

EXIT 27

FULTON-MONTGOMERY COMMUNITY COLLEGE

JOHNSTOWN, NEW YORK

A UNIT OF THE
STATE UNIVERSITY OF NEW YORK

Catalog 1977-1978



EXIT 28
SCANNED

Sponsored by Fulton and Montgomery Counties

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ACADEMIC PROGRAMS

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 their Bachelor's degree. This program should be followed by students interested in advanced study in 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 125 Freshman English	3	EN 126 Freshman English	3
Social Science Elective	3	Social Science Elective	3
Foreign Language	3	Foreign Language	3
Mathematics or Science	3-4	Mathematics or Science	3-4
Elective	3-4	Elective	3-4
Physical Education	1	Physical Education	1
	<u>16-18</u>		<u>16-18</u>

SECOND YEAR

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

All students must complete 12 semester hours of English (EN 125, 126, plus six semester hours of literature), 12 semester hours in social science courses, a minimum of 6 semester hours in each of the following: foreign languages; mathematics; science; plus two semester hours of physical education, and additional electives to a total of 62 semester hours. At least 48 hours must be selected from the areas of liberal arts and sciences.

LIBERAL ARTS [A.A.]

Fine Arts (Art, Drama, Music, Theater) Option

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
Social Science Elective	3	Social Science Elective	3
Foreign Language	3	Foreign Language	3
Fine Arts Elective	3	Fine Arts Elective	3
Mathematics or Science		Mathematics or Science	
Elective	3-4	Elective	3-4
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	16-17		16-17

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Literature Elective	3	Literature Elective	3
Social Science Elective	3	Social Science Elective	3
Mathematics or Science Elective	3	Mathematics or Science Elective	3
Fine Arts Electives	<u>6</u>	Fine Arts Elective	3
	15	Fine Arts Seminar	<u>3-4</u>
			15-16

All students must complete 12 semester hours of English (EN 125, 126, plus six semester hours of literature), 12 semester hours in social science courses, a minimum of 6 semester hours in each of the following: foreign languages; mathematics; science; plus two semester hours of physical education, and additional electives to a total of 62 semester hours. At least 48 semester hours must be selected from the area of 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 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 levels can be initiated with this program.

FIRST YEAR

First Semester

EN 125 Freshman English	3
*Social Science Elective	3
Foreign Language	3
Mathematics	3-4
Science	3-4
Physical Education	1
	<u>16-18</u>

Second Semester

EN 126 Freshman English	3
*Social Science Elective	3
Foreign Language	3
Mathematics	3-4
Science	3-4
Physical Education	1
	<u>16-18</u>

SECOND YEAR

First Semester

Mathematics	3-4
Science	3-4
Foreign Language or Elective	3
Electives	6
	<u>15-17</u>

Second Semester

Mathematics	4
Science	3-4
Foreign Language or Elective	3
Electives	6
	<u>16-17</u>

All students must submit for graduation a total of 63 semester hours including 12 semester hours in the humanities (EN 125 and EN 126 and 6 semester hours of a foreign language), six semester hours of social sciences, four courses in mathematics, four courses in sciences, and two semester hours of physical education. At least 48 semester hours must be drawn from the liberal arts and sciences.

*Social science elective may be postponed until the second year.

ENGINEERING SCIENCE [A.S.]

The Engineering Science program is designed for students who plan to transfer and continue their studies towards a Bachelor's degree in engineering or related areas. The Engineering Science program at Fulton-Montgomery Community College provides its graduates the basic science, mathematics, and humanities preparation needed for success in the third year at four-year engineering colleges where specialization in several fields of engineering, applied mathematics, or applied science may be undertaken. The program exposes its students to analytical investigation in the classroom as well as practical experience in the laboratory.

Interest and motivation of the student are of paramount importance to success in the program. A strong background in high school physics is helpful in the program.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
MA 157 Calculus	4	MA 158 Calculus	4
CH 173 Chemistry	4	CH 174 Chemistry	4
PH 171 Physics	4	PH 172 Physics	4
Physical Education	1	Physical Education	1
	<u>16</u>		<u>16</u>

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
MA 257 Calculus	4	MA 258 Differential Equations	4
PH 235 Mechanics	3	PH 236 Mechanics	3
Social Science Elective	3	PH 271 Physics	4
*Elective	3-4	Social Science Elective	3
	<u>13-14</u>	*Elective	<u>3-4</u>
			<u>17-18</u>

*Elective should be selected to conform to the program requirements of the institution to which the student plans to transfer. DP 120 Computer Programming and MA 259 Linear Algebra are recommended for all engineering majors. BI 171 Modern Biology is recommended for those planning to major in any field of engineering in biosystems.

LIBERAL ARTS [A.S.]

Physical Education Option

This program is designed for students who plan to transfer and continue their studies leading to the Bachelor's degree in Physical Education. Preparation for advanced studies in Physical Education can be initiated from this program.

FIRST YEAR

First Semester

EN 125 Freshman English	3
Social Science Elective	3
Science or Math Elective	3-4
HE 135 Personal Health	3
PE 201 Introduction to H.P.E.R	3
PE Elective 140 or 160 Series	<u>1</u>
	16-17

Second Semester

EN 126 Freshman English	3
Social Science Elective	3
Science or Math Elective	3-4
HE 136 Safety & First Aid	3
PE 250 Lifetime Sports Series	2
PE Elective 140 or 160 Series	<u>1</u>
	15-16

SECOND YEAR

First Semester

SS 291 General Psychology	3
BI 181 Anatomy & Physiology	4
Humanities Elective	3
Elective	3
PE 241 General Aquatics for	
P.E. Majors	<u>1</u>
PE 250 Lifetime Sports Series	<u>2</u>
	16

Second Semester

Social Science Elective	3
BI 182 Anatomy & Physiology	4
Humanities Elective	3
H.P.E.R. Electives	<u>6-8</u>
	16-18

Sixty-three semester hours are required for graduation, including two semester hours of physical education (PE 140 or 160 Series).

Liberal arts requirements are EN 125, EN 126, plus six additional semester hours in humanities; SS 291, plus nine additional semester hours in social science; and BI 181, BI 182, plus six additional semester hours in science and/or mathematics.

All Physical Education majors will earn four (4) participation credits, as established with Physical Education faculty counseling.

LIBERAL ARTS [A.S.] Health Education Option

This program is designed for students who plan to transfer and continue their studies leading to the Bachelor's degree in Health Education. Preparation or advanced studies in Health Education can be initiated from this program.

FIRST YEAR

First Semester

EN 125 Freshman English	3
Social Science Elective	3
Science or Math Elective	3-4
HE 135 Personal Health	3
PE 201 Introduction to H.P.E.R.	3
PE Activity	1
	<u>16-17</u>

Second Semester

EN 126 Freshman English	3
Social Science Elective	3
Science or Math Elective	3-4
HE 136 Safety & First Aid	3
Elective	3
PE Activity	1
	<u>16-17</u>

SECOND YEAR

First Semester

SS 291 General Psychology	3
BI 181 Anatomy & Physiology	4
Humanities Elective	3
HE 235 Community Health	3
Elective	3
	<u>16</u>

Second Semester

Social Science Elective	3
BI 182 Anatomy & Physiology	4
Humanities Elective	3
Health Elective	3
Elective	3
	<u>16</u>

Sixty-four semester hours are required for an Associate in Science degree, including two semester hours of physical education.

The liberal arts requirements are: EN 125, EN 126, plus six additional semester hours in humanities; SS 291, plus nine additional semester hours

BUSINESS & DATA PROCESSING

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 of 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

First Semester

EN 125 Freshman English	3
BU 101 Principles of Business	3
BU 103 Mathematics of Business	
Finance	3
BU 121 Principles of Accounting	3
*Elective	3
	<hr/> 15

Second Semester

EN 126 Freshman English	3
SS Social Science Elective	3
*Mathematics Elective	3-4
BU 122 Principles of Accounting	3
EC 180 Intro. to Economics	3
Physical Education	1
	<hr/> 16-17

SECOND YEAR

First Semester

BU 221 Intermediate Accounting	3
BU 154 Management and The Law	
or	
BU 171 Business Law	3
DP 110 Intro. to Data Processing	3
SC Science Elective	3-4
Physical Education	1
*Elective	3
	<hr/> 16-17

Second Semester

BU 222 Intermediate Accounting	3
BU 224 Cost Accounting	3
Liberal Arts Elective	3
*Electives	6
	<hr/> 15

A total of 62 semester hours are required to complete the program, which must include a minimum of 15 semester hours of accounting courses. There is a minimum of 20 semester hours from liberal arts and sciences which must include EN 125, EN 126; three semester hours in the social sciences; three semester hours of mathematics other than business mathematics; three semester hours of science; three semester hours in economics, and an additional course in the liberal arts and sciences. Two semester hours of physical education are also required.

*It is strongly recommended that more than one mathematics course be taken in this program. Other suggested electives: BU 173, BU 225, DP 121, MA 154.

BUSINESS ADMINISTRATION [A.A.S.]

The Business Administration Program is designed to provide an exposure to various areas of business-related operations. It also allows for concentration as desired in Retailing, Mid-management, General Finance, or Basic Business. The course concentrations provide a foundation for middle-management positions in the field of insurance, retailing, banking, civil service, finance, sales, and administrative management in various types of organizations.

The following is a suggested sequence of courses:

FIRST YEAR

First Semester

BU 101 Principles of Business	3
BU 103 Math. of Bus. Finance	3
BU 121 Principles of Accounting	3
EN 125 Freshman English	3
**Elective	3-4
	<u>15-16</u>

Second Semester

EN 126 Freshman English	3
BU 122 Principles of Accounting	3
Social Science Elective	3
Mathematics Elective	3
Elective	3
Physical Education	<u>1</u>
	16

SECOND YEAR

First Semester

Science Elective	3
BU* Course Option	6
**Elective	3-4
EC 180 Intro to Economics	3
Physical Education	<u>1</u>
	16-17

Second Semester

Liberal Arts Elective	3
BU* Course Option	6
**Electives	<u>6</u>
	15

*Business Administration majors must take four courses in one of the following areas of concentration:

Retailing Option

BU 140 Salesmanship
BU 141 Marketing
BU 170 Advertising
BU 171 Business Law
BU 243 Retail Management

Management Option

BU 151 Personnel Management
BU 152 Production Management
BU 154 Management & Law
BU 261 Managerial Accounting
BU 179 Business Organizations

General Finance Option

BU 160 Introduction to Finance
BU 164 Credit Administration
BU 171 Business Law
BU 262 Introduction to Investments
DP 110 Introduction to Data Processing

Recommended Electives

BU 165 Small Business Administration
BU 173 Business Statistics
BU 250 Management Decision Making
DP 110 Introduction to Data Processing

**Sixty-two hours are required to complete this program, which must include a minimum of 20 semester hours in liberal arts and science (this includes those specified above), plus physical education.

Students planning to transfer should select their liberal arts and sciences to meet the requirement of the four-year institutions which they plan to attend.

BUSINESS DATA PROCESSING [A.A.S.]

FIRST YEAR

First Semester

EN 125 Freshman English	3
DP 110 Intro to D.P.	3
DP 111 Computer Concepts	3
BU 101 Principles of Business	3
Mathematics Elective	3-4
Physical Education	1
	<hr/>
	16-17

Second Semester

EN 126 Freshman English	3
DP 112 Programming BAL	3
DP 122 Programming RPG	3
BU 121 Principles of Accounting	3
Liberal Arts Elective	3-4
Physical Education	1
	<hr/>
	16-17

SECOND YEAR

First Semester

BU 122 Accounting	3
DP Elective	3
SC Science Elective	3-4
DP 121 Programming COBOL	3
Elective	3
	<hr/>
	15-16

Second Semester

Data Process. Elective	3-4
Social Science Elective	3
Liberal Arts Elective	3
Electives	6
	<hr/>
	15-16

Recommended Electives

- BU 173 Business Statistics
- BU 224 Cost Accounting
- EC 180 Economics
- DP 100 Key Punching
- DP 120 Programming FORTRAN
- DP 130 Data Processing Seminar*
- DP 131 Data Processing Systems*
- DP 133 Advanced COBOL

*With permission of instructor.

A total of 62 semester hours are required to complete the program, made up of the following:

- Data Processing: 21 semester hours (including DP 110, DP 111, DP 112, DP 121, DP 122)
- Physical Education: 2 semester hours.
- Liberal Arts: 20-21 semester hours (including EN 125, EN 126, 3-4 semester hours in Mathematics, 3-4 semester hours in Science, and 3 semester hours in Social Science)
- Business: 12 semester hours (including BU 101, BU 121, BU 122)
- General Electives: 7 semester hours.

SECRETARIAL SCIENCE [A.A.S.]

The Secretarial Science Program provides the necessary foundation for positions as secretaries, stenographers, and receptionists in business, government, and industry. The following is a suggested sequence of courses:

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
*BU 133 Beginning Typewriting		BU 132 Shorthand	5
and/or		BU 137 Business	
BU 134 Intermediate		Communications	3
Typewriting	3	BU 130 Data Processing Manual	3
**BU 131 Shorthand	5	Social Science Elective	3
or		Liberal Arts Elective	3
BU 138 Shorthand Skills	2		17
EN 125 Freshman English	3		
MA/SC Math or Science	3		
Physical Education	1		
	15-17		

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
BU 231 Shorthand &		Liberal Arts Elective	3
Transcription	4	BU 232 Shorthand &	
BU 235 Secretarial Procedures	3	Transcription	4
Liberal Arts Elective	3	BU 236 Secretarial Procedures	3
Liberal Arts Elective	3	BU 234 Advanced Typewriting	3
Physical Education	1	Elective	3
	14		16

*Depending on preparation.

**Depending on preparation. If student is taking BU 131 or BU 135, then student should be scheduled for 3 other academic courses, plus physical education. If student is taking BU 138, then 4 other academic courses should be scheduled, plus physical education.

TECHNOLOGIES

AUTOMOTIVE TECHNOLOGY [A.A.S.]

The Automotive Technology Program is designed to produce persons who, in addition to being knowledgeable in their chosen field, will have a basic background in the Arts and Sciences. Students in this program are expected to provide their own safety footwear, limited hand tools, and other personal items appropriate for automotive laboratory classes.

FIRST YEAR

First Semester

**AT 121 Introduction to Automotive Function	3
**AT 122 Theory of Internal Combustion Engines	3
Mathematics*	3-4
SC 161 Introduction to Physics	3
EN 125 Freshman English	3
Physical Education	1
	<u>16-17</u>

Second Semester

**AT 123 Internal Combustion Engine Support Systems	3
**AT 124 Automotive Electrical Systems	3
Mathematics or Elective*	3-4
SC 162 Introduction to Physics	3
EN 126 Freshman English	3
or	
EN 127 Technical English	1
Physical Education	<u>1</u>
	16-17

SECOND YEAR

First Semester

**AT 225 Automotive Chassis Systems	3
**AT 226 Power Trains—Design Features and Analysis	3
Electives	6
Social Science Elective	3
	<u>15</u>

Second Semester

**AT 227 Electronic Engine & Chassis Analysis	3
**AT 228 Consumer Relations & Services	3
Social Science Elective	3
Electives	4-6
	<u>13-15</u>

*Math placement depending upon preparation, competence at level of MA 142 or higher required.

Suggested Electives: BU 101, BU 103, EL 125, HD 150, MA 144, MD 171.

Minimum of 62 semester hours required for graduation, including two hours of physical education.

**Course meets at BOCES. Students make own transportation arrangements.

CONSTRUCTION TECHNOLOGY [A.A.S.]

The Construction Technology curriculum is designed to prepare technicians to secure gainful employment with contractors, engineers, architects, public works departments, and material manufacturers. The technical education offered in this curriculum contains a well-designed balance of theories and laboratory studies, providing a graduate with a broad knowledge of the construction field. Students in this program are expected to provide their own safety footwear, limited hand tools and personal items appropriate for construction technology laboratory classes.

FIRST YEAR

First Semester		16-17
**CT 121 Introduction to Building Trades & Construction Materials	3	1
**CT 122 Light Frame Construction I	3	3-4
SC 161 Introduction to Physics	3	1
EN 125 Freshman English	3	Physical Education
Mathematics*	3-4	
Second Semester		16-17
**CT 123 Light Frame Construction II	3	1
**CT 124 Blueprint Reading	3	Mathematics or Elective*
Elective	3	EN 127 Technical English
EN 126 Freshman English	3	EN 127 Technical English
or		EN 126 Freshman English
EN 127 Technical English	3	EN 126 Freshman English
Mathematics or Elective*	3-4	EN 126 Freshman English
Physical Education	1	EN 126 Freshman English

SECOND YEAR

First Semester		15
**CT 225 Masonry, Concrete, and Steel Construction	3	3
**CT 226 Plumbing & Climate Control	3	3
Elective	3	3
MD 171 Engineering Graphics	3	3
Social Science Elective	3	3
Second Semester		16
**CT 228 Estimating	3	3
**CT 229 Electrical Wiring	3	3
**CT 230 Principles of Soils	1	3
Social Science Elective	3	3
SU 101 Surveying I	3	3
MD 180 Architectural Drafting	3	3

*Math placement depending upon preparation, competence at level of MA 142 or higher required.
Minimum of 63 semester hours required for graduation, including two hours of physical education.
Suggested Electives: BU 101, BU 103, BU 121, BU 171, HD 150, MA 144, MA 151, EL 125.
**Course meets at sites other than main campus. Students make own transportation arrangements.

CRIMINAL JUSTICE [A.A.S.]

This program is designed to prepare students for careers with federal, state, county and local law enforcement organizations. The courses are concerned with fulfilling the educational needs of students, both male and female, aiding them in becoming efficient and knowledgeable criminal justice personnel. The program is open, as well, to those who are currently employed in law enforcement. The Criminal Justice (CJ) courses are only offered in the evening and summer through Continuing Education.

STUDENTS PLEASE NOTE: Many criminal justice agencies require applicants to meet qualifying entrance requirements. Students pursuing careers in these agencies should be aware of conditions that may disqualify applicants for employment, based on health, physical conditions, or character.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
CJ 106 Introduction to Criminal Justice	3	CJ 104 Criminal Law II	3
Mathematics (Strongly suggested: MA 160 Statistics)	3	CJ 105 Fundamentals of Criminal Investigation	3
SS 281 Introduction to Sociology	3	SC 130 Science, Technology and Society	3
CJ 103 Criminal Law I	3	SS 291 General Psychology	3
Physical Education	1	Physical Education	1
	<u>16</u>		<u>16</u>

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
CJ 112 Introduction to Police Organization & Management	3	DP 121 Programming COBOL	3
DP 110 Introduction to Data Processing	3	HU 258 Ethics	3
EN 132 Speech	3	CJ 107 Police Community Relations	3
CJ 109 Criminology	3	CJ 111 Introduction to Public Administration	3
Elective	3	Elective	3
	<u>15</u>		<u>15</u>

Minimum of 62 semester hours required for graduation, including two hours of physical education.

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. Students in this program are expected to provide their own small hand tools used in electrical and electronics courses. It is also highly recommended that students have their own electronic calculators with scientific notation capability.

Prerequisite: High school algebra. Trigonometry and physics are desirable. If a student's math-science level of competence does not equal or exceed the prerequisite, that student should consider a pre-technology course of study.

FIRST YEAR

First Semester

EN 125 Freshman English	3
EL 125 Electricity	4
MA 161 Mathematics for Electrical Technology	4
SC 161 Introduction to Physics	3
Physical Education	1
	<hr/> 15

Second Semester

EN 126 Freshman English	
or	
EN 127 Technical English	3
EL 126 Electricity	4
EL 127 Instrumentation	1
MA 162 Mathematics for Electrical Technology	4
SC 162 Introduction to Physics	3
Physical Education	1
	<hr/> 16

SECOND YEAR

First Semester

EL 229 Electronics	5
EL 231 Electric Machines	3
EL 233 Laboratory Project	3
Social Science Elective	3
MD 176 Electrical Graphics	3
	<hr/> 17

Second Semester

EL 230 Electronics	5
EL 232 Computers	4
EL 234 Laboratory Projects	3
Social Science Elective	3
	<hr/> 15

Minimum of 63 hours required for graduation, including two hours of physical education.

FOOD SERVICE ADMINISTRATION [A.A.S.]

The Food Service Administration curriculum is designed to develop students with the technical competence and preparation for supervisory trainee positions in the food processing and restaurant industries. Students in the program are expected to provide their own white uniforms for use in food laboratory classes. Uniform specifications will be provided by the instructor.

FIRST YEAR

First Semester

FS 121 Intro. to Food Service	3
FS 122 Food Selection and Preparation	3
HE 121 Nutrition	3
EN 125 English	3
Elective	3
Physical Education	1
	<hr/> 16

Second Semester

FS 123 Food Purchasing	3
FS 124 Quantity Food Selection and Preparation	3
HE 125 Advanced Nutrition	3
EN 126 English or	
EN 127 Technical English	3
BU 103 Business Math.	3
Physical Education	1
	<hr/> 16

SECOND YEAR

First Semester

FS 225 Food and Beverage Cost Control	3
FS 226 Fundamentals of Baking	3
BU 121 Principles of Accounting	3
SS Social Science Elective	3
SC 170 Intro. Chemistry	3
	<hr/> 15

Second Semester

FS 227 Food Service Organization and Management	3
**FS 228 Catering Seminar	3
Electives	6
Social Science Elective	3
	<hr/> 15

Suggested electives: BU 101, BU 122, BU 171
 HD 150
 MA 102, MA 103, MA 121
 SC 131, SC 141, SC 172

Minimum of 62 semester hours required for graduation, including two hours of physical education.

**Course may meet at sites other than main campus. Students make own transportation arrangements.

NATURAL RESOURCES CONSERVATION [A.A.S.]

The Natural Resources Conservation curriculum is designed to provide students with the educational background required to actively seek employment from government and private agencies in the areas of lands, parks and wildlife management. The program is also designed to develop the flexibility to allow students to transfer to schools offering baccalaureate degrees in the area of conservation. Students in this program should provide rainwear, footwear, and other personal items appropriate for outdoor laboratories.

FIRST YEAR

First Semester

**NR 121 Fisheries and Wildlife Management I	3
Social Science Elective	3
EN 125 English	3
Mathematics*	3-4
SC 141 Introductory Biology	
or	
BI 171 Modern Biology	3-4
Physical Education	<u>1</u>
	16-18

Second Semester

**NR 122 Fisheries and Wildlife Management II	3
BI 173 Animal Biology	4
EN 126 English	
or	
EN 127 Technical English	3
Mathematics or Elective*	3-4
BI 176 Ecology	3
Physical Education	<u>1</u>
	17-18

SECOND YEAR

First Semester

**NR 223 Forest Management I	3
SC 143 Earth Science I	3
SU 101 Surveying	3
SC 170 Intro. Chemistry	3
MA 144 Mathematics	<u>3</u>
	15

Second Semester

**NR 224 Forest Management II	3
Elective	3
BI 172 Plant Biology	4
**NR 126 Principles of Soils & Water	3
Social Science Elective	<u>3</u>
	16

*Math placement depending upon preparation, but must include MA 142 & MA 144 level, or higher.

Suggested electives: PE 231, HE 136, SC 144, SC 172, GL 171, NR 125, NR 230.

Minimum of 62 semester hours are required for graduation, including two hours of physical education.

**Course meets at sites other than main campus. Students make own transportation arrangements.

NURSING [A.A.S.]

The Nursing Science Program offers a four-semester curriculum which provides a balance of Liberal Arts and nursing as illustrated below. The nursing courses provide theoretical knowledge combined with clinical experience in a variety of hospital settings and community agencies. Graduates of this program are prepared to take the New York State licensing examinations to become Registered Nurses (R.N.) and are qualified to assume beginning staff nurse positions in five major clinical areas: Medical, Surgical, Maternity, Pediatric, and Psychiatric Nursing.

Prerequisites: High School Biology, medical examination, evaluation of scores on standardized tests (such as S.A.T.). Algebra and chemistry are desirable.

Because of the large number of applications to the Nursing Program, it is recommended that applications for admission be on file by December 1. The final date for receipt of application is listed in the College calendar.

FIRST YEAR

First Semester

BI 181 Anatomy & Physiology	4
SS 291 General Psychology	3
**NU 105 Nursing Science	7
Physical Education	1
	<hr/> 15

Second Semester

EN 125 Freshman English	3
BI 182 Anatomy & Physiology	4
SS 297 Developmental Psychology	3
**NU 106 Nursing Science II	7
Physical Education	1
	<hr/> 18

SECOND YEAR

First Semester

BI 282 Microbiology	4
**NU 205 Nursing Science III	9
EN 126 Freshman English	3
	<hr/> 16

Second Semester

**NU 206 Nursing Science IV	9
SS 281 Sociology	3
Elective	3-4
	<hr/> 15-16

Minimum of 64 semester hours required for graduation, including two hours of physical education.

**To qualify for the next sequential nursing course, the student must earn a grade of C or higher in nursing and pass the clinical laboratory. Students are expected to provide uniforms for wear in laboratory periods. Courses meet at sites other than main campus. Students make own transportation arrangements.

VISUAL COMMUNICATIONS TECHNOLOGY [A.A.S.]

The Visual Communications Technology curriculum is designed to prepare technicians to seek employment in the graphics communications industry. Emphasis will be in the areas of layout and design, photo composition, paste-up and copy preparation, camera work, stripping, offset plate-making, presswork, and related areas. Special emphasis is on the development of contemporary job skills in most production areas where skill-building activities in offset, lithographic, and screen process printing are needed. Technical knowledge of science-oriented areas such as chemistry, electronics, mathematics, and photography is developed. A balance of broad technical background through practical application and theory will enable a person to seek supervisory positions in printing and publishing of newspapers, magazines, books, and advertising matter; the production of business forms; greeting cards; gift wrappings; commercial or job printing; bookbinding; and other printing and photographic services.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
**GA 101 Graphic Arts I	3	**GA 103 Graphic Arts II	3
ER 101 Principles of Photography	3	GA 104 Typography	3
EN 125 English	3	EN 126 English	
BU 133 Beginning Typewriting	3	or	
AR 150 Basic Design	3	EN 127 Technical English	3
Physical Education	1	Mathematics*	3-4
	16	Elective	3
		Physical Education	1
			16-17

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
GA 105 Layout & Printing Design	3	GA 107 Production Management	3
**GA 106 Graphics Arts Production	3	ER 102 Advanced Photography	3
SC 170 Intro. Chemistry	3	Electives	6
Elective	3	SC 162 Physics	3
Social Science Elective	3	Social Science Elective	3
	15		15

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

Suggested electives: BU 170, GA 108, ER 103, ER 151, AR 200, AR 299.

Minimum of 62 semester hours required for graduation, including two hours of physical education.

**Laboratories meet at BOCES. Students make own transportation arrangements.

ONE-PLUS-ONE DEGREE PROGRAMS

In cooperation with the State University Agricultural and Technical Colleges at Canton and at Cobleskill, with Hudson Valley Community College, and with the College of Environmental Science and Forestry, Fulton-Montgomery Community College offers "one-plus-one" programs in the following areas:

with Canton:

Agricultural Engineering
Agronomy
Agronomy (Horticulture Option)
Animal Husbandry
Dairy and Food Science
General Agriculture
Industrial Technology
Mortuary Science
Science Laboratory Technology
(Biology Option)
(Chemistry Option)

with Cobleskill:

Floriculture
Food Service Administration
Science Laboratory Technology
(Allied Health Option)
(Chemistry Option)
(Environmental Health Option)
(Histotechnology Option)

with Hudson Valley:

Environmental Technology
Transportation

*with college of Environmental
Science & Forestry:*

Forest Technology

A student in a one-plus-one program spends the first year at Fulton-Montgomery taking courses prescribed for the program. Upon successful completion of this first year (minimum of 1.75 average), the student is guaranteed transfer into the program at Canton, Coblesville Forestry, or Hudson Valley for the final year of the program and the award of the Associate degree. Details about applications, records, etc. are available from the Fulton-Montgomery Admissions or Registrar's Offices.

AGRICULTURAL ENGINEERING [A.A.S.]

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
SC 161 Introduction to Physics	3
Mathematics*	3-4
Social Science Elective	3
Physical Education	1
Elective	3

16-17

Second Semester

EN 126 Freshman English	3
SC 162 Introduction to Physics	3
Social Science Elective	3
BU 141 Marketing	3
Elective	3-4

15-16

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

AGR 131 Soil Science	3
AGR 111 Farm Techniques	1
AH 131 Animal Science	3
AM 142 Ag. Engineering I	4
AM 322 Intro. Welding	2
AM 345 Ag. Tractors & Eng.	4

17

Second Semester

AM 242 Ag. Machinery	4
<i>Electives [4]</i>	
**AM 426 Tractor Trains	2
**AM 231 Hort. Maint.	3
***AM 237 Hydraulic Systems	3
***AM 435 Electrical Systems	3
AM 433 Soil & Water Cons.	3
AM 411 Ag. Eng. Prob.	1
Agr 431 Land Mgt.	4
AEC 441 Farm Mgt.	4

17-18

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

**Offered in odd-numbered years.

***Offered in even-numbered years

GRADUATION REQUIREMENTS 14 semester hours - Agricultural Engineering Courses; 6 hours - English; 1 hour - Physical Education; 6 hours - Math/Science; 6 hours - Social Science. Total semester hours—62.

AGRONOMY (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
Social Science Elective	3
BI 171 Modern Biology	
or	
SC 141 Intro. Biology	3-4
SC 171 Introduction to Chemistry	3
Mathematics*	3
Physical Education	1
	<hr/> 16-17

Second Semester

EN 127 Technical English	3
Social Science Elective	3
BI 172 Plant Biology	4
Mathematics or Elective*	3-4
BU 141 Marketing	3
	<hr/> 16-17

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

AG 111 Farm Techniques	1
AGR 131 Soil Science	3
AGR 336 Fertilizers & Ag. Chem.	3
AH 131 Animal Science	3

Second Semester—Electives [5]

AGR 341 Land Mgt.	4
AGR 411 Agron. Research	2
BI 341 Microbiology	4
AM 242 Ag. Machinery	4
AEC 441 Farm Mgt.	4
	<hr/> 16-19

Electives [2]

AGR 132 Horticulture	3
AM 142 Ag. Engineering	4
AGR 341 Field Crop Prod.	4
BI 331 Field Biology	3
	<hr/> 16-18

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

GRADUATION REQUIREMENTS 18 semester hours of Agronomy courses: Total semester hours—62.

AGRONOMY (A.A.S.) Horticulture Option

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
Social Science Elective	3
BI 171 Modern Biology	
or	
SC 141 Intro. Biology	3-4
SC 170 Intro. Chemistry	3
Mathematics*	3
Physical Education	1
	<u>16-17</u>

Second Semester

EN 127 Technical English	3
Social Science Elective	3
BI 172 Plant Biology	4
Mathematics or Elective*	3-4
BU 141 Marketing	3
	<u>16-17</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

AGR 131 Soil Science	3
AGR 132 Intro. to Horticulture	3
BA 131 Business Orgn. & Mgmt.	3
AGR 336 Fertilizers & Ag. Chem.	3
<i>Elective</i> [1]	
AGR 341 Field Crop Production	4
AM 142 Ag. Engineering I	4
	<u>16</u>

Second Semester

AGR 432 Veg. & Fruit Production	3
**AM 231 Hort. Maintenance	3
<i>Electives</i> [3-4]	
AGR 431 Land Mgmt. & Consv.	3
AGR 411 Agron. Research	2
AEC 441 Farm Management	4
BI 341 Microbiology	4
AM 242 Ag. Machinery	4
	<u>17</u>

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

**Offered in odd-numbered years.

GRADUATION REQUIREMENTS 18 semester hours of Agronomy courses: total semester hours—62.

ANIMAL HUSBANDRY

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
Social Science Elective	3
BI 171 Modern Biology	
or	
SC 141 Intro. Biology	3-4
SC 171 Introduction to Chemistry	3
Mathematics*	3
Physical Education	1
	<u>16-17</u>

Second Semester

EN 127 Technical English	3
Social Science Elective	3
BU 141 Marketing	3
Elective	3
Mathematics or Elective*	3-4
	<u>15-16</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

AGR 113 Farm Techniques	1
AH 131 Animal Science	3
AGR 131 Soil Science	3

Electives [3]

AH 341 Dairy Cattle Mgt.	4
AH 335 Horse Husb.	3
AH 331 An. Health & Diseases	3
AM 142 Ag. Structures	4
DFS 131 Dairy & Food Sc.	3
AGR 431 Field Crop Prob.	4
AM 345 Ag. Tractors & Eng.	4
	<u>16-19</u>

Second Semester—Electives [4]

BI 232 An. Anat. & Phys.	3
AH 431 Animal Breeding	3
AH 242 Feeds & Nutrition	4
AH 432 Livestock Prod.	3
AEC 441 Farm Mgt.	4
AH 441 An. Hus. Prob.	1-2
AM 242 Ag. Machinery	4
	<u>15-18</u>

GRADUATION REQUIREMENTS

18 semester hours - (All An. Hus. Courses and An. Anat. & Phys.); 6 hours - English; 1 hour - Physical Education; 6 hours - Math/Science; 6 hours - Social Science; 18 hours in allied Ag. subjects. Total semester hours—62

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

DAIRY & FOOD SCIENCE

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
BI 171 Modern Biology	
or	
SC 141 Intro. Biology	3-4
Social Science Elective	3
BI 176 Ecology	3
SC 170 Intro. Chemistry	3
	<u>15-16</u>

Second Semester

EN 127 Technical English	3
Mathematics or Elective**	3-4
Social Science Elective	3
*BI 282 Microbiology	4
Physical Education	1
	<u>14-15</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

*DFS 131 Dairy & Food Sc.	3
LT 113 Careers	1
*DFS 132 Princ. of Env. Health	3
DFS 321 Food Prod. Eval.	2
BI 342 Dairy-Food Micro.	4
DFS 422 State License Milk	3
	<u>16</u>

Second Semester

*DFS 231 Dairy & Food Sc. II	3
*DFS 441 Elements Food Sanit.	4
*DFS 433 Water Supplies & Sew. Treat.	3
CH 242 Chemistry	4
*BI 431 Env. Micro.	4
	<u>18</u>

**Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

GRADUATION REQUIREMENTS *Successful completion of courses marked with asterisk; 6 semester hours - English; 1 hour - Physical Education; 6 hours - Math/Science; 6 hours - Social Science. Total semester hours—61.

GENERAL AGRICULTURE (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
Social Science Elective	3
SC 170 Introduction to Chemistry	3
Mathematics*	3-4
SC 141 Intro. Biology	3
Physical Education	1
	<u>16-17</u>

Second Semester

EN 127 Technical English	3
Social Science Elective	3
BI 172 Botany	4
BU 141 Marketing	3
Mathematics or Elective*	3
	<u>16</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

AGR 111 Farm Techniques	1
AGR 131 Soil Science	3
AH 131 Animal Science	3

Electives [3]

AGR 341 Field Crop Prod.	4
AM 142 Ag. Engineering I	4
AH 341 Dairy Cattle Mgt.	4
AM 345 Ag. Tractors & Eng.	4
AH 331 An. Health & Diseases	3
	<u>18-19</u>

Second Semester

AEC 441 Farm Mgt.	4
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Electives [4]

AH 242 Feeds & Nutrition	4
AM 242 Ag. Machinery	4
AH 432 Livestock Prod.	3
AH 431 Animal Breeding	3
AGR 431 Land Mgt.	3
	<u>17-18</u>

*Mathematics placement dependent upon preparation, competence at level of MA 142 or higher required.

GRADUATION REQUIREMENTS 35 semester hours - Agricultural Electives; 6 hours - English; 1 hour - Physical Education; 6 hours - Math/Science; 6 hours - Social Science. Total semester hours—62.

INDUSTRIAL TECHNOLOGY (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
SC 161 Introduction to Physics	3
EL 125 Electricity	4
MA 161 Technical Mathematics	4
Physical Education	<u>1</u>
	15

Second Semester

EN 126 Freshman English	
or	
EN 127 Technical English	3
SC 162 Introduction to Physics	3
MD 171 Engineering Graphics	3
EL 126 Electricity	4
MA 162 Technical Mathematics	<u>4</u>
	17

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

MT 351 Statics & Strength of Materials	5
MT 152 Manufacturing Processes	4
Technical Electives	<u>8</u>
	17

Second Semester

ET 438 Electronics	4
MT 435 Digital Control Systems	4
Social Science Elective	3
Technical Electives	<u>5-6</u>
	16-17

GRADUATION REQUIREMENTS Total semester hours—64.

MORTUARY SCIENCE (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
SS 281 Sociology	3
BU 101 Principles of Business	3
BU 171 Business Law	3
BU 121 Accounting I	3
	<hr/> 15

Second Semester

EN 132 Speech	3
SS 291 General Psychology	3
BU 103 Math of Business	
Finance	3
BU 137 Business	
Communication	3
HE 135 Personal Health	3
Physical Education	1
	<hr/> 16

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

MS 131 Intro. to	
Funeral Service	3
MS 341 Clin. Theory and Prac. I	4
MS 336 - Senior Seminar I	3
MS 331 Funeral Service	3
	<hr/> 13

Second Semester

MS 436 Senior Seminar II	3
MS 441 Clin. Theory & Prac. II	4
MS 442 Restorative Art	4
EC 232 Consumer Econ.	3
BI 142 Anatomy & Physio.	4
	<hr/> 18

Summer

*Clinical Practices	
MS 434 Clinical Practicum	3

*After completion of second semester at Canton, student required to work 5 weeks in funeral home.

GRADUATION REQUIREMENTS

Successful completion of all listed courses: Total semester hours—65.

SCIENCE LABORATORY TECHNOLOGY

Biology Option [A.A.S.]

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
*Mathematics**	3-4	*BI 282 Microbiology	4
*BI 171 Modern Biology	4	*BI 173 Animal Biology	4
CH 173 Chemistry	4	CH 174 Chemistry	4
Physical Education	1	*Mathematics or Elective**	3-4
	<u>15-16</u>		<u>18-19</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
Social Science	3	Social Science	3
CH 345 Quantitative Analysis	4	CH 432 Biochemistry	3
<i>Electives [3]</i>		<i>Electives [3]</i>	
*BI 331 Field Biology & Ecology	3	CH 434 Instru. Analysis	3
DFS 132 Principles of Env. Health	3	*BI 311 Biotechniques	2-8
*BI 342 Dairy & Food Micro.	4	*BI 431 Env. Microbiology	3
*BI 432 Freshwater Biology	3	*BI 242 Human Anatomy & Phys.	4
LT 113 Careers	1	DFS 433 Water Supplies & Sewage Treat.	3
	<u>14-18</u>	AGR 431 Land Mgt. & Conservation	3
		MA 332 Statistics	3
			<u>14-18</u>

**Mathematics placement dependent upon preparation, competence at level of MA 154 or higher required.

GRADUATION REQUIREMENTS at least 64 semester hours, including 6 semester hours - English; 1 hour - Physical Education; 6 hours - Math/Science; 6 hours - Social Science; and *Successful completion of all courses marked with asterisk.

SCIENCE LABORATORY TECHNOLOGY

Chemistry Option [A.A.S.]

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
Social Science Elective	3	Social Science Elective	3
BI 171 Modern Biology	4	BI 173 Animal Biology	4
*CH 173 Chemistry	4	*CH 174 Chemistry	4
*Mathematics**	4	*Mathematics or Elective	3-4
	<u>18</u>		<u>17-18</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
*CH 341 Organic Chemistry	4	*CH 432 Biochemistry	3
*CH 345 Quantitative Analysis	4	*CH 441 Organic Chemistry	4
Physics 142	4	Physics 242	4
<i>Elective [1]</i>		<i>Elective [1]</i>	
MA 332 Statistics	3	BI 341 Microbiology	4
LT 113 Careers	1	Computer Programming	3
	<u>13-16</u>		<u>14-18</u>

**Mathematics placement dependent upon preparation, competence in MA 154 or higher required.

GRADUATION REQUIREMENTS at least 64 semester hours, including 6 semester hours - English; 6 hours - Math/Science; 6 hours - Social Science; 1 hour - Physical Education; and *Successful completion of all courses marked with asterisk.

FLORICULTURE (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
Social Science Elective	3
BI 171 Modern Biology	4
Electives	6
Physical Education	1
	<u>17</u>

Second Semester

EN 127 Technical English	3
Social Science Elective	3
BI 172 Plant Biology	4
Electives	6
Physical Education	1
	<u>17</u>

SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

OH 111 Floral Design I	3
OH 131 Floriculture	3
OH 113 Plant Science Laboratory Techniques	1
OH 141 Nursery Management I	3
OH 181 Plant Pathology	3
OH 200-210 Plant Science Occupational Experiences	1
OH 251 Greenhouse Management	3
	<u>17</u>

Second Semester

OH 172 Flower Shop Management	3
OH 186 Entomology	3
OH 114 Plant Science Laboratory Techniques	1
OH 212 Floral Design II	3
OH 200-210 Plant Science Occupational Experiences	1
OH 232 Floriculture II	3
AG 111 Introduction to Soil Science	3
	<u>17</u>

GRADUATION REQUIREMENTS Total Semester hours—68.

FOOD SERVICE ADMINISTRATION (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
Social Science Elective	3
BI 171 Modern Biology or	
SC 141 Introduction to Biology	3-4
BU 103 Business Mathematics	3
Liberal Arts Elective	3
Physical Education	1
	<u>16-17</u>

Second Semester

EN 126 Freshman English	3
Social Science Elective	3
BI 282 Microbiology	4
Electives	6
Physical Education	1
	<u>17</u>

SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

FA 111 Foods I	3
FA 122 Nutrition I	3
FA 242 Food Service Equipment	3
FA 247 Menu Planning and	
Food Merchandising	3
Electives	5
	<u>17</u>

Second Semester

FA 112 Foods II	3
FA 132 Quantity Foods I	3
FA 145 Food Purchasing and	
Cost Control	3
FA 255 Management Organization	
and Supervision	4
Elective	3
	<u>16</u>

GRADUATION REQUIREMENTS Total semester hours—66.

SCIENCE LABORATORY TECHNOLOGY Allied Health Option

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 127 Technical English or	
CH 173 Fund. of Chemistry I	4	EN 126 Freshman English	3
BI 171 Modern Biology	4	CH 174 Fund. of Chem. II	4
Mathematics*	3-4	BI 173 Animal Biology	4
Physical Education	1	Mathematics or Elective*	3-4
	15-16	BI 282 Microbiology	4
			18-19

SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
SS Elective	3	BI 260 Adv. Bio. Tech. or	
Specialization Electives	6	CH 224 Instr. Anal. or	
Electives	5	CH 226 Radiation Science	3
MA 105 Fund. and Graph.	2	BI 118 Human Physiology	3
	16	SS Elective	3
		Specialization Electives	4
		Electives	3
		Physical Education	1
			17

*Mathematics placement dependent upon preparation, competence at level of MA 154 or higher required.

GRADUATION REQUIREMENTS Total semester hours—66, with 33 hours completed at Cobleskill.

SCIENCE LABORATORY TECHNOLOGY

Chemistry Option

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 127 Technical English or	
CH 173 Chemistry	4	EN 126 Freshman English	3
Mathematics*	3-4	CH 174 Chemistry	4
Social Science Elective	3	Mathematics*	3-4
Elective	2-3	Social Science Elective	3
Physical Education	<u>1</u>	Elective	3
	16-18	Physical Education	<u>1</u>
			17-18

SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
CH 231 Organic Chemistry I	4	CH 232 Organic Chemistry	4
CH 221 Quantitative Analysis	3	CH 224 Instr. Analysis	3
MA 105 Comp. and		Specialized Science	
Graph. Tech.	2	Electives**	5-6
Specialized Science		Electives	<u>5</u>
Electives**	<u>6-7</u>		17-18
	15-16		

*Mathematics placement dependent upon preparation, competence in intermediate algebra required.

**Courses chosen from biology, chemistry, physics, math, data processing, or physical science.

GRADUATION REQUIREMENTS Total semester hours—66, with 33 hours completed at Cobleskill.

SCIENCE LABORATORY TECHNOLOGY Environmental Health Option

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
CH 173 Fundamentals of Chemistry I	4
BI 171 Modern Biology	4
Mathematics*	3-4
Physical Education	1
	<u>15-16</u>

Second Semester

EN 127 Technical English or EN 126 Freshman English	3
CH 174 Fund. of Chem. II	4
BI 173 Animal Biology	4
BI 282 Microbiology	4
Mathematics*	3-4
	<u>18-19</u>

SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

EH 102 Environmental Health II	2
EH 207 Milk and Food Sanitation	3
PH 111 Physics I	4
Specialization Elective	3
MA 105 Fund. and Graph.	2
Social Science Elective	3
	<u>17</u>

Second Semester

EH 101 Environmental Health I	2
Social Science Elective	3
Specialization Elective	5
Electives	5-7
Physical Education	1
	<u>16-18</u>

*Mathematics placement dependent upon preparation, competence at level of MA 154 or higher required.

GRADUATION REQUIREMENTS Total semester hours—66, with 33 hours completed at Cobleskill.

SCIENCE LABORATORY TECHNOLOGY

Histotechnology Option

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
CH 173 Fundamentals of Chemistry I	4
BI 171 Modern Biology	4
Mathematics Elective*	3-4
Physical Education	1
	<hr/> 15-16

Second Semester

EN 127 Technical English or EN 126 Freshman English	3
CH 174 Fund. of Chemistry II	4
BI 173 Animal Biology	4
Mathematics Elective	3-4
Electives**	3
Physical Education	1
	<hr/> 18-19

SECOND YEAR—S.U.N.Y. COBLESKILL

First Semester

BI 251 Histology	3
BY 291 Anatomy	3
MA 105 Comp. & Graph.	2
Social Science Elective	3
BI 113 Med. Orient.	1
Electives	5
	<hr/> 17

Second Semester

BY 118 Human Physiology	3
BY 258 Microtechniques	3
BY 255 Animal Pathology	2
Social Science Elective	3
Electives	5
	<hr/> 16

SUMMER: BI 275 Clinical Experience in Histology (4) required for certification by American Society of Clinical Pathology.

*Mathematics placement dependent upon preparation, competence at level of MA 154 or higher required.

**May be Microbiology.

GRADUATION REQUIREMENTS Total semester hours—66, with 33 completed at Cobleskill.

ENVIRONMENTAL TECHNOLOGY (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
CH 173 Fundamentals of Chemistry	4
BI 171 Modern Biology	4
Mathematics Elective	3-4
Physical Education	1
	<u>15-16</u>

Second Semester

EN 126 Freshman English	3
CH 174 Fundamentals of Chemistry	4
BI 282 Microbiology	4
Mathematics Elective	3-4
Social Science Elective	3
Physical Education	1
	<u>18-19</u>

SECOND YEAR—HUDSON VALLEY COMMUNITY COLLEGE

First Semester

1806 Environmental Seminar I	1
1802 Environmental Quality	4
1811 Water Purification	4
3012 Ecology	4
6440 Physics	4
	<u>17</u>

Second Semester

1807 Environmental Seminar II	1
1010 Engineering Drawing I	1
1813 Waste Water Treatment	4
1820 Air Pollution Control	4
1830 Limnology	4
Social Science Elective	3
	<u>17</u>

GRADUATION REQUIREMENTS Total semester hours—67-69.

TRANSPORTATION (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

BU 121 Accounting	3
BU 103 Business Math	3
EC 180 Economics	3
EN 125 Freshman English	3
Mathematics or Science	3-4
Physical Education	1
	<u>16-17</u>

Second Semester

BU 122 Accounting	3
BU 173 Business Statistics	3
DP 110 Introduction to Data Processing	3
EN 126 Freshman English	3
Mathematics or Science	3-4
Physical Education	1
	<u>16-17</u>

SECOND YEAR—HUDSON VALLEY COMMUNITY COLLEGE

First Semester

4810 Principles of Transportation	3
4813 Fund. of Traffic and Trans. Mgt.	3
4820 Railroad Operations and Management	3
4823 Motor Carrier Operations and Management	3
Business Law	3
4450 Typewriting I	1
	<u>16</u>

Second Semester

2550 Economic Geography	3
4814 Advanced Transportation Management	3
4824 Airline and Water Transportation Mgt.	3
4830 Transportation Law and Regulation	3
Business Communications	3
	<u>15</u>

GRADUATION REQUIREMENTS Total semester hours 63-65.

FOREST TECHNOLOGY

(In cooperation with the SUNY College
of Environmental Science and Forestry)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
BI 171 Modern Biology		BI 172 Plant Biology	
or		or	
SC 141 Intro. Biology	3-4	BI 173 Animal Biology	
Mathematics*	3-4	or	
EC 180 Intro. to Economics	3	SC 142 Intro. Biology	3-4
Elective	3	Mathematics*	3-4
	<u>15-17</u>	Electives	<u>6</u>
			15-17

SECOND YEAR—RANGER SCHOOL, WANAKENA CAMPUS

Courses in area of specialization

*Mathematics placement dependent upon preparation; competence in algebra and trigonometry, or higher mathematics, required.

NOTE: Concurrent application to Fulton-Montgomery and to the College of Environmental Science and Forestry is required. Decisions on admission to the Forest Technology program are rendered by the College of Environmental Science and Forestry.

CERTIFICATES

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 an 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
MA 050 Algebra or MA 121, 102, & 103	3
HD 150 Reading and Learning Skills	3
HD 100 Studies of the Person	3
Physical Education	1
Exploratory Elective Technical, Vocational, Liberal Arts**	2-4
	<u>13-17</u>

Second Semester

EN 010 College Preparatory English* or Speech EN 132	3
Exploratory Electives—Technical, Vocational, Liberal Arts**	9-12
	<u>12-15</u>

*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 remain a year, and some will continue into other programs at the College.

SECRETARIAL STUDIES

This program is open to all students who have had 2 years of satisfactory high school training in shorthand, or its equivalent. This program leads to a certificate in secretarial studies at the end of one year. Students completing the program are qualified to accept positions as secretaries, stenographers, and receptionists in business, government and industry. All courses included in this program may be transferred to the Secretarial Science degree program. **GRADUATION REQUIREMENTS** A minimum of 29 hours must be completed for the Secretarial Studies Certificate.

First Semester

*BU 134 Intermed. Typewriting	3
BU 137 Business Communications	3
BU 231 Shorthand & Transcription	4
BU 235 Secretarial Procedures	3
**Business Elective	3
	<hr/> 16

Second Semester

BU 130 Data Processing Manual	3
BU 232 Shorthand & Transcription	4
BU 234 Advanced Typewriting	3
BU 236 Secretarial Procedures	3
Elective (optional)	3
	<hr/> 13-16

*Must have BU 133 or equivalent

**May be taken either semester

CLERK-TYPIST

This program leads to a certificate as a clerk-typist at the end of one year. It prepares students for positions as clerk-typists, receptionists, and general office workers in business, industry, and government. Most courses in this program can be used to meet the requirements for an Associate in Applied Science degree.

First Semester

BU 130 Data Processing Manual	3
*BU 134 Intermediate	
Typewriting	3
BU 235 Secretarial Procedures	3
**BU Elective	<u>3-5</u>
	12-14

Second Semester

BU 137 Business	
Communications	3
BU 234 Advanced Typewriting	3
BU 236 Secretarial Procedures	3
Elective	<u>3-5</u>
	12-14

*A student must have completed BU 133 or equivalent.

**Recommended Business Electives

- BU 131 Beginning Shorthand
- BU 103 Math of Business Finance
- BU 121 Principles of Accounting
- BU 143 Retailing
- BU 143 Retailing
- BU 237 Records Management
- BU 238 Secretarial Seminar

GRADUATION REQUIREMENTS A minimum of 24 hours (27 hours if a student is required to complete BU 133 in preparation for BU 134) is required for the Clerk-Typist Certificate. The courses listed must be passed with satisfactory grades. Typewriting must be passed with a minimum grade of C.

If a student elects BU 131 or BU 135, only three additional academic courses should be scheduled in that semester.

CRIMINAL JUSTICE

This program leads to a certificate in Criminal Justice and is designed to prepare students to become members of the municipal, county and state police forces, as well as Federal Protection Officer, United States Marshal, campus security guard, correctional officer, institutional guard, youth-aid worker, social worker and other positions in the criminal justice system. The program is open, as well, to those who are currently employed in law enforcement. The Criminal Justice (CJ) courses are only offered in the evening and summer through Continuing Education. Below is a suggested sequence of the courses required for this certificate.

First Semester

EN 125 Freshman English	3
Mathematics (Strongly Suggested: MA 160 Statistics)	3
CJ 101 Police Administration I	3
CJ 103 Criminal Law I	3
CJ 106 Introduction to Law Enforcement & Criminal Justice	3
SS 291 General Psychology	3
	<u>18</u>

Second Semester

EN 126 Freshman English	3
CJ 102 Police-Administration II or CJ 104 Criminal Law II	3
CJ 105 Principles of Criminal Investigation	3
CJ 107 Police-Comm. Relations or CJ 108 Introduction to Juvenile Delinquency	3
SS 281 Introduction to Sociology	3
	<u>15</u>

GRADUATION REQUIREMENTS Completion of the courses listed.
Total semester hours—33.

COURSE DESCRIPTIONS

IS 299 Independent Study

1-3 s.h.

Course affords students the opportunity to investigate in depth areas not available in existing courses. Provided they obtain the sponsorship of a faculty member and the permission of the Dean, students may submit proposals contracting to undertake from one to three semester hours of independent study in approved areas. Students accepted for independent study will be expected to confer regularly with their mentors and to demonstrate satisfactory proficiency in the particular area of study they have proposed to investigate.

Hours: to be arranged.

CE 010 Driver Education

1 s.h.*

Course is designed to follow the New York state guidelines for Driver Education; is State approved; includes State-mandated three-hour pre-licensing course, necessary before a driver's license may be applied for and approved (if blue card is not earned).

Hours per week: 4-6.

*Not applicable to any degree or certificate program.

BUSINESS 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 221 Intermediate Accounting

3 s.h.

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

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

BU 222 Intermediate Accounting

3 s.h.

A continuation of the studies in BU 221, including analysis of liabilities, stockholders equity, land, buildings, and equipment.

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 laws 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 121 or permission of instructor. Hours of class per week: 3

Business Administration

BU 101 Principles of Business**3 s.h.**

An introductory course to the diverse world of business, its structure, its operations and its impact upon each of us as employees, as consumers, as individuals, and as members of society. Course designed to acquaint the student with functional areas of the business concern such as planning, organizing, directing, activating, and controlling; provides a framework upon which the student may choose a career core for future study and training. Case studies, as well as computerized and manual business games, used.

Hours of class per week: 3

BU 103 Mathematics of Business Finance**3 s.h.**

Review of the basic fundamentals and use of shortcut operations in computations. Instruction in financial problems of bank discount, interest, taxes, insurance, depreciation, trade and cash discounts. Analysis of financial statements.

Hours of class per week: 3.

BU 140 Salesmanship**3 s.h.**

A comprehensive treatment of professional salesmanship including an analysis of consumer types and buying motives, the approach and development of sales strategy. Students required to make sales presentation in role-playing situations. Equal emphasis placed on selling consumer and industrial products.

Hours of class per week: 3.

BU 141 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 marketing policies, with some discussion of marketing research.

Prerequisite: BU 101. Hours of class per week: 3.

BU 143 Retailing**3 s.h.**

Topics included are the marketing concept retailing, factors of area and market analysis, and aspects of organizational structure, layout, and personnel planning. Also covered are methods of pricing, merchandise planning, inventory and expense control, and sales promotion techniques.

Hours of class per week: 3.

BU 151 Personnel Management**3 s.h.**

An introduction to fundamentals of constructive personnel practices and personnel techniques of American industry is presented. Emphasis is placed on screening and selection, job evaluation, and wage administration; management compensation training and development, input and output, evaluations; general personnel policies, and the supervisor's role in administration.

Hours of class per week: 3.

BU 152 Production Management**3 s.h.**

Objective of course is to promote a broad view of production/operations management using both descriptive and analytical material.

Descriptions of production areas and the problems involved are blended with analytical approaches.

Prerequisite: BU 101. Hours of class per week: 3.

BU 153 Supervision**3 s.h.**

Study of the supervisor, "key man" in a company's chain of command. Supervisory role as perceived by superiors, subordinates, and peers. Study of the skills, attitudes and aptitudes necessary for effective supervision. Emphasis placed on practical solutions to employer-employee problems within supervisor's authority and responsibility. Lecture, case discussion, and role-playing instructional techniques used.

Prerequisite: BU 101. Hours of class per week: 3.

BU 154 Management and the Law**3 s.h.**

Course designed to emphasize the manager's need to recognize legal warning signs in performance of responsibilities. Topics include agency and employment, partnership, unfair and predatory business practices, Equal Opportunity Act, Occupational Health and Safety Act. Lecture and case analysis instructional techniques used.

Prerequisite: BU 171 or BU 101 suggested. Hours of class per week: 3.

BU 160 Introduction to Finance**3 s.h.**

Course introduces the student to the role of finance in modern business operations, providing a survey of both internal and external financial requirements and transactions handled primarily by mid-management personnel.

Hours of class per week: 3.

BU 164 Credit Administration**3 s.h.**

Course designed to train the student for a possible career in credit management, introducing the student to the actual problems of granting credit as faced by institutions such as banks, finance companies, and other lending institutions.

Hours of class per week: 3.

BU 165 Small Business Administration**3 s.h.**

Course provides prospective and current small business owners with the essential concepts of starting and operating a small business. Topics covered include: initial procedures in starting a small business, record keeping, financing, labor/tax laws, promotion techniques, profit planning/cost control, inventory control, credit policies, sources of information, and franchise operations.

Prerequisite: Not open to first semester students except with permission of instructor. Hours of class per week: 3.

BU 170 Advertising**3 s.h.**

Survey of the advertising field, policies, procedures, and practices in planning and preparing various types of advertisements and selecting media.

Hours of class per week: 3.

BU 171 Business Law**3 s.h.**

Course designed to familiarize the student with the law as it affects business personnel and social activities. A study of basic legal principles and procedures in addition to such topics as the origin and kinds of law, the law of contracts, sales, commercial paper, and of agency and employment should provide the student with an understanding of the rights and duties of individuals and businesses. Approach used includes case and text analyses and discussion.

Hours of class per week: 3.

BU 173 Business Statistics**3 s.h.**

Course deals with statistical application of practical problems in economics and business. Areas considered are methods of collecting statistical business data, methods of predictions and probability, inventory control, analysis of systems, and application of measures.

Prerequisite: High School algebra or equivalent. Hours of class per week: 3.

BU 179 Business Organizations**3 s.h.**

Course structured to introduce the student to relationships between management personnel and the organizations for which they work. Emphasis placed on tracing management activities, showing how these become organizational practice and policy, and how practice and policy interface.

Hours of class per week: 3.

BU 228 Seminar in Corporate Finance**3 s.h.**

Study of the accumulation, use and control of funds in a business enterprise, with emphasis on the problems of financial management of today's corporations.

Prerequisite: BU 101 or BU 122 strongly recommended. Hours of class per week: 3.

BU 229 Seminar in Accounting**3 s.h.**

Reading and research on approved topics of special interest to the student. Written reports and oral presentations required. This course serves as an elective in the Accounting curriculum.

Prerequisite: Nine semester hours in Accounting. Hours of class per week: 3.

BU 243 Retail Management**3 s.h.**

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 101 & BU 143. Hours of class per week: 3.

BU 250 Management Decision Making**3 s.h.**

Course is an in-depth approach to the facets of managerial decision making, emphasizing the role of "Middle Management" in the decision process. Emphasis is placed on the case study approach using the techniques of computer simulation, seminars and role-playing.

Prerequisite: BU 101 and one other Management Option course. Hours of class per week: 3.

BU 261 Managerial Accounting**3 s.h.**

Course is devoted to the use, rather than the construction, of accounting records and statements. Topics covered are: analysis and interpretation of financial data, flow of funds, cost concepts and applications, budget, and decision-making.

Prerequisite: BU 122 or permission of instructor. Hours of class per week: 3.

BU 262 Introduction to Investments**3 s.h.**

Course related to security market structure. Investment objectives of risk, growth, and income portfolios analyzed. Topics will include stock market research, buying and selling, language, capital gains and losses, and tax considerations supported by Federal and State regulations.

Hours of class per week: 3.

Data Processing

DP 100 Key Punching**3 s.h.**

Use and functions of the keypunch machine. Laboratory exercises involving setup and operation of various keypunch machines, preparing the student for Civil Service examination and work in the Data Processing field as a keypunch operator. Knowledge of typewriting is recommended.

Hours of class per week: 3.

DP 101 Computer Operations**3 s.h.**

Course to orient and familiarize the student with the procedures utilized in the operation of a computer system, designed to train Computer Operators in set-up, operation, emergency, diagnostic, and close-down procedures. Course is both theory and skill oriented. The student will have the opportunity for "hands-on" experience through the use of a computer console simulator.

Prerequisite: Completion of, or concurrent enrollment in DP 110. Hours of class per week: 3.

DP 110 Introduction to Data Processing**3 s.h.**

Orientation course designed to introduce the terminology and concepts of automated data processing. Topics include: methods of data processing, data representation, unit-record systems, computer programming languages, file maintenance, and input/output devices. Class projects will include live-run computer programs.

Hours of class per week: 3.

DP 111 Computer Concepts**3 s.h.**

Introduction to computer programming fundamentals and concepts. Topics include: fundamentals of programming, symbolic language, input/output operations, control, and arithmetic operations. Course utilizes Basic Assembler Language fundamentals for class projects and exercises.

Prerequisite: DP 110, or permission of instructor. Hours of class per week: 3.

DP 112 Computer Programming (B.A.L.)**3 s.h.**

Use of the computer for problem solving and for business reports. Course is problem oriented and utilizes Basic Assembler Language as a continuation of DP 111. Laboratory exercises on the College computer.

Prerequisite: DP 111. Hours of class per week: 3.

DP 120 Computer Programming (FORTRAN)

3 s.h.

Use of the computer for mathematical problem solving and report generation. The course is problem oriented and utilizes FORTRAN programming language. Laboratory exercises on the College computer.

Prerequisite: DP 110, MA 157, or permission of instructor. Hours of class per week: 3.

DP 121 Computer Programming (COBOL)

3 s.h.

Use of the computer for standard business applications. Programming techniques and file maintenance procedures through the utilization of the high-level programming language COBOL are emphasized. Laboratory exercises on the College computer.

Prerequisite: DP 110 or permission of instructor. Hours of class per week: 3.

DP 122 Computer Programming (R.P.G.)

3 s.h.

Use of the computer to produce standard business reports. Course is problem oriented and utilizes Report Program Generator as its programming language. Laboratory exercises on the College computer. Emphasis on report generation and programming procedures.

Prerequisite: DP 110, or permission of instructor. Hours of class per week: 3.

DP 130 Data Processing Seminar

4 s.h.

Limited to a restricted number of advanced students majoring in Data Processing, involves an arranged schedule of work either in the College's Data Processing Center or an off-campus operating business data processing installation. Designed to offer the students direct involvement in an on-the-job situation.

Prerequisite: Two programming courses and permission of instructor. Hours of class per week: 1 hour seminar discussion, 15-20 hours on the job.

DP 131 Data Processing Systems

3 s.h.

Advanced course for Data Processing majors in the design and implementation of systems. Included will be: analysis of existing systems, hardware utilization, problem recognition, documentation, file creation and maintenance, implementation valuation, the EDP department, management information systems, decision needs, and control requirements. Problems in EDP systems are undertaken by the students.

Prerequisites: Two programming courses, or permission of instructor. Hours of class per week: 3.

DP 132 Computer Science

3 s.h.

Advanced course using the computer as a problem solving tool for math and science. Topics covered include: Algorithms on the computer, advanced flowcharting techniques, approximations, looping, fractional references, root-mean-square deviations, etc. Student will utilize FORTRAN IV for solving intermediate and complex mathematical applications on the College computer.

Prerequisite: DP 120. Hours of class per week: 3.

DP 133 Computer Programming (Advanced COBOL)

3 s.h.

A continuation of COBOL programming techniques introduced in DP 121. It deals with advanced programming techniques such as segmentation, tape/disc utilization, multiple I/O procedures, and functions associated with EXTENDED COBOL. Laboratory exercises employ the College computer.

Prerequisite: Completion of DP 121. Hours of class per week: 3.

Secretarial Science

BU 130 Data Processing Manual

3 s.h.

Development of proficiency in the use of the electronic printing calculator. Emphasis on correct operating techniques and special mathematical problems relating to business are stressed. The student must also include one of the following options: Introduction to the keypunch machine; or developing skill in preparing typewritten material from a dictating machine.

Prerequisite: Knowledge of basic arithmetic fundamentals, determined from a pretest. Class hours to be arranged.

BU 131 Shorthand

5 s.h.

Basic principles of Gregg shorthand including mastery of brief forms. Development of skill in reading and writing shorthand.

Hours of class per week: 5.

BU 132 Shorthand

5 s.h.

Review of basic shorthand principles. Emphasis on skill in reading and writing shorthand at progressively higher rates of speed for sustained periods of time. Spelling, punctuation, and grammar are included. Introduction to transcription at the typewriter.

Prerequisite: BU 131 or BU 138. Hours of class per week: 5.

BU 133 Typewriting I

3 s.h.

Development of basic skills and techniques of a beginning typist. Touch system operation is mandatory with an introduction in the use of carbon paper, simple tabulations, business and personal letters, envelopes, manuscripts and business forms.

Class hours to be arranged.

BU 134 Typewriting II

3 s.h.

Course emphasizes the development of speed, accuracy and proofreading. Also includes work in the production of business letters, reports, business forms, tabulations, and manuscripts with footnotes.

Prerequisite: BU 133 or equivalent, and pretest. Class hours to be arranged.

BU 135 Stenograph

5 s.h.

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

Hours of class per week: 5.

BU 136 Stenograph

5 s.h.

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

Prerequisite: BU 135. Hours of class per week: 5.

BU 137 Business Communications

3 s.h.

Development of a thorough knowledge of correct spelling, punctuation, capitalization, sentence structure, and word choice. Emphasis on the structure of the business letter and the composition of various types of business communications.

Hours of class per week: 3.

BU 138 Shorthand Skills**2 s.h.**

Review of the basic principles of Gregg shorthand, including brief forms and phrases. Development of higher rates of speed. Transcription at the typewriter.

Prerequisite: Successful completion of at least one year of high school shorthand. Hours of class per week: 2.

BU 231 Shorthand and Transcription**4 s.h.**

Development of speed and accuracy in taking dictation of new material. Review of grammar, spelling, punctuation, and typing skills with emphasis on the transcription of mailable letters. Introduction to office style dictation.

Prerequisite: BU 132 or equivalent. Hours of class per week: 6.

BU 232 Shorthand and Transcription**4 s.h.**

Emphasis on improving transcription skills, spelling, and grammar. Further development of speed and accuracy in producing mailable letters.

Prerequisite: BU 231. Hours of class per week: 6.

BU 234 Typewriting III**3 s.h.**

Continues the development of speed, accuracy, and proofreading; special emphasis on production work; includes some types of reproduction equipment and the use of dictation machines.

Prerequisite: BU 134. Class hours to be arranged.

BU 235-236 Secretarial Procedures**3 s.h. each semester**

A two-semester course covering secretarial duties and responsibilities. Fundamental office procedures are emphasized including procedures for processing mail, preparing business reports; developing receptionist and telephone techniques; handling banking, financial and legal transactions; using reference materials; making travel and meeting arrangements; and filing.

Prerequisite: Enrollment in BU 133 or equivalent. Hours of class per week: 3.

BU 237 Records Management**2 s.h.**

Technical aspects of records management including creation, storage, retrieval retention, transfer and disposition of records. Procedures for the operation and control of storage systems. Principles for the selection of records personnel, equipment, and supplies. Numeric, geographic, and subject methods of record storage.

Prerequisite: Enrollment in or completion of BU 235. Hours of class per week: 3 per week for 10 weeks.

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 and wardrobe, complexion care, cosmetic techniques, and the basic rules of etiquette.

Hours of class per week: 3 per week for 5 weeks.

Economics

EC 180 Introduction to Economics

3 s.h.

One-term course designed around topics and problems which emphasize the individual's participation in the economy, both as consumer and supplier of productive resources, and the private and public institutions through which economizing is accomplished. Basic economic concepts will be introduced where necessary to explain economic activity. Special attention in discussion sessions to topics such as: employment and unemployment, poverty and affluence, education and opportunities, incomes and costs of living.

Hours of class per week: 3.

EC 183 Consumer Economics

3 s.h.

Designed so students become informed in the areas of buying, money management, and consumer issues for a more personally fulfilling life; and learn to recognize and understand how the marketing system functions, the rights and responsibilities of consumers, and how to seek redress.

Hours of class per week: 3.

EDUCATIONAL RESOURCES

ER 100 Library Research Methods

3 s.h.

Students learn to recognize the specialized tools of a library learning center and to use the tools needed to do research by preparing a bibliography according to a standard format. Paper then developed, using a subject of the student's own choice. Student also works in the library, in reference and circulation and/or in technical processing, to gain understanding of materials, delivery of information, and communications skills. Total course evaluated at a meeting between student and instructor. Student also asked for evaluation of course experience. Experiences should result in the student's gaining increased facility in the use of search methods and should permit the student to function comfortably in any library-learning center environment.

Hours of class per week: 3, to be arranged.

Library Research Methods may also be taken in 3 modules of 1 s.h. each. ER-110 is a prerequisite for ER-111 and ER-112.

ER 110 Science of Library & Information Research

1 s.h.

In combined seminar and applied sessions four areas of library research and use will be considered: classification systems, card catalogs, periodicals, and reference materials. All formats of information, print and nonprint (filmstrips, slides, etc.) and media equipment will be considered. Concurrently, the student will prepare a subject bibliography according to a standard format.

Hours of class per week; 3, for five weeks. Time to be arranged.

ER 111 Research Practicum**1 s.h.**

The bibliographic work and research techniques completed for ER-111 will be expanded by the student and a research paper will be written. There will be at least one formal class session on the organization and format of the bibliography and term paper.

Prerequisite: ER-100. Time to be arranged.

ER 112 Learning Experience in Educational Resources**1 s.h.**

Based upon competencies already gained from ER-110 the student will investigate, during supervised work periods, the various components of a complete information system, i.e.: circulation, reference services, technical processing. There will be a preparatory session on introduction to library services.

Prerequisite: ER-110. Time to be arranged.

Photography

ER 101 Principles of Photography**3 s.h.**

The study of the history of photography, basics of taking pictures (camera operation, exposure, films, filters, flash, lenses, composition).

Hours of class per week: 2 Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.

ER 102 Advanced Photography**3 s.h.**

Advanced photo techniques with emphasis on posing, lighting and composition; darkroom techniques, negative retouching, print enhancement and mounting. Studio and field shooting sessions with related darkroom work.

Prerequisite: ER 101. Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.

ER 103 Commercial Photography**3 s.h.**

Emphasis on techniques and practices of advanced photography used in commercial fields. Balance of color, lighting and composition in the photography of small and large products with the use of large and small format cameras. Laboratory and field visitations with studio and location shooting sessions.

Prerequisite: ER 101. Hours of class per week: 2. Hours of lab per week: 3. Students are required to provide their own film and supplies. Student owned cameras are helpful but not required.

ER 104 Seminar in Photography**3 s.h.**

Emphasis on field trips, use of speakers from industry, exploration of opportunities in combination with special projects.

Prerequisites: ER 101 plus one advanced photography course. Hours of class per week: 2. Hours of lab per week: 3. Student must provide own camera.

ER 150 Darkroom Techniques I**3 s.h.**

Black and white film processing, printing, and enlarging. Students who finish this course will be familiar with the functions and purposes of darkroom equipment and darkroom procedures. Student required to submit completed portfolio of no less than ten finished 8" x 10" photographs.

Hours of lab and recitation per week: 3. Offered evenings only. Student required to provide own film and supplies.

ER 151 Darkroom Techniques II**3 s.h.**

Color film processing, printing, and enlarging; retouching techniques. Emphasis on laboratory experience. Students completing this course will be familiar with the functions and purposes of color photo equipment and procedures for the darkroom. Student required to submit completed portfolio of no less than ten finished 8" x 10" color photographs.

Hours of lab and recitation per week: 3. Offered evenings only. Student required to provide own film and supplies.

HEALTH AND PHYSICAL EDUCATION

100 Series-Service Program**1 s.h. each**

Courses are designed to provide the students with a variety of lifetime sports and fitness activities. Emphasis is on making fitness through physical activity a part of everyday living.

PE 110 Slimnastics and Physical Fitness

- 112 Introduction to Archery, Tennis, Paddleball
- 113 Field Archery and Hunting**
- 114 Canoeing**
- 116 Golf & Racket Activities**
- 117 Volleyball & Paddleball
- 119 Racket Activities
- 120 Tennis & Aquatics
- 122 Tennis & Bowling**
- 123 Bowling & Aquatics
- 125 Skiing (Beginning)**

PE 126 Skiing (Advanced)**

- 128 Dance (Modern & Jazz)
- 129 Equestrian Skills (Beginning)**
- 130 Seminar for Veterans (Permission of Instructor)
- 132 Equestrian Skills (Advanced)**
- 141 Beginning Swimming
- 142 Intermediate Swimming
- 143 Lifesaving*
- 144 Skin & Snorkel Diving
- 145 Water Sports
- 149 Water Safety Instructors*

**Prerequisites: see instructor*

***Course meets at sites other than main campus. Students make transportation arrangements.*

160 Series-Majors Program**1 s.h. each**

These activity courses are designed for the H.P.E.R. major. Special emphasis is placed on student performance and teaching techniques.

PE 161 Tumbling & Gymnastics (men)

- 162 Tumbling & Gymnastics (women)
- 165 Soccer & Wrestling

PE 166 Softball & Fitness

- 168 Dance - Folk and Square
- 241 General Aquatics for P.E. Majors

HE 121 Nutrition**3 s.h.**

A study of the basic nutritional need required for the maintenance of active health in man. Special emphasis will be placed on relating nutritional needs to specific menu planning.

Hours of class per week: 3.

HE 125 Advanced Nutrition**3 s.h.**

An understanding of the nature and relationship between the nutritional requirements of man and the nutritive value found in foods. Emphasis will be placed on food storage and preparation as it pertains to the maintenance of a high nutrient value. Vitamin and mineral deficiency diseases will be stressed.

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

HE 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. Drugs as well as environmental health, family hygiene, mental health, and social diseases will be covered.

Hours of class per week: 3.

HE 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 Advanced First Aid & Emergency Care certification will be granted following satisfactory completion of an emergency unit as outlined by the American National Red Cross.

Hours of class per week: 3.

HE 137 Human Sexuality**3 s.h.**

An examination of the many concepts of human sexual development, with a view toward development of patterns that are self-actualizing. Some of the areas of study are: Human sexuality as an expression of the total personality, structure functions, as well as dysfunctions of the anatomy involved in reproduction and sexuality, birth control, family planning and abortion; mechanisms of genetics, pregnancy and childbirth, sexual diseases and disorders, courtship, marriage, parenthood, and sexual adjustment in marriage.

Hours of class per week: 3.

HE 235 Community Health**3 s.h.**

A detailed investigation of communicable disease including definition, transmission, and control in respect to prevention of disease and promotion of health. Organized public health activities as conducted by local, state, national and international agencies.

An introduction to air and water pollution control, including effects and sources of pollution. Field trips are arranged.

Hours of class per week: 3.

HE 236 First Aid Instructor**1 s.h.**

A course designed for the training of First Aid instructors. Standards for the course are set forth by the American National Red Cross.

Hours of class per week: 1.

PE 031 Intramural Activities

1 s.h.*

Students required to participate satisfactorily in two sports activities to complete course requirements. Schedule of activities is available from the Counseling Center (C-209), or from the Physical Education faculty. Although part of the Physical Education Program, this course may *not* be used to satisfy the graduation requirements in Physical Education.

Hours of class per week: 1.

*Not credited toward the Associate Degree.

PE 141 Beginning Swimming

1 s.h.

This course is designed for students who are either non-swimmers or marginal swimmers as determined by preliminary screening. The course objective is to have the student acquire enough basic knowledge and skill to effectively protect themselves and assist others, when in the proximity of water, under conditions of danger and stress. (student option)

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

PE 142 Intermediate Swimming

1 s.h.

This course is designed for the student who has completed basic swimming or is capable of swimming with confidence. Intermediate swimming will include the learning of the four competitive swimming strokes. The basic rudiments of diving will also be taught.

Prerequisite: Basic swimming. Hours of class per week: 2.

PE 143 Lifesaving and Water Safety

1 s.h.

A course structured for the highly skilled swimmer. All students who pass the initial screening criteria must also pass an additional aquatic skill test to be eligible to enroll in this course. Basically this individual should be able to do all the basic and advanced swimming strokes and have a reasonable level of stamina and endurance.

Upon successful completion of the course a student, based on his newly acquired skill, will be able to effectively and efficiently assist or rescue a drowning individual.

Prerequisite: Satisfactorily pass the aquatic screening test, and satisfactory medical examination. Hours of class per week: 2.

PE 144 Skin and Snorkel Diving

1 s.h.

A preliminary lead-up course to Scuba. Students will learn all the fundamental skills and basic concepts associated with self contained underwater breathing apparatus. (Scuba)

Principles of Scuba Diving, safety, emergency techniques, physical endurance, (associated with diving) and some of the basic physics and medical aspects of diving will be taught. PE 144 will carry no certification.

Hours of class per week: 2.

PE 145 Water Sports

1 s.h.

A course for the aquatic minded. Students who register for this course can anticipate learning and playing water basketball, water polo and water volleyball. Since each of these sports is played in shallow and deep water, all participants should be able to swim. Upon completion of the course students can anticipate considerable improvement in their overall physical fitness.

Hours of class per week: 2.

PE 149 Water Safety Instructors

1 s.h.

This course will be a sequel to Senior Lifesaving. Students enrolling for W.S.I. will be afforded instruction on teaching techniques. They will be involved in at least one independent study project and their practical work will include V.T.R. self-evaluation. Each candidate will have student teaching responsibilities and evaluations.

Prerequisite: Successful completion of PE 143. Hours of class per week: 2.

PE 201 Introduction to Health, Physical Education and Recreation

3 s.h.

Provides an historical background and understanding of the role of health and physical education in education. Individual objectives and qualifications are reviewed, as are the opportunities in the profession.

Hours of class per week: 3.

PE 231 Camping*

3 s.h.

Selected, guided experiences in camping including nature and conservation, camp craft, nature craft, waterways, and conduct and management of resident and day camps.

Hours of Class per week: 3.

PE 235 Outdoor Education *

3 s.h.

This course is designed for students interested in management of wildlife and natural resources in New York State. Topics to be included are fisheries, wildlife management, and land control. Field trips will be coordinated with the New York State Department of Fish and Game and the Conservation Department. Special emphasis will be in Federal and State controls.

Hours of class per week: 3.

PE 241 General Aquatics For Physical Education Majors

1 s.h.

This required course is a broad introduction to aquatic activities including: Basic strokes, simple forms of rescue, survival swimming, springboards diving, small craft, mask-snorkel-fins, and the American National Red Cross Swimming Program.

Hours of class per week: 2.

PE 244 Scuba—Vehicle to Undersea Discovery

3 s.h.

An all encompassing course on self-contained breathing apparatus (Scuba) to include: The physics of diving, medical hazards of diving, compressed gasses, equipment, aquatic environments, skill of diving, safety and first aid, dangerous marine life, U.S. Navy decompression tables, planning a dive, etc.

Hours of class per week: 3.

PE 251 Lifetime Sports *

2 s.h.

Philosophy and instructional techniques in two of the lifetime sports. Activities include golf and badminton.

Hours of class per week: 2.

*Course meets at sites other than main campus. Students make transportation arrangements.

PE 252 Lifetime Sports *

Philosophy and instructional techniques in two of the lifetime sports. Activities include bowling and tennis. **2 s.h.**
Hours of class per week: 2.

PE 253 Lifetime Sports *

Philosophy and instructional techniques in two of the lifetime sports. Activities include volleyball and archery. **2 s.h.**
Hours of class per week: 2.

HUMAN DEVELOPMENT

HD 100 Studies of the Person**3 s.h.**

This interdisciplinary course offers the student an opportunity to increase his self-understanding and move toward full development of his personal potential as he explores the question of what it means to be a fully functioning human being. Course content is drawn from a variety of academic disciplines and is organized around issues of emotional development, such as:

1. Identity (Finding answers to the question, "Who am I?")
2. Connectedness (Relationships with other people and the environment)
3. Power (Exercising control over one's life)

Topics include: Self-actualization and the fully functioning person as seen by: Primitive societies, the Greeks, and Renaissance thinkers as well as modern philosophers and psychologists; Man in Nature (religious, philosophical, sociological and biological perspectives); Values and Life-style; Sex-roles; Interpersonal Communication; Decision-making and Conflict Management; the Human Body and Sensory Awareness; life-planning.

Team taught by counselors and other members of the teaching faculty, this course draws heavily from the area of the behavioral sciences but also includes material drawn from: literature, philosophy and biology.

In addition to reading assignments and lectures, students participate in small group discussions and other interaction experiences to help them relate class material directly to their own lives. In a further effort to individualize learning, each student meets with one of the instructors for two individual conferences during the semester.

Limited to 15 students per section. Hours of class per week: 3.

HD 130 Supervised Community Service ***3 s.h.**

Students are assigned to work with clients in human service agencies in the community (sheltered Workshops for Retarded Adults, Special Education classes in the schools, Correctional Institutions, Youth Centers). In addition to their client contact, they attend regularly scheduled class sessions and individual conferences with the instructor for the purpose of reflecting upon their experiences and integrating the insights they have gained in their work. Students also complete selected readings and short papers related to their human service experience.

It is expected that students will acquire learning in the following areas:

1. The dynamics of "helping relationships"
2. The function of community human service agencies
3. Increased self-awareness, particularly with respect to careers in the area of human services.

Prerequisite: Permission of the instructor. Hours of class per week: 1.

**Course meets at sites other than main campus. Students make transportation arrangements.*

HD 150 Reading and Learning Skills

3 s.h.

This course includes techniques designed to improve comprehension, vocabulary, reading rate and critical reading. Various learning skills, such as: note-taking, study schedules, writing research papers, Xerox Listening Lab and techniques of study for different courses will also be taught.

Current research in reading indicates that an individual's ability to read is closely related to his self-concept. Reading assignments and class presentations relate to students' "real life" concerns and are designed to facilitate their emotional development.

Hours of class per week: 3.

HD 221 Human Relations and Group Dynamics

3 s.h.

This course is designed to assist students in acquiring knowledge and skills which will enable them to communicate more effectively with other people, individually and in small groups. Learning activities include group process observation, role-playing and human relations skill training as well as film and lecture presentations on theories of interpersonal communication (Berne, Harris, Bales, Lewin, Palmer, Rogers, Schutz, Gordon, Gibb, Barnlund). The course includes a fairly substantial unit on Transactional Analysis.

Hours of class per week: 3.

HUMANITIES

English

EN 010 College Preparatory English

3 s.h.*

This course teaches the fundamentals of writing and may be a prerequisite for further study of composition for some students. It is aimed at helping students who need special assistance in the improvement of writing and includes a study of grammar and composition with emphasis on the fundamental principles of writing.

Hours of class per week: 3.

EN 011 College Preparatory English

3 s.h.*

A continuation of the study of fundamental principles of writing with a continuing emphasis on the improvement of the student's writing skills.

Hours of class per week: 3.

**Not credited toward Associate Degree.*

EN 125 Freshman English

3 s.h.

The first of a two semester sequence in communication skills, this course emphasizes basic techniques for writing and speaking improvement. Students learn to write a short essay which is grammatically and mechanically correct, logical and coherent. They also learn to deliver a clear, concise oral presentation. Research techniques and procedures for documenting sources are also covered.

Hours of class per week: 3.

EN 126 Freshman English

Students expand on the skills learned and the procedures introduced in EN 125. Some of the oral and written reports will require critical evaluation of imaginative literature and essays. **3 s.h.**

Prerequisite: EN 125. Hours of class per week: 3.

EN 127 Technical English

A study of the problems of organizing, writing, and presenting technical subject matter and materials with emphasis on description, process, abstract, technical reports and manuals. Instruction and practice will be provided in technical writing and reporting. **3 s.h.**

Prerequisite: EN 125 [Students in the technologies may take EN 127 Technical English in lieu of EN 126 Freshman English; other students may take EN 127 as an HU elective course].

Hours of class per week: 3.

EN 132 Speech

This course introduces the student to the forms of public speaking and affords 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. **3 s.h.**

Hours of class per week: 3.

EN 200 Short Story

A survey of the development of the short story from its origins in the oral tradition to its present form. Emphasis is placed on the artistic development of this literary genre by the students' readings and discussions of a wide variety of 19th and 20th century short stories representing various authors and traditions. Course work includes critical papers and group presentations. **3 s.h.**

Prerequisite: EN 125, [EN 126 desirable]. Hours of class per week: 3.

EN 221 Introduction to Film

An introduction to the aesthetic theories, techniques and history of the art of motion pictures. **3 s.h.**

Prerequisite: EN 125 desirable. Hours of class per week: 3.

EN 225 British Literature I

A survey of British literature from the Middle Ages to the beginning of the 19th century. Readings will include selections from *Beowulf*, Chaucer, and Mallory in the Middle Ages; Spencer, Shakespeare, Donne, and Milton in the 16th and 17th centuries; Dryden, Swift, Pope, and Johnson in 18th. Topics to be discussed: lyric and narrative poetry, satire, development of drama, and the novel. Course work includes critical papers and group presentations. **3 s.h.**

Prerequisite: EN 125. Hours of class per week: 3.

EN 226 British Literature II**3 s.h.**

A continuation of British Literature I, but may be taken separately. Course surveys British literature from 19th century to present day. Readings will include selections from Blake, Wordsworth, Byron, Shelley, and Keats in the Romantic Period; Carlyle, Tennyson, Arnold, Hardy, and Browning in the Victorian Period; and Yeats, Eliot, Lawrence, Auden, and Joyce in the Modern Period. Course work includes critical papers and group presentations.

Prerequisite: EN 125. Hours of class per week: 3.

EN 231 Masterpieces of World Literature**3 s.h.**

The course surveys world literature from the Greek and Roman classics up to, but not including 20th Century materials. Outside readings are required to supplement the materials treated in the course. The readings include selections from Homer, Sophocles, Plato, Virgil, Dante, Chaucer, and other representative authors.

Prerequisite: EN 126 desirable. Hours of class per week: 3.

EN 232 Masterpieces of World Literature**3 s.h.**

The course surveys world literature beginning with a study of Melville and other representative authors. Outside readings are required to supplement the materials treated in this course.

Prerequisite: EN 125, [126 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 125, [126 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 125. Hours of class per week: 3.

EN 235 Modern Drama**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 theatre of the absurd are considered as seen in the works of Ibsen, Strindberg, Chekhov, Pirandello, Lorea, Ionesco, and Albee. American playwrights include O'Neill, 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 125 [EN 126 desirable]. Hours of class per week: 3.

EN 236 Introduction to Theater**3 s.h.**

This 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 drama will be read to identify application of theatrical principles. The combination 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.

EN 237 Introductory Readings in Modern Literature**3 s.h.**

This course is an introductory approach to literature. Emphasis is placed on cultural analysis and advanced critical skills.

Hours of class per week: 3.

EN 239 The Modern Novel**3 s.h.**

The study, interpretation, discussion, and analysis of some of the great American and European novels in the period from 1900 to the present day. Major work by leading twentieth century novelists associated with naturalism, realism, stream-of-consciousness, and other schools will be considered.

Prerequisite: EN 125-126 desirable. Hours of class per week: 3.

EN 241 Great Themes of Literature**3 s.h.**

A study of the themes of Literature which stimulate and reflect human consciousness. A study of the themes will expose basic truths about man's behavior, his emotions, his inherent weaknesses, his capacity for greatness, and the darker complexities of his mind. ("Man and Woman"—"Power and Corruption"—"Heroes and Cowards"—"Authority and Rebellion"—"Crime and the Criminal"—"Conscience in Conflict.")

Hours of class per week: 3.

EN 257 Creative Writing**3 s.h.**

Instruction and practice in the various avenues of creative written expression. Poetry, drama, novel, short story, and other literary forms are investigated, but primary emphasis is placed on the student's development of his writing abilities along the lines of his particular interests and needs. Creative work is encouraged through regular individual conferences.

Prerequisite: EN 125 or EN 126 desirable; permission of instructor. Hours of class per week: 3.

TH 105 Fundamentals of Acting**3 s.h.**

Studies in movement and speech as aspects of dramatic art; exercises to enrich and discipline the imagination and to develop and control the responses of the body and speech to the imagination. The course will also entail some preliminary application of the elements of acting to the study of scenes. This will include analysis of the script for structure, objectives, and style.

Hours of class per week: 3.

Modern Foreign 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: 3. Hours of lab per week: 1

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: 3. Hours of lab per week: 1.

FL 331 French Conversation and Composition**3 s.h.**

This course is designed to help students express themselves in idiomatic French. Emphasis will be placed on vocabulary used in every-day situations. Grammar will be reviewed as needed to facilitate oral and written communication. Assigned readings will assist the student in learning the expressions necessary for communication.

Prerequisite: FL 242 or the equivalent. Hours of class per week: 3.

FL 332 Readings in French**3 s.h.**

This is not a sequential course.

A variety of readings in French from the works of representative authors. Class discussion will focus on the analysis of assigned readings to give the student a general basis for more specific work in literature and to help him understand articles in French publications. Oral expression will be stressed.

Prerequisite: FL 242 or the equivalent. Hours of class per week: 3.

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

A beginner's course, covering the fundamentals of oral comprehension, oral expression, and grammar. Readings in Spanish introduce the student to the Hispanic World and serve as a basis for conversations.

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

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: 3 hours of lab per week: 1.

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. Hours of lab per week: 1.

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: 3. Hours of lab per week: 1.

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: 3. Hours of lab per week: 1.

Art

AR 100 Studio Art

3 s.h.

This is a basic course in drawing, painting, and sculpture and will introduce the novice artist to the varied forms of self expression and will aid in controlling the tools which are available. There will be studio experience with a variety of art media. Emphasis will be placed on line, color, texture, form, and space. An analysis and critique of the student's studio work will be made.

Hours of class per week: 4.

AR 101 Art History

3 s.h.

Introduction to the history of art. A survey of world painting, sculpture, and architecture from prehistoric times to the Renaissance. 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 102 Art History

3 s.h.

A continuing introductory course to the History of Art. This course surveys world painting, sculpture, and architecture, from the Renaissance to the present twentieth century.

Prerequisite: None [AR 101 desirable]. Hours of class per week: 3.

AR 120 20th Century American Art

3 s.h.

A survey of American art, painting, sculpture and architecture from 1900 to present.

Hours of class per week: 3.

AR 150 Basic Design

3 s.h.

Introduction to the elements and principles of two-dimensional design. Organization and composition on a flat surface with a variety of media.

Prerequisite: None. Hours of class per week: 4.

AR 200 Printmaking I

3 s.h.

Introduction to basic printmaking process: intaglio (etching, aquatint, drypoint, lift ground, mezzotint). The collagraph print, the relief print, (woodcut, color relief print, wood engraving). A consideration of the basic technique in print making. Ideas and techniques will be explored in both surface and intaglio printmaking. Emphasis on self expression via experimentation.

Prerequisite: AR 100 equivalent or permission of instructor. Hours of class per week: 4.

AR 250 Painting and Drawing I

3 s.h.

An exploration to expand awareness in painting and drawing as a means of visual thinking and communication, and to establish control of both mediums as a tool for research and invention. The skill of the hand will be developed and encouraged, as well as experimentation of a variety of techniques, but greater emphasis will be placed on education of the student's eye and creative potential. The aim is to cultivate the ability of communicate personal and inventive visual statements.

Prerequisite: AR 100, AR 150, or permission of Instructor. Hours of class per week: 4.

Music

2 s.h.*

MU 011 College Chorus

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. Two credit hours per semester.

*Not included in graduation requirements. Also open, on a non-credit basis, to students who are unable to make three rehearsals per week.

3 s.h.

MU 103 History and Literature of Music

An intellectual approach to listening, introducing the student to the instruments of the orchestra, to the concepts of harmony, rhythm, tonality, form, and to other rudimentary music techniques. Particular emphasis placed on historical development and evolution of music from Primitive Age to Early Romanticism.

Hours of class per week: 3.

3 s.h.

MU 104 History and Literature of Music

The same skills taught in MU 103, with concentration on the periods of Late Romanticism to Music of the 20th Century. Interrelationship between various art and literary forms during these historical periods examined.

Hours of class per week: 3.

1 s.h.

MU 105 Experiments in Live Music;

A Guide to Perceptive Listening

Experience live music in performances of representative works of the 17th through the 20th centuries. Demonstrations of techniques of performance relating to interpretive problems of the varied repertoire.

Hours of class per week: 1.

3 s.h.

MU 203 Theory I

An introduction to the structure of music. A course that explores and develops a student's knowledge of chordal structure, melody, rhythm, modes, and other elements of music through analysis and creative writing.

Prerequisite: Demonstration of competence in the rudiments of music; evaluation of the student by the instructor. Hours of class per week: 3.

3 s.h.

MU 204 Theory II

A continuation of the elements of music to which the student was introduced in the first course, Theory I.

Prerequisite: MU 203, Theory I. Hours of class per week: 3.

Philosophy and Language

2-4 s.h.

HU 100 Seminar in Humanities

Course designed to present an overall view of the Humanities, especially the performing and plastic arts, including theater, art, and dance. The course includes observation of performances and displays in a sequence which allows students to view the similarities among art forms and shows how art forms evolve. Evaluation of experiences and observations will reinforce learning.

Hours: minimum of 30 contact hours per year for two semester hours of credit, 60 contact hours in two years for maximum of four semester hours credit.

HU 110 Introduction to Folklore**3 s.h.**

Course focuses on oral aspects of folklore, under assumption that material aspects fall in related discipline, "folk-life." Students will be introduced to each genre of the discipline, i.e. folk speech and dialects; proverbs and proverbial phrases; riddles; rhymes and folk poetry; myths and legends; folktales; folksongs and ballads. In addition to defining and sampling each genre in class, students will be expected to do a limited amount of field work, collecting examples of genre from daily life. Partly verbal aspects of folklore, such as superstition, custom, festival, folk dance, folk games, folk gestures, and folk music, will also be introduced. Examples drawn from Anglo-American sources, where possible from New York State. Contemporary examples cited in effort to help students relate to the material.

Hours of class per week: 3.

HU 120 Introduction to French and Spanish Cultures**3 s.h.**

A general information course taught in English about France and Spain. The course, touching on the traditions and civilizations of both countries, will place special emphasis on the social and historical background of French and Spanish cultural life. The course is designed to give an inspirational background for the study of French and Spanish similar to that obtained by travel. Audio-visual materials will be an integral part of the course.

Hours of class per week: 3.

HU 251 Introduction to Philosophy**3 s.h.**

An introduction to philosophical problems and selected philosophers of the ancient period: presocratics, Plato, Aristotle. Emphasis is placed on the rise of a scientific tradition in ancient philosophy vs. mythological treatment of cosmogonical issues prior to the presocratics. Students will deal with problems from the basic divisions of philosophy: metaphysics, epistemology, ethics, with emphasis on critical thinking—i.e., "doing" philosophy as well as gaining knowledge of the historical development of philosophical ideas.

Hours of class per week: 3.

HU 254 Logic and Argument**3 s.h.**

This course presents logic as a mean for analyzing social, political, and philosophical controversy. The approach is from the linguistic and semantic side, with training in finding the thread of argument within the tangles of commonplace speech and writing. Interest in language is important. This course covers most of the traditional logic of philosophy, such as the syllogism and the use of reasoning in the development of new knowledge, as well as the elements of critical thinking.

Prerequisites: Sophomore standing or completion of 6 hours of English. Hours of class per week: 3.

HU 258 Ethics**3 s.h.**

Traditional ethics leaves a great many moral questions unsettled. The ethicist tries to resolve these with a consistent set of principles. A fourth of the course paves the way for later analysis by practical inquiry into the meaning of "right," "conscience," happiness, ultimate goods, the apparent relativity of moral codes, the feasibility of egoistic or altruistic conduct and many other observational matters. With this background, the arguments and counter-arguments of leading schools are presented—such as Stoic, act utilitarian, Kantian, Rossian, rule utilitarian. The last fourth of the course is devoted to theories of justice.

Prerequisites: Sophomore standing, or a previous course in Philosophy, or permission of the instructor.

Hours of class per week: 3.

HU 267 Modern Philosophers

3 s.h.

An introduction to philosophers and philosophic problems from Descartes to the contemporary period. Emphasis placed on historical development of ideas and such movements as rationalism, empiricism, pragmatism, and analytic philosophy. Problems range from the mind-body dualism of Descartes to how we justify knowledge. An attempt made to show how consideration of philosophical problems relates to our everyday lives, and influences scientific investigation and social/ethical concerns.

Prerequisites: HU 251 or background in Science, Math desirable. Hours of class per week: 3.

HU 271 Comparative Religion

3 s.h.

A survey course of world religions, major and minor, of the past and present. Religions of both Eastern and Western cultures investigated. Historical development of religion presented through mythology of Egypt, Greece, etc. as well as the historical progression of the semitic religions: Judaism—Christianity—Islam. Emphasis placed on determining similarities and differences among the various religions, but course also deals with the influence of religion on science, art, politics, etc., and their influence on religion.

Hours of class per week: 3.

SCIENCES

Biology

SC 141 Introductory Biology

3 s.h.

The human relevance and social implications of biology. The origin, evolution and nature of living systems. Cellular anatomy, physiology, and energetics discussed in genetic and ecological perspective. Observation, interpretation, and library research are integrated by means of written laboratory reports. Laboratory study of behavior of living organisms, microscopy of selected native flora and fauna, elemental experiments in biochemistry, biophysics and genetics are included.

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

SC 142 Introductory Biology

3 s.h.

A biosystematic approach to plant and animal taxa, both living and extinct, utilizing representative fossils and live specimens when available. An understanding of man's origin and place in the biosphere is complemented by topics from comparative anatomy, physiology, and medicine as they relate to the human organism.

Observation, interpretation, and library research are integrated by means of written laboratory reports. Included are: dissection and micro-anatomy of representative invertebrates, vertebrates, and plants, field collection, identification, and study of plants and animals of biologic interest.

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

BI 171 Modern Biology**4 s.h.**

A course in general biological principles relating cell structure to function. Topics discussed will include the origin and evolution of life; biochemistry, energetics; the molecular basis of cell metabolism; principles of heredity and the genetic control of cell activity; cell division; the homeostatic regulation of the cell environment. Physiological processes at the organismic level will be analyzed and correlated with the simpler manifestations at the cell level. Emphasis will be placed on modern research, the nature and philosophy of science, and the art of experimentation as carried on concurrently in the laboratory portion of the course.

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

BI 172 Plant Biology**4 s.h.**

An introduction to the structure, functions, and development of seed plants, followed by a survey of the diversity and economic significance of the plant kingdom. The organs of plants will be studied in relation to their morphogenesis, functional interaction, and special physiological roles. These plant organs will also be studied in relationship to their interaction with environmental factors such as air and soil. The major plant groups will be studied from the algae through the Angiosperms. The interactions of the plants in each of these groups will be considered with respect to such concepts as energy flow, competition, parasitism, plant succession, and biome composition. Major emphasis will be placed on basic concepts of population genetics and evolution.

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

BI 173 Animal Biology**4 s.h.**

An evolutionary survey of the animals, from Protozoa through Chordata, and their ecology. Both gross and microscopic structures of vertebrates and invertebrates will be studied in relation to their development, functional interactions, and special physiological roles. These concepts shall be related to paleontology, biogeography, and population genetics, so that the student will be aware of the evolutionary significance of the structures studied. Emphasis will be placed on vertebrate history and behavior, especially as it concerns the origin of man.

Prerequisite: BI 117 or permission of instructor. Hours of class per week: 3. Hours of lab per week: 3.

BI 174 Psychobiology**4 s.h.**

The purpose of this introductory course is to explore the interface between biology and psychology and to attempt to understand animal and human behavior as natural extensions of established biological principles. Human and animal behavior will be viewed in the light of (1) the functioning of self-regulating systems in general, (2) the anatomy and physiology of nervous systems, and (3) comparative studies and the evolutionary history of behavior. Topics to be surveyed will include:

*Vitalist vs empiricist views of behavior *Idealist vs materialist views of "mind"
*Behavior and self-regulating systems *Cellular and physiological basis of behavior
*Anatomical basis of behavior *Sense-organs and perception *Information-processing in nervous systems
*The nature of drives in man and animals *The nature of "instinct" *The biological basis of memory and learning
*Imprinting *The biology of emotions *The biology of sleep and arousal *The nature of animal hypnosis
*The evolution of behavior *The evolution of intelligence and "mind" *Glands and brains: the psychobiology of "stress"
*Drugs and behavior *Medicine, the control of mind and behavior.

The laboratory will include dissections, physiological studies, brain-wave studies, conditioning experiments, and behavior analysis.

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

BI 176 Ecology**3 s.h.**

The interrelationship between living systems and their physical environment. Emphasis will be placed on the understanding of different ecosystems, their balance and dynamics. Man's role as a member of the biosphere will be stressed.

Prerequisite: SC 141, BI 171, or permission of instructor. Hours of class per week: 3. Field trips will be taken.

BI 181-182 Anatomy and Physiology**4 s.h.**

Two-semester course exploring the human body as an integrated complex of systems. Fundamental concepts of biology, chemistry, and physics are explored as aids to understanding physiology of systems. Study of structure and function of each organ system, with emphasis on interrelationships. Special emphasis on cellular physiology, cellular reproduction, fluid and electrolyte balance, acid-base balance and stress as it affects endocrine and neurophysiology.

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

BI 282 Microbiology**4 s.h.**

This course explores the morphology, physiology, and ecology of the major groups of microorganisms. Emphasis will be placed upon recent developments in the field of disease, immunology, and industrial applications. The laboratory will illustrate latest techniques in identification, culturing, and isolation of microbes as well as modern applications of microbiology.

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

Chemistry

SC 170 Introductory Chemistry**3 s.h.**

A course in the applications of chemistry to societal problems. Topics to be covered: measurements; problem-solving techniques using dimensional analysis and computers; basic principles in chemistry, such as atomic theory, chemical bonding, states of matter, and chemical reactions; organic chemistry and chemistry of life; forms of energy, thermochemistry, thermodynamics, fossil fuel, nuclear power, and others; agricultural chemistry and chemicals in food and additives; environmental chemistry of air, water, and soil; specialized chemicals in consumer products and industry.

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

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

A course in the fundamentals of chemistry stressing basic principles. Topics included are: atomic theory, thermochemistry, thermodynamics, periodicity, states of matter, chemical bonding, organic chemistry, solutions, oxidation-reduction reactions, chemical equilibrium, kinetic theory, acid-base reactions, and electrochemistry.

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

Geology

GL 171 Physical Geology

4 s.h.

The first geology course for the potential geology or related science major. Topics include basic mineralogy and crystallography, rocks, weathering and soil formation, erosion, glaciation, basic geomorphology, maps, surface and ground water, introduction to geologic structures and related topics. Field work, laboratory work and independent study or research is incorporated into the course.

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

GL 172 Historical Geology

4 s.h.

The second basic geology course for the potential geology or related science major. Topics include the earth's origin and place in the planetary system, historical geology (especially of North America), paleontology, evolution, stratigraphy and geologic correlation, petroleum geology and others. The unique sedimentary and fossil record revealed in the Mohawk Valley and adjacent Catskill Mt. region will be explored in depth. Field trips, laboratory work and independent study or research is included in the course.

Prerequisite: GL 171. Hours of class per week: 3. Hours of lab per week: 3.

SC 143 Earth Systems

3 s.h.

A perspective on the Earth that emphasizes the structure dynamics, and resources of the planet, and examines man's use and misuse of finite resources. Major topics include rocks, minerals, and mining; soils from a geologic perspective; surface and underground waters—their movement, origins, use and abuse; the atmosphere and its pollution; natural geological hazards such as landslides, earthquakes and faults; geothermal, tidal and other sources of energy; landforms and land use; wastes and their treatment; environmental action and the future. Labs will include practical identification of minerals and rocks; topographic maps.

2 lectures per week. Hours of lab per week: 2.

SC 144 The Ancient Earth

3 s.h.

A look at the Earth's history, ancient environments, and the fossil record. The dimension of time is a unifying theme that links the history and present state of the oceans; the fossil fuels—earth's savings bank; landscapes and their "evolution"; fossilization and the "endangered species" of the past; the evolution and fossil record of invertebrates and fishes; the dinosaurs—when giants walked the earth; mammals, man and glaciers; the geological history of New York State and the Northeast. Labs will include study of the fossil record, nearby sedimentary rock sequences, detailed study.

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

Physics

SC 161-162 Introduction to Physics

3 s.h. each semester

A hands-on approach to physics in which the classroom lectures and discussions are developed from laboratory investigations of the following topics:

1. Measurement, errors, mechanical equilibrium.
2. Simple harmonic motion and graphical analysis of a spring-mass system, and a simple pendulum.
3. Chemical, thermal, and electrical properties of matter, with emphasis on the history and meaning of the periodic table of the elements.

Prerequisites: SC 121 or equivalent - see instructor. Hours of class per week: 2. Hours of lab per week: 3.

PH 171-172 Physics

4 s.h. each semester

A comprehensive course stressing the basic concepts, principles, and laws of physics, designed for science, mathematics, and engineering majors. Areas covered are: fundamentals of mechanics, heat and thermodynamics, electricity and magnetism, oscillations and waves. Atomic and nuclear physics is also briefly studied. Fundamental forces and conservation of energy, linear momentum, and angular momentum are used as unifying themes of different branches of physics. Laboratory work is well integrated with lecture part of the course. Major emphasis is placed on developing the analytical ability of the student.

Prerequisites: Completion of or concurrent registration in MA 151 or MA 161 or an equivalent college mathematics course. Hours of class per week: 3. Hours of lab per week: 3.

PH 235 Mechanics

3 s.h.

Course designed for sophomore physics, engineering, and mathematics majors. Presents the principles of statics of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems. and develops the analytical ability of the student. Topics covered are: vector algebra; forces and equilibrium; structures, plane and space trusses, frames and machines; centroids of lines, areas, and volumes; flexible cables, beams with distributed loads; friction; area moments of inertia and mass moments of inertia, inertia tensor.

Prerequisites: PH 171 and MA 157; completion of or concurrent registration in MA 158. Hours of class per week: 3.

PH 236 Mechanics

3 s.h.

Course designed for sophomore physics, engineering, and mathematics majors. Presents the principles of dynamics of particles and rigid bodies and indicates the general methods of applying them to the solution of varied engineering problems and develops the analytical ability of the student. Topics covered are: equations of motion, rectilinear and curvilinear motion, motion relative to translating and rotating axes; work and energy; impulse and momentum; Euler equations, the gyroscope; central force motion; simple harmonic motion, damped oscillations and forced oscillations.

Prerequisites: PH 171 and MA 157-158. Hours of class per week: 3.

PH 271 Physics

4 s.h.

Course designed for sophomore science, engineering, and mathematics majors. Topics covered are: Maxwell's equations and electromagnetic waves; special theory of relativity; dual nature of matter and electromagnetic radiation; basic interactions between matter and radiation—photoelectric effect, Compton effect, pair production and annihilation; X-Rays; electron diffraction, deBroglie waves; uncertainty principle; Bohr model of the atom, Pauli exclusion principle, and the periodic table; nuclear structure; radioactivity, nuclear fission and fusion reactions, beneficial and harmful effects of radiation. An independent laboratory project, in the field of student interest, is required. The laboratory project could be in any one or combinations of the following areas: vacuum tubes, semiconductor devices, photoelectric effect and devices, electron dynamics, atomic structure, nuclear decay, electromagnetic waves.

Prerequisites: PH 171-172 and MA 157-158. Hours of class per week: 4.

Science

SC 121 Basic Skills for Science and Technology

3 s.h.

An introductory skills course containing three major areas of preparation needed for success in the study of all science and technology courses.

1. Recognizing physical variables and simplifying their numerical relationships by using power of ten notation, approximation, and slide rule accuracy.
2. Simplifying the search for hidden relationships among variables by using simple proportion, ratio, conversion factors, and algebraic equations.
3. How the presentation of data in the form of straight-line graphs has resulted in a problem solving technique that has allowed man to understand and control more of his environment in the past hundred years than in all previous history.

Prerequisites: 9th grade algebra or equivalent. Hours of class per week: 3.

SC 130 Science, Technology, and Society

3 s.h.

The nature of science and the influence of science on society are studied in the context of three areas of developments: theories on planetary motions, theories on structure of matter, and Darwin's theory of evolution. The nature of technology, the extent of science-technology coupling, and the impact of technology on man and the environment are analyzed. Systems approached to problem assessment, elements of the decision-making process, modeling, and optimization are also studied. How further advances in science and technology could help solve societal problems of today is explored. The need for technology assessment and matching technology to society and the environment are stressed. Lab sessions provide experience in modeling, problem-solving, and decision-making through simulation games on socio-technological problems.

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

SC 131 Environmental Physics

3 s.h.

Course centered around the contemporary problems—energy, pollution, and depletion of natural resources—of our physical environment. Different forms of energy, energy conservation principle, our energy resources, methods of energy conversions and their by-products, first and second laws of thermodynamics, and efficiency of the present energy converters are studied. Environmental problems created by our increasing energy usage—thermal pollution, air pollution, solid waste, noise pollution, nuclear radiation pollution, and their effects on man and the environment—are analyzed. The potential for more efficient use of our natural resources is explored. Energy sources of the future—breeder reactor, fusion reactor, solar energy, geothermal energy, magnetohydrodynamics, fuel cells, and energy from wastes are studied. Earthquake prediction, weather forecasting, and weather modification are also covered.

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

SC 145 The Universe of Man

3 s.h.

An introductory course designed to give an overview of science, emphasizing the evolutionary nature of matter. The subject of "matter" will be discussed from its subatomic-particle state to the creation of the universe on the supramacro level; from the atom to the creation of life on the submicroscopic level; and finally through the evolutionary process to modern man and beyond. The course will integrate the disciplines of physics, chemistry, and biology and with an overall philosophical viewpoint stress the unity of living and non-living nature of the universe. Lectures and discussions will be reinforced with class demonstrations and field trips.

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

SC 151 Introduction to Physical Anthropology

3 s.h.

This course first introduces the discipline of anthropology and then uses the fossil evidence for hominid evolution in conjunction with the study of past and present primates as well as basic genetics to investigate current theory concerning the ascent of Homo Sapiens. Archeology and prehistory combine to present an introduction to the behavior of Hounteng's gathering groups. Emphasis is continually on the interaction of Homo Sapiens with the total environment.

Prerequisite: none. Hours of class per week: 2. Hours of lab and recitation per week: 2.

MATHEMATICS

Mathematics offers several one semester hour courses, usually taught within a four week period. Students ordinarily select more than one course in a given semester. It should be noted that MA 121-Logic is required for most courses sequences. Typical sequences are:

MA 121 - MA 171 - MA 182 - MA 183 (Precalculus)
MA 121 - MA 122 - MA 123 (Finite Mathematics)
MA 121 - MA 102 - MA 103 (Survey of Mathematics)

MA 050 Algebra

4 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: sets and number systems; operations; exponents; polynomials and rational expressions; first degree equations; functions and graphs; verbal problems.

Hours of class per week: 4.

**Not credited toward the Associate Degree*

MA 102 Introduction to Numbers

1 s.h.

An overview of the nature of mathematics for the non-science student. Topics include: Primitive Systems; Decimal Numeration, Bases, Primes. Not open to students having two years of high school Algebra or MA 151.

Prerequisite: MA 121. Hours of Class: 4.

MA 103 Introduction to Numbers 2

1 s.h.

Continuation of MA 102. Topics include: Factorization, Properties of the Natural Numbers, Integers; Rational Numbers: Order Properties Of A Real Field.

Prerequisite: MA 102. Hours of Class: 4.

MA 121 Logic and Sets

1 s.h.

A course for science and non-science majors alike, which emphasizes the developmental techniques of reasoning. Topics include Statements; Basic Connectives; Truth tables; Valid Arguments, Introductory Set Theory.

Prerequisite: None. Hours of Class: 4.

MA 122 Number Systems**1 s.h.**

A development of systems and their uses. Topics include Historical Systems; Number and Numeration Systems; Base Arithmetic, Modular Systems; Field Properties.

Prerequisite: MA 121 AND any of the following: Intermediate Algebra, Math 11, or MA 151. Hours of Class: 4.

MA 123 Linear Systems**1 s.h.**

A continuance of MA 122 developing linear systems, and some uses. Topics include: Matrix Operations; Transformations; Inverses; Solution of Simultaneous Linear Equations; Linear Programming.

Prerequisite: MA 122. Hours of Class: 4.

MA 141 Technical Mathematics**3 s.h.**

This course is restricted to Automotive Technology, Construction Technology, and Natural Resources Conservation Students with a minimal competence in mathematics. Topics include: Whole Numbers and the Place Value system; verbal problems; exponents; square roots; primes; factoring, L.C.M.; fractions; decimals; square root, discount, profit, interest; mensuration, perimeter and circumference, area; volume.

Prerequisite: Acceptance into Automotive, Construction, or Natural Resources program. [This course is NOT required for students who demonstrate prior competence on a placement test.] Hours of class: 3.

MA 142 Technical Mathematics II**4 s.h.**

A first course for most students of Automotive, Construction and Natural Resources. Topics include: Review of whole numbers and operations; exponents; algebraic fractions; slide rule; Use of decimals in Measurement; the Metric system; perimeter and area; Volume and surface area; signed numbers; triangles; right-triangle trigonometry; law of sines and cosines; logarithms; Dimensional analysis.

Prerequisite: MA 141 or permission of Mathematics faculty by placement examination. Hours of Class: 4.

MA 144 Topics in Statistics**3 s.h.**

Introduction to Statistics— types of averages and their uses: Statistician's charts, diagrams, and graphs. Histograms and the evolution of the normal curve. Sampling requirements and methods, Correlations, chi-square; the signs test, Spearman's rank-correlation coefficient, and other non-parametric tests. Errors and fallacies in statistics.

Prerequisite: MA 142 Technical Math II, MA 150. Open only to students with less than 1½ years of high school Algebra or its equivalent. Hours of class per week: 3.

MA 150 Survey of Mathematics**3 s.h.**

A course for the non-science oriented student, emphasizing the nature of mathematics and the development of mathematical ideas and concepts. Topics include: numeration systems; sets; elementary logic and deductive reasoning; abstract systems; and the natural integer, and rational number systems.

Not open to students having two years of high school algebra or MA 151. Hours of class per week: 3.

MA 151 Intermediate Algebra For College Students**4 s.h.**

This course is designed for students who have had only a minimum of high school mathematics and who wish to later enroll in any of the following: MA 121, 159, 160. Topics include: Properties of real numbers; polynomials and rational expressions; functions and graphs; simultaneous systems; logarithms, right triangle trigonometry.

Prerequisite: MA 050 or one year of high school algebra. Hours of class per week: 4.

MA 152 Topics From Finite Mathematics**3 s.h.**

The course will cover number and numeration systems, logic, set theory, Boolean algebra, matrices, and linear programming from an intuitive point of view.

Prerequisite: Intermediate Algebra, Math 11 or MA 151. Hours of class per week: 3.

MA 154 Precalculus Mathematics**4 s.h.**

A course designed to give a modern background for the calculus. Topics include: set theory; logic and techniques of proof; properties of the real number field; complex numbers; polynomial equations; functions - rational, exponential, logarithmic, circular (through asymptotes and intuitive limits); trigonometry; mathematical induction.

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

MA 157 Analytic Geometry and Calculus I**4 s.h.**

First course in a sequence of four courses covering topics from the calculus, analytic geometry, differential equations and advanced areas. Primarily for mathematics or science majors, although qualified students from other fields are encouraged to elect the course. Topics include: inequalities, introductory analytic geometry, functions, limits, continuity, the derivative, differentiation of algebraic functions, applications of the derivative, antidifferentiation.

Prerequisite: MA 154 or 3½ years of high school mathematics or 3 years of high school mathematics and permission. Hours of class per week: 4.

MA 158 Analytic Geometry and Calculus 2**4 s.h.**

A continuation of MA 157. 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, discount, partial payments, depreciation, bonds, annuities; life insurance.

Prerequisite: MA 151. Hours of class per week: 3.

MA 160 Statistics**3 s.h.**

A course designed to give a foundation in statistics for students in Business, Social Science, Science, or Data Processing who are planning to transfer to a four year program. Topics include descriptive statistics; counting principles and probability; binomial, hypergeometric, and normal distributions; hypothesis testing using the normal curve; linear regression; correlation; analysis of variance; and chi square tests.

Prerequisite: Math 11, MA 151, or permission of the instructor.

MA 161 Mathematics for Electrical Technology**4 s.h.**

During this course, the fundamental mathematical skills needed for students of the Electrical technology curriculum are developed. Topics studied include: basic arithmetic skills and slide rule operation, algebraic manipulation, ratio, proportions, quadratics, logarithmic functions, right triangle trigonometry. Application of these topics to the field of electricity is stressed throughout this course. (Fall Semester Only).

Prerequisite: High School Algebra [1 year] and concurrent registration in EL 125. Hours of class per week: 4.

MA 162 Mathematics For Electrical Technology**4 s.h.**

As a continuation of MA 161, this course develops mathematical skills needed by students of Electrical Technology. Topics include: a survey of analytic geometry, and introduction to differential and integral calculus, numeration systems, and Boolean Algebra. Electrical Technology is stressed throughout the course. (Spring Semester Only).

Prerequisite: MA 161 and concurrent registration in EL 126. Hours of class per week: 4.

MA 171 Functions**1 s.h.**

Background material for the study of the calculus. Topics include: Properties of the Reals; Non-Linear Functions; Composite Functions; Absolute Values and Inequalities.

Prerequisites: MA 121 AND any one of the following: MA 151, Math 11, or 1½ years of High School Algebra. Open to students who have enrolled in MA 157. Hours of Class: 4.

MA 182 Circular and Logarithmic**1 s.h.**

Precalculus material for students who have had no previous exposure to topics which include: Circular Functions; Logarithmic and Exponential Functions (Base 10 and e).

Prerequisite: MA 171, or permission of instructor. Hours of Class: 4.

MA 183 Theory of Equations**1 s.h.**

A continuation of MA 182. Topics include: Rational Functions; Asymptotes; Descartes Rule; Saars Theorem; Determinant Solutions To Systems of Equations; Induction.

Prerequisite: MA 182, or permission of the instructor. Hours of class: 4.

MA 250 Survey of Mathematics**3 s.h.**

A sequel to MA 150, this course includes study of some of the same topics in greater depth, as well as topics selected from the following: Geometries; Relations, Functions and Graphs; Axiomatics and Proof, Introductory Probability; Measurement and Mensuration; History of Mathematics; Number Theory and Finite Systems.

Prerequisite: Elementary Algebra or MA 050; and MA 150. Hours of class per week: 3.

MA 254 Abstract Algebra**3 s.h.**

Topics: Sets, mappings, morphisms, groups, rings, integral domains, and fields. Recommended for Mathematics and Science majors. (Fall Semester Only).

Prerequisite: MA 157, concurrent registration in MA 158 or MA 257 desired.
Hours of class per week: 3.

MA 257 Analytic Geometry and Calculus 3**4 s.h.**

Topics include: polar coordinates; conic sections; Vectors in E2 and E3; hyperbolics; indeterminate forms, infinite series; Taylor's Series with Remainder; introductory calculus of several variables, partial differentiation and multiple integration; applications.

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

MA 258 Differential Equations**4 s.h.**

Topics include: Definitions, differential equations of first degree and order, applications, Bernoulli's equation, linear independence, general solutions to homogeneous and nonhomogeneous equations, differential operators, auxiliary equations, the Laplace transfer and its inverse, systems of equations. (Spring Semester Only).

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

MA 259 Linear Algebra**3 s.h.**

This course is designed for second-year mathematics or science students. Topics covered: Systems of linear equations, vector spaces, linear dependence, bases, dimension, linear transformations, matrices determinants, and eigenvectors. (Spring Semester Only).

Prerequisite: MA 158, but concurrent registration in MA 257 is recommended.
Hours of class per week: 3.

SOCIAL SCIENCES

History

SS 183 Modern Western Civilizations**3 s.h.**

An introductory course in Western Civilizations 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 186 Black American History**3 s.h.**

A study of the historical background of Africans in America and their contributions and impact upon America. Emphasis shall be upon the last 100 years and the recent civil rights and Black Power movement.

Hours of class per week: 3.

SS 187 Origins of the American Revolution

3 s.h.

An indepth study into the political, economic, and social-cultural background of British America that caused the War for Independence.

Hours of class per week: 3.

SS 190 Media and 20th Century America

3 s.h.

This course will examine the role that the media (books, newspapers, T.V.) have played in influencing American history. It will attempt to help students become critical in their assessment of material reported by the media, and encourage them to study events that have occurred as a result of conditions exposed by the media. Selected topics would include court trials, literature of the Progressive Era, T.V. speeches, local news.

Hours of class per week: 3.

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 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 examination of Marxism, the Soviet government, the Communist Party, and the Soviet Union in international affairs.

Prerequisite: 3 hours of Social Sciences. 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 movements and reactions to them in England, France, Germany, Italy and the Soviet Union.

Prerequisite: 6 hours of Social Sciences. Hours of class per week: 3.

SS 293 Diplomatic History of the United States Before 1900

3 s.h.

This course will examine the relations of the United States with foreign nations from the American Revolution until the Spanish American War.

Prerequisite: SS 283. Hours of class per week: 3.

Political Science

SS 191 Comparative Democratic Systems

3 s.h.

A comparative analysis of political ideologies, institutions, processes and policy problems of governments and politics in selected democratic political systems. The analysis will focus on the political systems of Great Britain, France, Italy, and West Germany.

Hours of class per week: 3.

SS 192 Comparative Communist Systems

3 s.h.

An analysis of the political institutions and practices in communist party states. Besides examining some general patterns of Communist political systems, this course will take a close look at the ruling patterns of the U.S.S.R., The People's Republic of China, and some elected Eastern European countries.

Hours of class per week: 3.

SS 278 International Politics

3 s.h.

The dynamics of national power - the state system, nationalism, and imperialism; the quest for a cooperative international society - diplomacy, international law and organizations; for foreign policies of the great powers today, with particular reference to East-West relations.

Hours of class per week: 3.

SS 282 American Political System

3 s.h.

The objective of this course is to describe, analyze, and explain the American Political System as it actually works. The approach will be primarily behavioral and not institutional. The fundamental question of this course will be "Who Gets What, When, How, in American politics?"

Hours of class per week: 3.

SS 287 International Organizations

3 s.h.

Emphasis is on an examination of international organization with primary consideration of the United Nations. This involves a study of the major crises which have confronted the United Nations since its establishment 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 two-day field trip to the United Nations in New York City is required.

Prerequisite: 3 hours of Social Sciences. Hours of class per week: 3.

SS 383 Subnational Government and Politics

3 s.h.

An analysis of the multitude of governmental institutions and political practices at the subnational level. The emphasis of the course will be on intergovernmental relations and on the practical consideration of the ways subnational governments-state, county, local-daily affect the activities of the average citizen. Attention will be paid not only to welfare, educational and taxing policies, but also to the growing problems of the metropolitan areas such as social unrest, environmental problems, financial crises, alienation, and the quality of life. The relationship between political institutions and practices and policy outputs will also be examined.

Prerequisite: SS 282 or permission of the instructor. Hours of class per week: 3.

SS 385 Community Power Structure**4 s.h.**

An examination of conflicting theories concerning the power structure and decision-making apparatus in community politics, along with the study of related empirical data. Also, an analysis of democratic theories in view of recent empirical findings. The student will become directly involved in an empirical investigation.

Prerequisite: 3 credit hours of Political Science or Sociology. Hours of class per week: 3. Hours of Lab per week: 2.

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 inter-relationships of heredity and environment as determiners of behavior as well as an investigation of learning, motivation, and the nature of emotion.

Hours of class per week: 3.

SS 292 Abnormal Psychology**3 s.h.**

A consideration of the historical background of abnormal psychology, scope of abnormal disorders, definitions, descriptions, causation, development, and treatment approaches for major abnormalities of behavior.

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 behavior 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 or permission of the instructor. Hours of class per week: 3.

SS 384 Personality Theories ***3 s.h.**

A study of personality as a theoretical construct which includes an organized system of structures and processes. Major models and how they are derived are used to pursue basic concepts of personality.

Prerequisite: SS 291 and SS 297 or permission of the instructor. Hours of class per week: 3.

**Course being offered through Continuing Education.*

Sociology

SS 180 Contemporary Issues and Problems**3 s.h.**

This course will examine the major issues of concern to the American nation, and/or the world generally, at the time the course is offered. The issues and problems will include some that have troubled societies over a long period of time, such as poverty, mass education, racial tensions, power and privilege, family dislocation, as well as issues that may be just emerging. The course, in addition to offering a survey of the problems, will provide theoretical and/or conceptual frameworks to help the student understand the issues and problems at a greater depth.

Hours of class per week: 3.

SS 264 Minority Groups in America

3 s.h.

Study of the role, the accomplishments, and the problems different ethnic, religious and minority groups have had in America.

Hours of class per week: 3.

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 294 The Family: A Cross Cultural Approach

3 s.h.

Course identifies various family structures that characterize various contemporary societies, as well as family types that have characterized certain historical eras, including ancient Hebrew, Roman, Anglo-Saxon, and Modern Western families. Through the comparative approach, the strengths and weaknesses of contemporary patterns will be analyzed.

Hours of class per week: 3.

SS 382 Political Sociology

3 s.h.

This course will develop the application of sociological theory to the study of political systems, the process of adult and child political socialization, theories of assimilation and acculturation. Systems analysis as a method of explanation will be utilized.

Hours of class per week: 3.

SS 386 Deviant Behavior

3 s.h.

Course attempts to identify the conditions under which certain acts, characteristics, persons, situations or events are labeled as socially deviant. It is assumed that certain patterns of perceptions, definition, and minimal consensus have to occur in a social group before deviance becomes a social reality. The intent, therefore, is to identify and define these patterns. It is the further intent of the course to illustrate that the production of deviance also reveals the nature of the social construction of reality. The course is offered generally from the theoretical perspective of social interactionism.

Hours of class per week: 3.

TECHNOLOGIES

Automotive Technology* **

AT 121 Introduction to Automotive Function

3 s.h.

A basic course dealing with the construction, principles of operation, and identification of chassis units and support components. Consideration will be given to tool identification, shop safety, methods of operation, special tools, automotive terminology, publications, and basic welding (arc and oxyacetylene).

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

* Courses meet at sites other than main campus. Students make transportation arrangements.

** Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

AT 122 Theory of Internal Combustion Engines**3 s.h.**

Investigates the basic principles of internal combustion engines, cycles, engine types, construction, and services. Compression condition, noise identification, and internal engine condition analysis will be studied through lab experience with elementary diagnostic instruments.

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

AT 123 Internal Combustion Engine Support Systems**3 s.h.**

Study of the lubrication, cooling, carburetion, and emission systems of the internal combustion engine. Experience will be gained in the laboratory with test equipment and the infra-red unit.

Prerequisites: AT 121, AT 122, SC 161. Hours of class per week: 2. Hours of lab per week: 2.

AT 124 Automotive Electrical Systems**3 s.h.**

Application of the principles of electricity to the design, operation, service and repair of automotive electrical starting, lighting, generating and ignition systems.

Prerequisites: AT 121, AT 122, Completion or concurrent registration in SC 162. Hours of class per week: 2. Hours of lab per week: 2.

AT 225 Automotive Chassis Systems**3 s.h.**

A more advanced study of steering and suspension designs, including rear suspension, front-end geometry, tire design features and service, and standard and power disc and drum brake systems.

Prerequisites: AT 121, SC 162. Hours of class per week: 2. Hours of lab per week: 2.

AT 226 Power Trains—Design Features and Analysis**3 s.h.**

Investigation of the automotive power train. Topics considered include clutches, standard transmission design, automatic transmission designs, drive lines, conventional and limited slip differentials, and axle and wheel bearing requirements. Laboratory experience with special transmission tools, measuring devices, and special pressing equipment is included.

Prerequisites: AT 121, SC 162, completion of or concurrent registration in AT 225. Hours of class per week: 2. Hours of lab per week: 2.

AT 227 Electronic Engine and Chassis Analysis**3 s.h.**

Trouble-shooting through the use of the Sun 947 Engine tester. The topics of scope pattern interpretation and dynamometer application and function will be studied.

Prerequisites: AT 123, AT 124, PH 162, AT 225, AT 226. Hours of class per week: 2. Hours of lab per week: 2.

AT 228 Consumer Relations and Services

3 s.h.

A course dealing with the concepts of wholesale and retail operation as they relate to service manager-customer relations, factory representation—dealer relations, and inspection and service for customer comforts. The experience will include inspection of accessories units, air conditioning system analysis, and field observation of service operation and factory representation function.

Hours of class per week: 3.

Construction Technology* **

CT 121 Introduction to Building Trades and Construction Materials

3 s.h.

A basic course in construction materials and methods. Study of timber, steel, masonry, concrete, and other materials used in construction. Construction methods are studied to acquaint the student with field practices.

Hours of class per week: 3.

CT 122 Light Frame Construction I

3 s.h.

A study of construction materials, practices, equipment and terminology relating specifically to light frame construction. Includes forming and building codes for general structural components from foundations through rough framing.

Prerequisite: Concurrent registration in CT 121. Hours of class per week: 2. Hours of lab per week: 3.

CT 123 Light Frame Construction II

3 s.h.

Emphasis in this course is roof covering, exterior trim, insulation, exterior siding, interior trim, flooring, and layout of porches and garages. Lab experiences must be successfully completed.

Prerequisites: CT 121, CT 122. Hours of class per week: 2. Hours of lab per week: 3.

CT 124 Blueprint Reading

3 s.h.

Course places emphasis on working drawings, blueprints, and the symbols, notations, and scaling that accompanies blueprint information. The student will also learn the variations, the purpose of structure, the architectural progress set forth in blueprints; finally learn to obtain trade information by accurately reading and thoroughly understanding a set of blueprints.

Hours of class per week: 3.

CT 225 Masonry, Concrete and Steel Construction

3 s.h.

A study of construction, materials, practices, equipment and terminology relating specifically to non-wood structural components in light frame and light commercial construction. General structural components include foundations, unit masonry construction, reinforcing steel, and applicable building costs.

Prerequisite: CT 121. Hours of class per week: 2. Hours of lab per week: 3.

* Courses meet at sites other than main campus. Students make transportation arrangements.

** Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

CT 226 Plumbing and Climate Control**3 s.h.**

A basic course in plumbing and climate control, including use of tools, basic lead working, steam and hot water heating, water distribution, venting drainage, and general installation, maintenance, and repair.

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

CT 228 Construction Estimating**3 s.h.**

A study of the elements of cost of construction. Includes analysis of procedures in recording quantity take off, labor factors and overhead; use of check lists, cost records, summaries and working drawings; bidding practices of the construction industry; sub contracts; critical path method.

Prerequisite: CT 121, CT 122, CT 124. Hours of class per week: 3.

CT 229 Electrical Wiring**3 s.h.**

A course dealing with installation of wiring, including armored cable, wiremold, and romex; installation of wiring boxes, light fixtures, rigid metal conduit and electrical metallic tubing and connectors, and wiring such systems.

Suggested elective - EL 125. Hours of class per week: 2. Hours of lab per week: 3.

CT 230 Principles of Soils**1 s.h.**

Study of the principles of erosion control, surface drainage and subsurface drainage; considers soil genesis, composition, classification, physical and chemical characteristics in relation to soil moisture, fertility and management. Encompasses all problems related to construction.

Hours of class per week: 1.

Surveying

SU 101 Surveying I ***3 s.h.**

Surveying I is an elementary course in surveying. It includes fundamentals of plane surveying and emphasizes the use and care of leveling instruments. Linear measurements and theory and practice of leveling are studied in coordinated lecture and field work.

Prerequisite: MA 142 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 2.

* Course meets at sites other than main campus. Students make transportation arrangements.

Criminal Justice

CJ 101 Police Administration I**3 s.h.**

Designed to develop basic understanding of the traditional hierarchical structure of police organizations; chain of command; responsibilities, powers and duties of police officers and police administrators; review of police leadership, courtesy and public relations.

Hours of class per week: 3.

CJ 102 Police Administration II

3 s.h.

Analysis of the functions of specialized units within the police organizations, including police planning and research patrol operations, internal affairs, and public relations. Principles of personnel management and supervision. Police labor relations and consideration of alternative and comparative models of law enforcement organization.

Prerequisite: CJ 101. Hours of class per week: 3.

CJ 103 Criminal Law I

3 s.h.

A survey of the history and philosophy of criminal law; the scope, purpose, definition and classification of modern criminal law; offenses against the person, property offenses; and a discussion of the relationship between the Constitutional rights of the individual and the protection of society.

Hours of class per week: 3.

CJ 104 Criminal Law II

3 s.h.

Comprehensive analysis of the rules of evidence and criminal procedural law; judicial notice, presumption, real and circumstantial evidence, burden of proof, province of court and jury, documentary evidence, hearsay, confessions and admissions; laws of arrest, search and seizure.

Prerequisite: CJ 103. Hours of class per week: 3.

CJ 105 Principles of Criminal Investigation

3 s.h.

An analysis of the nature and purpose of criminal investigation. Discussion will include various methods of investigation, the interview, and the interrogation of witnesses and suspects, collection and preservation of evidence, use of informants, techniques of surveillance and special investigation techniques; methods used in police science laboratory, ballistics, documents, serology, photography, and related forensic services.

Hours of class per week: 3.

CJ 106 Introduction to Law Enforcement and Criminal Justice

3 s.h.

A survey of the historical and philosophical development of law enforcement; and analysis of the court system; the criminal justice process; Constitutional limitations placed upon the criminal justice system, emphasis given to the inter-relationship between these agencies and future trends in law enforcement.

Hours of class per week: 3.

CJ 107 Police-Community Relations

3 s.h.

Survey of the numerous and complex factors involved in the area of human rights. Topics covered: Controlling racial prejudice in the community; the role of police as professionals; and examination of prejudice and discrimination and their effects and implications for police in a changing and interacting society. The history and development of civil rights and liberties is surveyed.

Hours of class per week: 3.

CJ 108 Introduction to Juvenile Delinquency**3 s.h.**

Consideration of the methods and philosophy of the juvenile court system, police programs for the prevention and control of juvenile delinquency and the role of various social work agencies in the care and treatment of juveniles. Special attention will be given to police techniques utilized in handling juveniles with special emphasis on the utilization of existing community resources. The course will examine prevailing professional philosophy, existing law, public policy, and knowledge of current delinquent behavior theories.

Hours of class per week: 3.

CJ 109 Criminology**3 s.h.**

A survey of the nature and scope of prevalent forms of criminology. This course will consider the major theories of criminal conduct drawn from psychological, social and cultural modes of explanation. A discussion of various classifications and typologies and the role of crime statistics will be included, as well as the relevancy of these factors for understanding, prevention, control and prediction.

Hours of class per week: 3.

CJ 110 Traffic Enforcement Administration**3 s.h.**

Examination of the United States Transportation system emphasizing effective, safe operation, organization for traffic control, accident investigation and analysis, communications aspects of highway traffic administration, public support organizations, traffic safety survey.

Hours of class per week: 3.

CJ 111 Introduction to Public Administration**3 s.h.**

A study of the theory, basic principles and practices of public administration in the United States including discussions related to the development, organization, functions, and problems of national, state, and local administration.

Hours of class per week: 3.

CJ 112 Introduction to Police Organization & Management**3 s.h.**

The principles of administration and management in their application to law enforcement agencies. A study of police organizational structure, responsibilities, and inter-relationships; an analysis of staff-line relationships and functions within the context of a police environment. Analysis of the functions of specialized units within police organizations, including police planning and research, patrol operations, internal affairs, and public relations. Principles of personnel management and supervision; police labor relations; consideration of alternative and comparative models of law enforcement organizations; the elements of organized crime and impact on police operations and management.

Hours of class per week: 3.

Electricity and Electronics

EL 125 Electricity**4 s.h.**

Pilot course in the Electrical Technology curriculum. Investigates the fundamental concepts of voltage, current, and power as applied to both DC and AC (single phase) circuits. The nature of resistance, inductance, and capacitance are studied. Fundamental circuit analysis is developed by the application of the basic laws and theorems to functional electric circuits. Applicable electrical instruments are used in the laboratory. Practical application is stressed.

Prerequisites: High school algebra, enrollment in MA 161. Hours of class per week: 3. Hours of lab per week: 3.

EL 126 Electricity

4 s.h.

A continuation of EL 125 where the transient response and the a.c. response to linear circuits are developed. The operational principles and electrical characteristics of devices are also studied. Time constants, reactance, impedance, and resonance are studied. The practical application of these concepts to electronic circuits is emphasized. The ideal transformer is introduced. The characteristics of the vacuum tube are surveyed. The parameters of solid state devices and semiconductor devices such as the FET, diac, triac, thyristor, and SCR are studied.

Prerequisites: EL 125 and MA 161; Co-requisite: MA 162. Hours of class per week: 3. Hours of lab per week: 3.

EL 127 Instrumentation

1 s.h.

During this course the basic description related to the instrument used in the electronics field is developed. Specific emphasis is placed on the utility of the oscilloscope, electronic voltmeters, signal generators, and component testing instruments. A generalized study of the internal circuitry of these devices is conducted.

Prerequisite: EL 125, enrollment in EL 126. Hours of lab per week: 2.

EL 201 Audio Servicing

2 s.h.

Theory of low frequency amplifiers and oscillators. Basic repair of low frequency devices such as turntables, tape players, and P.A. systems. Introduction of the block diagram technique of trouble shooting used in active and passive signal tracing to isolate the defective stage in a malfunctioning piece of electronic equipment.

Prerequisite: Permission of Instructor. Hours of class per week: 1. Hours of lab per week: 2.

EL 202 Radio Servicing

2 s.h.

High frequency amplifiers, oscillators, mixers, modulators, demodulators, and RF transmissions. Also, a continuation of the trouble shooting techniques introduced in Audio Servicing with special application to radio systems.

Prerequisite: EL 201. Hours of class per week: 1. Hours of lab per week: 2.

EL 203 TV Servicing

2 s.h.

Continuation of high frequency circuits with special emphasis on the synchronization techniques, burst amplifiers, detectors and high voltage supplies needed in the production and reception of a TV signal. Continuation of trouble shooting techniques as applied to TV receivers, such as the use of a color bar generator, a dot pattern generator, a cross hatch generator, and a sweep generator.

Prerequisite: EL 202. Hours of class per week: 1. Hours of lab per week: 2.

EL 229 Electronics

5 s.h.

This course introduces the student to electronics through the study of basic electronic circuits used in the electronics field. Specific circuits investigated include the rectifiers, filters, and regulators, amplifying circuits using both vacuum tubes and/or transistor circuits including their parameters and design limitations. Graphical and analytical analysis of these circuits and methods of coupling are also studied. Principles and application of feedback are introduced as applied to common devices.

Prerequisite: EL 126, EL 127. Hours of class per week: 4. Hours of lab per week: 3.

EL 230 Electronics**5 s.h.**

EL 230 is a continuation of EL 229. During this course the operation of special purpose amplifiers and oscillators is introduced. An investigation of high-frequency amplifiers and oscillators and basic computing circuitry is also developed. Application of these devices to communication electronics is explored through the investigation and application of AM and FM communication technique.

Prerequisite: EL 229. Hours of class per week: 4. Hours of lab per week: 3.

EL 231 Electric Machines**3 s.h.**

EL 231 is concerned with the construction and operational characteristics of rotating machinery including both AC and DC motors and generators as well as the transformer. Primary concern is directed at the basic principles of operation of associated circuitry including speed control and ratings of these devices. Both single phase and polyphase machinery is studied as related to applicable testing procedures and efficiencies and utility.

Prerequisite: EL 125. Hours of class per week: 2. Hours of lab per week: 3.

EL 232 Computers**4 s.h.**

During this course the fundamental concepts of digital computing circuitry is studied with emphasis on solid state functional units, blocks, and subsystems. Arithmetic, switching, and logic circuits required in many technological applications are studied. The circuits required to perform the functions of memory, storage, input and output are also studied. Experiments cover the investigation of basic logic building blocks emphasizing the use of modern test equipment.

Prerequisite: EL 126, EL 128. Hours of class per week: 3. Hours of lab per week: 3.

EL 233 Laboratory Project**3 s.h.**

During this course the student is encouraged to build, design, or fabricate electrical or electronic equipment which would be useful to him/her or the College, or to participate in some activity which would enhance experience as a technician. Although this time would frequently be used in the laboratory constructing a particular project, this requirement may also be satisfied by association with an employer whose activity is oriented to the employment of the technician upon graduation. Such an activity, however, must be approved by the faculty of the curriculum so that appropriate credit can be awarded.

Prerequisite: EL 229. Hours of class per week: 2. Hours of lab per week: 3.

EL 234 Laboratory Project**3 s.h.**

This continuation of EL 233, Laboratory Project, is provided to enable the student to have specific contact in the area of specialization. Activity must be approved by the faculty of the curriculum.

Prerequisite: EL 233. Hours of class per week: 2. Hours of lab per week: 3.

EL 237 Home Technician

3 s.h.

A core of knowledge that every one should have about the upkeep and improvement of a home, divided into four major areas:

- I wiring
- II plumbing and heating
- III building and remodeling
- IV appliances

Only one major area will be taught each time it is offered.

Hours of class per week: 3.

Food Service Administration

FS 121 Introduction to Food Service

3 s.h.

An introduction in modern commercial food service techniques emphasizing marketing, storage, management, and preparation of foods. The critical responsibility of presenting nutritious food to the public will be emphasized.

Hours of class per week: 3.

FS 122 Food Selection and Preparation

3 s.h.

An introduction into the fundamental skills required for proper food selection, preparation, and storage. The relationship between proper preparation and storage and nutritional value will be emphasized. This course will utilize lecture, demonstration, and laboratory work.

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

FS 123 Food Purchasing

3 s.h.

Techniques for quality food purchasing for profit and nonprofit services. Specifications and standards of quality, grades, methods of purchase are emphasized for each category of food. A study is made of modern food processing and the purchasing of convenience foods.

Prerequisites: HE 121, FS 121. Hours of class per week: 3.

FS 124 Quantity Food Selection and Preparation

3 s.h.

The course is designed to emphasize the unique requirements related to producing quantity food in a palatable fashion. Emphasis will be placed on such problems as bulk food production, menu making, cost evaluation, sanitation, and safety as they apply to quantity food production.

Prerequisite: FS 122. Hours of class per week: 2. Hours of lab per week: 3.

FS 225 Food and Beverage Cost Control

3 s.h.

Pre-cost, pre-control methods relative to the menu, production control, purchasing, receiving, inventory control, and profit and nonprofit food service systems.

Prerequisite: FS 123. Hours of class per week: 3.

FS 226 Fundamentals of Baking

3 s.h.

Baking fundamentals, approach to making breads, cakes, puff and French pastry, and fancy desserts.

Prerequisites: FS 122. Hours of class per week: 2. Hours of lab per week: 3.

FS 227 Food Service Organization and Management**3 s.h.**

Course designed to give food service majors the basic understanding necessary to organize a food service operation. Emphasis will be placed on budgetary management, cost equivalence, and employee management.

Prerequisite: FS 123. Hours of class per week: 3.

FS 228 Catering Seminar**3 s.h.**

Course furnishes a work experience based upon all previous courses taken in Food Service Administration. Students will rotate in management and/or work positions. They will be responsible for the complete operation from the planning stage through the final serving stage. Emphasis will be on planning the function, purchasing, cost control, menu planning, layout, service, and management of personnel. In addition to classes, a total of 30 hours must be contributed by the student to satisfy this requirement.

Prerequisites: HE 121, 125, FS 121-126. Hours to be arranged.

Graphic Arts* ****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: 2. Hours of lab per week: 2.

MD 176 Electrical Graphics**3 s.h.**

This course is concerned with basic drafting including orthographic projection, geometrics, cross sections, auxiliary projections, size description, and axonometric projections. Covers fastening devices, electrical symbols, various types of wiring diagrams, circuit board layout, charts, graphs, and problems involving the development of a complete set of plans and specifications for a piece of electrical equipment.

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

MD 180 Architectural Drawing**3 s.h.**

Architectural drawing as related to functional planning of residence buildings, working drawings, including plans, elevations, section, details, notes, and specifications.

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

GA 101 Graphic Arts I**3 s.h.**

Introduction and orientation to graphic arts, to include the history of printing, basic principles and applications of offset printing, copy preparation, photography, stripping, opaquing, plate making, bindery, finishing procedures, and the operation of advanced types of presses.

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

*Photography courses - see EDUCATIONAL RESOURCES.

**Courses meet at sites other than main campus. Students make transportation arrangements.

GA 102 Visual Fundamentals**3 s.h.**

Study and application of the elements and principles of visual representation to produce line, shape, color, value, texture, contrast, emphasis, rhythm and repetition. Study and use of form and space in geometric and organic designs.

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

GA 103 Graphic Arts II**3 s.h.**

Advanced techniques and applications in copy preparation, camera work, stripping and plate making, press work and bindery operations. Characteristics of various types of paper and ink. Maintenance of equipment is emphasized.

Prerequisite: GA 101. Hours of class per week: 2. Hours of lab per week: 3.

GA 104 Typography**3 s.h.**

Function of type, type identification, point size, and photocomposition. Copy-fitting, proofreading, type composition variations will be emphasized, coupled with practical applications.

Prerequisite: GA 101. Hours of class per week: 2. Hours of lab per week: 2.

GA 105 Graphic Arts Layout and Printing Design**3 s.h.**

Planning and design principles used in the preparation of advertising copy for reproduction. Use of various methods, materials, and equipment in graphics for advertising and printing. Use of photographic reproductions and enlargements in projects.

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

GA 106 Graphic Arts Production**3 s.h.**

Use of laboratory equipment and techniques related to production problems in a controlled environment in various areas of visual communications.

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

GA 107 Production Management**3 s.h.**

Development of efficient methods from layout to finished product. Study of work schedules, materials, personnel and equipment, utilizing good management principles.

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

GA 108 Graphic Arts Seminar**3 s.h.**

Field trips, use of speakers from the industry and the exploration of opportunities in combination with special project will be emphasized.

Hours to be arranged.

Natural Resources Conservation* **

NR 121 Fisheries and Wildlife Management I

3 s.h.

Introduction to the ecologic principles required for the maintenance and management of wildlife and fisheries resources. Habitat evaluation, game and fish management techniques, and wildlife inventories will be emphasized.

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

NR 122 Fisheries and Wildlife Management II

3 s.h.

Utilization of required techniques in hydrographic mapping, limnologic sampling, and chemical equilibrium required for the maintenance of balanced fish and wildlife populations. Wildlife censusing, collection and research techniques, life histories, environmental requirements and habitats, nutritional requirements and infectious diseases of fish and wildlife will be stressed.

Prerequisite: NR 121. Hours of class per week: 2. Hours of lab per week: 3.

NR 125 Outdoor Power Equipment

3 s.h.

Designed to acquaint students with the operation, maintenance and repair of conservation-recreation tools and machines such as chain saws, snowplows, snowmobiles, motors and power equipment, management tools, etc.

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

NR 126 Principles of Soils and Water

3 s.h.

A study of the principles of erosion control, surface drainage and subsurface drainage; considers soil genesis, composition, classification, physical and chemical characteristics in relation to soil moisture, fertility and management.

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

NR 223 Forest Management I

3 s.h.

The practices and principles involved in managing woodlands for timber, recreation, wildlife, and soil conservation values. Includes species identification and characteristics, tree development and growth, cutting practices, harvesting and marketing, reforestation, planting management and protection.

Prerequisite: NR 122. Hours of class per week: 2. Hours of lab per week: 3.

NR 224 Forest Management II

3 s.h.

Major topics will include tree physiology, major forest products, nursery techniques, planting, maintenance of individual trees—ornamental and Christmas trees, forest protection—fire, insects, and disease; forest influences upon the environment, harvesting techniques from the standing tree to the mill, proper use and maintenance of related tools will be emphasized.

Prerequisite: NR 223. Hours of class per week: 2. Hours of lab per week: 3.

*Courses meet at sites other than main campus. Students make transportation arrangements.

**Students require special clothing or equipment, in addition to texts. Instructor will furnish details.

NR 230 Research Seminar in Conservation and Outdoor Recreation

3 s.h.

Seminar based on reading, research, and/or field work related to conservation and recreation.

Prerequisite: Permission of instructor. Hours to be arranged.

Nursing* **

NU 105 Nursing Science I

7 s.h.

Course introduces concepts, skills, and procedures common to nursing care of all patients, regardless of age, disability, or location. Emphasis is placed upon acquiring a body of knowledge that will permit individualization of nursing care, based upon a sound, scientific rationale. The nursing process, the role of the nurse, communication theory, provision for meeting basic physical needs, nutrition, pharmacology, and the special needs of the aged are included. Practice in basic skills is provided in the College laboratory, and through selected patient care assignments at Montgomery and Fulton County Infirmaries.

Prerequisite: Completion of, or concurrent registration in BI 181. Hours of class per week: 5. Hours of lab per week: 6.

NU 106 Nursing Science II

7 s.h.

Course focuses on the commonalities of care of persons confined to acute care hospitals. It includes the care of the patient undergoing diagnosis, the care of the surgical patient, care of patients with fluid, electrolyte, and acid base disturbances, the care of patients with mobility problems, the care of the patient with cancer, and infection control. Clinical experiences include the care of both adults and children. Observational experiences are provided in the operating room, recovery room, and specialty areas of the hospital where patients are cared for by other than nursing personnel.

Prerequisites: NU 105, completion of, or concurrent registration in BI 182 and SS 297. Hours of class per week: 5. Hours of lab per week: 9.

NU 205 Nursing Science III

9 s.h.

Course divided into three major units. Each instructor assumes complete responsibility for classroom and clinical instruction in a specialty area. Each unit is complete in itself. Units may be completed in any sequence. Based on faculty assessment of their learning needs, students may be asked to follow a particular sequence. Units are: Psychiatric - Mental Health, with clinical assignment to a psychiatric care facility; Reproductive Cycle, with assignments to maternity and new-born units of community hospitals; and Medical-Surgical, with assignments to specialty units of community hospitals.

Prerequisites: NU 106, completion of, or concurrent registration in, BI 282. Hours of class per week: 5. Hours of lab per week: 12.

NU 206 Nursing Science IV

9 s.h.

Course stresses, complex health needs of children and adults. Principles, concepts, and skills considered in previous courses are further developed and expanded. A weekly, one-hour seminar is included, devoted to the study of issues in nursing, nursing education, and health care delivery.

Prerequisite: NU 205. Hours of class per week: Lecture 5, Seminar 1, Total 6. Hours of lab per week: 9.

**Courses meet at sites other than main campus. Students make transportation arrangements.*

***Students require special clothing or equipment, in addition to texts. Instructor will furnish details.*