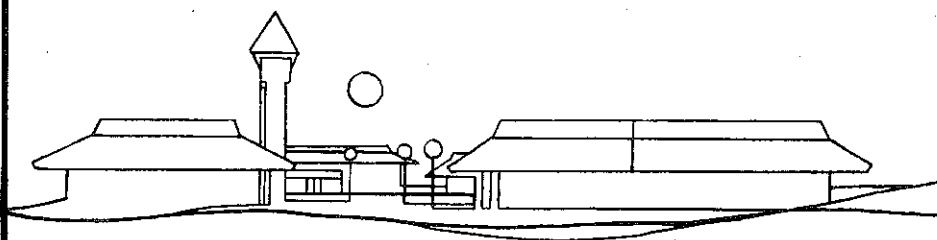


FULTON-MONTGOMERY COMMUNITY COLLEGE

JOHNSTOWN, NEW YORK 12095

(518) 762-4651/829-7321

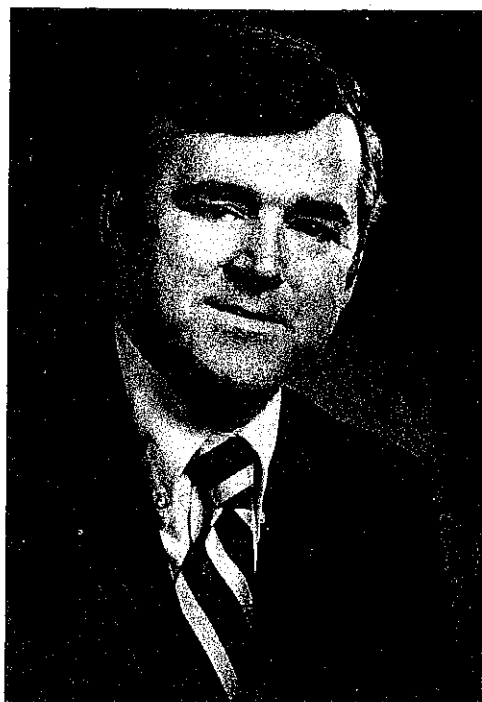
A Unit of the State University of New York
Sponsored by the Counties of Fulton and Montgomery



"BECOME A PART OF OUR SUCCESS STORY"
1979-1981

SCANNED

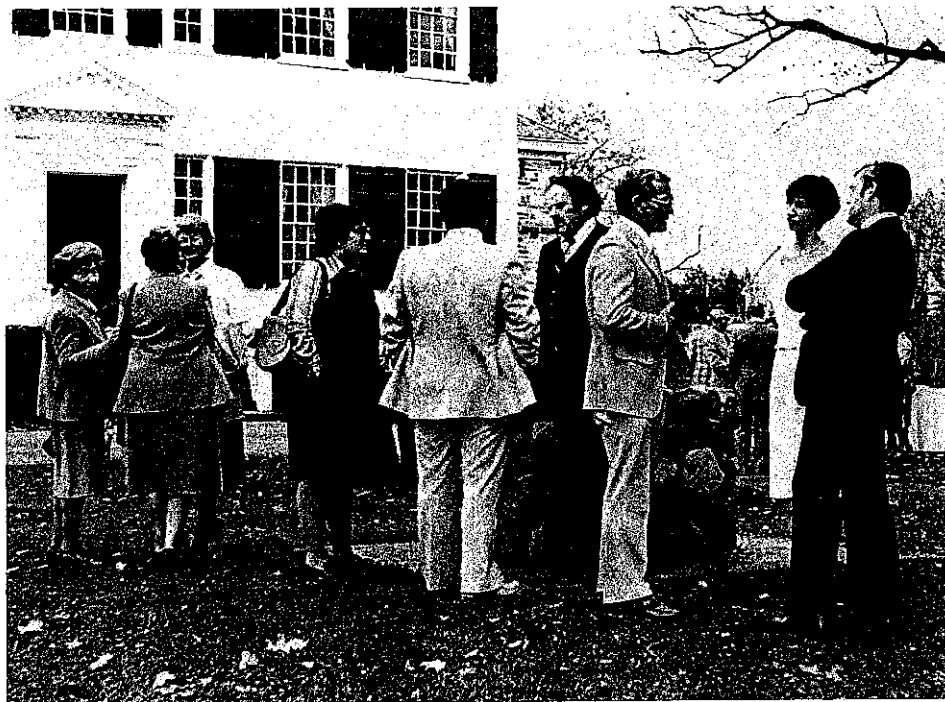
Fulton-Montgomery Community College is an equal opportunity, affirmative action educator.



GREETINGS FROM THE PRESIDENT

Fulton-Montgomery Community College was founded because determined citizens in our communities believed that our people should have the opportunity to attend a nearby college and receive an education and career training at minimal cost. As a full opportunity, open-admissions college, we also offer the advantages of our programs to students who come to us from outside our sponsoring counties. Our College has moved from its original temporary quarters to a beautiful 268 acre campus. Here the College has developed a wide range of studies and services because our citizens continue to believe in the mission of Fulton-Montgomery Community College — "Education for All."

There are as many reasons for wanting to "Become a Part of Our Success Story" as there are individuals who enroll in our College. While F.M.C.C. cannot be all things to all persons, the College can provide many of the fields of study, courses and schedules with options which will permit you to continue your education; to taste for the first time the excitement and challenge of the post-secondary curriculum; or to begin anew the search for knowledge and personal enrichment.



We would like you to read this catalog carefully. Study the course selections. Be aware of the College policies and services. They all reflect the efforts of the College family to provide you with the chance to develop, reinforce, and perfect those skills and the knowledge which will be so valuable in your career, your continued education and your life.

The faculty and staff of Fulton-Montgomery Community College are here to serve you now and in the future. We offer small classes and out-of-class help if you need it. Plan a visit or call us for any information you would like. We are here to help you join the many other students from every segment of our communities who have "become a part of our success story."

I look forward to welcoming you and your family to Fulton-Montgomery Community College.

Dr. Kenneth J. La Salle

STATE UNIVERSITY OF NEW YORK

The State University of New York (SUNY) is the largest, centrally-managed, multi-level system of public education in the nation. Its sixty-four campuses bring the opportunity for college education within commuting distance of almost every New York citizen. The University system offers a wide range of certificate programs and associate, baccalaureate and graduate degree courses of study.

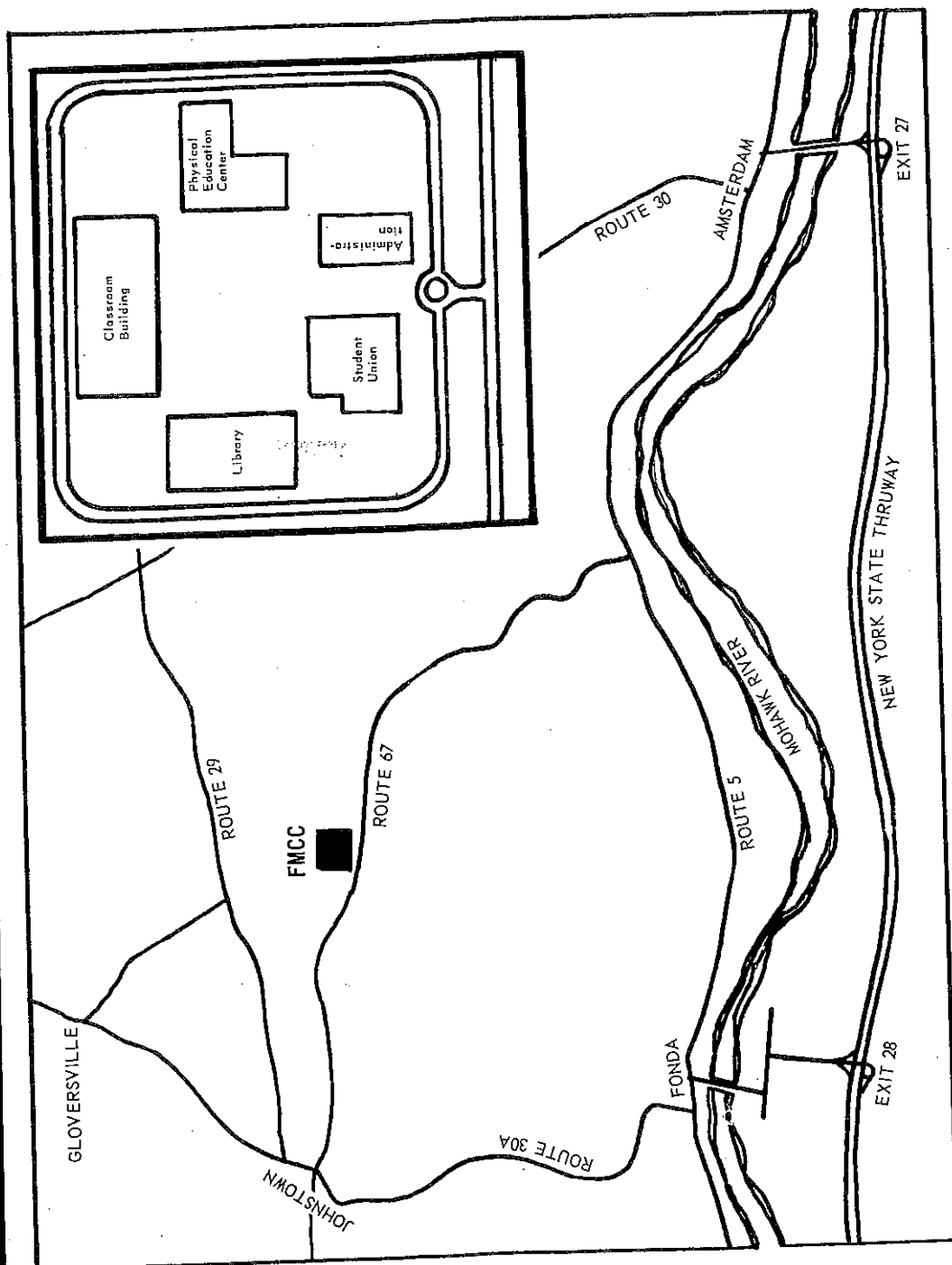
The State University of New York is governed by a Board of Trustees appointed by the Governor. The Board establishes the overall academic policy of the University and determines the specific policies to be followed by the thirty-four state-supported campuses. Each of the thirty community colleges also has its own local Board of Trustees which develops local policies and goals. New York State contributes one-third to forty percent of the operating costs and one-half of the capital costs of the community colleges.



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FULTON-MONTGOMERY COMMUNITY COLLEGE

History and Location

The Charter for Fulton-Montgomery Community College was approved by joint resolution of the Boards of Supervisors of Fulton and Montgomery Counties on March 21, 1963. The College was established under the provisions of New York State's Community College Law as the twenty-seventh two-year institution in the State University System. Its goal was and is to meet local needs through low-cost, close-to-home educational programs.

Fulton-Montgomery Community College began operation in September 1964 in temporary quarters. In 1969 the College moved onto its newly constructed, permanent campus. It is situated on 268 acres in a rural setting halfway between Amsterdam and Johnstown in the Mohawk Valley. It is in the foothills of the Adirondack Mountains. Albany, the State Capital, is located approximately forty miles east of the campus. This site allows students to enjoy a wide variety of cultural, historical and recreational activities. The campus is easily reached by the citizens of Fulton and Montgomery Counties who are encouraged to use the services and facilities of the College.

Accreditation

Fulton-Montgomery Community College is accredited by the Middle States Association of Colleges and Schools. All of its programs are registered with the New York State Department of Education, and are approved for the training of veterans under the various public laws. The College is approved for the holders of New York State scholarships. The College is authorized by the Board of Regents of the University of New York to confer upon its graduates the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science.

Campus Facilities

The ADMINISTRATION BUILDING houses the offices of the President of Fulton-Montgomery Community College, the Dean of Students, Admissions, Financial Aid, Business Services, Continuing Education and Registrar.

The COLLEGE UNION houses the office of the Coordinator of Student Activities; the Bookstore; the Cafeteria; offices of student organizations; individual dining rooms for small group meetings; game rooms and lounges; and areas for conferences, displays and exhibits.

The EDUCATIONAL RESOURCE CENTER contains more than 50,000 books, a wide range of audio-visual material and 400 periodicals and indexes. All material are in open stacks for easy access and are organized according to the Library of Congress classification system. Interlibrary loan services are provided. The Center also has an art display room, seminar and meeting rooms, a quiet study area and study carrels equipped with audio-visual devices for use with all types of instructional media.

The CLASSROOM BUILDING has many teaching stations including many rooms equipped with audio-visual systems and closed circuit television; language and science laboratories; and lecture halls, faculty offices and conference rooms. The offices of the Associate Deans for Career Education and for Arts and Sciences and the Counseling Center are also in this building.

The PHYSICAL EDUCATION CENTER includes a regulation-size swimming pool and gymnasium; multi-purpose, physical conditioning and training rooms; large playing fields; tennis court and other physical education facilities, all of which are available to students and public.

Educational Facilities Off Campus

The Vocational Education Center (BOCES), located one mile west of the campus, is the site for laboratory work for courses in natural resources, automotive technology, visual communications and construction technology.

The College owns an island in the Great Sacandaga Lake and has leased approximately 400 acres of land west of Johnstown to use as a laboratory for courses in science and natural resources. The College also offers credit and non-credit courses at more than twenty other sites off campus.

The Mission of Fulton-Montgomery Community College

Fulton-Montgomery Community College attempts to develop in its students that spirit of inquiry which characterizes the educated individual. The College seeks to expand awareness of others, challenge prejudice, foster civic responsibility, promote appreciation of the arts, improve earning capacity, and strengthen a sense of purpose in life. This mission is supported by a faculty and staff whose primary concern is teaching.

The following goals support this mission:

1. To provide educational opportunities for both full time and part-time students in the arts, the sciences, and the applied sciences;
2. To initiate, develop, and support additional courses, programs, and activities which serve community needs; and
3. To maintain an atmosphere of faculty, student, and administrative interaction in which students will find encouragement towards success.

The following objectives lead to the goals:

- 1.A. The College will provide a variety of programs leading to the award of associate degrees or certificates.
- B. The Professional Staff will continually review the appropriateness of programs.
- C. The College will provide scheduling of courses in programs to meet the needs of both full-time and part-time students.
- D. The College will provide opportunities for its students to develop skills through both traditional and non-traditional courses.
- 2.A. The College will sponsor special-interest courses, programs, and activities for community residents.
- B. College facilities will be available for use by community groups.
- 3.A. Services will be provided to help students profit from their experiences at the College.
- B. The College will provide services to preserve a sound educational environment.
- C. The College will encourage extra-curricular experiences for its students.

ADMISSIONS

Regular Admission

Fulton-Montgomery Community College, with a total full-time equivalent enrollment of more than 1000, has the capacity to provide post-secondary education to students from a variety of backgrounds.

The College has an open-admissions policy. This means that Fulton-Montgomery will accept as a member of its student body any person having a high school diploma or a General Educational (equivalency) Diploma. The College will also accept those persons who do not hold either of those documents. High school seniors are accepted pending satisfactory completion of their graduation requirements. Although admission to the College is automatic under these conditions, several programs have prerequisites which must be met prior to entrance into those particular courses of study. The College does not require American College Test (ACT) or Scholastic Aptitude Test (SAT) scores of its applicants.

SPECIAL ADMISSIONS PROGRAMS

Early Admission

High school seniors who are in the top half of their classes and are recommended by their guidance counselor or principal may study at the College on either a part-time basis or a full-time basis during their senior year. In this way, students are able to study on the college level while completing their high school graduation requirements. Most high schools will allow credit at the high school for courses taken at the College. Special applications for the Early Admission Program are available at the College Admissions Office, or at high school guidance offices, in Fulton and Montgomery Counties.

Educational Opportunity Program (EOP)

Students who are both academically and financially disadvantaged may be admitted to the College as Educational Opportunity Program students. This admission carries with it a basic financial aid grant.

To be considered academically disadvantaged, a student must meet any one of the following criteria:

1. be in the lower ½ of their class,
2. score below 50 on either of the PSAT examinations,
3. score below 500 on either of the SAT examinations, or
4. have a high school average (at the end of the junior year) less than 75.

Applicants must also file a Financial Aid Form so that financial aid need can be determined.

Applicants who wish to be considered for EOP admission should indicate this on their State University applications.

International Student Program

International students are admitted by consensus of the International Student Admissions Committee. A minimum score of 500 on the TOEFL is required for admission.

Immigration laws require that persons applying for student visas show financial resources sufficient to support themselves completely during their entire period of study in the United States.

Special Programs

Overseas Study Programs, sponsored by units of the State University of New York, are conducted in almost every part of the world. Fulton-Montgomery students may participate through the College Consortium for International Studies.

The College accepts applicants through the State University Admissions Assistance Centers and the Educational Opportunity Program.

Students Not Possessing a High School Diploma or the Equivalent

Any student not possessing a high school diploma or the equivalent may obtain an equivalency diploma without examination by successfully completing 24 semester hours of college courses toward a certificate or a degree.

Nursing Admission

Because clinical experience facilities are limited, admission to the Nursing program must also be limited — hence competitive. Applicants should be aware of the last date on which the College will accept applications for the Nursing program (see calendar).

The Director of Admissions has more detailed information on these areas of special admission.

APPLICATION REQUIREMENTS

Matriculation in the Chosen Program

Depending on program choice, students may begin full-time or part-time study at the College in September, January, or during summer sessions. Those wishing to begin their studies during the summer months should contact the Admissions Office at the College. It should be noted that some of the programs offered at the College may only be entered in the Fall.

Matriculation (application and admission) is required in order for students to be certified for Tuition Assistance Program (TAP) funds.

Applications for any given semester are accepted up to and including the first week of classes, subject to the payment of Late Fees after published dates (see calendar).

Full Time

All students who plan to study full time (12 credit hours or more per semester) are required to file formal application with the College. Fulton-Montgomery uses the standard State University of New York application for this purpose. Application materials may be obtained from the College, or from any high school guidance office in New York State.

Part Time

Part-time students (11 credit hours or less per semester) who have accumulated 12-15 semester hours are urged to matriculate (designate their choice of curriculum). To do this, the student must file formal application with the College. Application materials (standard State University of New York application) may be obtained from the Admissions Office of the College and from New York State high school guidance offices.

Part-time students who wish to study during the day but do not wish to matriculate are asked to contact the Admissions Office so that files can be established for them.

Notice of Admission

Applicants may expect to receive tentative admission to the College within several weeks of initiation of the application procedure. Letters of admission are mailed within a short time of the receipt of the application, in every instance except Nursing and Educational Opportunity Program (EOP). Nursing admissions are sent as a group in early Spring. EOP admissions are announced as student financial information becomes available through receipt of the processed Financial Aid Form (FAF).

Advisement and Pre-Registration

Students are individually responsible for selecting their courses and programs.

In order to assist in their individualized and proper placement in courses within their chosen curriculum, students are asked to attend an advisement and pre-registration session prior to the beginning of classes. This affords the student an opportunity to sit with one of the college's academic advisors, who will help the student clarify the educational future in terms of interests, abilities, and college offerings. Students are urged to meet with their advisors. In addition to advisement, the college offers counseling and testing services for vocational, social, or emotional problems at the Counseling Center in the Classroom Building.

Transfer Admission & Advanced Placement

Fulton-Montgomery Community College will grant credit to students for work taken at other colleges under the following conditions: The college must be recognized as an institution of higher education by its listing in the Education Directory; the courses accepted for transfer must be consistent with the program for which the student has registered at Fulton-Montgomery Community College; the minimum grade considered for transfer is a "D" in any course. These credits may be applied towards an Associate degree, but will not affect the student's grade-point average at Fulton-Montgomery Community College.

Transfer credit will be granted for course work satisfactorily completed at other accredited institutions and must be consistent with the program for which the student registers. College credit is also given for the successful completion of proficiency examinations, for experiential learning, and, in some instances, for appropriate learning at New York State BOCES institutions. (See the Academic Regulations for further information.)

For graduation from Fulton-Montgomery Community College (except under special circumstances) a minimum of 30 credits of course work must be completed at the College.

Resident Requirements

To qualify for resident tuition, a student is required by law to present upon registration for each college year, a Certificate of Residence issued not earlier than two (2) months prior to the beginning of classes indicating that he/she has been a legal resident of: New York State for one (1) year and the county or counties in which the student resided for the six-month period prior to registration.

Residents of Fulton or Montgomery Counties

Full time students admitted to the College will receive a Certificate of

Residence form with their student tuition billing. The form must be completed and returned with the student payment.

Other New York State Residents

Full time students admitted to the College will be mailed a Certificate of Residence form prior to registration. This form must be completed, notarized, and returned to the County Treasurer of the county or counties in which the student resided for the six-month period prior to registration. The County Treasurer or Treasurers will then issue a Certificate of Residence which must be returned to the College with the student payment.

Non-New York State Residents

Any student who does not fulfill the above requirements is a non-resident and pays double tuition.

Tuition and Fees

Tuition and fees are payable at the time of registration. Tuition and fees are subject to change by the Board of Trustees of Fulton-Montgomery Community College.

Charge Per Semester

Full Time — 12 credits or more

Tuition

New York State Resident	\$375
Out-of-State Resident	750
Student Activity Fee	30
Student Accident Insurance (per year)	10

Part Time — Less than 12 credits

Tuition

New York State Resident/per credit	31
Out-of-State Resident/per credit	62
Student Activity Fee	6
Student Accident Insurance (optional-per year)	10

Special Fees

Late Registration	10
Transcripts (no charge for first official transcript)	
Subsequent official transcripts (each)	2
Unofficial transcripts (each)	1
Graduation Fee (final semester only)	15
Experiential Learning Fee	25

Refund Policy

Any registered student who in any semester or session

- A. formally withdraws from the College, dropping all courses, before the first day of classes receives a refund of tuition and fees paid except the \$25 tuition deposit which is not refundable.

- B. adds or drops courses before the first day of classes pays tuition and fees based on the credit hours of the resulting program.
- C. adds or drops courses before the end of the first week of classes is liable for the full payment of tuition and fees for the new program as well as for payment of 25% of the difference in tuition between the old program and the new. No adjustment in fees is made.
- D. formally withdraws before the end of the first week of classes is liable for 25% of tuition charges. No adjustment in fees is made.
- E. Does not formally withdraw before the end of the first week of classes is liable for full payment of tuition and fees based on the credit hours for which registered. Should the student not meet this obligation within 30 days, the account will be turned over to the College's collection agency, at which time the student also becomes liable for the payment of any reasonable service charge or attorney's fee charged to the College by the agency.

No adjustments are made after the first week of classes. Any refund due the student as a result of adjustments will be paid by the Business Office as soon as possible.

FINANCIAL AID

The majority of students at Fulton-Montgomery Community College receive some form of financial aid — scholarships, grants, loans or a combination of these. Students may apply for financial aid from college-based programs and/or from outside agencies. Information regarding financial aid is sent to students upon admission to the College or may be requested at any time from the Financial Aid Office.

To be considered for *college-based* financial aid, students must be admitted or enrolled at the College. The application for this aid is the Financial Aid Form (F.A.F.) and is available at the high school guidance offices or the Financial Aid Office at the College. The F.A.F. is usually available in January for the following academic year. Because all funds are limited, students are strongly encouraged to submit the F.A.F. as early as possible.

Students applying for college-based programs (F.A.F.) should also apply for Basic Education Opportunity Grant (BEOG) and Tuition Assistance Program (TAP).

Financial aid from *outside agencies* requires application directly to the agency. In most cases, information regarding these programs is available at the Financial Aid Office.

Since Financial Aid is awarded for the academic year, students entering or returning in the Fall should file for financial aid in January. A student is considered dependent if he/she has: resided with parents for the previous year, been claimed as a dependent on parents' Federal Income Tax return, or received more than \$750, cash or kind, from parents during the preceding year. Any questions pertaining to student status should be directed to the Financial Aid Office.

Typical Student Budget for Full Academic Year

	Living In An Apartment	Living At Home
Tuition	\$ 750	\$ 750
Fees	70	70
Room (estimated)	900	---
Board (estimated)	700	---
Lunches (estimated)	---	250
Books, Supplies, Uniforms, etc. (est.)	150	150
Personal Expenses (estimated) (clothing, recreation, etc.)	300	300
Transportation (estimated)	325	300
Estimated Total Student Budget for Full Year	<u>\$3,195</u>	<u>\$1,820</u>

It is important to note that the level of spending in areas not directly related to fixed college costs (e.g., housing, clothing, recreation, transportation, etc.) are variable and depend totally upon the individual student.

State Programs: 1978-79

TUITION ASSISTANCE PROGRAM (TAP)

Application Procedures: Applicants must apply annually to the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255. The application deadline for the 1978-79 academic year is March 31, 1979. Application forms will be mailed, beginning in April 1978, to all: (1) students who received a TAP grant or Regents Scholarship award in 1977-78; (2) high school seniors who applied for a 1978-79 Regents Scholarship; and (3) approved postsecondary institutions and high schools in New York State.

Before submitting the application, the applicant should review it with the high school counselor or college financial aid officer, especially if there have been questions relating to completion of the application.

The Higher Education Services Corporation determines the applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents the Institutional Copy of the certificate at the time of payment of tuition. The postsecondary institution *may* defer payment on the basis of receipt of the award certificate.

Selection of Recipients and Allocation of Awards: Tuition Assistance Program is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must: (1) be a New York State resident and a U.S. citizen or permanent resident alien; (2) be enrolled full time and matriculated at an approved New York State postsecondary institution; (3) have, if dependent, a family net taxable income below \$20,001,

or if independent and single with no tax dependents, a net taxable income below \$5,667; and (4) be charged a tuition of at least \$200 per year.

The current definition of independent status is as follows:*

- (1) 35 years of age or older on July 1, 1978; or
- (2) 22 years of age or older on July 1, 1978 and not:
 - (a) resident in any house, apartment or building owned or leased by parents for more than two consecutive weeks in calendar years 1977, 1978, 1979,
 - (b) claimed as a dependent by parents on their Federal or State income tax returns for 1977, 1978, 1979,
 - (c) recipient of gifts, loans or other financial assistance in excess of \$600 from parents in calendar years 1977, 1978, 1979; or
- (3) under 22 years of age on July 1, 1978 and meeting all other requirements of (2) above, and in addition able to meet at least one of the following requirements:
 - both parents deceased, disabled or incompetent,
 - receiving public assistance other than Aid to Dependent Children (ADC) or food stamps,
 - ward of a court,
 - unable to ascertain parents' whereabouts,
 - unable, due to an adverse family situation, to submit parents' income.

Graduate students are exempt from the 27-year-old minimum age requirement in provision (2) above in determination of financial independence.

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs, or in a State-sponsored opportunity program, may receive undergraduate awards for five years. Graduate students may receive awards for four years. No student (including opportunity students) may receive awards for more than a total of eight years of undergraduate and graduate study.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income.* Four award schedules are in effect, as shown in the following table. These awards are examples, and are based on the payment schedules as of April 1, 1978.

*Independent status under the State definition does not necessarily insure independent status for Federal aid programs.

*The income measure is the family's (or independent student's) net taxable income from the preceding tax year plus certain non-taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in postsecondary study.

**Example Awards for the Tuition Assistance Program (TAP)
as of April 1, 1978**

Income (Net Taxable Balance)	UNDERGRADUATE				GRADUATE	
	Schedule C (Dependent or Married) Annual Tuition		Schedule E (Independent and Single) Annual Tuition		Awards for all Annual Tuition Greater Than \$600	
	\$775	\$925	\$1,800*	\$775	Schedule B Dependent or Married	Schedule D Independent and Single
\$0 - 1,000	\$775	\$925	\$1,800	\$775	\$600	\$600
2,000	775	925	1,800	475	600	350
3,000	760	910	1,795	200	534	100
4,000	700	850	1,725	200	467	100
5,000	640	790	1,665	200	400	100
6,000	570	720	1,595	-0-	334	-0-
7,000	500	650	1,525	-0-	267	-0-
8,000	430	580	1,455	-0-	200	-0-
9,000	350	500	1,375	-0-	134	-0-
10,000	270	420	1,295	-0-	100	-0-
11,000	200	340	1,215	-0-	100	-0-
12,000	200	240	1,115	-0-	100	-0-
13,000	200	200	1,015	-0-	100	-0-
14,000	200	200	915	-0-	100	-0-
15,000	200	200	795	-0-	100	-0-
16,000	200	200	675	-0-	100	-0-
17,000	200	200	555	-0-	100	-0-
18,000	200	200	415	-0-	100	-0-
19,000	200	200	275	-0-	100	-0-
20,000	200	200	200	-0-	100	-0-
OVER \$20,000	-0-	-0-	-0-	-0-	-0-	-0-

* These maximum \$1,800 awards apply only to those students first receiving TAP during or after the 1977-78 academic year; all others are eligible for a maximum award of \$1,500.

NOTE: TAP awards are reduced by \$200 per year for Schedule C and Schedule E students who have received four or more payments.

SOURCE: New York State Higher Education Services Corporation
Tower Building, Empire State Plaza
Albany, NY 12255

REGENTS COLLEGE SCHOLARSHIPS

Application Procedures: Applicants may obtain information and application forms from the high school and file them with the high school principal.

Selection of Recipients and Allocation of Awards: Regents College Scholarships are awarded competitively for full-time postsecondary study in New York State in: (1) an approved degree, certificate or diploma program offered by a college or other degree granting institution; (2) a hospital school program leading to licensure or certification; and (3) a two-year program in a registered business school not authorized to grant a degree.

Basis of the award is the Scholastic Achievement Test (SAT) or American College Testing Program Assessment (ACT) score. A registration fee, currently \$7.25, is charged for either of these examinations. A limited number of fee waivers are available for economically disadvantaged applicants and may be applied for. These examinations may be taken more than once, with the highest score used as the basis for the award.

A total of 18,843 scholarships is allocated by county. Additional scholarships are allocated to insure that each approved high school has at least one scholarship for each 40 graduates of the previous year.

The applicant must: (1) have been a legal resident of New York State for at least one year immediately preceding the first term for which application for an award is made; (2) either graduate from high school by the end of the school year in which the examination was taken or be accepted as a full-time matriculated student at a college or other approved school located in New York State by September of that year; and (3) not previously have competed for a Regents Scholarship. Requirements two and three may be waived for reasons satisfactory to the Commissioner of Education.

Award Schedule: The award is \$250 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled.

SOURCE: Division of Education Testing
New York State Education Department

REGENTS NURSING SCHOLARSHIPS

Application Procedures: Applicants may obtain information and application forms from the high school and file them with the high school principal.

Selection of Recipients and Allocation of Awards: Regents Nursing Scholarships are awarded competitively for full-time study in New York State in an undergraduate program approved for the training of registered professional nurses, in a college or in a hospital school.

Basis of the award is the Scholastic Achievement Test (SAT) or American College Testing Program Assessment (ACT) score. A total of 800 awards is allocated annually by county.

The applicant must: (1) have been a legal resident of New York State for at least one year immediately preceding the effective date of the award; (2) either graduate from high school by the end of the school year in which the examination was taken or be accepted as a full-time matriculated student at a college or other approved school located in New York State by

September of that year; (3) not previously have competed for a Regents Scholarship. Requirements two and three may be waived for reasons satisfactory to the Commissioner of Education.

Award Schedule: The award is \$250 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled. The Regents Nursing Scholarship may not be applicable to certain prerequisite liberal arts course work, at some colleges.

SOURCE: Division of Educational Testing
New York State Education Department

REGENTS AWARDS FOR CHILDREN OF DECEASED OR DISABLED VETERANS

Application Procedures: A special application, obtainable from the high school principal or counselor, must be filed with the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255. Documentary evidence to establish eligibility is required with the application. Any high school counselor can provide assistance with this.

Selection of Recipients and Allocation of Awards: The applicant must be: (1) the child of a veteran who died, or who has a current disability of 50 percent or more, or who had such disability at the time of death, resulting from U.S. military service during one of the following periods:

April 16, 1917 - November 11, 1918

December 7, 1941 - December 31, 1946

June 25, 1950 - July 27, 1953

October 1, 1961 - March 29, 1973

and; (2) a legal resident of New York State. Legal residence in New York State on the part of the parent is also required: at the time of entry into military service, or, if the parent died as the result of military service, at the time of death.

Regents awards to children of deceased or disabled veterans are independent of family income or tuition charge, and are in addition to such other grants or awards to which the applicant may be entitled.

Award Schedule: The amount of the award is \$450 per year, for up to five years, depending on the normal length of the program of study, of full-time study in a college or in a hospital nursing school in New York State.

SOURCE: New York State Higher Education Services Corp.
Tower Building, Empire State Plaza
Albany, NY 12255

GUARANTEED STUDENT LOAN PROGRAM

Application Procedures: The student should obtain a loan application from a participating New York State lending institution (bank, credit union, etc.) in his/her area of permanent residence. The completed application is presented to the financial aid officer at the postsecondary institution being

attended. The application is then routed to the lending institution and the Higher Education Services Corporation.

A counseling session or an interview, or both, may be required. When the loan is approved, a promissory note is signed by the student. For the school year beginning in the fall, funds may not be disbursed earlier than August 1.

Selection of Recipients and Allocation of Awards: To be eligible for a guaranteed loan a student must be: (1) a U.S. citizen or permanent resident alien; and (2) enrolled in or admitted as a matriculated, at least half-time, student at an approved college, university or other postsecondary institution in any of the United States or in a foreign country.

Loan Schedule: An undergraduate may borrow up to \$2,500 per class year, up to a total of \$7,500.

A graduate student may borrow up to \$5,000 per class year, up to a combined total of \$15,000 *including* any loans for undergraduate study.

A student enrolled in a vocational school approved by the U.S. Office of Education may borrow up to \$2,500 per school year. A student enrolled in a vocational school not approved by the U.S. Office of Education may borrow up to \$1,500 per school year provided that the vocational school has been approved by the Regents of The University of the State of New York and the school has made a loan agreement with the New York State Higher Education Services Corporation.

A student's eligibility to receive interest benefits is based on adjusted annual family income* at the time the loan is guaranteed. A student whose adjusted family income is less than \$25,000 is eligible for a full interest subsidy, during the time he/she is in school, and for a following nine-month grace period before repayment must begin. An annual insurance premium of 1 percent of the loan amount is payable in full at the time the check is issued. This information is shown in the following table:

Adjusted Family Income*	Annual rate of interest and fee	Interest paid by student in school and during grace period	Interest paid by N.Y.S. in school and during grace period	Insurance fee paid by student in school and during grace period	Annual rate of interest during repayment
0 — below \$25,000	8%	0%	7%	1%	7%
\$25,000 below \$30,000**	8%	3%	4%	1%	7%
\$30,000 and over**	8%	7%	0%	1%	7%

*Gross family income less 10 percent of adjusted gross and the number of Federal exemptions multiplied by \$750 claimed, on most recent Federal income tax return.

**A student whose adjusted family income is \$25,000 or over may qualify for full interest subsidy based on results of a needs analysis conducted by a designated official of the institution, attended.

Rights and Responsibilities of Recipients: A student may borrow at a relatively low interest rate (currently 7 percent) with no repayment as long as he/she remains enrolled at least half-time, and for nine months after he/she ceases to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years of active U.S. armed forces service, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer, or during up to 12 months of unsuccessful search for full-time employment.

If a student applies for an additional loan, application must be made to the original lending institution.

Four months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

- (1) Depending on the amount of the loan, the minimum monthly payment will be \$30 plus interest. Under unusual and extenuating circumstances the lender, on request, may permit reduced payments.
- (2) The maximum repayment period is 10 years.
- (3) The maximum period of a loan from date of the original note may not exceed 15 years, excluding authorized deferments of payments.
- (4) Repayment in whole or part may be made at any time without penalty.

SOURCE: New York State Higher Education Services Corp.
Tower Building, Empire State Plaza
Albany, NY 12255

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

Application Procedures: Application is by means of a standard application form on which the applicant identifies the two- or four-year college of the State University of New York (SUNY) at which enrolled or applying for admission. Application forms are available from the EOP office at the institution.

Selection of Recipients and Allocation of Awards: An applicant must be: (1) a New York State resident; and (2) academically disadvantaged according to definitions promulgated by the State University; and (3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget. Selection of eligible applicants is conducted by the SUNY unit and/or the EOP on campus.

Award Schedule: The amount of financial assistance and other support provided to EOP participants is dependent on need as determined by the SUNY unit and the program, within the State guidelines. The maximum EOP award is currently \$2,200 in student financial assistance for an academic year.

WORK INCENTIVE PROGRAM (WIN)

Application Procedures: Application is through the New York State Department of Social Services, which determines eligibility for Aid to Dependent Children (ADC). ADC recipients may be eligible for WIN.

Selection of Recipients and Allocation of Awards: As part of achievement of the primary goal of the WIN Program to place eligible applicants in permanent unsubsidized employment, applicants may be registered with the New York State Department of Labor for institutional training. Training must be related to jobs which are, or are likely to become, available in the WIN project area. WIN registrants may be placed in training programs which do not exceed one year, e.g., to be considered for the program, a registrant wishing to complete a bachelor's degree must have completed 3 years toward this goal and be enrolled in a vocationally oriented curriculum.

Award Schedule: Tuition and books are paid for by WIN. Registrants are paid \$2 per day for training-related expenses, plus an incentive allowance of up to \$30 a month which is not included in ADC assistance payment computations. Child care costs may also be paid.

Rights and Responsibilities of Recipients: Each participant in the institutional training component of the WIN program has the responsibility of attending training, doing the best he/she can to complete training and to obtain regular unsubsidized employment.

SOURCE: Employment Services Superintendent
Manpower Services Division
New York State Department of Labor

TUITION DEDUCTION, AND THE PARENTS' AND STUDENTS' SAVINGS PLAN (PASS)

Beginning with the 1978 tax year, New York State resident parents (and others who pay the tuition of their dependent, full-time students) may take a deduction for part of this tuition payment for State and City income tax purposes. Resident parents may also deduct amounts equivalent to payments into a qualified higher education fund. In both cases deductions are from Federal adjusted gross income.

For further information parents should contact:

Department of Taxation and Finance
Taxpayer Assistance Bureau
Building 9
State Campus
Albany, NY 12227

Federal Programs: 1978-79

BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)

Application Procedures: Applications and other materials are available through financial aid offices at approved post-secondary institutions. Students may also apply for BEOG by filing a Financial Aid Form (FAF) or a Family Financial Statement (FFS).

The completed application should be submitted for processing according to the directions included on it. A calculated Student Eligibility Report will be sent to the applicant. Based on this the amount of the applicant's award is determined by the financial aid officer at the postsecondary institution attended. Upon enrollment, funds are paid directly to the applicant or credited to his/her institutional account.

Method of Selection of Recipients and Allocation of Awards: The Basic Educational Opportunity Grant Program is an entitlement program. Eligibility and award amount are based on need rather than academic achievement. The applicant must be enrolled as an undergraduate student, at least on a half-time basis, in an approved postsecondary institution and must need financial assistance to continue his/her education.

Financial need is determined by a formula applied to all applicants. It was developed by the U.S. Office of Education and is reviewed annually by Congress. The student eligibility index is calculated by this formula.

Basic Grant awards are usually paid for up to four years of study. If the student is enrolled in a program which requires five years of study for a first degree, or if he/she is required to complete noncredit remedial courses to prepare for degree-credit enrollment, a fifth year award may be paid.

Copies of the booklet *Determination of Basic Grant Eligibility Index in Academic Year 1978-79*, *1978-79 Student Guide: Basic Grants*, and a list of approved eligible postsecondary institutions, may be obtained by writing to BEOG at the following address:

BEOG
P.O. Box 84
Washington, DC 20044

Award Schedule: Currently awards range from \$200 to \$1,600, but not more than one-half the total cost of attendance. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The BEOG award is not duplicative of State awards.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress in the program in which he/she is enrolled. The student must not owe any refunds on Basic Grant or other awards paid, or be in default on repayment of any student loan.

Before receiving payment, the student must sign an affidavit, available from the institutional financial aid office or business office, that all money received will be used for the costs of attendance only.

Award payments made by check must be picked up by the student within a reasonable time. The institution must notify the student of the availability of the award check and where it is being held.

SOURCE: 1978-79 *Student Guide: Basic Grants*
U.S. Department of HEW, Office of Education

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

Application Procedures: Application is through the institutional financial aid office, which is responsible for determining who receives a Supplemental Grant, and the amount.

Selection of Recipients and Allocation of Awards: The applicant must be: (1) in exceptional financial need, to the extent that without a Supplemental Grant award his/her education could not be continued; (2) enrolled at least half-time as an undergraduate student in an approved postsecondary institution; and (3) enrolled in an institution which will provide the applicant with additional financial assistance at least equal to the amount of the Supplemental Grant award.

Award Schedule: The award ranges from \$200 to \$1,500. Normally an award may be paid for up to four years, or for five years for certain courses of study. However, the total amount that may be awarded is \$4,000 for a four-year course of study; \$5,000 for a five-year course of study.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress.

SOURCE: 1978-79 *Student Guide: Basic Grants*

NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL)

Application Procedures: Application is made through the postsecondary institution financial aid office. Forms, as well as specialized information on loan cancellation provisions for borrowers who go into certain fields of teaching or specified military duty, are available from this source.

Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in approved postsecondary institutions.

Award Schedule: Amounts which may be borrowed are: \$2,500 by students who have completed less than two years of a program leading to a bachelor's degree or who are enrolled in a vocational program; \$5,000 by students who have completed two years toward a bachelor's degree, to include any amount borrowed through an NDSL for the first two years of study; \$10,000 for graduate study, to include any amount borrowed through an NDSL for undergraduate study.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate, payable during the repayment period, is 3 percent on the unpaid prin-

cipal. Repayment begins nine months after graduation or leaving school, and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service, or service in the Peace Corps, VISTA, or similar national program.

SOURCE: 1978-79 *Student Guide: Basic Grants*

COLLEGE WORK-STUDY PROGRAM (CWS)

Application Procedures: Application is made through the postsecondary institutional financial aid office. Eligibility is determined and work arrangements made at this point. (Eligibility for SEOG, NDSL, and CWS is determined on the basis of a uniform methodology and by means of the same application form.)

Selection of Recipients and Allocation of Awards: The applicant must be enrolled at least half-time in an approved postsecondary institution.

An institution must make employment reasonably available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for CWS than there are funds available, preference is given to students who have great financial need and who must earn a part of their educational expenses.

Award Schedule: The postsecondary institution arranges jobs on campus, or off campus, with public or private nonprofit agencies, such as hospitals, for up to 40 hours per week.

Factors considered by the financial aid office in determining whether, and how many hours, the recipient may work under this program are: financial need; class schedule academic progress; and health status.

Level of salary must be at least 80 percent of the minimum wage; maximum wage is dependent on the nature of the job and applicant qualifications.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained.

SOURCE: 1978-79 *Student Guide: Basic Grants*

SOCIAL SECURITY PAYMENTS TO CHILDREN OF DECEASED OR DISABLED PARENTS

Application Procedures: Application may be made at any Social Security Office. Applicant should present the Social Security card, if one has been issued, and provide the following information: name and address of the institution; dates of past attendance; student ID number if any; number of credit hours carried; and full- or part-time status planned for next academic period.

Selection of Recipients and Allocation of Awards: The applicant must be: (1) single and between 18 and 22 years of age; (2) financially dependent and have a deceased or disabled or retired parent who worked long enough to qualify for Social Security; and (3) enrolled in a postsecondary institution (including trade and vocational schools) as a full-time undergraduate.

Award Schedule: The amount of Social Security benefits may be affected by earnings from employment or self-employment, if these are greater than \$3,000 per year. Earnings of a parent may also affect size of the applicant's checks, even if the applicant is not employed. Checks can continue until the end of the academic period in which the student becomes 22.

Rights and Responsibilities of Recipients: Applicants already receiving benefits will be notified several months before turning 18, by the Social Security Administration, about what must be done upon becoming a full-time postsecondary student so that benefits will continue.

Applicants who become eligible for benefits after reaching 18, by the death, disability or retirement of a parent, must apply for benefits upon beginning full-time study.

Eligible applicants who apply late may receive back payments for up to 12 months.

SOURCE: Social Security Checks for Students 18 to 22
U.S. Department of HEW
Social Security Administration
HEW Publication No. (SSA) 77-10048

VETERANS ADMINISTRATION (VA) EDUCATIONAL BENEFITS

Application Procedures: Application forms are available at all VA offices, active duty stations, and American embassies. Completed forms are submitted to the nearest VA office.

Selection of Recipients and Allocation of Awards: Persons who served over 180 days between January 31, 1955 and January 1, 1977, and: (1) continue on active duty, (2) were honorably discharged at the end of their tours of duty, or (3) who qualify because of service-connected disabilities, are eligible for benefits. Veterans are entitled to benefits for full-time study at an approved postsecondary institution for 1½ months for each month of active service, up to 45 months. Eligible veterans who served for 18 continuous months are entitled to benefits for 45 months of full-time study. In each case, the equivalent in part-time study may be authorized.

Eligibility extends for 10 years after release from service, but not after December 31, 1989.

Children, spouses and survivors of veterans whose deaths or permanent total disabilities were service-connected, or who are listed as missing in action may be eligible for postsecondary education benefits under the same conditions as veterans.

Award Schedule: Current monthly benefit rates are shown below:

Status	Dependents			
	None	1	2	Each additional
Full Time	\$311	\$370	\$422	\$26
Three-quarters	233	277	317	19
Half Time	156	185	211	13
		21		

Veterans enrolled in full-time study may agree to part-time employment under VA supervision and receive extra benefits. For 250 hours of work, the student will receive 250 x the minimum wage, but not less than \$625. Lesser numbers of hours are paid proportionately.

Veterans may borrow up to \$2,500 for an academic year of full-time study through a special loan program for veterans.

Rights and Responsibilities of Recipients: Educational and vocational counseling will be provided by the VA on request.

A program of education outside the United States may be pursued at an approved institution of higher learning.

Institutions are required to report promptly to the VA interrupted attendance or termination of study on the part of students receiving benefits.

SOURCE: *Federal Benefits for Veterans and Dependents* VA IS-1 Fact Sheet, January 1, 1977, Also *Veterans Education* Special Newsletter: GI Bill Improvement Act of 1977 (P.L. 95-202), December 1977

LAW ENFORCEMENT EDUCATIONAL ASSISTANCE GRANT (LEEP)

Application Procedures: Applicants must apply each semester to the Financial Aid Office at the College.

Selection of Recipients and Allocation of Awards: Only those students who are permanent full-time employees of a criminal justice agency (i.e., N.Y.S. Division for Youth) are eligible. No financial analysis is required. Returning recipients receive priority for funding.

Award Schedule: The amount of this grant is determined by an applicant's student status. Tuition charges and mandatory fees (exclusive of late fees) may be covered.

NURSING STUDENT LOAN (NSL)

Application Procedures: Application is made through the College's Financial Aid Office. Forms, as well as information on deferral and cancellation of repayment, are available here also.

Selection of Recipients and Allocation of Awards: Loans are available to students who have been admitted to the Nursing Program and who plan to study on at least a half-time basis (6 semester hours).

Award Schedule: A student may borrow up to \$2,500 based on financial need.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress in the nursing curriculum and financial need. The current interest rate is 3 percent. Repayment

begins nine months after graduation, leaving the college or the program. Deferments are available to those employed as an RN in an approved facility.

NURSING SCHOLARSHIP (NS)

Application Procedures: Application is made through the College's Financial Aid Office. Forms, as well as additional information, are available here also.

Selection of Recipients and Allocation of Awards: Scholarships are available to students who have been admitted to the Nursing Program, who plan to study on at least a half-time basis (6 semester hours), and who can exhibit exceptional financial need.

Award Schedule: Awarded in conjunction with the Nursing Student Loan program. The maximum award is \$800 for the academic year.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress in the nursing curriculum and financial need.

LOCAL PROGRAMS

Fulton-Montgomery Community College has available to its students a variety of scholarship programs. Each program is explained briefly (additional information may be obtained through the Financial Aid Office).

All-County Scholarship — \$250 is awarded annually to at least one qualified student from each town or city in the two counties of Fulton and Montgomery.

Presidential Scholarship — \$500 is awarded annually to at least five students of exceptional academic ability in the two counties of Fulton and Montgomery.

Montgomery County Deputy Sheriff's Association Scholarship — \$100 is awarded annually to a resident of Montgomery County who can exhibit financial need and academic ability.

Southworth Machinery Corporation Scholarship — \$250 awarded annually to an Engineering Science student who plans to continue his studies at a four-year college. The student must be a resident of one of the following counties: Albany, Columbia, Delaware, Fulton, Greene, Schoharie, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, Washington, Bennington (Vermont) and Berkshire (Massachusetts).

FACE Scholarships — Amounts vary, awarded to returning and transferring students, available through donations from the faculty and administrators at the College.

Adult-Continuing Education Students Organization Scholarships — Amounts vary; awarded to part-time, matriculated, needy students; available both fall and spring semester.

LOCAL PROGRAMS - Continued

The following is a list of agencies who have assisted our students in the past. These agencies must be contacted directly for further information:

- Lee N. and Grace Q. Vedder Foundation
- Alida Powell Memorial Nursing Scholarship
- Business and Professional Women's Clubs
- 40 & 8 of the American Legion
- George Duffy Foundation
- Jaycee Associations
- Rotary
- Children's Aid Associations
- Beneficial Foundation
- Crary Education Fund
- Management Assistance, Inc.
- Remington Arms Employees Club
- The David Wasserman Scholarship Fund, Inc.
- Dora Loudon Educational Trust Scholarship
- Clark Foundation
- Cornell Children's Tuition Scholarship Program
- The Hawley Foundation for Children

Short Term Emergency Loans are available to our students. The maximum loan is \$25, repayable two weeks from receipt. There is a \$2 service charge on all loans and late penalty fees of \$2 for every 30 days overdue.

Housing Loans are also available for our students who have received notification of financial assistance awarded, but have not received the funds and have no other means of meeting rental obligations. No service fee is charged. A personal interview is required with the Financial Aid Coordinator.

STUDENT SERVICES

Fulton-Montgomery Community College offers a wide variety of services in order to assist students in making their many decisions. These services are divided into two categories: those offered by the College and those offered by the Fulmont College Association. The College provides academic and personal advisement services; the Fulmont College Association, funded by the Student Activities Fee paid by all students, provides those services which make campus life convenient and pleasant.

COLLEGE SERVICES

Academic Advisement

Important parts of the educational responsibility borne by the individual student are the selection of programs, options, and courses and the compliance with requirements and prerequisites. To assist the individual student, Fulton-Montgomery provides an advisement interview for every entering student. Some students prefer to participate in the Summer Testing and Counseling Program held during July and August. Others are advised in September, immediately before the opening of classes.

During each semester a six week period is set aside for Advisement and Preregistration. At this time, each student meets with an advisor to evaluate progress, plan a program for the following semester, and register for courses. Several advisors will be available. The student chooses which one to consult.

In addition to Advisement for entering students and the Advisement and Preregistration period during each semester, students may meet with advisors at any time to discuss questions or difficulties which may arise.

Counseling

The Counseling Center, located in C209 on the second floor of the Classroom Building, offers the following services to students: academic advisement, withdrawal from College interviews, vocational career counseling, transfer and placement information, and personal counseling. A library of college catalogs and career information is also located in the Center.

Course and Curriculum Changes

No new course may be added to a student's schedule after the first week of classes. A course may be dropped from the student's schedule up to the end of the first five weeks of classes without penalty (grade of "W" assigned). In all cases of adding and dropping a course, a Change of Program form must be completed by the student, approved by an advisor, and signed by the instructor in the course. The completed form should be turned in to the Registrar's Office.

Students who wish to change from one curriculum program to another should consult with their advisors. Should a change to a new program be deemed desirable by the advisor, the advisor should complete and sign the Change-Of-Curriculum form and submit it to the Dean for his approval.

Course Load Advisement

The normal course load for a student is 16-18 semester hours, including physical education. A student who wishes to carry more than the normal load must have approval from an advisor and the Dean. Such approval will be granted only to those students who have demonstrated superior ability to do college work (3.00 grade-point-average, or higher) and have legitimate reasons for carrying the extra load. In special circumstances, when a student going into the last semester needs to carry one additional course in order to meet graduation requirements, permission may be granted by the Dean.

Placement and Transfer Counseling

Fulton-Montgomery Community College employs one full-time professional to assist prospective graduates in obtaining employment or in transferring to a four year college or university. The Counselor's office and a career information and college catalog library are located in the Classroom Building.

Many Fulton-Montgomery students who have earned the Associate Degree choose to transfer to either a State or a private four-year school to continue their education. The State University guarantees to any person holding the Associate Degree (A.A. or A.S.), transfer and full junior status at some four-year unit of the State University System. The concept is called Regionalism, because guaranteed transfer will take place primarily within regions defined by the State University.

Guaranteed Transfer

Students are not automatically guaranteed transfer to private institutions of higher learning. However, guaranteed transfer agreements have been reached with a number of institutions, including:

American University (Washington, D.C.) Business, Liberal Arts, Technologies	College of Saint Rose (Albany, N.Y.) Liberal Arts, Business
Brooklyn College of Pharmacy (Brooklyn, N.Y.) Pharmacy	Defiance College (Defiance, Ohio) Liberal Arts
Dowling College (Oakdale, N.Y.) Business, Liberal Arts	St. John Fisher College (Rochester, N.Y.) Liberal Arts, Business, Technologies
Eisenhower College (Seneca Falls, N.Y.) Liberal Arts	Syracuse University (Syracuse, N.Y.) Business
Hartwick College (Oneonta, N.Y.) Liberal Arts	Thomas College (Waterville, Maine) Business
Manhattan College (Bronx, N.Y.) Liberal Arts	Tri-State College (Angola, Ind.) Business
Marymount College (Tarrytown, N.Y.) Liberal Arts	Union College (Schenectady, N.Y.) Engineering Science, Science
Milwaukee School of Engineering (Milwaukee, Wisc.) Business, Technologies	University of Tampa (Tampa, Florida) Liberal Arts
New York University (New York, N.Y.) Business	Utica College (Utica, N.Y.) Liberal Arts, Business, Engineering Science
Otterbein College (Westerville, Ohio) Liberal Arts	Waynesburg College (Waynesburg, Pa.) Liberal Arts, Business
Rochester Institute of Technology (Rochester, N.Y.) Business, Technologies, Liberal Arts	Whittier College (Whittier, Calif.) Liberal Arts

Housing Advisement

In accordance with State University of New York policy, the College does not maintain dormitories nor does it assume responsibility for off-campus living accommodations. As a service to students and landlords, the College does have a list of housing offered, maintained in the Student Activities Office of the College Union. A Housing Loan Fund is maintained by the Financial Aid Office.

Parking Permits

Motor vehicle parking at the College is regulated. Students and staff members register for parking and receive copies of the parking regulations and bumper decals from the Office of the Superintendent of Buildings and Grounds in the basement of the Physical Education Center.

Student Records Procedures

The Registrar's Office is service-oriented. Students come to this office when they have needs or problems concerning records, course requirements, transfer, scheduling, grades, and transcripts. Listed below are services which may be obtained from this office:

Certification

Many agencies require that a student's enrollment, credit hours, and graduation be certified. The College will certify such information for the student to the following: Unemployment Agency, Social Security, Selective Service, Institutional Loan Agencies, Business (for employment purposes), and the Veterans Administration. Certification for Veterans also involves notifying any changes in course loads and notifying the VA of such changes, sending inquiries to the VA when veterans have problems in receiving benefits, and answering questions for the veterans concerning benefits, financial assistance, and related affairs.

Records and Transcripts

The academic record of each student is maintained by the Registrar. The principal document in this file is the transcript, which reflects all course work taken. Students should inspect their academic records to be sure they are correct. The individual student is responsible to see to it that records reflect any changes in name, address, social security number, or other pertinent data. The Registrar receives grades, records them on transcripts, and sends them to students. At the request of the student, the Registrar will send transcripts to colleges and prospective employers. See Fees and Charges. Each official transcript bears the College seal and the Registrar's signature.

Forms and Materials

The Registrar's Office provides forms and materials for students, i.e. registration forms, course or curriculum, master schedules, procedural bulletins, and other information. For transfer purposes, students often request copies of their records, as well as assistance in filling out forms. The Registrar's Office will help with these procedures.

Withdrawal from College Procedure and Advisement

Students who have made a final decision to leave the College, for any reason other than graduation, must complete the *student withdrawal procedure*. They must report to the Office of the Dean of the College, complete the *Withdrawal Form*, and make sure their obligations to the College have been fulfilled.

Students who fail to complete the *withdrawal procedure* will be penalized. A *HOLD* is placed on their records and transcripts.

FULMONT COLLEGE ASSOCIATION SERVICES

Bookstore

The College Book Store, located on the lower level of the College Union, is operated by the Fulmont College Association as a service to the student body, faculty, and staff. It provides required tools of education and offers for sale items related to educational programs. As an adjunct to this service, the store also offers many non-academic items. Earnings are placed in a fund for operational expenses. Excess funds are used by the Fulmont College Associate for the benefit of the College community. Hours are: Monday - Friday, 8:45 a.m. - 4:00 p.m. (Summer, 8:15 a.m. - 3:00 p.m.)

Food Service

The Fulmont College Association operates the cafeteria in the College Union, offering meals to students, faculty, staff, and guests at reasonable prices. Meal tickets are available from the manager or the cashier. Menus include breakfast dishes, hot dishes, sandwiches, salads, pastries, desserts, and beverages. Small dining rooms and catering services are available for luncheons and conferences, arranged through the Director of the Student Union. Hours are: 7:30 a.m. - 3:00 p.m. Monday - Friday.

Intercollegiate Athletics

The athletic program at Fulton-Montgomery Community College has grown rapidly and offers many opportunities. All full time students are eligible for participation in varsity athletics, as defined by school and league rules.

The College is a member of the National Junior College Athletic Association and participates in the State University Junior College Athletic Conference and the Mountain Valley Conference. The women also participate in the Junior College Sports Organization of Central New York State.

Intercollegiate varsity sports program possibilities include: soccer, basketball, wrestling, swimming, tennis, bowling, volleyball, golf, and softball.

Student Government Association

Student Government Association (SGA) represents the student body. It helps formulate College objectives and policies. Students participate in SGA in two ways: as elected members or as committee members. There are twelve elected members: four officers, four sophomore senators and four freshman senators. Committee membership, open to all students, allows participation in standing faculty-student committees dealing with academic policy, academic standards, and student life, as well as in committees appointed to study particular problems. It administers the Student Activity Fee and sponsors student clubs and organizations. SGA also helps identify social, academic and cultural needs in the College community and suggests ways to meet those needs.

SGA - sponsored Clubs include:

Adults-Continuing Education Students Organization	
Art Club	Language Club
Auto Technology Club	Literary Guild
Chess Club	Outing Club
College Union Board	Plant Club
Computer Club	Photography Club
Drama Guild	Radio Club
Electric Technology Club	Scuba Club
Epicurean Club	Ski Club
FM Athletic Association	S.T.O.M.P.
Foggy Mt. Country Club	Student Government Association
Folk Club	Student Nurses Association
Images	

CONTINUING EDUCATION

Continuing Education provides an opportunity for individuals who desire to continue their education but are unable to attend college on a full time basis. Many students intend to seek associate degrees while others elect to take credit or non-credit courses for purposes of individual growth, professional advancement, and cultural enrichment. Courses are offered at the campus on weekday evenings, and on weekends, as well as at various off-campus locations at selected times.

Credit Courses

Credit courses are offered in liberal arts, business, and technical areas. These courses may be credited towards an Associate Degree provided the other requirements of the College are met, including the filing of a formal application for admission to degree status. Application forms may be requested from the Director of Admissions.

Non-Credit Courses

A variety of non-credit short courses, seminars, workshops, and full-term courses are offered on a continuing, year-round basis for area residents wishing further training and education. Such courses include preparation for licensing and certification, as well as programs in the general services and industrial-business areas. Courses dealing with recreation and hobbies are also offered.

Publicity concerning these non-credit courses is released periodically throughout the year. Inquiries concerning them are welcomed at the Office of Continuing Education.

The cost of non-credit courses varies according to the hours of instruction. There is No College Service Fee.

Summer Session

Continuing Education administers a total of three separate course sessions at the campus each summer. Courses may be used for credit at the College or transferred to other institutions.

Winter Session

Continuing Education administers a three-week term in January. Courses may be used for credit at the College or transferred to other institutions.

Community Relations

Fulton-Montgomery is also a community college in the sense that its facilities and services are available to the residents of the local area for their recreational and non-profit business use. The College Union Office assists individuals and non-profit groups in the scheduling of College facilities and the planning of non-college events throughout the year.

Alumni Association

The Alumni Association was formed to foster a continuing relationship among Fulton-Montgomery Community College students after graduation and to sustain a lasting relationship between the graduate and the College. The Placement and Follow-Up Counselor's Office conducts follow-up studies on former students, and works with Alumni Association representatives.

Friends of Fulton-Montgomery Community College

This informal organization was formed in 1974, on the occasion of the tenth anniversary of the opening of the college, to supplement the Alumni Association and to provide for sharing of information within the local community among a variety of age groups. The Office of the President coordinates the activities of the Friends of Fulton-Montgomery.

Campus Tours

Individuals or community groups who wish to have a guided tour of the Fulton-Montgomery campus may make arrangements for one with the Admissions Office at the College. Tours are available Monday through Friday from 8:30 a.m. to 4:00 p.m.

Speakers Bureau

The Speakers Bureau consists of professional staff members who have expressed a willingness to speak before groups about their special interests and about Fulton-Montgomery and its programs. Their services are available through the College Union Office.

REGULATIONS

Academic

The College has full sets of academic regulations available for perusal at the circulation desk in the library and in the offices of the College.

Dean's List

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

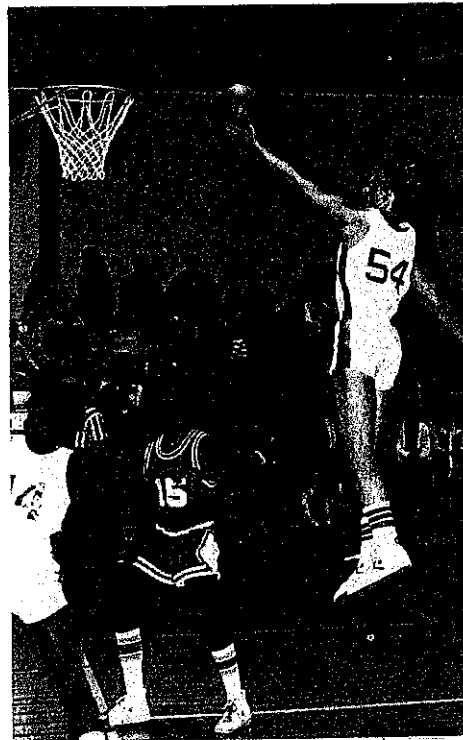
Discipline

The laws of the local communities are enforced on the campus of the College by the peace officers of the courts. Conduct which constitutes violation of law is punishable by the courts. In general, the College will not add its sanction to any imposed by a court. However, should the President judge that the continued presence of a student constitutes a danger for the College community, the President may suspend or dismiss that student. Suspension and dismissal may also be imposed for serious breaches of academic discipline such as cheating, dishonesty, malicious abuse or damage. Policies of the College provide procedures for hearing, sanction, and appeal.

The effect of the College open-admission policy is that an eligible student may enroll as often and for as long as that student wishes. While the policy encourages persistence and perseverance toward academic goals, it is no guarantee against poor performance. There is no formal academic probation. Nor is academic performance grounds for dismissal. However, those students whose grades are low (below 2.00 on a scale from 0 to 4.00) are officially encouraged to consult with an academic advisor to review their course selections and their commitment to academic programs.

Attrition/Retention Data

Of the 443 first time, full time students who entered Fulton-Montgomery Community College in the Fall of 1974, 143 had formally completed a program by the completion of the Spring 1976 semester. Of the remainder, 57 were enrolled at the College during the Fall 1976 semester, while 48 had transferred prior to receiving a formal award. Of the remaining 195 non-graduates, previous studies indicate that 45 percent were employed, while 55 percent gave personal reasons for no longer being engaged in formal collegiate study.



ACADEMIC PROGRAMS

Fulton-Montgomery Community College's programs include: Liberal Arts, Career, One Year plus One Year, and Certificate. These programs are listed here along with the Higher Education General Information Survey (HEGIS) classification and the State University of New York Application Processing Center's (APC) codes.

		HEGIS	APC
FULTON-MONTGOMERY COMMUNITY COLLEGE		0765	77
LIBERAL ARTS	DEGREE	HEGIS	APC
Humanities including: Fine Arts, Theater Arts	A.A.	4903	201
Social Science including: American Studies, Behavioral Science	A.A.	4903	212
Mathematics	A.S.	4901	221
Science including: Health Education, Physical Education	A.S.	4901	220
Engineering Science	A.S.	0901	530
CAREER	DEGREE	HEGIS	APC
Accounting	A.A.S.	5002	630
Automotive Technology	A.A.S.	5306	525
Business Administration including: Retailing, General Financing, Management	A.A.S.	5004	632
Business Data Processing	A.A.S.	5101	636
Construction Technology	A.A.S.	5317	540
Criminal Justice	A.A.S.	5505	640

Electrical Technology	A.A.S.	5310	555
Food Services Administration	A.A.S.	5404	570
Natural Resources Conservation	A.A.S.	5499	617
Nursing	A.A.S.	5208	622
Secretarial Science including: Medical, Legal	A.A.S.	5005	625
Visual Communications Technology	A.A.S.	5012	677

ONE YEAR PLUS ONE YEAR	DEGREE	HEGIS	APC
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FULTON-MONTGOMERY COMMUNITY COLLEGE
& CANTON AGRICULTURAL AND TECHNICAL COLLEGE

Agricultural Engineering	A.A.S.	5315	512
Agronomy	A.A.S.	5402	513
Animal Husbandry	A.A.S.	5402	515
Dairy & Food Science	A.A.S.	5402	517
General Agriculture	A.A.S.	5402	510
Industrial Technology	A.A.S.	5312	583
Mortuary Science	A.A.S.	5599	599
Science Laboratory Technology (Biology)	A.A.S.	5407	584
Science Laboratory Technology (Chemistry)	A.A.S.	5407	584

FULTON-MONTGOMERY COMMUNITY COLLEGE
& COBLESKILL COMMUNITY AND TECHNICAL COLLEGE

Floriculture	A.A.S.	5402	643
Food Service Administration	A.A.S.	5010	570
Science Laboratory Technology (Allied Health)	A.A.S.	5407	584
Science Laboratory Technology (Chemistry)	A.A.S.	5407	584
Science Laboratory Technology (Environmental Health)	A.A.S.	5407	584
Science Laboratory Technology (Histotechnology)	A.A.S.	5205	584

FULTON-MONTGOMERY COMMUNITY COLLEGE
& HUDSON VALLEY COMMUNITY COLLEGE

Environmental Technology	A.A.S.	5407	624
Transportation	A.A.S.	0510	638

FULTON-MONTGOMERY COMMUNITY COLLEGE
& THE COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

Forest Technology	A.A.S.	5403	620
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CERTIFICATE PROGRAMS (One Year)	DEGREE	HEGIS	APC
Clerk-Typist	Certificate	5005	935
Criminal Justice	Certificate	5505	947
General Education	Certificate	4999	985
Secretarial Studies	Certificate	5005	927

LIBERAL ARTS

Humanities and Social Sciences (A.A.)

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. Examples of such study are given on this page.

FIRST YEAR

First Semester

EN 125 Freshman English	3
Social Science Elective*	3
Foreign Language	3
Mathematics or Science	3- 4
Elective*	3- 4
Physical Education	1

16-18

Second Semester

EN 126 Freshman English	3
Social Science Elective*	3
Foreign Language	3
Mathematics or Science	3- 4
Elective*	3- 4
Physical Education	1

16-18

SECOND YEAR

First Semester

Literature Elective**	3
Social Science Elective*	3
Foreign Language or	
Elective	3- 4
Mathematics or Science	3- 4
Elective*	3- 4

15-18

Second Semester

Literature Elective**	3
Social Science Elective*	3
Foreign Language or	
Elective	3- 4
Mathematics or Science	3- 4
Elective*	3- 4

15-18

Students who wish to concentrate in one of the following areas should take the courses identified below:

American Studies

* SS 283, SS 824, SS 282
SS 264, SS 383

**EN 233, EN 234

Behavioral Science

*SS 281, SS 291, and one (1) political science elective should be taken the first year of study. Additionally, three (3) other courses chosen from the fields of psychology, sociology or political science should be completed. Mathematics elective should include MA 160

OTHER SUGGESTED ELECTIVES

EN 180, SS 293

All students must complete 12 semester hours of English (EN 125, 126, plus 6 semester hours of literature), 12 semester hours of social science, a minimum of 6 semester hours in each of the following: foreign language, mathematics, science; 2 semester hours of physical education, and additional electives to total 62 semester hours. At least 48 hours must be selected from the areas of liberal arts and sciences.

Fine Arts (A.A.)

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**	3-4	Literature Elective**	3-4
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 Electives*	<u>6-7</u>
	15-16		15-17

Students who wish to enroll in the Theatre option should take the courses identified below:

*TH 101, TH 102, TH 105
TH 201, TH 202

**EN 243, EN 245

Suggested Social Science electives should include SS 291.

All students must complete 12 semester hours of English (EN 125, 126, plus 6 semester hours of literature), 12 semester hours of social science, a minimum of 6 semester hours in each of the following: foreign language, mathematics, science; 2 semester hours of physical education, and additional electives to total 62 semester hours. At least 48 semester hours must be selected from the area of liberal arts and sciences.

Mathematics and Science (A.S.)

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

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

All students must complete 12 semester hours of humanities (EN 125, EN 126, and 6 semester hours of foreign language), 6 semester hours of social science, 4 mathematics courses, 4 science courses, and 2 semester hours of physical education, and additional electives to total 62 semester hours. At least 48 semester hours must be selected from the liberal arts and sciences.

Engineering Science (A.S.)

This program is designed for students who plan to transfer and continue their studies in programs leading to a Bachelor's degree with particular emphasis on engineering or related areas. Preparation 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 initiated with this program.

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

FIRST YEAR

First Semester

EN 125 Freshman English	3
MA 157 Calculus	4
CH 173 Chemistry	4
PH 171 Physics	4
Physical Education	1
	<u>16</u>

Second Semester

EN 126 Freshman English	3
MA 158 Calculus	4
CH 174 Chemistry	4
PH 172 Physics	4
Physical Education	1
	<u>16</u>

SECOND YEAR

First Semester

MA 257 Calculus	4
PH 235 Mechanics	3
Social Science Elective	3
*Elective	3-4
	<u>13-14</u>

Second Semester

MA 258 Differential Equations	4
PH 236 Mechanics	3
PH 271 Physics	4
Social Science Elective	3
*Elective	3-4
	<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 and MA 259 are recommended for all engineering majors. BI 171 is recommended for those planning to major in any field of engineering in biosystems.

All students must complete 6 semester hours of English, 6 semester hours of social science, 4 mathematics courses, 2 chemistry courses, 5 physics courses, 2 semester hours of physical education, and additional electives to total 62 semester hours.

Physical Education (A.S.)

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.

Health Education (A.S.)

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 in social science; and BI 181, BI 182, plus six additional hours in science and/or mathematics.

BUSINESS

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

<i>First Semester</i>		<i>Second Semester</i>	
EN 125 Freshman English	3	EN 126 Freshman English	3
BU 101 Principles of Business	3	SS Social Science Elective	3
BU 103 Mathematics of Business		*Mathematics Elective	3-4
Finance	3	BU 122 Principles of Accounting	3
BU 121 Principles of Accounting	3	EC 180 Intro. to Economics	3
*Elective	3	Physical Education	1
	<u>15</u>		<u>16-17</u>

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
BU 221 Intermediate Accounting	3	BU 222 Intermediate Accounting	3
BU 154 Management and The Law		BU 224 Cost Accounting	3
or		Liberal Arts Elective	3
BU 171 Business Law	3	*Electives	<u>6</u>
DP 110 Intro. to Data Processing	3		15
SC Science Elective	3-4		
Physical Education	1		
*Elective	<u>3</u>		
	16-17		

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 130, BU 133, BU 134, 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 should take four courses in one of the following areas of concentration:

Retailing

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

Management

BU 151 Personnel Management
BU 152 Production Management
BU 254 Management & Law
BU 261 Managerial Accounting
BU 179 Business Organizations

General Finance

BU 160 Introduction to Finance
BU 164 Credit Administration
BU 171 Business Law
BU 262 Introduction to

Recommended Electives

BU 130	BU 173
BU 133	BU 250
BU 134	DP 110
BU 165	

Investments

DP 110 Introduction to Data Processing
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**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 130	BU 224	DP 130*
BU 133	EC 180	DP 131
BU 134	DP 100	DP 133
BU 173	DP 120	MA 157
BU 221	DP 123	

*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

First Semester

BU 133 Beginning Typewriting* and/or	
BU 134 Intermediate Typewriting	3
BU 131 Shorthand or	5
BU 138 Shorthand Skills**	2
EN 125 Freshman English	3
Mathematics or Science***	3- 4
Physical Education	1

15-18

Second Semester

BU 132 Shorthand	5
BU 137 Bus. Communications	3
BU 130 Data Processing Manual****	3
Social Science Elective	3
Liberal Arts Elective	3

17

SECOND YEAR

First Semester

BU 231 Shorthand and Transcription****	4
BU 235 Secretarial Procedures	3
Liberal Arts or Concentration****	3- 4
Liberal Arts Elective	3
Physical Education	1

14-15

Second Semester

BU 232 Shorthand and Transcription	4
BU 236 Secretarial Procedures	3
BU 234 Advanced Typewriting****	3
Liberal Arts or Concentration****	3- 4
Liberal Arts Elective	3

16-17

*Depending on preparation.

**If a student takes BU 138, an additional 3 semester hours should be scheduled to meet graduation requirements.

***A biological science course is recommended for those students planning to take the medical secretary concentration and who have not completed a high school biology course.

****Secretarial Science majors who wish to concentrate in one of the following areas, should take the courses identified below:

Medical Secretary

BI 181 Anatomy & Physiology
BI 182 Anatomy & Physiology
BU 130 Data Processing Manual Machine Transcription Module
BU 231 Shorthand & Transcription — Medical Module

Legal Secretary

BU 171 Business Law
BU 130 Data Processing Manual Machine Transcription Module
BU 234 Advanced Typewriting Legal Typing Module

A minimum of 20 semester hours of liberal arts and science courses in addition to 2 semester hours of physical education is required for graduation.

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	
Physical Education	1
	<u>16-17</u>

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	6
	<u>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.

**Courses held 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

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

SECOND YEAR

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

*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

First Semester

EN 125 Freshman English	3
CJ 106 Introduction to Criminal Justice	3
Elective or Science (SC 130 suggested)	3- 4
SS 281 Introduction to Sociology	3
CJ 103 Criminal Law I	3
Physical Education	1
	<u>16-17</u>

Second Semester

EN 126 Freshman English	3
CJ 104 Criminal Law II	3
CJ 105 Fundamentals of Criminal Investigation	3
Mathematics (MA 160 suggested)	3- 4
SS 291 General Psychology	3
Physical Education	1
	<u>16-17</u>

SECOND YEAR

First Semester

CJ 112 Introduction to Police Organization & Management	3
DP 110 Introduction to Data Processing	3
EN 132 Speech	3
CJ 109 Criminology	3
Elective or Science (SC 130 suggested)	3- 4
	<u>15-16</u>

Second Semester

HU 258 Ethics	3
CJ 107 Police Community Relations	3
CJ 111 Introduction to Public Administration	3
Social Science Elective	3
Elective	3
	<u>15</u>

Minimum of 62 semester hours required for graduation, including two hours of physical education and a minimum of 3 hours of science.

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 I	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 II	4
EL 127 Instrumentation	2
MA 162 Mathematics for Electrical Technology	4
SC 162 Introduction to Physics	3
Physical Education	1
	<hr/> 17

SECOND YEAR

First Semester

EL 229 Electronics I	5
EL 231 Electrical Machines	3
EL 232 Computer Logic & Switching Circuits	3
MD 176 Electrical Graphics	2
Social Science Elective	3
	<hr/> 16

Second Semester

EL 230 Electronics II	5
EL 235 Industrial Electronics	3
EL 236 Intro. to Microcomputers	4
Social Science Elective	3
	<hr/> 15

Students planning to transfer should see an advisor for appropriate course selection. The following courses are recommended by most four-year institutions for students in Electrical Technology: MA 157, MA 158, PH 171, PH 172, and DP 120.

Minimum of 63 hours required for graduation including 2 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 and other appropriate items for use in food service laboratory classes. Uniform specifications will be provided by the instructor.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
FS 121 Intro. to Food Service	3	**FS 123 Food Purchasing	3
**FS 122 Food Selection and Preparation	3	**FS 124 Quantity Food Selection & Preparation	3
HE 121 Nutrition	3	HE 125 Advanced Nutrition	3
EN 125 English	3	EN 126 English	
Elective	3	or	
Physical Education	1	EN 127 Technical English	3
	16	BU 103 Business Math.	3
		Physical Education	1
			16

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
**FS 224 Hospitality Management	3	**FS 227 Food Service Organization & Management	3
**FS 225 Food & Beverage Cost Control	3	**FS 228 Catering Seminar	3
BU 121 Principles of Accounting	3	Electives	6
SS Social Science Elective	3	Social Science Elective	3
SC 170 Intro. Chemistry	3		15
	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.

The SUNY College of Environmental Science and Forestry, and the SUNY College at Plattsburgh provide upper division transfer programs in Environmental and Resource Management. Students planning to transfer to these institutions must consult with their Instructor or see a Counselor before they begin their Natural Resources program at Fulton-Montgomery Community College.

FIRST YEAR

<i>First Semester</i>		<i>Second Semester</i>	
**NR 121 Fisheries and Wildlife Management I	3	**NR 122 Fisheries and Wildlife Management II	3
Social Science Elective	3	BI 173 Animal Biology	4
EN 125 English	3	EN 126 English	
Mathematics or Elective*	3-4	or	
SC 141 Introductory Biology		EN 127 Technical English	3
or		Mathematics	4
BI 171 Modern Biology	3-4	BI 176 Ecology	3
Physical Education	1	Physical Education	1
	<u>16-18</u>		<u>18</u>

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
**NR 223 Forest Management I	3	**NR 224 Forest Management II	3
SC 143 Earth Science I	3	Elective	3
SU 101 Surveying	3	BI 172 Plant Biology	4
SC 170 Intro. Chemistry	3	**NR 126 Principles of Soils & Water	3
MA 144 Mathematics	3	Social Science Elective	3
	<u>15</u>		<u>16</u>

*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 64 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

<i>First Semester</i>		<i>Second Semester</i>	
BI 181 Anatomy & Physiology	4	EN 125 Freshman English	3
SS 291 General Psychology	3	BI 182 Anatomy & Physiology	4
**NU 105 Nursing Science	7	SS 297 Developmental Psychology	3
Physical Education	<u>1</u>	**NU 106 Nursing Science II	7
	15	Physical Education	<u>1</u>
			18

SECOND YEAR

<i>First Semester</i>		<i>Second Semester</i>	
BI 282 Microbiology	4	**NU 206 Nursing Science IV	9
**NU 205 Nursing Science III	9	SS 281 Sociology	3
EN 126 Freshman English	<u>3</u>	Elective	<u>3-4</u>
	16		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 graphic areas of the visual communications industry. Emphasis will be directed in the areas of layout and design, photo composition, paste-up and copy preparation, reproduction camera work, stripping, offset plate-making, press work, finishing and related areas. Special emphasis is on the development of contemporary job skills in areas such as offset lithography and photography. Technical knowledge of science oriented areas, such as chemistry, physics and mathematics are developed. A balance of practical application and theory will enable the individual to seek supervisory and technician positions in printing and publishing of newspapers, magazines, books and advertising field; including specialty and general printing for commercial, job shop and in-plant printing units. The program is also designed to provide some flexibility for transfer to schools offering baccalaureate degrees in graphic communications.

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	Elective	3
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, DP 110, DP 111, DP 121, GA 108, ER 150, ER 151, AR 200.

Minimum of 62 semester hours required for graduation, including 2 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	1-3
	<hr/> 14-17

Second Semester

EN 126 Freshman English or	
EN 127 Technical English	3
SC 162 Introduction to Physics	3
BU 140 Salesmanship or	
BU 141 Marketing	3
Social Science Elective	3
Elective	3- 4
	<hr/> 15-16

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

10101 Soil Science	3
10109 Animal Science	3
10117 Agricultural Engineering I	4
10120 Introduction to Welding	2
10121 Agricultural Tractors & Engines	4
10126 Farm Techniques	1
	<hr/> 17

Second Semester

10119 Agricultural Machinery	4
Elective**	1- 4
Elective**	1- 4
Elective**	1- 4
Elective**	1- 4
	<hr/> 17-18

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

**Select from the following:

10107 Land Management	4
10118 Horticulture Equipment & Building Maintenance (Offered in odd-numbered years)	3
10122 Agriculture Engineering Problems	1
10123 Tractor Power Trains (Offered in odd-numbered years)	2
10124 Electrical Systems (Offered in even-numbered years)	3
10125 Hydraulic Systems (Offered in even-numbered years)	3
10128 Farm Management	4

GRADUATION REQUIREMENTS: 18 semester hours of Agricultural Engineering courses; 6 hours of English, 1 hour of physical education, 6 hours of mathematics or science, 6 hours of social science. Total semester hours: Minimum of 62.

Agronomy (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 or	
Social Science Elective	3	EN 127 Technical English	3
BI 171 Modern Biology or		BI 172 Plant Biology	4
SC 141 Intro. Biology	3- 4	BU 140 Salesmanship or	
SC 170 Introduction to		BU 141 Marketing	3
Chemistry	3	Social Science Elective	3
Mathematics*	3	Mathematics or Elective	(3)
Physical Education	1	(Optional - Not Required	
		For Transfer)	
<hr/>		<hr/>	
16-17		13-(16)	

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
10101 Soil Science	3	10106 Agronomy Research	1- 2
10104 Fertilizers &		10107 Land Management &	
Ag Chemistry	3	Conservation	3
10109 Animal Science	3	10119 Ag. Machinery	4
10126 Farm Techniques	1	10128 Farm Management	4
Elective**	3- 4	10209 Microbiology	4
Elective**	3- 4		
<hr/>		<hr/>	
16-18		16-17	

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

**Select from the following:

10102 Horticulture	3
10105 Field Crop Production	4
10117 Ag. Engineering I	4
10212 Field Biology & Ecology	3

GRADUATION REQUIREMENTS: 18 semester hours of Agronomy courses.
Total semester hours: Minimum of 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
	<hr/> 16-17

Second Semester

EN 126 Freshman English or	
EN 127 Technical English	3
Social Science Elective	3
BI 172 Plant Biology	4
Mathematics or Elective*	1-3
BU 140 Salesmanship or	
BU 141 Marketing	3
	<hr/> 14-16

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

10101 Soil Science	3
10102 Introduction to	
Horticulture	3
10104 Fertilizers &	
Ag. Chemistry	3
20301 Business Organization	
and Management	3
Elective**	4
	<hr/> 16

Second Semester

10108 Vegetable &	
Fruit Production	3
10118 Horticulture Equipment	
& Maintenance (Offered in	
odd-numbered years)	3
Elective***	1- 4
Elective***	1- 4
Elective***	1- 4
Elective*** (Optional)	1- 4
	<hr/> 16-18

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

** Select from the following:

10105 Field Crop Production	4
10117 Ag. Engineering I	4

***Select from the following:

10106 Agronomy Research	1- 2
10107 Land Management &	
Conservation	3
10119 Ag. Machinery	4
10128 Farm Management	4
10209 Microbiology	4

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

Animal Husbandry (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 or	
BI 171 Modern Biology or		EN 127 Technical English	3
SC 141 Introduction to		BU 140 Salesmanship or	
Biology	3- 4	BU 141 Marketing	3
SC 170 Introduction to		Social Science Elective	3
Chemistry	3	Mathematics or Elective*	3- 4
Social Science Elective	3	Elective	3
Mathematics*	3		
Physical Education	1		
	16-17		15-16

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester—Electives (5)</i>	
10101 Soil Science	3	Elective***	1- 4
10109 Animal Science	3	Elective***	1- 4
10126 Farm Techniques	1	Elective***	1- 4
Elective**	3- 4	Elective***	1- 4
Elective**	3- 4	Elective***	1- 4
Elective**	3- 4		
	16-19		14-18

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

** Select from the following:

10105 Field Crop Production	4
10111 Animal Health & Diseases	3
10112 Horse Husbandry	3
10113 Dairy Cattle Management	4
10117 Ag. Engineering I	4
10121 Ag. Tractors & Engineering	4
10301 Dairy & Food Science I	3

***Select from the following:

10014 Animal Husbandry Problems	1- 2
10110 Feeds & Nutrition	4
10115 Animal Breeding	3
10116 Livestock Production	3
10119 Ag. Machinery	4
10128 Farm Management	4
10217 Animal Anatomy & Physiology	3

GRADUATION REQUIREMENTS: 18 semester hours of Animal Husbandry and Anatomy & Physiology, 6 hours of English, 1 hour of Physical Education, 6 hours of Mathematics/Science, 6 hours of Social Science, 18 hours of Allied Agricultural subjects. Total semester hours: 62.

Dairy & Food Science (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
BI 171 Modern Biology or	
SC 141 Introduction to	
Biology	3- 4
CH 173 Fundamentals of	
Chemistry	4
Social Science Elective	3
Mathematics**	3- 4
	<hr/> 16-18

Second Semester

EN 126 Freshman English or	
EN 127 Technical English	3
BI 282 Microbiology*	4
CH 174 Fundamentals of	
Chemistry	4
Social Science Elective	3
Physical Education	1
	<hr/> 15

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

10201 Principals of	
Environmental Health*	3
10210 Dairy and Food	
Microbiology	4
10220 Careers	1
10301 Dairy & Food Science I*	3
10304 State License for	
Milk Analysis	3
Elective***	3
	<hr/> 17

Second Semester

10211 Environmental	
Microbiology*	3
10302 Dairy & Food Science II*	3
10303 Food Production	
Evaluation	2
10305 Water Supplies &	
Sewage Treatment*	3
10306 Elements of Food	
Sanitation*	4
	<hr/> 15

*Major courses — must have successful completion.

**Mathematics placement dependent upon preparation; competence at level MA 151 or higher required.

***Select from the following:

10212 Field Biology & Ecology	3
10109 Animal Science	3
10213 Freshwater Biology	3

GRADUATION REQUIREMENTS: 6 semester hours of English, 1 hour of Physical Education, 6 hours of Mathematics/Science, 6 hours of Social Science. Total Semester hours: Minimum of 61.

General Agriculture (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 or	
SC 170 Introduction to		EN 127 Technical English	3
Chemistry	3	BI 172 Plant Biology**	4
BI 171 Modern Biology or		BU 140 Salesmanship or	
SC 141 Introduction to		BU 141 Marketing	3
Biology	3- 4	Social Science Elective	3
Social Science Elective	3	Mathematics or Elective	
Mathematics*	3	(Optional - Not Required	
Physical Education	1	For Transfer)	(3)
	16-17		13-(16)

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
10101 Soil Science	3	10128 Farm Management	4
10109 Animal Science	3	Elective****	3- 4
10126 Farm Techniques	1	Elective****	3- 4
Elective***	3- 4	Elective****	3- 4
Elective***	4	Elective****	4
Elective***	4		
	18-19		17-18

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

**3 semester hours of transfer credit accepted at Canton.

*** Select from the following:

10105 Field Crop Production	4
10111 Animal Health & Diseases	3
10113 Dairy Cattle Management	4
10117 Ag. Engineering I	4
10121 Ag. Tractors & Engineering	4

****Select from the following:

10107 Land Management & Conservation	3
10110 Feeds & Nutrition	4
10115 Animal Breeding	3
10116 Livestock Production	3
10118 Ag. Machinery	4

GRADUATION REQUIREMENTS: 35 semester hours of Agricultural electives, 6 hours of English, 1 hour of Physical Education, 6 hours of Mathematics/Science, 6 hours of Social Science. Total semester hours: Minimum of 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
MA 171 Engineering Graphics	3
	<hr/> 17

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	4
Physical Education	1
	<hr/> 15

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

30615 Statics & Strength of Materials	5
30604 Manufacturing Processes	4
Technical Electives*	8
	<hr/> 17

Second Semester

30421 Electronics	4
30621 Digital Control Systems	4
Social Science Elective	3
Technical Electives*	5-6
	<hr/> 16-17

*Technical Electives include a variety of Technical courses including Work Simplification and Measurement, Quality Control, Architectural Drafting, Product Management, Refrigeration I, Solar Energy, Manufacturing Processes II, Engineering Drawing II and others.

GRADUATION REQUIREMENTS: Total semester hours—64.

Mortuary Science (A.A.S.)

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
BU 101 Principals of Business	3
BU 171 Business Law	3
Social Science Elective**	3
BI 181 Anatomy & Physiology	4
	<hr/>

16

Second Semester

EN 132 Speech	3
BU 103 Mathematics of	
Business Finance	3
BU 121 Accounting I	3
BU 137 Business Communication	3
Social Science Elective**	3
Physical Education	1
	<hr/>

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SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

10501 Introduction to	
Funeral Service	3
10502 Funeral Service	3
10503 Clinical Theory,	
Practice & Sanitation I	4
10505 Senior Seminar I	3
	<hr/>

13

Second Semester

10504 Clinical Theory, Practice	
& Sanitation II	4
10506 Senior Seminar II	3
10508 Restorative Art	4
10509 Mortuary Hygiene &	
Sanitary Science	3
Social Science Elective	3
	<hr/>

17

SUMMER

*Clinical Practices

10507 Clinical Practicum

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

**Recommended: SS 281, SS 291

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

Science Laboratory Technology (A.A.S.) Biology Option

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*	4	BI 172 Plant Biology* or	
CH 173 Fundamentals of		BI 173 Animal Biology*	4
Chemistry*	4	BI 282 Microbiology*	4
Mathematics* **	3- 4	CH 174 Fundamentals of	
Physical Education	1	Chemistry*	4
		Mathematics or Elective**	3- 4
	15-16		18-19

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
40109 Quantitative Analysis	4	Social Science	3
Social Science	3	Elective****	1- 4
Elective***	1- 4	Elective****	1- 4
Elective***	1- 4	Elective****	1- 4
Elective***	1- 4	Elective****	1- 4
	14-18		14-18

*Major Courses — must have successful completion.

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

*** Select from the following:

10201 Principals of		10213 Introduction to	
Environmental Health	3	Freshwater Biology	3
10210 Dairy & Food Microbiology	4	10220 Careers	1
10212 Field Biology & Ecology	3		

****Select from the following:

10107 Land Management &		Advanced Microtechniques	1
Conservation	3	10216 Basic Lab Skills	1
10207 Human Anatomy &		10305 Water Supplies &	
Physiology	4	Sewage Treatment	3
10211 Environmental		40110 Instrumental Analysis	3
Microbiology	3	40111 Biochemistry	3
10214 Basic Microtechniques	2	40615 Statistics	3

GRADUATION REQUIREMENTS: at least 64 semester hours, including 6 semester hours English; 1 hour Physical Education; 3 hours Math; 6 hours Social Science.

Science Laboratory Technology (A.A.S.) Chemistry Option

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 172 Plant Biology or	
CH 173 Fundamentals of		BI 173 Plant Biology	4
Chemistry*	4	CH 174 Fundamentals of	
Mathematics* **	3- 4	Chemistry*	4
		Mathematics or Elective*	3- 4
	<u>17-18</u>		<u>17-18</u>

SECOND YEAR—CANTON AGRICULTURAL AND TECHNICAL COLLEGE

<i>First Semester</i>		<i>Second Semester</i>	
40107 Organic Chemistry I*	4	40111 Biochemistry*	3
40109 Quantitative Analysis*	4	40108 Organic Chemistry II*	4
40803 College Physics I	4	40110 Instrumental Analysis	3
10220 Careers	1	40804 College Physics II	4
Elective***	3- 4	Elective	3
	<u>16-17</u>		<u>17</u>

*Major courses — must have successful completion.

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

***Select from the following:

40615 Statistics	3
10209 Microbiology	4
20505 Computer Programming	
FORTTRAN	3

GRADUATION REQUIREMENTS: 65 semester hours minimum — to include 6 semester hours of English, 6 hours of Mathematics/Science, 6 hours of Social Science, 1 hour of Physical Education.

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 or	
EN 126 Freshman 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	<u>1</u>
	16-17

Second Semester

EN 126 Freshman English or	
EN 127 Technical English	3
Social Science Elective	3
BI 282 Microbiology	4
Electives	<u>6</u>
Physical Education	<u>1</u>
	17

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	<u>5</u>
	17

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	<u>3</u>
	16

GRADUATION REQUIREMENTS: Total semester hours—66.

Science Laboratory Technology Allied Health Option

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
CH 173 Fund. 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
Mathematics or Elective*	3-4
BI 282 Microbiology	4
	<u>18-19</u>

SECOND YEAR—COBLESKILL AGRICULTURAL AND TECHNICAL COLLEGE

First Semester

Social Science Elective	3
Specialization Electives	6
Electives	5
MA 105 Fund. and Graph.	2
	<u>16</u>

Second Semester

BI 260 Adv. Bio. Tech. or	
CH 224 Instr. Anal. or	
CH 226 Radiation Science	3
BI 118 Human Physiology	3
Social Science Elective	3
Specialization Electives	4
Electives	3
Physical Education	1
	<u>17</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 Chemistry Concentration

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 Concentration

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	<u>1</u>
	15-16

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*	<u>3-4</u>
	18-19

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	<u>3</u>
	17

Second Semester

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

*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 Concentration

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	<u>1</u>
	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	<u>1</u>
	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	<u>5</u>
	17

Second Semester

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

ortation (A.A.S.)

EAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

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

EAR—HUDSON VALLEY COMMUNITY COLLEGE

		<i>Second Semester</i>	
Transportation	3	2550 Economic Geography	3
Airline and Water		4814 Advanced Transportation Management	3
Operations	3	4824 Airline and Water Transportation Mgt.	3
Operations	3	4830 Transportation Law and Regulation	3
Business Communications	3	Business Communications	3
	1		15
	16		

REQUIREMENTS: Total semester hours 63-65.

Forest Technology (A.A.S.)

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

FIRST YEAR—FULTON-MONTGOMERY COMMUNITY COLLEGE

First Semester

EN 125 Freshman English	3
BI 171 Modern Biology	
or	
SC 141 Intro. Biology	3-4
Mathematics*	3-4
EC 180 Intro. to Economics	3
Elective	3
	<u>15-17</u>

Second Semester

EN 126 Freshman English	3
BI 172 Plant Biology	
or	
BI 173 Animal Biology	
or	
SC 142 Intro. Biology	3-4
Mathematics*	3-4
Electives	6
	<u>15-17</u>

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.

CERTIFICATE PROGRAMS

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. A minimum of 27 hours must be completed for the General Education Certificate.

<i>First Semester</i>		<i>Second Semester</i>	
EN 010 College Preparatory English*	3	English Elective	3
MA 050 Algebra or MA 121, 102, & 103	3- 4	Exploratory Electives - Technical, Vocational, Liberal Arts	9-12
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		
	15-18		12-15

*Students may take more advanced courses with approval.

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

GRADUATION REQUIREMENTS: A minimum of 29 hours must be completed for the Secretarial Studies Certificate.

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- 6</u>
	12-15

Second Semester

BU 137 Business	
Communications	3
BU 234 Advanced Typewriting	3
BU 236 Secretarial Procedures	3
Elective	<u>3- 6</u>
	12-15

*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 243 Retail Management
- 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)	
CJ 103 Criminal Law I	3
CJ 106 Introduction to Law Enforcement & Criminal Justice	3
CJ 112 Introduction to Police Organization & Management	3
SS 291 General Psychology	3
	<hr/>
	18

Second Semester

EN 126 Freshman English	3
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
	<hr/>
	15

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

COURSE DESCRIPTIONS

GENERAL NOTE: The courses described in this catalog will be offered at least once in the next two academic years. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The right is also reserved not to offer a course if resources become unavailable or if the course has been dropped from the curriculum since the last printing of the Catalog.

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 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 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.

Prerequisite: BU 121 strongly recommended. 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 Management**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 199 Career Preparation**1 s.h.**

Primary objective of the course is to help prepare students for successful entry into work organizations. Included are such topics as resume preparation, interviewing skill development, evaluation of employment opportunities, exploration of personal career objectives and job search methods. This course will be offered pending faculty approval.

Hours of class per week: 8 two-hour sessions or 10 one-and-one-half hour sessions.

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 254 Management and the Law**3 s.h.**

An environmental approach to the study of law, that is, a study of the nature, formation, and application of law to businesses and business decisions. This course follows a macro approach rather than the traditional micro approach of detailed substantive rules in areas such as contracts, agency, etc.

The course topics will include: a discussion of the Commerce Power, i.e., the power of the federal government to regulate business; the Constitutional basis for such exercise of power; the growth of Administrative Agencies as a result; the controls exercised by such agencies affecting businesses in such areas as: stock transfers, anti-trust, price discrimination and consumer protection. Lecture and case analysis are techniques used.

Prerequisite: Minimum of two business courses or permission of the instructor. 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 105 How Computers Do It**3 s.h.**

Introductory course about computers and computer applications covering data processing concepts and problems, the fundamentals of hardware and software, programming languages and programming logic. To be taught via 20 half-hour PBS television programs. In addition to viewing the telecasts the student shall attend a series of seminars and complete written evaluations. This course will be offered pending faculty approval.

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 123 Data Processing — BASIC**3 s.h.**

Use of the computer to provide problem solving capabilities utilizing BASIC (Beginners' All purpose Symbolic Instruction Code). Topics to be discussed are conditional transfers, reading, printing, loops, lists and tables, functions and sub-routines, conversational programming, strings and chaining. Interactive laboratory exercises will be designed utilizing College computing facilities.

Prerequisite: DP 110 recommended. 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 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.

This course is taught by the AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Course develops proficiency in the use of the electronic printing calculator. Emphasis on correct operating techniques and special mathematical problems relating to business are stressed. These include topics such as fractions, percents, use of constants, complements, payroll, trade and cash discounts, partial payments, percent of change, invoice extension, retail pricing, prorating, simple and exact interest, interest payment schedules, and true annual interest rates. 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: 3 to 4 class hours per week to be arranged.

BU 131 Shorthand I

5 s.h.

Presentation of the basic principles of Gregg shorthand theory. Intensive drill on brief forms. Development of skills in correct reading and writing techniques. Drills for spelling and punctuation in preparation for transcription.

Hours of class per week: 5.

BU 132 Shorthand II

5 s.h.

Review of basic shorthand principles. Emphasis on skill in reading and writing Gregg shorthand at progressively higher rates of speed. Drills for spelling and punctuation. Introduction to proper transcription techniques. Transcription of letters at the typewriter.

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

BU 133 Introductory Typing I

3 s.h.

This course is taught by the AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Development of basic skills and techniques of a beginning typist are the goals. Touch system operation is mandatory with an introduction in the use of carbon paper, simple tabulations, business and personal letters, memorandums, envelopes, and preliminary manuscripts with proofreader's marks and footnotes. In addition to production tests, timed writings with the emphasis on proofreading are stressed.

Prerequisite: Pretest Optional. Class hours: 3 to 4 class hours per week to be arranged.

BU 134 Intermediate Typing II

3 s.h.

This course is taught by the AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Typing II emphasizes the further development of speed, accuracy and proofreading. It also includes work in the production of business letters, reports, business forms, special tabulations, manuscripts with footnotes, bibliographies, programs, financial statements, letters of application, and resumes. Production tests and timed writings are used in grading.

Prerequisite: BU 133 or its equivalent; pretest optional. Class hours: 3 to 4 class hours per week 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.

Prerequisite: BU 133 or equivalent recommended. 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 phrasing. Development of higher rates of speed commensurate with previous background. Review of transcription techniques. Transcription of letters at the typewriter.

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

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

Emphasis on increasing speed and accuracy in taking dictation of new material and transcribing on the typewriter. Improvement in transcription techniques including a review of spelling, grammar, and proofreading. Emphasis on producing mailable material.

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

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

Continued emphasis on increasing speed and accuracy in taking dictation and in improving transcription skills. Production of mailable materials is stressed.

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

BU 234 Advanced Typing III**3 s.h.**

This course is taught by the AVT (Audio-Visual-Tutorial) system which is a self-paced, individualized method of instruction. Typing III continues the development of speed, accuracy, and proofreading; special emphasis on production work which includes masters, stencils, news releases, Governmental letters and forms, financial statements, legal documents, medical and technical reports, and special style letters and stationery. Production tests and timed writings are used in grading. Civil Service exam is offered on campus in early spring.

Prerequisite: BU 134 or its equivalent. Class hours: 3 to 4 class hours per week to be arranged.

BU 235 Secretarial Procedures I**3 s.h.**

A comprehensive treatment of secretarial duties and responsibilities experienced in an office situation. Course content includes procedures for processing mail; assisting with business reports; developing receptionist and telephone techniques; handling banking, financial, and payroll transactions; preparing expense reports; using reference materials; and selecting methods of duplicating.

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

BU 236 Secretarial Procedures II**3 s.h.**

Secretarial duties and responsibilities which are stressed include making travel and conference arrangements, preparing minutes of meetings, examining the job application process, and filing.

Prerequisite: Enrollment in BU 133 or equivalent. BU 235 is not a prerequisite for BU 236. Hours of class per week: 3.

BU 238 Secretarial Seminar**1 s.h.**

Development of the personal characteristics needed by students for achieving a meaningful life and attaining success in their chosen career. Areas to be covered include posture improvement, good grooming and fashion, complexion care, cosmetics techniques, organizing time and money, and the basic rules of etiquette.

Hours of class per week: 1.

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.

EDUCATIONAL RESOURCES

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.

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-110.

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.

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 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 & 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)**
- 126 Skiing (Advanced)**

PE 127 Cross-Country Ski Touring**

- 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.*

****Course may be repeated once for additional credit.*

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)

PE 166 Softball & Fitness

162 Tumbling & Gymnastics
(women)

168 Dance - Folk and Square

165 Soccer & Wrestling

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. Course may be repeated once for additional credit providing students change activities.

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.

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

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.

PE 252 Lifetime Sports ***2 s.h.**

Philosophy and instructional techniques in two of the lifetime sports. Activities include bowling and tennis.

Hours of class per week: 2.

PE 253 Lifetime Sports ***2 s.h.**

Philosophy and instructional techniques in two of the lifetime sports. Activities include volleyball and archery.

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.

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

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.

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.

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

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**3 s.h.**

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.

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

EN 127 Technical English**3 s.h.**

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.

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**3 s.h.**

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.

Hours of class per week: 3.

EN 200 Short Story**3 s.h.**

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.

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

EN 225 British Literature I**3 s.h.**

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.

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 (EN 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 (EN 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 243 Oral Interpretation of Literature**4 s.h.**

Study and practice in the performance techniques and literary material appropriate to dramatic oral presentation, either individually or in concert. Particular attention will be paid to vocal expressiveness, in three genres — prose, poetry, and drama. Opportunities to perform, publically, as a Readers' Theatre group will be provided.

Prerequisite: EN 126. Hours of class per week: 4.

EN 245 World Drama**3 s.h.**

An examination of major dramas from the Greeks to the late nineteenth century, with consideration of their literary, theatrical, and socio-cultural values. Readings will include representative plays from the following periods, epochs, or "movements": Classical Greece and Rome; the Middle Ages; the Renaissance; Neo-Classical; Restoration; Romantic; Realistic. Genres: tragedy, comedy, melodrama, farce, and various hybrids.

Prerequisite: EN 125 (EN 126 desirable). 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 101 Theater History**3 s.h.**

The interaction of cultural, political, economic, and scientific forces upon dramatic art during the major epochs in Western civilization and their implications for the modern movements in dramatic theory and practice. Students will trace the development of the theater from its beginnings until the present. Major emphasis is to be on Europe and America. Oriental theater will be treated only briefly and with an eye to its influence on recent trends in the West.

Hours of class per week: 3.

TH 102 Stagecraft**4 s.h.**

Stagecraft will provide students with theory and practice of visual, aural, and construction facets of theater through study of scenery, sound, and lighting equipment. Workshop is required.

Hours of class per week: 4.

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.

TH 201 Introduction to Theater Production**3 s.h.**

This course includes the fundamentals of directing, principles of design, and organization and management of theatrical production.

Prerequisite: TH 102 desirable; completion of current registration of EN 126; or permission of instructor.

Hours of class per week: 3.

TH 202 Theater Seminar**4 s.h.**

Application of theater study to the challenges of theater practice. This course provides an intensive study of the components of theater in relation to actual productions; plays will be produced and directed by seminar students.

Prerequisite: TH 201, or permission of instructor. Hours of class per week: 4.

Modern Foreign Languages

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

A beginner's course covering the 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 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 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.

FL 149-150 Elementary Polish**3 s.h. each semester**

A beginner's course covering the fundamentals of oral comprehension, oral expression, reading, and grammar of the Polish language.

Hours of class per week: 3.

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 130 Art America**3 s.h.**

This telecourse, with a narrative and pictorial essay format, traces the history of the fine arts in the United States from colonial times to the present. The primary focus is on painting, architecture, and photography, with supplementary material on printmaking and crafts. Although organized chronologically, the telecourse emphasizes themes and key concepts in the development of a fine arts tradition in America. In addition to viewing the telecast, the student will attend a series of seminars and complete written evaluations.

Hours of class per week: To be arranged.

AR 131 Humanities Through The Arts**3 s.h.**

Survey of seven art forms: film, drama, music, literature, painting, sculpture, architecture. Each form is examined from four perspectives: historical, elements of the art, form and meaning, criticism and evaluation. To be taught via 30 half-hour PBS television programs. In addition to viewing the telecasts the student shall attend a series of seminars and complete written evaluations. This course will be offered pending faculty approval.

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 210 Drawing I**3 s.h.**

An exploration to expand awareness of fundamental drawing as a means of visual thinking and communication. A variety of media and techniques as well as basic concepts, such as, perspective, composition, line, form, etc. will be stressed. Emphasis will also be placed on the education of the student's eye and creative potential.

Hours of class per week: 4.

AR 220 Painting I**3 s.h.**

An exploration to expand awareness of painting as a means of visual thinking and communication. Basic concepts will be stressed, such as, composition, color theory, texture, value, form and content. Emphasis will also be on the variety of techniques available and personal creative solutions to specific painting problems.

Hours of class per week: 4.

AR 275 Ceramics**3 s.h.**

A general course in pottery utilizing a variety of forming techniques with emphasis on coil, slab, and wheel thrown pieces, as well as ceramic sculpture. Concepts concerning clay, glazes, slips, texture, form, and firing techniques will be developed. Students will be required to furnish their own supplies.

Hours of class per week: 4.

Philosophy and Language

HU 100 Seminar in Humanities**2-4 s.h.**

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 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, Russian, 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: 3.

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: 3.

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 171 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 175 Sociobiology

A study of the biological basis for social behavior in animals and humans. The course will involve a careful reading of the book *Sociobiology* by Edward Wilson, as well as the criticisms of that book which have been published by the "Sociobiology Study Group".

3 s.h.

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

BI 176 Ecology

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.

3 s.h.

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

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.

4 s.h.

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

BI 282 Microbiology

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.

4 s.h.

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

Chemistry

SC 170 Introductory Chemistry

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.

3 s.h.

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

CH 173-174 Fundamentals of Chemistry

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.

4 s.h. each semester

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, SC 143, or permission of instructor. 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.

Prerequisite: 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

Several mathematics courses have been subdivided into one-semester-hour modules, which are usually taught within a 3½ to 4 week period. Students ordinarily select a complete sequence, but the modules may be taken independently. The usual sequences are as follows:

MA 121 - MA 171 - MA 182 - MA 183	(Precalculus) = MA 154
MA 121 - MA 122 - MA 123	(Finite Mathematics) = MA 152
MA 121 - MA 102 - MA 103	(Survey of Mathematics I) = MA 150

Credit will be given for only one of the sequences MA 121 - MA 102 - MA 103 or MA 121 - MA 122 - MA 123.

MA 147 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. Not credited toward the Associate Degree mathematics requirements.

Hours of class per week: 4.

MA 102 Introduction to Numbers (Modular)

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. Not credited toward the A.S. degree in Math/Science or Engineering Science.

Prerequisite: MA 121, or permission of instructor. Hours of class per week: 4.

MA 103 Mathematical Systems (Modular)

1 s.h.

An introduction to abstract mathematical systems for the non-science oriented student. Topics include properties of groups and fields, modular arithmetic, and permutation groups. Not credited toward the A.S. degree in Math/Science or Engineering Science.

Prerequisite: MA 102, or permission of instructor. Hours of class per week: 4.

MA 121 Logic and Sets (Modular)

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; and introductory set theory.

Hours of class per week: 4.

MA 122 Number Systems (Modular)**1 s.h.**

A development of systems and their uses. Topics include historical systems, number and numeration systems, base arithmetic, modular systems, and field properties.

Prerequisite: Intermediate Algebra, Math 11, MA 151, or permission of instructor.
Hours of class per week: 4.

MA 123 Linear Systems (Modular)**1 s.h.**

A continuation of MA 122, developing linear systems and some of their uses. Topics include matrix operations; transformations; inverses; solution of simultaneous linear equations; linear programming.

Prerequisite: Intermediate Algebra, Math 11, MA 151, or permission of instructor.
Hours of class per week: 4.

MA 141 Basic Technical Mathematics**4 s.h.**

This course is restricted to students with a minimal competence in arithmetic skills. It will not satisfy liberal arts mathematics requirements. Topics include whole numbers and the place value system; verbal problems, exponents; square roots; primes; factoring; L.C.M.; fractions; decimals; discount, profit and interest; mensuration, perimeter and circumference; area and volume.

Hours of class per week: 4.

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

A first course for most students of Automotive, Construction, Natural Resources, and Visual Communications Technologies. Topics include review of signed numbers and operations, exponents, algebraic fractions, calculator usage, the metric system, perimeter/area/volume, triangles, right-triangle trigonometry, law of sines and cosines, surveying applications, and dimensional analysis. Not credited toward the A.S. or A.A. degree mathematics requirements.

Prerequisite: MA 141 or its equivalent or permission of instructor. *Hours of class per week: 4.*

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

An introduction to statistics with a major emphasis on descriptive statistics and computational techniques. Descriptive topics include measures of central tendency and dispersion for grouped and ungrouped data; fractiles; frequency polygons and histograms. Statistical techniques introduced include the normal curve; Central Limit Theorem; hypothesis testing; t-distribution; chi-square and correlation; non-parametric tests. Not credited toward the A.S. degree in Math/Science or Engineering Science.

Prerequisite: MA 142, MA 121, MA 102, MA 103, or equivalent. Not open to students who have credit for Math 11 or its equivalent. *Hours of class per week: 3.*

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

Equivalent to MA 121 - MA 102 - MA 103. See descriptions of those courses. Not open to students who have credit for Intermediate Algebra, MA 151, or Math 11. Not credited toward the A.S. degree in Math/Science or Engineering Science.

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 enroll later in any of the following courses: MA 121 - MA 122 - MA 123; MA 121 - MA 171 - MA 182 - MA 183, MA 159; or MA 160. Topics include properties of real numbers; polynomials and rational expressions; equations; exponents and radicals; functions and graphs, simultaneous systems, logarithms; right-triangle trigonometry.

Prerequisite: MA 147 or one year of high school algebra. Not open to students who have credit for Math 11. Hours of class per week: 4.

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

Equivalent to MA 121 - MA 122 - MA 123. See description of these courses.

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

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

Equivalent to MA 121 - MA 171 - MA 182 - MA 183. See descriptions of these courses.

Prerequisite: Intermediate Algebra, MA 151, Math 11, or permission of instructor. 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 antidifferentiation; the definite integral; applications; analytic geometry; trigonometric, logarithmic and exponential functions.

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

MA 159 Mathematics of Finance**3 s.h.**

A course designed to show students applications of mathematics in the world of finance. Topics include depreciation; simple interest; simple discount; compound interest; equations of value; partial payments; ordinary annuities; bonds; annuities due, amortization of debts; the mortality table; life insurance.

Prerequisite: Intermediate Algebra, MA 151, Math 11, or permission of instructor. 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, Education, Humanities, 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; chi-square tests.

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

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

This course develops fundamental mathematical skills needed for students of the Electrical Technology curriculum. Topics studied include basic arithmetic skills and calculator usage; algebraic manipulation; ratio; proportions; quadratics; logarithmic and exponential 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) or MA 147 and concurrent registration in EL 125, or permission of instructor. Hours of class per week: 4.

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

A continuation of MA 161. Topics include applied trigonometry, sine waves; vectors; phasors; computer number systems; Boolean algebra; mathematics of polyphase systems; an introduction to differential and integral calculus.

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

MA 163 Practical Calculus**4 s.h.**

A one-semester course for students in Business or the Social Sciences who need an ability to solve problems using the calculus. Topics include coordinate geometry, functions, limits, derivatives, antiderivatives, and the definite integral.

Prerequisite: Intermediate Algebra, MA 151, or equivalent. Credit will not be given toward the A.S. degrees in Math/Science or Engineering Science. Hours of class per week: 4.

MA 171 Functions (Modular)**1 s.h.**

Background material for the study of the calculus. Topics include relations, functions, inverse functions, absolute value, and inequalities.

Prerequisite: Intermediate Algebra, MA 151 or Math 11, or permission of instructor. Hours of class per week: 4.

MA 182 Circular and Logarithmic Functions (Modular)**1 s.h.**

A continuation of the pre-calculus sequence. Topics include exponential and logarithmic functions, circular functions, and other topics from trigonometry.

Prerequisite: MA 171, or permission of instructor. Hours of class per week: 4.

MA 183 Theory of Equations (Modular)**1 s.h.**

A continuation of the pre-calculus sequence. Topics include complex numbers, synthetic division, solution of polynomial equations, and mathematical induction.

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

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

A sequel to (Survey of Mathematics I) this course includes 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 147, and MA 150; or permission of the instructor. Hours of class per week: 3.

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

Recommended for Mathematics and Science majors. Topics include sets, mappings, morphisms, groups, rings, integral domains, and fields.

Prerequisite: MA 157. Hours of class per week: 3. (Fall Semester Only)

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

A continuation of MA 158. Topics include methods of integration; polar coordinates; conic sections; hyperbolics; indeterminate forms, infinite series; Taylor's Series with Remainder; introductory calculus of several variables, partial differentiation and multiple integration; applications.

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

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

Topics include definitions and properties of differential equations; 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.

Prerequisite: MA 257. Hours of class per week: 4. (Spring Semester Only)

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, eigenvectors.

Prerequisite: MA 158. Hours of class per week: 3. (Spring Semester Only)

IS 299 Independent Study

The mathematics faculty offers independent study in advanced topics in mathematics. For details see the Associate Dean for Liberal Arts & Science.

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 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 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.

**SS 295 What I Have Always Wanted To Know About America
But Was Afraid To Ask****3 s.h.**

A research oriented course which will examine small or large questions concerning America. Students selecting major questions would undertake one study, and students selecting minor questions would undertake several studies. All research studies will be presented to the class as oral reports. Also a written bibliography and outline will be required.

Hours of class per week: 15-20.

SS 296 Israel: 1948 to the Present**3 s.h.**

Major, historical, political, social, and military developments from the emergence of the State of Israel to the present will include: the aftermath of the Holocaust; British policy in Palestine and United Nations resolutions; the War of Independence; Mass immigration; Sinai campaign to Yom Kippur War; political isolations; prospects for peace and the extent to which the political and economic history of the world is, in part, determined by the existence of this nation.

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 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 277 Political Economy**3 s.h.**

This course probes the political dimensions of production, work, exchange, and consumption from a radical perspective. In examining inflation, unemployment, inequality, the urban decay, environmental control, the structure of work life, the course challenges the conventional explanations of these topics. Particular attention will be paid to the inability of the national government to deal with the crisis of the modern economy. This course will be offered pending faculty approval.

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.

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.

* 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 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.

Prerequisite: AT 121, AT 122, SC 161 or permission of instructor. 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: AT 123, AT 124, SC 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.

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.

* 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 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 or permission of instructor. 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 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 I**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 II**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 semi-conductors 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**2 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 class per week: 1. Hours of lab per week: 2.

EL 200 Introduction to Amateur Radio**1 s.h.**

This course covers the basics of electronic circuits, transmitter and receiver design, antenna theory and design, and FCC rules and regulations. It also includes Morse code, the use of which is mandated by international agreement. In addition the student may wish to take the FCC Novice Amateur Radio Examination.

Hours of class per week: 6.

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 I**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 II**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, EL 126. Hours of class per week: 2. Hours of lab per week: 3.

EL 232 Computer Logic and Switching Circuits**3 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 125 or permission of instructor. Hours of class per week: 2. Hours of lab per week: 3.

EL 235 Industrial Electronics**3 s.h.**

Theory and operation of semi-conductor devices and systems used in industrial controls in industry. The student will become familiar with and able to troubleshoot and repair controls containing semiconductor devices such as: SCR's photoelectric devices, timing circuits, UJT's, speed controls for DC motors, and controls for AC motors and lighting systems. These items will be assembled and tested for performance in lab.

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

EL 236 Introduction to Microcomputers**4 s.h.**

The student will cover the theory and operation of Operational Amplifiers and their application to industrial controls and instrumentation. In lab these devices will be assembled into control systems and tested for performance and experience gained in schematic reading and troubleshooting. Also, in this course the student will be introduced to the Microprocessor as a tool for controlling industrial processes. In this area the student will be introduced to the CPU, associated software and hardware, such as instruction sets, registers, input-output devices, codes, memories, interfacing, etc. The lab will consist of experiments on the Micro-Mini where the previously named items can be seen and tested.

Prerequisite: EL 232 or equivalent. Hours of class per week: 3. 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.

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

***Students require special clothing and equipment, in addition to text books.*

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 224 Hospitality Management**3 s.h.**

This course is designed to emphasize the unique requirements of hospitality management such as: textile and housekeeping procedures and laws, "Front-of-House" hospitality standards for dining room supervision, banquet and hotel/motel operations. In addition, cleaning supplies, specifications and standards, equipment specifications and design. "Front Desk" techniques and public relations will be covered.

Prerequisite: FS 121, FS 123 recommended. Hours of class 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 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

2 s.h.

This electrical graphics course is concerned with basic drafting techniques with the Electronics Technician in mind. The important thing for the technician is to be able to communicate with the draftsman, the machinist, or the assembler as well as the engineer. Therefore, he/she must know the basics of orthographic projection, geometrics, cross section, dimensioning, axonometric projections, and sketching. Covers, schematics and wiring diagrams, printed circuit board layout, component layout, specifications and graphs are to be incorporated in a complete set of plans and specifications for a small project in conjunction with the Elect Tech faculty.

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

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.

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.

*Photography courses - see EDUCATIONAL RESOURCES.

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

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.



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 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.

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.

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

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

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 Infirmarys.

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.

Prerequisite: NU 105, completion of or concurrent registration in BI 182 and SS 297. Hours of class per week: 4. 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.*

APPROVED ACADEMIC CALENDAR

1979-80

Calendar outlined below pertains to all credit bearing courses taught through Fulton-Montgomery Community College. The 1980-81 Academic Calendar will be determined at a later date.

FALL, 1979

Sept. 4, Tues.	Testing, Advisement, Registration (NEW STUDENTS)
Sept. 5, Wed.	Advisement & Registration (RETURNING STUDENTS)
Sept. 5, Wed.	Orientation (NEW STUDENTS)
Sept. 6, Thurs.	CLASSES BEGIN FOR FALL, 1979, SEMESTER
Sept. 6-12, Thurs.-Wed.	Late Registration - Subject to \$10 Late Fee
Sept. 12, Wed.	Late Registration Period Ends. Last Day for Student Initiated Schedule Changes
Oct. 8, Mon.	NO CLASSES - COLUMBUS DAY
Oct. 26, Fri.	MID-TERM GRADES DUE
Nov. 12, Mon.	Pre-Registration Begins for Spring, 1980
Nov. 21, Wed.	CLASSES END - THANKSGIVING RECESS
Nov. 26, Mon.	CLASSES RESUME
Dec. 19, Wed.	CLASSES END - DAY
Dec. 21, Fri.	CLASSES END - EVENING
Dec. 20-22, Thurs., Fri., Sat. a.m.	FINAL EXAMINATIONS - DAY CLASSES
Dec. 27, Thurs.	FINAL GRADES DUE

INTERSESSION - WINTER TERM, 1980

Jan. 2, Wed.	INTERSESSION/WINTER TERM BEGINS
Jan. 4, Fri.	Last Day for Acceptance of Applications for Fall, 1980, Nursing Program
Jan. 21, Mon.	INTERSESSION/WINTER TERM ENDS
Jan. 22, Tues.	WINTER TERM GRADES DUE

SPRING, 1980

Jan. 22, Tues.	Testing, Advisement, Registration (NEW STUDENTS)
Jan. 23, Wed.	Advisement & Registration (RETURNING STUDENTS)
Jan. 24, Thurs.	Orientation (NEW STUDENTS)
Jan. 24, Thurs.	CLASSES BEGIN FOR SPRING, 1980, SEMESTER
Jan. 24-30, Thurs.-Wed.	Late Registration - Subject to \$10 Late Fee
Jan. 30, Wed.	Late Registration Period Ends. Last Day for Student Initiated Schedule Changes
Feb. 18, Mon.	NO CLASSES - PRESIDENTS' DAY

Mar. 21, Fri.
 Mar. 31, Mon.
 April 3, Thurs.
 April 14, Mon.
 May 14, Wed.
 May 15-17, Thurs.,
 Fri., Sat. a.m.
 May 16, Fri.
 May 19, Mon.
 May 25, Sun.

MID-TERM GRADES DUE
 Pre-Registration Begins for Fall, 1980
 CLASSES END - SPRING RECESS
 CLASSES RESUME
 DAY CLASSES END
 FINAL EXAMINATIONS - DAY CLASSES

 EVENING CLASSES END
 FINAL GRADES DUE
 COMMENCEMENT

SUMMER, 1980

June 2, Mon.

Last Day to Register for First 5-Week Summer Session and Summer Evening Session Without Payment of \$10 Late Fee

June 2, Mon.

CLASSES BEGIN FOR FIRST 5-WEEK AND SUMMER SESSIONS

June 9, Mon.

Last Day to Withdraw from First 5-Week Session Without Academic Penalty

June 16, Mon.

Last Evening to Withdraw from Evening Session Without Academic Penalty

July 3, Thurs.

CLASSES END FOR FIRST SUMMER SESSION

July 4, Fri.

NO CLASSES - INDEPENDENCE DAY

July 7, Mon.

Last Day to Register for Second 5-Week Session Without Payment of \$10 Late Fee

July 7, Mon.

CLASSES BEGIN FOR SECOND 5-WEEK SUMMER SESSION

July 14, Mon.

Last Day to Withdraw from Second 5-Week Session Without Academic Penalty

July 25, Fri.

CLASSES END FOR SUMMER EVENING SESSION

Aug. 8, Fri.

CLASSES END FOR SECOND SUMMER SESSION

NEW YORK STATE EDUCATION LAW

§ 224-a. Students unable because of religious beliefs to attend classes on certain days

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the the county in which such institution of higher education is located for the enforcement of his rights under this section.

6.-a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.

7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the state university of New York or of the board of higher education of the city of New York or any community college.

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