorous approach to thermodynamics. The course outline of The American Chemical Society's Advisory Council on College Chemistry is closely followed. Topics covered include: atomic theory, the Periodic Law, the Kinetic Theory as applied to the states of matter, the chemical bond, and solutions. The laboratory consists of typical physico-chemical experiments which closely follow the lecture material.

Prerequisite: 3 years of high school mathematics or college algebra, high school chemistry and/or physics helpful. Hours of class per week: 3. Hours of lab per week: 2.

CH 176 College Chemistry with Qualitative Analysis 5 s.h.

A continuation of Ch 175 with more emphasis on laboratory work which consists of

semi-micro qualitative analysis. Topics covered in the second semester include: chemical equilibrium, kinetics, electro-chemistry, selected representative families from the Periodic Classification, nuclear chemistry, and selected topics from organic chemistry.

Prerequisite: CH 175. Hours of class per week: 3. Hours of lab per week: 4.

CH 221 Organic Chemistry 4 s.h.

An integrated course treating aliphatic and aromatic organic compounds from a structural approach. Reaction mechanisms and kinetics are stressed. The laboratory is designed to familiarize the student with basic techniques of organic chemistry. Some of the topics include: alkanes, alkenes, alkynes, cyclic aliphatic hydrocarbons, benzene, resonance, electrophilic aromatic substitution, alcohols, alkyl and aryl halides or permission of instructor.

Prerequisite: CH 176. Hours of class per week: 3. Hours of lab per week: 4.

CH 222 Organic Chemistry 4 s.h.

A continuation of CH 221 with additional laboratory emphasis on classical syntheses. Topics covered include: ethers and epoxides, carboxylic acids, amines, aldehydes, ketones, carbohydrates, polynuclear aromatics, and heterocyclics.

Prerequisite: CH 221. Hours of class per week: 3. Hours of lab per week: 4.

ELECTRICITY AND ELECTRONICS

EL 121 Electricity 4 s.h.

This first course in the Electrical Technology curriculum investigates the concepts of current, voltage and power as applied to D.C. network analysis. The nature of resistance, inductance, and capacitance is also studied. The fundamental laws of electric circuits and the nature of magnetic circuits are also covered.

Prerequisite: High school algebra. Hours of class per week: 3. Hours of lab per week: 3.

EL 122 Electricity 4 s.h.

EL 122 is a continuation of EL 121 to which a study of A.C. circuits is incorporated. Topics covered include impedance, reactance, resonance, voltamperes, power and vector diagrams for both single phase and three phase systems. Special attention is directed toward mesh current analysis and application of basic network theorems. The transformer is introduced and application of non-sinusoidal excitation is studied briefly.

Prerequisites: EL 121. Hours of class per week: 3. Hours of lab per week: 3.

EL 221 Electronics 4 s.h.

This course introduces the student to electronics through the study of vacuum tubes and their associated circuits. The characteristics of the diode, triode, tetrode and pentode are each discussed individually as well as the design limitations of their circuits. Specific topics investigated include rectifiers, filters, equivalent circuits, load lines and graphical analysis, classes of operation, voltage and power amplifiers, coupling and frequency limitations and the application of feedback.

Prerequisite: EL 122. Hours of class per week: 3. Hours of lab per week: 3.

EL 222 Electronics 4 s.h.

EL 222 develops the area of semiconductor electronics and exploits the characteristics of junctions, transistors and their circuits. Transistor amplifiers, and their basic configurations, analytical and graphical analysis including bias stabilization, coupling and feedback principles are studied. Additional investigation includes power amplifiers, oscillators and wave shaping circuits employing both vacuum tubes and transistors. The basics of communication electronics is introduced.

Prerequisite: EL 221. Hours of class per week: 3. Hours of lab per week: 3.

EL 223 Electric Machines 3 s.h.

Electric Machines 223 is concerned with the operation, construction and characteristics of rotating machinery, including the winding geometry, armature reaction, starting methods, speed control, ratings and operational characteristics for both motors and generators. The topics of speed control, efficiency, rotary amplifiers are also investigated. The testing, rating, connection of both current and voltage transformers and their vector diagrams are also studied as applicable to single phase and three phase usage. Vector diagrams, short circuit tests and open circuit test, autotransformers and efficiencies are included.

Prerequisite: EL 121. Hours of class per week: 3.

EL 224 Electric Machines 3 s.h.

This course in electric machines is an extension of EL 223 dealing with the study of

polyphase motors and generators including induction motors, synchronous motors and industrial control applications of electric machines. Methods of speed control and characteristics of single phase motors are stressed. The application of these devices to the system is introduced by a brief study of control system parameters and their characteristics.

Prerequisite: EL 223. Hours of class per week: 3.

EL 225 Analogue Computers 2 s.h.

Modern computing systems are approached through a survey of their evolutionary development and their basic elements. Operational principles of electronic computing devices and circuits capable of performing arithmetic operations and function generation are investigated in detail. Use of these devices is presented in the actual programming and use of analogue computing systems, including amplitude and time scaling as applicable to solution of simultaneous algebraic and time dependent equations.

Prerequisite: EL 122. Hours of class per week: 2.

EL 226 Digital Computers 2 s.h.

This course is a continuation of EL 225 as related to digital computer systems. The electronic digital computer is studied by investigation of applicable number systems and related arithmetic operations, Boolean algebra, and the characteristics of digital signals. Study of circuitry and operational units includes magnetic devices, counters, adders, registers, logic circuitry, memory systems, input and output sections, and computer control with brief mention of programming.

Prerequisite: EL 225. Hours of class per week: 2.

EL 227 Instrumentation 1 s.h.

Instrumentation EL 227 provides the electrical student with an appreciation for the operational principles of various measurement and laboratory devices. Study of the oscilloscope, error propagation due to uncertainties, resistor coding, meter movements, and construction of the VOM and the VTVM is included.

Prerequisite: EL 122 and Physics 176. Hours of class per week: 1.

EL 228 Instrumentation 1 s.h.

This course is a continuation of EL 227 and concerned with the study of A.C. and D.C. bridge circuits, the operation of basic electrical sensors, and the study of various types of tube and transistor testing instru-

ments. Other topics covered include test methods applicable to audio and radio frequency circuits.

Prerequisite: EL 227. Hours of class per week: 1.

GRAPHICS

MD 171 Engineering Graphics 3 s.h.

The course covers drafting work in lettering, use of drawing instruments including the drafting machine and parallel straight edge, geometrics, orthographic projection, cross sections, axonometric projection, intersections and sketching.

Hours of class per week: 3.

MD 172 Engineering Graphics 3 s.h.

Course covers development, detail and assembly drawings, screw thread work, production, dimensioning, charts and graphs, and gearing.

Prerequisite: MD 171. Hours of class per week: 3.

MD 175 Electrical Graphics 3 s.h.

This electrical graphics course is concerned with basic drafting including orthographic projection, geometrics, cross sections, auxiliary projections, size description and axonometric projections.

Hours of class per week: 3.

MD 176 Electrical Graphics 3 s.h.

This course covers fastening devices, surface development, electrical symbols, various types of wiring diagrams, circuit board layout, charts and graphs and problems involving the development of a complete set of plans and specifications for a piece of electrical equipment.

Prerequisite: MD 175. Hours of class per week: 3.

NURSING

NU 100 Introduction to Nursing Science 5 s.h.

This course stresses the fundamentals of nursing care common to the needs of all people. Content is based on an understanding and application of scientific principles derived from the physical, biological and behavioral sciences. Emphasis is given to personal health, development of beginning skills in nursing care; interpersonal relationships, nutrition and pharmacology.

Concurrent Registration in: BI 181, SS 291. Hours of class per week: 3. Hours of lab per week: 6.

NU 101 Nursing Science 8 s.h.

This course emphasizes the nursing needs of mothers and children as part of the family unit. Topics include the physical, emotional, psychosocial needs of the mother and newborn, treatment of health problems which

occur in the maternity-newborn cycle, health needs of children in minor illnesses and nutritional needs of families. Correlated theory and practice in classroom, hospitals and other community agencies.

Concurrent Registration in: NU 100, SS 297, and BI 182. Hours of class per week: 4. Hours of lab per week: 12.

NU 102 Nursing of the Mentally Ill 3 s.h.

This course stresses concepts of psychiatric-mental health nursing with clinical practice in care of the mentally ill. Topics include the origin, symptom, prevention and treatment of the major psychiatric disorders, the role of the nurse as a therapeutic agent, and the application of mental health concepts.

Prerequisite: NU 101. Hours of class per week: 7. Hours of lab per week: 21. (3 week intersession.)

NU 203-204 Nursing Science

10 s.h. (each semester)

This course stresses the complex health needs of children and adults who are ill. Emphasis is given to health promotion, prevention, rehabilitation, and therapy in acute and long term nursing situations. There is correlated theory and practice in major

health problems of the musculoskeletal, respiratory, hematologic, cardiovascular, neurologic, gastro-intestinal, urologic, reproductive, endocrine and integumentary system, and emergency nursing.

Prerequisite: NU 102. Concurrent Registration in: BI 282, SS 281. Hours of class per week: 6. Hours of lab per week: 12.

PHYSICS

**PH 131 Engineering Physics—
Mechanics**

4 s.h.

Vectors, forces, equilibrium, analysis, centroid, kinematics, kinetics, centrifugal force, work and energy, impulse and momentum, rotation, elasticity, hydrostatics, pressure and hydrodynamics are covered.

Prerequisite: High school chemistry, physics, mathematics through trigonometry, and concurrent registration in MA 157. Hours of class per week: 3. Hours of lab per week: 3.

**PH 132 Engineering Physics—Heat
Light, Sound**

4 s.h.

Thermometry, calorimetry, heat transfer, thermodynamics, Carnot cycle, gas laws, Dalton's principle, wave theory, sound ranging, strings, Melde's Law, elastic-mediums, harmonics, pipes, bars, illumination, reflection, refraction, lenses, optical instruments, color, interference, diffraction, and polarization are covered.

Prerequisite: PH 131 and concurrent registration in MA 158. Hours of class per week: 3. Hours of lab per week: 3.

PH 175 Physics

4 s.h.

The fundamental concepts of measurements, quantum mechanical model of atoms and molecules, velocity and acceleration, force and motion, momentum and collisions, work, power and energy, sound and wave motion are introduced and developed. Use of the slide rule is also taught.

Prerequisite: High School Algebra. Hours of class per week: 3. Hours of lab per week: 2.

PH 176 Physics

4 s.h.

Temperature, heat and thermodynamics, electrostatics, direct current, magnetic fields and forces, alternating current, geometrical optics, interferences and diffraction and modern physics are covered.

Prerequisite: PH 175. Hours of class per week: 3. Hours of lab per week: 2.

PH 177-178 College Physics

4 s.h. each semester

The first semester stresses the fundamentals of mechanics, fluids, heat, and wave motion. The second semester includes the study of electricity and magnetism, optics, and atomic and nuclear physics.

Prerequisite: High school physics and mathematics through trigonometry and concurrent registration in MA 157-158. Hours of class per week: 3. Hours of lab per week: 3.

**PH 231 Engineering Physics—Electricity
and Magnetism**

4 s.h.

Electrostatics, Coulomb's Law, field strength, potential, potential difference, current and resistance, Ohm's Law, direct current circuits, alternating current, electronics, electrochemistry, instruments induction, and capacitance are covered.

Prerequisite: PH 132 and concurrent registration in MA 257. Hours of class per week: 3. Hours of lab per week: 3.

**PH 232 Engineering Physics—
Modern**

4 s.h.

Introduction to atomic physics, radioactivity, electron and nuclear masses, quantum physics, photoelectric and Compton effects,

Bohr theory of atomic structures, X-rays, neutrons, electron and ion accelerators, nuclear reaction, nuclear fission and atomic energy are covered.

Prerequisite: PH 231. Hours of class per week: 3. Hours of lab per week: 3.

**PH 235 Engineering Mechanics—
Statics** 3 s.h.

Analytical and graphical analysis of force systems, moments, couples, resultants, simple structures and trusses. Equilibrium of force systems, friction, kinematics of particles and

rigid bodies, displacement, velocity, acceleration, and rectilinear motion.

Prerequisite: PH 131. Hours of class per week: 3.

**PH 236 Engineering Mechanics—
Dynamics** 3 s.h.

Motions of particles and rigid bodies and the force systems causing these motions, force, mass, and acceleration, work and energy, impulse and momentum.

Prerequisite: PH 235. Hours of class per week: 3.

SCIENCE

SC 141 Introductory Biology 3 s.h.

The human relevance and social implications of biology. The nature, origin and evolution of living systems. Taxonomy; cellular anatomy, physiology and energetics. Principles of genetics and ecology. Observation, interpretation and library research integrated by means of written laboratory reports. Laboratory study of behavior of living organisms, microscopy of selected protists, histology and physiology of higher forms, elementary experiments in biochemistry, bio-physics and genetics. For non-science majors.

Hours of class per week: 2. Hours of lab per week: 3.

SC 142 Introductory Biology 3 s.h.

An evolutionary survey of the plant and animal kingdoms, including selected extinct taxa as well as important living groups. Man's origin and place in nature, and such topics from comparative anatomy, physiology and medicine as are relevant to an understanding of the human organism. Observation, interpretation and library research integrated by means of written laboratory reports. Dissection of representative invertebrates, vertebrates, and plants, including micro-anatomy. Fossils of evolutionary significance studied when available. Field collecting, identification and study in the laboratory of plants and animals of biologic interest in the area. For non-science majors.

Hours of class per week: 2. Hours of lab per week: 3.

SC 143 Earth Science 3 s.h.

The course includes a thorough study of topographic maps, glaciation, erosion, and vulcanism. For non-science majors.

Hours of class per week: 3. Hours of lab per week: 1.

SC 144 Earth Science 3 s.h.

A comprehensive study of the geological time scale, emphasizing paleography and paleontology, together with a short review of the principles of stratigraphy. For non-science majors.

Prerequisite: SC 143. Hours of class per week: 3.

SC 165 Physical Science 3 s.h.

An introductory course for non-science majors. Through the framework of astronomy, fundamental physical relationships and concepts, such as, force, motion, work, energy, heat, waves, sound, electricity, magnetism and optics are explored and developed for non-science majors.

Hours of class per week: 2. Hours of lab per week: 3.

SC 166 Physical Science 3 s.h.

An introductory course for non-science majors. Modern theories of chemistry, such as periodic law, atomic theory and kinetic molecular theory are introduced and developed. For non-science majors.

Hours of class per week: 2. Hours of lab per week: 3.

SOCIAL SCIENCES

ECONOMICS

SS 181 Economics 3 s.h.

A sequential course, and it should be elected by all business majors, except those majoring in secretarial science. Fundamental principles and concepts of economics in production, exchange, and distribution. Study of basic institutions and major problems of our economy.

Hours of class per week: 3.

SS 182 Economics 3 s.h.

A continuation of SS 181, and should be elected by all business majors, except those majoring in secretarial science. Analysis of national income, banking, government finance, labor relations, agricultural problems and international trade.

Prerequisite: SS 181. Hours of class per week: 3.

SS 261 National Income and Business Fluctuations 3 s.h.

An introduction to the problems of a modern economy and the tools necessary for the analysis of these problems. The content includes a study of the theory of fluctuations in national income and proximate causes.

Hours of class per week: 3.

Prerequisite: SS 181 and SS 182 or permission of the instructor.

SS 262 Price Theory 3 s.h.

An analysis of the contemporary theory of consumer behavior, production and resource allocation.

Prerequisite: SS 181 and SS 182. Hours of class per week: 3.

HISTORY

SS 183 Modern Western Civilizations 3 s.h.

An introductory course in Western Civilization beginning around the tenth century. The course examines the major social, political, and economic ideas and their contributions to the western heritage.

Hours of class per week: 3.

SS 184 Modern Western Civilizations 3 s.h.

Follows the same basic plan as SS 183 and is a continuation of that course to the present. The course enables the student to identify contributions made to the western heritage, changing patterns of power in the western world and their implications for the future.

Hours of class per week: 3.

SS 263 Ancient Civilizations 3 s.h.

A study of the history and significance of the major civilizations of the ancient world

from ca 1000 B.C. until the end of the Roman Empire in the West.

Hours of class per week: 3.

Prerequisite: SS 183 and SS 184 or permission of the instructor.

SS 283 Survey of American History 3 s.h.

A survey of the political, social, and intellectual development of the United States from the Colonial period to post-Reconstruction.

Hours of class per week: 3.

SS 284 Survey of American History 3 s.h.

A continuation of SS 283 from Reconstruction to the present. Emphasis is placed on the changing character of the American society and its role in international affairs.

Hours of class per week: 3.

SS 285 The Soviet Union 3 s.h.

A study is made of the social, political, and economic conditions in Czarist Russia prior to the 1917 Revolution to establish a

common background. Emphasis is placed on a study of the Soviet Union since the Bolshevik Revolution with special examination of Marxism, the Soviet government, the Communist Party, and the Soviet Union in international affairs.

Prerequisite: SS 183 and SS 184. Hours of class per week: 3.

SS 286 Twentieth Century Europe 3 s.h.

The course begins with a study of the Treaty of Versailles and stresses the major political, social, economic, and intellectual movement and reactions to them in England, France, Germany, Italy and the Soviet Union.

Prerequisite: SS 183 and SS 184. Hours of class per week: 3.

POLITICAL SCIENCE

SS 282 Introduction to American Government 3 s.h.

This introductory course supplies the factual information about the structure and procedures of American government. The course gives the student an opportunity to examine the effectiveness of the American political record as tested by democratic principles.

Hours of class per week: 3.

SS 287 International Organizations 3 s.h.

Emphasis is on an examination of international organizations with primary consideration of the United Nations. This involves a study of the major crises which have confronted the United Nations since its es-

tablishment and those which it presently faces, the use of the veto; the specialized agencies; and the constitutional and political issues involved in the question of Chinese membership. A one-day field trip to the United Nations in New York City is required.

Prerequisite: SS 183 and SS 184. Hours of class per week: 3.

SS 288 The Middle East 3 s.h.

This course surveys the political, economic, and social aspects of the Middle East beginning with the decline of the Ottoman Empire in the 19th Century and continuing to the present.

Prerequisite: SS 183 and SS 184. Hours of class per week: 3.

PSYCHOLOGY

SS 291 General Psychology 3 s.h.

A basic orientation in the psychology of human behavior is provided. A study of the aims and methods of psychological investigation, the inter-relationships of heredity and environment as determiners of behavior, and the structure and function of the human nervous system is included, as well as an investigation of learning, motivation, and the nature of emotion.

Hours of class per week: 3.

experience on the development of the individual is stressed. The role of psychology in such fields as mental health, vocational adjustment, social relations, advertising, law and industry is given special emphasis.

Prerequisite: SS 291. Hours of class per week: 3.

SS 297 Developmental Psychology 3 s.h.

A systematic examination of the patterns of development and behavioral changes which occur during each of the principal stages of life, i.e., childhood, adolescence, adulthood, and old age. Attention is given to cultural and social, as well as genetic forces affecting human development.

Prerequisite: SS 291. Hours of class per week: 3.

SS 294 Applied Psychology 3 s.h.

This course explores the field of psychology with reference to applications in human affairs. The importance of drives and motives, and the influence of education and

SOCIOLOGY

SS 281 Introduction to Sociology 3 s.h.

An introductory course designed to acquaint the student with the study of sociology as one of the sciences that deals with man in his relationships with the members of his society and the world in which he lives. The methods and objectives of sociological research, the varying patterns of social organization, and the study of society in relation to individual and group behavior are major areas of study.

Hours of class per week: 3.

SS 381 Social Problems 3 s.h.

An attempt to explore our rapidly changing society through the sociological analysis of significant social problems including juvenile delinquency, adult crime, organized gambling, alcoholism, drug addiction, personality disorders, suicide, marital problems, and discrimination. The course will attempt to introduce theory and methods for studying social problems and techniques for understanding and coping with these problems.

Prerequisite: SS 281 and instructor's permission. Hours of class per week: 3.

PHYSICAL EDUCATION

PE 131 Physical Education 1 s.h.*

A variety of lifetime sports will be scheduled based on the needs and interests of the student and the facilities available. Activities include golf, bowling, volleyball and weight training.

Prerequisite: Satisfactory medical exam. Hours of class per week: 2.

** Not counted in the 60 s.h. for the Associate Degree.*

PE 132 Physical Education 1 s.h.*

Badminton, tennis, archery and softball are covered in a continuation of the lifetime sports series. Methods of achieving and maintaining fitness are stressed with emphasis on circuit training.

Prerequisite: Satisfactory medical exam. Hours of class per week: 2.

** Not counted in the 60 s.h. for the Associate Degree.*

PE 031 Intramural Sports

A student may elect two sports in the intramural leagues. Leagues are conducted in Flagg football, volleyball, basketball, bowling, badminton and softball. Individuals or

teams may sign up at the Physical Education Office.

Prerequisite: Satisfactory medical exam.

One semester of Physical Education is required for graduation.

PE 135 Personal Health 3 s.h.

A one semester course dealing with the application of scientific principles of effective, healthful living. Topics include critical areas of health, the cause and effects of health problems and the practical application of this knowledge toward positive action. Tobacco as well as environmental health, family hygiene, mental health, and social diseases will be covered.

Hours of class per week: 3.

PE 136 First Aid & Safety Education 3 s.h.

A one semester course to include accident causation and prevention in industry, recreation, home and community. The Red Cross Standard and advanced first aid certification will be granted following satisfactory completion of emergency unit as outlined by the National Association (American Red Cross).

Hours of class per week: 3.

GENERAL EDUCATION

GE 021 Personal Development 3 s.h.*

A seminar designed to promote individual self-awareness and self-understanding through group discussion. Rather than receiving formal instruction in an academic discipline, students are encouraged to explore informally a wide range of topics which are of immediate personal interest to them.

Admission only by permission of the instructor. May be substituted for GE 011, Seminar on College Life.

GE 022 Educational and Vocational Exploration 3 s.h.*

A seminar designed to aid students in formulating educational and vocational goals. Group discussion includes in depth examination of various occupations and pro-

fessions in terms of: educational requirements, job demands and satisfactory, advancement potential, financial rewards, and other aspects of employment.

Admission only by permission of the instructor.

GE 011 Seminar on College Life 1 s.h.*

A seminar which focuses on the concerns of the entering student and assists him in effectively dealing with these concerns. The group discussion technique will be utilized to explore questions identified by the class members as being of significant interest to them.

Required for the Associate Degree, but GE 021 may be substituted.

** Not credited toward the Associate Degree.*

STATE UNIVERSITY OF NEW YORK

BOARD OF TRUSTEES

MRS. MAURICE T. MOORE, B.A., LL.D., L.H.D., *Chairman* New York City
 JAMES J. WARREN, L.H.D., *Vice Chairman* Albany
 WARREN W. CLUTE, JR. Watkins Glen
 JOSEPH E. DAVIS, L.H.D. White Plains
 CHARLES R. DIEBOLD, LL.B. Buffalo
 MANLY FLEISCHMANN, A.B., LL.B. Buffalo
 GEORGE L. HINMAN, A.B., LL.B., L.H.D., LL.D., L.C.D. Binghamton
 MORRIS IUSHEWITZ New York City
 CLIFTON W. PHALEN, B.S., LL.D., L.H.D. New York City
 MRS. BRONSON A. QUACKENBUSH, A.B. Herkimer
 JOHN A. ROOSEVELT, A.B. Hyde Park
 OREN ROOT, A.B., LL.B., LL.D. New York City
 ROGER J. SINNOTT, B.S. Utica
 DON J. WICKHAM, B.S. Hector
 One appointment pending.

Chancellor of the University SAMUEL B. GOULD, A.B., M.A., LL.D.
University Dean for Two-Year Colleges S.V. MARTORAMNA, B.S., M.A., Ph.D.

FULTON-MONTGOMERY COMMUNITY COLLEGE

Board of Trustees

	<i>Term Ends</i>
John Deisseroth, <i>Chairman</i>	1968
Ward J. Hinkle, <i>Vice Chairman</i>	1969
William A. Wright, <i>Treasurer</i>	1972
Joel W. Ager	1973
Reverend Edward Glavin	1975
Allen H. Pulsifer	1976
Carl S. Salmon, Jr.	1971
Mrs. Alfred Simon	1970
Judson Zimmer	1965

FULTON-MONTGOMERY COMMUNITY COLLEGE

Administration

William L. Gragg, *President*

Indiana University, B.S.
Cornell University, M.S., Ph.D.

Peter C. Brase, Jr., *Professor, Dean*

Tufts University, B.S.
Columbia University, M.A., Ed.D.

Mark S. Salisch, *Associate Professor, Dean of Students*

Rutgers University, A.B.
Columbia University, M.A.
Professional Diploma

George T. Engelman, Jr., *Associate Professor, Director of Admissions and Records*

Indiana University, A.B., M.S.

Arthur C. Batty, *Assistant Professor, Director of Extension*

State University of New York, Albany, B.A., M.A.

Ralph D. Chapman, *Assistant Professor, Business Manager*

Syracuse University, B.S.

Andrew V. DeMarco, *Assistant Professor, Director of Financial Aid and Career Planning*

Rochester Institute of Technology, B.S.
Syracuse University, M.B.A.

George P. Pilkey, *Assistant Professor, Coordinator of Advisement, Testing and Counseling*

University of Rochester, B.S., M.A.

Wilameta Sutliff, *Instructor, Coordinator of Student Activities*

State University of New York, Albany, B.S., M.S.

Faculty

ANTHONY F. BELMONTE, *Instructor, Social Science*

Syracuse University, B.A., M.A.

RITA M. BURKE, *Associate Professor Foreign Languages*

McGill University, B.A.
Columbia University, M.A.

ROBERT C. COLE, *Instructor, Mathematics*

Hope College, A.B.
State University College, Oneonta, M.S.

JOHN P. DELAHANTY, *Instructor, Social Science*

University of Notre Dame, A.B.
Harvard University, Ed.M.

ANDREW DEMARCO, *Assistant Professor, Director of Financial Aid and Career Planning*

Rochester Institute of Technology, B.S.
Syracuse University, M.B.A.

- GEORGE T. ENGELMAN, JR., *Associate Professor, Director of Admissions and Records*
Indiana University, A.B., M.S.
- GERALD J. FABIANO, *Professor, Social Science; Chairman, Division of Social Science*
State University College, Fredonia, B.S.
Syracuse University, M.A.
New York University, Ph.D.
- ELEANOR F. FERRIS, *Assistant Professor, Art History*
Bryn Mawr College, A.B.
State University College, Oneonta, M.S.
- ERNEST A. FIERRO, *Associate Professor, Physical Education*
State University College, Cortland, B.S., M.S.
- JACK M. FREDERICK, *Professor, Social Sciences*
St. Lawrence University, B.A.
Columbia University, M.A.
- DOROTHY GENNETT, *Assistant Professor, Business*
State University of New York, Albany, B.S., M.S.
- ANDREW HARNICHAR, *Assistant Professor, Business*
Bloomsburgh State College, B.S.
- ROBERT K. HARRELL, *Instructor, English*
New York University, B.A., M.A.
- BELMONT C. HURLEY, *Assistant Professor, Biology*
Thiel College, B.A.
University of Pittsburgh, M.Ed.
- GERALD A. IANNOTTI, *Associate Professor, English; Chairman, Division of Humanities*
LeMoyne College, B.A.
Niagara University, M.A.
- LINNEA L. JATULIS, *Assistant Professor, Director of Nursing*
Syracuse University, B.S.
Columbia University, M.A.
- WILLIAM J. JOYCE, *Assistant Professor, English*
Fordham College, B.S.
New York University, M.A.
- PAUL A. KOEHLER, *Associate Professor, Music*
West Chester State Teachers College, B.S.
Columbia University, M.A., Professional Diploma
- CHARLES G. LINDBERG, *Assistant Professor, Mathematics*
Cornell University, B.S.
North Carolina State College of Agriculture & Eng., M.S.

- HELEN P. MANDATO, *Assistant Professor, Business*
State University of New York, Albany, B.S.
- DEAN J. MCCREIGHT, *Assistant Professor, Mathematics*
Lock Haven State College, B.S. Ed.
Pennsylvania State University, M.Ed.
- JAMES L. MARRA, *Instructor, Business*
State University of New York, Albany, B.S., M.S.
- RAYMONDE R. MAXSON, *Instructor, French*
Ste. Marcienne Laycee, Algiers
Russell Sage College, B.A.
- ROBERT E. MEAGHAM, *Assistant Professor, Mathematics*
Massachusetts State Teachers College, B.S.
University of Notre Dame, M.S.
- WILLIAM MISKINIS, *Assistant Professor, Chairman Division of Business*
State University of New York, Albany, B.S., M.S.
- ARLENE C. MOSS, *Instructor, English*
University of Connecticut, B.A., M.A.
- ROBERT T. OSBORNE, JR., *Instructor, Business*
State University of New York, Albany, B.S., M.A.
- ARNOLD E. PERLMUTTER, *Assistant Professor, Social Science*
Boston University, A.B., A.M.
- GEORGE P. PILKEY, *Assistant Professor, Coordinator of Advisement, Testing and Counseling*
University of Rochester, B.S., M.A.
- VARGHESE D. PYNADATH, *Assistant Professor, Electrical Technology*
Madras University, India, B.S.
S.V. Vidyateeth, India, M.A.
Fordham University, M.S.
- FREDERICK RENVYLE, *Assistant Professor, Mathematics*
Harvard College, A.B.
Bowdoin College, A.M.
- ELEANOR D. REPPENHAGEN, *Assistant Professor, Librarian*
Russell Sage College, B.A.
State University of New York, Albany, M.S.L.S.
- DONALD W. ROGERS, *Associate Professor; Chairman, Division of Sciences*
Mansfield State Teachers College, B.S.
Alfred University, M.S.
- GIUSEPPI C. RUGGERI, *Instructor, Economics*
Union College, B.S.
University of Michigan, M.A.
- ELOISA C. SACERIO, *Assistant Professor, Spanish*
Havana University, Dr. Ciencias Politicas Sociales y Economicas; Dr. in Farmacia;
Licencido, Derecho Diplomatico y Consular;
Indiana State University, B.A., M.S.

VAHAK D. SARKIS, *Assistant Professor, Chemistry*
American University, Cairo, Egypt, B.S.
Adelphi, M.S.

WHITNEY P. SCHILLING, *Instructor, English*
Michigan State University, B.S.
Wayne State, M.A.

WILAMETA SUTLIFE, *Instructor, Coordinator of Student Activities*
State University of New York, Albany, B.S., M.S.

HAZEL HOLDORF SWART, *Assistant Professor, English*
University of Minnesota, B.S.
State University College, Oneonta, M.S.

ALLEN W. TEREK, *Instructor, Social Sciences*
Wesleyan University, B.A.

JOHN D. VADNEY, *Associate Professor; Chairman, Division of Mathematics*
Utica College, Syracuse University, B.A.
Syracuse University, M.A.

JOSEPH D. VILLONI, *Assistant Professor, English*
State University College, Plattsburgh, B.S.
State University of New York, Albany, M.S.

ALBERT C. VUNK, *Associate Professor, Electrical Technology*
Clarkson College, B.E.E.
Professional Engineer, State of New York

A. BRUCE WADSWORTH, *Assistant Professor, Business*
State University of New York, Albany, B.S., M.S.

LINDA WEST, *Instructor, Physical Science*
City College of New York, B.S.

FRANK R. ZINDLER, *Assistant Professor, Biology*
University of Michigan, B.S.
Indiana University, M.A.T.

Part-Time Faculty

DONALD H. DOCKSTADER, *Instructor, Graphics*
State University College, Oswego, B.S.
Cornell University, M.S.

ETHEL H. NICHOLS, *Assistant Librarian*
State University of New York, Albany, B.A.

Laboratory Teaching Assistants

JACKSON DOUGLAS
State University Agricultural and Technical College, Morrisville, A.A.S.

CHARLES W. LOUX
Fulton-Montgomery Community College, A.A.S.

COLLEGE CALENDAR 1968-69

FALL SEMESTER

- Aug. 1 Last date to apply for full-time admission and for financial assistance for fall semester day classes
- Aug. 27 Faculty report
- Aug. 28-29 Faculty Seminar
- Aug. 27-29 Student Orientation
- Aug. 29 Faculty Meeting 7 P.M.
- Aug. 30 Registration; all fees and tuition payable
- Aug. 30 Registration—Extension
- Sept. 3 Classes begin
- Sept. 6 End of late registration; last date to change courses
- Oct. 4 Last date for dropping courses without academic penalty
- Oct. 25 Mid-term grades due
- Nov. 27 Thanksgiving recess; classes end 10 P.M.
- Dec. 2 Classes resume; last date to apply for financial assistance for spring semester
- Dec. 13 Classes end
- Dec. 16-21 Final Examinations
- Jan. 5 Last date to apply for full-time admission for spring semester day classes

SPRING SEMESTER

- Jan. 5 Last date to apply for full-time admission for spring semester day classes
- Jan. 17 Registration; all tuition and fees payable
- Jan. 17 Registration; Extension
- Jan. 20 Classes begin
- Jan. 24 End of late registration; last date to change courses
- Feb. 21 Last date for dropping courses without academic penalty
- Mar. 14 Mid-term grades due
- Apr. 3 Spring recess begins; classes end 10 P.M.
- Apr. 14 Classes resume
- May 9 Classes end
- May 12-17 Final examinations
- May 21 Commencement
- June 9 Registration for First Summer Session
- June 16—
- July 18 First Summer Session
- July 14 Registration for Second Summer Session
- July 21—
- Aug. 22 Second Summer Session

State University of New York

Office of the Chancellor, 8 Thurlow Terrace, Albany, N. Y. 12201

University Centers

State University at Albany
State University at Binghamton
State University at Buffalo
State University at Stony Brook

Medical Centers

Downstate Medical Center at Brooklyn (New York City)
Upstate Medical Center at Syracuse

Colleges of Arts and Science

College at Brockport	College at New Paltz
College at Buffalo	College at Oneonta
College at Cortland	College at Oswego
College at Fredonia	College at Plattsburgh
College at Geneseo	College at Potsdam

(Three additional Colleges of Arts and Sciences are under development. Two four-year campuses, in Westchester county at Purchase and in Nassau county, are in early planning. A third, upper-divisional in concept, will be located in the Utica-Rome-Herkimer area.)

Specialized Colleges

College of Forestry at Syracuse
Maritime College at Fort Schuyler (Bronx)
College of Ceramics at Alfred University
College of Agriculture at Cornell University
College of Home Economics at Cornell University
School of Industrial and Labor Relations at Cornell University
Veterinary College at Cornell University

Agricultural and Technical Colleges (Two-Year)

Alfred	Delhi
Canton	Farmingdale
Cobleskill	Morrisville

Community Colleges (Locally-sponsored two-year colleges under the program of State University)

Adirondack Community College at Glens Falls	Mohawk Valley Community College at Utica
Auburn Community College at Auburn	Monroe Community College at Rochester
Barough of Manhattan Community College at New York City	Nassau Community College at Garden City
Bronx Community College at New York City	New York City Community College of Applied Arts and Sciences in Brooklyn
Broome Technical Community College at Binghamton	Niagara County Community College at Niagara Falls
Corning Community College at Corning	Onondaga Community College at Syracuse
Dutchess Community College at Poughkeepsie	Orange County Community College at Middletown
Erie County Technical Institute at Buffalo	Queensborough Community College at New York City
Fashion Institute of Technology at New York City	Rockland Community College at Suffern
Fulton-Montgomery Community College at Johnstown	Staten Island Community College at New York City
Genesee Community College at Batavia	Suffolk County College at Selden
Herkimer County Community College at Ilion	Sullivan County Community College at South Fallsburg
Hudson Valley Community College at Troy	Ulster County Community College at Stone Ridge
Jamestown Community College at Jamestown	Westchester Community College at Valhalla
Jefferson Community College at Watertown	
Kingsborough Community College at Brooklyn	

(Five additional community colleges, to be located in Clinton, Columbia-Greene, Cortland-Tompkins, Essex-Franklin, and Ontario counties, have been approved by the Board of Trustees.)