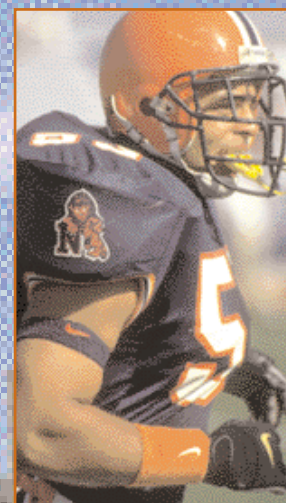


NASSAU COMMUNITY COLLEGE



NASSAU COMMUNITY COLLEGE

Garden City, New York 11530-6793



Students are responsible for reading the Nassau Community College catalog and for knowing the rules and regulations of the College.

Failure to read the catalog does not excuse the student from the academic and financial responsibilities and liabilities described herein.

Nassau Community College is a member of the State University of New York and is accredited by the Middle States Association of Colleges and Schools. Nassau Community is a comprehensive full opportunity College, open to all qualified applicants. Nassau Community College does not discriminate on the basis of race, religion, sex, sexual orientation, color, national origin, age, disability, marital status, physically challenged status or status as a disabled or Vietnam-era veteran in admissions, employment and treatment of students and employees.

Any questions concerning this policy or allegations regarding compliance should be directed to:

*Assistant to the President for
Affirmative Action and Diversity
ADA/504 Coordinator
Nassau Community College
One Education Drive
Garden City, NY 11530-6793*

This catalog is current as of July 1, 2002. Nassau Community College reserves the right to make changes in programs, policies and regulations, as conditions change and such revisions are needed, subsequent to publication. A World Wide Web version of this document with revisions since July 1, 2002, appears at the following Internet address: www.ncc.edu

Because this catalog covers a two-year period, material included may become out-of-date before its next publication.

Any questions concerning changes should be directed to:

*Director of Academic Advisement
Office of the Dean of Instruction
Nassau Community College
One Education Drive
Garden City, NY 11530-6793*



A Message From the President



We believe that every resident of Nassau County deserves the opportunity for success that only a first-class higher education can provide. To this end, Nassau Community College has established high academic standards, assembled a distinguished faculty, and built superior classroom, laboratory, library and physical education facilities. This catalog is designed to acquaint you with all the information you need for a successful experience at Nassau Community College.

Whether you study full-time, part-time, day or evening, I hope you will take maximum advantage of the curricular and co-curricular programs furnished you.

Sincerely,

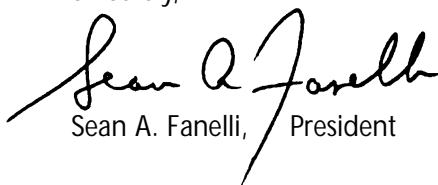

Sean A. Fanelli, President

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Photo Credit: William Baker Photography

Academics

Nassau, the largest of SUNY's 30 community colleges, enjoys a nationwide reputation for academic excellence and ease of transferability to four-year schools. Nassau's faculty is one of the best in New York State, having a higher than average number of Ph.D.'s and one of the lowest teacher/student ratios.

The modern campus includes a library with sophisticated audio-visual facilities and classroom/laboratory wings equipped with personal computers and state-of-the-art apparatus for instruction in more than 60 different fields of study in business, fine & performing arts, health related sciences, liberal arts & sciences, mathematics/computer processing, natural sciences, engineering technologies and social sciences.

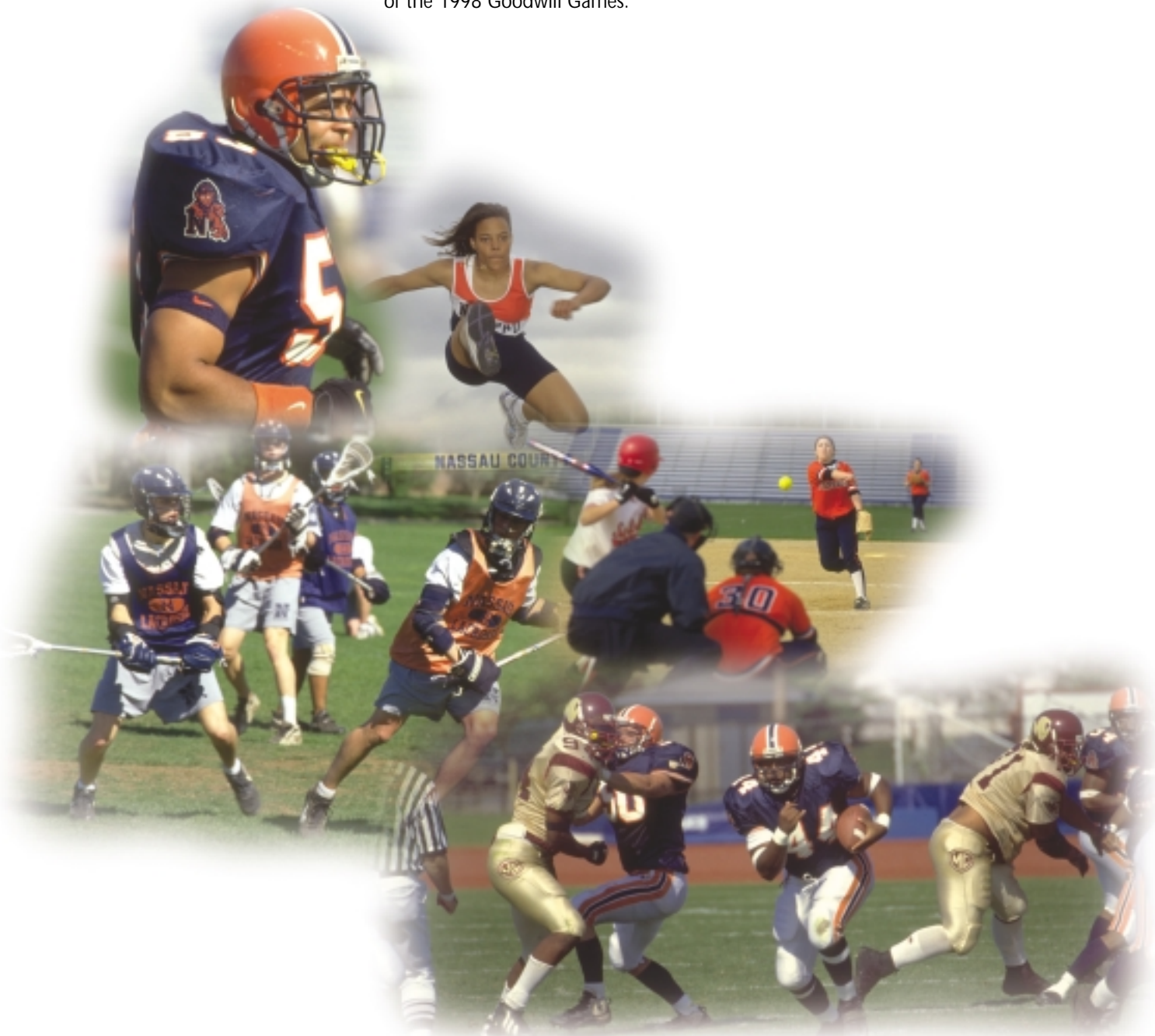


Campus Life

At Nassau, the hours spent outside the classroom are as important as those spent in study. Students may join a club or create one, run a newspaper or run for office, book a band or play in it, deejay or dance, act or interact, work or play. The extensive campus life at Nassau Community College offers students the opportunity to sample their career choice or explore recreational areas of interest. Nassau campus life offers over 60 clubs to join and numerous recreational and social events to attend. Spring, summer, winter or fall, Nassau Community College offers students an outstanding array of activities for relaxation and personal growth.

ATHLETICS

Expert coaching in the finest indoor and outdoor athletic facilities has made the men's and women's varsity teams at Nassau a dominant force in the National Junior College Athletic Association. Individual athletes have gone on to prominence at senior colleges and universities, as well as in professional sports and as coaches and physical education teachers. In addition to hosting local high school championships, Nassau's modern Physical Education Complex and Mitchel Park Center are regularly used for world-class competitions such as the U.S. Volleyball National Championships, the International Games for the Disabled, the Russian-American Wrestling Competition, and was the site of the 1998 Goodwill Games.



GENERAL INFORMATION

THE COLLEGE • A PERSPECTIVE

One of every four college-bound high school graduates in Nassau County makes Nassau Community College his/her college of first choice. For most, NCC is the start of an experience that will lead to four or more years of advanced learning. For others, earning the two-year Associate Degree will lead to employment in the regional job market.

Sharing the classrooms are a growing number of more mature students – some are attending college for the first time, others are returning for specialized training that often leads to career change or advancement.

More than a quarter of today's student population is over the age of 25. The College serves these "non-traditional" students with special adult orientation and advice from enrolled adult students.

Nassau Community College was created as part of the State University of New York by the Nassau County Board of Supervisors on February 9, 1959. When the College opened in a wing of the County Court House in Mineola on February 1, 1960, it had only 632 students.

Enrollment increased dramatically after 1962, when classes were moved to spacious facilities at the former U.S. Air Force base at Mitchel Field. It peaked at over 23,000 students in 1982, following the completion in

1978 of two new academic wings, a modern library, physical education complex, and administrative tower. Despite fewer high school graduates today than ever before, 1998 enrollment totaled 20,620: 11,001 women and 9,619 men.

In response to the growing student population, in January 1997, the new Social Sciences and Visual Arts Building opened, and in September of the same year the new 85,000 square foot College Center became operational.

As the needs of a maturing Nassau County change, the College, too, is evolving and developing. Among recent innovations are a mentoring program that has dramatically increased the College's retention rate and a program of educational outreach directed at business and industry. This program includes training workshops and individually tailored courses that can be conducted on campus or at work sites.

To help students expand their opportunities for easy transfer, the College engages in a cooperative effort with its SUNY/Long Island neighbors and the private colleges and universities that comprise the Long Island Regional Advisory Council on Higher Education.



ACCREDITATION

The College is fully accredited by the Middle States Association of Colleges and Schools and is authorized by the N.Y. State Board of Regents to award two-year Associate Degrees in Arts (A.A.), Science (A.S.), and Applied Science (A.A.S.).

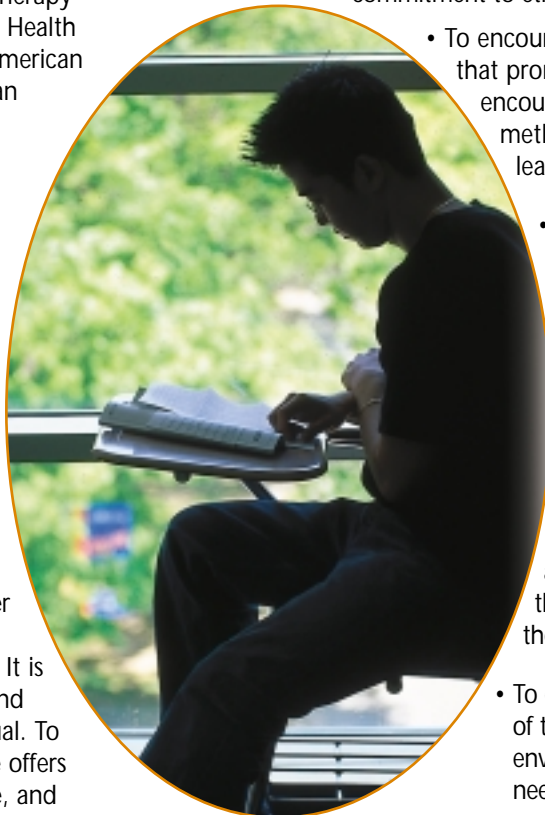
In addition, various academic programs are accredited by the National League for Nursing, the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC-ABET), the National Association of Schools of Music, the American Bar Association, the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, the Committee on Allied Health Education and Accreditation of the American Medical Association, and the American Board of Funeral Service Education.

MISSION OF THE COLLEGE

Nassau Community College, a constituent member of the State University of New York system, is a comprehensive, full-opportunity institution of higher education. All who can benefit from its resources have the opportunity to expand their knowledge and skills and to pursue the goal of lifelong learning. The College is dedicated to high quality, low-cost education and career preparation to meet the needs and interests of the community it serves. It is committed to academic excellence and the dignity and worth of the individual. To this end, Nassau Community College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as certificates and continuing education programs. Its curricula span the liberal arts and sciences, as well as pre-professional and professional areas, for the benefit of a diverse population. The College places a high priority on small classes, taught by qualified, experienced faculty, to provide an optimal educational environment.

In fulfillment of this Mission, Nassau Community College affirms these goals:

- To create educational programs that respond to and satisfy diverse community needs



- To provide general education that teaches students to think critically and analytically about a body of knowledge conducive to lifelong learning
- To maintain developmental programs which upgrade student skills for success in college level courses, and to provide special courses of study which enhance general education
- To provide the support services necessary for students to realize their maximum potential
- To create a wide variety of activities and cultural programs to enrich student and community life
- To create a multicultural environment which fosters the synthesis of knowledge, aesthetic appreciation, and commitment to ethical and social values
- To encourage faculty development with programs that promote scholarship and creativity, and to encourage the adoption of innovative teaching methods and technology to enhance student learning
- To support and strengthen academic programs which best prepare students for transfer to senior institutions, and to provide career programs to prepare students for regional and global employment opportunities
- To provide administrative leadership which assures educational quality, furnishes adequate student support services, maintains effective budgeting and facilities management, and stimulates thoughtful planning for the future of the College
- To enhance the economic and cultural vitality of the County by promoting an educational environment which responds to the changing needs of the community

GOVERNANCE AND AUTHORITY

The Academic Senate, composed of representatives of the teaching faculty, administration, and student body, is responsible for much of the governance of the College. It is the institution's chief legislative body, responsible for formulating College policy on curriculum, methods of instruction, research, and those aspects of student life which relate to the educational process.

The ultimate authority for College operation is vested in the Board of Trustees, five of whom are appointed by the Nassau County Executive and four by the Governor of New York. A tenth member is elected annually by the student body.

THE CAMPUS

LOCATION AND RESOURCES

The 225-acre campus is located in central Nassau County and is easily reached from the Meadowbrook Parkway (Exits M3 and M4) or from entrances on Stewart Avenue and Hempstead Turnpike.

Students attend classes in modern classroom wings and in picturesque older buildings once used by the U.S. Army and Air Force. Students have access to the latest available equipment for teaching health sciences, engineering technologies, marketing and business, computer technology, liberal and fine arts, mathematics and sciences, and the performing arts.

Central to the campus is a plaza which connects a 12-story Administrative Tower containing many campus offices, including Admissions, Bursar, Financial Aid and others; an extensive Library (described under "Learning Resources"), and a 192,000 square-foot Physical Education Complex, which is one of the finest in the Northeast, and includes swimming and diving pools, a gymnasium, a fieldhouse, saunas, and specialized rooms for wrestling, dance, gymnastics and indoor ball games.

The new Social Sciences and Visual Arts Building (G Building), which opened in January 1997, is where 9,000-10,000 students attend class. The departments of Art, Criminal Justice, Economics, History, Geography, Political Science, Psychology, Sociology and the ESL (English as a Second Language) Center hold their classes in this space. The Social Sciences and Visual Arts Building has 37 classrooms and two state-of-the-art lecture halls.

In September 1997, the new 85,000 square-foot College Center opened. The new Center accommodates student activities, student government, the Faculty-Student Association, various student clubs, and conference facilities. The central meeting area is a multi-purpose room designed to accommodate banquets, theatre productions, film and video, dances, and large meetings. Several study lounges and two conference rooms are located on the second and third floor along with a darkroom and computer area for the student newspaper.

Still planned for future construction are a Theatre and Performing Arts complex, and improved public spaces and walkways.

INFORMATION SERVICES CENTER



The Information Services Center, located on the Plaza Level of the Administrative Tower, is open five days a week to answer questions about the College and to direct visitors and students. Hours are Monday through Thursday from 8 a.m. to 7:30 p.m., and Friday until 4:30 p.m. The Information Center can be reached by phone at (516) 572-7501 (TDD: 572-9882), or fax: (516) 572-3557.

SMOKING PROSCRIPTION

Nassau Community College has been designated a smoke-free facility by the Nassau County Commissioner of Health. The College asks that no one smoke in any campus building, a request made to protect the health of smokers and nonsmokers alike.

BUS SERVICE

Public transportation to the College is available. Route and schedule information may be obtained seven days a week by calling the Bus Information Center at (516) 228-4000.

PUBLIC SAFETY DEPARTMENT

The Public Safety Department has two offices. The main office is located between the College Union Building and the Theater, and the satellite office is on the lower level of the Administrative Tower. Both offices are staffed 24 hours a day, 7 days a week.

Public Safety provides foot and motor patrols of the campus around the clock and responds to emergency situations such as accidents, fires, medical emergencies, as well as reports of criminal activity. Our motto " We Care" reflects our commitment to safeguarding the safety and security of all members of the campus community. In an effort to make ourselves more available to the needs of the campus, bicycle patrols have been added.

Other services offered by Public Safety are:

- Issuance of college identification cards
- Issuance of faculty/staff parking permits
- Lost and Found Service
- Assistance with car lock-outs and battery jumps
- Investigation of complaints, criminal activity and safety issues

You can contact Public Safety at:

Emergency: 572-7111 or 572-7100 for general calls or you can simply pick up any of the red emergency telephones located throughout campus for assistance.

LEARNING RESOURCES

ACADEMIC COMPUTER SERVICES

Academic Computer Services provides support for the instructional areas of the College that utilize computer technology. Services include: administration of the public computer labs, consultations with faculty and assistance in finding software solutions for their subjects, computer lab design and setup, administration of the College web site, email administration and support, and faculty and staff training.

ACADEMIC COMPUTING CENTERS

The Academic Computing Centers are facilities available to the academic community for formal and informal instruction involving the use of computing. Each Center supports popular computing applications including: word processing, spreadsheets, and multi-media. Each is fully networked and provides full access to the Internet.

For more information, contact Academic Computer Services at (516) 572-7624 or stop by one of the Center locations:

Library - 2nd floor
A Cluster - Room 107/109
Bradley Hall - Room Y4
Bldg. G - Room G145/149

LEARNING CENTERS/ HELP CENTERS

Nassau Community College provides a variety of designated Learning or Help Centers to assist students in all curricula when extra or supplementary course work is needed or required.

The activities in these Learning/Help Centers include services for students in virtually all credit and non-credit programs. The following Learning and Help Centers are available: Academic Computer Services; Accounting; Allied Health Science (Physical Therapy, Radiologic Technology, Respiratory Therapy, Surgical Technology); Art; Biology; Chemistry; Communications (ESL); Economics; Engineering/Physics/Technology; English (Writing Center); Foreign Language Learning Center; MATH/STAT (Computer Learning Center, Math Help Center); Music Learning Center; Nursing Laboratory and Resource Center; Reading Learning Center; Office Technology; Reinforcement Learning Center and, for Basic Education students, a reading, writing and mathematics learning center.

LIBRARY

The College Library contains approximately 160,000 volumes and is the learning resource center for the campus. It houses sophisticated audiovisual equipment and the latest in computer technology. In addition, the Library subscribes to approximately 700 periodicals in print format, and has full-text access to many more through SUNYConnect, the SUNY Virtual Library initiative and EmpireLink, the New York State Library initiative. Supplementing the print and electronic collections are more than 50,000 audiovisual items: audio tapes, phonorecords, videotapes, 16mm films, filmstrips, slides, compact disks, CD-ROMs, DVDs, and other materials.

The spacious four-story Library is open seven days a week during the fall and spring semesters. Summer, Winterim, and intersession hours are also scheduled. Expert librarians are available for reference assistance. The Library promotes information literacy through individual and group instruction on library research, using both print and electronic resources. Community residents are encouraged to use the Library.

The main floor contains the key to the Library's collection, which is a computerized catalog (NASCAT) with remote access capability. Through the catalog, students may also search the collections of eight other SUNY schools in the metropolitan area as well as the Nassau Library System and the Queens Borough Public Library System.

The reference area, circulation, periodicals and reserve check-out counters, exhibits, a networked electronic classroom, and a large quiet study area are also located on the first floor. On the lower level, there are two classrooms for library instruction, one of which is a second networked electronic classroom. The second and third floors house the circulating book collection, media, microform area, study areas, and the Academic Computer Center. Media also features a well-equipped screening room, which is available for class presentations.

Librarians provide instruction in the use of library facilities, the Internet, and effective research techniques. Lectures on library research are available to classes in all subject areas. Credit-bearing courses – Introduction to Library Research (LIB 101-3 credits), and Essential Research for College Success (LIB 100-1 credit) – are offered as part of the regular College curriculum.

The Library is also home to several special collections including the Dozenal Society of America, the College Archives, and the G. Wilson Knight Interdisciplinary Society.

Adjacent to the second floor Media Unit is an adaptive-equipment lab managed by the Center for Students with Disabilities. Services to the physically challenged include a Reading-Edge optical character reader that converts printed text to spoken information, PC's with special keyboards and software, closed-captioned decoders, and Visualek equipment to enlarge print materials for easier reading.

AUDIO-VISUAL SERVICES

The Audio-Visual Center is located in Building T-154 and is a unit of the Office for Distance and Distributed Learning. It provides on-campus distribution and set-up of media equipment for classroom presentations, seminars, and large group presentations. Personnel may also be available to videotape featured campus presentations as well as classroom activities when appropriate.

COLLEGE ORGANIZATIONS AND AFFILIATIONS

ALUMNI ASSOCIATION OF NASSAU COMMUNITY COLLEGE, LTD.

The Alumni Association of Nassau Community College, Ltd., a not-for-profit corporation, was founded in 1985 to create and maintain, among the College's graduates, an abiding sense of personal commitment to the life and growth of Nassau Community College.

The Alumni Association is a self-sustaining organization whose officers, directors, and membership is composed of dues-paying graduates of Nassau Community College.

Membership is open to all degree and certificate recipients of Nassau Community College. Lifetime membership dues are \$35.00. Membership dues are primarily used to fund the Association's scholarship program.

The scholarship program provides funds for students attending the College. The Association strives to increase the number of scholarships each year. The present goal is to award a scholarship to a student from every high school in the County who plans to enroll at Nassau Community College.

NASSAU COMMUNITY COLLEGE FOUNDATION, INC.

The Nassau Community College Foundation is an eleemosynary corporation formed specifically to promote the interests of the College. The Foundation is structured to meet the ever-increasing demands of the future by providing an independent avenue to receive philanthropic aid which assists in the continuing development of the College and its varied programs. The Foundation may accept, hold, invest, reinvest and administer any gifts, bequests, or trusts which benefit the College.

The Foundation disburses funds for the purposes of scholarship awards to students, faculty development programs and various activities which enrich the educational programs of the College. In some instances, the Nassau Community College Foundation functions as the fiduciary agent for the receipt of grants written by faculty and professional employees.

The primary focus of the Foundation's activities is the scholarship program. Direct support to students assists in the fulfillment of their educational goals. Through the auspices of the Foundation, scholarships are awarded to outstanding students in each academic department. Additionally, programs in faculty development, cultural and leadership activities are undertaken through the efforts of the Foundation Board.

The Foundation is governed by a Board of Directors composed of prominent members of the business and professional community, each of whom is dedicated to the goals of higher education and to the success of Nassau's students.

THE STATE UNIVERSITY

The State University of New York encompasses 64 geographically dispersed campuses (both two and four-year) to bring educational opportunities to virtually all New York citizens. It comprises the nation's largest centrally managed system of higher education. Nassau Community College is the largest of 30 two-year colleges operating under the system. When founded in 1948, the State University of New York system consolidated 29 State-operated, but unaffiliated, institutions whose varied histories of service dated as far back as 1816. It has grown to a point where its impact is felt educationally, culturally, and economically the length and breadth of the state.

As a comprehensive public university, SUNY provides a meaningful educational experience to the broadest spectrum of individuals. Just under 398,400 students (full and part-time) are pursuing traditional study in classrooms or are working at home, at their own pace, through such innovative institutions as Empire State College, for over two decades a leader in non-traditional education, distance learning and assessment of prior learning.

SUNY's students are predominantly New York State residents, who represent more than 95 percent of the University's undergraduate enrollment. Approximately one-third of all New York State high school graduates continue on to a SUNY institution. Between 1976 and 2001, the University recorded more than a 140 percent increase in the enrollment of African, Asian, Hispanic and Native Americans, compared with a 40 percent increase among colleges and universities across the country. Nassau Community College has the highest number of minority students among SUNY's community colleges. Approximately one-third of the total enrollment is 25 years of age or older, reflecting SUNY's services to specific constituencies, such as training for business and industry, continuing education, and a wide array of community services to enhance both personal enrichment and professional growth.

The University's programs for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs (EOP's) and Educational Opportunity Centers (EOC's), have become a model for delivering better learning opportunities to young people and adults traditionally bypassed by higher education. Over the past 25 years, almost 330,000 New York State residents have been served.

Through the SUNY 2000 planning project, the University is making a special effort to look ahead to the next century by examining New York State's higher education needs for an increasingly diverse population, including responses for new workforce needs, a changing economy, the burgeoning demand for health care reform, the need for strengthening public education, and higher education's role as a mechanism for greater social and economic justice.

The State University is governed by a Board of Trustees, appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the SUNY board is defined by law.

THE UNIVERSITY'S MOTTO IS:

*"To Learn...
To Search...
To Serve..."*



ACADEMIC CALENDARS 2002-2004

FALL SEMESTER, 2002	
Sept. 3	Day classes begin.
7	College Holiday; classes do not meet.
8	College Holiday; classes do not meet.
9	Evening classes begin.
16	College Holiday; classes do not meet.
18	Day classes meet on a Monday schedule.
Nov. 11	College Holiday; classes do not meet.
12	Day & Evening classes meet on a Monday schedule.
27	Evening classes do not meet.
28 -30	Thanksgiving recess
Dec. 1	College Holiday; classes do not meet.
21	Last meeting of Day and Evening classes

WINTERIM SESSION, 2002-2003	
Dec. 27	Day and Evening classes begin Monday through Friday.
Dec. 31	College Holiday; classes do not meet.
Jan. 1	College Holiday; classes do not meet.
16	Last meeting of Day and Evening classes

SPRING SEMESTER, 2003	
Jan. 21	Day classes begin.
25	Evening classes begin.
Feb. 15-20	Presidents Day recess
21	Day classes meet on a Monday schedule.
21	Evening classes do not meet.
Apr. 14-20	Spring recess
May 16	Last meeting of Day and Evening classes

SUMMER SESSION I, 2003	
May 27	Day & Evening classes begin Monday through Thursday.
30	Day & Evening classes meet on a Monday schedule.
June 26	Last meeting of Day and Evening classes

SUMMER SESSION II, 2003	
June 30	Day & Evening classes begin Monday through Thursday.
July 31	Last meeting of Day and Evening classes

SUMMER SESSION III, 2003	
Aug. 4	Day & Evening classes begin Monday through Friday.
22	Last meeting of Day and Evening classes

FALL SEMESTER, 2003	
Sept. 2	Day classes begin.
5	Evening classes begin.
26	Evening classes do not meet.
27-28	College Holiday; classes do not meet.
Oct. 6	College Holiday; classes do not meet.
8	Day classes meet on a Monday schedule.
Nov. 11	College Holiday; classes do not meet.
26	Evening classes do not meet.
27-30	Thanksgiving recess
Dec. 20	Last meeting of Day and Evening classes

WINTERIM SESSION, 2003-2004	
Dec. 29	Day and Evening classes begin Monday through Friday.
31	College Holiday; classes do not meet.
Jan. 1	College Holiday; classes do not meet.
16	Last meeting of Day and Evening classes

SPRING SEMESTER, 2004	
Jan. 20	Day classes begin.
24	Evening classes begin.
Feb. 14-19	Presidents Day recess
20	Day classes meet on a Monday schedule.
20	Evening classes do not meet.
Apr. 5-11	Spring recess
May 14	Last meeting of Day and Evening classes

SUMMER SESSION I, 2004	
May 24	Day and Evening classes begin Monday through Thursday.
31	College Holiday; classes do not meet.
June 4	Day and Evening classes meet on a Monday schedule.
24	Last meeting of Day and Evening classes

SUMMER SESSION II, 2004	
June 28	Day and Evening classes begin Monday through Thursday.
July 5	College Holiday; classes do not meet.
9	Day and Evening classes meet on a Monday schedule.
29	Last meeting of Day and Evening classes

SUMMER SESSION III, 2004	
Aug. 2	Day and Evening classes begin Monday through Friday.
20	Last meeting of Day and Evening classes

NOTE: The last day to register for day classes for spring 2003 is Friday, January 17, 2003.
The last day to register for day classes for fall 2003 is Friday, August 29, 2003.
The last day to register for day classes for spring 2004 is Friday, January 16, 2004.

ADMISSIONS INFORMATION



Students interested in attending Nassau Community College should consult the most current "Admissions Guide and Application" for up-to-date information, application deadline dates, and acceptance requirements for specific programs.

MATRICULATION

Students who wish to earn a degree should apply for matriculated status by completing the College's regular application for admission and providing all required documentation by the specified deadline. Acceptance as a matriculated student in a particular program indicates that the student has met all admissions requirements necessary to be a degree candidate in that program. Normally, only matriculated students are permitted to attend on a full-time basis (12 or more credits per semester). It is important to note that matriculated status and full-time study are required for the receipt of certain types of federal and state financial assistance.

All degree candidates must be high school graduates or hold a General Equivalency Diploma (G.E.D.). Local school diplomas, such as I.E.P. and annotated diplomas, school leaving certificates, and certificates of attendance, are not valid for admission unless the school certifies that the applicant has met all diploma requirements (including successful completion of the Regents Competency Testing or any other requirements) mandated by the Education Department of New York State. Certain non-graduates may be eligible for matriculated status based on federal Ability-to-Benefit regulations. (See p. 18 for information about Ability-to-Benefit.)

Nassau County high school seniors can obtain an application for admission from their high school guidance offices. Applications can also be obtained by writing to Office of Admissions, Nassau Community College, One Education Drive, Garden City, NY 11530-6793, or by calling (516) 572-7345; via e-mail at admoff@ncc.edu; or by printing it from our website at www.ncc.edu.

Requirements for admission to specific programs vary. Most important are the applicant's high school record and, in the case of a transfer student, college record(s). Recommendations from counselors and faculty members and Scholastic Aptitude Test and/or American College Test scores are not required but can be helpful in making a positive admission decision when a student does not meet the criteria for a particular program.

Applicants with foreign credentials must carefully follow the instructions outlined in the College's most current "Admissions Guide and Application." Foreign applicants who require a Student (F-1) Visa must submit additional application materials as well as a TOEFL score (minimum of 550 required) as specified in the guide.

High school graduates or holders of the G.E.D. who do not meet the academic requirements for admission to a particular area of study should make an appointment with an admissions counselor to discuss appropriate options.

Applicants to selective programs such as Nursing and the Allied Health Sciences who fail to meet eligibility requirements for admission to these programs should contact the Office of Admissions to discuss the necessary and appropriate course work that may enable them to qualify for admission at a later date. The Office of Admissions, in conjunction with several academic departments, holds informational workshops and/or individual sessions with prospective students to ensure that students are aware of prerequisite requirements for admission to these programs.

All applicants for matriculated status and for enrichment programs are required to take assessment tests in English, reading, and mathematics unless specifically exempted from the tests by the Office of Admissions. The results of these tests, which are used for placement and advisement, may affect a student's admission to certain programs or academic areas but not to the College.

Information on criteria for admission to specific areas of study is found in the "Admissions Guide and Application" that can be obtained by contacting the Office of Admissions at (516) 572-7345 or via our website as specified above.

NON-DEGREE STATUS

Students who do not intend to pursue a degree or certificate at Nassau or at another post-secondary institution but rather plan to take courses for personal enrichment or professional growth should apply for non-degree status. Non-degree students are not required to take the College's skills assessment test. They are normally limited to part-time study (11.5 or fewer credits per semester) and are not eligible for state and federal financial aid programs. (See additional restrictions explained on page 14 in assessment testing section.)

Students in attendance who wish to change from non-degree to matriculated status must contact the Office of the Registrar. Students should first review the "Academic Requirements" section of this Catalog for matriculation requirements.

SKILLS ASSESSMENT TESTS IN ENGLISH, READING, AND MATHEMATICS

All applicants to the College who seek degrees or certificates are required to take an assessment test prior to registration. This test assesses skills in the areas of writing, reading, and mathematics, with the results used to determine if special course work must be taken in those subject areas. Students whose native language is not English are required to take an English as a second language test in lieu of the College's regular assessment test. Students whose test results indicate a need for special courses must take those courses during the first semester of attendance (unless specifically exempted from doing so) and continue taking them in successive semesters until completing them satisfactorily. Successful completion of prescribed remedial work is a prerequisite to enrollment in specific credit-bearing courses.

These specialized courses in English, reading, and mathematics are found in the Course Description section of this catalog under BEP 090, 091, 092; (ESL) RDG 010, 020, 030; ENG 010, 020, 030; COM 010, 020, 030, and RDG 001, 002, ENG 001, MAT 001 and MAT 002.

Non-degree students (those not seeking a degree or certificate) will be permitted to accumulate no more than 12 credits without taking the College's assessment test. Students who have not taken the College's assessment test will be prohibited from enrolling in any credit-bearing English, reading, or mathematics courses until assessment test results are available. Permanent exemptions from the assessment test will be given to those students who provide documentation that they possess a college degree from an accredited institution or who submit documentation that they have successfully completed both a college level writing course equivalent to Nassau's ENG 101 (Composition I) and a mathematics course equivalent to Nassau's MAT 109 (Algebra and Trigonometry) or higher.

The College reserves the right to test or exempt from testing any student regardless of status applied for and/or deny admission to specific course offerings based on test results. The College reserves the right to deny registration privileges to any student who does not comply with all aspects of the Placement Testing Policy.

For further details on specific time and place of assessment testing, see our website (www.ncc.edu) or contact the Coordinator of Testing at (516) 572-7780.

IMMUNIZATIONS REQUIREMENT

New York State law requires that students born on or after January 1, 1957, who are enrolled for six or more chargeable credits, be immunized against measles, mumps and rubella. The law further mandates that students who fail to submit proof of immunization prior to the 30th day of a regular semester will be disenrolled from all classes.

Disenrolled students are not permitted to be physically present in class and will receive "W" grades for all enrolled classes. Disenrolled students will not be permitted to register for future semesters and are not entitled to any refund of tuition and fees.

In the event of an outbreak of measles, mumps or rubella, the New York State Department of Health will exercise emergency procedures that require the College to ban the attendance of any student regardless of credit load who has not submitted proof of immunization to the College's Health Services Office. For this reason, the College encourages all students in attendance born on or after January 1, 1957, to submit proof of immunization. In the event of an outbreak, students will not be permitted to use attendance restrictions imposed by the New York State Department of Health as a reason for a refund in excess of normal refund entitlements as outlined in the College's refund policy elsewhere in this publication. Submitting documentation of immunization is the responsibility of the student and will ensure uninterrupted attendance.

EARLY ADMISSIONS OPTIONS MATRICULATED STATUS

EARLY ADMISSION. The College enables some high school students who have completed the junior year to enroll as full-time freshmen. Arrangements can be made with the high school so that successful completion of the freshman year of college entitles these students to a high school diploma. Students applying for early admission normally must meet the following minimum requirements:

- (1) completion of the junior year (11th grade) of high school;
- (2) completion of at least 16 academic units of college-prep courses in high school;
- (3) achievement in high school that would place the applicant in the upper 20 percent of the high school class;
- (4) standardized test scores which give strong evidence of intellectual ability to do college work;
- (5) sufficient emotional maturity to cope with and benefit from an early college experience as evidenced in an interview with an admissions counselor;
- (6) permission of high school counselor or principal.

NONMATRICULATED STATUS

HIGH SCHOOL ENRICHMENT. The College also enables some high school seniors to enroll in college courses (maximum of two courses per semester) during the regular academic year while continuing to attend high school. Students applying for this enrichment option usually must meet the following minimum requirements:

- (1) completion of the junior year (11th grade) of high school;
- (2) achievement in high school that would place the applicant in the upper 20 percent in subjects being elected for advanced study;
- (3) evidence of sufficient emotional maturity to cope with and benefit from an early college experience as evidenced in an interview with an admissions counselor;
- (4) acceptable general academic achievement in high school;
- (5) permission of high school counselor or principal.

HONORS CONNECTION. High school juniors and seniors who elect the enrichment option described above and who have consistently excelled in high school can take a class in the Honors sequence at the College (see following). To qualify, students must have a 90 percent average in academic subjects and a minimum score of 1000 on the PSAT or SAT exam (500 minimum on each of the verbal and math sections). Interested students should contact the Honors Program coordinator for additional information regarding application at (516) 572-7194.

HOW TO APPLY FOR EARLY ADMISSION

Applicants for the early admission options described on page 15 must complete the College's regular admission application and indicate "Early Admission" at the top of the application. The student should attach a brief statement of the intended purpose for early study and take these to the high school guidance counselor. The guidance counselor should affix the following documents to the application and give them to the student, who will call for an interview appointment with a Nassau admissions counselor:

- (1) recommendation of counselor and/or principal, including specific courses that the student must complete at the College to qualify for a high school diploma (if applicable);
- (2) a transcript of high school courses completed and in progress;
- (3) all available standardized test results;
- (4) recommendations from teachers.

TRANSFER STUDENTS

For admission with advanced standing from an accredited college, a student must arrange for transmittal of high school and college records to Nassau's Office of Admissions. All academic records should be mailed to: Office of Admissions, Nassau Community College, One Education Drive, Garden City, NY 11530-6793. It is the student's responsibility to make sure the College receives all official transcripts by appropriate deadline dates.

Only equivalent courses with a grade of "C" or higher relevant to a student's degree requirements at Nassau will be accepted from other colleges for credit toward a degree at Nassau. Courses completed on a trimester or quarterly basis will be converted to semester hour credits. Questions regarding evaluation of transfer credits should be referred to the Office of Admissions.

RETURNING STUDENTS

A student who previously attended Nassau and wishes to return, and who has not attended another college in the interim, may request reactivation via the Office of the Registrar.

Students wishing to return with a new area of study must submit to the Office of the Registrar a Change of Area form approved by the appropriate academic department chairperson.

Students who were once enrolled in high-demand programs, such as Nursing, one of the Allied Health Science programs, or Commercial Art: Digital Technologies, may not be permitted to re-enroll in these departments if seats are not available. Reactivating students interested in returning to any of these programs should contact the appropriate academic department.

Students who wish to return, and who have attended another college since leaving Nassau, must reapply through the Office of Admissions. Students must also reapply to the Office of Admissions if they applied to Nassau previously but did not attend classes.

THE FRESH START PROGRAM

Fresh Start is a program that allows a student who has not been in attendance at Nassau Community College for a five year period to cancel grades lower than "C" earned by the student during any previous period of attendance.

Specific Terms:

1. Upon approval of his/her application, a student's grades lower than "C" earned at Nassau Community College prior to re-entry into NCC will no longer be calculated into the student's Grade Point Average (GPA), nor will they be credited towards a degree.
2. The student will receive no academic credit for those courses taken prior to re-entry in which he or she received grades lower than "C."
3. However, all previously taken courses and the resulting grades will still be displayed on the student's transcript.
4. A revised transcript will be issued upon approval of the student's application.

Eligibility: A former student who has not been in attendance at NCC during a minimum of the last five preceding years may apply for acceptance into the Fresh Start Program. This does not apply to NCC graduates returning to the College for further study.

Policy Guidelines:

1. Acceptance into Fresh Start will be granted only one time for each student.
2. In order for his/her application to be approved, the Fresh Start candidate must successfully complete twelve (12) credit hours of study after re-entry.
3. Grades in all credit courses taken after re-entry must be "C" or higher.
4. A student may apply for Fresh Start during the semester in which he or she expects to complete the twelve (12) credits after re-entry.
5. The Fresh Start candidate must complete the twelve (12) credit hours within two academic years from the time of re-entry.
6. While a Fresh Start candidate, a student will be permitted withdrawal ("W") grades only if he/she has medical or personal reasons authorized and accepted by the Dean of Students.
7. The Fresh Start Policy does not supersede existing BEP or ESL policies and programs. A student placed in a BEP or ESL program as a result of the College's placement test must satisfactorily complete the program's requirements before Fresh Start status can be considered.
8. The Fresh Start Policy does not supersede departmental admission policies.
9. The Fresh Start Policy does not supersede College dismissal policies. (See dismissal policy and dismissal appeal procedures in this catalog).
10. The Fresh Start Policy does not prevent a student from repeating courses in order to secure a higher grade in those courses.
11. The guidelines set forth in the Fresh Start Policy cannot be waived.

Application Procedure

1. A student may apply for Fresh Start during the semester in which he or she expects to complete the twelve (12) credits since the time of re-entry.
2. APPLICATION DEADLINES: November 15, April 15, August 1. Applications submitted after the above dates will be considered with the pool of applicants who apply during the following semester or summer sessions. If any of the above dates fall on a weekend or when the College is officially closed, applications will only be accepted on the first business day after such closure.
3. WHERE TO PICK UP APPLICATION: The Academic Advisement Center, (516-572-7118), or Educational Counseling, Room 19, Nassau Hall (Building M), academic department offices, and in the Adult Resource Center, Plaza Level of the Tower.
4. WHERE TO SUBMIT APPLICATION: The Academic Advisement Center, (516-572-7118), Monday through Thursday, 8:30 a.m. - 8:00 p.m., and Friday 8:30 a.m. - 4:00 p.m. Completed applications may also be mailed to: Fresh Start Program, Academic Advisement Center, Nassau Community College, Garden City, NY 11530.

VISITING STUDENTS

Students who are matriculated at another institution may, with the permission of their home institution, study at Nassau Community College for one or two semesters, while maintaining matriculated status at their home college. This program enables a student to test another environment without making a complete transfer. For information and a Visiting Student application, contact the Office of Admissions.

ADVANCED STANDING

Advanced placement opportunities are available to students through a policy of credit allowance for "life experience" and "credit by examination."

Placement is approved by the department involved, based on one or more of five methods:

- (1) Departmental criteria (including written examinations, interviews, evaluation of past work or study, auditions, etc.);
- (2) College Level Examination Program (CLEP); (3) College Proficiency Examination (CPE); (4) College Entrance Examination Board Advanced Placement tests (CEEB/AP); (5) United States Armed Forces Institute Examinations (USAFI/DANTES).

For additional information, see "Programs for Military Personnel."

Credits earned by examination or departmental assessment are counted as non-resident credits and are not computed in the cumulative grade point average nor in the total number of credit hours carried for the semester in which they are awarded.

A student may receive advanced placement with credit by passing, with a minimum score established by the department, an examination in the appropriate subject area. A student may have preliminary course(s) waived (advanced placement without credit) and register for more advanced course(s) upon satisfactory departmental assessment. In either case, the student must file an application with the department chairperson.

The departments awarding credit for advanced standing and/or "life experience" are Accounting/Business Administration, Allied Health, Art, Biology, Criminal Justice, Engineering/Physics/Technology, Health/Physical Education/Recreation, Hotel/Restaurant Management, Marketing/Retailing, Mathematics/Computer Science, Music, Nursing, Office Technology, Physical Science, Psychology, Sociology, and Theatre/Dance. Students interested in advanced standing and/or "life experience" credit should contact the appropriate department. See page 65 for the Academic Departments and Curricula listings.

Nassau Community College subscribes to the concept of earning credit through special programs, such as Independent Study and College Proficiency Examinations, sponsored by the State University of New York and the New York State Education Department. Credit may be applied toward a degree in one or a combination of any of these special programs, if a grade equivalent to "C" or higher is attained. Further information can be obtained on these special programs by writing directly to the State Education Department at Albany, NY 12224.

HONORS

Honors classes are offered for academically gifted students. Those completing Honors courses will have an "Honors" designation entered on their transcripts. Honors students can be enrolled in a special core curriculum which features an enriched background in the humanities, sciences and other specific subjects. These students are designated as full Honors participants. Students may also elect Honors courses in certain subjects only and be classified as partial participants in Honors. Honors courses can fulfill the requirements for the Associate Degree.

Honors students work with a special advisor who helps them develop their potential in flexible, rewarding programs.

To qualify for Honors at Nassau, applicants must rank in the top 20 percent of their high school graduating class and must have completed three years each of Regents English, Regents mathematics, and Regents science, demonstrating consistently high grades in each. Students may also be required to meet additional criteria determined by the Coordinator of the Honors Program. Students may apply for Honors by checking the designated box on the College's application for admission.

For further information contact the Honors Coordinator, Prof. C. Farber, at (516) 572-7194, or the Office of Admissions.

PROCEDURES FOR STUDENTS WITHOUT A HIGH SCHOOL DIPLOMA

Nassau Community College's Office of Admissions will consider applications from students who do not have high school diplomas for part-time, non-degree status. Such applicants normally should meet the following minimum criteria:

- (1) have been out of high school at least one year past the date of graduation of their high school class; (2) be at least 18 years of age; (3) exhibit a genuine desire to obtain a college education.

Students applying in this status must complete the regular admissions application, supply official high school credentials, and take the College's basic skills assessment test. Applicants who do not meet all of these criteria may present unique circumstances to request special consideration for admission.

Applicants to the College without a high school diploma typically would begin in a part-time, non-degree status based on their lack of a high school credential. Now, however, such applicants may qualify for matriculated status and, consequently, may apply for financial aid as a result of the federal government's "Ability to Benefit" regulation. This regulation allows the College to use student's scores on our assessment test to determine if students without a formal high school credential are eligible to be matriculated at the College. Students must meet specific requisite scores on each section of the assessment test to qualify. Those who do not qualify initially for matriculation may, nonetheless, follow a degree or certificate program as non-degree students in anticipation of their subsequently meeting matriculation requirements and obtaining recognition as degree candidates once they receive an equivalency diploma. While in a non-degree status, students are not eligible for financial aid.

STUDENTS WHO WISH TO EARN A HIGH SCHOOL EQUIVALENCY DIPLOMA

Nassau Community College's Office of Admissions will consider applications from students who do not have high school diplomas and who want to earn equivalency diplomas through the completion of college credits. These applicants normally are expected to have been out of high school for at least one year past the date of graduation of their high school class, be at least 18 years of age, and exhibit a genuine desire to obtain a college education.

Students applying in this status must complete the regular admission application, supply official high school transcripts, and take the College's assessment test. Applicants who do not meet all of these criteria may present unique circumstances to request special consideration for admission.

The University of the State of New York, State Education Department, High School Equivalency Diploma Program provides that persons who have not earned a high school diploma may be issued a New York State High School Equivalency Diploma (GED) if they "provide satisfactory evidence that they have successfully completed twenty-four [24] credits (semester hours) or the equivalent as a recognized candidate for a college-level degree or certificate at an approved institution. The twenty-four credits must be distributed as follows: six [6] credits in English language arts including writing, speaking and reading (literature); six [6] credits in mathematics; three [3] credits in natural science; three [3] credits in social science; three [3] credits in humanities; and three [3] credits in career and technical education and/or foreign languages.

Students are strongly advised to consult with an academic counselor so that as much as possible the courses they take will fulfill the requirements specified above for the equivalency diploma as well as for the Nassau College degree the student wants to obtain. Non-credit continuing education courses taken solely for personal or cultural advancement, and not part of a specific degree or certificate program, may not be used to obtain an equivalency diploma. Students who have completed or who are nearing the completion of these requirements should obtain an application for the equivalency diploma from our Registrar's Office which they must file with the New York State Education Department.

STUDENTS SCHOOLED AT HOME

While Nassau Community College recognizes home schooling as a legitimate educational option, students schooled at home who are unable to present diplomas from educational agencies endorsed by the state and regionally accredited are considered to be without a high school diploma and are subject to the restrictions noted at the beginning of this catalog section.

Students who have been home schooled are encouraged to keep a detailed "informal transcript" of courses completed with specific information such as reading lists and/or syllabi for each. In addition, writing samples and lab reports, formal documents from correspondence schools or organizations through which courses were taken, and evaluations and/or grades received for each subject may be helpful in evaluating students' readiness for particular programs of study. Submission of ACT and/or SAT scores and scores for other standardized tests is highly recommended.

Applicants who have been home schooled are expected to meet the same admission requirements described above for equivalency diploma (GED) candidates and are encouraged to meet the requirements necessary to obtain the GED noted above. Home schooled applicants also may be eligible for the early admission options described in the "Admission Information" section of this catalog.

ENGLISH AS A SECOND LANGUAGE

The College offers a comprehensive curriculum in English as a Second Language (ESL) for students who want to study all aspects of the language. Separate courses in writing, reading, and speaking/listening are available on two levels: intermediate and advanced. Courses at all levels are available at convenient times during the day, evening, and weekends. Intensive study is available through careful scheduling of coordinated classes and small-group tutoring. An English Language Institute is also offered for students whose skills are basic level. This accelerated program is designed to prepare students for regular college classes. There are also accelerated courses available for advanced students in all three areas of writing, reading, and speaking/listening. A separate listing of non-credit Adult Education ESL courses is offered through the Continuing Education Department for students who want to improve their English skills but are not planning on pursuing a college degree.

In order to ensure proper placement into or out of ESL classes, new matriculated or non-degree ESL students must take the ESL placement test. The test has three components: an essay exam, a reading test, and a speaking/listening exam which consists of an oral interview. Non-degree students must arrange for testing through the ESL Office when they come for advisement. Matriculated students will be given an appointment to take the test as part of the admissions process.

In order to fulfill the College's ESL requirements, ESL students must pass or be placed out of English 030, Reading 030, and Communications 030. Once students have passed or placed out of the advanced level courses they will have the skills necessary to succeed in college level courses at Nassau Community College and to work toward a degree or certificate in a wide choice of subjects.

Another method of fulfilling the ESL requirements is through the English Language Institute (ELI). The ELI offers part-time (nine hours) and full-time (18 hours) study in the morning, afternoon, evening, and on weekends. The Program is divided into two disciplines: English Language Comprehension (Reading/Listening) and English Language Expression (Writing/Speaking). The ELI classes are 10 weeks in length and are divided into five levels. Three semesters are offered per year: fall, spring, and summer.

Students who place below 020 on the College Placement Test must register for Institute classes to fulfill their ESL requirements. NCC students whose placements are 020 or 030 levels may be required to register for Institute classes when ESL classes are closed to further registration.

Non-credit ESL courses are also offered through the Continuing Education Department for students who are interested in improving their English skills. These courses are less academic in nature and are geared for students who may be thinking of pursuing further studies or want to improve basic English skills. Classes in Conversation, Writing and Pronunciation are offered during the evenings and on weekends.

The ESL Office helps students register for classes and make use of the special services that are available. These services include ESL counseling in areas such as financial aid and visa matters, tutoring in the Writing Center, and doing assisted independent study in the Reading Laboratory. There is also a variety of programs sponsored by the ESL Office, which provides support as well as social activities.

For descriptions of ESL courses, consult the Communications (COM) listings for Speaking/Listening classes, the English (ENG) listings for writing classes, and the Reading (RDG) listings for reading classes. Consult the Continuing Education listings for further information on the ELI and Adult Education Program. Further information is available from the ESL Office (516-572-7661) or on the ESL website (www.ncc.edu/dptpages/esl/). For information about entering the College as a matriculated student, call the Office of Admissions (516-572-7345).

JOINT ADMISSIONS

Applicants who plan to continue their education at a four-year college after graduation may now be assured of acceptance by taking advantage of the College's joint admissions options. Joint admissions agreements currently exist with SUNY-Stony Brook, SUNY-Old Westbury, SUNY-Albany, Adelphi University, C.W. Post College, and Dowling College.

Students can apply for a joint admissions option by checking the appropriate box on Nassau's Application for Admission. Acceptance to the senior institution is conditional upon receipt of the Nassau Community College degree. Acceptance to a specific program at the senior college may entail maintenance of a particular grade point average and/or additional coursework to satisfy the senior college's entrance and/or graduation requirements. For further information on joint admissions opportunities, contact the Office of Admissions.

CROSS-REGISTRATION

The College participates in the Academic Enrichment program of the Long Island Regional Advisory Council for Higher Education (LIRACHE).

This program permits students from Adelphi, C. W. Post Center of L.I.U., C. W. Post Suffolk Center, Molloy, New York Institute of Technology, Polytechnic Institute of New York, SUNY at Old Westbury, Southampton College, St. Joseph L.I. campus, SUNY at Farmingdale, SUNY at Stony Brook, and Suffolk Community College to enroll (cross-register) in courses not available on the student's own campus. With combined approval of both colleges, and subject to each college's class size limitations and other regulations, students may gain admission to classes at the member institution without payment of additional tuition. However, applicable lab fees must be paid by the student.

Cross-registration opportunities are available to full-time students during the regular academic year.

Students taking cross-registered courses under the Academic Enrichment program are subject to all academic regulations, calendar deadlines, and Code of Conduct guidelines of the host institution.

All cross-registered students must observe campus parking regulations and obtain necessary ID cards for the host institution's library and parking privileges.

Nassau Community College students interested in cross-registration should inquire at the Office of the Registrar for appropriate forms and information about College regulations.

COLLEGE OF THE AIR

College of the Air is Nassau Community College's distance learning program. More than 40 of the College's courses are offered "on the air" through our own radio station, WHPC-FM 90.3, and the Long Island PBS station WLIV-21 and PATV (Great Neck) Channel 49. This program provides an alternative method of participating in a college-level learning experience for individuals who cannot regularly attend an institution of higher education. A student-centered approach, it is designed for those students who have the motivation, commitment, and discipline required to work in an independent mode. In addition to the traditional college course materials, program materials may include videotaped presentations, weekly radio programs, supplementary reading assignments, and written and oral communications between student and instructor. Telephone contact and optional group meetings are encouraged between student and faculty, and among student participants. Some courses are now Internet-based. Students and faculty work with materials on the World Wide Web and use threaded discussions, chat rooms and e-mail as communication tools. In addition, a "College by Cassette" option is available for courses which are not broadcast and for those students who cannot receive the broadcasts.

For more information, visit the College of the Air office, 349 Miller Ave., or call (516) 572-7883.

SUMMER SESSIONS

Students attending Nassau Community College do not have to submit an application for summer attendance. Others must complete a special summer application.

Summer course offerings are published annually. The vast range of general courses available during the fall and spring semesters is usually available in the summer. Since Nassau's continuing students can register for summer sessions during the spring, some courses will be filled before visiting students have the opportunity to register. For this reason, visiting summer students should prepare several course alternatives.

Students attending Nassau Community College for the summer session only, and who are matriculated at other colleges, may register with the written permission of their home institution.

Students who plan to attend in the summer and continue at Nassau in the fall should also apply by August 1st, using the regular Application for Admission.

GUARANTEED TRANSFER AGREEMENTS

Because Nassau Community College is a member of the State University of New York, its students are guaranteed a full four-year degree if they meet academic qualifications on the local campus and at the transfer school.

This guarantee may or may not be met at the SUNY senior institution of the student's choice. The College has joined with numerous senior institutions around the country, both public and private, to fashion articulation agreements by which these institutions guarantee to accept Nassau Community College graduates who successfully complete certain criteria while in attendance here. Students are urged to take advantage of these guaranteed programs.

Contact the academic department involved as soon as possible during the first semester to follow correct procedures. Many of these offerings are described in the "Programs of Study" section of this catalog. Students should contact their departments or the Transfer Office in Nassau Hall for up-to-date information.

FRESHMAN SEMINAR, NCC 101

To ease new students' transition to Nassau, the College offers a one-credit course for incoming freshmen – NCC 101: The College Experience. NCC 101 serves as an introduction to college life. It is designed to give students the skills and information necessary to be successful in college.

NCC 101 helps freshmen improve their study skills, become familiar with campus resources, develop positive relationships with faculty, make informed choices about classes and careers, understand the goals and expectations of higher education, and in general, make the most of their college experience. The course also introduces freshmen to a faculty member who, if students wish, will serve as their academic advisor in subsequent semesters.

For more information about NCC 101: The College Experience, please call (516) 572-9613.

FRESHMAN LEARNING COMMUNITIES

The Freshman Learning Communities, a program in which new students take two of their classes together, is designed to help students succeed in their first year in college. Instructors in the two classes coordinate their assignments and discussions. This fosters an enriched learning environment and enables students to get to know one another and their instructors quickly.

Students are encouraged to work together and become resources for one another. The program offers personalized advisement and the attention of experienced faculty. The two Learning Communities courses students take depend on their needs and interests. Learning Communities students take their other courses with students throughout the College.

Studies have indicated that students who enroll in Freshman Learning Communities tend to be very successful in their courses at the College.

Learning Communities courses are open to all students. The courses are not honors courses or remedial classes. For further information contact the Learning Communities coordinator, Mary Elizabeth Smollon, at the Academic Advisement Center (516) 572-7118.

INTERNATIONAL STUDY PROGRAMS

The Office of International Education, through the Dean of Instruction Office, sponsors a variety of credit-approved courses and programs for international study. Students who have completed a minimum of 15 credits for short-term programs or 24 credits for semester/yearlong programs and have obtained a G.P.A. of 2.5 or higher are eligible. The College offers short-term study and travel courses, semester and yearlong programs abroad. Except for the intensive foreign language courses, the language of instruction is English. International course offerings include:

STUDY & TRAVEL COURSES — Available through departments such as Accounting/Business Administration, African American Studies, Art, Biology, Criminal Justice, Economics, Engineering, Hotel/Restaurant Management, Legal Studies, Marketing/Retailing/Fashion, Physical Science and Psychology. Locations include Europe, Central America and the Pacific Rim.

INTERNSHIPS — "International Work/Study" courses provide an opportunity to experience a different culture, earn a salary, and obtain academic credit. Work/Study Programs are offered in a variety of occupations and locations.

FOREIGN LANGUAGE STUDY — Foreign language courses are available on all levels.

SEMESTER — OR YEAR-LONG PROGRAMS ABROAD
The College is a member of the College Consortium for International Studies (CCIS). Low cost, high quality international/intercultural programs are offered in such countries as China, Columbia, Cyprus, Denmark, Ecuador, England, France, Germany, Greece, Ireland, Israel, Italy, Jamaica, Mexico, Portugal, Scotland, Spain, Sweden and Switzerland.

FINANCIAL AID — Students interested in one of the above programs are encouraged to consider applying for financial aid. Virtually all study abroad programs are eligible for state and/or federal financial assistance. All counseling on eligibility and requirements is done on an individual basis by the Office of International Education.

Program availability is subject to change. Current information regarding all international courses can be obtained from the Office of International Education at (516) 572-7213.

PROGRAMS FOR MILITARY PERSONNEL

Reserve Officer Training

Qualified full-time Nassau Community College students may participate in the Army or Air Force Reserve Officers Training Corps program at a nearby university on a cross-enrolled basis. Students may enter the ROTC program any time prior to completing their sophomore year. There is no obligation to complete the ROTC program until the start of the junior year.

Undergraduate participants may compete for full scholarships, which include tuition, books, fees, and a monthly stipend of \$250 (up to ten months of each school year). The basic course takes only one hour a week. For further information, contact the Professor of Military Science (516-463-5648) at Hofstra University, for the Army ROTC, and Department of Air Force (718-862-7201) at Manhattan College, for the Air Force ROTC.

Servicemembers Opportunity College (SOC)

Sponsored by the American Association of State Colleges and Universities and the American Association of Community and Junior Colleges, Servicemembers Opportunity College institutions offer active duty military personnel evaluation of transfer credit and flexible degree program requirements. The College uses the American Council on Education (ACE) guidelines to award credit for military courses, training, and experience, and awards credits for nationally recognized testing programs. For more information, contact the Office of Admissions.

Concurrent Admissions Program (CONAP)

The CONAP program was created to increase the College enrollment of Army veterans with GI Bill education benefits after their separation from the service. Under this program, eligible Army enlistees will be admitted to the College concurrently with their enlistment. This deferred admissions agreement is good for up to two years after completion of two or three years active military duty. For further information, contact the Office of Admissions or a local military recruitment office.

SENIOR CITIZEN OBSERVERS

Nassau Community College recognizes that education can help senior citizens maintain mental alertness and continue active participation in the community. The Senior Citizens Observer Program permits Nassau County residents 60 years of age and over to observe courses on a space-available basis, without payment of tuition or fees. Observers are not graded or given academic credit, and certain courses at the College may not be available to them.

To be eligible, participants must submit proof of age (Nassau County Senior Citizen's pass, driver's license or other official documentation) and register with the Senior Observer Program office. Further information and application may be obtained by writing to:

Senior Citizen Observer Program, Office of Admissions,
Nassau Community College, One Education Drive,
Garden City, NY 11530-6793.

COMMUNITY OUTREACH PROGRAMS

The College cooperates with community agencies through programs directed toward special populations within Nassau County.

- NEW YORK STATE LIBERTY PARTNERSHIP provides "at risk" students in middle school through high school with tutoring and academic and personal counseling to enhance their academic achievement and increase their motivation to pursue further education.
- EDUCATION FOR GAINFUL EMPLOYMENT (EDGE) provides counseling and supportive services to low income single parents in preparation for employment.

LIBERTY PARTNERSHIPS PROGRAM

The Liberty Partnership Program, a collaboration of the College, local school districts, parents, community based organizations and the business community, provides a wide range of holistic services to students and parents, enhancing their potential for future success. These systemic and supportive interventions prepare middle through high school students academically, emotionally, and socially and include skills development tutoring, mentoring, professional development, assemblies, college tours, and pre-college workshops.

Gaining Early Awareness And Readiness For Undergraduate Programs (Gear Up)

Nassau Community College GEAR UP provides resources, leadership, and college awareness opportunities to ensure that all 2,500, sixth through twelfth grade students from the Westbury School District achieve academic and personal excellence, graduate from high school, and enter post-secondary education as prepared, highly competent young adults. GEAR UP promotes academic excellence, social, emotional and cultural growth for students, professional development for teachers, and encourages local involvement and support from the community.

COMMUNITY SERVICE OFFERINGS

The Division of Community Services is responsible for all credit-free offerings to non-traditional students at the College, and for credit courses in extension. Programs operated by Community Services include Special Programs for Business, Special Programs for Government, Continuing Education, the Verizon Sponsored Next Step Program, the College's Credit in Extension Programs, non-credit English Language Institute, and the Placement Test Prep Program. Nassau Community College is also a provider of the state-mandated Drinking Driver curriculum for the New York State Department of Motor Vehicles.

In addition, Nassau offers approved Continuing Education professional programs for real estate and insurance practitioners, as well as programs in mammography screening for radiologic technologists and a faculty showcase program called the Adult Alternative University.

SPECIAL PROGRAMS FOR BUSINESS AND INDUSTRY

Nassau Community College is one of the largest providers of corporate training programs within the State's community college system. More than 600 firm-specified training programs have been individually designed and delivered to Nassau's business and industrial communities. Program topics include computer applications, communications, business writing, English as a Second Language, supervisory skills and many others. These courses assist companies in upgrading the skills of their employees.

Contract course offerings can be tailored to fit the need of the employer and are usually offered at the employees' work site. They can be scheduled at the convenience of both employer and employee, and completed in minimum time. A mobile laptop computer lab enables Special Programs for Business to provide quality instruction, as well as major convenience to clients.

Contract courses vary in length from half-day, credit-free training programs and seminars, to semester-length classes. Many instructors are drawn from the College's faculty, while others are skilled business practitioners and experienced business trainers.

Businesses interested in obtaining more information concerning corporate training should contact the Director of Special Programs for Business at (516) 572-7487.

SPECIAL PROGRAMS FOR LIVING

Special Programs for Living is designed for developmentally disabled students who have completed a secondary education. The aim of this program is to support and continue the learning experience for the developmentally disabled over the age of 21, while enrolling adults to participate in the college experience. Course offerings include mathematics, current events, physical fitness, computers and many more. For more information, please call: (516) 572-7487.

CONTINUING EDUCATION

The College offers a variety of credit-free courses for personal pleasure, profit and growth. They are designed to broaden the professional and cultural background of those who attend. The courses do not involve grades or transcripts. Fees range from \$25 to over \$100, averaging about \$75.

More than 250 courses are offered including: Business Skills; Career Change Exploration; Health and Wellness; Personal Investments; Personal Growth and Enrichment; Computer Skills; Art for Recreation; Language Skills; Recreation and Entertainment; Dance, Sports and Physical Activities.

The Continuing Education program adds new courses each semester and is continually searching for exciting subjects to add to its offerings. Suggestions for new courses are welcomed. Community residents and College faculty who have special training or expertise, and wish to design a course are encouraged to write to the Dean for Continuing Education and Community Services, Nassau Community College, One Education Drive, Garden City NY 11530.

A catalog detailing all the Continuing Education courses is available by calling (516) 572-7472.

CREDIT-IN-EXTENSION (OFF CAMPUS) COURSES

Credit courses in mathematics, psychology, English, business, marketing, sociology, and other disciplines are offered each fall and spring semester at various community locations. Students successfully completing such courses receive the same credit as if taken on campus. Tuition and fees are also the same.

A limited schedule of courses taught by the same instructors who lecture on the main campus is offered in both day and evening sessions at centers in Oceanside, Massapequa, Long Beach, Freeport, and Bellmore/Merrick. For further information, contact the Office of Continuing Education at (516) 572-7472.

SPECIAL PROGRAMS FOR GOVERNMENT

The College has created many educational programs for local government, from employee benefit programs to the SUNY Career Development Network, and extensive job-oriented credit and noncredit training. Special training programs can be designed for government agencies, and may be grant-funded. For further information, contact the Community Services Office at (516) 572-7699.

NEXT STEP PROGRAM

Nassau, along with 24 other colleges throughout New York State and New England, participates in an innovative partnership with Verizon. The program, called Next Step, trains working Verizon employees to be the communication technology experts of tomorrow. The curriculum has been designed in conjunction with Verizon to provide specific training and lead to an A.A.S. in Telecommunication Technology.

For further information, contact the Program Office at (516) 572-7699.

GED TESTING

Nassau Community College is authorized by the New York State Department of Education to be a GED Testing Center. In just a few years, it has become one of the largest testing sites in the metropolitan area. The College offers Long Islanders the opportunity to take the test at NCC's convenient Garden City campus and also encourages them to attend college level credit classes upon the attainment of their diploma. For information, call (516) 572-7472.

PROGRAM GRADUATION & RETENTION

The chart on the following pages provides rates of retention and graduation for the various programs of study offered at the College.

This chart tracks the 3,641 full-time, first-time entering class of fall 1998, by either degree or certificate program. These figures, of course, do not include entering part-time students or those students who transferred to NCC from another institution. All figures represent "known" categories and/or events. Although success at the community college takes many forms, this chart deals only with documented graduates, students still in attendance, and non-graduating transfers.

The "Entered" column includes final choices of programs students made during their residency. The next two columns combine the number of students who have graduated prior to, or are attending, the respective semesters. The "Total Grads" column isolates the cumulative number of students who graduated by the specified date, while "Still Attending" isolates those students still in pursuit of their goals. The "Total Grads & Returned FA '01" column indicates the total graduation/retention figure for each program as of fall 2001. The "Non - Grads That Transfer" column isolates those students who did not graduate for whom we currently hold documentation that they transferred to a public or private post-secondary institution. This information is available due to the recent development of a transfer student database. As it represents a work still in development, it may not include all students who transferred during this time. It is anticipated that these figures will increase in future years, as more colleges are included in the database. The final column totals all students who either earned a degree, transferred without earning a degree or were still enrolled as of the fall 2001 semester. This column represents the college's "documented" success.

GRADUATION/RETENTION OF FULL-TIME STUDENTS ENTERING NCC - FALL '98

CODE	PROGRAM AREAS	AWARD	ENTERED FALL '98	GRADS & Returned FA '99	GRADS & Returned FA '00	TOTAL GRADS AUG '01	STILL ATTEND FA '01	TOTAL GRADS & RETURNED FA '01	NON-GRADS THAT TRANSFER	TOTAL TRANSFER RETURNED & GRADS
	All Programs	ALL	3641	2586 71.0%	1838 50.5%	936 25.7%	641 17.6%	1577 43.3%	726 19.9%	2303 63.3%
2	Bus - Accounting	AS	36	26 72.2%	21 58.3%	7 19.4%	5 13.9%	12 33.3%	7 19.4%	19 52.8%
1	Bus - Accounting	AAS	9	4 44.4%	1 11.1%	0 0.0%	0 0.0%	0 0.0%	4 44.4%	4 44.4%
77	Acting	AA	19	8 42.1%	7 36.8%	2 10.5%	4 21.1%	6 31.6%	3 15.8%	9 47.4%
9	Advertising Art	Cert	4	2 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 25.0%	1 25.0%
82	Amer Sign Lang	AA	4	2 50.0%	1 25.0%	1 25.0%	0 0.0%	1 25.0%	0 0.0%	1 25.0%
96	Art Studies	AA	18	16 88.9%	6 33.3%	0 0.0%	5 27.8%	5 27.8%	6 33.3%	11 61.1%
7	Bookkeeping	Cert	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
12	Bus - Business Admin	AS	216	164 75.9%	128 59.3%	58 26.9%	54 25.0%	112 51.9%	35 16.2%	147 68.1%
24	Bus - Business Admin	Cert	9	6 66.7%	2 22.2%	0 0.0%	1 11.1%	1 11.1%	5 55.6%	6 66.7%
17	Child Care	AAS	19	9 47.4%	3 15.8%	0 0.0%	2 10.5%	2 10.5%	7 36.8%	9 47.4%
A1	Child Care Worker	Cert	4	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 25.0%	1 25.0%
29	Civil Tech	AAS	12	11 91.7%	7 58.3%	3 25.0%	5 41.7%	8 66.7%	2 16.7%	10 83.3%
97	Commercial Art	AA	10	5 50.0%	4 40.0%	1 10.0%	2 20.0%	3 30.0%	1 10.0%	4 40.0%
C2	Commercial Arts-Digital Technology	AAS	35	26 74.3%	20 57.1%	8 22.9%	9 25.7%	17 48.6%	8 22.9%	25 71.4%
83	Communication Arts	AA	35	25 71.4%	11 31.4%	4 11.4%	5 14.3%	9 25.7%	12 34.3%	21 60.0%
C1	Computer Information Systems	AAS	50	45 90.0%	36 72.0%	13 26.0%	15 30.0%	28 56.0%	1 2.0%	29 58.0%
53	Computer Sci	AS	43	35 81.4%	22 51.2%	7 16.3%	8 18.6%	15 34.9%	9 20.9%	24 55.8%
10	Criminal Justice	AS	129	105 81.4%	69 53.5%	42 32.6%	19 14.7%	61 47.3%	18 14.0%	79 61.2%
69	Criminal Justice	AAS	54	36 66.7%	14 25.9%	3 5.6%	10 18.5%	13 24.1%	12 22.2%	25 46.3%
78	Dance	AA	3	1 33.3%	1 33.3%	0 0.0%	1 33.3%	1 33.3%	1 33.3%	2 66.7%
18	Data Processing	AAS	3	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
A5	Data Processing Microcomputer	Cert	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
A4	Data Processing Mainframe/Mini	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
32	Design (Fashion) Apparel Design	AAS	14	11 78.6%	6 42.9%	3 21.4%	4 28.6%	7 50.0%	2 14.3%	9 64.3%
58	Early Childhood	AAS	48	27 56.3%	16 33.3%	8 16.7%	4 8.3%	12 25.0%	16 33.3%	28 58.3%
31	Electrical Tech, Electronics	AAS	18	14 77.8%	13 72.2%	6 33.3%	4 22.2%	10 55.6%	1 5.6%	11 61.1%
28	Engineering Sci	AS	10	8 80.0%	6 60.0%	1 10.0%	4 40.0%	5 50.0%	1 10.0%	6 60.0%
39	Bus - Fashion Buying & Merchandising	AAS	58	43 74.1%	38 65.5%	18 31.0%	12 20.7%	30 51.7%	12 20.7%	42 72.4%
98	Fine Arts	AA	34	26 76.5%	20 58.8%	10 29.4%	6 17.6%	16 47.1%	8 23.5%	24 70.6%
87	Food Serv Admin, Resturant Mgmt	AAS	39	28 71.8%	21 53.8%	10 25.6%	5 12.8%	15 38.5%	7 17.9%	22 56.4%
49	Hotel Tech Admin	AAS	22	15 68.2%	12 54.5%	3 13.6%	5 22.7%	8 36.4%	6 27.3%	14 63.6%

CODE	PROGRAM AREAS	AWARD	ENTERED FALL '98	GRADS & Returned FA '99	GRADS & Returned FA '01	TOTAL GRADS AUG '01	STILL ATTEND FA '01	TOTAL GRADS & RETURNED FA '01	NON-GRADS THAT TRANSFER	TOTAL TRANSFER RETURNED & GRADS
22	Insurance	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
A7	Interior Design	AAS	15	14 93.3%	9 60.0%	3 20.0%	6 40.0%	9 60.0%	1 6.7%	10 66.7%
A8	Interior Design	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
3	Lib Arts & Sci - Afro Amer Stud	AA	3	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 33.3%	1 33.3%
44	Lib Arts & Sci - Hum & Soc Sci	AA	1997	1418 71.0%	1030 51.6%	590 29.5%	317 15.9%	907 45.4%	387 19.4%	1294 64.8%
45	Lib Arts & Sci - Math & Sci	AS	331	202 61.0%	130 39.3%	62 18.7%	48 14.5%	110 33.2%	98 29.6%	208 62.8%
50	Bus - Marketing	AAS	71	54 76.1%	43 60.6%	24 33.8%	15 21.1%	39 54.9%	11 15.5%	50 70.4%
47	Mathematics	AS	20	9 45.0%	3 15.0%	0 0.0%	1 5.0%	1 5.0%	8 40.0%	9 45.0%
84	Media	AA	45	39 86.7%	26 57.8%	11 24.4%	5 11.1%	16 35.6%	7 15.6%	23 51.1%
54	Medical Lab Tech	AAS	3	0 0.0%	1 33.3%	0 0.0%	1 33.3%	1 33.3%	0 0.0%	1 33.3%
75	Mortuary Science	AAS	2	2 100.0%	1 50.0%	1 50.0%	0 0.0%	1 50.0%	0 0.0%	1 50.0%
60	Nursing - R.N. Program	AS	22	21 95.5%	20 90.9%	6 27.3%	13 59.1%	19 86.4%	0 0.0%	19 86.4%
13	Bus - Office Technology - Executive	AAS	7	6 85.7%	4 57.1%	1 14.3%	1 14.3%	2 28.6%	1 14.3%	3 42.9%
14	Bus - Office Technology - Legal	AAS	8	7 87.5%	7 87.5%	3 37.5%	3 37.5%	6 75.0%	1 12.5%	7 87.5%
15	Bus - Office Technology - Medical	AAS	10	8 80.0%	6 60.0%	2 20.0%	4 40.0%	6 60.0%	1 10.0%	7 70.0%
91	Bus - Off Tech, Wd Proc & Office Automat	AAS	15	9 60.0%	7 46.7%	3 20.0%	5 33.3%	8 53.3%	0 0.0%	8 53.3%
43	Paralegal	AAS	11	10 90.9%	7 63.6%	3 27.3%	5 45.5%	8 72.7%	1 9.1%	9 81.8%
A6	Paralegal Studies	Cert	1	1 100.0%	1 100.0%	1 100.0%	0 0.0%	1 100.0%	0 0.0%	1 100.0%
74	Perform Arts - Music	AAS	25	19 76.0%	13 52.0%	3 12.0%	7 28.0%	10 40.0%	8 32.0%	18 72.0%
61	Photography	Cert	11	8 72.7%	4 36.4%	3 27.3%	0 0.0%	3 27.3%	2 18.2%	5 45.5%
57	Phys Therapist - Assistant	AAS	6	6 100.0%	6 100.0%	2 33.3%	3 50.0%	5 83.3%	0 0.0%	5 83.3%
95	Radiologic Tech	AAS	5	5 100.0%	4 80.0%	0 0.0%	4 80.0%	4 80.0%	0 0.0%	4 80.0%
92	Radiologic Tech - Radiotherapy	AAS	2	2 100.0%	2 100.0%	1 50.0%	0 0.0%	1 50.0%	0 0.0%	1 50.0%
51	Real Estate	Cert	2	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
A2	Records Management	AAS	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
A3	Records Management	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
66	Respiratory Care	AAS	3	3 100.0%	3 100.0%	1 33.3%	1 33.3%	2 66.7%	0 0.0%	2 66.7%
80	Bus - Retail Business Management	AAS	20	12 60.0%	10 50.0%	2 10.0%	5 25.0%	7 35.0%	3 15.0%	10 50.0%
71	Security Admin	AS	2	2 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
55	Small Bus Mgmt	Cert	5	2 40.0%	2 40.0%	0 0.0%	0 0.0%	0 0.0%	2 40.0%	2 40.0%
89	Studio Recording Technology	Cert	24	14 58.3%	7 29.2%	5 20.8%	6 25.0%	11 45.8%	2 8.3%	13 54.2%
70	Surgical Tech	AAS	3	3 100.0%	3 100.0%	0 0.0%	2 66.7%	2 66.7%	0 0.0%	2 66.7%
79	Tech Theatre	AA	7	5 71.4%	3 42.9%	1 14.3%	0 0.0%	1 14.3%	1 14.3%	2 28.6%
B7	Telecommunications	AAS	2	1 50.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	2 100.0%	2 100.0%
90	Bus - Transportation & Logistics	AAS	3	2 66.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
94	Word Processing	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
00	UNCLASSIFIED		3	2 66.7%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	3 100.0%	3 100.0%

EXPENSES

Only one-third of Nassau Community College's operating cost is financed by student tuition. The remaining two-thirds is met by the taxpayers of Nassau County and New York State. Additionally, education costs may be defrayed further through a series of scholarships, awards, grants and loans available through the College.

Questions about tuition and fees should be directed to the Office of the Bursar, Tower Lower Level, at (516) 572-7325 or 7263, TDD, 572-9881. Inquiries concerning financial assistance should be directed to the Financial Aid Office, Tower 3rd floor, (516) 572-7396.

Residency Requirements

To be eligible for the resident tuition rate, a student must have one year's legal residency in New York State and six months in the county of Nassau. The legal residency of unmarried students under 21 is deemed to be that of their parents.

New York State students from counties other than Nassau may have the nonresident tuition rate waived by submitting a Certificate of Residency from their home county fiscal office prior to payment of tuition and fees. The submission of a valid Certificate of Residency qualifies students who reside in counties other than Nassau for the Nassau County resident tuition rate.

Applications for a Certificate of Residency are available in the Bursar's office and Student Financial Affairs, Tower 5th floor. For students commencing study in the fall semester, the certificate will cover a full year, including fall and spring semesters and summer sessions. Certificates of Residency must be renewed each year. Individuals on student visas cannot qualify for a Certificate of Residency.

Questions about residency status should be directed to the Office of Student Financial Affairs, Tower 5th floor or by telephone at (516) 572-7319 or 7326.

Tuition, Fees and Expenses

Students who register for 12 or more credits or their equivalent are considered full-time students and pay all full-time tuition and fees. The tuition and fee schedule, effective with the Spring 2002 semester, is subject to change at the discretion of the College. Registration is complete only upon full payment of tuition and fees.

BOOKS AND SUPPLIES

Students are required to purchase their own books and supplies which are available at the campus bookstore. Approximate annual costs average \$560.

TUITION AND FEES SCHEDULE

TUITION

New York State Resident	FULL-TIME (12 or more credits)	PART-TIME Per Credit	NON-CREDIT Per Lecture Hour
Nassau County	1,262.50	106.00	106.00
Out of Nassau County Resident With Certificate (Each academic year, a valid Certificate of Residence must be submitted not earlier than sixty (60) days prior to the payment of registration)	1,262.50	106.00	106.00
Out of Nassau County Resident Without Certificate	2,525.00	212.00	212.00
Out of New York State Resident	2,525.00	212.00	212.00
Half (1/2) Credit Courses - one-half of the above rates			
Fees:			
Activity/Laboratory/Material Fees: <i>depending upon course, not to exceed</i>	100.00		
2 Technology Fee	Full Time ... 25.00	Part Time ... 10.00	
Special Course Fee	Cost to be determined		
International Student Health Insurance	Determined by Underwriter		
Extracurricular Fee:			
Full Time, including Student Accident Insurance	60.00	Per semester	
Part Time, including Student Accident Insurance	6.00	Per credit or lecture hour	

BUDGETED EXPENSES

Dependent Student – Tuition and fees, books and supplies, transportation, personal expenses and board

Independent Student – Tuition and fees, books and supplies, transportation, housing, food, childcare, and personal expenses

More detailed budget information may be obtained from the Financial Aid Office, Tower 3rd floor.

Extracurricular Fees:

Full-time, including student accident insurance	60.00
Part-time, fall and spring, including accident insurance	6.00

Non-Refundable Fees

Admissions Application Processing (PAYABLE ONCE)	20.00
³ Late Period Registration	25.00
³ Late Period Change of Program	25.00
⁴ Late Period Tuition Payment	25.00
Tuition Payment Plan Participation	25.00
Academic Transcript (EACH)	3.00
Certificate of Immunization Document	5.00
Replacement ID Card	3.00
Returned Check Processing	20.00
Liability Insurance required for clinical laboratory courses, (PAYABLE ONCE) each academic year, not to exceed	250.00
Advanced Standing Nursing Program Evaluation	75.00
Graduation Fee payable during semester completing requirements for each Certificate and Degree	25.00
Voluntary Alumni Association Membership	35.00
Microsoft Office User Specialist Certificate Fee	55.00

TUITION/FEES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE COLLEGE

¹ Education Law, Section 6305, provides, "The chief fiscal officer of each county, as defined in Section 2.00 of the local finance law shall, upon application and submission to him/her of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student a certificate of residence showing that said person is a resident of said county. Such person shall upon registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior hereto, and such certificate of residence shall be valid for a period of one year from the date of issuance." Education law, section 6301, paragraph 4, defines "resident" as "a person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district, or school district as the case maybe, for a period of at least six months, both immediately preceding the date of such person's registration in a

community college, or for the purpose of section sixty-three hundred five of this chapter, his/her application for a certificate of residency." In the event that a person qualifies as above for the state residence but has been a resident of two or more counties in the state during the six months immediately preceding his/her application for a certificate of residency pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residency shall be allocated among the several counties proportional to the number of months, or major fraction thereof, of residence in each county.

² Except students registered solely in non-credit Continuing Education and off-campus extension classes

³ The Late period is designated to be within ten (10) business days before the start of each session.

⁴ The Late Period Tuition Payment Fee will be charged for any form of payment which is made on or after the first day of any semester or session.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities for all associated collections costs and processes.

STUDENT TUITION LIABILITY/ REFUND POLICY

In order to receive a refund of paid tuition and fees, all students must complete a Drop/Add Form at the Registrar's Office and once processed, Nassau Community College is authorized to:

A. Calculate the student's tuition liability and applicable refund for a fall or spring semester as follows:

Period of Official Withdrawal	Liability	Refund Percentage
Prior to First Day	0%	100%
During 1st Week*	25%	75%
During 2nd Week	50%	50%
During 3rd Week	75%	25%
After 3rd week	100%	0%

* The first week of the semester shall be deemed to start with the first calendar day of the College semester, and shall end on the 7th calendar day of the semester.

B. Tuition Liability During a Mini/Summer Session

** Period of Official Withdrawal	Liability	Refund Percentage
Prior to First Day	0%	100%
During 1st Week	75%	25%
After 2nd Week	100%	0%

** This policy corresponds to the Code of Standards and Procedures for Community Colleges operating under the program of the State University of New York (8 NYCRR 602.11).

- C. Grant a full refund of tuition and fees to any student:
 1. Whose course has been canceled by the College and who has processed a Drop/Add, or
 2. Who is unable to complete any course because during the semester the student:
 - a. Returns to federal military service, or
 - b. Enlists and is accepted into federal military service, or
 - c. Receives a change of student status through action of the Academic Standing Committee.

D. A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.

E. To consider a tuition liability/refund appeal procedure:

Once the student has officially withdrawn from the College, a student who believes an exception to the College's Refund Policy is justified must submit a written and documented appeal to the President's Refund Committee, Student Financial Affairs, Nassau Community College. Exceptional circumstances such as serious illness, disability, pregnancy or a death in the family, warrant exceptions to the normal refund policy. The Committee reviews appeals from students on a monthly basis and will notify the student of its decision promptly.

All such refund requests must be submitted within ONE YEAR after the end of the term in question. Non-attendance in a class, informing the instructor of withdrawal, or stopping payment on a check, do not constitute official withdrawal notification. Students are liable for payment of tuition and fees due up to the date on which the application for withdrawal is officially approved within the refund period. Refunds will be calculated based upon the date of withdrawal as approved by the Registrar and verified by Student Financial Affairs. Students should allow at least six (6) weeks beyond the Liability/Refund Period for refund checks to be mailed from the NASSAU COUNTY TREASURER'S OFFICE.

FINANCIAL AID

GENERAL INFORMATION

Financial aid is assistance that the federal government and New York State offers to eligible students to assist them in meeting educational expenses while attending college. Students who feel they will have a difficult time in meeting the total cost of attending college are encouraged to apply for financial aid.

Most financial aid is awarded on the basis of financial need, which is defined as the cost of attendance minus the family's expected contribution (EFC). The college uses the federally mandated need analysis calculation to assess the family's expected contribution toward the cost of education. Financial aid may never exceed financial need.

The cost of education includes the yearly cost for full-time, three-quarter time, half-time and less than half-time tuition, fees, home maintenance living expenses, personal expenses, transportation, books and supplies. The following are estimated College costs at Nassau Community College for 2002-2003.



Dependent Student

Full-time - 9 months *	
Tuition/Fees	\$2,695
Books and Supplies	864
Travel	1,216
Personal	1,312
Home Maintenance	3,286
	\$9,373 per year *

Independent Student

Full-time - 9 months	
Tuition/Fees	\$2,695
Books and Supplies	864
Travel	1,216
Personal	1,312
Home Maintenance.	10,588
	\$16,675 per year *

* May be subject to change

Once the family's expected contribution is subtracted from the total cost of education, the remainder is the student's financial need. The College will attempt to meet this need by means of a "Financial Aid Package" which may consist of a combination of grants, loans and/or employment opportunities.

RIGHTS AND RESPONSIBILITIES

All students have the right to apply for both federal and state financial aid.

Students also have the right to question the application process and how their financial aid award was determined. These questions can be directed to both the federal and state agencies responsible for administering financial aid programs or to the College's Financial Aid Office.

It is the student's responsibility to assure that all items needed to complete the application and award process are completed prior to their last date of attendance for each academic year.

Important Facts Regarding Financial Aid:

1. If your bill is being held based on **Estimated Financial Aid**, it is your responsibility to ensure that your application has been fully processed by our office. Estimated Financial Aid indicates that you may be eligible to receive enough funding to cover all or a portion of your semester bill. A final determination of the exact amount of funding you are eligible to receive will be made once your financial aid application is fully processed. If your aid has been fully processed, you should receive an award letter from our office indicating the amount of aid you are eligible to receive. If in doubt, please contact our office (516) 572-7396 or e-mail our office at finoff@ncc.edu.
2. Students who obtain their **degree** or complete their **certificate program** at the end of the semester will not be eligible for financial aid in subsequent semesters unless they are enrolled in another degree program.
3. You must **officially withdraw** from classes at the Registrar's Office prior to the first day of the semester in order to avoid a tuition liability.
4. For students in **remedial classes**: First time Tap Grant recipients must be registered for non-remedial courses equal to three (3) credits. Second time Tap Grant recipients must be registered for non-remedial courses equal to six (6) credits. The remaining classes can be non-credit provided the total enrollment equals full-time status, which is twelve (12) or more credits.

5. **Repeat Course**: Courses in which the student has already received a passing grade cannot be included in meeting full-time study requirements for state sponsored financial aid. Repeat courses may be counted toward full-time study requirements if a failed course is repeated or when a student has received a grade that is passing at the College but is unacceptable in a particular curriculum or area of concentration.

6. In order to avoid delays in the processing of your financial aid application, be sure that the **full name** that appears on your birth certificate, marriage certificate or your alien registration card matches the name that appears on your social security card, your financial aid application and the name on file in the Registrar's Office.

7. All males between the ages of 18 through 25 must be registered with the **Selective Service Administration** in order to be eligible to receive federal financial aid.

8. When declaring a major, applying for a **second degree**, and when changing from one **area of concentration** to another, you must follow the course curriculum as per the College catalog. This may affect your financial aid eligibility. Please check with a financial aid counselor for the implications of these changes. Also, if you do decide to change your area of concentration or apply for a second degree, you must fill out the appropriate forms.

9. Aid for Part-Time Study grant recipients must be enrolled for at least 3 but fewer than 12 credits (3 to 11.5). Students carrying a part-time course load that includes non-credit remedial courses **must** carry at least three semester hours of credit-bearing work.

Application Procedure: Federal and State Aid

The initial step a student must take in applying for financial aid is completing the "Free Application for Federal Student Aid" (FAFSA). All financial aid applicants at Nassau Community College must complete this form to be considered for any aid, including student loans. The FAFSA applications are available at the Financial Aid Office. You can also complete the FAFSA by using the Internet. Go to www.fafsa.ed.gov.

Students interested in applying for financial aid sponsored by New York State will also have to apply by completing a New York State Tuition Assistance Program (TAP) application, if they intend to enroll as full-time students, or by completing the New York State Aid for Part-Time Study application (APTS), if they intend to enroll as part-time students. For more information, go to www.hesc.com.

GENERAL ELIGIBILITY INFORMATION

Since students must be matriculated and enrolled in an eligible degree or certificate program in order to be considered for financial aid, all applicants for financial aid must file an application for admission to the College and have all academic records sent to the Office of Admissions. In addition to being in an eligible degree or certificate program, all financial aid applicants must meet the following requirements to be considered for aid:

A. You must be a U.S. citizen or eligible non-citizen.

B. If you are a male between the ages of 18 through 25, you must be registered with Selective Service. For more information, or to register, go to www.sss.gov.

C. You are making satisfactory academic progress for purposes of receiving financial aid and you are in good academic standing as defined by the College.

D. You do not owe a repayment on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant and are not in default on a Federal Perkins Loan, Nursing Student Loan, Federal Family Education Loan (Stafford Subsidized or Stafford Unsubsidized), or Federal PLUS/SLS Federal Loan.

E. You must have a valid Social Security number.

F. You show financial need (for campus-based programs and Subsidized Federal Student Loans).

DRUG-RELATED CONVICTIONS AND STUDENT INELIGIBILITY TO RECEIVE FINANCIAL AID

General student eligibility requirements state that students who have been convicted under federal or state law for possession or sale of a controlled substance will be suspended from federal financial aid eligibility, regardless of when the conviction occurred.

If a student is convicted of an offense involving the possession of an illegal substance, the ineligibility period is:

- First offense = 1 year
- Second offense = 2 years
- Third offense = Indefinite

If a student is convicted of an offense involving the sale of an illegal substance, the ineligibility period is:

- First offense = 2 years
- Second offense = Indefinite

A student may regain eligibility by successfully completing a drug rehabilitation program that complies with criteria established by the Department of Education. An eligible drug rehabilitation program:

- Includes two unannounced drug tests; and
- Receives or is qualified to receive funds directly or indirectly under a federal, state, or local government program which must:

1. be administered or recognized by a federal, state, or local government agency or court;
2. be qualified to receive or is currently receiving payment directly or indirectly from a state-licensed insurance company; or
3. be administered or recognized by a state-licensed hospital, health clinic, or medical doctor.

GRADUATES AND FINANCIAL AID ELIGIBILITY

Students who obtain their degree or complete their certificate program at the end of a semester will not be eligible for financial aid in subsequent semesters unless they enroll in another degree or certificate program.

AWARD NOTIFICATION

All students eligible for federal Title IV grant funds which include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Work-Study, will be sent an award letter indicating the amount of grant funds the student is eligible to receive. Those students eligible for a Federal Perkins Loan or Nursing Student Loan will also receive an award letter with the loan amount indicated on the letter. Students not eligible for federal Title IV grant funds will be mailed a denial letter.

Award notification for the New York State Tuition Assistance Program (TAP) will be mailed directly to the student by the New York State Higher Education Services Corporation.

Students eligible to receive the New York State sponsored Aid for Part-Time Study Grant (A.P.T.S.) will be notified in writing directly by the College Financial Aid Office. This written notification will include the amount of A.P.T.S. funds the student is eligible to receive.

FINANCIAL AID DEADLINES

All students who wish to be considered for financial aid for the fall semester should file their applications by **May 30th**.

Students who want to be considered for financial aid for only the spring semester should file their applications by **October 1st**.

By filing on or before these deadlines, depending on eligibility, you may be considered for federal campus based aid which includes the Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Work-Study Grant and Federal Perkins Loan and Nursing Student Loan funding.

The College will not process a student's application for financial aid until all requested items to complete the file are submitted. All awards are based on the availability of funding.

FREQUENCY OF FILING FOR FINANCIAL AID

Students are required to file once each academic year to be considered for financial aid. Due to the fact that a student's financial situation may change, financial aid awards are not automatically renewed each year. You must apply for financial aid each academic year. There are several methods of applying for financial aid which include completing the Free Application for Federal Student Aid (FAFSA) by using the paper application or via the FAFSA website, completing the renewal paper FAFSA or using the renewal FAFSA website. Note that you must have applied for federal student aid during the prior academic year to file a renewal FAFSA. The website for FAFSA is: www.fafsa.ed.gov

The Tuition Assistance Program (TAP) application will be automatically mailed to your home only after you have completed the Free Application for Federal Student Aid (FAFSA). The TAP application must be filed each academic year.

The Aid for Part-Time Study (APTS) application can be obtained at the College's Financial Aid Office. This also must be filed each academic year.

INDEPENDENT STUDENT STATUS

To be considered as an independent student for federal financial aid purposes, a student must meet one of the following criteria:

1. A student must be 24 years old by December 31st of the award year.
2. Be an orphan or ward of the court
3. Be a veteran of the armed forces of the United States
4. Be an individual with legal dependents other than a spouse who receive more than half of their support from you
5. Be a married person
6. Be a student working on a degree beyond a bachelor's degree during the 2002/2003 academic year

Students are urged to make an appointment to speak to a counselor in the Financial Aid Office if they are considering filing for federal financial aid as an independent student but do not meet the above mentioned federal criteria.

Students applying for the New York State Tuition Assistance Program (TAP) must meet a different set of guidelines to be considered independent. TAP considers students aged 35 or older as automatically independent. Students between 22 and 35 years of age must meet additional requirements for independence as outlined in the TAP application. Students under 22 years of age will normally be considered dependent unless they can fully document their circumstances.

STUDY ABROAD PROGRAM

Financial aid is available to students who wish to study abroad. Students enrolled in classes abroad must be certain that these courses are approved for credit at our College and have a completed consortium agreement signed by all appropriate administrators at both the home and visiting institution.

Students participating in the study abroad program must meet all the established criteria to receive financial aid.

DISBURSEMENT OF FINANCIAL AID

Federal Grant Funds: Federal grant funds are first credited to students' accounts if they have any outstanding tuition and fee liability. Excess money is then sent directly to the student to reimburse him/her for education related expenses that have been incurred. Excess federal funds are normally disbursed to the student after attendance is confirmed.

Federal Direct Loan Funds: Direct Stafford subsidized and unsubsidized loan funds are sent directly to the College. Once the student's eligibility is recertified to receive these funds, money is disbursed. If the student owes any tuition and fee liability to the College, loan funds are generally the first source of funding used to credit the account. This is done as the loan funds become available.

REFUND POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS

If a student totally withdraws from the College for a particular semester and was a federal financial aid recipient, the student is entitled to receive funding based on the percentage of the payment period (semester) that the student completed.

If the student completes more than 60% of the period, he or she earned 100% of the aid for that period of enrollment.

If the student completes 60% or less of the period of enrollment, the percentage of the period completed is the percentage of aid earned and eligible to receive. Any aid that is unearned as a result of totally withdrawing from the College at the 60% or less point of the semester must be returned to the Department of Education.

This policy applies to all students receiving federal aid during the fall, spring or summer semesters.

STATE PROGRAMS DEFINED: TUITION ASSISTANCE PROGRAM (TAP)

Full-time matriculated students who are U.S. citizens or eligible non-citizens requesting state assistance may apply for the Tuition Assistance Program. Applications will be automatically sent to your home only after you have applied for federal student aid. This program currently provides awards of \$275 to \$2,525 per academic year, based upon the family's New York State net taxable income and the amount of tuition. State Education Department regulations require students applying for the Tuition Assistance Program to meet the minimum standards for satisfactory academic progress, as listed in the catalog, to continue their eligibility for assistance. Students not complying with these standards, which are not the same as the College's established standards for satisfactory progress, will have their awards suspended. Their eligibility will be reestablished only after they have successfully met the State's academic progress and pursuit standards.

In addition, students must complete a percentage of the full-time course load (12 credits) each semester of eligibility. They must receive a grade—either passing or failing—in 50% of their courses each semester of their first year, 75% in their second year, and 100% in their third year.

Students who do not meet the above criteria and who have documented medical, psychological, and/or personal problems may seek a one-time waiver from the Financial Aid Office.

Students enrolled in a two-year program cannot receive more than three (3) years of TAP payments.

Students enrolling for their first term of college and who are taking remedial courses must register for at least one three (3) credit level class.

Second semester students receiving TAP and taking remedial classes must register for at least six (6) credits.

AID FOR PART-TIME STUDY (APTS)

Part-time students enrolled in 3 to 11.5 credits are eligible to apply for this award. APTS is subject to allocations from New York State. To receive APTS you must complete both the Free Application for Student Aid (FAFSA) and the Aid for Part-Time Study application. To remain eligible for APTS, students must maintain academic progress as defined by New York State. Check the Financial Aid Office for filing deadlines and additional eligibility criteria.

FEDERAL PROGRAMS

All students requesting assistance must apply using the Free Application Form for Federal Student Aid (FAFSA) available at the Financial Aid Office. The student must submit the completed form to the approved processing agency between January 1 and May 30 (but not before January 1), in order to be assured priority consideration for assistance for the fall semester. Aid offered applicants after May 30 is subject to the availability of funds.

The Free Application Form for Federal Student Aid (FAFSA) is an annual document used to collect information for determining need for aid. A new form must be filed each academic year. The information is confidential and is sent only to schools listed by the prospective student. By listing Nassau Community College along with the school code #002873, financial aid information is loaded into the College's database electronically.

Approximately one month after submitting the FAFSA, a Student Aid Report (SAR) will be mailed to the student's home address. Since Nassau will receive the information electronically, the Student Aid Report does not have to be submitted to the office. The student will then be asked to complete a Nassau Community College Application for Financial Aid (NAFA) and to submit other documentation, if required. No federal aid will be awarded until all requested documentation is provided. Once all documentation is provided, an award notification will be sent to the student which lists eligibility for the federal financial aid programs.

The information provided on these forms determines the amount of the award(s). All awards are based on financial need and the cost of education.

Federal programs require that the recipient be matriculated in a state-approved degree or certificate program, have a high school diploma, or general equivalency diploma, be enrolled in at least 0.5 credit for Federal Pell aid, be a citizen or an eligible non-citizen, and be making satisfactory academic progress. Contact the Financial Aid Office for additional federal criteria.

The Federal Pell Grant, Federal Work-Study Program (F.W.S.) and Federal Direct Loan Program base the amount of the award on enrolled credits. Any change of enrollment during the year can cause the amount of funding to be changed. Students must maintain satisfactory academic progress each semester or aid will be withdrawn. Copies of Standards of Satisfactory Academic Progress for Title IV (federal) aid are available in the Financial Aid Office and are included in this section of the catalog.

More than 30% of applicants must verify the data on their applications. Therefore, applicants should be prepared to submit verification documents (including IRS income tax forms) to the Financial Aid Office upon request. For more information regarding federal financial aid go to www.ed.gov/studentaid/.

FEDERAL PELL GRANTS

A Federal Pell Grant is an award for undergraduate students which does not have to be paid back. Eligibility for this program is based upon a standard formula established by Congress. To apply for a Federal Pell Grant, a student must complete the application process using the Free Application Form for Federal Student Aid. These grants currently range between \$400 and \$4,000 per year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

These grants are for students of exceptional financial need who otherwise would be unable to continue their education. Priority is given to Federal Pell Grant recipients. The grants range from \$100 to \$200 each year. All applicants are reviewed for FSEOG eligibility. Funds provided by the government for this program are limited.

FEDERAL PERKINS LOAN

This program provides low interest, long term, deferred loans which are interest-free until nine months after the borrower ceases to carry at least six credits. An interest rate of 5% annually is applied on the unpaid balance and payments are made quarterly. Applicants who indicate interest in a loan and have exceptional financial need are reviewed for Perkins Loan eligibility. Priority is given to Federal Pell Grant recipients. Funds provided by the government for this program are limited.

NURSING STUDENT LOAN (NSL)

This program is limited to Nursing students. Its terms are similar to the Perkins Loan. Students must demonstrate financial need to be considered for this loan.

FEDERAL WORK-STUDY (FWS)

This is a federally funded need based program of part-time employment. It is possible to earn up to \$3,000 per academic year on campus or off campus while earning a degree. Applicants who indicate interest in work on the Free Application for Federal Student Aid (FAFSA) are reviewed for FWS eligibility.

The Job Location and Development Program (JLDP) is an expansion of the Federal Work-Study Program. This non-need based program provides applicants with part-time employment in community services or for profit agencies.

Students seeking other part-time or full-time employment both on and off campus should review "Job Placement" in the Student Services section of the catalog.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM (www.ed.gov/DirectLoan/)

Loans under the Direct Loan Programs include the Federal Stafford Loan (subsidized and unsubsidized) and the Federal Parent Loan for Undergraduate Students. In order to apply for these loans, a student must first complete the Federal Financial Aid Application process.

Federal Stafford Loans — There are two types of Stafford Loans: subsidized and unsubsidized loans. Interest for these loans is variable but will not exceed 9%.

Subsidized Stafford Loans are based upon financial need. The government pays the interest on these loans as long as the student is enrolled at least half-time. Repayment of the loan, with interest, is due beginning six months after the student is no longer enrolled, or is less than a half-time student. A loan origination fee and insurance fee is charged at the onset of the loan.

Unsubsidized Stafford Loans are similar to the subsidized loans, except that they are not need-based, and interest on these loans begins within 30 days of disbursement. Interest can be deferred.

Federal Parent Loans for Undergraduate Students (PLUS) are limited to the parents of dependent students.

Currently, the maximum PLUS loan is the cost of education minus other financial aid per year, at an interest rate that varies based on the year the loan is received. An insurance fee is withheld when the loan is disbursed.

Direct Loan borrowers must complete a pre-loan form available at the Financial Aid Office and sign a loan promissory note.

All first-time borrowers must complete the federally mandated loan entrance interview counseling session prior to loan funds being disbursed. Loan interviews can be completed in person at the Financial Aid Office or through the web. For more information go to www.ed.gov/DirectLoan.

Once a student drops below six credits or ceases to attend the College, he/she is required to attend a loan exit interview counseling session. For more information go to www.dlsvicer.ed.gov.

VETERANS BENEFITS

Information and certification of Veterans Administration benefits may be obtained at the Office of the Registrar.

Veterans of the armed services and children of deceased veterans are eligible for benefits. Upon presentation of authorization from the Veterans Administration, the College will certify enrollment. The government pays allowances directly to veterans or children of deceased veterans.

Staff representatives are available in the Office of the Registrar to provide claims processing services necessary to receive veterans educational benefits. Certain veterans benefits must be considered resources when packaging campus-based funds. However, the same benefits are now excluded from the definition of estimated financial assistance used to determine subsidized Stafford Loan amounts under the FFEL and Direct Loan programs.

Affected benefits:

- Title 38, Chapter 30 (Montgomery GI Bill): The revised treatment of benefits may result in increased subsidized loan eligibility for students, but the increased loan eligibility can result in decreased campus-based eligibility.

NASSAU COUNTY PROGRAMS/SCHOLARSHIPS

Nassau County makes scholarship monies available each year for a variety of programs.

Students are urged to apply for these scholarships by obtaining the proper forms from the Financial Aid Office. For more information go to www.ncc.edu/scholarships.

PRIVATE SCHOLARSHIPS

Scholarships and awards are presented to incoming, returning, or graduating students from funding by members of the College's faculty and staff, by campus groups, and from local donor organizations and individuals.

Information and applications may be obtained from the Financial Aid Office on the 3rd floor of the Administrative Tower. Students may also learn about scholarships from the academic department offices, the College Transfer Office in Nassau Hall, and the Nassau Community College Federation of Teachers.

SCHOLARSHIP SEARCH VIA THE INTERNET

There are several scholarship search services that are accessible via the Internet. The National Association of Student Financial Aid Administrators provides two Internet web sites:

<http://www.fastweb.com>

<http://www.finaid.com>

These web site addresses will assist you in searching for private scholarship funds. Access to the Internet is available at the campus computer center in the College Library.

ACADEMIC PROGRESS FOR ALL FEDERAL FINANCIAL AID RECIPIENTS

There are three elements of satisfactory academic progress that all financial aid recipients must achieve in order to receive Federal Title IV financial aid:

1. A qualitative measure of academic progress which is calculated using the student's grade point average
2. A quantitative measure which uses an "attempted to earn credit ratio"
3. A maximum time frame in which students are expected to finish their program

The qualitative and quantitative measurements are listed in the catalog.

The maximum time frame may not exceed 150% of the published length of the program measured in credit hours attempted.

These requirements may be waived if the student submits to the Financial Aid Office a written request for such waiver. Supporting documentation detailing mitigating circumstances to justify the waiver must accompany all waiver requests.



The waiver is not automatic; it requires a judgment by a professional staff member of the Financial Aid Office that the student's failure to meet the academic progress standards was due to a documented unusual situation (e.g. medical, death in the family, etc.). The waiver process is not considered an entitlement but is issued in accordance with individual student circumstances. Note that grades of W, F or U are not considered satisfactory completion for federal financial aid purposes. Financial aid applicants who fall below the standards listed (see academic progress chart) will be notified in writing. These notifications will be sent at the conclusion of each semester when the student's cumulative academic record is reviewed. To continue to receive financial aid, students must maintain the standards of satisfactory progress. See chart below.

Nassau Community College FEDERAL TITLE IV SATISFACTORY ACADEMIC PROGRESS STANDARDS

Total Credits Attempted*	Total Credits Completed**	Certificate Programs
Associate Degree/ Certificate Programs		
0-13	0	3
14-18	3	6
19-24	6	9
25-30	9	14
31-35	12	18
36-40	15	24
41-45	18	30
46-50	21	34
51-55	24	38
56-60	27	42
61-65	32	46
66-70	37	50
71-75	42	55
76-80	47	60
81-85	52	64
86-90	57	68
91-95	62	71
96-100	67	
101-105	72	
106-110	76	
111-115	80	
116-120	84	
121-125	88	
126-130	92	
131-135	96	
136-140	100	
141-145	105	
146-150	110	
151-155	115	
156-160	120	
161-165	125	

*Total Attempted Credits include "W" (Withdrawal) and "I" (Incomplete) grades, repeated courses, and appropriate chargeable credits for each 000 series noncredit course.

**Total Credits Completed with Passing Grade include appropriate chargeable credits for each "S" (Satisfactory) grade.

***Students in "D" Academic Standing will be ineligible to receive Federal Title IV funding, including loans, pending appeal.

ACADEMIC PROGRESS FOR ALL NEW YORK STATE TAP GRANT RECIPIENTS

In addition to meeting the requirements for Title IV satisfactory progress, students must also meet standards of satisfactory academic progress and pursuit for state aid programs. There are three elements of satisfactory academic progress that all financial aid recipients must achieve in order to receive financial aid from the New York State sponsored Tuition Assistance Program (TAP):

1. Students must accrue a specific number of credits based upon the total number of TAP payments received.
2. Students must achieve a minimum grade point average based on the total number of TAP payments received.
3. Students must complete a designated number of credits in the prior semester they received TAP based on the number of TAP payments received. See chart below.

GPA STANDARD

Total Attempted Credits*	Required Cumulative Grade Pt. Avg.
0	0.0
1-14	1.7
15-29	1.8
30-47	1.9
48+	2.0

*as defined by Registrar

REQUIREMENTS FOR STATE ACADEMIC PROGRESS AND PURSUIT. PAYMENTS OR SEMESTERS								
SEMESTER								
Before being Certified For this Payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
Student Must Have Accrued At Least This Many Credits:	0	3	9	18	30	45	60	75
With at Least This Grade Point Average:	0	.5	.75	1.3	2.0	2.0	2.0	2.0
Student Must Have Also Completed In The Prior Semesters	0	6	6	9	9	12	12	12
They Received TAP: (in credits)	CREDITS	CREDITS	CREDITS	CREDITS	CREDITS	CREDITS	CREDITS	CREDITS

Note: Students enrolled in a two-year program cannot receive more than three (3) years of TAP.

ACADEMIC INFORMATION

The Office of the Vice President of Academic Affairs is responsible for the implementation, interpretation of, and compliance with all academic regulations.

The Office of the Registrar is responsible for the registration of students, evaluation of transfer credits once a student is in attendance, and maintenance of all academic records. Official certifications regarding student records are provided as required. Students should contact the Office of the Registrar for information, rather than rely on unofficial sources. The Office of the Registrar is located on the Lower Level of the Administrative Tower.

Academic Programs

The New York State Education Department has authorized Nassau Community College to award degrees and certificates in the following programs, listed with HEGIS (Higher Education General Information Survey) code. Students are advised that enrollment in other than registered or otherwise approved programs may jeopardize eligibility for certain state and federal aid awards.

PROGRAM	HEGIS CODE	DEG.	PAGE	PROGRAM	HEGIS CODE	DEG.	PAGE
BUSINESS-ACCOUNTING	5002	AS	78	LIBERAL ARTS & SCIENCES-			
BUSINESS-ACCOUNTING	5002	AAS	78	MATHEMATICS	5617	AS	85
ACTING	5610	AA	78	LIBERAL ARTS & SCIENCES-			
ADVERTISING ART	5012	Cert.	91	MATHEMATICS & SCIENCE	5649	AS	77
LIBERAL ARTS & SCIENCES-				BUSINESS-MARKETING	5004	AAS	85
AFRICAN AMERICAN STUDIES	5622	AA	78	MEDIA	5008	AA	85
AMERICAN SIGN LANGUAGE	5599	AA	79	MEDICAL LABORATORY			
ART STUDIES	5610	AA	79	TECHNOLOGY	5205	AAS	86
BOOKKEEPING	5002	Cert.	94	MORTUARY SCIENCE	5299.20	AAS	86
BUSINESS-BUSINESS				PERFORMING ARTS-MUSIC	5610	AAS	86
ADMINISTRATION	5004	AS	79	NURSING	5208.10	AS	87
BUSINESS ADMINISTRATION	5004	Cert.	91	BUSINESS-OFFICE TECHNOLOGY-			
CHILD CARE	5503	AAS	80	LEGAL	5005	AAS	87
CHILD CARE WORKER	5503	Cert.	91	BUSINESS-OFFICE TECHNOLOGY-			
CIVIL ENGINEERING				EXECUTIVE	5005	AAS	87
TECHNOLOGY	5309	AAS	80	BUSINESS-OFFICE TECHNOLOGY-			
COMMERCIAL ART	5012	AA	80	LEGAL	5005	Cert.	87
COMMERCIAL ART:				BUSINESS-OFFICE TECHNOLOGY-			
DIGITAL TECHNOLOGIES	5012	AAS	81	MEDICAL	5005	AAS	88
COMMUNICATION ARTS	5008	AA		BUSINESS-OFFICE TECHNOLOGY-			
COMPUTER INFORMATION				MEDICAL	5005	Cert.	92
SYSTEMS	5101	AAS	81	BUSINESS-OFFICE TECHNOLOGY-			
COMPUTER INFORMATION				WORD PROCESSING &			
SYSTEMS - MICROCOMPUTER	5101	Cert.	81	OFFICE AUTOMATION	5005	AAS	87
COMPUTER SCIENCE	5101	AS	82	BUSINESS-OFFICE TECHNOLOGY-	5005	Cert.	92
CRIMINAL JUSTICE	5505	AS	82	PARALEGAL	5099	AAS	88
DANCE	5610	AA	82	PARALEGAL STUDIES	5099	Cert.	92
DESIGN (FASHION)				PHOTOGRAPHY	5007	Cert.	92
APPAREL DESIGN	5012	AAS	84	PHYSICAL THERAPIST ASSISTANT	5219	AAS	88
DESIGN (INTERIOR)				RADIOLOGIC TECHNOLOGY-			
HOME FURNISHINGS	5012	AAS	82	RADIATION THERAPY	5207	AAS	88
EARLY CHILDHOOD	5503	AAS	82	RADIOLOGIC TECHNOLOGY	5207	AAS	89
ELECTRICAL ENGINEERING,				RESPIRATORY CARE	5215	AAS	89
ELECTRONICS TECHNOLOGY	5310	AAS	83	BUSINESS-RETAIL BUSINESS			
ENGINEERING SCIENCE	5609	AS	83	MANAGEMENT	5004	AAS	89
BUSINESS-FASHION BUYING				RECORDS/INFORMATION			
AND MERCHANDISING	5004	AAS	84	MANAGEMENT	5504	Cert.	92
FINE ARTS	5610	AA	84	SECURITY ADMINISTRATION	5505	AS	89
FOOD SERVICE ADMINISTRATION,				SMALL BUSINESS MANAGEMENT	5004	Cert.	93
RESTAURANT MANAGEMENT	5010	AAS	84	STUDIO RECORDING TECHNOLOGY	5008	Cert.	93
HOTEL TECHNOLOGY				SURGICAL TECHNOLOGY	5211	AAS	90
ADMINISTRATION	5010	AAS	84	TECHNICAL THEATRE	5610	AA	90
INTERIOR DESIGN-				TELECOMMUNICATIONS			
HOME FURNISHINGS	5012	Cert.	82	TECHNOLOGY	5310	AAS	90
LIBERAL ARTS & SCIENCES-				TELECOMMUNICATIONS			
HUMANITIES & SOCIAL SCIENCE	5649	AA	77	TECHNOLOGY-Verizon	5310	AAS	90
				BUSINESS-TRANSPORTATION AND			
				LOGISTICS MANAGEMENT	5011	AAS	90
				WORD PROCESSING	5005	Cert.	92

DEGREE AND CERTIFICATES DEFINED

The following descriptions of the three degree and certificate programs offered by the College are for comparative purposes only. In planning a program of study, students should be guided by the academic programs presented in the section "Programs of Study" and select their courses in consultation with an advisor.

ASSOCIATE IN ARTS (AA)

This degree is primarily for transfer programs which lead to the bachelor's degree. The curriculum is composed primarily of courses in the liberal arts and sciences. At a minimum, there are 48 semester credit hours of study in the humanities, the natural sciences, mathematics, and the social sciences.

The distribution requirements are: 12 credits in social science; 8 credits in science with laboratory; 6 credits in mathematics; 12 credits in English, including ENG 101 and 102; 6 credits in humanities; 2-3 credits in health; 2 credits in physical education activities; and 18 credits in electives and required courses as stated in the approved curricula.

ASSOCIATE IN SCIENCE (AS)

This degree may be used for certain occupationally oriented curricula, but is primarily designed to serve students in science or professionally related programs which lead to transfer to Bachelor of Science degree curricula. Associate in Science curricula have at least 30 semester hours of credit in the humanities, the natural sciences, mathematics, and the social sciences.

The distribution requirements are: 6 credits in social science; 8 credits in science with laboratory; 6 credits in mathematics; ENG 101 and 102; 6 credits in humanities; 2-3 credits in health; 2 credits in physical education activities; and 30 credits in electives and required courses as stated in the approved curricula.

ASSOCIATE IN APPLIED SCIENCE (AAS)

This degree is primarily for occupationally oriented curricula, but may at times be appropriate as a transfer degree to certain types of specialized baccalaureate programs. The curriculum has a minimum of 20 semester hours of credit drawn from the liberal arts and science areas, comprising work distributed in the humanities, the natural sciences, mathematics, and the social sciences.

The distribution requirements are: 6 credits in social science; 4 credits in science with laboratory; 3-4 credits in mathematics; 6 credits in English and communications, including ENG 101; 3 credits in humanities; 2-3 credits in health; 2 credits in physical education activities; and 40-48 credits in electives and required courses as stated in the approved curricula.

CERTIFICATES

A certificate is a credential registered by the State Education Department and issued by the College in recognition of the completion of a curriculum other than one leading to a degree. A certificate program can be completed in shorter time than the associate degree program — sometimes in less than a year.

Designed for those eager to enter the work force, certificate programs at the College offer career preparation in several different areas.

Another advantage of the certificate program is that most of the credits earned may be applied to a related associate degree program. Students attend the same classes as degree candidates and are graded on the same basis.

Grading System

Percentage Equivalent	Grade	Quality of Achievement	Quality Points
90-100%	A	Excellent	4
85-89	B+		3.5
80-84	B	Very Good	3
75-79	C+		2.5
70-74	C	Average	2
65-69	D+		1.5
60-64	D	Minimum Passing	1
	F	Failure	0
	INC	Incomplete	—
	W	Withdrawal	—
	NG	No Grade-Audit	—
	S	Satisfactory	—
	U	Unsatisfactory	—

In addition to numerical averages, many faculty take a host of other factors into consideration: problem solving methodology, thoroughness and completeness of research, laboratory techniques, attendance, punctuality, evidence of growth in a discipline, etc.

GRADE POINT AVERAGE

The Grade Point Average is one of the most important statistics students establish during their college careers. The average (abbreviated as GPA) affects whether or not a student can participate in extra-curricular activities, whether the student can hold student government office, and finally, whether or not the student will graduate.

The Grade Point Average (GPA) is computed by multiplying the quality point value of each grade by the credits designated for the course taken. This gives the quality points total. The sum of these totals divided by the number of credits attempted per semester gives the grade point average (GPA).

For example, a student taking a semester's load of five 3-credit courses—15 credits—in which three C's (9 times 2.0 value each), one B+ (3 times 3.5 value), and one D (3 times 1.0 value) were earned, would have a total of 31.5 quality points. This figure, divided by the 15 credits taken, would result in a grade point average (GPA) of 2.1. Each semester's work is added and compiled in the same way to become the student's cumulative grade point average, a figure which must reach 2.0 for the student to graduate, and 3.5 or higher to graduate with honors.

In compiling a student's grade point average (GPA), the following factors must also be taken into consideration:

1. When transfer credit is awarded, the grade is not computed for honor points or average.
2. If a student officially changes the area of concentration, an evaluation will be made by the new department chairperson to determine whether grades and credits in courses formerly required, but not required in the new curriculum, will be computed for quality points and average. If a student has attempted fewer than 40 credits at Nassau Community College, certain courses required in the former area and not required in the new area may be deleted. These courses will not be calculated in the student's average or included as credit toward the student's degree.
3. When a student repeats a course, both the initial grade and the repeat grade appear on the transcript. However, only the last completion mark (A-F but not including "W", "INC," or "NA") will be indicated in the cumulative average.

Repeat courses may affect eligibility for state sponsored financial aid programs. Check with the Financial Aid Office before you register to repeat a course.

INCOMPLETE GRADES

Grades of Incomplete (INC) may be assigned to those students who, for some valid reason, have not satisfied all academic requirements for the course but have a reasonable expectation of completing the required work. While a request for an incomplete grade should be initiated by the student, it is assigned at the discretion of the instructor.

It is the student's responsibility to contact the instructor of the course to determine the nature of the work required to complete the course and thus remove the grade of Incomplete. **A grade of Incomplete shall carry no immediate penalty, but grades of Incomplete not removed by the end of the following fifteen-week semester will automatically be changed to an "F."**

In extenuating circumstances, the instructor may petition the Dean of Instruction to extend the time for making up the Incomplete (INC) grade.

WITHDRAWAL GRADES

It is the responsibility of the student to withdraw officially from courses by filing a properly completed Drop/Add form with the Office of the Registrar. The instructor's signature must be obtained for drops processed beyond the refund period (see Tuition and Fee schedule). When a student officially withdraws from a class after the 3rd week but prior to the beginning of the 10th week of classes for fall and spring semesters, the student can only receive a grade of "W" (Withdrawal) of no consequence to semester and grade point averages. During Summer Sessions and Mini Sessions the automatic "W" period is normally calculated from the end of the refund period to a point representing approximately 60% of that semester. Students should read the Registrar's notices carefully to make sure that they are aware of the automatic "W" period in special sessions.

Again, withdrawal grades carrying no penalty are only guaranteed to those students who officially withdraw from classes and obtain the faculty member's signature during the automatic withdrawal periods indicated above. Students who drop courses prior to and during the automatic refund period do not receive any grades, including a "W" grade, for those courses (see Refunds in the section entitled "Expenses and Financial Aid" to determine the refund period).

If a student does not withdraw officially, the instructor must award a letter grade. This grade may be a "W", an "F", or an "INC" (Incomplete).



WITHDRAWAL PROCEDURE

As indicated under Withdrawal Grades, it is the student's responsibility to properly withdraw from all classes utilizing the correct forms and providing appropriate notification to the instructor. The instructor's signature is required after the Drop/Add-refund period. Students should complete the withdrawal process in person and remember that only in the most extenuating circumstances should they attempt to withdraw by mail. The official withdrawal date is the date that the completed form bearing the instructor's signature is processed and certified by the Office of the Registrar.

Although withdrawal grades are not calculated in a student's semester or Grade Point Average (GPA), receiving an excessive number of "W" (Withdrawal) grades can have a negative effect on a student's Academic Standing, resulting in semester credit load limitations (see Academic Standing in this section of the catalog). A student who feels that an extenuating circumstance, such as a medical or personal emergency, warrants an exception from this policy may appeal through the Office of the Dean of Students to request that the "W" grade not affect academic standing.

Because excessive Withdrawal grades can remove a student from Good Academic Standing, it is possible that "W" grades can change a student's eligibility to receive certain forms of student financial assistance. It is suggested that students consult with their advisor or a Student Personnel Services (SPS) counselor before withdrawing from courses. However, students withdrawing from nine or more credits are required to obtain an SPS counselor's signature.

CHANGE OF GRADE

Ordinarily, all letter grades are considered permanent (INC is not considered a letter grade). Changes of these grades will be made only upon the instructor's submission of clearly defined reason(s) or documentation which supports the justification for such an extraordinary change. "W" grades earned via the official withdrawal procedure will not be changed under any circumstances.

All changes of grade (other than INC) must be processed within one year of the end of the semester involved, unless demonstrated to be a result of clerical or computational error. Changes of Incomplete (INC) grades must be processed by the end of the next regular semester.

Changes of grade are initiated by the instructor issuing the appropriate Change of Grade form under the following conditions:

1. Documented computational or clerical error in recording the grade
2. Removal of an Incomplete (INC) upon satisfactory completion of course requirement(s); an Incomplete must be completed by the end of the next regular semester or it will change to an "F."
3. Reassessment of student performance (subjective evaluation) subsequent to grade issuance
4. Grade changes must be approved by the department chairperson before any official record adjustments can be made by the Office of the Registrar.

GRADE GRIEVANCE PROCEDURE

Students who believe they have been improperly graded in a particular course may appeal that grade if they do so before the end of the SEVENTH week of the following FALL or SPRING semester in which the grade was received. For a course taken during the SUMMER, you must file the grievance before the SEVENTH week of the following FALL semester.

Grievances must be pursued in the following manner until satisfaction is obtained or the procedure is completed:

1. With the instructor who issued the grade
2. With the instructor's departmental chairperson
3. With the departmental Personnel and Budget Committee
4. With an ad hoc subcommittee of the Academic Standing Committee to be composed of five members and student representation

In the event that a student's grade grievance is upheld at steps 2, 3, and 4, the grade will then be determined by the Personnel and Budget Committee of the department involved with the grievance. Thereafter, the change of grade procedure, as outlined above, will be followed. At any step in the grade grievance procedure, the instructor may initiate a change of grade.

Each individual or committee must initiate the appropriate discussion or hearing within 15 teaching days after receipt of a grievance, and must establish the date for such discussion or hearing within 5 teaching days of receipt, or the grievant is permitted to proceed to the next step in the procedure. Failure to appeal a decision to the next step within 10 teaching days of receipt of the decision shall terminate the grievance.

The Academic Standing Committee has established procedures for the conduct of grade grievances in situations where the instructor of record is unavailable or unreachable. Students are advised to consult their Department Chairperson for appropriate procedures in the event of such a circumstance. Grade grievance forms may be obtained in the Dean of Instruction Office, 361 Rice Circle.

TRANSCRIPTS

A student copy of the Transcript of Record or semester grade report is sent each semester to the student's home, indicating the scholastic standing. The Registrar will supply additional transcripts upon written request accompanied by the appropriate fee (see "Tuition and Fees").

POLICY STATEMENT ON CLASSROOM MANAGEMENT

Faculty have a right and responsibility to maintain a proper learning environment in the classroom. As integral members of this partnership, students are expected to participate actively in the learning experience and must do so in an appropriate manner.

Disruptive conduct in the classroom that interferes with the instructor's performance of his/her professional functions or that undermines the integrity of student learning will not be tolerated. Disruptive conduct includes, but is not limited to, behavior that is disorderly, lewd, indecent, obscene or threatening. This negative behavior will incur faculty intervention and may result in disciplinary action.

The procedures designed to ensure the right of due process for both instructor and student, as well as the College's right to impose penalties for infractions, are as follows:

1. The instructor will apprise the student of the inappropriateness of the behavior and ask that the negative behavior cease.
2. If negative behavior persists, the instructor will:
 - A. Refer the student to campus supportive services and/or
 - B. Inform the student, whether in writing or at a meeting, not to return to class.
3. In case of severe negative behavior covered by the Student Code of Conduct (see page 54), Public Safety will be called and the student immediately removed from class.

The procedure for a student to appeal an instructor's request that the student not return to class is as follows:

1. The student shall request a meeting with the instructor's Department Chairperson within three academic calendar days after expulsion from class.
2. The chairperson shall consult with all parties involved in an effort to promote some reconciliation.

The decision to allow the student to return to class and the determination of the final grade shall remain with the instructor.

DEAN'S HONOR LIST

After the completion of each fall and spring semester, outstanding scholastic achievement is recognized through the compilation of the Dean's Honor List. This honor is noted on the student's permanent transcript of record.

To qualify, full-time students must have completed a minimum of 12 hours of credit per semester in residence and have attained a 3.5 semester average or higher, with no grades of Withdrawal (W), Failure (F), Unsatisfactory (U), or Incomplete (INC). Further, it is important to note that students must be in good academic standing and that repeated courses will not be counted as credits attempted for the purpose of compiling the Dean's Honor List.

Part-time students are also eligible for the Dean's Honor List provided they attain a Grade Point Average (GPA) of 3.5 or greater, and are otherwise in good academic standing. The GPA for part-time students is calculated upon the completion of each 12 semester hours of credit, without respect to the number of semesters the student has been in attendance. Eligibility for the Dean's Honor List is redetermined after each 12 additional credit hours attempted (12 credits, 24 credits, 36 credits, 48 credits, 60 credits). It is important to note that each 12 semester hour block of credits attempted may not include grades of Withdrawal (W), Failure (F), Unsatisfactory (U), or incomplete (INC). Repeated courses will not be counted as credits attempted for the purpose of compiling the Dean's Honor List.

ACADEMIC STANDING

Academic standing is determined according to the regulations of the Academic Standing Committee and is printed at the bottom of the student transcript of record.

Decisions made at the conclusion of the spring semester will remain in effect for a minimum of one full semester during the regular school year; that is, until the conclusion of the following fall semester. Grades attained during the intervening summer sessions will be considered only in conjunction with the following fall semester grades for purposes of releasing students from academic standing decisions or limitations.

MINIMUM GRADE POINT AVERAGES REQUIRED TO MAINTAIN GOOD ACADEMIC STANDING

The following cumulative grade point averages (GPA) are the minimums which must be attained for a student to be considered in good academic standing:

- A 1.7 with 1-14 credits attempted (usually one semester)
- A 1.8 with 15-29 credits attempted (usually two semesters)
- A 1.9 with 30-47 credits attempted
- A 2.0 with 48 or more credits attempted

A student whose cumulative average falls below these minima for the first time will remain in good academic standing but shall be limited to 14 credits (or equivalent where preparatory courses are concerned) for the next semester. If, at the end of the next semester, the student's cumulative average still falls below these minima, then the student concerned shall be placed on academic probation and shall be restricted to part-time (fewer than 12 credits) attendance.

Academic Dismissal Policy - The cumulative Grade Point Average (GPA) of students on probation will be reviewed at the end of the spring semester. Students whose cumulative average remains below the required minimum will be academically dismissed. The office of the Dean of Students implements, interprets, and ensures compliance with this policy.

A previously dismissed student who is readmitted will not be dismissed under this policy if a GPA of 2.00 or higher is maintained in courses taken since readmission, and if satisfactory progress is demonstrated in remedial courses taken since readmission.

Students have the right to appeal their dismissal. Appeals must be submitted in writing to the Academic Standing Committee through the office of the Dean of Students no later than six weeks prior to the beginning of the semester for which they wish to be readmitted. Students who fail to appeal their dismissal within the required time limit may submit an appeal in a timely fashion for readmission to a future semester. All appeal decisions rendered by the Academic Standing Committee shall be final.

ACADEMIC PROGRESS REQUIREMENTS FOR STUDENTS PLACED IN REMEDIAL COURSES

Academic Progress Requirements for Students Placed in the Basic Education Program(BEP)

Students whose assessment test placement is the "Basic Education Program" must enroll in and successfully complete the Basic Education Program (BEP) and any additional required remediation before enrolling in regular college courses.

The following conditions apply to students enrolled in the Basic Education Program:

1. must enroll in this program in the first semester of attendance. The Basic Education Program is the equivalent of a full-time program;
2. must satisfactorily complete BEP courses; (Withdrawal from individual classes in the BEP program is not permitted);
3. will be academically dismissed from the College if they fail all three BEP courses in the first semester, and will be considered for readmission only with the approval of a majority of their academic instructors;
4. may repeat a single failed course only twice, and will be academically dismissed upon the third failure;
5. will be considered for readmission only after being separated from the College for at least one year (fall/spring), and only if future placement test results reveal no need for remediation in the area(s) for which the student was dismissed.

Academic Progress Requirements for Students Placed in all other Remedial Courses

Students who do not place in the Basic Education Program but who require remedial course work must enroll in these remedial courses during the first semester of attendance. Students enrolled in remedial courses as a result of their placements may not withdraw from these courses unless they are withdrawing from all courses for the semester.

Students who do not successfully complete all required preparatory courses during their first full-time semester will be limited in the next semester to 12 credit hours or their equivalent, including the required preparatory courses, until all preparatory requirements are satisfactorily completed. Students who are restricted from registering for classes due to their remedial placements may not add restricted or credit classes through the Change of Program or Add-Drop process.

A student required to take a remedial course (ENG 001, RDG 001, RDG 002, MAT 001, MAT 002) who does not successfully complete the course must register for the course the following semester and shall be permitted to register for each remedial course a maximum of three (3) times. A student who does not satisfactorily complete any required remedial course after the third enrollment will be academically dismissed from Nassau Community College. Readmission will be considered only if future assessment test results reveal no need for remediation in the area(s) in which the student was dismissed. Under ordinary circumstances, this should occur only after the student has been separated from the College for at least one year (fall/spring).

IMPACT OF WITHDRAWAL GRADES ON ACADEMIC STANDING

A student who withdraws from more than one course per semester (i.e., two or more "W" grades in one semester) shall thereafter be placed on academic limitation—no more than 14 credits permitted.

A student who withdraws from more than one course during a semester of academic limitation, or has not earned the required grade point average, shall be placed in the next more restrictive probation category.

A student who earns a total of six or more "W" grades will automatically be placed in the most restrictive probation category (i.e., PART-TIME). "W" grades earned prior to September 1976 shall not apply.

A student will be removed from academic limitation upon completion of the probationary semester's program, provided he or she has achieved the required grade point average and has not received more than one "W" grade.

Students who feel that extenuating circumstances warrant an exception from this policy may appeal through the Office of the Dean of Students.

Grades attained during the summer sessions will be considered in conjunction with the following fall semester grades for the purpose of this policy.

A student who has been placed on academic limitation is required to see a Student Personnel Services counselor.

MATRICULATION REQUIREMENTS

Matriculated status indicates that a student has been accepted as a degree candidate in a particular approved degree program. (See Admissions information). Matriculated status carries with it the privilege of full-time attendance (12 to 17 credits).

Students whose first date of attendance at Nassau Community College was in the fall 1996 semester or later, who begin as non-degree (or non-matriculated) students, and who already have a high school diploma or a GED, must take the following steps in order to become matriculated:

1. submit official copies of all (required) academic records [i.e., high school and previous colleges];
2. take the College's placement tests in reading, writing and mathematics unless an exemption from testing has been granted, based on transferable college courses (minimum grade C in English and/or mathematics).

Non-degree students requiring testing may arrange to take the required test(s) by contacting the Advisement / Testing Center at (516) 572-7780.

Once these steps have been completed and test scores are available, students desiring matriculation status should contact the Office of the Registrar to request a change of status.

Nonmatriculated Status - The student will not receive a degree until matriculated status has been formally granted. However, nonmatriculated status does not affect a student's eligibility to pursue a program leading to a degree.

AUTOMATIC MATRICULATION

The automatic matriculation procedure applies to all students in attendance prior to the fall 1996 semester. An automatic matriculation procedure permits a student to be evaluated for matriculation through one college-wide set of standards. However, the procedure does not bind a student to a specific department, guarantee entrance into a specific course, or in any way guarantee day study.

There is no need to apply for matriculation. Notification of academic status for each succeeding semester will be printed on the student transcript of record. It is to the student's benefit, however, to contact the designated academic department immediately upon earning matriculation. The automatic matriculation procedure applies to all students in attendance prior to the fall 1996 semester. Students must apply for matriculated status if their first date of attendance is on or after the commencement of the fall 1996 semester.

LIMITATIONS ON MATRICULATION

Because of the limited number of seats available in classrooms and laboratories, the College must reserve the right to refuse matriculation into specific departments.

No students are admitted via the automatic matriculation procedure in the areas of Nursing, Respiratory Care, Surgical Technology, Physical Therapist Assistant, Radiologic Technology, Radiation Therapy Technology, Medical Laboratory Technology, Child Care, Early Childhood, Music, Mortuary Science, Engineering Science or Engineering Technologies.

Automatic matriculation will not be granted solely on summer session attendance.

COURSES FOR MATRICULATION

To attain matriculated status, the student must complete the following course and average requirements:

Course Requirements:

ENG 101 (English Composition I), 3 credits; mathematics or science, 3-4 credits by advisement; and elective, 3 credits by advisement. Average requirements:

A 2.5 GPA (grade point average) for 9-11 credits; A 2.3 GPA for 12-18 credits; or a 2.0 GPA for 19-30 credits.

To be considered for admission to a designated area of concentration, the student should be aware of the following:

Liberal Arts and Sciences

Students seeking matriculation in art, music, or communications, as well as all other areas of the liberal arts and sciences, may complete any credit level Mathematics Department offering or any credit level laboratory science.

Recommended elective for music students is MUS 117 (Elements of Music); while communications students should complete COM 101 (Oral Communications).

All other liberal arts and sciences students are urged to complete an elective in the social sciences (choosing from history, economics, sociology, psychology, political science or geography) or humanities (choosing from foreign languages, philosophy, or communications).

Business or Engineering Programs

Business students (in accounting and business administration) may complete any credit level Mathematics Department offering or any credit level laboratory science requirement, plus a recommended elective of ACC 101 (Principles of Accounting I).

Engineering Science and Engineering Technology students must clear their programs with the Engineering/Physics/Technology Department.

Allied Health Science Programs

No evening program nor automatic matriculation process is available in any Allied Health Science program.

Business Career Programs

Computer Information Systems students may take any credit level Mathematics Department offering except MAT 101 or MAT 109 or any credit level laboratory science for their mathematics and science requirement and, for their elective, may choose either CMP 103 (Microcomputer Hardware and Software) or CMP 210 (Computer Science I).

Hotel and Restaurant Management students may take any credit mathematics elective or 4-credit level laboratory science for their mathematics and science requirement and MKT 100 (Marketing) for their recommended elective.

Marketing and Retail Business Management (including Fashion Buying and Merchandising) students may take any credit level mathematics course (MAT 102, Introduction to Statistics, recommended) or any 4-credit laboratory science and MKT 100 (Marketing) for their mathematics and science requirement and their recommended elective.

Office Technology students may take any credit level mathematics or 4-credit laboratory science for their mathematics and science requirement.

Other Career Programs

All Engineering Technology (including Electrical Engineering Technology, Telecommunications Technology and Civil Engineering Technology) students must obtain matriculation from the Engineering / Physics / Technology Department.

Child Care, Early Childhood Education, and Criminal Justice students should complete BIO 101 for their mathematics and science requirement. For electives, these students may take any social science (e.g., history, economics, sociology, psychology, political science or geography).

Music (Performing Arts) students should take GSS 106 for their mathematics and science requirement and are urged to take MUS 117 (Elements of Music) for their elective.

REGISTRATION

Registration is conducted in a credit priority system-i.e., the currently attending students with the highest number of credits completed and in progress will be given the opportunity to register first. Students are strongly urged to comply with their credit priority to assure optimum advisement and choice of courses. Normally, students who take advantage of their first opportunity to register are able to secure the courses and schedule they desire.

CHANGE OF SCHEDULE

DROP/ADD COURSE CHANGE

Students are expected to exercise discretion and forethought in the selection of courses and in scheduling their class hours each semester.

Changes of schedule will not be permitted after the first week of classes in a regular semester or the second day of classes in a summer session.

Straight withdrawals, however, may be made at any time in accordance with "Withdrawal Grades" described earlier in this section on page 41.

All Drop/Adds involving changes of courses should have the written approval of a faculty advisor. Such approval does not guarantee admittance to the class.

A fee will be charged for all Drop/Adds during "Late Period" except "necessary" changes and straight withdrawals (see "Fee Schedule").

CHANGE IN APPROVED PROGRAM

A student wishing to change curriculum or area of study should first obtain a Change of Area form at the Registrar's Office or the office of the academic department the student wishes to enter. The form lists the procedures to be followed. See "Grade Point Average" section in this catalog for possible effect on grades.

Students not meeting the initial admission requirement to the new area of study will not be given approval for such a change until they have satisfactorily completed at least 15 credits at the College. The College, unfortunately, must reserve the right to refuse matriculation or change of area into specific departments because the number of qualified students often exceeds the number of spaces available.

ATTENDANCE REGULATIONS

No student shall be awarded academic credit for any course unless properly enrolled (appropriate forms and payment of tuition and fees) on or before the last date for the filing of drop/add forms for the semester in question (first week of fall or spring classes or second day of summer session).

Entering freshman students will be enrolled for a maximum of 16 semester hours of credits. Academic advisors may, however, recommend a 17 or 18 credit load if the student's high school record indicates an overall average of 85% or higher or for other extenuating circumstances. Written approval of the area department chairperson is required.

Continuing and returning students may enroll in no more than 17 credits per semester. In special circumstances, written approval to enroll for 18 credits may be granted by the department chairperson or the Dean of Students.

ADMISSION TO CLASS

A student will be admitted to a course only upon the presentation of a Bursar validated receipt, drop-add form, or valid Senior Citizen or cross-registration permit.

CLASS ATTENDANCE

Students are expected to attend all classes. Absences due to illness or for other serious reasons may be excused by the instructor. Students are advised that absences in excess of 10% of the total class meetings may result in a student's being dropped from the course. Some departments may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all course work missed.

Students receiving Veterans Administration educational benefits are reminded of their legal obligation to withdraw officially and to notify the Veterans Certification Office should they cease to attend any class.

AUDITING OF CLASSES

With the approval of the Dean of Instruction, auditors may be permitted in classes under the following conditions:

1. Regular course fees are paid;
2. Section enrollment limits are not exceeded;
3. Auditors are clearly identified to the instructor;
4. Auditors do not preempt seats desired by credit students-i.e., auditors are not admitted until after regular registration for the class is completed;
5. No more than five auditors are permitted in any one section;
6. A grade cannot be subsequently or retroactively awarded.

Nassau County residents aged 60 years or older please see page 23 for procedure to participate as a "Senior Observer."

RELIGIOUS ABSENCES

The laws of the State of New York, Section 224-a of the Education Law, provide that:

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 or she is unable, because of his or her religious beliefs, to register or 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 or her 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 or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she 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 registration, 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 or opportunity to register 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 or registration 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 or her availing himself or herself 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 county in which such institution of higher education is located for the enforcement of his or her rights under this section.

6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she 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 such student such equivalent opportunity.

7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

GRADUATION

GRADUATION REQUIREMENTS

A minimum cumulative average of 2.0 is required for graduation from both degree and certificate programs. Students are required to complete at least 33 credit hours in residence for degree programs and 15 credit hours in residence for certificate programs. In addition, the final 12 credits of a Nassau Community College degree must also be completed in residence. Under extenuating circumstances, the Dean of Instruction may grant permission, in writing, for a student to transfer back not more than 12 credits required to complete the Nassau Community College degree. Securing the Dean's permission does not alter the minimum number of credits in residency for degree and certificate programs.

GRADUATION PROCEDURES

GRADUATION WITH HONORS

Honors graduates will be awarded degrees:

- Summa cum Laude (with the greatest praise) if the cumulative average is 3.9 or higher;
- Magna cum Laude (with great praise) if the cumulative average is 3.7 to 3.89; or
- Cum Laude (with praise) if the cumulative average is 3.5 to 3.69.

These honors will be inscribed on the diploma and noted on the official transcript of record.

TWO-YEAR PROGRAMS OFTEN TAKE MORE THAN TWO YEARS

The sample four-semester program sequences which are described in the "Programs of Study" section are designed for students who intend to devote full time and energy to their studies. Many students, however, must work at full- or part-time jobs while in attendance and others are in need of remedial course work not shown in the sequences. Therefore, many students spend more than two years at Nassau.

In fact, approximately half the students graduating from community colleges nationwide do not follow the traditional four-semester pattern. Many students elect to attend additional semesters in order to enhance those skills necessary for a successful college career. Students expecting to spend only two years at N.C.C. should be aware of this trend. Often, students utilize the Summer Sessions to accelerate studies.



GENERAL EDUCATION AT NASSAU COMMUNITY COLLEGE

General Education at NCC is a required curriculum that contributes to the development of a broadly based person — one who thinks clearly, communicates effectively, makes informed and thoughtful judgments, distinguishes among sets of values, displays an appreciation for learning, and applies knowledge to the understanding of the human experience.

At NCC, General Education is achieved by a distribution of courses in the social sciences, arts and humanities, natural and physical science, and mathematics. This distribution of courses is designed to enable students to:

1. read and listen effectively, and speak and write clearly and persuasively;
2. think critically and creatively;
3. understand scientific methodology; reason quantitatively, and function in a technological environment;
4. develop personal, social, and aesthetic values through an understanding of culture, nature, self and society;
5. develop an understanding of and appreciation for behaviors that promote the good health of body and mind;
6. develop literacy and appreciation in the visual and performing arts.

HUMANITIES, DEFINED:

Humanities for the AA Degree: students may select from the following credit-level courses to earn humanities elective credit: African-American studies courses other than African-American history and AFR 185 (African-American Culture); art; communications; dance; English courses, when taken after completing the English requirement; foreign languages; library; music; philosophy; reading; and theatre. In addition, the multi-disciplinary courses, MDC 102 and MDC 130, are considered humanities.

INTERDISCIPLINARY COURSES:

Recognizing that the boundaries of the various academic disciplines frequently overlap and that an appreciation of the interrelatedness of knowledge can be encouraged, the faculty has developed several interdisciplinary courses. The Making of the Modern Mind I-II (MDC 101-102) and Modern World Societies I-II (IGS 101-102), are two such offerings.

LABORATORY SCIENCE, DEFINED:

All students must fulfill a laboratory science requirement for graduation; courses qualifying all carry four credits and are to be selected from laboratory science offerings: biology (BIO); chemistry (CHE); physics (PHY); general science studies (GSS); multidisciplinary science (MDS); or physical sciences (SCI).

Students are advised that science courses require the completion of homework and class assignments beyond the scheduled lectures and laboratories.

These courses, which have no prerequisite, fulfill general elective credit for all students. IGS courses serve as social science electives for all students; MDC 102 and MDC 130 fulfill humanities credit for the AA degree only. For further information, consult the course description section of this catalog.

PHYSICAL EDUCATION & HEALTH REQUIREMENTS

Evening students need NOT complete the two-credit requirement in physical education activities. Veterans, students over 25 years of age at the time of admission, and evening students who transfer to full-time day study should consult with the Office of the Registrar or their academic advisor regarding special regulations governing requirements in physical education activities. This process is critical to proper advisement for graduation.

In all degree programs requiring a health course, all students, regardless of age, will be required to complete that course. The requirement may be fulfilled by one of these electives:

PED 200 - Concepts of Healthful Living	3 credits
PED 201 - Personal and Family Health	2 credits
PED 251 - Family Life and Human Sexuality	3 credits
PED 271 - Introduction to Alcohol Use, Abuse, and Other Chemical Dependencies	3 credits
PED 293 - Community Health	3 credits
PED 231 - Death Education	3 credits

SOCIAL SCIENCE, DEFINED:

Social Science for the AA Degree: students may select from the following credit-level courses to earn social science elective credit: African-American history classes and AFR 185 (African-American Culture); economics; finance; geography; history; interdisciplinary global studies (IGS); political science; psychology; and sociology.

CERTIFICATE OF ELIGIBILITY

No student may graduate without eligibility duly certified by the Office of the Registrar. Prospective graduates must complete "Request for Graduation" forms available from the Registrar during their final semester. Upon completion of all items, the forms must be submitted to the Bursar with the appropriate graduation fee. Deadlines must be strictly observed to provide the College with adequate lead time necessary to certify graduates, determine awards, and print degrees and certificates.

SECOND DEGREE OR CERTIFICATE

A second degree (or certificate) may be undertaken either concurrently or consecutively at Nassau Community College only when a significant amount of additional course work in a very different field is completed.

Further, each second degree candidate must complete at least 24 additional credits in the "different field" (of the 24, 15 must be taken at Nassau Community College).

Additionally, each second degree shall contain a minimum of 33 credits "in residence."

Finally, each candidate seeking a second degree must obtain the prior written recommendation of the second degree chairperson (or program director) and prior approval of the Dean of Instruction on the appropriate form provided.

Ordinarily, students who pursue a degree shall not subsequently be granted a certificate in the same field. However, nothing shall prevent a student from subsequently pursuing a degree in the same field as the one in which he has undertaken studies for a certificate.

In cases where students have already completed a degree or certificate program and wish to pursue a new certificate, 12 credits must be taken in the new program (9 of the 12 must be taken at Nassau Community College). All candidates must comply with the College's in residence graduation requirement. (See section on Graduation.)

STUDENT CODE OF CONDUCT

Student Rights and Responsibilities

Students at Nassau Community College assume an obligation to conduct themselves in a manner compatible with the function of the College as an educational institution. Each student should be familiar with the College Catalog, which contains all rules and regulations of the College and is a binding contract with the student. By enrolling at the College, students agree to abide by the Rules and Regulations of the Student Code of Conduct developed in part by the students of the institution and endorsed by the Academic Senate, the College administration, and the Board of Trustees.

Fundamental Fairness Rights of Students Accused of Violating the Code of Conduct

1. To be afforded a fair and timely hearing, including the opportunity to challenge the impartiality of the hearing officer or committee members prior to the beginning of the hearing.
2. To have notice of the accusations.
3. To have the opportunity to question witnesses and evidence presented.
4. To have adequate time to prepare and present a defense
5. To receive in writing the disposition of the case and sanctions.
6. To appeal based upon procedures in this Code
7. To be afforded confidentiality to the extent permitted by law.
8. To remain silent with no inference of guilt.
9. To waive any of these rights.

Fundamental Fairness Rights of Alleged Victims

1. To be afforded the opportunity to challenge the impartiality of the hearing officer or committee members prior to the beginning of the hearing.
2. To have adequate time to prepare for hearings and interviews.
3. To have the opportunity to question witnesses and evidence presented.
4. To receive in writing specific information on the disposition of the case and sanctions.
5. To appeal based upon procedures in this Code.
6. To be afforded confidentiality to the extent permitted by law.
7. To submit an impact statement to the Assistant or Associate Dean of Students and/or hearing committee.
8. To waive any of these rights.

Sexual Harassment Policy

It is the policy of Nassau Community College to establish an environment in which the dignity and worth of all members of the institutional community are respected. In keeping with this principle, the sexual harassment of students or employees is considered unacceptable conduct and will not be tolerated.

Sexual Harassment is a serious violation of campus policy and can result in disciplinary action. Sexual harassment subverts the mission of the College and undermines the educational process. It creates an atmosphere that is not conducive to learning or productivity.

Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. Sexual harassment, like harassment on the basis of color, race, religion, or national origin, has been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act. Interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual Harassment is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct, or where the conduct has the purpose or effect of interfering with the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Bias and Discrimination

Nassau Community College is a broadly diversified institution, committed to recognizing diversity and pluralism of values and beliefs on campus. The College condemns bias and all other acts of hatred and violence. Furthermore, the College condemns all evils of bigotry, discrimination, harassment, physical violence and/or any form of abuse based on race, ethnicity, national origin, disability, age, gender, or sexual orientation.

Nassau Community College is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. These laws include prohibitions of discrimination in employment and educational programs and services. Title VII of the 1964 Civil Rights Act bans discrimination because of race, color, sex, religion or national origin.

As applied to post secondary education, Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. Sec. 794, as amended by Section 111(a) of the Rehabilitation Act amendments of 1974) prohibits discrimination on the basis of handicap. Section 504 contains several specific provisions similar to those prohibiting sex discrimination under Title IX.

Affirmation Action Officer/Section 504 Coordinator
(516) 572-7747
Tower 818

NASSAU COMMUNITY COLLEGE Rules and Regulations of Conduct

Preamble

The College is committed to providing an atmosphere in which students have freedom to learn and engage in the search for truth, knowledge, and reason in accordance with the standards set forth by the academic community. Conduct that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action.

Statement of Policy

As an educational institution of higher education, Nassau Community College seeks to provide the best educational environment for its students, faculty, and staff. It is mindful that academic freedom is an essential element of college life.

To carry out its goal the College requires each student to obey the rules and regulations established by the College set forth herein, and all local, state, and federal laws. The College will not tolerate deliberate disruptive words, actions, violence or physical interference with the rights of any member of our College community or with any of the facilities of the College, or with any authorized functions being carried out on the College campus or at any college sponsored event.

Therefore, in furthering the educational aims of the College and in compliance with the provisions of Article 129-A of the Education Law of the State of New York, the following rules and regulations concerning conduct on the College campus or at any college sponsored event, the use of College property, the means of enforcement, and penalties for any violations thereof are hereby established.

Nothing contained herein shall be construed to limit or restrict freedom of speech or of peaceful assembly.

Section I: The Student Code of Conduct

The Student Code of Conduct as set forth below applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Nassau Community College, he/she agrees to abide by all College regulations. Therefore, violations of any section of the Code of Conduct shall result in appropriate disciplinary action.

- A. **Physical Violence.** Acts of physical violence will not be tolerated. A student who initiates physical violence against any member of the College community will face the harshest of penalties, including the likelihood of expulsion from the College.
- B. **Criminal violations.** A student who is convicted of violating a criminal law may be subject to summary suspension or expulsion from the College.
- C. **Maintenance of Public Order.** The President of the College or his/her representative shall have the authority and responsibility to take whatever steps are necessary to carry out the mandate of the following rules and regulations in the interest and for the welfare of the College community and of the citizens of the County of Nassau. Violations of the

following regulations, whether such violations are carried out individually or in concert, are extremely serious in nature. Such violations will constitute cause for immediate suspension and/or ejection from the campus and may also subject the violator to whatever penalties may be imposed by appropriate college and/or civil authorities. These violations may include:

1. Unauthorized occupation of College facilities or interference with their lawful use.
2. Any act or threat that endangers any individual or that results in terrorizing or committing bodily harm or injury to anyone on campus or at any college function.
3. Any act resulting in damage to College property or facilities or to the property of students or staff.
4. Any act which results in disruption of College activities. This could include inciting others to riot, interfering with the right of any member of the College community to perform his or her duties, and preventing a student from attending any class in which he/she is enrolled.
5. The possession or use of firearms of any nature, dangerous weapons, fireworks, or explosives on the campus.
6. The illegal possession, use, or exchange of any illicit drug.
7. The refusal to obey directives or orders of College personnel to cease and desist from any of the above acts.

D. Infractions of the Code of Conduct. Infractions of the Code of Conduct shall include, but are not limited to, the following:

1. Infringing upon the rights of other members of the College community via physical or verbal assault or abuse.
2. The possession or use of weapons of any nature, including instruments intended to be used to inflict harm, fireworks or explosives on the campus, in class, or at any College function.
3. Unauthorized or illegal use of College computers.
4. Disruptive conduct in the classroom that interferes with instruction.
5. Disorderly, lewd, indecent, or obscene conduct or expression.
6. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects the student's suitability as a member of the College community.
7. Failure to comply with directions of College personnel acting in the performance of their duties, for example, failure to show proper I.D. to requesting College personnel acting in the performance of their duties.
8. Theft of, or damage to College or personal property belonging to any member of the College community.
9. Unauthorized possession, use, and/or sale of alcoholic beverages, narcotics, or drugs on the College campus and/or attendance in class, on campus, or at any College function under the influence of alcoholic beverages, narcotics, or drugs.
10. Gambling in any form.
11. Plagiarism, cheating, or any form of academic dishonesty. *
12. Submitting a false application or other information to the College, and the forgery, alteration, or intentional misuse of College documents, records or identification.
13. Violation of College policies concerning regulation of student clubs or organizations.

14. Unauthorized use of a vehicle on the College campus.
 15. Failure to adhere to campus traffic regulations.
 16. Violation of County Ordinance 238-1984 Section 4, Subsection e, as amended by Ordinance 152-1993. (Advertising and Handbills. No person will distribute, display or post or cause to be distributed, displayed or posted, any sign, banner, poster or advertisement of commercial nature except as authorized by the appropriate designated County official or unless distributed, displayed or posted at such locations designated by the facility for such purpose.)
- * Allegations of plagiarism or any form of academic dishonesty shall be dealt with by the appropriate academic department personnel, unless they determine that it goes beyond the scope of departmental sanctions. In such a case the matter will be referred to the Dean of Students' Office in writing.

The Dean, Assistant, or Associate Dean of Students will use his/her discretion in determining whether the alleged violation could warrant suspension or expulsion.

- E. False Accusations.** The College recognizes that the question of whether a particular conduct constitutes a violation of the Student Code of Conduct requires factual determination. The College also recognizes that false accusations have serious effects on innocent persons. If it becomes clear that a person who has accused another of a violation has maliciously or recklessly made a false accusation, the accuser will be considered in violation of the Student Code of Conduct. It is important to note, however, that the fact that a complaint is not substantiated or is determined not to constitute a violation does not mean that the complaint was maliciously or recklessly made.

Section II: Procedures for Dealing with Infractions of the Student Code of Conduct

The College will respond to violators of its Code of Conduct using the procedures listed below. At all stages of these proceedings, the College will proceed expeditiously. However, the time limits specified in the following sections may be extended due to extraordinary extenuating circumstances. For procedural issues not specified in this document, refer to Roberts Rules of Order.

All records pertaining to charges and hearings are confidential to the extent allowed by law and shall be maintained as such. Throughout the proceedings the students' right to privacy shall be maintained to the extent allowed by law.

A. Filing of Charges

1. Charges may be brought against a student by another student or by any college employee. Any charge, accusation or infraction of the Code, which may subject a student to disciplinary action, must ordinarily be submitted to the Assistant or Associate Dean of Students in writing within five (5) days of the alleged violation. However, prior to filing charges formally, any student, staff or faculty may informally consult with the Dean, Associate Dean, or Assistant Dean of Students regarding an alleged infraction of the Code of Conduct and procedures to be followed.
2. When informal (unwritten) charges are brought to the attention of the Dean, Assistant Dean, or Associate Dean of Students - the Dean, Assistant Dean, or

Associate Dean will determine if formal charges must be filed. If formal (written) charges are not required, the Dean will attempt to negotiate a solution between the involved individuals without the imposition of sanctions.

3. When formal charges are filed with or by the Assistant Dean or Associate Dean of Students, the Assistant or Associate Dean of Students will notify the accused student(s), in writing, of the date and time of an initial interview with the Assistant or Associate Dean of Students. This interview will take place no more than ten (10) business days (Mondays through Fridays when the College is open) following the filing of charges. The written notification will be mailed to the student's address of record both by first class mail and by overnight, certified, return receipt requested mail. This written notification to the accused student(s) will include a copy of the Student Code of Conduct.
4. In cases of serious violations of the Code of Conduct, in which the Dean of Students considers that continued attendance at the College is inconsistent with the safety of the College community, the Dean or his/her designee may impose immediate suspension pending final adjudication of the charges.
5. Prior to the interview date, the Assistant or Associate Dean of Students will gather relevant information concerning the charges from all appropriate sources.
6. In the event of violation(s) of criminal law, the appropriate civil authorities will be notified.

B. Presentation of Charges

1. At the initial interview the Assistant or Associate Dean will inform the student of his/her rights and possible consequences as defined in the Student Code of Conduct. There shall be a thorough review of the charges, including statements from witnesses.
2. Based on the interview and all other information gathered, the Assistant or Associate Dean of Students will make one of the following determinations:
 - a. A resolution can be reached without the imposition of sanctions. In this case, the Assistant or Associate Dean of Students will attempt to reach a resolution satisfactory to all parties. If a negotiated solution cannot be reached, the matter will be forwarded to the Dean of Students for adjudication as outlined in section b immediately below.
 - b. Due to the nature of the alleged violation(s), the student(s) charged could receive a sanction other than suspension or expulsion. In this case, the Assistant or Associate Dean of Students will inform the charged student(s), in writing, of the date and time of a hearing before the Dean of Students. This hearing will take place no more than five (5) business days following the interview with the Assistant or Associate Dean of Students. The written notification will be mailed to the student's address of record both by first class mail and by overnight, certified, return receipt requested mail.
 - c. Due to the nature of the alleged violation(s), the student(s) charged could receive a sanction of suspension or expulsion. In this case, the Assistant or Associate Dean of Students will inform the charged student(s), in writing, of the date and time of a hearing before the Code of Conduct Hearing Committee. This hearing will take place no more than five (5) business days following the interview with the Assistant or Associate Dean of Students.

- d. Due to the nature of the alleged violation(s), the student(s) charged could receive a sanction of suspension or expulsion and the Assistant or Associate Dean of Students determines that the student(s) should be suspended pending final adjudication of the charges. Such a decision would be based on the Assistant or Associate Dean's determination that the accused student(s)' continued attendance at the College is inconsistent with the safety of the College Community. In this case, the Assistant or Associate Dean of Students will suspend the student(s) and will inform the charged student(s), in writing, of the date and time of a hearing before the Code of Conduct Hearing Committee. This hearing will take place no more than five (5) business days following the interview with the Assistant or Associate Dean of Students.

C. Code of Conduct Hearing Committee

1. Jurisdiction and Procedures of the Committee
 - a. The Committee will consider those cases that could result in suspension or expulsion.
 - b. The Committee shall not be bound by the strict rules of evidence and shall hear evidence that it deems appropriate.
 - c. Decisions will be made based on the preponderance of the evidence presented.
2. Membership of the Committee
 - a. The Committee will consist of nine (9) members.

- i. Three students, drawn from the six student members of the Academic Senate's Student Code of Conduct Committee. These six members are appointed by the President of the Student Government Association prior to the end of May of each academic year. Their term shall be one year, ending May 31st.
 - ii. Three administrators, drawn from the six administrative members of the Academic Senate's Student Code of Conduct Committee. These six members are appointed by the College President or his/her designee prior to the end of September of each academic year. Their term shall be one year. Administrators can be reappointed.
 - iii. Three faculty members, drawn from the six faculty members of the Academic Senate's Student Code of Conduct Committee. These six members are appointed by the Chair of the Academic Senate prior to the end of September of each academic year. Their term shall be two years.
 - b. The Chair of the Code of Conduct Hearing Committee shall be the Chair of the Academic Senate's Student Code of Conduct Committee. In his/her absence, an Acting Chair will be elected by a simple majority of voting members present at the hearing. The Chair or Acting Chair will conduct the hearing and rule on questions of procedure.
 - c. The Assistant or Associate Dean of Students, or his or her designee, will present the case.
3. Definitions
 - a. A quorum shall be seven (7) members of the committee.
 - b. Decisions will be determined by a simple majority of voting members present at the hearing. If a simple majority vote cannot be secured, the case shall be forwarded to the Dean of Students for adjudication.
4. Limitations
 - a. Any member who feels unable to approach a case in a spirit of neutrality may ask to be excused from hearing the case. The Chair or Acting Chair of the Committee will appoint alternates as required to meet a quorum.
 - b. Any member whom the Committee feels cannot approach a case in a spirit of neutrality will be questioned on the matter by the Committee, and if neutrality is not established, that member will be asked by the Committee, on the basis of a simple majority of voting members present at the hearing, not to hear the case. The Chair or Acting Chair of the Committee will appoint alternates as required to meet a quorum.

D. Adjudication of Charges

1. Charges that could result in sanctions other than suspension or expulsion.
 - a. As indicated above, the Dean of Students will hear cases that the Assistant or Associate Dean of Students believes could result in sanctions other than suspension or expulsion. At the hearing, the Dean of Students will consider evidence presented by the accused student(s), the victim(s)/accuser(s), the Assistant or Associate Dean of

Students, and any other witnesses whose testimony the Dean of Students believes to be necessary. The accused student will have the right, with prior notification to the Dean of Students, to bring his/her own witnesses to the hearing.

- b. The following procedures and due process will govern the Dean of Students' hearing. Students involved with a hearing before the Dean of Students are entitled to the following:
 - i. a written statement of the charges and the date and time of the hearing mailed to the student(s) address of record by both first class mail and overnight, certified, return receipt requested mail within five (5) business days after the Dean receives the charges from the Assistant or Associate Dean;
 - ii. access to documentary evidence in the Office of the Dean of Students;
 - iii. the opportunity to have an advisor present at the hearing, who may advise but not represent students;
 - iv. the opportunity to present his/her version of the facts, including documents and/or witnesses that may support his/her position;
 - v. the opportunity to respond to allegations, including documents;
 - vi. the victim(s)/accuser(s) has the right, at his/her discretion, to remain in the hearing room with the accused;
 - vii. a determination based on evidence presented at the hearing;
 - viii. a written notification of the Committee's decision sent by the Dean within five (5) business days of the conclusion of the hearing;
 - ix. all parties involved will be informed of the findings and sanctions.
- c. As a result of the hearing, the Dean of Students may:
 - i. negotiate a solution between the accused and the victim(s)/accuser(s);
 - ii. determine that no sanction should be imposed. In this case, the Dean of Students will notify the accused and the victim(s)/accuser(s) of his/her decision, in writing, within five (5) business days of the hearing. The victim(s)/accuser(s) will have the right to appeal the Dean of Students' decision to the President of the College based on specific justifications for appeal listed in Section II, E (Appeal of Disciplinary Decisions). A request for an appeal must be presented to the President of the College within five (5) business days of receipt of the Dean of Students' decision;
 - iii. determine that some sanction(s) should be imposed. In this case, the Dean of Students will notify the accused and the victim(s)/accuser(s) of his/her decision, in writing, within five (5) business days of the hearing. The student(s) receiving the sanction(s) will have the right to appeal the Dean of Students' decision to the President of the College based on specific justifications for appeal listed in Section II, E (Appeal of Disciplinary Decisions). A request for an appeal must be presented to the

President of the College within five (5) business days of receipt of the Dean of Students' decision.

2. Charges that could result in suspension or expulsion.

- a. As indicated above, the Code of Conduct Hearing Committee will hear cases that the Assistant or Associate Dean of Students believes could result in suspension or expulsion. At the hearing, the Committee will consider evidence presented by the accused student(s), the victim(s)/accuser(s), the Assistant or Associate Dean of Students, and any other witnesses whose testimony the Committee deems to be necessary. The accused student will have the right, with prior notification to the Dean of Students, to bring his/her own witnesses to the hearing. In its decision, the Committee shall not be limited to the sanctions of suspension and expulsion, but may impose a lesser sanction if it deems this to be appropriate.
- b. The following procedures and due process will govern the Code of Conduct Hearing Committee's hearing. Students involved with a hearing before the Code of Conduct Hearing Committee are entitled to the following:
 - i. a written statement of the charges and the date and time of the hearing mailed to the student(s) address of record by both first class mail and overnight, certified, return receipt requested mail within five (5) business days after the Code of Conduct Hearing Committee receives the charges from the Assistant or Associate Dean;
 - ii. access to documentary evidence in the Office of the Assistant or Associate Dean of Students;
 - iii. the opportunity to have an advisor present at the hearing, who may advise but not represent students;
 - iv. the opportunity to present his/her version of the facts, including documents and/or witnesses that may support his/her position;
 - v. the opportunity to respond to allegations, including documents;
 - vi. the victim(s)/accuser(s) has the right to remain in the hearing room with the accused, if desired;
 - vii. a determination based on evidence presented at the hearing;
 - viii. a written notification of the Committee's decision, to be sent by the Dean, Assistant, or Associate Dean of Students within five (5) business days of the conclusion of the hearing;
 - ix. all parties involved will be informed of the findings and sanctions.
- c. As a result of the hearing, the Committee may:
 - i. determine that no sanction should be imposed. In this case, the Committee will notify the Assistant or Associate Dean of Students of its decision within 24 hours. The Assistant or Associate Dean of Students will notify the accused and the victim(s)/accuser(s) of the Committee's decision, in writing, within five (5) business days of the hearing. The victim(s)/accuser(s) will have the right to appeal the Committee's decision to the Dean of Students based on specific

justifications for appeal listed in Section II, E (Appeal of Disciplinary Decisions). A request for an appeal must be presented to the Dean of Students within five (5) business days of receipt of the Committee's decision.

- ii. determine that a sanction should be imposed. In this case, the Committee will notify the Assistant or Associate Dean of Students of its decision within 24 hours. The Assistant or Associate Dean of Students will notify the accused and the victim(s)/accuser(s) of the Committee's decision, in writing, within five (5) business days of the hearing. The student(s) receiving the sanction(s) will have the right to appeal the Committee's decision to the Dean of Students based on specific justifications for appeal listed in Section II, E (Appeal of Disciplinary Decisions). A request for an appeal must be presented to the Dean of Students within five (5) business days of receipt of the Dean of Students' decision.
3. If a student fails to appear as scheduled before the Dean of Students or the Code of Conduct Hearing Committee, whichever is scheduled to hear his/her case, the right to be heard is waived unless the student presents in writing an acceptable reason for failure to appear. In the case of an excused absence, the case will be adjudicated at the earliest possible date. If the absence is not excused, the Dean of Students or the Code of Conduct Hearing Committee, whichever is scheduled to hear the case, will decide the case on the basis of evidence presented.
4. Hearings with the Dean of Students or the Code of Conduct Hearing Committee shall be tape recorded and made available to the individual charged and to the victim(s)/accuser(s).

E. Appeal of Disciplinary Decisions

1. An appeal of a disciplinary action must be based on one or more of the following:
 - a. Inappropriate sanction, for example, extremely punitive, not consistent with precedent.
 - b. Presence of new evidence that was not available during the original hearing.
 - c. Failure to follow due process or any other part of the College judicial procedure.
2. The student must request the appeal in writing within five (5) business days of receipt of the decision. The request must include a justification for the appeal. The President of the College or the Dean of Students will decide if an appeal will be granted.
3. Students, accused or victim(s)/accuser(s), may appeal a decision of the Code of Conduct Hearing Committee to the Dean of Students within five (5) business days of receiving written notice of the decision. If an appeal is granted, it will be scheduled within five (5) business days of receipt of the appeal request. The Dean shall have the authority to sustain, modify, or reverse the disciplinary action imposed by the Committee. The Dean will notify the student(s) and the Committee of his/her decision, in writing,

- within five (5) business days of hearing the appeal.
4. Students, accused or victim(s)/accuser(s), may appeal a decision of the Dean of Students to the President of the College within five (5) business days after having received written notification of the decision. This applies to initial decisions made by the Dean of Students based on his/her hearing as described in Section II, D, 1 and to decisions on appeals heard by the Dean of Students as described in Section II, E, 3.
 5. In cases of appeals to the President of the College, the Dean of Students will present to the President of the College a written record of the charges, pertinent correspondence, a summary transcript of the proceedings, and the Dean's and/or Committee's decision where applicable, and the respective justification(s). The President shall have the authority to sustain, modify, or reverse the disciplinary action imposed by the Dean.
 6. The President shall convey his decision in writing to the student, the Dean of Students, and, in cases that were originally heard by the Code of Conduct Hearing Committee, to the Committee, within fifteen (15) days after receipt of the appeal.
 7. The decision of the President of the College shall be final in all cases of appeal.
 8. Should the President or the Dean of Students determine that an appeal will not be heard, that decision will be final. The student(s), accused and victim(s)/accuser(s), will be notified in writing of such a decision within five (5) days of receipt of the appeal.

G. Definitions of Disciplinary Measures

The Dean of Students is responsible for implementing disciplinary action toward students judged by the Code of Conduct Hearing Committee or the Dean of Students to have violated the Code of Conduct. The extent of the disciplinary sanction will depend on the seriousness of the violation, the past record of the student, circumstances surrounding the violation, and past practices in similar situations. Disciplinary actions imposed shall be one or more of the following:

1. Written Reprimand

A written reprimand is a letter from the Dean of Students or his/her designee to a student found guilty of violating the Code of Conduct. The specific violation is to be defined in the letter with a stated rationale for its unacceptability. A copy will be maintained by the Dean of Students' Office.

2. Social Probation

Non-academic probation may be imposed on a student who has been found guilty of violating the Code of Conduct. If a student becomes involved in any other problems of conduct while on social probation, he/she is liable for suspension or expulsion from the College, based on a hearing before the Dean of Students or the Code of Conduct Hearing Committee. Probationary notice is to be given to the student in writing by the Dean of Students with the terms of the probation and the rationale carefully detailed. A copy is to be placed in the student's permanent file.

3. Restitution

Any student found guilty of violating the Code of Conduct that has caused an expense to the College or his/her fellow student(s) may be required to rectify this action by making financial restitution to the parties involved or through appropriate service or material replacement. Failure to do so within a specified time period may result in further disciplinary action as determined by the Dean of Students.

4. **Suspension**

Specific period of time in which a student is prohibited from enrolling at the institution. This sanction can be accompanied by additional criteria which the student must fulfill prior to re-enrollment.

5. **Temporary Suspension**

A narrowly defined period of time, i.e., three days, two weeks, etc., in which the student will be prohibited from attending classes while further investigation of the alleged violation occurs.

6. **Expulsion**

The immediate removal of a student from the College, prohibiting future enrollment at the institution.

7. **Persona Non-Grata**

Prohibits a student's presence on campus without prior approval from Public Safety and the Office of the Dean of Students. Failure to adhere to the Persona Non-Grata will subject the student to Nassau County Police arrest.

8. **Record Impounded**

All academic, financial, and social transactions will be prohibited without the prior consent of the Office of the Dean of Students. This action automatically occurs within all listed sanctions with the exception of sanction 1.

9. **Confiscation of Student Identification**

Students may be required to surrender their College identification.

H . **Information Release**

The Dean of Students will inform all complainants and respondents in writing of the result of the disciplinary proceedings.

Section III: **Rules and Regulations Regarding Initiation or Affiliation With Student Organizations**

A. Nassau Community College recognizes that membership in a fraternity/sorority or other campus organization (hereinafter collectively referred to as an "Organization") can be a meaningful experience in conjunction with other aspects of the educational process. Unfortunately, however, membership or prospective membership in an organization is sometimes accompanied by an activity commonly known as "hazing." Hazing has been deemed as generally including, among other things:

1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the consumption of liquor, drugs, or other substances for the purpose of initiation into or affiliation with any organization.

2. Any other act or series of acts which cause bodily or physical harm or danger.
 3. Mistreatment by playing stunts or practicing abusive or humiliating tricks that subject an individual to personal indignity, humiliation or ridicule.
 4. Harassment by exacting unnecessary, disagreeable, difficult, or degrading work or harassment by ridicule, criticism, or public embarrassment.
- B. Hazing is a violation of the Penal Law and other laws of the State of New York. Accordingly, the College affirms its policy that it will not condone hazing of any kind. To this end, any student or organization that engages in hazing may be ejected from the campus and, where appropriate, shall be subject to suspension, expulsion, or other disciplinary action.
1. In the case of an organization: the College may take any or all of the following actions against any organization which authorizes hazing or whose members (whether individual or in concert) engage in hazing: rescind permission for the organization to operate on campus property; rescind recognition of the organization; freeze and/or rescind its budget; and prohibit the organization from using the College's name.
 2. In the case of a student(s): the student shall be requested to cease and desist from such prohibited conduct, and if he/she fails to do so, necessary and appropriate action will be taken to eject such student from College property, consistent with Section I of the Student Code of Conduct. In addition, disciplinary proceedings shall be commenced, pursuant to the Student Code of Conduct, against any student who engages in hazing. In accordance with those procedures, the penalties of suspension, expulsion, or other disciplinary action may be imposed.
 3. Wherever, in the opinion of the President or his designee, the conduct of any individual or organization poses an imminent threat to the physical or emotional safety of himself/herself, to others or to the property, the President or his designee may immediately suspend such individual or organization from the campus pending an appropriate hearing and the final determination therein, consistent with Section II of the Student Code of Conduct.
 4. In addition to the foregoing, the College reaffirms its right to utilize and seek the aid of public authorities and such judicial, civil, and criminal processes and proceedings as may, in the discretion of the College, be necessary and appropriate. Any penalty imposed by the College may be in addition to any penalty pursuant to the Penal Law or any other law to which a violator or organization may be subject.
- C. The foregoing Rules and Regulations shall be deemed to be part of the bylaws of all College organizations.

Student Support Services

The Dean of Students is located in Room 8 of Building "M" and is responsible for most student support services. Students requiring assistance with general student advocacy, special problems, or who require disciplinary attention should contact this office.

In addition, services are provided to students by the Office of Health Services, the Department of Student Personnel Services and the Academic Advisement Center. A detailed description of the support services available to students follows.

ACADEMIC ADVISEMENT AND THE ACADEMIC ADVISEMENT CENTER

Mission

The mission of the academic advising program at Nassau Community College is to assist students in the development of meaningful educational plans that are compatible with their goals. Further, it is to fully inform students regarding requirements in their areas of concentration and expose students to the variety of course and degree options offered by the College. This should take the form of an ongoing discussion between advisor and student, beyond merely a consideration of courses for registration, which continues throughout the student's college experience.

Design

The Office of Academic Advisement, located at the Academic Advisement Center, reports to the Dean of Instruction. It is responsible for the overall direction of the academic advising program at the College. It coordinates services offered by a variety of departments and offices. These services are outlined in the table below.

Program or Service	Location of Advisement
Liberal arts or interest areas within liberal arts	Academic Advisement Center and liberal arts departments*
Undecided students	Academic Advisement Center
Liberal Arts students interested in teacher education	Academic Advisement Center Prof. A. Katsavos, English Dept., Bradley Hall
Liberal Arts or undecided Adults (25+) day students	Academic Advisement Center Adult Resource Center, Tower Plaza
Career-oriented degrees and certificates	Supervising academic departments
Evening students	Academic Advisement Center and specific academic departments as announced
Honors Program	Bradley Hall, Rm. 1
English as a Second Language (ESL)	Cluster "F", Rm. 310
Students with disabilities	Center for Students with Disabilities, Building "U"
Basic Education Program	North Hall, 106
Two and three remedial students (except Basic Education or ESL)	Student Personnel Services, Nassau Hall, Rm. 11

* The liberal arts departments include: Biology, Chemistry, English, Economics / Finance, Foreign languages, History/ Political Science/Geography, Mathematics/Computer Science, Philosophy, Physical Science, Psychology, Reading/Basic Education, Sociology.

Advisement for Students on Academic Probation ("D" Standing) resulting from Low Grade Point Average

A student currently in "D" academic standing is required to obtain advisement—and will be blocked from registering until he/she has obtained advisement—from an Educational Counselor in the Student Personnel Services Department, Nassau Hall, Rm. 19, 572-7141.

The Shared Responsibility of Advisor and Student for Effective Advisement

The advisor should provide accurate and timely information regarding degree requirements and recommend appropriate course work for completion of the degree.

The student should take an active approach to the advisement conversation by reviewing his/her requirements prior to meeting the advisor. This enables the advisor to review the student's planning and address any differences in calculations of credits or courses required. Questions or concerns can then be checked and resolved expeditiously.

Academic Advisement Center

The Academic Advisement Center is the College's resource center for academic advisement. In conjunction with the liberal arts departments, it is the primary academic advisement provider for both liberal arts and undecided students, either currently attending or returning to the College. The Center will also meet with students from most other majors when advisement in those major areas is not available. Students in the following specialized programs: Music, Commercial Art-Digital Technologies, Allied Health Sciences, Nursing, Office Technology, Mortuary Science, Computer Sciences and Engineering Sciences will be assisted in making contact with advisors in their majors. In addition, the Center is the main advisement resource for evening students.

The Academic Advisement Center consists of a Director, Assistant Director, four full-time and several part-time professional advisors, classroom faculty in an advisement capacity, a secretary and student aides. It is located in Building U behind the old brick College Union Building, between G and Public Safety (Security) in the South Parking Lot.

The Academic Advisement Center's hours are:

Monday-Thursday 8:45 a.m. - 8:00 p.m.
Friday 8:45 a.m. - 4:00 p.m.

The phone numbers are :

(516) 572-7118 or (516) 572-7436.

The Center is a walk-in service. However, an appointment may be required during busy registration periods.

WELLNESS RESOURCE CENTER

The Wellness Resource Center familiarizes the general public and the College community with substance use, abuse and addictions. Its approach to addictions is holistic: dealing with physical, mental, social, and nutritional aspects of the individual.

The Alcohol Awareness Action Committee and the Wellness Resource Center coordinator provide the campus community with lectures and videotapes for class purposes on request.

The Wellness Center is located in Nassau Hall, Room 14. The Center can be reached by telephone at (516) 572-7695. Call for office hours.

ADULT RESOURCE CENTER

An Adult Resource Center meets the special needs of adult students (defined as those 25 years of age or older).

CENTER FOR STUDENTS WITH DISABILITIES

The College provides the following support services for students with documented physical, hearing, visual, psychiatric and learning disabilities:

- academic, career and personal counseling
- removal of architectural and attitudinal barriers
- priority registration
- group and individual tutoring in math, organizational and study skills
- appropriate classroom and testing accommodations
- on-campus shuttle bus
- sign language interpreters
- adapted computer access
- cultural program
- referrals to other campus services



It is the responsibility of the student to identify himself or herself as disabled upon entrance to the College, by notifying the Center for Students with Disabilities. Since each type of disability varies, the documentation needed by the CSD office will also vary. Individuals needing accommodations are strongly encouraged to contact the Center for Students with Disabilities, which is located in Building "U". The Center can be reached by voice telephone at (516) 572-7241 or TTY at (516) 572-7617. The Center is partially funded by a TRIO Grant through the U. S. Department of Education. Call for office hours.

CAREER COUNSELING CENTER

The Career Counseling Center, located in Building "M", Room 14, is staffed by professional career counselors who provide counseling and vocational testing for students seeking to make career decisions. The center houses a career information center which contains resource materials including videos, books, magazines and an extensive pamphlet file on a variety of career fields. Also available is "Discover," an interactive career decision-making computer program. The center sponsors career planning workshops and special career programs throughout the year. For a detailed description of services, special events and office hours, individuals are encouraged to visit the Center on-line at the College website (www.ncc.edu; click on "student services"), or to call us at (516) 572-7697.

EDUCATIONAL COUNSELING CENTER

Earning a college degree requires the student to make a commitment to academic achievement and to make the necessary educational decisions. Educational counselors assist all students with a wide range of concerns from educational decision-making to personal, social or family problem solving.

Educational counselors offer help in the following areas:

- educational planning
- study skills enhancement
- changing area of concentration (major)
- review of academic standing
- test anxiety and relaxation techniques
- life skills - balancing life, work and home
- clarifying goals and decision-making

The Center is located in Building "M," Room 19, or call (516) 572-7141. Call for office hours.

EVENING ADVISEMENT CENTER

General academic advisement and educational planning services are available on the Plaza Level of the Administrative Tower, Monday through Thursday, from 5 p.m. to 8 p.m. when evening classes are in session. The Center is open at other times during the academic year.

Referrals are made from this office to other evening services. Further information about student support services in the evening may be obtained in person between 5 p.m. and 8 p.m., Monday through Thursday. Call (516) 572-7103.

FINANCIAL AID OFFICE

The College offers federal, state and college financial aid in the form of scholarships, grants, loans, and work to eligible students. A description of these programs and how to apply may be found in the section, "Expenses and Financial Aid." Information regarding financial aid is available at the Financial Aid Office, which is located on the 3rd floor of the Administrative Tower, or by telephone at (516) 572-7396.

HEALTH SERVICES

The College Health Services office is located on the Lower Level of the Administrative Tower and is staffed by registered nurses and physicians. Hours are Monday through Thursday 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 4:45 p.m. Our telephone number is (516) 572-7767.

Health Services provides emergency care, medical care, consultation, and referrals to appropriate health facilities. A current and extensive array of health-related literature is available. Other services provided are physical education waivers, screening of immunization forms, and free immunization clinics at the beginning of the fall and spring semesters.

College physicians hold two day-clinic sessions per week on Tuesdays and Thursdays from 8:00 a.m. to 11:45 a.m. Evening clinic sessions are also available (call for specific times). Students participating in intercollegiate sports, second-year Nursing and Allied Health students requiring physicals, as well as students who have specific medical complaints are seen for consultation.

Insurance information is available at Health Services. All students are covered by an accident insurance plan. Full-time students are covered by a 24-hour a day, seven-day a week policy, while part-time students are covered only while on campus. The accident insurance is included in the student activity fee. Brochures containing information and fee schedules for optional medical insurance plans for full-time and part-time students may be obtained at Health Services.

INTERNATIONAL STUDENT SERVICES

The College offers special services to international students who may have been educated abroad, who hold temporary visas, or who are legal permanent residents of the U.S.

For information on application and admissions, international students should contact the Office of Admissions. For holders of temporary visas (non-immigrant students), counseling and orientation is available (contact 516-572-9866). For placement in ESL classes (English as a Second Language) and for academic advisement, students should contact the ESL office. Call (516) 572-7661 for office hours.

JOB PLACEMENT

The Job Placement Office staff, located in Nassau Hall, Room 39, is available to assist students seeking employment and internship opportunities. The staff of trained professionals provides a comprehensive service designed to ensure placement in an employment environment consistent with individual academic interest.

Workshops are scheduled each semester to assist students in developing appropriate pre-job training skills. Call (516) 572-7132 for further information.

PSYCHOLOGICAL COUNSELING CENTER

The Psychological Counseling Center furnishes free, confidential counseling to students and other members of the College community. The professional staff helps resolve personal, emotional and situational difficulties. Short-term psychotherapy for individuals and groups is offered. The Center provides immediate referral to hospitals, clinics, social welfare agencies and educational clinics. Contact the center in Building "M," Room 9 (516) 572-7698. Call for office hours.

TRANSFER COUNSELING

The Transfer Counseling Office is located on the first floor of Building "M," Nassau Hall, Room 4A. Students can obtain information regarding transfer opportunities to four-year colleges and universities. Information regarding scholarships can also be obtained at the Transfer Counseling Office.

The Transfer Office schedules group meetings as well as individual appointments to discuss any transfer concerns students may have.

An annual Transfer Day program (College Fair), and annual Evening Transfer Program are coordinated by the Transfer Counseling office. Representatives from four-year colleges and universities schedule visits to our campus through the Transfer Counseling office. A Transfer Newsletter is mailed each semester to the entire College community, and transfer information is published weekly in the student newspaper, the Vignette.

The library in the Transfer Counseling Office has a large collection of catalogs from four-year colleges and universities. Reference materials, financial aid forms for transfer students, State University (SUNY) applications, City University (CUNY) applications, and applications for most local colleges and universities are also available. Call the Transfer Counseling Office at (516) 572-7127/8 for further information.

STUDENT ACTIVITIES

The student activity program has grown from a conviction that education is not restricted to scheduled classes, that the hours outside the classroom are of major importance, and that the student activities program can give a new dimension to education. These activities expand the means through which the College educates.

The activities program is planned and implemented, in large part, by students involved in clubs and organizations. These social, cultural, and recreational activities enrich the lives of those participating and give student leaders the opportunity to plan and implement programs. This responsibility helps students build character, develop greater understanding of others, learn leadership skills, and have a greater sense of their own abilities.

To be eligible to serve as a campus-wide student leader, students must comply with the college policy on "Eligibility for Student Leadership Positions."

Call the Student Activities Office at (516) 572-7148 for further information.

CHILD CARE SERVICES

The Children's Greenhouse is a non profit day care center open to children of students attending the College and other members of the College community. The infant-toddler program serves children from two months to three years, and the preschool program takes children from three to five years of age. Staffed primarily by professionals, the Center provides an enriched and enjoyable environment.

Fees are on a sliding scale depending on income and number of hours used. The Center is open from 7:30 a.m. to 5:30 p.m.

VOLUNTEER SERVICE CENTER

The Volunteer Service Center places interested students in volunteer positions with community agencies/organizations. It helps provide our students with pre-professional experience, as well as providing agencies /organizations with qualified, motivated students eager to learn and apply their skills. Interested students may contact the Center in the Job Placement Office, located in Bldg. M. Call (516) 572-7132 for office hours.



WOMEN'S CENTER

The Women's Center was founded by the Department of Student Personnel Services in the early 1970's to provide a forum for discussion of concerns to women and to bring educational programs to the campus and community.

The Women Students Association holds frequent meetings in the Center. Membership is open to students of all viewpoints.

The Women's Center faculty coordinators can be contacted at (516) 572-7696 in Building "M," Room 14. Call for office hours.

STUDENT ACTIVITIES

FACULTY STUDENT ASSOCIATION

The Faculty Student Association, through its board of directors, sets and administers policies for the purpose of creating and implementing programs of cultural, social, educational and recreational value to the College community. It also allocates and disburses the student fees collected by the College in support of these programs.

The Association was organized under New York State laws in accordance with State University policy. It is a non-profit, educational membership corporation. Its board of directors is comprised of five students, five faculty members and three administrative officers. The student and faculty directors are elected while the three administrative directors serve by virtue of their positions at the College.

COLLEGE CENTER

The College Center Building is the hub of student activities. Social and cultural programs, and a variety of recreational activities take place here. Activities include lectures, concerts and social programs. Meeting rooms, student organization offices, information areas, and counselors' offices are also located in the CCB. Call (516) 572-7148 for program information.

SOCIAL PROGRAMMING

The Programming Board and Nassau Concerts are responsible for the major social programs on campus. The Programming Board offers a variety of social activities including dances, film festivals, comedy programs, and holiday parties. Nassau Concerts provides a concert series with both day and evening performances. They also sponsor a three-day Folk Festival each spring.

STUDENT GOVERNMENT ASSOCIATION

Each entering student automatically becomes a member of the Nassau Community College Student Government Association (SGA). This Association, through the Student Senate, provides for student participation in the College governance process. SGA apportions the income from student activity fees among the other student organizations, makes recommendations concerning the conduct of the student body, recommends policies affecting student life, and, in all ways, represents student interests.

STUDENT PUBLICATIONS

There are two campus publications: Vignette, the weekly newspaper, and the annual literary magazine produced by the Creative Writing Club.

MEDIA, ARTS AND CULTURAL ORGANIZATIONS

THEATRE

The Department of Theatre and Dance presents an extensive, open-to-the-public production program which includes a children's musical, a dance concert, a joint production with the African-American Studies Department, and numerous other plays and musicals. Auditions for these productions are open to students enrolled for a minimum of 6 credits at the College, and we encourage all interested students to audition. Audition notices are posted on the Call Board in the Theatre (Building "W").

MUSIC

The Music Department invites students to participate in various performance groups. The following are open to all students without audition: Orchestra, Band, and Chorus. Others are open to students by audition: Vocal Ensemble (Chamber Choir), and Jazz Ensemble and Chamber Music Class.

ENGLISH

The Creative Writing Project of the English Department sponsors a wide range of activities for student writers. These include the projects of the Creative Writing Club, which produces the annual student literary magazine and holds regular meetings, public readings by students and distinguished visiting writers, group or individual use of a student publication center and resource room housing computer facilities and materials such as recordings and magazines, and publication of an annual newsletter highlighting campus literary events and creative work by students. In addition, the Writing Workshop of the English Department hosts ESL group meetings in which topics of current interest are informally discussed by native and non-native speakers of English. (These groups are sponsored jointly by the Reading, Communications, and English Departments.)

COLLEGE RADIO STATION, WHPC, 90.3 FM

The College radio station, WHPC (90.3 FM), operating 24-hours a day, maintains three studios (recording, news, and "on the air") for the broadcasting of information of importance and interest to the community including: college courses for credit, news, interviews, music, and educational / informational programming. The studios are equipped with state-of-the-art recording equipment. This includes the latest digital audio and 4-track recording equipment. The station receives the Associated Press News service via satellite. It uses both wire and audio reports throughout its broadcast day. These resources are comparable to those found in many commercial radio stations.

Student volunteer applicants are tested for their voice quality. Auditions are held weekly during the semester on Thursday, between the hours of 11:30 a.m. to 12:45 p.m., for students interested in pursuing a career in broadcasting. Student volunteers operate in all areas of the station, which provides a quality radio broadcast to all of Nassau and parts of Suffolk, Queens, Brooklyn, and New York City.

ART

The Art Department provides a number of cultural activities to students, the College community and the public. The Art Club invites guest artists to speak on campus and takes field trips to galleries and museums. Other department activities include monthly Firehouse Gallery exhibitions by prominent artists and craftsmen from Long Island, New York, and national areas. Each year, faculty and student shows are held. In addition, demonstrations and lectures are scheduled on various art topics.

STUDENT ATHLETIC PROGRAMS

The Faculty Student Association sponsors programs in women's and men's intercollegiate athletics. The College is a member of the National Junior College Athletic Association and participates in Region XV competition.

The women's intercollegiate program has gained national prominence, fielding regional championship teams in bowling, volleyball, basketball, soccer, cross country, softball, tennis, and track. The women's program had its first national championship team in 1984, when the soccer team captured the NJCAA title.

The men's intercollegiate program takes pride in its dominance over other junior colleges in Region XV. The men's teams have captured national titles in bowling, baseball, soccer, golf and lacrosse, along with numerous regional titles in cross country, football, wrestling, basketball, tennis, and track.

In addition, the intercollegiate Athletic Department offers women's kickline, cheerleading and coed equestrian teams.

ELIGIBILITY

All student athletes must be registered as full-time students (12 credits or more) to maintain athletic eligibility. Student-athletes should visit the Athletic Department office for further clarification on transfer status, grade point average, and other matters.

CLUBS AND ORGANIZATIONS

A highly diversified selection of special interest clubs and organizations is available for students at the College. These include more than 60 academic, athletic, cultural, religious, political and social clubs. Some are described under "Media, Arts and Cultural Organizations" and "Student Publications" in previous paragraphs. Others include:

- Access Club
- Accounting Society
- African Culture and History Club
- Alpha Beta Gamma
- American Sign Language Club
- Art Club
- Artistic Underground
- Asian Cultural Club
- Associated General Contractors
- Association for Computing Machines
- Bicycle Club
- Breakdancing Club
- Caribbean Students Organization
- Catholic Community
- Chamber Chorus Club
- Chess Club
- Circle K
- Civil Technology Club
- Computer Graphics Club
- Concrete Canoe Club
- Creative Writing Club
- Criminal Justice Society
- Dance Club
- Design Innovators Club
- Economics Club
- Engineering Society
- Environmental Technology and Awareness Club
- Evening Music Students Club
- Filipino Cultural Club
- Free Enterprise Club
- French Club
- Future Teachers Club
- Gay and Lesbian Pride
- Greek American Club
- Green Party
- Haitian Students Association
- Haraya (Black Students Organization)
- Health, Physical Education and Recreation Majors Club
- Honors Club
- Hotel/Restaurant Club
- Human Relations Club
- Ice Hockey Club
- Indian Cultural Association
- Interior Design Club
- Intervarsity Christian Fellowship
- Intramural and Recreational Sports
- Irish-American Club
- Italian Language Club
- Jazz Club
- Jewish Students Organization
- Korean Student Association
- Marketing Club
- Masala Club
- Math and Computer Club
- M.E.N.C. (Music Club)
- Meteorology Club
- Mortuary Science Club
- Mu Sigma
- Multicultural Club
- Music Majors Club
- Muslim Students Organization
- Nassau Concerts
- New York Public Interest Research Group (NYPIRG)
- Nursing Club
- Orientation Services Group
- Outing Club
- Paralegal Society
- Phi Theta Kappa, [Omicron Sigma] (Day Chapter)
- Phi Theta Kappa, [Psi Omicron] (Evening Chapter)
- Photo Club
- Physical Therapy Club
- Pre-Chiropractic Club
- Pre-Medicine Club
- Programming Board
- Psi Beta
- Psychology Club
- Radiologic Technologist Club
- Respiratory Care Club
- Ski Club
- Skirmish Club
- Sound Recording Technology Club
- Student Government Association
- Student Organization of Latinos
- Super Highway Club
- Surgical Technology Club
- Table Tennis Club
- TISA (The Intensive Student Association)
- Transfer Club
- Vignette
- Wall Street Club
- Wellness Club
- White Water Rafting Club
- Wild Long Island
- Women in Science Club
- Women Students Association

ACADEMIC DEPARTMENTS & CURRICULA

Accounting and Business Administration

OFFICE: Cluster A, Room 3020, 572-7544.

CHAIRPERSON: Lynn Mazzola.

FACULTY: C. Berg, J. Cassagio, F. Davis, H. Director, H. Emin, L. Fischler, D. Gallagher, B. Gregorio, J. Gray, P. Green, J. Kaspar, M. Layne, N. Nugent, R. Randall, P. Reihing.

TECHNICAL ASSISTANT: J. Lacher.

COURSES OFFERED: Accounting (ACC), Business (BUS)

The following curricula are offered by this department:

Accounting (AS) - This curriculum prepares students for transfer to four-year institutions where they may complete the requirements for a bachelor's degree with a major in accounting. The program enables the student to partially fulfill the educational requirements for the New York Certified Accounting examination.

Accounting (AAS) - This curriculum prepares students for employment in the accounting field. The program includes technical and specialized courses which will equip the student to relieve the professional accountant of many detail and clerical assignments.

Bookkeeping (Cert.) - The purpose of this program is to provide students with the skills needed in today's business environment. Bookkeeping skills necessary to record transactions in various types of businesses, management principles necessary for the proper functioning of an office, and effective communication skills are covered in the program.

Business Administration (AS) - This program prepares students for transfer to four-year institutions to continue their education in general business areas. Such a program would be suitable for someone with ultimate career objectives in business management, administration, investments, finance, marketing, or any other position connected with the general world of business.

Business Administration (Adult) (AS) - This is an alternative advisement track to the Associate Degree program in Business Administration. Admission to the Adult Program in Business (APB) is limited to students who have had five or more years of business experience.

Business Administration (Cert.) - This program provides students with the necessary skills for immediate entry into today's business world. Most courses in the program can be applied toward the A.S. degree in Business Administration or the A.A.S. in Marketing.

Small Business Management (Cert.) - The primary purpose of the certificate program in Small Business Management is to satisfy a need for entrepreneurship training and developing skills among potential and existing small businesspersons. The student who completes the certificate program will be taught skills necessary to create and/or continue operations for the wide range of small businesses available. The program is designed to give the student an immediate route into the world of small business. If while pursuing this program the student exhibits additional interest in the course/subject, then he/she can work towards the A.S. degree in Business Administration. Most of the courses in the certificate program will be transferable toward the A.S. degree.

African American Studies

OFFICE: Building H, Room 124, 572-7158.

CHAIRPERSON: Kenneth V. Jenkins.

FACULTY: A. Attah-Poku, S. Wise.

COURSES OFFERED: African American Studies (AFR).

The Department offers three basic options to the student:

1. Courses leading to transfer to a baccalaureate program in African American Studies, elementary or secondary education, the social sciences or humanities.
2. Courses leading to career-oriented training for human service fields such as health, community planning and development, and opportunities in education and social services.
3. Courses to meet the elective needs of students in English (literature), social science, and humanities. African American Studies courses are open to all students.

The following curriculum is offered by this department:

Liberal Arts & Sciences: Afro-American Studies (A.A.)

Allied Health Sciences

OFFICE: Cluster E, Room 2225, 572-9640.

CHAIRPERSON: Alfred J. Smeriglio.

FACULTY: S. Amdur, F. Bialstock, L. Bohn, J. Buono, K. Coles, L. Findlay, L. Gilkes, G. Gilner, W. Hostetter, L. Jacob, A. Jones, C. Kaufmann, G. Klinger, L. Lucca, J. Miller, W. O'Keefe, P. Petrocelli, R. Pollack, K. Santini, M. Smith, C. Smyth, R. Sparaco, G. Vossinas, D. Winegar, D. Witt.

CLINICAL INSTRUCTORS: L. Carlin, B. Cunningham, M. Draddy, B. Edward, J. McCarthy, D. Miller, D. Palmer, M. Ruane.

TECHNICAL ASSISTANTS: H. Bolles, M. Dunlop, P. Galvin, A. Ginsburg, R. Kellington, P. Willoughby.

COURSES OFFERED: Allied Health Sciences (AHS).

The course, Introduction to Allied Health Sciences, is a requirement for all students except those in medical laboratory technology. All clinical experience in the affiliating hospitals is carefully supervised by professional personnel. Clinical experience is correlated with classroom and laboratory duties.

Departmental Requirements and Guidelines

1. A minimum grade of "C" is required in all Allied Health Science courses.
2. The Department of Allied Health Sciences recognizes the professional codes of ethics, sensitivity to patient and community needs, ability to work with and relate to peers and other members of the health care team, attitude, attendance, punctuality and appearance. Program directors may, upon the recommendation of clinical and academic faculty, recommend that the Department terminate any student who fails to correct deficiencies in any of these areas. These standards have been established in order to protect the rights of the patients and communities that we are committed to serve and to foster the team concept of health care delivery.
3. Allied Health Sciences students are required to carry malpractice insurance.
4. Allied Health Sciences students are annually required to submit completed health forms prior to enrollment.
5. Allied Health Sciences students are required to supply their own transportation to clinical settings.
6. Allied Health Sciences students must supply their own required uniforms.
7. Allied Health Sciences students shall submit to the College a copy of their current certification of competency in Basic Life Support, according to American Heart Association standards, prior to graduation.
8. No courses in the Department of Allied Health Sciences may be audited, with the exception of AHS 131-132 if approved by the Chairperson.

The following curricula are offered by this department:

Medical Laboratory Technology (AAS) - The Medical Laboratory Technology program is a two-year (plus two summer semesters) curriculum leading to an Associate in Applied Science (A.A.S.) degree. It offers technician level laboratory training in Medical Technology for those career oriented students interested in employment as medical laboratory technicians and laboratory or research aides. The curriculum is a balance of the humanities, the behavioral sciences, mathematics, and the basic sciences and stresses technical application, quality control, and the detection of errors. In general, the medical laboratory student technician is expected to learn the majority of routine medical laboratory procedures and be able to exercise independent judgment to some degree. Students who decide to pursue bachelor degree programs in medical technology may become eligible to do so by taking additional credits in biology and chemistry. Graduates of this curriculum are eligible to take the Civil Service examination for Lab Tech I level given by the County of Nassau. Students who wish to take examinations given by other MLT sponsoring agencies, may have to satisfy additional requirements in order to qualify.

Physical Therapist Assistant (AAS) - The physical therapist assistant (PTA) works under the supervision of a physical therapist in hospitals, rehabilitation centers, sports medicine facilities, pediatric centers, nursing homes, clinics, and other health service agencies. Employing knowledge of the patient's condition, the physical therapist assistant alleviates pain by applying heat, cold, light, sound, water, and electricity in the form of specialized equipment. Responsibilities also include administering therapeutic exercise such as coordination activities for a brain damaged child or strengthening exercises for a patient following knee surgery, functional training for a stroke victim, and ambulation training including the use of artificial limbs, braces, and aids. A student entering the field should enjoy the sciences, interact well with others, have an interest in working with the disabled, and enjoy a physically active job. The Physical Therapist Assistant program is accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Upon successful completion, the student will be eligible for the Associate in Applied Science (A.A.S.) degree and registration by the State of New York as a Physical Therapist Assistant. The program affiliates with more than 80 clinical education sites in Nassau and Suffolk, the five boroughs, upstate New York, and New Jersey. The campus has two laboratories fully equipped with machinery and accessories found in a variety of physical therapy settings. The program is offered during the day only. Students are admitted in the fall only and must be available for full-time study in the last year. Although the program has been designed as a career program leading to employment at the end of two years of study, the student will be eligible to apply for transfer into a three-year professional physical therapy program after completing 40-60 additional credits in chemistry, physics, mathematics, and specific liberal arts courses. Acceptance is competitive.

Radiologic Technology (AAS) - The Radiologic Technology program is a two-year (i.e., four semesters and three summer sessions) program leading to the Associate in Applied Science degree. The curriculum combines liberal arts studies and technical courses with clinical education at affiliating hospitals. The radiologic technology student is trained to work under the supervision of a physician in the diagnostic applications of x-rays. Responsibilities of the radiologic technologist include positioning of patients, handling of complex equipment and utilizing radiation protection devices. In addition to these technical skills, the technologist's duties require him/her to attend to the physical and emotional needs of patients who are often acutely ill or seriously injured. This program is accredited by the Joint Review Committee on Education for Radiologic Technologists and by the New York State Department of Health. Opportunities for professional advancement and continuing education at the B.S. degree level are available. Candidates who satisfy the following requirements may be eligible to receive advanced credit toward the A.A.S. degree in radiologic technology: (1) enrolled at Nassau Community College in either the day or evening division, (2) licensed by the New York State Health Department, Bureau of Radiologic Technology (L.R.T.), (3)

certified by the American Registry of Radiologic Technologists R.T. (R), (4) currently employed as a practicing radiologic technologist, (5) pass a proficiency examination, and (6) complete 33 credits in residence for graduation.

Radiation Therapy Technology (AAS) - The Radiation Therapy program is a two-year (four semesters and three summer sessions) program leading to the Associate in Applied Science degree. Graduates are eligible to take the American Registry of Radiologic Technologists examination to become Registered Radiation Therapists and to obtain New York State Licensure. Radiation therapists primarily treat cancer patients by applying ionizing radiation according to a radiation oncologist's prescription, using a variety of complex techniques and equipment. The Radiation Therapy program combines technical and liberal arts courses given at Nassau Community College with off-campus clinical education at various affiliating hospitals. This program is accredited by the Joint Review Committee on Education in Radiologic Technology and by the New York State Department of Health.

Respiratory Care (AAS) - Respiratory Care is an allied health specialty concerned with the treatment, management, control, and diagnostic evaluation of patients with abnormalities of the cardiopulmonary system. The Respiratory Care program is designed to train the student for a career as a respiratory therapist. It is a two-year course of study leading to the Associate in Applied Science degree. In addition, graduates are eligible for certification and registration through the National Board for Respiratory Care and licensure by the New York State Department of Education. These credentials are recognized nationwide. The curriculum is a balance of courses in the liberal arts and basic sciences as well as more specialized technical and clinical courses. Clinical, laboratory, and classroom training is structured to provide a comprehensive understanding of modern respiratory care techniques. Graduates are trained in diagnostic and therapeutic techniques for adult, pediatric and neonatal patients, and upon graduation are prepared to work in all areas of the field including intensive-critical-emergency care, general respiratory care, and rehabilitation and home care for cardiopulmonary patients. This program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

Surgical Technology (AAS) - The Surgical Technology student is prepared to assume the role of surgical technologist in an operating room setting. In this program, the student is prepared to function in the areas of scrub, circulating assistant, and second assistant during surgical and obstetrical procedures. The graduate surgical technologist may elect to specialize in a particular area of surgery such as open heart, neuro, eye, orthopedics, and many others. Graduates are also employed in the emergency rooms, delivery rooms, ambulatory surgery centers, central supply units, organ retrieval units, and surgical equipment sales. This two-year program leads to the Associate in Applied Science degree and is accredited by the Committee on Accreditation of Allied Health Education programs (CAAHEP) upon recommendation from the Accreditation Review Committee on Education for Surgical Technologists.

Art

OFFICE: Building G, Room 179, 572-7162.

CHAIRPERSON: Susan Kravitz.

FACULTY: R. Carter, M. Delaney, S. Dooley, C. Eckdall, J. Gorman, M. Palmieri, M. Romano, W. Shillalies, R. Toedter, L. Young.

TECHNICAL: L. Casey, L. Chatterton, M. LaCombe, D. Puzzo.

COURSES OFFERED: Art (ART).

The following curricula are offered by this department:

Advertising Art (Cert.)	Art Studies (A.A.)
Photography (Cert.)	Commercial Art: Digital Technologies (A.A.S.)
Commercial Art (A.A.)	Fine Arts (A.A.)

Chemistry

The Art Department offers courses of study for both the art major and for those wishing to explore the visual arts. Students may choose from A.A. degree programs in Fine Arts, Commercial Art and Art Studies (for those interested in teaching art), as well as Certificate programs in Advertising Art and in Photography, and an A.A.S. degree in Commercial Art: Digital Technologies.

Our A.A. degrees—designed for students who intend to pursue a four-year art education, provide a basic foundation across the various art disciplines, such as drawing, painting, sculpture, ceramics, design, photography, printmaking, and computer graphics. Courses in the History of Art and the History of Photography are also offered. The Certificate in Advertising Art (36 cr.) and the Certificate in Photography (36 cr.) are more concentrated areas of study and are intended for those students planning more immediate careers in their selected fields. (Students who are interested in a two-year program in Photography are encouraged to pursue an A.A. degree in Fine Arts with a concentration in photography.) Our A.A.S. degree program in Commercial Art: Digital Technologies provides students with training in web and desktop publishing, computer graphics and multimedia. Studies include graphic design, three-dimensional modeling, animation and interactive design.

The Art facilities, located in the Social Sciences and Visual Arts Building (Bldg. G), contain seven specialized Art studios with state-of-the-art equipment, two Mac Computer Graphics labs offering a wide range of courses in digital technology, and a Photography complex that includes two professional photography studios, two large black & white darkrooms (for classroom and for general use), seven individual color print photography darkrooms and a variety of specialized film development areas.

The Firehouse Art Gallery, which is operated by the Art Department, offers several art exhibitions yearly and is open to the general public.

Art students are required to attend two art forums each semester which are sponsored by the Art Department. In addition, museum and/or gallery visits and field trips may be required as part of each instructor's art curriculum. Students may also be required to provide supplies and/or equipment for individual use in their courses.

Biology

OFFICE: Cluster F, Room 2230, 572-7575.

CHAIRPERSON: Dudley Chin.

FACULTY: S. Beck, P. Biersuck, P. Cassin, M. Daddona, W. Doody, M. Gotkin, C. Kelly, J. Lee, B. May, T. O'Brien, J. Perrotto, K. Podwall, K. Prabhakar, R. Ragonese, J. Realbuto, F. Reiser, K. Reiser, S. Smolin, J. Spano, H. Touma, C. Weinstein.

TECHNICAL ASSISTANTS: P. Gallo, C. Tuailon-Kasavan, T. Panarelli, C. Pilipshen, D. Renwick, D. Rooney, P. Walker.

COURSES OFFERED: Biology (BIO).

The Department of Biology provides a strong program designed to enable students to transfer to an upper division college of their choice. Offering a wide variety of courses, the Biology Department seeks to serve those students wishing to pursue a career in the biological sciences as well as those students who simply wish to explore the field of biology. Whether designed for the science student or the non-science student, all of our laboratory courses will satisfy the science requirement for an associate degree and all Biology courses can be used for elective credit. As a service for students pursuing a career in the biological sciences, the Biology Department has developed articulation agreements with various branches of SUNY, Albany and Stony Brook for example, and many of the local private institutions. In addition to providing students with the course work necessary for career preparation, the Biology Department offers extensive career advisement for all areas of the biological sciences. Students preparing for careers in areas such as medicine, dentistry, chiropractic, podiatry, veterinary medicine, pharmacy, forestry, environmental science, biological research, etc. are encouraged to see departmental advisors. The department also houses a modern and fully functional transmission and scanning electron microscope facility.

OFFICE: Cluster C, Room 2055, 572-7580.

CHAIRPERSON: Philip H. Mark.

FACULTY: E. Brown, D. Condon, H. Cortegiano, D. Eilerman, V. Giannasio, M. Levin, E. Shenal, C. Wynter.

TECHNICAL ASSISTANTS: D. Cody, C. Lawrence, P. Wozniuk.

COURSES OFFERED: Chemistry (CHE).

Students studying chemistry may elect to pursue the Associate Degree in Arts or in Science. Graduates may work toward careers in education, industry, government, environmental science, and the health sciences—medicine, dentistry, pharmacy, or veterinary medicine. The Department operates an experimental complex consisting of eight teaching laboratories and support facilities, including equipment required for instrumental analysis and medical laboratory analysis. Chemistry students who enter with less than three years of high school mathematics should select mathematics by advisement. Curriculum and program selections should be made in consultation with a departmental advisor. Consumer Chemistry, CHE 108, is for non-science students. All chemistry courses may be applied toward the College's laboratory science degree requirements.

Communications

OFFICE: Building H, Room 203, 572-7170.

CHAIRPERSON: Linda Susman.

FACULTY: E. Bogin, J. Burgreen, J. Cohen, J. Coppolino, L. Durso, P. Euler, J. Farrell Leontiou, A. Gibbs, R. Goldfarb, F. Gulino, E. Hibbert, M. LoMonaco, A. Naiman, S. Samuels, A. Staskowski, R. Villane, T. Webb.

TECHNICAL ASSISTANTS: P. D'Angelo, R. Ortlieb-Padgett, V. Pronevitz.

COURSES OFFERED: Communications (COM).

Through the study and application of communications processes, content, and media, communications courses guide the student toward a better understanding of self and society and help develop more effective communications skills. The department offers work in four areas of study: communications arts, media, speech and hearing pathology, and sign language. Besides encouraging personal enrichment, each pattern assists the student in preparing for a career that requires both a theoretical and technical knowledge of communications, plus related skills. It is recommended that students use the Associate in Arts degree as the foundation for a more advanced track at a four-year college. Such a sequence may lead to greater opportunity in business, industrial communication, marketing, advertising, public relations, radio, television, magazines, newspapers, government service, social service, speech and hearing rehabilitation, speech education, and the arts.

The following curricula are offered by this department:

American Sign Language (AA)

Communication Arts (AA)

Media (AA)

Criminal Justice

OFFICE: Building G, Room 157, 572-7178.

CHAIRPERSON: Michael R. Klein.

FACULTY: A. al-Rahman, R. Costello, R. Hodge, T. Hoffman, J. Lecci.

COURSES OFFERED: Criminal Justice (CRJ), Private Security Administration (PSA).

The Criminal Justice Department provides students with instruction in all areas of the law enforcement profession. We offer a broad liberal arts education, together with training and internships in the criminal justice system. The Department seeks to thoroughly familiarize students with the functions of police, courts, correctional programs, law, protection management, crime prevention and their application to the community.

The following curricula are offered by this department:

Criminal Justice (AS) - Students choosing this program will be prepared for further study in the areas of criminal justice, law, public administration, sociology, or government. The program is best suited for those students planning to transfer to a four-year school, but is often used for entry-level positions in the criminal justice system. All criminal justice majors are required to take at least one class in each of the following areas: Policing, Probation/Parole, Security Administration, in addition to CRJ 105, CRJ 212 and CRJ 225.

Private Security Administration (AS) - The Private Security Administration curriculum focuses on the interrelated components of private security and the criminal justice system. It provides a liberal arts foundation designed for the transfer student as well as training for those who intend to seek professional careers in private security. Topics included in the program are managerial standards, techniques used in deterring and controlling internal crimes, and a review of contemporary problems in the field. The program provides a wide range of the field for the modern security officer and encompasses other contemporary problems which have an impact on every aspect of company life.

Economics and Finance

OFFICE: Building G, Room 155, 572-7181.

CHAIRPERSON: Marie Kratochvil.

FACULTY: L. Buda, G. Frost, R. Herman, G. Mitchell, R. Schroder, R. Strain, R. Trainer, E. Weeks.

COURSES OFFERED: Economics (ECO), Finance (FIN),

Interdisciplinary Global Studies (IGS).

Economics and Finance provide a bridge between the liberal arts and business programs by offering fundamental survey courses to satisfy the degree requirements of both social science and business students. The Department's courses provide an understanding of the origins, characteristics, and functions of economic and financial systems. The courses will enable students to develop critical thinking skills while studying the structure and dynamics of the US and global economies. Economic and financial analyses are used to examine individual, business, and public sector decision-making to ascertain how these decisions impact society. Liberal arts and non-business students who wish to gain an overview in one semester of the economic and financial system should take Survey of Economics (ECO 100) or any other general theory courses such as: Personal Finance (ECO/FIN 110), Economic Development of the United States (ECO 215), Economics of the Developing World (ECO 216), Economic Geography of the World (ECO 222), and History of Economic Thought (ECO 280). Students who plan to pursue a baccalaureate degree in Economics, Finance, or Business should begin their studies by taking Principles of Macroeconomics (ECO 207) and Principles of Microeconomics (ECO 208), both of which provide a foundation for more advanced study in economics and finance. Then, after faculty advisement, students may choose from the following: Introduction to Investments (ECO/FIN 112), Economic Statistics (ECO 212), Money and Banking (ECO/FIN 213), Corporate Finance (ECO/FIN 214), International Economic Systems: A Study Abroad (ECO 218), Economics and Finance Internship (ECO/FIN 219), American Banking Practices (ECO 220), and Introduction to International Economics and Finance (ECO/FIN 230). Students wishing to pursue study at the baccalaureate level in economics or finance should see an advisor in the Department of Economics and Finance.

Engineering/Physics/Technologies

OFFICE: Cluster D, Room 2087, 572-7272.

CHAIRPERSON: Anthony Cangelosi.

FACULTY: D. Balamore, C. Capria, D. Ciardullo, F. Frisenda, K. Gallagher, H. Giordano, L. Gordon, E. Kitay, J. Keuler, C. Lee, R. Lucian, T. O'Dwyer, F. Schoenfeld, T. Tweedy, D. Wade.

TECHNICAL ASSISTANTS: R. Guarino, C. Zebuda.

TECHNICIANS: Z. Durrani, R. Niemeier.

COURSES OFFERED: Civil Engineering Technology (CET), Construction Management, Computer Repair Technology (CRT), Electrical Engineering Technology (ELT), Engineering Science (ENS), General Science Studies (GSS), Multi-Disciplinary Science (MDS), Physics (PHY), Telecommunications Technology (TCT), Telecommunications Technology -Verizon option (TNY).

General Science Studies: These courses are all 4-credit Laboratory Science classes and have been approved as SUNY GenEd requirements. A range of courses is offered in this category. GSS103/GSS104 are the Science of Physics I and II. GSS106 is the Science of Sound and Music. GSS108 is the Science of Light and Color. GSS111/112 are the Sciences of Our World I and II. GSS120 is the Science of Electronics. These courses are specifically designed for the student wishing to gain an understanding of scientific ideas, methodologies, and principles that are specific to a relevant area of interest. A more detailed description of these courses can be found in the College catalog or the College Web-site.

Multi-Disciplinary Studies: These courses are 4-credit Laboratory Science classes and have been approved as SUNY GenEd requirements. There are currently two courses in this area. MDS101: Connecting the Sciences A Macroscopic Approach. Scientific ideas, methodology, and principles are examined by studying the evolution of the universe, solar system, and Earth. MDS102: Connecting the Sciences A Microscopic Approach. Scientific ideas, methodology, and principles are examined by studying the evolution of life through the organization of atoms into living and nonliving structures. Both of these courses emphasize "hands on" laboratory investigations. A more detailed description of these courses can be found in the College catalog or the College Web-site.

Physics: The Physics courses available at NCC are designed to satisfy the requirements for instruction in Physics for students in many disciplines and meet the standards for transfer as "general education" courses within the various SUNY institutions. In addition, these courses are acceptable for transfer credit to most private colleges and universities. The sequences available include calculus and noncalculus based courses suitable to majors in Engineering, the Physical Sciences, Biological Sciences, Allied Health Sciences, Mathematics, and Education (High School Teachers of Physics). These courses may also be suitable for those students who have an interest in Physics and would like to satisfy their "laboratory science requirement" with courses in the discipline.

The following curricula are offered by this department:

Civil Engineering Technology (AAS) - The Civil Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET). [Accreditation Director for Engineering Technology, Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202] The curriculum is balanced between liberal arts, mathematics, and civil technology courses. Although many enter industry after graduation, others elect to transfer to baccalaureate programs in engineering technology. Civil Engineering Technology graduates are guaranteed acceptance as juniors at Fairleigh Dickinson and Rochester Institute of Technology. Others have transferred to Pennsylvania State University, New Jersey Institute of Technology, and many other colleges. Civil engineering technicians are employed in all phases of the construction industry: small houses, building construction, highways, industrial plants, water supply, and sewage treatment plants. They work as concrete and steel designers, AutoCAD draftsman, surveyors, estimators, construction superintendents, inspectors, and sales engineers. Their employers include architects; contractors; consulting engineers; land surveyors; equipment manufacturers; material suppliers; and federal, state, county, and town departments.

Electrical Engineering Technology (AAS) - The Electrical Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET). [Accreditation Director for Engineering Technology, Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202] This curriculum

prepares students as electronic technicians to enter such fields as aerospace, communications, digital computer controls, and energy conversion. Within these and related fields they may perform duties as part of a research and development team or a manufacturing, test, or service group. Graduates may continue their education by pursuing studies towards bachelor degrees in engineering technology.

Engineering Science (AS) - Curriculum content and the overall program have been reviewed and endorsed by the New York State Association of Engineering Colleges. As such, qualified graduates of the Nassau program transfer as juniors to numerous outstanding accredited engineering colleges in New York State. This list includes transfer to such institutions as Polytechnic Institute, Manhattan College, Rochester Institute of Technology, Cornell University, Columbia University, Clarkson University, Hofstra University, Syracuse University, Union College, New York Institute of Technology, SUNY at Stony Brook, SUNY Maritime, SUNY at Buffalo and SUNY at Binghamton. The program is also accepted with liberal arts transfer credit at out-of-state accredited schools of engineering such as Penn State and the Stevens Institute of Technology.

Telecommunications Technology (AAS) - The Telecommunication Technology program combines the elements of an electronics technology program with specific courses in telecommunications. The mix of fundamental analog and digital electronic courses, along with courses in Voice and Data communications, LANS, and current/advanced topics, will prepare the student as a technician for entry into the field of telecommunication. Technicians in the field currently work in computer communications, switching, voice/data, cellular, fiber optic, field service, product development, network support, system troubleshooters, and a host of other exciting career positions. Students may continue their education by attending institutions with bachelor's degree programs in Telecommunications.

Telecommunications Technology - Verizon (AAS) - The Telecommunication Technology - Verizon program provides an innovative, educational, skills-based program that enables Verizon employees to stay apace with advancing technology, to understand changing marketplace realities, and to enhance customer service skills through the acquisition of an Associate Degree in Applied Science with a focus on Telecommunications Technology. The result is an empowered, technologically competent, customer-accountable work force that is committed to the value of lifelong learning. This industry specific program is designed to admit current Verizon employees after a formal screening process has been completed.

Certificate in Construction Management - Construction Management - is a one-year career oriented program which prepares the student for opportunities in construction contracting and management. The coursework prepares students to enter the field as assistant to the project superintendent or manager, estimator, scheduler, or inspector. Those individuals already in the field will gain skills and knowledge to further their careers at the safety management, site superintendent, and project management levels. The Certificate in Construction Management will also provide graduates of associate degree programs in Architectural or Civil Engineering Technology an opportunity to enhance their education or to focus on management career goals rather than those associated with design. Other professionals in architecture, management, and interior design may enroll in the program in order to better prepare themselves to understand the building design and construction process; construction budgets, estimates, and schedules; enhance computer skills in estimating, scheduling, and management software; acquire knowledge of contract documents, building codes, and zoning regulations; understand safety issues; and develop skills in management and dispute resolution.

OFFICE: Bradley Hall, Room 13, 572-7185.

CHAIRPERSON: Bruce Urquhart.

FACULTY: M. Anzelone, S. Ash, L. Badendyck, R. Berke, T. Bird, F. Boodakian, L. Brett, L. Brosh, B. Brown, S. Browne, G. Chapman, T. D'Angelo, J. Davis, K. Dean, D. DeManuel, R. DiChiara, J. Dowling, P. Doyle, S. Drucker, D. Esposito, M. Estevez, P. Falk, C. Farber, K. Feldman, R. Finneran, A. Fisher, R. Fraser, B. Fruchter, C. Gebhardt, D. Ginsburg, J. Giordano, E. Good, J. Gordon, D. Grundy, S. Gubernat, A. Haridopolos, R. Hayman, E. Hegarty, B. Horn, V. Hromulak, K. Jason, S. Kaebnick, A. Katsavos, J. Klass, R. Kramer, A. Kupfer, S. Leder, K. LeVeness, R. Lieber, D. Litvak, Z. Liu, B. Lucas, H. Marcus, J. Marzan, M. McNair, Z. Milich, R. Mollinger, P. Mott, R. Nazareth, R. Newman, F. O'Connor, K. Okoampa-Ahoofe, J. Palievsky, M. Parish, T. Payne, M. Plotnik, G. Pollio, M. Prinz, P. Radecki, J. Rondell, P. Rosa, D. Rosner, R. Santos, N. Saxena, C. Schwertman, J. Sevick, R. Shabazz-Patterson, I. Shaw, J. Silverman, N. Spencer, M. Steinman, W. Stepp, M. Susko, P. Tana, J. Tucker, L. Tucker, D. Urnov, P. Venkateswaran, E. Wheeler, J. Williams, W. Williams, D. Yezzo.

COURSES OFFERED: English (ENG).

The Department undertakes to improve students' understanding of literature and their ability to write through the study of outstanding works of literature and through formal writing assignments. Masterpieces of literature are interpreted against social, historical, and aesthetic backgrounds. The Department's ESL classes (English 020, and 030) prepare nonnative speakers of English to do the college-level writing required in a wide variety of degree and certificate programs. Students concentrating in English who intend to transfer to a four-year college are advised to take a maximum of 18 hours in English courses at Nassau Community College. A student seeking to transfer to a four-year school should also check the catalog of that institution to ascertain which literature courses should be taken at Nassau Community College. English is a desirable preprofessional program for business and industry, law, federal service, government, publishing, advertising, public relations, marketing, writing, teaching and other language-related fields. English is also recommended for premedical and other science-related fields. Placement into English 001, 101, and 102 is determined by preadmission testing and/or by diagnostic essay. Advancement from English 001 into English 101 is based upon writing a final essay which is judged by the Placement Committee to be satisfactory. Students will be accepted for advanced placement into Composition II (English 102) on the basis of a placement examination.

The Creative Writing Project: After successfully completing the English Department's ENG 102 requirement, students may pursue their interests in writing fiction, poetry, plays, and screenplays through a series of creative writing courses. ENG 313: Creative Writing, the first in this sequence, is the prerequisite for the advanced, genre based courses. Creative Writing classes are complemented by a program of regular campus visits by writing professionals who read and discuss their work with students, public readings by student and faculty authors, seminars on publishing, and the production of a student literary magazine.

Writing Center: The English Department's Writing Center is open to all students interested in improving their writing. Faculty members offer individualized and group instruction in expository and creative writing to students at all levels of need. ESL students receive assistance in language development and learning. Tutoring can also take place at a networked computer or online by e-mail. In addition, students are welcome to use the Department's PC lab for word processing and internet research. Weekly appointments or unscheduled drop-in sessions are available.

Foreign Languages

OFFICE: Building M (Nassau Hall), 3rd floor, 572-7414.

CHAIRPERSON: Maria Mann.

FACULTY: C. Arias, R. Feit, S. Landon, D. Pons, C. Sacks.

TECHNICAL ASSISTANT: V. Konovaliouk.

COURSES OFFERED: Arabic (ARA), French (FRE), German (GER), Hebrew (HEB), Italian (ITA), Japanese (JPN), Latin (LAT), Portuguese (POR), Russian (RUS), Spanish (SPA).

Language Center: A well-equipped language laboratory, video equipment, and computer software are provided to supplement the instructional program.

Placement Advisor:

Course Level High School Foreign Language Background

101	1-2 yr. H.S., or equivalent, or a beginning student
102	2-3 yrs. H.S., or equivalent
201 or 202	3-4 yrs. H.S., or equivalent
205 - 206*	3-4 yrs. H.S., or equivalent
301 - 404	4 or more yrs. H.S. or at discretion of instructor, or successful completion of 202

*NOTE 205 and 206: Can be taken instead of 201 and 202, but not in addition to 201 and 202.

1. Students considered by the instructor to be either under-prepared or too advanced will be expected to change to an appropriate level. For students starting out or already enrolled in a language at NCC, the sequence is 101, 102, 201, 202. After 202 a student may choose from any of the following: 301, 302, 401, 402, 403, 404. The following specialized courses are also offered: FRE 225 (French for Business); ITA 225 (Italian for Business), RUS 215-216 (Russian Literature in English Translation); SPA 110 (Spanish for Hotel Restaurant Technology); SPA 121 (Spanish for Law Enforcement Personnel); SPA 205 - 206 (Intermediate Spanish for Bilingual Speakers I and II); SPA 225 (Spanish for Business); SPA 251-252 (Practical Spanish for Medical Personnel).
2. Students wishing to pursue study at the baccalaureate level in this subject should see departmental advisors. Contact the Department for further information.

Health/Physical Education/Recreation

OFFICE: Cluster P, Room 218, 572-7519.

CHAIRPERSON: Robert St. Angelo.

FACULTY: J. Anselmo, M. Berka, M. Candel, M. Corpuel, L. Dellaquila, R. Feigenbaum, S. Kane, S. Klein, E. Mack, A. Maddaluno, N. Malmud, V. Pinhas, G. Powers, L. Quitoni, C. Sears, R. Speckmann, M. Toomey, A. Veit.

TECHNICAL ASSISTANTS: S. Mitchell.

COURSES OFFERED: Health and Physical Education (PED).

The Department offers courses for students who wish to pursue a career in physical education. They are required to complete a minimum of eight activity courses (PED 140-187) as well as Introduction to Physical Education (PED 190), and Safety and First Aid (PED 292). These courses are designed to develop attitudes, appreciation, personal skills, and applied techniques in all types of activities included in the broad physical education program. The Department also offers a concentration in health education. Students who wish to pursue careers in school or community health are required to take Personal Health (PED 291), Community Health (PED 293), and other courses by advisement. It is strongly recommended that interested students make an appointment with the health education advisor to ensure proper course selection.

Special Note to All Students: Satisfactory completion of one of the following six courses: Concepts of Healthful Living (PED 200), Personal and Family Health (PED 201), Death and Dying (PED 231), Family Life and Human Sexuality (PED 251), Introduction to Alcohol Use, Abuse and Other Chemical Dependencies (PED 271), or Community Health (PED 293) is required except for those concentrating in the Allied Health Science, Nursing, and Engineering Science programs.

Further, all full-time day students must complete two semesters of physical education for a total of two credits. See "Physical Education requirement."

In the case of medical limitations or special situations, a student will be permitted to enroll in a special class to fulfill the physical education requirement. Such special cases must be brought to the attention of the department upon enrollment at the college. Students wishing to pursue study at the baccalaureate level in this subject should see departmental advisors.

History/Political Science/Geography

OFFICE: Building G, Room 257, 572-7422.

CHAIRPERSON: Paul Devendittis.

FACULTY: M. Alonso, M. Anderson, R. Block, E. Boyden, P. Carlo, P. Caro, L. Gerson, J. Hecht, M. James, P. Nicholson, S. Osofsky, T. Popovich, G. Schrank, F. Siminoff.

COURSES OFFERED: History (HIS), Interdisciplinary (IGS), Political Science (POL), Geography (GEO).

In the area of history, the department offers basic courses in Western civilization and non-Western civilizations; in the field of political science, the department offers courses in national, international, state, and local governments. A selective program of electives is also provided in history, geography, and political science designed to meet the varied needs of both the general student and the student who wishes to study history, geography, or political science. Computer-assisted instruction is available in selected history courses. Students who wish to pursue history are advised to incorporate into their program a maximum of 18 history credits, including History of Western Civilization I-II (HIS 101-102) and History of the U.S. I-II (HIS 103-104). It is also recommended they take at least 3 credits in political science. Students who wish to pursue political science must take a minimum of 12 credits in political science in addition to HIS 101-102 or HIS 103-104. Students wishing to study geography should take GEO 101/HIS 113 (Introduction to Geography) plus available electives (GEO 102, 103, 201, 222, 224). History, economics, anthropology, geology, and environmental science courses are recommended as supplements. Students wishing to pursue study at the baccalaureate level in these subjects should see departmental advisors.

Hotel/Restaurant Technology

OFFICE: Building K, 572-7344.

CHAIRPERSON: Anthony Bruno.

FACULTY: C. Argento, T. Field, E. Schafler.

TECHNICAL ASSISTANT: S. Keneally.

COURSES OFFERED: Hotel/Restaurant Technology (HTL).

This professionally oriented program offers students the opportunity to specialize in course work related to the hotel-motel industry, and culminates in the A.A.S. degree. Students are prepared for professional and middle management positions in various areas of the industry. Students may anticipate employment positions in various operations such as: guest service representatives, hotel front desk, housekeeping, auditors, cashiers, food and beverage directors, banquet and catering, and various service staff positions. Specialized courses provide the student with a wide range of knowledge in the industry. Students are exposed to current culinary laboratory and food production methods. In addition, on-the-job training is provided through a cooperative work experience program conducted with local industry professionals. A full laboratory features all the facilities necessary for students to prepare and serve meals. Computer labs are used to assist the students in teaching the Hotel Front Office course, Food and Beverage Operations II course and Food and Beverage Merchandising course. We offer unique work study and course opportunities in Europe and Walt Disney World. Students are required to work at special food and beverage functions offered to the college community as part of their course work.

The following curricula are offered by this department:

Food Service Administration, Restaurant Management (AAS)
Hotel Technology Administration (AAS)

Legal Studies

OFFICE: Cluster A, Room 3015, 572-7655.

CHAIRPERSON: Joan Alexander.

FACULTY: J. Birdoff, J. Caruso, R. Catanzano, S. Feder, M. Fleming, R. Shifren.

COURSES OFFERED: Business Law, Paralegal, The Nature and Functions of Law (LAW).

Departmental Requirements for Paralegal students: A minimum grade of C is required in each LAW class in the Paralegal curriculum.

The following curricula are offered by this department:

Paralegal (AAS) - The paralegal program, approved by the American Bar Association, is designed to give the graduate a broad understanding of the law, practical skills, and experience in a legal setting. Employment opportunities for paralegals exist in law offices, banks, insurance companies, private industry, title companies, and government. The paralegal works under the supervision of an attorney and can assist in all phases of practice except giving legal advice, appearing in court, and setting fees. Students should consult with the department regarding opportunities available for transfer of credit.

Paralegal Studies (Cert) - The American Bar Association approved certificate program in Paralegal Studies is designed to meet the needs of the college graduate seeking a career as a paralegal. In order to be eligible for admission, a student must have either an associate or baccalaureate degree. Students with an associate degree must meet the minimum general education requirements set by the American Bar Association.

Library

OFFICE: Library, 572-7406.

CHAIRPERSON: Nancy Williamson.

FACULTY: K. Bellafiore, L. Breitfeller, D. Crugnola, J. Day, K. Frazier, G. Leibowitz, C. Owusu, C. Powers, M. Rosenthal, S. Russin, D. Seidl, M. Spiegelman, B. Wise.

TECHNICAL ASSISTANTS: R. Delbango, S. Emin, R. Erben.

COURSES OFFERED: Library (LIB) 100, LIB 101.

Marketing/Retailing/Fashion

OFFICE: Cluster B, Room 2037, 572-7587.

CHAIRPERSON: Joseph M. Reihing.

FACULTY: G. Arend, R. Battle, N. Bloom, B. Blumberg, A. Bruno, M. Ehlen, N. Ford, R. Hagelman, T. Lowenstein, J. Mandel, M. McNamara, C. Mueller, N. Nackenson, P. O'Beirne, J. Pescatore, S. Rose, T. Sands, R. Scarpelli, S. Wolfe.

TECHNICAL ASSISTANTS: R. Casciola, J. de la Lastra, D. Rosenthal.

COURSES OFFERED: Apparel Design (APD), Fashion Buying and Merchandising (FBM), Marketing (MKT), Retail Business Management (RET), Interior Design (INT).

The following curricula are offered by this department:

Apparel Design (AAS) - Qualified students have the opportunity to complete the Associate in Applied Science degree in the field of fashion design. Draping, sketching, patternmaking, and garment construction will be taught using techniques and equipment employed in industry. Students will develop the skills necessary to translate their original sketches into finished garments. Students will participate in an internship program in a design firm studio. The academic and practical experiences attained in this program provide a basis for employment as a designer, assistant designer, stylist, or

patternmaker. Graduates may transfer to a four-year college to pursue a Bachelor of Fine Arts or Bachelor of Science degree. Because of the creative and technical nature of this area of study, applicants are asked to submit a portfolio of their artwork. Guidelines for this informal portfolio interview will be sent to students in a letter requesting they schedule an appointment for portfolio review.

Fashion Buying and Merchandising (AAS) - Students have the opportunity to specialize in a concentration of applied fashion merchandising courses. Specialized courses include: Fashion Advertising and Promotion, Introduction to Menswear, Fashion Apparel, Introduction to Import Buying, Fashion and Home Accessories, Fashion Coordination and Publicity and Interior Design. As part of the program, students will study textiles, visual merchandising, retailing, and retail buying. The student will also have the opportunity to participate in a Cooperative Work Experience Program gaining valuable on-the-job experience. The degree prepares students for positions in resident buying offices, fashion manufacturers, designers' showrooms, retail stores, fashion publications, and other firms associated with the fashion industry.

Interior Design/Home Furnishings (AAS and/or Cert.) - These programs are designed to prepare skilled, pre-professionals for immediate job placement in the interior design/home furnishings field as design assistants, stylists, showroom representatives, retail design/sales associates, assistant CAD (computer aided design) designers, assistant colorists, and trainees for design publications. The AAS degree, a licensure qualifying program, consists of a liberal arts component and technical courses developed in accordance with current industry standards. It provides students with the required skills to work and grow in the field and with the academic background to pursue studies leading to a four-year degree. The Certificate Program consists of technical courses developed in accordance with current industry standards.

Marketing (AAS) - The marketing option is designed to satisfy the requirements of marketing and management organizations that seek competent personnel for positions of responsibility in business. Graduates of this program will be thoroughly trained for employment as industrial sales agents, management trainees, assistant managers of sales personnel and sales promotion, assistants in marketing research, and assistants in warehousing and transportation management. The student may earn the Associate in Applied Science (AAS) degree as a base for a business career upon graduation or continued education at four-year institutions.

Retail Business Management (AAS) - Students in retail business management are prepared for merchandising and management careers in such retail enterprises as department and specialty stores, resident buying offices, chain organizations, and small businesses. The program includes an on-the-job work assignment in community department stores and other firms. This practical experience prepares graduates for initial positions as junior executives in the areas of buying, merchandising, and store operations.

Mathematics/Statistics/ Computer Processing

OFFICE: Cluster B, Room 3028, 572-7383.

CHAIRPERSON: Douglas Brown.

FACULTY: S. Abramson, E. Alfar, J. Altamura, A. Baderian, J. Baldwin, G. Bruns, D. Burdge, M. Cassano, A. Catania, P. Cheifetz, D. Christy, L. Cohen, K. Cramer, P. D'Amato, C. DeSanto, F. Federman, S. Feldberg, L. Gioia, R. Glass, R. Goodridge, K. Gutleber, M. Gwydir, M. Javadi, S. Kaplan, L. Kaufer, K. Kaufman, D. Kugler, D. Levine, Z. Levy, A. Magrella, A. Mantell, R. Marino, J. Martin, C. Merlo, R. Meyer, G. Miller, D. Nataro, L. Orilia, L. Orlova, A. Pagnotta, L. Postner, A. Razziano, F. Ripps, R. Robert, E. Schmierer, A. Seligman, D. Sher, R. Silvestri, R. Skurnick, S. Solosky, D. Spelman, G. Spengler, R. Stern, M. Steuer, D. Stramiello, T. Sweeney, T. Timchek, J. Tomaszewski, M. Totoro, S. Trabucco, T. Vecchiarelli, R. Wurm.

TECHNICAL ASSISTANTS: E. Branson, J. Earnest, F. Graham, E. Hom, W. Laerz, K. Lemp, J. Lowenfeld, B. McParland, D. Milch, T. Re, C. Roethel, W. Smith.

COURSES OFFERED: Computer Processing (CMP), Mathematics (MAT), Statistics (STA), Logistics (LOG).

The purpose of the mathematics curriculum is essentially twofold: to provide a necessary aspect of a liberal arts education and to supply the necessary mathematics requirements for continued study in a baccalaureate program and career demands in such fields as science, engineering, economics, accounting, the behavioral sciences, and the professions. Facilities on campus include Computer Learning Centers (B 116 and B 225) and the Math Center (B 130).

The following curricula are offered by this department:

Computer Science (AS) - This program leads to the Associate in Science (AS) degree and is designed for those who intend to transfer to a baccalaureate program oriented towards the understanding and design of hardware and software of computer systems. The program stresses computer, mathematics, and science courses which are appropriate for transfer to a baccalaureate program.

Computer Information Systems (AAS) - This program leads to the Associate in Applied Science (AAS) degree and is designed for those who intend to seek immediate employment in the computer systems area. The program includes a foundation in general education plus the accounting and mathematics courses necessary to augment the extensive computer courses. By judicious use of electives along with active advisement from faculty, students can tailor the degree program to meet their individual needs and industry requirements for a particular area of Computer Information Systems. Some students transfer to baccalaureate degree programs in C.I.S. or related areas.

Computer Information Systems – Microcomputer (Cert.) - The Computer Information System Certificate Program has been designed to provide training in computer skills to meet the needs of students to adapt and succeed in the rapid growth and application of new and emerging computer technologies. The program includes a wide range of required and elective courses designed to meet a variety of computer related careers and special needs, while taking into account students backgrounds and interests. The component courses provide training for high school graduates or the unemployed to develop marketable skills or an opportunity for college graduates to upgrade their computer skills or prepare for a career change. By providing a core of fundamental courses, students may concentrate in computer areas such as networking, programming, or applications. Customized electives allow those who plan to work in a small business environment to select general electives from the Business and Marketing area, while others may choose from the extensive digital arts courses available at the College. Students without any computer experience should complete CMP 100, Computer Literacy before entering the certificate program.

Liberal Arts & Science – Mathematics (AS) - This program is designed for students who intend to transfer to a baccalaureate program oriented towards the study of mathematics, mathematics education (secondary), or a related applied field. Graduates of the program should be able to complete the baccalaureate degree in two years of additional full-time study. The program includes liberal arts courses to provide a broad-based general education, plus computer science and science courses to augment the extensive mathematics component. The mathematics core develops knowledge in three basic areas of mathematics learning: proof and theory, algorithms, and applications. The computer component develops important ancillary skills.

Logistics and Transportation Management (AAS) - This is an updated program for the millennium which develops professionals for one of the fastest growing areas of employment: the movement of goods and people from place to place with maximum efficiency. This program focuses on core courses in logistics management and transportation plus dynamic electives in the field. The curriculum also features basic studies in English, science, the humanities and other disciplines which provide a diverse and sound background in the liberal arts. Individual concepts in Logistics and Transportation Management are studied in depth, as is their interrelation to industrial and business operations.

This degree program leads to an Associate in Applied Science. Most courses are transferable to four-year institutions.

Mortuary Science

OFFICE: 357 East Road, 572-7277.

CHAIRPERSON: John M. Lieblang.

FACULTY: C. Metzroth, M. F. Mastellone.

COURSES OFFERED: Mortuary Science (MSC).

The following curriculum is offered by this department:

Mortuary Science (AAS) - This program includes extensive work in the areas of biological science, business, and social science, as well as instruction within the major area of funeral service. Graduates may take the National Board Examination sponsored by the International Conference of Funeral Service Examining Board. After successfully passing the national test, graduates must intern for a period of one year as a Registered Resident prior to receiving the Funeral Director License. This program is fully accredited by the American Board of Funeral Service Education. Registration with the N.Y.S. Bureau of Funeral Directing is required before matriculation status is granted. Students must supply their own transportation to off-campus assignments.

Music

OFFICE: Building H, Room 222, 572-7446/7.

CHAIRPERSON: Richard Brooks.

FACULTY: J. Bobo, G. Bouchard, D. Broadhurst, G. Cavallo, T. Fox, J. Golan, F. Irwin, K. Kelly, M. Nachman, S. Sobolewski.

TECHNICAL ASSISTANT: G. Ouellette.

The mission of the music department is threefold: first, to provide quality instruction in performance, music theory and musicianship, and music history to prepare students pursuing careers in music; second, to provide survey courses in various aspects of music as humanities and general electives for students in other degree programs; third, to serve as a cultural resource center in music for the students and the larger community of Nassau County by sponsoring performing ensembles and presenting concerts.

The following curricula are offered by this department:

Performing Arts Music (AAS) - A two-year music concentration program that leads to the Associate in Applied Science (A.A.S.) degree is offered in Performing Arts. The curriculum also is transferable to four-year institutions and closely parallels the first two years of the BM degree in music. The degree may also lead directly to performance and other careers in the music industry. The Music Department is an accredited institutional member of the National Association of Schools of Music. For acceptance, incoming students are required to audition on their major instrument (or voice) and take a test in written music theory and aural musicianship. Students may enter the program with deficiencies; however, appropriate noncredit courses are assigned in order to correct these deficiencies.

Departmental Requirements for A.A.S. Degree in Performing Arts – Music:

1. 4 semesters of college-level theory
2. 4 semesters of college-level sight-singing
3. 4 semesters of keyboard harmony
4. 4 semesters of college-level applied music
5. 4 semesters of ensemble (chorus, orchestra, or band percussion ensemble)
6. 1 semester of music literature and 2 semesters of music history
7. Additional requirements as described under Programs of Study

Applied Music Courses (A special fee will be charged for all courses).

Requirements for applied music:

1. Students must be matriculated in a music degree program.
2. Students are required to perform at least one recital each semester after reaching the second semester of college level study and also to attend a specified number of recitals each semester.
3. Wind and percussion instrument students must be also enrolled in band or percussion ensemble.
4. String instrument students must be also enrolled in orchestra.
5. Vocal, keyboard and guitar students must also be enrolled in chorus.
6. A failure or withdrawal in the performing group will result in a failure or withdrawal in applied music.
7. Students are required to perform a jury exam at the end of each semester of applied study.
8. MUS 000 is a corequisite for all applied music courses.
9. Percussion students in the third semester of college level study must also be enrolled in concert band and/or orchestra.
10. Students in applied music must also be enrolled in music theory unless those requirements have already been met.

Studio Recording Technology (Cert.) - This three-semester program is designed to introduce students to music technology, provide a broad-based perspective of the music industry, and to acquaint students with musical structures both intellectually and aurally. Technical skills and internship training will be acquired in a professional recording studio at an off-campus location. The program is designed for those wishing to establish independent recording studios. It can also prepare students for degree programs which will enable them to gain entry-level positions in the recording industry.

Facilities for the Music Department include two piano laboratories containing 12 electronic instruments plus an instructor's console. A computer laboratory is available for student tutorial work. Several studios are available for applied music instruction. Several soundproof practice rooms, each equipped with an upright piano, are available for individual practice sessions. A large performance space is available for ensemble rehearsals, performances and recitals. The department owns a number of the less-common and/or larger instruments (including several grand pianos) which are available for student use. Most music classrooms are equipped with state-of-the-art sound systems and the department maintains an extensive teaching library of tapes, records, CDs, and music scores.

Nursing

OFFICE: Building V, Room 210, 572-7234.

CHAIRPERSON: Carol Mottola.

FACULTY: C. Bellefleur, J. Bennett-Murray, J. Brody, J. Cook-Garard, L. DiDio, J. Festa, A. Fitzgibbon, J. Flinn, P. Gloeckner, M. Gulino, T. Heeseler, M. Hellmer Saul, M. Hogan, F. Izzo, C. Jansen, J. Kaplan, M. LaSala, A. Madden, B. McFadden, S. Mueller, P. Murphy, M. Pervelis, G. S. Quick, T. Rich, L. Rohan, B. Vitale.

TECHNICAL ASSISTANTS: M. Blessinger, S. Vitcome.

COURSES OFFERED: Nursing (NUR).

The Nursing Department offers a curriculum, accredited by the National League for Nursing Accrediting Commission (NLNAC)*, leading to an Associate in Science Degree and eligibility for the National Council Licensure Examination – Registered Nurse. The graduate of the Nassau Community College Nursing Program evidences the ability to function in three roles:

Provider of Care: the graduate of our Associate Degree Nursing (ADN) Program utilizes the nursing process to meet patient needs across the life cycle.

Manager of Care: the graduate of our ADN Program coordinates care for patients, collaborates with patients and other health team members, and appropriately delegates aspects of patient care.

Member within the Discipline: the ADN graduate of our program practices within the ethical and legal framework of nursing and is accountable for nursing practice. The graduate of this ADN Program is committed to professional development and continuous learning.

The required nursing courses (NUR 103, NUR 104, NUR 105, NUR 203, and NUR 204) are offered during the September to May academic year. These courses must be taken consecutively because each course provides the foundation for subsequent courses. September admission has both day and evening options. January admission only has a day option. Seats in the evening nursing courses are limited. Please be aware that obtaining a seat in Nursing is highly competitive and is dependent upon the number of applications, the number of available seats, and the applicant's ranking according to grade point average for the courses applicable to the Nursing curriculum. Meeting the stipulated criteria does not guarantee a seat.

If, upon graduation, an individual's application for licensure reveals that the applicant has been convicted of a crime or that there are pending charges, an investigation will be conducted by the Office of Professional Discipline of the State Education Department.

*NLNAC
61 Broadway
New York, New York 10006

Departmental Requirements and Guidelines:

1. If the placement examination indicates a need for remediation in English, mathematics, or reading, remediation must be completed before entering the nursing program.
2. Nursing students are required to submit evidence of a physical examination, antibody titers, and inoculations, prior to their first clinical assignment in NUR 103 and annually thereafter.
3. Nursing students are required to carry malpractice insurance.
4. Students are required to adhere to those departmental policies that are distributed to all nursing students at the beginning of each academic year.
5. A minimum grade of C is required in each of the five required nursing courses.
6. A minimum of 15.5 credits (including Nursing 103/104) must be completed before progressing to NUR 105.
7. Questions or concerns about the nursing program may be directed to National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006.

Advanced Standing in Nursing Courses:

The opportunity for advanced standing in Nursing courses may be available to persons with prior formal education and experience in the health care field. Appropriate candidates include LPNs, select military personnel, students from other collegiate nursing programs and those recommended for articulation by BOCES and VEEB licensed practical nurse programs. By challenging NUR 103/104, or both NUR 103/104 and NUR 105, the candidate avoids much of the competition for entry into the program and enters when normal attrition may make a seat available. Eight and one-half credits are granted to the student for successfully completing the challenge of NUR 103-104, and 17 credits are granted if NUR 103/104 and NUR 105 are successfully challenged. Application at Nassau Community College is made as a liberal arts student. Once the challenge is completed and the candidate is ready to enter a nursing course, the Nursing department will process a Change of Area to Nursing. In the meantime, the candidate is a liberal arts student and can pursue the science and liberal arts courses required for an Associate in Science degree. At least 33 credits, including those for Nursing, must be taken at Nassau Community College. Information on the challenge process may be obtained at Advanced Standing Information Sessions or by calling the Nursing Department for an appointment with the Advanced Placement Advisor.

Change of Area/Transfer

Admission requirements to the Nursing Program for change of area or transfer students include:

ENG 101

AHS 131 (minimum of a C)

PSY 203 or SOC 201

MATH (Math 100 or higher by advisement)

All course requirements must be completed before application for change of area or transfer. A 2.75 grade point average and a minimum of C in the sciences is required. Students following this procedure must submit their request for a Change of Area to the Nursing Department during the 2nd, 3rd and 4th weeks of October to be considered for the January class and during the 2nd, 3rd, and 4th weeks of March to be considered for the September class. Further information about the Nursing Program can be obtained from Nursing Information Sessions, Admissions, Educational Counseling, Adult Advisement, or Evening Advisement.

Office Technology

OFFICE: Cluster A, Room 2023, 572-7288.

CHAIRPERSON: Tina Wenzel.

FACULTY: E. Appelle, R. Baer, M. Curry, M. D. DeSanto, R. Fielden, G. Kelly, N. Lowey.

TECHNICAL ASSISTANT: L. Bergin - Cluster A, Room A115.

COURSES OFFERED: Office Technology (OFT), Records Information Management (RMT).

The Office Technology Department provides students with the opportunity to acquire the skills and competencies necessary to use computers for professional and personal use and obtain employment in an executive, legal, or medical office environment.

Using state-of-the-art computers and various software applications, students develop expertise in keyboarding, speedwriting, word processing, desktop publishing, and records and information management. Emphasis is placed on executive, legal, Web Page Formatting, E-Commerce and medical office procedures. The Office Technology Department boasts an excellent placement record for its graduates; there is no fee to students or employers for job placement. In addition, students who wish to continue their education are able to transfer some or all of their credits to four-year institutions.

Each semester students meet on an individual basis with an Office Technology faculty advisor. This advisement process allows students to become familiar with the specific requirements of their chosen program of study and provides them with an opportunity to review their academic progress and career options.

Along with the career-specific programs listed below, the Office Technology Department offers the following courses to the general public: OFT 011 Speed and Accuracy Development, OFT 100 Fundamentals of Keyboarding, OFT 102 College Keyboarding I, OFT 109 Word Processing Applications I, OFT 110 Word Processing Applications II, OFT 119 Word Processing III, OFT 120 Desktop Publishing, OFT 150 Speedwriting I, OFT 155 Speedwriting II, OFT 230 Web Page Formatting, OFT 235 E-Commerce for Office Professionals, OFT 244 Business Writing, and OFT 245 Administrative Management.

Online courses: OFT 244 Business Writing, RMT 101 Introduction to Records Management, RMT 102 Records Creation and Distribution, RMT 103 Records Retention Storage, and Protection.

The following curricula are offered by this Department:

Office Technology/Executive (AAS) - The executive curriculum is designed to provide students with a broad background in business and a high level of proficiency in the skills that will enable them to perform successfully in a diversity of executive office-support positions.

This training enables the students to hold positions in various fields including advertising, travel, publishing, banking, insurance and

government. Students are encouraged to investigate new areas to allow for career exploration, decision making, and individual growth. In the final semester, all students participate in a work/study program, which involves actual on-the-job training and is coordinated with a study seminar.

Office Technology/Legal (AAS and Cert.) - The legal option offers students the opportunity to acquire office technology skills and to learn about the Federal and New York State Court Systems. Legal office technology instruction concentrates in the areas of civil litigation, wills and probates, and real estate.

Graduates are qualified to work in law firms, which are engaged in general or specialized practice, or in legal departments of large corporations, civil service, insurance companies, law publishers, or the courts. During their final semester, all students participate in a legal work/study program with a study seminar. They may intern in law firms, the District Attorney's office, the Probation Department, or the Courts.

Office Technology/Medical (AAS and Cert.) - The medical curriculum offers students the opportunity to acquire skills necessary to seek employment in doctors' offices, hospitals, research institutions, insurance and pharmaceutical companies, and other health facilities.

During the final semester, all students participate in a medical work/study program.

Office Technology/Word Processing and Office Automation (AAS and Cert.) - This curriculum provides students with a broad conceptual framework in office automation and information systems combined with a strong learning experience in communication skills, keyboarding, and computer applications. This program includes an up-to-date curriculum that incorporates word processing, spreadsheets, data base applications, desktop publishing, Web Page Formatting, and E-Commerce.

ENCORE Course Sequence: ENCORE is designed for individuals who want to upgrade, strengthen, and learn new office skills to obtain office-support positions. Instruction includes three courses in word processing, an introduction to spreadsheets, a course in administrative management, and a simulated office-environment class. At the completion of the sequence, ENCORE students will earn 15 credits. These credits may be applied toward either a certificate or a degree program in the Office Technology Department; students are also eligible to go directly into the workforce.

Records and Information Management (Cert.) - This curriculum is designed to provide students with the conceptual and practical skills necessary to obtain employment in the Records/Information Management field.

Records/Information Management is fast becoming an important career path. State law in New York mandates that local government units, including local fire districts, have a records management officer responsible for the orderly management, retrieval, and disposal of government records and documents. Skilled people who can organize and retrieve documents, information, and data are also in demand by private businesses, including financial, medical, and educational institutions.

Successful completion of the certificate program can lead to entry-level employment as a records/information clerk, micrographics clerk, or micrographics supervisor.

Reinforcement Learning Center - Students in need of assistance or who wish to reinforce skills are encouraged to use the Reinforcement Learning Center (Cluster A, Room A115). This facility is open Monday through Saturday and is staffed by technical assistants who offer reinforcement for all subjects taught in the Office Technology Department.

Philosophy

OFFICE: Nassau Hall, Room M-217, 572-7450.

CHAIRPERSON: Mark S. Halfon.

FACULTY: E. Deluty, J. Esposito, N. Newton.

COURSES OFFERED: Philosophy (PHI).

Philosophy means love of wisdom. A philosopher questions everything, seeking answers to serious questions: Does human life have meaning? What is the difference between right and wrong? How should we live our lives? Do we have free will? Does God exist? Can humans know what the physical world is really like? In doing this, the philosopher uses finely tuned arguments and tries to follow them wherever they lead. Philosophy is intrinsically interesting, enlightening, and enjoyable, but it is also an unsurpassed tool for sharpening its students' reasoning skills. Moreover, philosophy courses are writing intensive courses that emphasize the written expression of philosophical ideas. This is why pre-law and pre-medical students are often advised to study it, and many four-year colleges and universities require it of all students.

Physical Sciences

OFFICE: Cluster D, Room 3090, 572-7279.

CHAIRPERSON: Laura Tamber.

FACULTY: L. Bastiaans, T. Benitt, N. Harris, G. Lehenbauer, W. Ramsey, J. Remo, L. Rigano, C. Rockwell, F. Roethel, M. Sichko, W. Slowik, F. Viscovich, G. Williams, D. Witt, P. Zito.

TECHNICAL ASSISTANTS: A. Altmann, E. Butler, A. Sanchioli.

COURSES OFFERED: Physical Sciences (SCI).

The courses in the Department of Physical Sciences are all accessible to the non-science major. These course offerings will also provide a focus for the future science major. The department's facilities include six laboratories with specialized equipment for all of the physical sciences being offered. Computers are available for use in the lecture rooms and laboratories as well as two special science computer rooms. These rooms offer the students an opportunity to work with laboratory equipment, and computers for tutorial work, experiment simulations, as well as word processing. The department has a planetarium with an 18-foot diameter dome which is utilized in astronomy courses and during "Open House" astronomy nights. State-of-the-art telescopes are used in the lab as well as for observations of the evening sky.

Meteorology students have access to the NCC Weather Center. Computers in the weather center receive the McIDAS data stream via the Internet, and they collect, store, and graph current weather data at NCC as measured by various instruments on the roof. Computers are also used to acquire current weather maps and weather information from numerous Internet sites. Geology students may have the opportunity during a field trip to experience this discipline in a practical setting. For geology students interested in the area of gemology, professional optical identification instruments are utilized along with lapidary equipment for the fashioning of gems. Field trips provide environmental science students with direct observation of environmental phenomenon.

Special distance-learning sections of certain courses are offered through College of the Air. Lessons are delivered via the Internet and through videotape. Communication between the instructor and students is mainly by e-mail and fax.

Students wishing to pursue study in these subjects at the baccalaureate level should see departmental advisors.

Psychology

OFFICE: Building G, Room 355, 572-7458.

CHAIRPERSON: Sidney Hochman.

FACULTY: C. Bayern, P. Bright, S. Cohen, E. Cooney, W. Eisner, J. Ellenbogen, R. Epro, P. Flores, B. Gorman, S. Gorman, H. Hilary, R. Kaplan, B. Katz, D. Kramer, B. Levine, D. Martin, C. Olko, M. O'Loughlin, S. Richman, L. Salpeter, L. Sidorowicz, H. Siegel, A. Tigner.

COURSES OFFERED: Child Care (SEV), Early Childhood (NED), Psychology (PSY).

In the field of psychology, fundamental survey courses are offered to fit the needs of all students. Those desiring to specialize are provided with patterns of preprofessional courses designed to satisfy the requirements of transfer colleges. Elective offerings provide further study in psychology for those seeking careers in social work and teaching. Students wishing to pursue study at the baccalaureate level in this subject should see departmental advisors.

The following curricula are offered by this department:

Child Care (AAS) - The Child Care curriculum is designed to prepare graduates for positions as assistants to teachers in pre-school through 12th grade in special and regular education classes.

Child Care Worker (Cert.) - This certificate program is designed to prepare skilled paraprofessionals for positions in the child care field or residential facilities. It provides a combination of academic content and "hands-on" experience via practica, emphasizing such areas as human behavior, human services and congregate care agencies, human growth and development, and techniques and methods courses. The coursework bears college credit and is applicable toward specific associate degree programs in the human service area.

Early Childhood (AAS) - The early childhood curriculum is designed to prepare graduates for positions as assistants to teachers in private, nursery schools, and day care, as well as in pre-kindergarten classes in public schools.

Reading/Basic Education

OFFICE: Building N, Room 205, 572-7464.

CHAIRPERSON: Mary Likely.

FACULTY: M. Ardise, C. Berg, P. Bruno, Q. Chen, L. Coley, D. DiElsi, J. Fischer, P. Fitzpatrick, S. Fox, K. Golde, D. Grodenchik, M. Hammer, C. Hunt, D. Kaufer, L. Landesberg, B. Levy, S. Liff, W. Lowenfeld, J. Maher, J. Miller, C. Novins, D. O'Brien-Smith, K. Quinn, L. Rysdyk, M. Shaw, M. Skidell, J. Stern, D. Tyler, M. VandeWater.

COURSES OFFERED: Basic Education (BEP), Reading (RDG).

All matriculated students placing remedial in Reading, English, and Math are offered a place in the Basic Education Program (BEP). Students are required to successfully complete this program before being permitted to register for the next level of courses in Reading, English, and Math. All students who take the placement test and score RDG 001 or RDG 002 are required to enroll in the course in the first semester of attendance. Successful completion of each course is required. If RDG 001 is the original placement, RDG 002 is required unless the student is exempted by meeting department standards. The department also offers credit reading courses. For students who speak English as a second language, the Reading Basic Education Department offers developmental reading courses at the intermediate, advanced, and college preparatory level of instruction. Students are placed individually at appropriate levels through a reading placement test. These reading courses are part of an English as a Second Language Program offered at Nassau Community College. See the English Department for writing courses and the Communications Department for conversation/pronunciation courses. For further information, contact the Reading and Basic Education Department at 572-7464.

Sociology

OFFICE: Building G, Room 357, 572-7452.

CHAIRPERSON: William Feigelman.

FACULTY: S. Greenberg, L. Hallowell, S. Hussain, S. Lang, R. Renoff, J. Rosenfeld, L. Schneider, A. Schwartz, A. Silverman, J. Varacalli, J. Young.

COURSES OFFERED: Sociology (SOC), Community Service (CSW).

The Department of Sociology offers basic courses in sociology and anthropology and a variety of electives in such areas as cultural anthropology, American society, social problems, minority relations, the family, social change and criminology. The Department also offers courses in community service. Sociology courses are designed to meet the needs of general liberal arts and social science students as well as those planning to pursue further study in sociology and anthropology. Students concentrating in this area are advised to enroll in a minimum of 12 credits in sociology beginning with Introduction to Sociology (SOC 201) or General Anthropology (SOC 203). Either course serves as a prerequisite to such electives as American Society (SOC 202), Cultural Anthropology (SOC 204), Criminology (SOC 210), Social Problems (SOC 212) and Sociology of the Family (SOC 220).

Students wishing to pursue study at the baccalaureate level in this subject should see departmental advisors.

Student Personnel Services

OFFICE: Nassau Hall, Room 11, 572-7506.

CHAIRPERSON: Richard Ashker.

FACULTY: M. Afkhami-Ramirez, G. Alvarez-Ortiz, C. Andrew, R. Barzilay, R. Conway, H. Dallal, C. Egelman, S. Fabio, J. Frankel, S. Grossman, H. Guttenberg-Menco, J. Hoyt, E. Ingram, O. Jewett, L. Joseph, D. Kimbrough-Lowe, M. Kowalski, P. Kurland, A. Mitchell, M. Peck, D. Petronella, G. Pressley, J. Robbins, R. Rubin, T. Ruchman, J. Schimsky, J. Segadelli, D. Smalls, D. Sparberg, J. Sun, H. Williams

TECHNICAL ASSISTANTS: M. Alterman, L. Fertitta, E. Hudgins, J. Migliore, T. Woods.

COURSES OFFERED: Student Personnel Services (SPS): SPS 093 (BEP Seminar), SPS 102 Career Exploration, SPS 111 Drugs In American Society, SPS 201 Handicap Person and Society.

Theatre/Dance

OFFICE: Theatre Building, 572-7508.

CHAIRPERSON: Victor H. Abravaya.

FACULTY: S. Berke, M. Boyle, R. Einkenkel, R. Ginsburg, J. Pereira, P. Teng.

TECHNICAL ASSISTANTS: P. Fox, E. Morrison-Darren.

COURSES OFFERED: Dance (DAN), Theatre (THR).

The Department of Theatre and Dance offers three discrete Associate in Arts degree programs: Acting, Dance, and Technical Theatre. In addition to the college-wide Liberal Arts requirements in English, Social Science, Math, Laboratory Science, and Health, the degree programs consist of the following area-specific requirements:

Acting (AA): 12 credits in Acting, 6 credits of Theatre History, 4 credits of Production and Performance, 2 credits of specialized Movement courses, and 2 credits of specialized Physical Education courses.

Dance (AA): 12 credits of Dance Technique, 5 credits of Modern Dance, 4 credits of choreography, 3 credits of Dance History, and 4 credits of Rehearsal and Performance.

Technical Theatre (AA): 12 Credits in Technical Theatre, 6 credits of Theatre History, and 4 credits of Production and Performance.

Production Program: The Department's extensive open-to-the-public Production Program includes a Children's Musical, a Dance Concert, a joint production with the African-American Studies Department, and numerous other plays and musicals. Auditions for these productions are open to all students enrolled for a minimum of six credits at the College. The Production Program serves as a closely supervised laboratory for the Department's academic degree programs, and as an effective mechanism for taking education beyond the walls of the classroom.

PROGRAMS OF STUDY

The College offers numerous curricula leading to the Associate in Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS) degrees, as well as special certificate programs, the requirements for which are listed in this section.

Programmatic requirements vary according to specific curricula. In planning a course of study, students should be guided by specific program requirements listed in this section.

LIBERAL ARTS AND SCIENCES

The College offers two degrees in Liberal Arts and Sciences which provide flexibility in planning a two-year academic program. The degrees are differentiated by the proportion of liberal arts and sciences as mandated by law.

The "Associate in Arts degree in Liberal Arts and Sciences: Humanities and Social Science" degree devotes three-quarters of the coursework to the liberal arts and sciences.

Associate in Arts Program, Liberal Arts and Sciences: Humanities and Social Science

(Hegis Code 5649)

Total Credits Required = 66 - 69

First Semester	Credits
ENG 101 - Composition I	3
Mathematics Elective	3-4
Social Science Elective	3
Humanities Elective	3
Laboratory Science Elective (1)	4
	16-17
Second Semester	
ENG 102 - Composition II	3
Mathematics Elective	3-4
Social Science Elective	3
Humanities Elective	3
Laboratory Science Elective (1)	4
PED Activity Course(s)	1
	17-18
Third Semester	
English Elective	3
Social Science Elective	3
Health Elective (PED 200, 201, 251, 271, 293)	2-3
Electives	9
	17-18
Fourth Semester	
English Elective or COM 101, 102, or 103	3
Social Science Elective	3
Electives	9
PED Activity Course(s)	1
	16

Students pursuing this degree may prepare for transfer to upper-division study in subject areas such as:

Economics	History
English	Philosophy
Finance	Physical/Health Education
Foreign Languages	Political Science
Geography	Psychology
	Sociology

The "Associate in Science degree in Liberal Arts and Science: Mathematics and Science" degree devotes one-half of the coursework to the liberal arts and sciences. Students pursuing this degree may prepare for transfer to upper-division study in subject areas such as:

Biology	Mathematics
Chemistry	Physics
Engineering	Physical Sciences

Associate in Science Program, Liberal Arts and Sciences: Mathematics and Science

(Hegis Code 5649)

Total Credits Required = 66 - 69

First Semester	Credits
ENG 101 - Composition I	3
Mathematics Elective	3-4
Social Science Elective (3)	3
Humanities Elective (3)	3
Laboratory Science Elective (1,2)	4
	16-17
Second Semester	
ENG 102 - Composition II	3
Mathematics Elective	3-4
Social Science Elective	3
Humanities Elective	3
Laboratory Science Elective (1,2)	4
	16-17
Third Semester	
Health Elective (PED 200, 201, 251, 271, 293)	2-3
Electives	14
PED Activity Course(s)	1
	17-18
Fourth Semester	
Electives	16
PED Activity Course(s)	1
	17

A.S. Requirement: Minimum of 30 credits in mathematics and/or laboratory science.

(1) Some science courses have Math prerequisites. See course descriptions for specific information.

(2) In selecting Laboratory Science electives, students planning to major in Biology, Chemistry, or Physics at upper-division schools are advised to consider these colleges' science major requirements, e.g. BIO 109-110, CHE 151-152, PHY 101-102. Either High School Chemistry or CHE 107 is a prerequisite for BIO 109 and CHE 151.

Students should consult with academic advisors or the Educational Counseling Office for proper advisement.

BUSINESS –

Accounting

A.S. Program (Hegis Code 5002)
TOTAL CREDITS 66-68

First Semester

ACC 101 Accounting I	3
ECO 207 Principles of Economics I	3
ENG 101 Composition I	3
Mathematics Elective (except MKT 101)	3-4
Social Science Elective	3
	15-16

Second Semester

ACC 102 Accounting II	3
ECO 208 Principles of Economics II	3
ENG 102 Composition II	3
Mathematics Elective (except MKT 101)	3-4
Social Science Elective	3
PED Health Elective	2-3
	17-19

Third Semester

ACC 201 Intermediate Accounting I	3
LAW 103 Business Law I	3
CMP 115 Computers in Business	3
COM 103 Public Speaking or COM 101 Oral Communications	3
Laboratory Science Elective	4
PED Activity Course(s)	1
	17

Fourth Semester

ACC 202 Intermediate Accounting II	3
LAW 104 Business Law II	3
Business Elective	3
Humanities Elective	3
Laboratory Science Elective	4
PED Activity Course(s)	1
	17

BUSINESS –

Accounting

A.A.S. Program (Hegis Code 5002)
TOTAL CREDITS 67

First Semester

ACC 101 Accounting I	3
BUS 110 Introduction to Business	3
LAW 103 Business Law I	3
MKT 101 Business Math	3
ENG 101 Composition I	3
PED Health Elective	2/3
	17/18

Second Semester

ACC 102 Accounting II	3
LAW 104 Business Law II	3
MAT 102 Introduction to Statistics	3
COM 103 Public Speaking or COM 101 Oral Communications	3
Social Science Elective	3
PED Activity Course(s)	1
	16

Third Semester

ACC 203 Federal Income Tax	3
OFT 100 Fundamental of Keyboarding (See 1)	3
ACC 208 Cost Accounting	4
Laboratory Science Elective	4
Humanities Elective	3
PED Activity Course	1
	18

Fourth Semester

ACC 206 Payroll Systems and Taxes or ACC 122 Bookkeeping III	3
CMP 105 Electronic Spreadsheets	4
OFT 245 Administrative Management	3
Business Elective (See 2)	3
Social Science Elective	3
	16

- (1) Course may be waived for either CMP 101 or CMP 115 if student types 20-25 words per minute.
- (2) OFT 244, MKT 100, CMP 115, BUS 116

Acting

A.A. Program (Hegis Code 5610)
TOTAL CREDITS 66-67

First Semester

THR 101 Introduction to Theatre History I	3
THR 103 Acting I	3
THR 110 Movement for Theatre	1
THR 115 Production and Performance	1
DAN 109 Movement for Musical Theatre	1
PED 621 Stunts & Tumbling	1
ENG 101 Composition I	3
MAT 101 Concepts of Math	3
	16

Second Semester

THR 104 Acting II	3
THR 116 Production and Performance	1
THR 201 Introduction to Theatre History II	3
PED 201 Personal and Family Health or PED 251 Family Life & Human Sexuality	2-3
PED 622 Circus Arts	1
ENG 102 Composition II	3
MAT 102 Introduction to Statistics	3
	16-17

Third Semester

THR 207 Acting III	3
THR 215 Production & Performance	1
English Elective (See 1)	3
Laboratory Science Elective (See 2)	4
Social Science Electives (See 3)	6
	17

Fourth Semester

THR 208 Acting IV	3
THR 216 Production & Performance	1
English Elective (See 1)	3
Laboratory Science Electives (See 2)	4
Social Science Electives (See 3)	6
	17

- (1) Recommended: ENG 300 Shakespeare on Stage & Page, ENG 301 Shakespeare's Comedies & Histories, ENG 302 Shakespeare's Tragedies, ENG 307 Modern European Drama, or ENG 309 Modern British & American Drama
- (2) Recommended: BIO 101-102 General Biology I-II
- (3) Recommended: HIS 101-102 History of Western Civilization I-II, PSY 203 General Psychology I, and SOC 201 Introduction to Sociology

African American Studies

A.A. Program (Hegis Code 5622)
TOTAL CREDITS 66

First Semester

AFR 140 African American History I	3
AFR 185 African American Culture	3
AFR 110 African American Dance Ensemble or PED Activity Course(s)	1
Humanities Elective (as advised)	3
ENG 101 Composition I	3
Mathematics Elective	3
	16

Second Semester

AFR 141 African American History II	3
AFR 142 History of African Civilization	3
AFR 120 Consumer Economics	3
Humanities Elective (as advised)	3
ENG 102 Composition II	3
Mathematics Elective	3
PED 201 Personal and Family Health	2
	17

Third Semester

AFR 170 Black Social Philosophy	3
AFR 130 African American Literature I	3
Social Science Elective (as advised)	3
Elective (as advised)	3
Laboratory Science Elective	4
PED Activity Course(s)	1
	17

Fourth Semester

AFR 200 History of the Black Woman II	3
AFR 131 African American Literature II	3
AFR 203 Afro-Caribbean World	3
Social Science Elective (as advised)	3
Laboratory Science Elective	4
	16

American Sign Language

A.A. Program (Hegis Code 5599)

TOTAL CREDITS 66-69

First Semester

COM 152 American Sign Language I (See 1) . . .	3
ENG 101 Composition I	3
SOC 201 Introduction to Sociology	3
PSY 203 General Psychology	3
Mathematics Elective	3-4
PED Activity Course(s)	1
	<hr/>
	16-17

Second Semester

COM 153 American Sign Language II (See 1) . . .	3
COM 101 Oral Communication	3
ENG 102 Composition II	3
Mathematics Elective	3-4
Science Elective	4
PED Activity Course(s)	1
	<hr/>
	17-18

Third Semester

COM 252 American Sign Language III	3
COM 220 Communication and Language	3
English Elective (2)	3
Science Elective	4
Social Science Elective	3
	<hr/>
	16

Fourth Semester

COM 253 American Sign Language IV	3
PED Health Elective	2-3
Social Science Elective	3
General Electives (3)	6
COM 226 Communications and Culture in the Deaf Community	3
	<hr/>
	17-18

*These classes may not be offered every semester. COM 252 and COM 253 will be offered at least once a year.

- (1) Placement by departmental advisement.
- (2) Recommended: ENG 226
- (3) Recommended general elective: COM 222

Design (Fashion) Apparel Design

A.A.S. Program (Hegis Code 5012)

TOTAL CREDITS 70-71

First Semester

APD 101 Draping and Design I (See 1)	4
APD 120 Garment Construction (See 2)	3
ART 135 Design Fundamentals	3
ENG 101 Composition I	3
Social Science Elective	3
PED Activity Course(s)	1
	<hr/>
	17

Second Semester

APD 121 Fashion History	3
APD 102 Draping and Design II (See 3)	4
APD 110 Flat Pattern Design I (See 2)	2
ART 136 Fashion Art Techniques I	3
RET 115 Textiles	3
PED Health Elective	2-3
	<hr/>
	17-18

Third Semester

APD 103 Draping and Design III (See 3)	4
APD 111 Flat Pattern Design II (See 3)	2
ART 235 Fashion Art Techniques II	3
Laboratory Science Elective	4
Social Science Elective	3
PED Activity Course(s)	1
	<hr/>
	17

Fourth Semester

APD 104 Design Studio (See 3)	4
APD 122 Apparel Design Seminar	3
ART 236 Fashion Art Techniques III	3
COM 101 Oral Communications	3
Mathematics Elective	3
	<hr/>
	16

Summer

APD 142 Field Training Internship (See 4)	3
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- (1) Prerequisite or corequisite and permission of instructor
- (2) Permission of instructor
- (3) Prerequisite
- (4) Prerequisites and permission of instructor

Art Studies

A.A. Program (Hegis Code 5610)

TOTAL CREDITS 66-68

First Semester

ART 111 Drawing I	3
ART 105 2-D Design	3
ENG 101 Composition I	3
Social Science Elective	3
Mathematics Elective	3-4
PED Activity Course(s)	1
	<hr/>
	16-17

Second Semester

ART 106 3-D Design	3
ART 126 Basic Crafts	3
ENG 102 Composition II	3
Social Science Elective	3
Mathematics Elective	3
Health Elective	2-3
	<hr/>
	17-18

Third Semester

Art History Elective (See 1)	3
English Elective	3
Social Science Elective	3
Laboratory Science Elective	4
Humanities Elective	3
PED Activity Course	1
	<hr/>
	17

Fourth Semester

Art Elective	3
English Elective	3
Humanities Elective	3
Social Science Elective	3
Laboratory Science Elective	4
	<hr/>
	16

(1) Choose from ART 101, 102, 103 or 104

BUSINESS –

Business Administration

A.S. Program (Hegis Code 5004)

TOTAL CREDITS 66-71

First Semester

ACC 101 Accounting I or ACC 107 Accounting A	2-3
LAW 103 Business Law I	3
ENG 101 Composition I	3
Elective (See 1)	3
Mathematics Elective (except MKT 101)	3-4
PED Activity Course(s)	1
	<hr/>
	15-17

Second Semester

ACC 102 Accounting II or ACC 108 Accounting B	2-3
BUS 110 Introduction to Business	3
LAW 104 Business Law II	3
ECO 207 Principles of Economics I	3
ENG 102 Composition II	3
PED Health Elective	2-3
	<hr/>
	16-18

Third Semester

ACC 109 Accounting C (See 2)	2
ECO 208 Principles of Economics II	3
CMP 115 Computers in Business	3
COM 103 Public Speaking or COM 101 Oral Communications	3
Laboratory Science Elective	4
Math Elective	3-4
	<hr/>
	16-19

Fourth Semester

BUS 112 Principles of Management	3
Elective (See 1)	3
Humanities Elective	3
Laboratory Science Elective	4
PED Activity Course(s)	1
	<hr/>
	17

- (1) Electives are selected in consultation with departmental advisor and are based on the student's future needs.
- (2) Prerequisites: ACC 107-108 (This course is required only if the student has chosen to take the three-semester accounting sequence rather than ACC 101-102).

Business Administration

(ADULT ADVISEMENT TRACK)

A.S. Program (Hegis Code 5004)

TOTAL CREDITS 67-68

First Semester

ACC 101 Accounting I	3
BUS 110 Introduction to Business	3
ECO 100 Survey of Economics or ECO 207 Principles of Economics I (See 1)	3
ENG 101 Composition I	3
MAT 102 Statistics*	3
Business elective (See 2)	3
	<u>18</u>

Second Semester

ACC 105 Financial Statement Analysis or ACC 102 Accounting II	3
PSY 203 General Psychology or SOC 201 Introduction to Sociology	3
ENG 102 Composition II	3
CMP 115 Computers in Business	3
Laboratory Science Elective	4
	<u>16</u>

Third Semester

BUS 112 Principles of Management	3
LAW 103 Business Law I	3
COM 103 Public Speaking	3
PHI 111 Business Ethics or PHI 101 Introduction to Philosophy	3
Laboratory Science Elective	4
	<u>16</u>

Fourth Semester

Business Elective (See 2)	3
LAW 104 Business Law II	3
MAT 118 Finite Math*	3
HIS 150 History of the American Labor Movement**	3
Elective	3
PED Health Elective(See 3)	2-3
	<u>17-18</u>

(1) By advisement.

(2) Students may take ECO 208 (Principles of Economics II) or other courses by advisement

(3) Students enrolled in APB day program who are under 25 years of age may be required to take two additional credits of Physical Education activity.

* MAT 102-Introduction to Statistics, MAT 118-Finite Mathematics; Quantitative Analysis, MAT 111-Elementary Functions, MAT 112-Calculus with Applications in Business and Social Sciences, MAT 122-Calculus I, MAT 123-Calculus II or by advisement (any two courses)

** HIS 150-History of the American Labor Movement, or HIS 101-History of Western Civilization I, or HIS 103-History of the United States I, or HIS 105-The World Today, or HIS 106-America Today, or HIS 113-Introduction to Geography.

Child Care

A.A.S. Program (Hegis Code 5503)

TOTAL CREDITS 64-65

First Semester

HIS 103 History of the United States I (See 1)	3
PSY 203 General Psychology I	3
ENG 101 Composition I	3
ART 126 Basic Crafts (See 2)	3
BIO 101 General Biology I	4
PED Activity Course(s)	1
	<u>17</u>

Second Semester

HIS 104 History of the United States II (See 1)	3
PSY 213 Child Development (See 3)	3
ENG 102 Composition II	3
MUS 132 Music for Early Childhood Education (See 2)	2
BIO 102 General Biology II or BIO 103 Principles of Ecology	4
PED Activity Course(s)	1
	<u>16</u>

Third Semester

SEV 101 Behavior Modification: Field Experience I	4
SEV 103 Psychology of the Exceptional Child	3
ENG 314 Literature for Children	3
MAT 102 Introduction to Statistics	3
PED Health Elective	2-3
	<u>15-16</u>

Fourth Semester

SEV 102 Field Experience II: Practicum	4
PSY 206 Educational Psychology	3
PSY 212 Adolescent Psychology or PSY 215 Abnormal Psychology or SEV 104 Infants and Toddlers	3
MAT 101 Concepts of Mathematics	3
COM 101 Oral Communications	3
	<u>16</u>

(1) HIS 103-104 may substituted for HIS 101-102.

(2) This requirement may also be satisfied by COM 152 - 153.

(3) Prerequisite or corequisite of SEV 101.

Civil Engineering Technology

A.A.S. Program (Hegis Code 5309)

TOTAL CREDITS 67

First Semester

CET 101 Construction Methods & Practices	2
CET 218 Statics of Structures	3
ENS 101 Graphics (1)	1
CET 103 Introductory Civil Engineering Tech.	2
MAT 116 Technical Math I	4
ENG 101 Composition I	3
	<u>15</u>

Second Semester

CET 111 Structural Drawing I	2
CET 219 Mechanics of Materials	3
CET 222 Materials Testing Lab	1
CET 231 Elementary Surveying	3
MAT 117 Technical Math II	4
ENG 102 Composition II or COM 101 Oral Communications	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester

CET 211 Structural Drawing II	2
CET 241 Hydraulics	3
CET 223 Structural Steel Design	3
CET 232 Route Surveying	3
PHY 101 General College Physics I	4
ECO 207 Principles of Economics I	3
	<u>18</u>

Fourth Semester

CET 242 Hydraulic Laboratory	1
CET 224 Reinforced Concrete Design	3
CET 201 Construction Estimating	2
PHY 102 General College Physics II	4
Humanities Elective (See 2)	3
Social Science Elective	3
PED Activity Course(s)	1
	<u>17</u>

(1))ENS 105 available as per departmental recommendation.

(2) Recommended: ENG 111, COM 101 or 103.

Commercial Art

A.A. Program (Hegis Code 5012)

TOTAL CREDITS 66-67

First Semester

ART 111 Drawing I	3
ART 105 2-D Design	3
ENG 101 Composition I	3
Social Science Elective	3
Mathematics Elective	3
PED Activity Course(s)	1
	<u>16</u>

Second Semester

ART 106 3-D Design	3
ART 108 Advertising Art	3
ENG 102 Composition II	3
Social Science Elective	3
Mathematics Elective	3
Health Elective	2-3
	<u>17-18</u>

Third Semester

ART 107 Prepress	3
English Elective	3
Social Science Elective	3
Humanities Elective	3
Laboratory Science Elective	4
PED Activity Course(s)	1
	<u>17</u>

Fourth Semester

Art Elective (by advisement)	3
English Elective.	3
Social Science Elective.	3
Humanities Elective.	3
Laboratory Science Elective	4
	<u>16</u>

Commercial Art: Digital Technologies

A.A.S. Program (Hegis Code 5012)

TOTAL CREDITS 65-66

First Semester

ART 105 Principles of 2 - Dimensional Design. 3	
ART 111 Drawing I or Art 125 Photography I . 3	
ART 130 Microcomputer Graphics I. 3	
ART 140 Visual Communications I 3	
PED Activity Course(s). 1	
ENG 101 Composition I 3	
	<u>16</u>

Second Semester

ART 131 Electronic Imaging 3	
ART 133 Desktop Publishing and Computer Graphics 3	
ART 139 Multimedia Authoring 3	
ART 140 Visual Communications I 3	
Health Elective 2-3	
ENG 102 Composition II. 3	
	<u>17-18</u>

Third Semester

ART 137 Computer Illustration 3	
ART 138 3D-Microcomputer Graphics 3	
ART 239 Interactive Multimedia for the Web . 3	
Laboratory Science Elective 4	
Social Science Elective. 3	
PED Activity Course(s). 1	
	<u>17</u>

Fourth Semester

ART 237 2D Computer Animation. 3	
ART 238 3D Computer Animation 3	
ART 240 Advanced Workshop Print / Multimedia 3	
Social Science Elective. 3	
Humanities Elective 3	
	<u>15</u>

Print Design Options

Some students may elect to pursue careers in print design. If individuals wish to emphasize print design skills in their education, they may make the following substitutions:

Option 1 (four course substitutions)

ART 108 (Advertising Art) instead of ART 139 (Multimedia Authoring) in second semester.

ART 114 (Graphic Design) instead of ART 138 (3D Microcomputer Graphics) in third semester.

ART 107 (Prepress for Commercial Artists) instead of ART 237 (2D Computer Animation) in fourth semester.

ART 113 (Package Design) instead of ART 238 (3D Computer Animation) in fourth semester.

Option 2 (three course substitutions)

ART 108 (Advertising Art) instead of ART 139 (Multimedia Authoring) in second semester.

ART 114 (Graphic Design) instead of ART 138 (3D Microcomputer Graphics) in third semester.

ART 107 (Prepress) instead of ART 237 (2 D Computer Animation) in fourth semester.

ART 138 (3 D Microcomputer Graphics) instead of ART 238 (3 D Computer Animation)

Communication Arts

A.A. Program (Hegis Code 5008)

TOTAL CREDITS 66-69

First Semester

COM 101 Oral Communications 3	
ENG 101 Composition I. 3	
Mathematics Elective. 3-4	
Social Science Elective. 3	
Humanities Elective (1) 3	
PED Activity Course(s). 1	
	<u>16-17</u>

Second Semester

COM 103 Public Speaking. 3	
ENG 102 English Composition II. 3	
Mathematics Elective. 3-4	
Social Science Elective. 3	
Laboratory Science Elective 4	
PED Activity Course(s). 1	
	<u>17-18</u>

Third Semester

Two COM courses (to be selected from the options below*) 6	
English Elective. 3	
Social Science Elective. 3	
Laboratory Science Elective 4	
	<u>16</u>

Fourth Semester

One COM course (to be selected from options below*) 3	
English or General Elective 3	
Social Science Elective. 3	
Humanities Elective. 3	
General Elective 3	
PED Health Elective 2-3	
	<u>17-18</u>

(1) Course other than Communications

* COM course options:

- COM 121 - Small Group Communication
- 125 - Listening
- 220 - Communication and Language
- 222 - Nonverbal Communication
- 224 - Intercultural Communication
- 119 - Oral Interpretation
- 123 - Argumentation and Debate
- 124 - Communication for Business and the Professions

Computer Information Systems

A.A.S. Program (Hegis Code 5101)

TOTAL CREDITS 66-71

First Semester

CMP 210 Computer Science I 4	
CMP 103 Microcomputer Hardware and Software 4	
MAT Elective (See 2) 3-4	
ENG 101 Composition I. 3	
BUS/ACC Elective (See 3) 3	
	<u>17-18</u>

Second Semester

CMP 218 Java Programming Language 4	
MAT Elective (See 2) 3-4	
CMP 110 Data Communications and the Internet 3	
ENG 102 Composition II or COM 101 Oral Communications 3	
Accounting Elective (See 4). 3	
PED Activity Course(s). 1	
	<u>17-18</u>

Third Semester

CMP Elective (See 1) 3-4	
CMP 208 Network Management. 4	
CMP 252 Database Management and Development 4	
Social Science Elective. 3	
PED Health Elective 2-3	
	<u>16-18</u>

Fourth Semester

Laboratory Science Elective 4	
CMP 214 Applications Development 3	
CMP Elective (See 1) 3-4	
Social Science Elective. 3	
Humanities Elective. 3	
PED Activity Course(s). 1	
	<u>17-18</u>

(1) CMP Electives: CMP 105, CMP 112, CMP 122, CMP 201, CMP 205, CMP 207, CMP 209, CMP 211, CMP 215, CMP 217, CMP 219.

(2) MAT Elective: Choose from MAT 102, MAT 103, MAT 111, MAT 112, MAT 118, MAT 122 or by required department advisement.

(3) Business Elective: Choose from BUS 100, BUS 110, BUS 111, BUS 112, RMT 101, LAW 103, OFT 245, MKT 140, ACC 101 or by advisement.

(4) Accounting Elective: Choose from ACC 101, ACC 102 or ACC 105.

Computer Science

A.S. Program (Hegis Code 5101)

TOTAL CREDITS 66-68

First Semester

CMP 210 Computer Science I	4
MAT 122 Calculus I (See 1)	4
ENG 101 Composition I	3
Social Science Elective	3
Humanities Elective	3
	<u>17</u>

Second Semester

CMP 211 Computer Science II	4
MAT 241 Discrete Mathematical Structures	3
MAT 123 Calculus II	4
ENG 102 Composition II	3
Humanities Elective	3
	<u>17</u>

Third Semester

CMP 207 Computer Organization and Assembly Language Programming	4
MAT 225 Multivariable Calculus	4
PHY 151 Physics for Scientists and Mathematicians I	4
Social Science Elective	3
PED Activity Course(s)	1
	<u>16</u>

Fourth Semester

CMP 251 Data Structures	3
CMP 220 Analysis of Computer Architecture and Software	3
CMP/MAT Elective (See 2)	3-5
PHY 152 Physics for Scientists and Mathematicians II	4
PED Health Elective	2-3
PED Activity Course(s)	1
	<u>16-19</u>

(1) Students who do not qualify for MAT 122 must seek advisement for math placement and should note that placement into any course below MAT 122 implies that more than four semesters will be required to complete the degree program.

(2) Only MAT 131, MAT 200, MAT 226, MAT 234, MAT 235, CMP 217 or CMP 222 may be used as the CMP/MAT elective.

Criminal Justice

A.S. Program (Hegis Code 5505)

TOTAL CREDITS 66

All criminal justice majors are required to take at least one class in each of the following areas: Policing, Probation/Parole, and Security Administration, in addition to CRJ 105, CRJ 225 and CRJ 212.

First Semester

CRJ Elective Police Area of Concentration	3
CRJ 105 (req.) Foundations of the Justice System	3
SOC 201 Introduction to Sociology	3
ENG 101 Composition I	3
Laboratory Science Elective	4
	<u>16</u>

Second Semester

PSA Elective PSA Area of Concentration	3
Criminal Justice Elective	3
PSY 203 General Psychology I	3
ENG 102 Composition II	3
Laboratory Science Elective	4
PED Physical Education Activity	1
	<u>17</u>

Third Semester

CRJ 225 (req.) Criminal Law	3
CRJ Probation/Parole/Corrections Area of Concentration	3
Social Science Elective	3
Humanities Elective	3
MAT Math Elective	3/4
PED Physical Education Activity	1
	<u>16/17</u>

Fourth Semester

CRJ 212 (req.) Research Problems in CRJ	3
Criminal Justice Elective	3
Social Science Elective	3
Humanities Elective	3
Mathematics Elective	3/4
HEALTH PED 200, 201, 251, 271 or 293	2/3
	<u>17/19</u>

Dance

A.A. Program (Hegis Code 5610)

TOTAL CREDITS 68

First Semester

DAN 101 Dance in 20th Century	3
DAN 105 Dance Concepts I	2
DAN 126 Introduction to Modern Dance	1
DAN 129 Rehearsal and Performance	1
DAN 140 Elementary Modern Dance Techniques and Ballet I	3
ENG 101 Composition I	3
MAT 101 Concepts of Math	3
	<u>16</u>

Second Semester

DAN 106 Dance Concepts II	2
DAN 127 Modern Dance I	2
DAN 130 Rehearsal and Performance	1
DAN 141 Elementary Modern Dance Techniques and Ballet II	3
ENG 102 Composition II	3
MAT 102 Introduction to Statistics	3
Social Science Elective (1)	3
	<u>17</u>

Third Semester

DAN 128 Modern Dance II	2
DAN 131 Rehearsal and Performance	1
DAN 240 Intermediate Modern Dance Techniques and Ballet I	3
PED 201 Personal and Family Health	2
English Elective (3)	3
Laboratory Science Elective (2)	4
Social Science Elective (1)	3
	<u>18</u>

Fourth Semester

DAN 132 Rehearsal and Performance	1
DAN 241 Intermediate Modern Dance Techniques and Ballet II	3
English Elective (3)	3
Laboratory Science Elective (2)	4
Social Science Electives (1)	6
	<u>17</u>

- (1) Recommended: HIS 101-102 (History of Western Civilization I-II), PSY 203 (General Psychology I), or SOC 201 (Introduction to Sociology)
- (2) Recommended: BIO 101-102 (General Biology I-II)
- (3) Recommended: ENG 267 (Satire), ENG 298 (Comedy: Theory & Development), or ENG 314 (Studies in Children's Literature)

Design (Interior) Home Furnishings

A.A.S. Program (Hegis Code 5012)

TOTAL CREDITS 68-69

First Semester

INT 101 Intro. to Interior Design / Home Furnishing	3
INT 102 History of Furnishings & Design	3
ART 111 Drawing I	3
ENS 101 Graphics	1
ENG 101 Composition I	3
PED Health Elective	2-3
PED Activity Course(s)	1
	<u>16-17</u>

Second Semester

RET 115 Textiles	3
INT 104 Color for Home Furnishings & Design	3
ENS 105 Intro. to Computer Graphics (Prerequisite - ENS 101 Graphics)	2
INT 106 Interior Design II	3
Social Science Elective (1)	3
MAT Elective	3
	<u>17</u>

Third Semester

INT 103 Trends in Furniture and Lighting Design-Contract and Residential	3
MKT 103 Principles of Sales	3
GSS 108 Science of Light and Color	4
CET 107 Codes and Construction	3
PED Activity Course(s)	1
Social Science Elective (1)	3
	<u>17</u>

Fourth Semester

INT 142 Field Training (Work Study Internship)	3
INT 105 Resources and Materials	3
INT 107 Professional Practice & Business Techniques	3
Humanities Elective (Art as advised)	3
INT 108 Final Thesis and Portfolio Develop	3
COM 101 Oral Communications	3
	<u>18</u>

- (1) Social Sciences - Sociology, History, Economics and/or Psychology, as advised.

Early Childhood

A.A.S. Program (Hegis Code 5503)

TOTAL CREDITS 67-68

First Semester

SOC 201 Introduction to Sociology	3
PSY 203 General Psychology I	3
ENG 101 Composition I	3
BIO 101 General Biology I	4
PED 201 Personal & Family Health (See 1)	2
PED Activity Course(s) (See 2)	1
	<u>16</u>

Second Semester

SOC 220 Sociology of the Family	3
PSY 213 Child Development (3)	3
MUS 132 Music for Early Childhood Education	2
ENG 102 Composition II	3
BIO 102 General Biology II or BIO 103 Principles of Ecology (See 4)	4
PED Activity Course(s) (2)	1
	<u>16</u>

Summer Session

COM 101 Oral Communications	3
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Third Semester

NED 101 Intensive Child Study I (6)	4
NED 104 Curriculum for Young Children I (6)*	3
ENG 314 Literature for Children	3
HIS 101 History of Western Civilization I (See 5)	3
MAT 102 Introduction to Statistics	3
	<u>16</u>

Fourth Semester

NED 102 Intensive Child Study II (See 7)	4
NED 105 Curriculum for Young Children II (7)*	3
NED 103 History and Philosophy of Early Childhood Education	3
HIS 102 History of Western Civilization II (5)	3
MAT 101 Concepts of Mathematics or MAT 109 Algebra and Trigonometry	3-4
	<u>16-17</u>

- (1) This requirement also may be satisfied by taking either PED 251 or PED 292.
 - (2) PED 531, PED 547 and PED 551 recommended.
 - (3) Prerequisite or corequisite of NED 101.
 - (4) This requirement also may be satisfied by taking BIO 115.
 - (5) This requirement also may be satisfied by taking PSY 204, PSY 206, PSY 240, SEV 103, SOC 203, SOC 204 or elective approved by chairperson.
 - (6) These courses are corequisites.
 - (7) These courses are corequisites.
- *NED 106 can be substituted for NED 104 or NED 105.

Electrical Engineering Technology

A.A.S. Program (Hegis Code 5310)

TOTAL CREDITS 68-70

First Semester

ELT 103 Elementary Engineering I	1
ELT 110 Technical Practices	2
ELT 112 Resistive Circuits	4
ENG 101 Composition I	3
Mathematics (by advisement) (1)	4
PED Activity Course(s)	1
	<u>15</u>

Second Semester

ELT 113 Electronics I	4
ELT 115 Reactive Circuits	4
ELT 214 Digital I	3
Mathematics (by advisement) (1)	4
PED Activity Course(s)	1
	<u>16</u>

Summer

Social Science Elective	3
ENG 102 Composition II	3
	<u>6</u>

Third Semester

ELT 213 Electronics II	4
ELT 215 Digital II	3
ELT 217 Lab in Digital Electronics	1
Technical Elective by advisement (See 2)	3-4
Humanities (Technical Writing or Communications)	3
	<u>14-15</u>

Fourth Semester

ELT 310 Advanced Topics in Digital Technology	4
ELT 330 Electronic Communication	4
Technical Electives (by advisement) (2)	4
Technical Electives (by advisement) (2)	2-3
Social Science Elective	3
	<u>17-18</u>

- (1) Math and technical electives are selected in consultation with departmental adviser and are based on the student's future needs (entering industry or continuing educational pursuits towards a bachelor's degree in technology.) There must be a minimum of 16 credits in math and sciences. Math selection is based on results of College math placement exam, minimum requirement is MAT 109 and MAT 111
- (2) Technical electives and Physics include:
PHY 101-102
ELT 203 Automatic Control Theory II
ENS 301 Computer Drafting
ELT 350 Electronic Drafting

Engineering Science

A.S. Program (Hegis Code 5609)

TOTAL CREDITS 69-70

First Semester

ENS 101 Graphics (3)	1
ENS 103 Elementary Engineering I	1
PHY 122 Mechanics	4
CHE 151 Inorganic Chemistry I	4
MAT 122 Calculus I	4
ENG 101 Composition I	3
NCC 101 The College Experience (by advisement)	1
	<u>17/18</u>

Second Semester

ENS 104 Elementary Engineering II	2
ENS 205 Statics	3
PHY 123 Waves, Fluids, Heat	4
CHE 152 Inorganic Chemistry II	4
MAT 123 Calculus II	4
PED Activity Course(s)	1
	<u>18</u>

Third Semester

ENS 206 Dynamics	3
ENS 225 Circuit Analysis I	4
PHY 222 Electricity and Magnetism	4
MAT 225 Multivariable Calculus	4
ENG 102 Composition II	3
	<u>18</u>

Fourth Semester

Technical Electives (See 2)	6-8
MAT 234 Elementary Differential Equations	3
ECO 208 Principles of Economics II	3
Elective (See 1)	3
PED Activity Course(s)	1
	<u>16-18</u>

- (1) This course should be taken in summer session to allow for a more complete selection of engineering electives and a lighter load during the academic year.

- (2) Engineering Technical Electives are selected based upon the student's intended Engineering major as follows:

Electrical Engineering:

ENS 226 Circuit Analysis II,
PHY 223-224 Modern Physics and Lab;
Mechanical/Civil:

ENS 207 Mechanics of Materials,
ENS 230 Engineering Thermodynamics;

Chemical Engineering: This concentration must be declared before the First Semester of attendance and requires a unique pattern with an emphasis on Chemistry.

- (3) ENS 105 available as per departmental approval.

Fashion Buying and Merchandising

A.A.S. Program (Hegis Code 5004)

TOTAL CREDITS 71-73

First Semester

FBM 120 Fashion Apparel	3
MKT 100 Marketing	3
RET 107 Principles of Retailing	3
ENG 101 Composition I	3
Social Science Elective (*)	3
PED Activity Course(s)	<u>1</u>
	16

Second Semester

Fashion Area Electives (Choose two) (**).	6-7
RET 119 Retail Buying	3
MKT 103 Principles of Sales	3
RET 115 Textiles	3
PED Activity Course(s)	<u>1</u>
	16-17

Summer and/or Fifth Semester

COM 101 Oral Communications	3
PED Health Elective	2-3
Mathematics Elective	<u>3</u>
	8-9

Third Semester

FBM 130 Fashion and Home Accessories	3
FBM 160 Seminar in Contemporary Fashion Buying and Merchandising	3
RET 111/MKT 101 Retail Merchandising or Business Math (as advised)	3
Business Area Elective (****)	3
Laboratory Science Elective	<u>4</u>
	16

Fourth Semester (***)

FBM 142 Field Training	3
FBM 110 Fashion Advertising	3
RET 109 Visual Merchandising	3
Humanities Elective (as advised)	3
Social Science Elective (as advised)(*)	<u>3</u>
	15

(*) Social Science Electives include: PSY, SOC, HIS, and ECO. Day students should not elect ECO in the First Semester.

(**) Fashion Area Electives include: FBM 121, FBM 125, FBM 140 or INT 101, FBM 150/151, APD 120, APD 121, INT 102, and INT 104.

(***) Day students take these courses for one-half of the semester and are on cooperative training during the remaining half of the semester. Hours per week during school attendance are, therefore, doubled.

(****) Business Area Electives include: MKT, RET, FBM, APD, INT, BUS, CMP, OFT, LAW.

Fine Arts

A.A. Program (Hegis Code 5610)

TOTAL CREDITS 66-68

First Semester

ART 105 2-D Design	3
ART 111 Drawing I	3
ENG 101 Composition I	3
Social Science Elective	3
Mathematics Elective	3-4
PED Activity Course(s)	<u>1</u>
	6-17

Second Semester

ART 106 3-D Design	3
ENG 102 Composition II	3
Humanities Elective	3
Social Science Elective	3
Mathematics Elective	3
Health Elective	<u>2-3</u>
	17-18

Third Semester

English Elective	3
Art History Elective	3
Social Science Elective	3
Laboratory Science Elective	4
Humanities Elective	3
PED Activity Course(s)	<u>1</u>
	17

Fourth Semester

Art (Studio) Electives	6
English Elective	3
Laboratory Science Elective	4
Social Science Elective	<u>3</u>
	16

Food Service Administration, Restaurant Management

A.A.S. Program (Hegis Code 5010)

TOTAL CREDITS 68

First Semester

HTL 161 Hotel-Motel Management I	3
HTL 171 Food & Beverage Operations I	3
MKT 100 Marketing	3
MKT 101 Business Math	3
ENG 101 Composition I	3
PED Activity Course(s)	<u>1</u>
	16

Second Semester

HTL 162 Hotel-Motel Management II	3
HTL 165 Facilities Design, Management, Control	3
HTL 172 Food & Beverage Operations II	3
HTL 174 Fundamentals of Food Production	3
Mathematics Elective	3
PED Activity Course(s)	<u>1</u>
	16

Summer Session

HTL 242 Field Training	3
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Third Semester

HTL 175 Food & Beverage Merchandising	3
HTL 176 Advanced Food Production Techniques	3
ACC 101 Principles of Accounting I	3
COM 101 Oral Communications	3
Social Science Elective	3
PED 201 Personal & Family Health	<u>2</u>
	17

Fourth Semester

HTL Elective (1)	3
HTL 205 Food & Beverage Seminar	3
Laboratory Science Elective	4
Social Science Elective	3
Humanities Elective	<u>3</u>
	16

(1) Choose from HTL 150 (Introduction to Tourism), HTL 155 (International Hospitality Industry), HTL 190 (Wines and Spirits), HTL 178 (Special Functions), LAW 107 (Hotel Management Law), or HTL 180 (Hotel Systems Management).

Hotel Technology Administration

A.A.S. Program (Hegis Code 5010)

TOTAL CREDITS 68

First Semester

HTL 161 Hotel-Motel Management I	3
HTL 171 Food & Beverage Operations I	3
MKT 100 Marketing	3
MKT 101 Business Math	3
ENG 101 Composition I	3
PED Activity Course(s)	<u>1</u>
	16

Second Semester

HTL 162 Hotel-Motel Management II	3
HTL 165 Facilities Design, Management, Control	3
HTL 172 Food & Beverage Operations II	3
MKT 103 Principles of Sales	3
Mathematics Elective	3
PED Activity Course(s)	<u>1</u>
	16

Summer Session

HTL 242 Field Training	3
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Third Semester

HTL 175 Food & Beverage Merchandising	3
HTL 180 Hotel Systems Management	3
ACC 101 Principles of Accounting I	3
COM 101 Oral Communications	3
Social Science Elective	3
PED 201 Personal and Family Health	<u>2</u>
	17

Fourth Semester

HTL Elective (See 1)	3
HTL 200 Seminar in Hotel/Motel Management	3
Laboratory Science Elective	4
Social Science Elective.	3
Humanities Elective	3
	<hr/>
	16

(1) Choose from HTL 150 (Introduction to Tourism), HTL 155 (International Hospitality Industry), HTL 178 (Special Functions), HTL 180 (Hotel Systems Management), HTL 190 (Wines and Spirits), LAW 107 (Hotel Management Law), or HTL 174 (Fundamentals of Food Production).

BUSINESS –

Logistics and Transportation Management

A.A.S. Program (Hegis Code 5011)

TOTAL CREDITS 67-68

First Semester

LOG 101 Principles of Transportation & Logistics Management I	3
CMP Elective (See 1)	3-4
CMP 103 Microcomputer Hardware & Software	4
MAT 102 Introduction to Statistics	3
ENG 101 Composition I	3
	<hr/>
	16-17

Second Semester

LOG 102 Principles of Transportation & Logistics Management II	3
LOG 106 Intermodal Transportation & Logistics in International Trade	3
MAT 109 or higher	4
STA 110 Introduction to Statistical Research Design	3
ENG 102 Composition II	3
PED Activity Course(s)	1
	<hr/>
	17

Third Semester

LOG 103 Systems of Intermodal Transportation.	3
LOG Elective	3
SCI 109 Environmental Science I	4
ECO 207 Principles of Economics I	3
STA 120 Computers and Applied Statistics	3
PED Activity Course(s)	1
	<hr/>
	17

Fourth Semester

LOG Electives	6
COM 101 Oral Communications	3
BUS 112 Principles of Management.	3
Social Science Elective (See 2)	3
PED 201 Personal and Family Health	2
	<hr/>
	17

(1) CMP 105 is suggested.
 (2) POL 205 or 206 recommended.

BUSINESS –

Marketing

A.A.S. Program (Hegis Code 5004)

TOTAL CREDITS 68-69

First Semester

MKT 100 Marketing	3
MKT 101 Business Math	3
MKT 103 Principles of Sales	3
LAW 103 Business Law I	3
ENG 101 Composition I	3
PED Activity Course(s)	1
	<hr/>
	16

Second Semester

MKT 106 Principles of Advertising.	3
RET 107 Principles of Retailing or MKT 111 Small Business Management	3
Marketing Elective (See 1).	3
COM 101 Oral Communications	3
MAT 102 Introduction to Statistics	3
PED Health Elective	2-3
	<hr/>
	17-18

Third Semester

MKT 130 Marketing Research	3
Marketing Elective (1).	3
Business Administration Elective	3
Laboratory Science Elective	4
Social Science Elective.	3
PED Activity Course(s)	1
	<hr/>
	17

Fourth Semester

MKT 136 Marketing Management	3
Business Area Electives (See 2).	6
CMP 115 Computers in Business.	3
Social Science Elective.	3
Humanities Elective.	3
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	18

(1) Selection may be made from MKT 108, MKT 111, MKT 134, MKT 138, MKT 140, MKT 142, MKT 145, MKT 155.
 (2) Selection may be made from Accounting, Law, Business Administration, Office Technology, Marketing, Retailing, Fashion Buying and Merchandising, CMP courses, Economics, Hotel or Restaurant Technology.

LIBERAL ARTS & SCIENCES –

Mathematics

A.S. Program (Hegis Code 5617)

TOTAL CREDITS 66-67

First Semester

MAT 122 Calculus I (1).	4
CMP 210 Computer Science I	3
ENG 101 Composition I	3
Social Science Elective.	3
Humanities Elective	3
	<hr/>
	16

Second Semester

MAT 123 Calculus II	4
MAT 241 Discrete Mathematical Structures	3
ENG 102 Composition II	3
Social Science Elective.	3
Humanities Elective.	3
	<hr/>
	16

Third Semester

MAT 225 Multivariable Calculus	4
MAT 200 Foundations of Advanced Mathematics	3
PHY 151 Physics for Scientists & Mathematicians I	4
Elective (See 2).	3
PED Health Elective	2-3
PED Activity Course(s)	1
	<hr/>
	17-18

Fourth Semester

MAT 226 Linear Algebra & Differential Equations	5
MAT 131 Probability with Statistical Inference.	3
Elective (See 2)	3-4
PHY 152 Physics for Scientists & Mathematicians II	4
PED Activity Course(s)	1
	<hr/>
	16-17

(1) Students who do not qualify for MAT 122 must seek advisement for math placement and should note that placement into any course below MAT 122 implies that more than four semesters will be required to complete the degree program.
 (2) No math courses numbered MAT 122 or lower may be used.

Media

A.A. Program (Hegis Code 5008)

TOTAL CREDITS 66-69

Students are advised to check with the Communications Department each semester before they register.

First Semester

COM 101 Oral Communications	3
COM 110 Understanding Mass Media or COM 210 Global Media	3
ART 125 Photography I (1)	3
ENG 101 Composition I	3
Mathematics Elective.	3-4
PED Activity Course(s)	1
	<hr/>
	16-17

Second Semester

COM 105 Radio-Television I or COM 106 Radio-Television II	3
ENG 102 Composition II	3
Mathematics Elective.	3-4
Laboratory Science Elective	4
Social Science Elective.	3
	<hr/>
	16-17

Third Semester

COM 113 Documentary Media or COM 107 Film Production	3
ENG 215 Journalism	3
Laboratory Science Elective	4
Humanities Elective (See 2)	3
Social Science Elective	3
PED Activity Course(s)	1
	<u>17</u>

Fourth Semester

COM 104 Film Appreciation or COM 112 History of Film or COM 109 TV Journalism	3
Social Science Electives	6
General Electives (See 3)	6
PED Health Elective	2-3
	<u>17-18</u>

- (1) Or other Art course by advisement.
- (2) Course other than Communications.
- (3) Suggested electives include COM 201 (Voice and Diction), COM 290 (Media Practicum), CMP 100 (Computer Literacy), CMP 101 (Introduction to Programming), ENG 111 (Technical Writing), ENG 251 (Film and Literature), MKT 100 (Marketing), MKT 106 (Principles of Advertising), MKT 138 (Public Relations), THR 107 (Stagecraft), or ART 133 (Desk-Top Publishing and Computer Graphics).

Medical Laboratory Technology

A.A.S. Program (Hegis Code 5205)

TOTAL CREDITS 70

First Semester

AHS 131 Anatomy and Physiology I	4
AHS 201 Clinical Hematology	4
CHE 131 General Chemistry I or CHE 151 Inorganic Chemistry I	4
ENG 101 Composition I	3
	<u>15</u>

Second Semester

AHS 132 Anatomy and Physiology II	4
AHS 203 Clinical Pathology	3
AHS 205 Immunohematology	4
CHE 132 General Chemistry II or CHE 152 Inorganic Chemistry II	4
	<u>15</u>

Summer Session

ENG 102 Composition II	3
Social Science Elective	3
Humanities Elective	3
	<u>9</u>

Third Semester

AHS 202 Medical Microbiology	4
CHE 200 Organic Chemistry	4
BIO 216 Parasitology	4
MAT 102 Introduction to Statistics (See 1)	3
	<u>15</u>

Fourth Semester

AHS 206 Clinical Immunology	3
AHS 207 Clinical Internship I	3
CHE 221 Clinical Chemistry for Medical Technologists	4
Social Science Elective	3
	<u>13</u>

Summer Session

AHS 208 Clinical Internship II	3
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(1) or as advised.

Mortuary Science

A.A.S. Program (Hegis Code 5299.20)

TOTAL CREDITS 71

First Semester

MSC 111 Funeral Orientation	3
MSC 112 Public Health & Sanitary Science	3
CHE 135 Chemistry for Applied Science	4
SOC 201 Introduction to Sociology	3
ENG 101 Composition I	3
PED Activity Course(s)	1
	<u>17</u>

Second Semester

MSC 124 Anatomy for Embalmers I	3
MSC 127 Funeral Home Management	3
AHS 202 Microbiology - Medical	4
PSY 203 General Psychology I	3
ENG 102 Composition II	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester (5)

MSC 234 Mortuary Law and Ethics	3
MSC 235 Anatomy for Embalmers II (See 1)	3
MSC 236 Embalming Theory I (See 1)	3
MSC 237 Embalming Laboratory I (2,6,7)	1.5
MSC 238 Pathology (1,6)	3
COM 103 Public Speaking	3
Mathematics Elective	3
	<u>19.5</u>

Fourth Semester

MSC 241 Restorative Art (1)	3
MSC 245 Funeral Directing III with Practicum	5
MSC 247 Embalming Theory II	2
MSC 248 Embalming Laboratory II (3,6)	1.5
MSC 249 Funeral Counseling (See 4)	3
CMP 115 Computers in Business	3
	<u>17.5</u>

- (1) Prerequisite: Anatomy for Embalmers I (MSC 124)
- (2) Prerequisite or corequisite: MSC 236
- (3) Prerequisite or corequisite: MSC 247
- (4) Prerequisite: PSY 203 (General Psychology I)
- (5) The Department recommends that students take 3-6 credits in summer semesters.
- (6) Students must provide own transportation to off-campus field experiences.
- (7) Prerequisite: MSC 112

NOTE: A grade of "C" or better is required in all Mortuary Science (MSC) courses, Chemistry for Applied Science (CHE 135), and Medical Microbiology (AHS 202).

PERFORMING ARTS –

Music

A.A.S. Program (Hegis Code 5610)

TOTAL CREDITS 69-70

First Semester

MUS 000 Applied Music Master Class (See 2)	0
MUS 104 Introduction to Music Literature	3
MUS 117 Elements of Music I (See 1)	2
MUS 127 Keyboard Harmony I (See 1)	2
MUS 137 Sight-Singing I	2
Applied Music (See 2)	2
ENG 101 Composition I	3
Performing Organization (See 2)	1
	<u>15</u>

Second Semester

MUS 000 Applied Music Master Class (See 2)	0
MUS 118 Elements of Music II (See 1)	2
MUS 128 Keyboard Harmony II (See 1)	2
MUS 138 Sight-Singing II	2
Applied Music (See 2)	2
ENG 102 Composition II	3
Social Science Elective	3
Performing Organization (See 2)	1
	<u>15</u>

Summer Session

Mathematics Elective	3
Social Science Elective	3
	<u>6</u>

Third Semester

MUS 000 Applied Music Master Class (2)	0
MUS 201 History of Western Music I	3
MUS 217 Elements of Music III (See 1)	2
MUS 227 Keyboard Harmony III (See 1)	1
MUS 237 Sight-Singing III	2
Performing Organization (See 2)	1
Applied Music (See 2)	2
Laboratory Science Elective (See 3)	4
PED Activity Course(s)	1
	<u>16</u>

Fourth Semester

MUS 000 Applied Music Master Class (See 2)	0
MUS History Elective (See 4)	3
MUS 218 Elements of Music IV (See 1)	3
MUS 228 Keyboard Harmony IV (See 1)	1
PED Activity Course(s)	1
MUS 238 Sight-Singing IV	2
Applied Music (See 2)	2
Performing Organization (See 2)	1
Humanities Elective	3
PED Health Elective	2-3
	<u>17-18</u>

- (1) Corequisites.
- (2) Corequisites: Appropriate performing organization is determined by instrument
- (3) Recommended: GSS 106 Physics and Music
- (4) Students must complete two of the following courses: MUS 201 History of Music I, MUS 204 History of Music II, MUS 208 History of Music III.

Nursing

A.S. Program (Hegis Code 5208.10)

TOTAL CREDITS 69-70

First Semester

*NUR 103 Fundamentals of Nursing I (7 1/2 wks)	4
*NUR 104 Fundamentals of Nursing II (7 1/2 wks)	4.5
AHS 131 Anatomy and Physiology I	4
ENG 101 Composition I or PSY 203 General Psychology I or SOC 201 Intro. to Sociology	3
	<u>15.5</u>

Second Semester

NUR 105 Introduction to Medical Surgical Nursing	8.5
AHS 132 Anatomy and Physiology II	4
ENG 101 Composition I or PSY 203 General Psychology I or SOC 201 Introduction to Sociology	3
	<u>15.5</u>

Summer Session

ENG 101 Composition I or PSY 203 General Psychology I or SOC 201 Introduction to Sociology	3
Mathematics (MAT 100 or higher by advisement)	3
	<u>6</u>

Third Semester

NUR 203 Comprehensive Nursing Care I	8.5
AHS 105 Integrated Basic Science or AHS 202 Medical Microbiology	3-4
PSY 213 Child Development	3
Humanities Elective.	3
	<u>17.5-18.5</u>

Fourth Semester

NUR 204 Comprehensive Nursing Care II.	8.5
ENG 102 Composition II	3
Humanities Elective.	3
	<u>14.5</u>

*In 2003, NUR 103 and NUR 104 will be replaced by NUR 101.

NOTE: A Current CPR Certification (minimum BLS level) is required for graduation.

BUSINESS –

Office Technology-Executive

A.A.S. Program (Hegis Code 5005)

TOTAL CREDITS 66-67

First Semester

OFT 102 College Keyboarding I	3
OFT 109 Word Processing Applications I	3
OFT 150 Speedwriting I	3
OFT 245 Administrative Management	3
ENG 101 Composition I	3
PED Activity Course(s)	1
	<u>16</u>

Second Semester

OFT 110 Word Processing Applications II.	3
OFT 155 Speedwriting II.	3
OFT 244 Business Writing	4
Social Science Elective.	3
Elective (1)	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester

OFT 107 Machine Transcription I.	3
OFT 105 Executive Workshop	3
OFT 119 Word Processing Applications III	3
OFT 011 Keyboarding Speed and Accuracy Development	0
Lab Science Elective	4
Social Science Elective.	3
	<u>16</u>

Fourth Semester

OFT 120 Desktop Publishing	3
OFT 205 Executive Work/Study	3
Office Technology Elective	3
Mathematics Elective	3
Health Elective	4
Humanities Elective.	3
	<u>17/18</u>

(1) Elective: Choose from Composition II (ENG 102), English Grammar (ENG 105), or Oral Communication (COM 101)

BUSINESS –

Office Technology-Legal

A.A.S. Program (Hegis Code 5005)

TOTAL CREDITS 66-67

First Semester

OFT 102 College Keyboarding I	3
OFT 109 Word Processing Applications I	3
OFT 150 Speedwriting I	3
OFT 245 Administrative Management	3
ENG 1.01 Composition I	3
PED Activity Course(s)	1
	<u>16</u>

Second Semester

OFT 155 Speedwriting II.	3
OFT 110 Word Processing Applications II.	3
OFT 127 Legal Office Procedures I	3
OFT 244 Business Writing	4
Elective (See 1)	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester

OFT 119 Word Processing Applications III	3
OFT 128 Legal Office Procedures II	3
OFT 225 Legal Workshop	3
OFT 011 Keyboarding Speed and Accuracy Development	0
Lab Science Elective	4
Social Science Elective (2)	3
	<u>16</u>

Fourth Semester

OFT 226 Legal Work/Study	3
Office Technology Elective	3
Humanities Elective.	3
Social Science Elective.	3
Health Elective	2-3
Mathematics Elective	3
	<u>17-18</u>

(1) Elective: Choose from Composition II (ENG 102), English Grammar (ENG 105), or Oral Communications (COM 101).

BUSINESS –

Office Technology - Word Processing and Office Automation

A.A.S. Program (Hegis Code 5005)

TOTAL CREDITS 66-67

First Semester

OFT 102 College Keyboarding I	3
OFT 109 Word Processing Applications I	3
OFT 235 E-Commerce for Office Professionals	3
OFT 245 Administrative Management	3
ENG 101 Composition I	3
PED Activity Course(s)	1
	<u>16</u>

Second Semester

OFT 110 Word Processing Applications II	3
OFT 230 Web Page Formatting	3
OFT 244 Business Writing	4
Elective (See 1)	3
Social Science Elective.	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester

OFT 107 Machine Transcription I.	3
OFT 105 Executive Workshop	3
OFT 119 Word Processing Applications III	3
OFT 011 Keyboarding Speed and Accuracy Development	0
Lab Science Elective	4
Social Science Elective (2)	3
	<u>16</u>

Fourth Semester

OFT 120 Desktop Publishing	3
OFT 205 Executive Work/Study	3
Office Technology Elective	3
Mathematics Elective	3
Health Elective	2-3
Humanities Elective.	3
	<u>17-18</u>

(1) Choose from ENG 102 (Composition II), ENG 105 (English Grammar), or COM 101 (Oral Communications)

Office Technology-Medical

A.A.S. Program (Hegis Code 5005)

TOTAL CREDITS 67-68

First Semester

OFT 102 College Keyboarding I	3
OFT 109 Word Processing Applications I	3
OFT 150 Speedwriting I	3
OFT 245 Administrative Management	3
ENG 101 Composition I	3
PED Activity Course(s)	1
	<u>16</u>

Second Semester

OFT 110 Word Processing Applications II	3
OFT 151 Medical Terminology	3
OFT 155 Speedwriting II	3
OFT 244 Business Writing	4
Elective (See 1)	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester

OFT 107 Machine Transcription I	3
OFT 152 Medical Transcription	3
OFT 254 Medical Workshop	3
AHS 225 Medical Concepts & Techniques	4
Social Science Elective (2)	3
	<u>16</u>

Fourth Semester

OFT 255 Medical Work/Study	3
Social Science Elective (2)	3
Mathematics Elective	3
Health Elective	2-3
OFT 153 Medical Coding	3
Humanities (2)	3
	<u>17-18</u>

(1) Elective: Choose from Composition II (ENG 102), English Grammar (ENG 105), or Oral Communications (COM 101)

Paralegal

A.A.S. PROGRAM (Hegis Code 5099)

TOTAL CREDITS 65-66

Students who have an Associate or Baccalaureate degree should see information about the Paralegal Studies Certificate Program in this catalog. Because of the complexity of the program, students must be advised by the Paralegal Program. A minimum grade of "C" is required in all LAW courses.

First Semester

ACC 101 Principles of Accounting I	3
ENG 101 Composition I	3
LAW 103 Business Law I	3
LAW 300 Introduction to Law & the Legal System	3
Math Elective	3-4
PED Activity Course(s)	1
	<u>16-17</u>

Second Semester

ENG 102 Composition II	3
Laboratory Science Elective	4
LAW 104 Business Law II	3
LAW 305 Legal Research and Writing (See 1) or LAW 311 Legal Writing and Analysis	3
LAW 309 Law Office Management	3
PED Activity Course(s)	1
	<u>17</u>

Third Semester

LAW 301 Litigation	3
LAW 304 Real Property	3
LAW 305 Legal Research and Writing (See 1) or Paralegal Elective (See 2)	3
Paralegal Elective (See 2)	3
Social Science Elective	3
PED Health Elective	2-3
	<u>17-18</u>

Fourth Semester

LAW 306 Practicum	3
Paralegal Electives (2) Select two courses	6
Social Science Elective	3
Humanities Elective	3
	<u>15</u>

(1) LAW 305 is a required paralegal course and is a prerequisite for most paralegal specialty courses.

(2) Paralegal Electives: LAW 302 Partnerships and Corporations, LAW 303 Estates and Administration, LAW 307 Torts and Investigation, LAW 308 Family Law, LAW 310 Bankruptcy/Debtor-Creditor Law, LAW 311 Legal Writing and Analysis.

Program Director: Sharon Feder

Physical Therapist Assistant

A.A.S. Program (Hegis Code 5219)

TOTAL CREDITS 66-67

Summer Session

(Prior to First Semester - 16 hr/wk)

ENG 101 Composition I	3
Humanities Elective	3
	<u>6</u>

Fall Semester (1st Year - 27 hr/wk)

AHS 151 Physical Therapist Assistant I	4
AHS 234 Kinesiology	4
AHS 101 Introduction to AHS	3
AHS 131 Anatomy and Physiology I	4
	<u>15</u>

Spring Semester (1st Year - 26 hr/wk)

AHS 152 Physical Therapist Asst. II	7
AHS 132 Anatomy and Physiology II	4
PSY 203 General Psychology	3
PED Activity Course(s)	1
	<u>15</u>

Summer Session I (16 hr/wk)

AHS 154 Physical Therapist Asst. IV	3
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Fall Semester (2nd Year - 31-32 hr/wk)

AHS 155 Physical Therapist Asst. V	4
AHS 153 Physical Therapist Assistant III	3
ENG 102 Composition II	3
Mathematics (as advised)	3-4
PED Activity Course(s)	1
	<u>14-15</u>

Spring Semester (2nd Yr., 1st Half - 26 hr/wk)

AHS 156 Physical Therapist Asst. VI	4
SPS 201 Handicap: Person and Society	3
	<u>7</u>

Spring Semester (2nd Yr., 2nd Half - 40 hr/wk)

AHS 157 Physical Therapist Asst. VII	3
AHS 158 Physical Therapist Asst. VIII	3
	<u>6</u>

NOTE: PED 292 (Safety and First Aid, 3 credits) and AHS 100 (CPR and Basic Cardiac Life Support, 1 credit) or Responding to Emergencies offered by the American Red Cross and CPR for Allied Health Professionals offered by the American Heart Association.

Radiation Therapy

A.A.S. Program (Hegis Code 5207)

TOTAL CREDITS 78-79

Summer Session (Prior to First Semester)

ENG 101 Composition I	3
Mathematics (by advisement)	3-4
	<u>6-7</u>

First Semester

AHS 101 Introduction to Allied Health Sciences	3
AHS 131 Anatomy and Physiology I	4
AHS 180 Treatment Techniques	1
AHS 181 Radiographic/Topographic Anatomy	1
AHS 182 Quality Assurance	1
AHS 261 Radiation Therapy Lecture I	3
AHS 262 Radiation Therapy Clinic I	2
	<u>15</u>

Second Semester

AHS 132 Anatomy and Physiology II	4
AHS 168 Introduction to Treatment Planning	3
AHS 263 Radiation Therapy Lecture II	3
AHS 264 Radiation Therapy Clinic II	2
ENG 102 Composition II	3
	<u>15</u>

Summer Session

AHS 265 Radiation Therapy Clinic III	5
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Third Semester

AHS 133 Radiation Biology	3
AHS 134 Applied Radiation Physics I	3
AHS 266 Radiation Therapy Lecture III	3
AHS 267 Radiation Therapy Clinic IV	3
PSY 203 General Psychology I	3
PED Activity Course(s)	1
	<u>16</u>

Fourth Semester

AHS 268 Radiation Therapy Lecture IV	3
AHS 269 Radiation Therapy Clinic V	3
AHS 135 Applied Radiation Physics II	3
Social Science Elective	3
Humanities Elective	3
PED Activity Course(s)	1
	<u>16</u>

Summer Session

AHS 270 Radiation Therapy Clinic VI	5
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Radiologic Technology

A.A.S. Program (Hegis Code 5207)

TOTAL CREDITS 75-76

Summer Session

ENG 101 Composition I	3
Mathematics Elective	3-4
	<u>6-7</u>

First Semester

AHS 101 Introduction to Allied Health Sciences	3
AHS 131 Anatomy and Physiology I	4
AHS 240 Radiologic Technology I Lecture	3
AHS 241 Radiologic Technology I Lab/Clinic	5
	<u>15</u>

Second Semester

AHS 132 Anatomy and Physiology II	4
AHS 242 Radiologic Technology II Lecture	3
AHS 243 Radiologic Technology II Lab/Clinic	5
ENG 102 Composition II	3
	<u>15</u>

Summer Session

AHS 244 Radiologic Technology III Clinic	5
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Third Semester

PSY 203 General Psychology I	3
AHS 245 Radiologic Technology IV Lecture	3
AHS 246 Radiologic Technology IV Lab/Clinic	7
PED Activity Course(s)	1
	<u>14</u>

Fourth Semester

AHS 247 Radiologic Technology V Lecture	3
AHS 248 Radiologic Technology V Lab/Clinic	7
Humanities Elective	3
Social Science Elective	3
PED Activity Course(s)	1
	<u>17</u>

Summer Session

AHS 249 Radiologic Technology VI Clinic	5
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Respiratory Care

A.A.S. Program (Hegis Code 5215)

TOTAL CREDITS 77-78

Summer Session (Prior to First Semester)

MAT Elective (as advised)	3-4
ENG 101 Composition I	3
	<u>6-7</u>

First Semester

AHS 101 Introduction to Allied Health Sciences	3
AHS 111 Respiratory Care I Lecture	3
AHS 131 Anatomy and Physiology I	4
AHS 311 Respiratory Care I Laboratory	3
CHE 131 General Chemistry I	4
	<u>17</u>

Second Semester

AHS 104 Fundamentals of Pharmacology & Therapeutics for Respiratory Care	3
AHS 112 Respiratory Care II Lecture	3
AHS 132 Anatomy and Physiology II	4
AHS 312 Respiratory Care II Laboratory	3
CHE 132 General Chemistry II	4
	<u>17</u>

Summer Session I

AHS 313 Respiratory Care III Laboratory	2
PED Activity Course(s)	1
	<u>3</u>

Summer Session II

AHS 212 Respiratory Care Summer Clinical I	2
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Third Semester

AHS 113 Respiratory Care III Lecture	2
AHS 202 Medical Microbiology	4
AHS 314 Respiratory Care IV Laboratory	2
AHS 413 Respiratory Care Clinical II	2
SOC 201 Introduction to Sociology	3
ENG 102 Composition II	3
	<u>16</u>

Fourth Semester

AHS 114 Respiratory Care IV Lecture	2
AHS 214 Respiratory Care Clinical IV	2
AHS 414 Respiratory Care Clinical III	4
PSY 203 General Psychology I	3
Humanities Elective	3
PED Activity Course(s)	1
	<u>15</u>

BUSINESS –

Retail Business Management

A.A.S. Program (Hegis Code 5004)

TOTAL CREDITS 65-66

First Semester

RET 107 Principles of Retailing	3
MKT 100 Marketing	3
MKT 101 Business Math	3
ENG 101 Composition I	3
Social Science Elective (as advised)	3
PED Activity Course(s)	1
	<u>16</u>

Second Semester

MKT 103 Principles of Sales	3
MKT 106 Principles of Advertising	3
CMP 115 Computers in Business	3
RET 119 Retail Buying	3
COM 101 Oral Communications	3
PED Activity Course(s)	1
	<u>16</u>

Summer Session

Math Elective	3
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Third Semester

RET 142 Field Training (*)	3
RET 109 Visual Merchandising	3
RET 135 Seminar in Contemporary Retailing	3
Humanities Elective as Advised	3
Social Science Elective as Advised	3
	<u>15</u>

Fourth Semester

PED Health Elective	2-3
Laboratory Science Elective	4
RET 111 Retail Merchandising	3
RET/BUS Electives as Advised Business Electives (**).	6
	<u>15-16</u>

(*) AS ADVISED, BOTH DAY AND EVENING STUDENTS - cooperative work assignment

(**) Business electives as advised dependent upon student intent. RET 115, RET 119, RET 127, FBM 120, FBM 121, FBM 125, FBM 130, MKT 160, MKT 108, MKT 140, APD 121, INT 101, Any BUS, LAW 103, or any IWS.

Security Administration

A.S. Program (Hegis Code 5505)

TOTAL CREDITS 66

First Semester

PSA 111 Introduction to Security	3
SOC 201 Introduction to Sociology	3
ENG 101 Composition I	3
Criminal Justice Elective	3
Laboratory Science Elective	4
	<u>16</u>

Second Semester

PSY 203 General Psychology I	3
PSA 121 Internal Security	3
PSA 224 Security and the Law	3
ENG 102 Composition II	3
Laboratory Science Elective	4
PED Activity Course(s)	1
	<u>17</u>

Third Semester

PSA 211 Administration and Control of Private Security Force	3
CRJ 225 Criminal Law	3
Mathematics Elective	3
Humanities Elective	3
Social Science Elective	3
PED Activity Course(s)	1
	<u>16</u>

Fourth Semester

PSA 231 Arson, Public Safety Control, Federal Law (OSHA)	3
PSA 241 Research Problems in Security	3
PED 200, 201, 251, 271 or 293	2/3
Mathematics Elective	3
Humanities Elective	3
Social Science Elective	3
	<u>17/18</u>

Surgical Technology

A.A.S. Program (Hegis Code 5211)

TOTAL CREDITS 71

Summer Session (Prior to First Semester)

ENG 101 Composition I	3
COM 101 Oral Communications	3
	<u>6</u>

First Semester

AHS 101 Introduction to Allied Health Sciences	3
AHS 121 Surgical Technology I	5
Mathematics Elective	3
AHS 131 Anatomy and Physiology I	4
PED Activity Course(s)	1
	<u>16</u>

Second Semester

AHS 103 Fundamentals of Pharmacology	3
AHS 122 Surgical Technology II	6
AHS 132 Anatomy and Physiology II	4
ENG 102 Composition II	3
PED Activity Course(s)	1
	<u>17</u>

Summer Session

AHS 202 Medical Microbiology	4
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Third Semester

AHS 123 Surgical Technology III	8
PSY 203 General Psychology I	3
SOC 201 Introduction to Sociology	3
	<u>14</u>

Fourth Semester

AHS 124 Surgical Technology IV	8
Elective as Advised	3
Elective in Psychology or Sociology	3
	<u>14</u>

Technical Theatre

A.A. Program (Hegis Code 5610)

TOTAL CREDITS 67

First Semester

THR 101 Introduction to Theatre History I	3
THR 107 Stagecraft	3
THR 115 Production and Performance	1
ENG 101 Composition I	3
MAT 101 Concepts of Math	3
Social Science Elective (1)	3
	<u>16</u>

Second Semester

THR 108 Technical Production	3
THR 116 Production and Performance	1
THR 201 Introduction to Theatre History II	3
ENG 102 Composition II	3
MAT 102 Introduction to Statistics	3
PED Activity Course(s)	1
Social Science Elective (1)	3
	<u>17</u>

Third Semester

THR 202 Lighting Design	3
THR 215 Production and Performance	1
PED 201 Personal and Family Health	2
PED Activity Course(s)	1
English Elective (3)	3
Laboratory Science Elective (See 2)	4
Social Science Elective (See 1)	3
	<u>17</u>

Fourth Semester

THR 203 Scene Design	3
THR 216 Production and Performance	1
English Elective (See 3)	3
Laboratory Science Elective (See 2)	4
Social Science Elective (See 1)	3
Elective (See 4)	3
	<u>17</u>

(1) Recommended: HIS 101-102 (History of Western Civilization I-II), PSY 203 (General Psychology I), and SOC 201 (Introduction to Sociology)

(2) Recommended: BIO 101-102

(3) Recommended: ENG 300 (Shakespeare on Stage & Page), ENG 301 (Shakespeare's Comedies & Histories), ENG 302 (Shakespeare's Tragedies), ENG 307 (Modern European Drama), or ENG 309 (Modern British & American Drama)

(4) Recommended: ART 105 (Principles of 2-D Design)

Telecommunications Technology

A.A.S. Program (Hegis Code 5310)

TOTAL CREDITS 69

First Semester

TCT 141 Telecommunications Circuits	4
CMP 115 Computers in Business	3
MAT (by advisement)	4
ENG 101 Composition	3
Humanities or Social Science (See 1)	3
	<u>17</u>

Second Semester

TCT 143 Telecommunications Electronics I	4
TCT 144 Digital Electronics for Telecommunications I	4
TCT 151 Telecommunications I-Voice	4
MAT (by advisement)	4
PED Activity Course(s)	1
	<u>17</u>

Summer Session

Humanities or Social Science (1)	3
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Third Semester

TCT 243 Telecommunications Electronics II	4
TCT 252 Telecommunications II - Data	4
PHY 101 College Physics I	4
ENG 102 English Composition II	3
PED Activity Course(s)	1
	<u>16</u>

Fourth Semester

TCT 245 Digital Electronics for Telecommunications II	4
TCT 253 Telecommunications III - LANS	4
TCT 254 Telecommunications IV Advanced Topics	4
PHY 102 College Physics II	4
	<u>16</u>

(1) Students must take 3 credits each of Social Science and Humanities for this degree.

Telecommunications Technology, Verizon Option

A.A.S. Program (Hegis Code 5310)

TOTAL CREDITS 60

First Semester

MAT 116 Technical Math I	4
CMP 115 Computer Applications	3
	<u>7</u>

Second Semester

TNY 171 Telecommunications Circuits	4
ENG 101 Composition I	3
	<u>7</u>

Third Semester

TNY 173 Telecommunications Electronics I	4
MAT 117 Technical Math II	4
	<u>8</u>

Fourth Semester

TNY 174 Digital Electronics for Telecommunications I	4
TNY 181 Telecommunications I - Voice Communications	4
	<u>8</u>

Fifth Semester

TNY 174 Digital Electronics for Telecommunications I	4
TNY 181 Telecommunications I - Voice Communications	4
	<u>8</u>

Sixth Semester

TNY 275 Digital Electronics for Telecommunications II	4
TNY 282 Telecommunications II - Data Communication	4
	<u>8</u>

Seventh Semester

TNY 283 Telecommunications III - LANS	4
ENG 102 English Composition II	3
	<u>7</u>

Eighth Semester

TNY 284 Telecommunications IV - Advanced Topics	4
Humanities or Social Science	3
	<u>7</u>

CERTIFICATE PROGRAMS

Advertising Art

(Hegis Code 5012)
TOTAL CREDITS 36

First Semester

ART 100 Visual Art	3
ART 105 2-D Design	3
ART 130 Microcomputer Graphics I	3
ART 111 Drawing I (See 1)	3
ENG 101 Composition I	3
	<u>15</u>

Second Semester

ART 108 Advertising Art	3
ART 107 Prepress	3
ART 114 Graphic Design	3
ART 109 Printmaking I or ART 125 Photography I	3
Social Science Elective	3
	<u>15</u>

Summer or Third Semester

ART 113 Package Design or ART 117 Illustration	3
BUS 100 Creative Problem Solving in Business or MKT 101 Business Math	3
	<u>6</u>

(1) ART 112 Drawing II may be substituted upon proof of proficiency

Bookkeeping

(Hegis Code 5002)
TOTAL CREDITS 31

First Semester

ACC 120 Bookkeeping I	3
BUS 110 Introduction to Business (1)	3
MKT 101 Business Math (1)	3
ENG 101 Composition (1)	3
Business Elective (1)	3
	<u>15</u>

Second Semester

ACC 121 Bookkeeping II	3
ACC 122 Bookkeeping III	3
OFT 100 Personal Typing (1)	3
OFT 244 Business Writing (1)	4
OFT 245 Administrative Management (1)	3
	<u>16</u>

(1) These courses are identical to those currently offered in the Associate in Applied Science degree program in Accounting. Credit for them would apply toward the degree should the student elect to continue into the second year and matriculate for the degree.

* Business elective by advisement.

Business Administration

(Hegis Code 5004)
TOTAL CREDITS 30

First Semester

BUS 112 Principles of Management	3
ACC 101 Accounting I	3
MKT 100 Marketing	3
LAW 103 Business Law I	3
COM 103 Public Speaking	3
	<u>15</u>

Second Semester

ECO 208 Principles of Economics II	3
ECO 214 Corporation Finance or BUS 116 Business Internship	3
CMP 115 Computers in Business	3
MAT 102 Introduction to Statistics	3
Elective (1)	3
	<u>15</u>

(1) This elective will permit the student to select a course in any area of specialization to gain exposure to other disciplines.

Child Care Worker

(Hegis Code 5503)
TOTAL CREDITS 30

NED 101 Intensive Child Care Practicum	4
CSW 117 Introduction to Community Service	3
PSY 203 General Psychology	3
PSY 213 Child Development	3
PSY 215 Abnormal Psychology	3
PSY 235 The Exceptional Child	3
SEV 101 Community Field Service I	4
SEV 102 Community Field Service II	4
COM 101 Oral Communications	3

Computer Information Systems - Microcomputer

(Hegis Code 5101)
TOTAL CREDITS 32-35

First Semester

CMP 103 Microcomputer Hardware & Software	4
CMP 210 Computer Science I	4
CMP 110 Data Communications & the Internet	3
Mathematics (by advisement)	3-4
Elective (2)	3
	<u>17-18</u>

Second Semester

CMP Electives (1) By advisement only	10-12
Elective (2)	3
ENG 101 Composition I	3
	<u>16-18</u>

(1) CMP 100 and CMP 115 may not be used for elective credit.

(2) Electives by advisement only. Suggested are, but not limited to ACC 101, ACC 102, ART 130, ART 131, ART 137, ART 138, ART 139, BUS 111, BUS 110, BUS 112, OFT 245, RMT 101.

Interior Design/Home Furnishings

(Hegis Code 5012)
TOTAL CREDITS 30

First Semester

INT 101 Intro. to Interior Design/ Home Furnishings	3
INT 102 History of Furnishings & Design	3
INT 104 Color for Home Furnishings & Design	3
RET 115 Textiles	3
ENS 101 Graphics	1
ART 111 Drawing I	3
	<u>16</u>

Second Semester

INT 103 Trends in Furniture and Lighting Design - Contract and Residential	3
INT 105 Resources and Materials	3
INT 160 Seminar in Professional Practices & Presentation Techniques	3
ENS 105 Introduction to Computer Graphics	2
CET 107 Codes and Construction	3
	<u>14</u>

Office Technology - Legal

(Hegis Code 5005)
One-year Certificate

Business: Office Technology/Legal

First Semester

OFT 109 Word Processing Applications I*	3
OFT 127 Legal Office Procedures I	3
OFT 225 Legal Workshop	3
OFT 245 Administrative Management	3
ENG 101 Composition I	3
	<u>15</u>

Second Semester

OFT	Elective	3
OFT 110	Word Processing Applications II	...	3
OFT 128	Legal Office Procedures II	3
OFT 226	Legal Work/Study	3
OFT 244	Business Writing	4
			<u>16</u>

Summer Semester

OFT 119	Word Processing Applications III	...	3
OFT 011	Keyboarding Speed and Accuracy Development	0
			<u>3</u>

* Students are expected to type a minimum of 30 wpm before entering the certificate program. Students who do not meet this requirement are invited to take OFT 100 Fundamentals of Keyboarding or OFT 102 College Keyboarding I prior to entering the program.

Office Technology - Medical

(Hegis Code 5005)

One-Year Certificate

Business: Office Technology/Medical

First Semester

OFT 109	Word Processing Applications I*	...	3
OFT 151	Medical Terminology	3
AHS 225	Medical Concepts & Techniques	...	4
OFT 254	Medical Workshop	3
ENG 101	Composition I	3
			<u>16</u>

Second Semester

OFT 110	Word Processing Applications II	...	3
OFT 107	Machine Transcription I	3
OFT 152	Medical Transcription	3
OFT 153	Medical Coding	3
OFT 255	Medical Work Study	3
			<u>15</u>

Summer Session

OFT 244	Business Writing	4
OFT 011	Keyboarding Speed and Accuracy Development	0
			<u>4</u>

*Students are expected to type a minimum of 30 wpm before entering the certificate program. Students who do not meet this requirement are invited to take OFT 100 Fundamentals of Keyboarding or OFT 102 College Keyboarding I prior to entering the program.

Office Technology - Word Processing

(Hegis Code 5005)

TOTAL CREDITS 34

Business: Office Technology/Word Processing and Office Automation

First Semester

OFT 102	College Keyboarding I	3
OFT 109	Word Processing Applications I	...	3
OFT 244	Business Writing	4
OFT 245	Administrative Management	3
ENG 101	Composition I	3
			<u>16</u>

Second Semester

OFT 105	Executive Workshop	3
OFT 107	Machine Transcription	3
OFT 110	Word Processing Applications II	...	3
OFT 120	Desktop Publishing	3
Office Technology Elective	3	3
			<u>15</u>

Summer Session

OFT 119	Word Processing Applications III	...	3
OFT 011	Keyboarding Speed & Accuracy Development	0
			<u>3</u>

Paralegal Studies

(Hegis Code 5099)

TOTAL CREDITS 21

A student must have either an Associate or Baccalaureate degree to be eligible for admission to the certificate program.

Students with an Associate Degree must meet the minimum general education requirements set by the American Bar Association. All other students should request information about the A.A.S. degree program. This curriculum is the recommended sequence for full time day students. It can be completed in one and a half semesters of full time study.

The sequence can be modified for evening and part-time students. Because of the complexity of the program, all advisement must be obtained from the Paralegal Program Department. A minimum grade of "C" is required in all Law courses.

First Semester - Full Semester

LAW 300	Introduction to Law & the Legal System	3
LAW 301	Litigation	3
LAW 304	Real Property	3
LAW 305	Legal Research and Writing	3
LAW 309	Law Office Management	3
			<u>15</u>

Second Semester - Half Semester

Paralegal Electives (6 credits selected from the following) 6
(Each course is 3 credits.)

- LAW 302 Partnerships and Corporations
- LAW 303 Estates and Administration
- LAW 307 Torts and Investigation
- LAW 308 Family Law
- LAW 310 Bankruptcy/Debtor-Creditor Law
- LAW 311 Legal Writing and Analysis

Optional - Law 306 Practicum 3

Photography

(Hegis Code 5007)

TOTAL CREDITS 36

First Semester

ART 124	History of Photography	3
ART 125	Photography I	3
ART 105	Principles of 2-D Design	3
ART 131	Electronic Imaging	3
			<u>12</u>

Second Semester

ART 225	Photography II	3
Liberal Arts Elective	3	3
ART 227	Studio Photography	3
ART 230	Color Photography	3
			<u>12</u>

Third Semester

ART 226	Experimental Photography	3
ART 228	Photojournalism	3
ART 229	View Camera	3
Liberal Arts Elective	3	3
			<u>12</u>

Real Estate & Insurance

The certificate programs in real estate & insurance are no longer offered for credit. Students interested in pursuing these areas of study are advised to contact Dr. James Polo, Dean - Division of Continuing Education at (516) 572-9844.

Records/Information Management

(Hegis Code 5504)

TOTAL CREDITS 31

RMT 101	Introduction to Records Management	3
RMT 102	Records Creation & Distribution	...	3
RMT 103	Records Retention, Storage & Protection	3
RMT 104	Information Storage & Retrieval	...	3
OFT 244	Business Writing	4
BUS 112	Principles of Management	3
CMP 101	Introduction to Programming	...	3
CMP 103	Microcomputer Hardware/Software	...	4
COM 101	Oral Communications or COM 103 Public Speaking	3
LIB 101	Introduction to Research	3

Small Business Management

(Hegis Code 5004)

TOTAL CREDITS 31

First Semester

BUS 111 Small Business Management	3
MKT 100 Marketing	3
ACC 101 Accounting I	3
MKT 101 Business Mathematics	3
	<u>15</u>

Second Semester

ACC 105 Financial Statement Analysis 1 or ACC 102 Accounting II	3
Electives (1)	6
MKT 103 Principles of Sales	3
OFT 244 Business Writing	4
	<u>16</u>

(1)Electives will permit the student to select courses in an area of specialization applicable to small business ownership/operations. The areas of interest may be insurance, real estate, accounting, business, retailing, fashion, hotel/motel management, engineering, photography, art, music, dance, psychology, computers, etc.

Studio Recording Technology

(Hegis Code 5008)

TOTAL CREDITS 36

First Semester

SRT 101 Music Business I	3
SRT 103 Music Theory I	3
SRT 105 Basic Studio Techniques	6
Communications elective (by advisement) (1) .	3
	<u>15</u>

Second Semester

SRT 102 Music Business II	3
SRT 104 Music Theory II	3
SRT 106 Advance Studio Techniques	6
Marketing elective (by advisement) (2)	3
	<u>15</u>

Third Semester

SRT 107 Internship (3)	6
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- (1) Selected from COM 105, 107 110, 113, 124.
- (2) Selected from MKT 100, 106, 111, 130, 136.
- (3) Placement and supervision by music department; taken after satisfactory completion of all other requirements.

Encore Course Sequence

ENCORE is a 15-week non-certificate, non-degree course sequence.

OFT 102 College Keyboarding I	3
OFT 109 Word Processing I	3
OFT 110 Word Processing II	3
OFT 105 Executive Workshop	3
OFT 245 Administrative Management	3
	<u>15</u>

NCC Occupational / Career Programs - Job Placement

The job placement rates reported in this table were obtained by surveying the graduates who received a degree or certificate of completion from the College between July 1, 1998 and June 30, 1999. Of the 813 career/occupational program graduates included in the survey, 244 responded. Graduates of the College's transfer- oriented programs are not included in these statistics because these students intend to continue their education beyond the community college rather than seek immediate employment. About 78% of the career graduates responding to the survey indicated they were currently employed in a field related to their program of the study at the College; an additional 15% were employed in another field and 5% postponed employment to continue their education.

HEGIS PROG. CODE	ACADEMIC PROGRAM AREA	DEGREE OR AWARD	TOTAL PROGRAM GRADS.	TOTAL SURVEY RESP.	EMPLOYED		FURTHER HIGHER EDUC.	PURSUED OTHER GOALS
					RELATED FIELD	OTHER FIELD		
50xx.xx	BUSINESS & COMMERCE		380	106	76	19	8	3
5012.00	09 Advertising Art	CTF	0	0	~	~	~	~
5012.00	32 Apparel Fashion Design	AAS	8	1	0	0	0	1
5002.00	07 Bookkeeping	CTF	2	0	~	~	~	~
5002.00	01 Bus-Accounting (Asst)	AAS	5	1	1	0	0	0
5004.00	39 Bus-Fashion Buying & Merch	AAS	51	15	13	2	0	0
5004.00	50 Bus-Marketing	AAS	84	17	13	3	1	0
5005.00	13 Bus-Office Tech-Executive	AAS	16	8	7	0	0	1
5005.00	14 Bus-Office Tech-Legal	AAS	16	6	5	1	0	0
5005.00	15 Bus-Office Tech-Medical	AAS	28	9	5	3	1	0
5004.00	80 Bus-Retail Management	AAS	8	2	1	1	0	0
5011.00	90 Bus-Transport & Log Mgt	AAS	1	0	~	~	~	~
5004.00	24 Business Administration	CTF	0	0	~	~	~	~
5012.00	A7 Design: Interior Home fur	AAS	13	2	1	0	1	0
5012.00	C2 Comm Art: Digital Tech	AAS	4	0	~	~	~	0
5012.00	A8 Interior Design Home	CTF	1	0	~	~	~	~
5010.00	87 Food Serv Admin/Rest Mgt	AAS	27	8	5	2	1	0
5010.00	49 Hotel Tech Admin	AAS	27	6	4	2	0	0
5004.00	22 Insurance	CTF	0	0	~	~	~	~
5005.00	91 Off Tech-WP & Office Auto	AAS	10	4	4	0	0	0
5099.00	43 Paralegal	AAS	33	12	8	2	2	0
5099.00	A6 Paralegal Studies	CTF	27	10	7	3	0	0
5007.00	61 Photography	CTF	6	2	1	0	1	0
5004.00	51 Real Estate	CTF	0	0	~	~	~	~
5004.00	55 Small Bus Management	CTF	2	0	~	~	~	~
5008.00	89 Studio Recording Tech	CTF	7	1	0	0	1	0
5005.00	94 Word Processing	CTF	4	2	1	0	0	1
51xx.xx	Data Processing		26	7	4	2	1	0
5101.00	C1 Computer Information Systems	AAS	25	6	3	2	1	0
5101.00	A5 DP: Microcomputer	CTF	1	1	1	0	0	0
52xx.xx	Health Service/Paramedical		248	80	73	4	1	2
5205.00	54 Medical Lab Technology	AAS	15	6	5	1	0	0
5299.20	75 Mortuary Science	AAS	24	5	3	1	1	0
5208.10	60 Nursing	AS	111	36	32	2	0	2
5219.00	57 Physical Therapist Asst	AAS	33	11	11	0	0	0
5207.00	95 Radiologic Tech	AAS	24	9	9	0	0	0
5207.00	92 Rad Tech - Radiotherapy	AAS	10	5	5	0	0	0
5215.00	66 Respiratory Care	AAS	15	4	4	0	0	0
5211.00	70 Surgical Technology	AAS	16	4	4	0	0	0
53xx.xx	Mechanical & Engineering		57	23	19	3	1	0
5309.00	29 Civil Engineering Tech	AAS	13	4	3	0	1	0
5310.00	31 Elec Engineering Tech	AAS	15	7	4	3	0	0
5310.00	A9 Telecomm Tech - Verizon	AAS	29	12	12	0	0	~
5310.00	B7 Telecommunications Tech	AAS	0	0	~	~	~	~
55xx.xx	Public Service		99	28	18	8	2	0
5503.00	17 Child Care	AAS	21	6	4	2	0	0
5503.00	A1 Child Care Worker	CTF	2	1	1	0	0	0
5503.00	58 Early Childhood	AAS	55	13	8	4	1	0
5505.00	69 Criminal Justice	AAS	19	6	3	2	1	0
5504.00	A3 Records & Info Management	CTF	2	2	2	0	0	0
56xx.xx	Performing Arts		3	0	0	0	0	0
5610.00	74 Music	AAS	3	0	~	~	~	~
	TOTAL ALL AREAS REPORTED		813	244	190	36	13	5

COURSE DESCRIPTIONS

The academic courses approved for study at Nassau Community College as of May 2002 are described in this section. Semester subject listings, prepared by the Registrar and available at registration periods, provide information regarding the availability of courses for specific periods. Courses are normally offered both Fall and Spring semesters unless otherwise noted at the end of the description. Courses are listed alphabetically and numerically by course prefix, with advanced courses bearing the higher numbers.

The College reserves the right to place students in credit-bearing courses according to the results of the placement tests in English, reading and mathematics.

COURSE ABBREVIATIONS INDEX

Subject	Prefix	Page #	Subject	Prefix	Page #	Subject	Prefix	Page #
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African-American Studies	AFR	96	Hebrew	HEB	123	Freshman Seminar	NCC	137
Allied Health Sciences	AHS	97	Italian	ITA	123	Early Childhood	NED	138
Apparel Design	APD	101	Japanese	JPN	124	Nursing	NUR	138
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Business	BUS	107	Spanish	SPA	124	Physics	PHY	143
Civil Engineering Technology	CET	107	Geography	GEO	125	Political Science	POL	144
Chemistry	CHE	109	General Science Studies	GSS	125	Security Administration	PSA	144
Computer Processing	CMP	109	History	HIS	126	Psychology	PSY	145
Communications	COM	111	Hotel Technology Administration	HTL	128	Reading	RDG	145
Criminal Justice	CRJ	113	Interdisciplinary Global Studies	IGS	129	Retail Business Management	RET	146
Computer Repair Technology	CRT	115	Interior Design	INT	129	Records/Information Management	RMT	146
Community Service	CSW	115	International Field Training	IWS	130	Physical Sciences	SCI	147
Dance	DAN	115	Jewish Studies	JWS	130	Child Care	SEV	148
Economics	ECO	115	Legal Studies	LAW	130	Sociology	SOC	149
Electronic Technology	ELT	116	Library	LIB	131	Student Personnel Services	SPS	149
English	ENG	117	Logistics and Transportation Management	LOG	131	Studio Record Technology	SRT	150
Engineering Science	ENS	121	Mathematics	MAT	131	Statistics	STA	150
Fashion Buying & Merchandising	FBM	121	Multi-Disciplinary Courses	MDC	133	Telecommunications Technology	TCT	150
Finance	FIN	122	Multi-Disciplinary Science Courses	MDS	133	Telecommunications Technology, Verizon Option	TNY	151
Foreign Language			Marketing	MKT	133	Theatre	THR	151
Arabic	ARA	123	Mortuary Science	MSC	134	Women's Studies	WST	152
French	FRE	123						

Accounting (ACC)

ACC 100

Accounting for Office Personnel . . 3 cr.

A course intended primarily for students who desire a working knowledge of basic accounting and financial record maintenance required of office personnel. The course covers the recording of business data, the preparation of financial statements, preparation of bank reconciliations, payroll taxes and accounting procedures for service organizations. The course is nontransferable and should not be taken by students who are required to take ACC 101.

ACC 101

Accounting I 3 cr.

Prerequisite: A student with two or more remedial requirements cannot take this course.

An examination of the basic underlying concepts, theories, and procedures for the recording, classifying, adjusting, summarizing and interpretation of financial data for service and merchandising entities. Additional topics include cash receivables, payables, merchandise, inventories, and payroll taxes.

ACC 102

Accounting II 3 cr.

Prerequisite: ACC 101 with a grade of C or better.

A course dealing with the accounting for long-term assets, partnerships, corporation and manufacturing entities. Additional topics of discussion include the nature and significance of income taxes and their effect on business decisions, the preparation of the statement of cash flows, and cost accounting.

ACC 105

Financial Statement Analysis 3 cr.

Prerequisite: ACC 101 or equivalent with a grade of C or better.

To provide the student with the tools and techniques utilized in understanding and analyzing business financial reports. The course begins with an examination of the generally accepted accounting principles (GAAP) underlying the preparation of financial statements and their implications for potential users. An application of tools and measures utilized in financial statement analysis allows students to evaluate their advantages and limitations as devices for statement

understanding. The Income Statement, Balance Sheet, Statement of Retained Earnings and Statement of Cash Flow are examined as to their meaning for potential users and their informational limitations. Not offered every semester.

ACC 107/108/109 is a three semester sequence for principles of accounting and has the identical curriculum as ACC 101 and ACC 102. Each course in this three semester sequence is for three hours per week and is for two credits each for a total of six credits. Alternatively, ACC 101 and ACC 102 each meet for four hours per week and are for three credits each for a total of six credits. The 107/108/109 sequence is designed to accommodate those students who for academic reasons might find it more suitable for their needs.

ACC 107 *Fall only*
Accounting A 2 cr.

Prerequisite: A student with two or more remedial requirements cannot take this course. This course examines basic underlying concepts, theories and procedures surrounding the recording, classifying, adjusting, summarizing and interpretation of financial data for a service and merchandising entity. Also studied are special accounting procedures used to control cash.

ACC 108 *Spring Only*
Accounting B 2 cr.

Prerequisite: ACC 107 or equivalent with a grade of C or better. Topics studied in this course include accounting for receivables, payables, inventories, payroll, long-term assets and accounting for partnership entities.

ACC 109
Accounting C 2 cr.

Prerequisites: ACC 107 and ACC 108 with a grade of C or better. This course deals with accounting for corporate entities. Additional topics of discussion include the nature and significance of generally accepted accounting principles; income taxes and their effect on business decisions, the preparation of the statement of cash flows and accounting for manufacturing entities using general and cost accounting systems. Not offered every semester.

ACC 120
Bookkeeping I 3 cr.

Basic bookkeeping principles and procedures are taught through the presentation of the accounting cycle. Emphasis is placed on the skills required to report transactions for both a personal service and retail business. Not offered every semester.

ACC 121
Bookkeeping II 3 cr.

Prerequisite: ACC 120
A continuation of Bookkeeping I with emphasis on areas such as inventory, long-lived assets, owner's equity, financial statements and computerized accounting systems. Not offered every semester.

ACC 122
Bookkeeping III 3 cr.

Prerequisite: ACC 120.
This course concentrates on the record keeping required for a payroll system and the preparation of federal and state payroll tax returns. Not offered every semester.

ACC 201
Intermediate Accounting I 3 cr.

Prerequisites: ACC 101 and 102 with grade of C or better in each course.
An examination of the underlying theory, concepts and procedures surrounding financial accounting as expressed in the Accounting Principles Board Opinions and the Financial Accounting Standards Board Statements. A review of the accounting cycle establishes the foundation for detailed analysis of the reporting

process, namely the preparation of the balance sheet, income statement and the statement of retained earnings. Additional topics covered include accounting for current and noncurrent assets, and the time value of money and its accounting applications, and accounting changes.

ACC 202
Intermediate Accounting II 3 cr.

Prerequisite: ACC 201 with a grade of C or better.
A course continuing the exploration of financial accounting theory as expressed by the Accounting Principles Board and Financial Accounting Standards Board through their authoritative pronouncements as they relate to accounting for corporations, current and long-term liabilities, earnings per share, pensions, leases, investments, revenue recognition, income taxes and the statement of cash flows.

ACC 203
Federal Income Taxes 3 cr.

Prerequisite: ACC 102.
Federal income tax laws and filing requirements as applied to the preparation of individual and sole proprietorship returns including all related schedules. Introduction to tax planning. This course should not be taken by those intending to take the C.P.A. examination. Not offered every semester.

ACC 206
Payroll Systems and New York State Taxes 3 cr.

Prerequisites: ACC 101.
A course providing the underlying concepts, theories, and procedures for payroll systems, payroll record keeping, and employers' payroll requirements for filing N.Y.S. and N.Y.C. payroll taxes. N.Y.S. tax law as applied to the preparation of individual, unincorporated and franchise returns. N.Y.S. sales tax law and preparation of sales tax returns. Tax planning and researching tax problems. Not offered every semester.

ACC 208
Cost Accounting 4 cr.

Prerequisites: "C" or better in ACC 101 and ACC 102.
This course examines the uses of accounting information by management in planning and controlling operations, for inventory valuation and profit determination, and for making both short and long term decisions. A detailed examination is made of job order process and standard cost systems used in recording costs. The various types of quantitative tools used by management in making business decisions are studied. Not offered every semester.

African American Studies (AFR)

AFR 100
African Art and Culture 3 cr.

History of African Art, from antiquity to present, in relation to the cultures which produced the art. Examination of representative African forms. West, East, and Central Africa. Introduction to historic African crafts, costume, and music.

AFR 110-111
African-American Dance Ensemble, Rehearsal and Performance . . . 1-1 cr.

(Dual listed with DAN 117-118)
Participation in the production, rehearsal and performance of the African-American Dance Ensemble Productions.

AFR 112
A Survey of the Art of African-American Dancers and Choreographers . . . 3 cr.

(Dual listed with DAN 125)
An introduction to the contributions of African-American creative and performing artists to the development of social and theatrical dance in America. Classroom demonstrations by representative artists and field trips to dance concerts are part of the curriculum.

AFR 113-114
African-American Dance Ensemble, Rehearsal and Performance . . . 1-1 cr.

(Dual listed with DAN 217-218)
Participation in the production, rehearsal and performance of the African-American Dance Ensemble productions.

AFR 130
African-American Literature I . . . 3 cr.

Prerequisites: ENG 101-102.
(Dual listed with ENG 207)
Development of African-American literature from early slave narratives and folklore, following the advent of the trans-Atlantic slave trade, through the revolutionary, pre- and post-Civil War periods, to the major literary flowering of the 1920's, the Harlem Renaissance.

AFR 131
African-American Literature II . . . 3 cr.

Prerequisite: AFR 130 or ENG 207 or permission of Chairperson.
(Dual listed with ENG 208)
Intellectual currents in African-American literature, from the period of the 1930's to contemporary themes and representative authors.

AFR 140
African-American History I 3 cr.

(Dual listed with HIS 176)
A survey of the African-American experience in the New World, from the advent of the African slave trade to the Civil War and the Age of Reconstruction. Emphasis centers on the African background, the cultural heritage of the African-Americans, slavery and a legacy of racial discrimination.

AFR 141**African-American History II 3 cr.**

Prerequisite: AFR 140 or permission of Chairperson.

(Dual listed with HIS 177)

A survey of the African-American experience since the Age of Reconstruction to the post World War II period and the current contemporary scene. Emphasis centers on the Civil Rights movement, the Harlem Renaissance, the Black Revolution and the philosophies of Dr. Martin Luther King, Jr., Malcolm X, Jesse Jackson, Angela Davis, Cynthia Boston, Willie McGee and the "exiled" leaders of the contemporary scene.

AFR 142**History of African Civilization . . . 3 cr.**

The course concentrates on the African traditional ways of life; and the African responses, political and cultural, to the colonial experience.

AFR 143**History of Contemporary Africa . . 3 cr.**

(Dual listed with HIS 110)

The study of African independence movements; discussion of the problems of post-independent Africa such as nation building, strategies of development, education, pan-Africanism; and problems of democracy in southern Africa.

AFR 150-151**African-American Choral****Ensemble 1-1 cr.**

(Dual listed with MUS 129-130)

Participation in the production, rehearsal and performance of the African-American Choral Ensemble performances. (3 hours)

AFR 152**Perspective on Jazz 3 cr.**

(Dual listed with MUS 207)

This course is designed to explore the inception and evolution of jazz, its styles and influence on other musical types. Included is the heritage of the African-American; i.e., spirituals, work songs, blues, with emphasis on characteristics of African music.

AFR 153-154**African-American Choral****Ensemble 1-1 cr.**

(Dual listed with MUS 229-230)

Participation in the production, rehearsal and performance of the African-American Choral Ensemble productions. (3 hours)

AFR 155**African-American Music 3 cr.**

(Dual listed with MUS 205)

In addition to an evaluation of the basic musical materials of African-American music and its effects on other music forms, an historical/philosophical/political analysis and survey are also included.

AFR 170**Black Social Philosophy 3 cr.**

(Dual listed with PHI 108)

An examination of the social philosophy of thinkers such as Du Bois, Garvey, King and Fanon. Particular attention is paid to oppression and the struggle for self-identity. The ideals of freedom, equality, justice and community are carefully considered.

AFR 185**African-American Culture. 3 cr.**

(Dual listed with SOC 214)

A comprehensive survey of the various aspects of the lives, life-styles, values, and the social impact of the African-American. The course includes the varying life styles at different socioeconomic levels; speech patterns; the role of the church as a religious, historical, political and recreational institution; African-American cultural patterns; and the influence of Africa.

AFR 186**The African-American Family 3 cr.**

Prerequisite: SOC 201, 203, or permission of instructor.

(Dual Listed with SOC 219)

Sociological approaches to the African-American family. Topics include interactions with public and social institutions, male/female relationships, state of the extended family, identity as a socialization agent, courtship, sex patterns and roles, health and economic issues, alternative life styles, the Black male as an "endangered species," and the effects of public policy on the Black family.

AFR 190**Introduction to Black Theatre in America 3 cr.**

(Dual listed with THR 102)

An introduction to the literature and artists of the contemporary African-American theatre. The course includes representative playwrights, actors and technicians as speakers in the class and field trips to theatre productions. Students have the opportunity to work in at least one production per semester, selected from contemporary African-American drama which may, whenever possible, be performed in the community.

AFR 191-192**African-American Theatre Ensemble, Rehearsal and Performance . . . 1-1 cr.**

(Dual listed with THR 117-118)

Participation in the production, rehearsal and performance of the African-American Theatre Ensemble productions.

AFR 193-194**African-American Theatre Ensemble, Rehearsal and Performance . . 1-1 cr.**

(Dual listed with THR 217-218)

Participation in the production, rehearsal and performance of the African-American Theatre Ensemble productions.

AFR 197**Communication in Black America . . 3 cr.**

(Dual listed with COM 130)

An inquiry into the communicative experience of Black Americans. The Black idiom and its impact on American culture, Black revolutionary speakers, and individual speaking experiences are examined.

AFR 200**History of the Black Woman 3 cr.**

(Dual listed with HIS 178)

An historical examination of the image, role and treatment of the Black Woman in America from the Age of Slavery to the advent of the feminist movement and the contemporary scene. Emphasis centers on the burdens of racism, sexism, single-parent motherhood, welfare, Black female and male relationships, sterilization, the Black family and the issues of Black Women's liberation, women's lib and the ERA amendment.

AFR 201**History of the Black Woman in America II 3 cr.**

Prerequisite: HIS 178 or AFR 200 or permission of instructor.

(Dual listed with HIS 179)

An historical continuation of the History of the Black Woman, from 1900 to the Post World War II Era, the decade of the 1990's and the contemporary scene. Emphasis centers on her problems, roles and experiences in America, her changing role in the workplace, church, professions and society and the current Black Feminist Thought in the New Black Feminist Movement.

AFR 203**The Afro-Caribbean World. 3 cr.**

Prerequisite: AFR 140/HIS 176/HIS 220 or permission of Instructor

(Dual listed with HIS 221)

An historical presentation of the African experience in the Caribbean nations of Cuba, Bahamas, Haiti, Dominican Republic, Jamaica, Puerto Rico, and the nations of the Lesser Antilles, Trinidad and Tobago. Emphasis centers on the impact and effects of African Slavery in the Caribbean, African contributions to the region, its cultural roots in Caribbean society, and the contemporary problems in the Caribbean today.

Allied Health Sciences (AHS)

AHS 100**CPR and Basic Cardiac Life Support 1 cr.**

(Dual listed with PED 640)

This course is designed to teach Cardiopulmonary Resuscitation (CPR) and Basic Life Support to individuals entering the various service professions (police, fire), health professionals and professionals who are activity-oriented (recreation, lifeguard), etc. Basic procedures are covered in full. Successful completion of the course meets all requirements for the American Red Cross and Heart Association "course completion card." It cannot be used to fulfill Physical Education requirement for graduation.

AHS 101
Introduction to Allied Health Science 3 cr.

An introductory course designed to provide the student with basic knowledge and skills common to a variety of Allied Health Sciences. Medical terminology; the hospital: organization, specialized services and personnel; the nature, cause, diagnosis and treatment of disease; medical-legal considerations; aseptic principles and emergency care.

AHS 102
Introduction to Physical Therapy. . 2 cr.

An introductory course designed for students who are planning to become physical therapists. Topics include: the training and role of health care workers in physical therapy, physical therapy technique, ethical and medical-legal aspects of practice and interviewing skills. Volunteer work in a Physical Therapy department is required.

AHS 103 *Spring only*
Fundamentals of Pharmacology. . 3 cr.

The action and usage of commonly used drugs and solutions and the methods by which they are administered. In addition, a general orientation to the mathematics involved in the computation of drug dosages and solution composition.

AHS 104 *Spring only*
Fundamentals of Pharmacology and Therapeutics for Respiratory Care. . . 3 cr.

Prerequisites: CHE 131, AHS 101, 111, 131, 311.
An introduction to general principles of pharmacology, with an emphasis on agents used in the treatment of diseases of the cardio-respiratory systems. Also treated are principles of patient assessment, aerosol medication delivery systems, hyperinflation therapy, and associated equipment and techniques.

AHS 105
Integrated Basic Science 3 cr.

An integrated science course focusing on application of scientific principles in paramedical areas. Topics of study include fundamentals of chemistry, anatomy and physiology, and microbiology as they pertain to the clinical field.

AHS 111 *Fall only*
Respiratory Care I Lecture 3 cr.

Corequisites: CHE 131, AHS 101, 131, 311.
An examination of cardiopulmonary anatomy from the perspective of the respiratory therapist. The course begins with an overview of the chemical basis of structure, then concentrates on the structure and function of the cardiopulmonary system. Topics of study include cellular structure of the lung, structure of the conducting and respiratory areas of the lung, and functional anatomy of the cardiovascular system. (3 lecture hours).

AHS 112 *Spring only*
Respiratory Care II Lecture 3 cr.

Prerequisites: CHE 131, AHS 101, 111, 131, 311.
Corequisites: CHE 132, AHS 103, 132, 312.
An examination of the physiology of the cardiopulmonary system from the perspective of the respiratory therapist. Although the course concentrates primarily on the function of the pulmonary system, detailed attention is also given to the functional relationship between the cardiac and pulmonary systems. Topics of study include oxygen and carbon dioxide transport, blood acid-base balance, cellular respiration, pulmonary and systemic circulation, and functional changes to the cardiopulmonary systems caused by other organ systems. (3 hours)

AHS 113 *Fall only*
Respiratory Care III Lecture 2 cr.

Prerequisite: AHS 313.
Corequisites: AHS 314, 413.
A study of pulmonary pathology from the perspective of the respiratory therapist. The course covers diseases of the pulmonary system concentrating on such topics as restrictive and obstructive diseases. The student learns disease etiology, epidemiology, physiologic abnormalities, clinical features, and the treatment of each disease. Examples of diseases covered include emphysema, asthma, carcinoma, pneumonia, bronchitis, and edema. (2 hours)

AHS 114 *Spring only*
Respiratory Care IV Lecture 2 cr.

Prerequisites: AHS 113, 314, 413.
Corequisites: AHS 214, 414.
A study of cardiovascular pathology and pathology of related organ systems from the perspective of the respiratory therapist. The course covers diseases of the cardiovascular system but also includes diseases of other related organ systems such as the digestive, nervous, intestinal, endocrine, and renal systems. The student learns disease etiology, epidemiology, physiologic abnormalities, clinical features, and the treatment of each disease. Examples of diseases covered include stroke, encephalopathy, trauma, heart diseases, liver diseases, diabetes, and renal diseases. (2 hours)

AHS 121 *Fall only*
Surgical Technology I. 5 cr.

Orientation to hospital organization, administration, and physical structure, with concentration on surgical areas. Interpersonal relationships, stressing patient welfare and the "surgical team" concept. Introduction to medical terminology and microbiology. Emphasis on development of knowledge and skills relating to principles and practices of sterilization, aseptic techniques, surgical instruments and supplies, pneumatic and electrical equipment; electrosurgical, cryosurgical, and laser techniques. Selected laboratory and clinical experience. (4 lecture, 3 laboratory hours). Laboratory fee applies.

AHS 122 *Spring only*
Surgical Technology II 6 cr.

Prerequisite: AHS 121.
Development of knowledge and skills required of a "scrub" assistant, knowledge and understanding of "circulating" duties, procedures of patient preparation, basic operative procedure, reporting, and recording operative data, radiological and endoscopic procedures; principles of anesthesia and related safety measures; techniques of catheterization and plaster application. Selected laboratory and clinical experience. (4 lecture, 6 laboratory hours). Laboratory fee applies.

AHS 123 *Fall only*
Surgical Technology III. 8 cr.

Prerequisite: AHS 122.
Orientation to specific surgical specialties including hernia surgery, surgery of the gastrointestinal tract, surgery of the gall bladder, pancreas, liver and spleen and gynecologic and obstetric surgery, with related surgical anatomy pathophysiology and specialty instrumentation. Relevant ethical and legal consideration. Selected clinical experience in the hospital setting includes exposure to Recovery Room and Ambulatory Surgery Units as well as correlated participation as scrub assistant and assisting with circulating duties under supervision. (4 lecture, 12 laboratory hours). Laboratory fee applies.

AHS 124 *Spring only*
Surgical Technology IV 8 cr.

Prerequisite: AHS 123.
General orientation to specific surgical specialties including genitourinary plastic, head and neck, orthopedic, otologic, ophthalmic, neurologic, thoracic, peripheral and cardiovascular surgery, with related surgical anatomy, pathophysiology and special instrumentation. Relevant ethical and legal considerations. Selected clinical experience in the hospital setting includes exposure to the Burn Unit, Central Supply and Delivery Room as well as correlated participation as scrub assistant, and assisting with circulating duties under supervision. (4 lecture, 12 laboratory hours). Laboratory fee applies.

AHS 131
Anatomy and Physiology I. 4 cr.

The study of cell structure and function, tissues, skeleton, muscular system, nervous system, and special senses. Required of all students in Physical Therapist Assisting, Surgical Technology, Medical Laboratory Technology, Respiratory Care, Nursing, Radiologic Technology and Radiation Therapy. (3 lecture, 3 laboratory hours). Laboratory fee applies.

AHS 132
Anatomy and Physiology II 4 cr.

Prerequisite: AHS 131.
The study of blood, lymph, reticuloendothelial, cardiovascular, respiratory, digestive, urogenital, and endocrine systems (Continuation of AHS 131 and required of the same students). (3 lecture, 3 laboratory hours) Laboratory fee applies.

AHS 133
Radiation Biology. 3 cr.
Prerequisites: AHS 131-132.

Cell structure and function. Biological effects of radiation on normal and abnormal cells. Differential sensitivity of tissues; acute and late reactions. Clinical application and use of radiosensitizers, chemotherapeutic agents, combined therapies, and hyperthermia.

AHS 134
Applied Radiation Physics I 3 cr.
Prerequisite: AHS 168.

Physical specifications of various treatment units. Beam characteristics, half value layers, radioactive decay. Radiation units of measurement, radio-active half life, and application of radionuclides.

AHS 135
Applied Radiation Physics II 3 cr.
Prerequisite: AHS 134.

Interaction of ionizing radiation with matter. Dose calculations, multiple field techniques and therapeutic use of particulate radiation. Emphasis on principles of treatment planning, comparison of manual and computer treatment plans, fixed field and moving beam techniques.

AHS 151 *Fall only*
Physical Therapist Assistant I 4 cr.

The first of eight sequential courses in the Physical Therapist Assistant Program. The lecture includes an introduction to physical therapy, the Physical Therapy Department and the role of the physical therapist assistant, acute care, and pathology. The laboratory includes vital signs, sterile technique, bandaging and taping, body mechanics, transfers, gait training and activities of daily living.

AHS 152 *Spring only*
Physical Therapist Assistant II 7 cr.
Prerequisites: AHS 100, 151, 234 and PED 292.

The lecture includes orthopedic, neurologic and medical-surgical conditions requiring physical therapy. The laboratory is an introduction to exercise including passive, active assistive, active resistive and progressive resistive range of motion, stretching, goniometry, and exercise equipment. Clinical application of skills occurs in a local facility.

AHS 153 *Fall only*
Physical Therapist Assistant III 3 cr.
Prerequisite: AHS 154.
Corequisite: AHS 155.

The lecture includes the physical basis of physical therapy modalities of heat, cold, light, water and mechanics along with physiological principles, indications, contraindications and precautions. The laboratory consists of the proficient application of these pain relieving modalities, massage and physical therapy for cardiorespiratory conditions.

AHS 154 *Summer only*
Physical Therapist Assistant IV 3 cr.
Prerequisite: AHS 152.

The lecture includes principles and uses of medical physics, modalities of electricity along with physiological principles, indications, contraindications and precautions. The laboratory consists of the proficient application of these pain relieving modalities. (8 lecture, 4 laboratory, 4 practice laboratory hours). Laboratory fee applies.

AHS 155 *Fall only*
Physical Therapist Assistant V 4 cr.
Prerequisite: AHS 154.
Corequisite: AHS 153.

The lecture includes issues and practices in physical therapy. The laboratory involves regionally designed exercises, specialized exercises for orthopedic patients, lengthening techniques and PNF patterns. One day per week is spent in the clinic. (3 lecture, 3 laboratory, 3 practice laboratory, 8 clinic hours). Laboratory fee applies.

AHS 156 *Spring only, first half*
Physical Therapist Assistant VI 4 cr.
Prerequisite: AHS 155.

Topics include developmental progression, facilitation techniques for the neurologically impaired (NDT, Rood, Brunstrom and others), exercises for specific neurological and medical-surgical conditions. (8 lecture, 6 laboratory, 6 practice laboratory hours). Laboratory fee applies.

AHS 157-158 *Spring only, last half*
Clinical Affiliation I-II 3-3 cr.

Full-time clinical practice as a physical therapist assistant student in two separate physical therapy settings including: hospitals, nursing homes, rehabilitation centers, pediatric centers, school districts, sports medicine clinics and private offices, is required of the student. (40 hours per week/6 weeks each). Laboratory fee applies.

AHS 168
Introduction to Treatment Planning 3 cr.
Prerequisite: AHS 261.

Fundamental principles of treatment planning, dosimetry and calculations. Concepts of radiation protection including ALARA are discussed.

AHS 180 *Fall only (First 5 weeks)*
Treatment Technique. 1 cr.

Specific techniques for delivering care to radiation therapy patients, including shielding and immobilizing devices.

AHS 181 *Fall only (Second 5 weeks)*
Radiographic and Topographic Anatomy 1 cr.
Prerequisite: AHS 180.
Corequisite: AHS 261.

Identification of structures on radiographs as related to Topographical landmarks used in determining treatment ports in Radiation Therapy.

AHS 182 *Fall only. (Third 5 weeks)*
Quality Assurance 1 cr.
Quality assurance as it applies to Radiation Therapy. Chart maintenance, identification of machine malfunction, and image quality will be discussed.

AHS 201 *Fall only*
Clinical Hematology. 4 cr.
Corequisites: CHE 131 or 151, and AHS 131.

The study encompasses both normal and abnormal morphology and physiology of those cells and structures normally found in human blood. Relationships are drawn from hematologic manifestations occurring from other than pure hematological diseases and clinical findings are accentuated, being mutually or reciprocally related to true hematological disorders. (3 lecture, 3 laboratory hours). Laboratory fee applies.

AHS 202
Medical Microbiology 4 cr.
Prerequisites: AHS 131-132 recommended.

The student is given a medical view of microorganisms, their morphology and physiology. Pathogenic microorganisms, including etiology and pathology are examined in detail as applicable to the hospital environment. The study of aseptic and antiseptic techniques involving patients, equipment and clinical areas enumerated. Practicum in obtaining pure cultures and identifying these cultures included. (3 lecture, 3 laboratory hours). Laboratory fee applies.

AHS 203 *Spring only*
Clinical Pathology 3 cr.
Prerequisites: CHE 131, or 151, and AHS 131, 201.

This course is designed to expose students to principles of pathologic processes and disorders. Theoretical considerations will provide the necessary background to understand disease and will facilitate the application of diagnostic modalities and therapeutic interventions.

AHS 205 *Spring only*
Immuno-hematology 4 cr.
Prerequisites: CHE 131, or 151, and AHS 131, 201.

Provides student of Medical Technology with the theory and practice of blood transfusion and immuno-hematology. Modern, routine blood banking techniques are emphasized, especially in the laboratory portion of the course. Detailed discussion of related aspects of blood collection, component preparation, storage, preservation, and testing for compatibility between donor and recipient as well as hazards of transfusion are presented. (3 lecture, 3 laboratory hours). Laboratory fee applies.

AHS 206 *Spring only*
Clinical Immunology 3 cr.

Prerequisites: AHS 201, 202, 203, 205 and all prior Med. Tech. requirements.

Corequisites: AHS 207, CHE 221.

Basic Immunologic mechanisms:

Antigen structure and antigenicity; antibody structure; antigen-antibody interaction: T-cell and B-cell interactions, including thymus-dependent and thymus-independent antigens; antibody production including DNA and looping-out excision; complement; cytokines; theory of immunologic and serologic procedures and the immunologic manifestations of disease. The student will acquire the fundamental information necessary to function as a technician in a medical laboratory and/or engage in studies at the technologist level.

AHS 207 *Spring only*
Clinical Internship I 3 cr.

Prerequisites: AHS 201, 202, 203, 205 and all prior Med. Tech. requirements.

Corequisites: AHS 206, CHE 221.

Clinical internship is offered during the spring term and is only for those laboratory technician students who are matriculated and entering the final phase of their studies. Completion of all AHS science prerequisites with a minimum grade of C is required prior to registration for AHS 207. Students are assigned to hospital or private laboratories in Nassau County and surrounding areas. Here, under departmental supervision students further their clinical training in selected phases of laboratory work. Through participation and practice they refine technical skills and didactic principles as they relate to the laboratory workplace.

AHS 208 *Summer only*
Clinical Internship II 3 cr.

Prerequisite: AHS 207.

This course is open to only those senior MLT students who have successfully completed AHS 207. Duration 15 weeks. Students assigned to area hospitals or laboratories will complete the balance of their clinical training.

AHS 212 *Summer Session II only*
Respiratory Care Clinical I 2 cr.

Prerequisites: CHE 134, AHS 103, 112, 132, 313.

Comprehensive clinical practicum at an affiliating hospital. The student will practice clinically the procedures learned during AHS 311 and 313 (40 hours per week for 5 weeks). Registration is limited to students enrolled in the Respiratory Therapy program.

AHS 214 *Spring only*
Respiratory Care Clinical IV 2 cr.

Prerequisites: AHS 113, 314, 413.

Corequisite: AHS 114.

Continuation of hospital clinical practice in AHS 111 through 114. Students are exposed to clinical situations related to their previous training. They administer therapy and perform other departmental functions under supervision.

AHS 225 *Fall only*
Medical Concepts & Techniques . . 4 cr.

The lecture includes the Medical Assistant's role in caring for patients. Discussion of functional anatomy, common disorders and diagnostic studies as it pertains to clinical medical assisting practice. Emphasis in laboratory will be on aseptic technique and standard precautions to prevent the spread of disease, diagnostic tests and common laboratory procedures.

AHS 234 *Fall only*
Kinesiology 4 cr.

Analysis of human motion based on anatomic, physiologic and mechanical principles. The study of motor patterns, reinforcement of existing patterns and the establishment of new patterns. joint classification, muscle marking and goniometry are included. (3 lecture, 3 laboratory hours, 3 practice laboratory hours). Laboratory fee applies.

AHS 240 *Fall only*
Radiologic Technology I Lecture . . 3 cr.

Prerequisites: ENG 101, MAT Elective.

Corequisites: AHS 131, 101, 241.

A four week orientation lecture unit to prepare students for clinical education followed by lectures in applied physics, radiation safety, and radiographic technique. Upon successful completion of orientation unit students will begin clinical education at an affiliating hospital (3 lecture hours).

AHS 241 *Fall only*
Radiologic Technology I Laboratory/Clinic 5 cr.

Prerequisites: ENG 101, MAT Elective.

Corequisites: AHS 131, 101, 240.

A four week laboratory orientation unit to prepare students for clinical education followed by instruction and practice in an energized x-ray laboratory to include selected routine and special radiographic examinations of the appendicular and axial skeleton using phantoms. Upon successful completion of the orientation unit, supervised clinical education at an affiliating hospital two days a week. (3 laboratory hours, 16 clinical hours). Laboratory fee applies.

AHS 242 *Spring only*
Radiologic Technology II Lecture 3 cr.

Prerequisites: AHS 131, 101, 241.

Corequisites: AHS 132, 243.

Lectures in radiographic quality, special radiographic techniques, electricity and x-ray circuitry (3 lecture hours).

AHS 243 *Spring only*
Radiologic Technology II Laboratory/Clinic 5 cr.

Prerequisites: AHS 131, 101, 241, 242.

Corequisites: AHS 132, 242.

Instruction and practice in an energized x-ray laboratory to include selected routine and special radiographic examinations of axial skeleton using phantoms. Supervised clinical education at an affiliating hospital two days a week. (3 laboratory hours, 16 clinical hours). Laboratory fee applies.

AHS 244
Radiologic Technology III Summer Clinical 5 cr.

Prerequisites: AHS 240, 241, 242, 243.

Supervised clinical education at an affiliating hospital five days a week from June to August. (40 clinical hours per week).

AHS 245 *Fall only*
Radiologic Technology IV Lecture 3 cr.

Prerequisite: AHS 244.

Corequisite: AHS 246.

Lectures in radiation physics, radiobiology and radiation protection. (3 lecture hours).

AHS 246 *Fall only*
Radiologic Technology IV Laboratory/Clinic 7 cr.

Prerequisite: AHS 244.

Corequisite: AHS 245.

Instruction and practice in an energized x-ray laboratory to include common procedures using contrast media. Supervised clinical education at an affiliating hospital three days a week. (3 laboratory hours, 24 clinical hours). Laboratory fee applies.

AHS 247 *Spring only*
Radiologic Technology V Lecture 3 cr.

Prerequisites: AHS 245, 246.

Corequisite: AHS 248.

Lectures in medical and surgical diseases and an introduction to other imaging modalities including CT scanning. (3 lecture hours). Laboratory fee applies.

AHS 248 *Spring only*
Radiologic Technology V Laboratory/Clinic 7 cr.

Prerequisites: AHS 245, 246.

Corequisite: AHS 247.

Instruction and practice in an energized x-ray laboratory to include specialized views of the skull, selected special procedures, pediatric examinations, mammography and the essentials of a quality control program; supervised clinical education at an affiliating hospital three days a week. (3 laboratory hours, 24 clinical hours). Laboratory fee applies.

AHS 249
Radiologic Technology VI Summer Clinical 5 cr.

Prerequisites: AHS 245, 246, 247, 248.

Five days a week from June to August.

Supervised clinical education at an affiliating hospital (40 clinical hours per week).

AHS 261 *Fall only*
Radiation Therapy Lecture I 3 cr.

Lectures on the rationale of using radiation therapy as a major modality in the treatment of cancer. Emphasis on the principles governing radiosensitivity and normal tissue tolerance. (3 lecture hours).

AHS 262 *Fall only*
Radiation Therapy Clinic I 2 cr.
Corequisite: AHS 261.

Introduction to clinical education in radiation therapy technology. Experience is obtained at one of several area hospitals, utilizing a variety of therapy equipment. (16 laboratory hours).

AHS 263 *Spring only*
Radiation Therapy Lecture II 3 cr.

Prerequisites: AHS 261, 262.

Corequisite: AHS 264.

Lectures on the operating principles of various types of therapy equipment; the rationale for delivering treatments on particular units; introduction to pathology. (3 lecture hours).

AHS 264 *Spring only*
Radiation Therapy Clinic II 2 cr.

Prerequisites: AHS 261, 262.

Corequisite: AHS 263.

Clinical education in Radiation Therapy Technology. Experience is obtained at one of several area hospitals, utilizing a variety of therapy equipment. (16 laboratory hours).

AHS 265 *Summer only*
Radiation Therapy Clinic III
Summer 5 cr.

Prerequisites: AHS 263, 264. Clinic III.

Clinical education at assigned affiliating hospitals. (40 laboratory hours).

AHS 266 *Fall only*
Radiation Therapy Lecture III. 3 cr.

Prerequisites: AHS 131-132, 263.

Corequisite: AHS 267.

Methods of treating cancers with radiation therapy based on anatomic site, histologic grade and normal tissue tolerance. Discussion of borders of treatment fields, dose and treatment. Emphasis on cancers of skin, head and neck, digestive and respiratory systems. (3 lecture hours).

AHS 267 *Fall only*
Radiation Therapy Clinic IV 3 cr.

Prerequisite: AHS 265.

Corequisite: AHS 266.

Clinical education in Radiation Therapy Technology. Experience is obtained at one of several area hospitals, utilizing a variety of therapy equipment. (24 laboratory hours).

AHS 268 *Spring only*
Radiation Therapy Lecture IV. 3 cr.

Prerequisite: AHS 266.

Corequisite: AHS 269.

Methods of treating cancers with Radiation Therapy based on anatomic site, histologic grade and normal tissue tolerance. Discussion of borders of treatment fields, dose and fractionation and reaction to treatment. Emphasis on cancers of central nervous system, breast, genitourinary system, and blood forming organs. (3 lecture hours).

AHS 269 *Spring only*
Radiation Therapy Clinic V. 3 cr.

Prerequisite: AHS 267.

Corequisite: AHS 268.

Clinical education in Radiation Therapy Technology. Experience is obtained at one of several area hospitals, utilizing a variety of therapy equipment. (24 laboratory hours).

AHS 270 *Summer only*
Radiation Therapy Clinic VI 5 cr.

Prerequisite: AHS 269.

Clinic VI. Clinical education in Radiation Therapy Technology. Experience is obtained at one of several area hospitals. (40 laboratory hours).

AHS 311 *Fall only*
Respiratory Care I Laboratory . . . 3 cr.

Prerequisite: MAT as advised.

Corequisites: CHE 131, AHS 101, 131, 111.

Introduction to respiratory care as a paramedical science. History and development of respiratory care. Scientific measurement, physics and chemistry as pertinent to respiratory mechanics and physiology. The use of medical gases, aerosols, and instrumentation, as preparation for an understanding and implementation of therapy rationale. Laboratory practice with respiratory care apparatus. This course includes introductory clinical exposure at local affiliating hospitals. (9 laboratory hours). Laboratory fee applies.

AHS 312 *Spring only*
Respiratory Care II Laboratory . . . 3 cr.

Prerequisites: CHE 131, AHS 101, 111, 131, 311.

Corequisites: CHE 132, AHS 103, 112, 132.

Introduction to mechanical ventilator therapy. Comprehensive study of all aspects involving the indication for, implementation of, and the physiological effects of mechanical ventilation. Laboratory practice emphasizing the set up and operation of current examples of adult hospital mechanical ventilators. This course includes introductory clinical exposure at local affiliating hospitals. (9 laboratory hours). Laboratory fee applies.

AHS 313 *Summer Session I only*
Respiratory Care III Laboratory . . . 2 cr.

Prerequisites: CHE 132, AHS 112, 132, 312.

The study of mechanical and artificial airway devices, diagnostic pulmonary function testing and mechanical ventilation. Laboratory practice using artificial airways, pulmonary function measuring instruments, and neonatal respiratory care equipment. (6 laboratory hours). Laboratory fee applies.

AHS 314 *Fall only*
Respiratory Care IV Laboratory . . . 2 cr.

Prerequisites: AHS 113, 313.

Corequisites: AHS 113, 413.

The comprehensive study of pediatric and neonatal respiratory care, chest physical therapy, cardiopulmonary rehabilitation, monitoring techniques of the critically ill patient, and problem solving techniques. Laboratory practice using pediatric respiratory care equipment, chest physical therapy techniques on fellow students, cardiopulmonary rehabilitation equipment, patient monitoring instruments, and role playing in problem solving situations. (6 laboratory hours). Laboratory fee applies.

AHS 413 *Fall only*
Respiratory Care III Clinical II 2 cr.

Prerequisite: AHS 313.

Corequisites: AHS 113, 314.

Comprehensive clinical experience in three separate clinical assignments:

1. Intensive Care Unit.
2. Patient Evaluation and Nursing Arts (Hospital general floors).
3. Operating Room.

This course is an "off campus" course and will afford the student respiratory therapist an opportunity within the hospital to apply and develop proficiencies in the technical knowledge obtained during the first three semesters of "on campus" study. Under supervision of college faculty, the student will apply to the patient such therapeutics as medical gas therapy, mechanical ventilation, artificial airways, and airway care. (6 clinical hours).

AHS 414 *Spring only*
Respiratory Care IV Clinical 4 cr.

Prerequisites: AHS 113, 313, 314, 413.

Corequisite: AHS 114.

Comprehensive clinical experience in four separate clinical assignments:

1. Intensive Care Unit.
2. Advanced Diagnostic Studies.
3. Neonatal and Pediatric Intensive Care Units.
4. Chest Physical Therapy and Rehabilitation.

This course is an "off campus" course and will afford the student respiratory therapist an opportunity within the hospital to apply and develop proficiencies in the technical knowledge obtained during the first four semesters of "on campus" study. Under supervision of college faculty, the student will apply to the patient more intensive therapeutic measures involving medical gas therapy, mechanical ventilation, artificial airways, and airway care. Additionally, many of the before mentioned therapeutics will be applied to infants and children. (12 clinical hours).

Apparel Design (APD)

APD 101

Draping and Design I. 4 cr.

Prerequisite or Corequisite: APD 120 and permission of instructor or Department Chairperson.

Students learn fundamentals of draping in muslin on a dress form. Basic silhouettes, as well as original designs are executed. Original sample garment is constructed. Laboratory fee applies.

APD 102

Draping and Design II 4 cr.

Prerequisite: APD 101.

Students learn to drape more intricate garments. Projects include draping dolman and raglan sleeves, pants, collar and skirt variations. Original design is executed from a sketch and a sample garment is constructed. Laboratory fee applies.

APD 103**Draping and Design III 4 cr.****Prerequisite:** APD 101, APD 102.

Continuation of more advanced draping problems. Includes draping in a variety of fabrics. Original designs for lingerie, knitwear, "Boutique" and term garments are draped and constructed in fabric. Laboratory fee applies.

APD 104**Design Studio 4 cr.****Prerequisite:** APD 101, 102, and 103.

Further studies in draping include draping from designer sketches. An original line of garments, in an area of specialization, is designed, draped, constructed in fabric and costed. Laboratory fee applies.

APD 110**Flat Pattern Design I 2 cr.****Prerequisite:** Permission of the instructor.

Students develop the fundamentals of patternmaking using basic slopers. The bodice, skirt, sleeve and collar variations are executed to learn the variety of design options possible through flat pattern technique. Laboratory fee applies.

APD 111**Flat Pattern Design II 2 cr.****Prerequisite:** APD 110 or permission of the instructor.

Further studies in advance patternmaking. Projects include tailored notch collar jacket, raglan and kimono sleeves, stylized armholes and trousers. Design variations on these projects are stressed. Laboratory fee applies.

APD 120**Garment Construction 3 cr.****Prerequisite:** Permission of the instructor.

Students learn the fundamentals of design room sewing techniques utilizing step samples to execute seam and hem finishes, bias and zipper applications and construction details used in industry. A sample garment is developed through the use of a basic pattern. Laboratory fee applies.

APD 121*Spring only***Fashion History 3 cr.**

Students explore fashion history from ancient Egypt to the present. An analysis of past trends and their influence on today's fashions is developed through class discussions, combined with slide presentations, museum trips and period films.

APD 122**Apparel Design Seminar 3 cr.****Prerequisite:** Permission of the instructor.

Through visits to the various segments of the New York apparel market, students will meet with industry professionals to learn the latest career opportunities in apparel design. Seminars include fashion forecast services, fabric and trimming sources, contractors and design studios. Students learn how to prepare a resume and how to market themselves in an interview.

APD 142*Summer only***Field Training 3 cr.****Prerequisite:** APD 101, 102, 103, 104, 120, 110, 111.

Students work for appropriate apparel design firms to enrich the theoretical concepts previously developed in the classroom.

Art (ART)**ART 100****Introduction to Visual Arts 3 cr.**

An introduction to the development of the visual arts emphasizing perception and understanding of painting, sculpture, architecture and design, as well as their relationship to the creative process.

ART 101**Art History (Ancient and Medieval) 3 cr.**

The development of architecture, painting and sculpture from their origins in prehistory, through the cultures of Ancient Egypt, the Middle East, Greece, Rome, and in Western Europe from the time of Constantine to the end of the Middle Ages.

ART 102**Art History (Renaissance) 3 cr.**

Architecture, sculpture and painting in Western Europe from 1300 to 1600. An examination of the styles of the Renaissance and Mannerism in Northern and Southern Europe.

ART 103**Art History (Baroque through Realism) 3 cr.**

Architecture, sculpture and painting in Europe and the Americas from the 17th century through the mid-19th century.

ART 104**Art History (Contemporary) 3 cr.**

Art from the mid 19th century to the present with special attention given to European and American art. A study of the contributions of individual artists and movements, with an examination of the development of new approaches to form and the creative experience.

ART 105**Principles of 2-Dimensional Design 3 cr.**

Required of art majors. A foundation course in design on a flat surface. The course explores the elements of line, shape, value, color, and texture and the components of form, subject and content. Students are introduced to a conceptual and visual vocabulary as it applies to the visual arts. Average cost of supplies \$100. Laboratory fee applies.

ART 106**Principles of 3-Dimensional Design 3 cr.**

Required of art majors. A foundation course in design in 3-dimensional space. The course explores the elements of line, form, value, color and texture and their application to fine and applied art. This involves 3-dimensional constructions in such materials as board, plaster, clay, plastics, etc. Average cost for supplies \$100.

ART 107**Prepress for Commercial Artists. . 3 cr.**

The preparation of artwork for printing and production, the basics of prepress using industry standard applications like Quark and Photoshop as well as on-going developments in printing technologies and alternative means of distribution, such as the world wide web are taught. Average cost of supplies \$50. Laboratory fee applies.

ART 108**Advertising Art 3 cr.**

Students are guided through the process of art direction as it applies to the creation of promotional and advertising material. Creative problem solving through the visualization of ideas is applied throughout the various stages of development of thumbnail sketches, roughs, comprehensives and storyboards. Layouts, typography, and illustration are stressed. Average cost of supplies \$100. Laboratory fee applies.

ART 109**Printmaking I 3 cr.**

This mixed-media course introduces the student to the basic fundamentals and concepts of non-toxic printmaking: the development of an image on a particular surface, the transfer of the image to paper, edition printing, and presentation. Media may include photo and digital transfer, relief prints, silkscreen, intaglio, and monoprints. Emphasis is placed on the students' exploration of this creative process and develop exciting prints. Average cost of supplies \$100. Laboratory fee applies.

ART 110**Printmaking II 3 cr.****Prerequisite:** ART 109 or permission of Chairperson.

This course offers an opportunity for the advanced study of non-toxic printmaking as explored through traditional and experimental methods in Printmaking I. Students will develop independent projects and experiment with methods and materials. By creating personal projects that reflect printmaking's versatility in creating a new form of expression, the student may concentrate more fully on a strong portfolio. Average cost of supplies \$100. Laboratory fee applies.

ART 111**Drawing I 3 cr.**

A basic course that explores the fundamentals of drawing through the development of both technical skills and concepts. The student's understanding of composition through the study of line, value and perspective will develop through direct visual observation and the education of the artist's eye. Students will be encouraged to work with conventional and non-traditional materials and methods. Average cost of supplies \$75. Laboratory fee applies.

ART 112**Drawing II 3 cr.****Prerequisite:** ART 111 or permission of Chairperson.

This course is designed to further explore the creative process of drawing. Students are encouraged to master advanced skills and search for their own individual focus of expression. Each student will be exposed to new approaches, methods and materials to further enhance their drawing experience and their art portfolio. Average cost of supplies \$85. Laboratory fee applies.

ART 113**Package Design 3 cr.****Prerequisite:** ART 108 or permission of Chairperson.

Analysis of container design, involving internal surface graphics, for design students who wish to explore functional containers, from egg cartons to compact discs to the box car and paper bag. Emphasis is placed upon functional design and structure. Average cost of supplies \$100. Laboratory fee applies.

ART 114**Graphic Design 3 cr.****Prerequisite:** ART 108 or permission of Chairperson.

Students are taught to create designs using visual symbols and type to communicate ideas. The course covers designing letterforms, logos, trademarks, stationery, corporate identity programs and preparing art for presentation, including the use of various digital scanning and printing devices. Average cost of supplies \$100. Laboratory fee applies.

ART 115**Painting I 3 cr.**

An introduction to the techniques, mechanics and composition content of painting via personal expression. Average cost of supplies \$200. Laboratory fee applies.

ART 116**Painting II 3 cr.****Prerequisite:** ART 115 or permission of Chairperson.

With the skills and understanding of basic painting, Painting II expands material usage and gives further focus on creativity and personal self-expression. Average cost of supplies \$200. Laboratory fee applies.

ART 117**Illustration 3 cr.****Prerequisite:** ART 111 or permission of Chairperson.

Communicating ideas with focus and clarity through the use of visual materials. Techniques and materials are introduced to give impact to ideas and professional portfolio quality work. Average cost of supplies \$140. Laboratory fee applies.

ART 118**Figure Drawing I 3 cr.****Prerequisite:** ART 112 or permission of Chairperson.

An extension study of the human figure, its proportions and constructions, as a subject for artistic and personal expression. Average cost of supplies \$65. Laboratory fee applies.

ART 119**Anatomy and Figure Drawing II . . 3 cr.****Prerequisite:** ART 118 or permission of Chairperson.

Continuation of the study of the figure as the subject for artistic expression. Emphasis is on acquiring a sensitivity to subtle anatomical definition. More extensive technical skills are needed for this definition. Average cost of supplies \$65. Laboratory fee applies.

ART 122**Ceramics I 3 cr.**

Tools and techniques of hand-building and potters wheel are used to form pottery and related sculptural construction in clay. Students learn a variety of decorative and glazing techniques and an understanding of the processes related to the firing of clay into ceramic. Average cost of supplies \$75. Laboratory fee applies.

ART 123**Sculpture I 3 cr.**

Designing and construction of sculptures from clay, plaster, wood and metal is a means to symbolic expression. The format of lecture/demonstration, planning, building of the sculpture, individual and group critiques, gallery/museum visits assist students in understanding the role of the artist and the creative process. Average cost of supplies \$85. Laboratory fee applies.

ART 124**History of Photography 3 cr.**

A survey course in the history of photography, emphasizing aesthetics, socio-cultural history, and technical advances in the field. Major photographers and trends will be analyzed.

ART 125**Photography I 3 cr.**

A basic foundation in the techniques and aesthetics of black & white photography with emphasis on the camera, film processing, print development, the digital darkroom and portfolio preparation. A 35 mm camera capable of manual operation to be provided by the student. Average cost of supplies \$225 (does not include manual 35 mm camera). Laboratory fee applies.

ART 126**Basic Crafts 3 cr.**

An introductory course that includes a variety of tools, materials and techniques. The assignments emphasize developing sensitivity to design and stimulating the creative process. Average cost of supplies \$115. Laboratory fee applies.

ART 130**Microcomputer Graphics I 3 cr.**

Hands on experience with microcomputer hardware and software that is used to create commercial and fine art images. Topics include charts, trademark design, landscapes, interiors, portraits, scanning images, and printing designs. Average cost of supplies \$55. Laboratory fee applies.

ART 131**Electronic Imaging 3 cr.**

Hands-on course in Adobe Photoshop- the most widely used application in electronic imaging and photography. Topics include: image creation and scanning, painting, editing and retouching, image manipulation and resizing, color correction, conversions, layers, filters and image output. Cost of supplies \$100. Laboratory fee applies.

ART 133**Desk-Top Publishing and Computer Graphics 3 cr.**

Hands-on experience with desk top publishing and computer hardware and software used to create professionally designed publications. Topics include word processing, page layout, creating and scanning images, setting type, and printing. Average cost of supplies \$55. Laboratory fee applies.

ART 135**Design Fundamentals 3 cr.****Corequisites:** APD 102 and APD 120.

To interpret fashion design as an art, based on an understanding of the importance of color and other elements of design. Assignments and learning experiences to reinforce each area. Exploring the principles of line, texture, form, space and color, and interpreting their importance and application when executing creative fashion designs. The student will discover through exploration of fashion assignments how to evaluate design elements which can visually and psychologically affect people. Average cost of supplies \$75. Laboratory fee applies.

ART 136**Fashion Art Techniques I 3 cr.****Prerequisite:** ART 135 or permission of Chairperson.**Corequisites:** APD 102 and APD 110.

To give students an understanding of factors involved in past and present fashion design so that they may utilize these factors in their own creative designs. Assignment and learning experiences to coordinate in corequired courses. Studying the human body and acquiring a fundamental ability to illustrate the figure and its adaptation to fashion art. Emphasizing the requirements of good apparel design in relation to the body in motion by study of apparel worn in past and present time.

ART 137**Computer Illustration 3 cr.****Prerequisite:** ART 130 or permission of Chairperson.

Adobe Illustrator on the Macintosh is used as a tool for creative expression in the use of illustration techniques to communicate ideas. Technical requirements for printing are also emphasized. Average cost of supplies \$30. Laboratory fee applies.

ART 138**3D Microcomputer Graphics 3 cr.****Prerequisite:** ART 130.

Hands-on course in creating and composing 3D computer graphics. Topics include: creating wire frame 3D objects, backgrounds, type character generation, lighting, camera positioning and settings, etc. Average cost of supplies \$100. Laboratory fee applies.

ART 139**Multimedia Authoring 3 cr.****Prerequisite:** ART 130.

Application of design, composition and narrative to the creation of interactive website. Creation, layout and design for web pages using authoring and editing software, integration of various visual and narrative elements into coherent and complete units for presentation. Average cost of supplies \$200. Laboratory fee applies.

ART 140**Visual Communications 3 cr.**

Using computers as tools for research and composition, students will survey the history of visual communications as well as the ways visual elements are used to construct and convey meaning. Current social and technological developments and their impact on visual communications will be studied. An interactive environment for the study of the development and the practical applications of visual imagery will be promoted. Cost of supplies \$50. Laboratory fee applies.

ART 142**Art Internship 3 cr.****Prerequisite:** Permission of the Instructor and a minimum of 9 Art credits.

Supervised placement of the student in an artist's studio, gallery position or other setting appropriate to student's area of art study, to enable the student to gain work experience that enriches the theoretical concepts developed in the classroom. Students may incur additional travel expense. This course may be taken for credit only once. Open to Art majors only.

ART 222**Ceramics II 3 cr.****Prerequisite:** ART 122 or permission of Chairperson.

Build upon prior hand building and/or potters' wheel techniques as a means to creating pottery or related sculptural constructions in clay. Glaze formulation and experience with operation of gas and electric kilns. Average cost of supplies \$75. Laboratory fee applies.

ART 223**Sculpture II 3 cr.****Prerequisite:** ART 123 or permission of Chairperson.

Students build on skills, techniques and knowledge acquired in Sculpture I. They are encouraged to develop individual ideas into sculptural compositions and acquire related skills to verbally assess both the emerging work and of the completed sculpture. Average cost of supplies \$85 Laboratory fee applies.

ART 225**Photography II 3 cr.****Prerequisite:** ART 125 or permission of Photography Coordinator.

An intermediate photography course involving advanced camera and darkroom photo techniques, both film based and digital. Emphasis is on creativity, aesthetic considerations and the development of a personal photographic vision through class assignments, individual photographic projects, and portfolio development. Students to provide a 35 mm manually operated camera. Average cost of supplies \$225. Laboratory fee applies.

ART 226**Experimental Photography 3 cr.****Prerequisite:** ART 125.**Corequisite:** ART 225.

Advanced photographic and darkroom techniques and manipulative effects including black and white, color and digital photographic processes. Emphasis will be on creative expression and interpretation of ideas through alternative and experimental techniques. Student to provide own camera. Average cost of supplies \$225. Laboratory fee applies.

ART 227**Studio Photography 3 cr.****Prerequisite:** ART 125.**Pre or Corequisites:** ART 225.

This course encompasses all aspects of studio photography, including various camera formats (both film and digital) and backgrounds and lighting techniques for portraiture and still life photography. Students have the opportunity to work with professional equipment including electronic flash, quartz and tungsten light sources. All camera formats may be used, from 35 mm to 4x5, as well as black and white, color and digital materials. Average cost of supplies \$225. Laboratory fee applies.

ART 228**Photojournalism 3 cr.****Prerequisite:** ART 125.**Pre or Corequisites:** ART 225.

This course emphasizes actual experience with photojournalistic methods, both film and digital, color and black & white. Assignments include the production of photojournalistic images and documentary photography projects. Included is an overview of the techniques and styles, history, law and ethics of the practice and application of photojournalism. Average cost of supplies \$225. Laboratory fee applies.

ART 229**View Camera 3 cr.****Prerequisite:** ART 125.**Pre or Corequisites:** ART 225.

A course in large format photography. 4x5 view camera work includes the study of basic camera movements, exposure, sheet film processing, and printing. Study of the Zone System for total image control. View cameras will be provided for student use. Average cost \$225. Laboratory fee applies.

ART 230**Color Photography 3 cr.****Prerequisite:** ART 125.**Pre or Corequisites:** ART 225.

This course includes an introduction to film and digital based photographic imagery that utilizes applications of color as an aesthetic and thematic consideration. A variety of materials, applications, and current trends is explored. Average cost of supplies \$225. Laboratory fee applies.

ART 235**Fashion Art Techniques II 3 cr.****Corequisites:** APD 103, APD 111.

To give students an understanding of the influence of fabrics, their patterns and textures when designing for the fashion figure and environment. Average cost of supplies \$75. Laboratory fee applies.

ART 236**Fashion Art Techniques III 3 cr.****Corequisite:** APD 104.

To develop an awareness of broad based market demands. To develop an awareness of market timing (seasonal and campaigns). To develop an awareness of marketable presentations. To appreciate the relationship of theme, fabrics, price range, and colors in the preparation of a portfolio. Average cost of supplies \$75. Laboratory fee applies.

ART 237**2D Computer Animation 3 cr.****Prerequisite:** ART 130.

Hands-on course in 2D computer animation. Topics include: character, background and image creation, scanning, drawing, painting, storing, scripting, storyboarding, animating, editing, and recording. Average cost of supplies \$100. Laboratory fee applies.

ART 238**3D Computer Animation 3 cr.****Prerequisite:** ART 138.

Hands-on course in 3D computer animation. Topics include: object creation, lighting, camera movement, motion paths, and flying logos, importing images, interfacing with other applications, scripting, storyboarding and recording animations. Average cost of supplies \$200. Laboratory fee applies.

ART 239**Interactive Multimedia for the Web . . 2-3 cr.****Prerequisite:** ART 139.

Advanced techniques in multimedia design and development using Macromedia Director in concert with a variety of graphics applications. Interactive multimedia and basic scripting are covered. Average cost of supplies \$200. Laboratory fee applies.

ART 240**Advanced Workshop 3 cr.****Prerequisites:** ART 131, 133, 237 or 238, 239.

Research, creation and completion of a professionally relevant major project in a chosen medium (print portfolio, computer animation or an interactive multimedia program). Average cost of supplies \$200. Laboratory fee applies.

ART 490**Cooperative Education Internship . . 3 cr.****Prerequisites:** Permission of the Instructor and/or Chairperson and Agency. Minimum of two prerequisite art courses such as ART 111, ART 125, ART 130, ART 131, ART 133 or others.

Supervised placement of the student in an artist's studio, gallery position or other setting appropriate to the student's area of study, to enable the student to gain more experience that enriches the theoretical concepts developed in the classroom. Students are required to attend five on-campus seminars (2 hours per seminar). Open to Liberal Arts students only.

Basic Education (BEP)

BEP 090

Basic Education Reading 0 cr.

Basic Education Reading is designed to provide an immersion into the world of popular literature to encourage reading to become a regular part of students' lives. Participants in this course will read, write, speak, and listen intensively throughout the semester in order to become more efficient and enthusiastic readers and writers. All instruction will take place within the framework of an intensive educational experience. Diagnosis of individual strengths and weaknesses, small group and individualized instruction, student/teacher conferences, computer assisted instruction, and instruction in learning how to learn will be employed. Freshmen assigned to this course must pass it before proceeding to RDG 001 or RDG 002. (4 class hours).

BEP 091

Basic Education English 0 cr.

This course, which is designed for students with severe deficiencies in English (writing), is a required course in the Basic Education Program. Students will improve their composition skills through frequent writing both in and out of class through a program of content-integrated classroom instruction, skill tutorials, and computer-assisted instruction in the various components of the writing experience. All instruction will take place within the framework of intensive educational and personal counseling. Freshmen assigned to this course must pass it before proceeding to ENG 001 or ENG 101. (4 class hours).

BEP 092

Basic Education Mathematics. . . 0 cr.

This course, which is designed for students with deficiencies in the fundamental concepts of mathematics, is a required course in the Basic Education Program. Emphasis will be placed on helping students identify and develop problem solving strategies and study skills relative to mathematics literacy. The immediate objective of this course is to provide students with study and mathematical skills. Students will improve their mathematical skills through a program of content-integrated class instruction, skill tutorials and computer-assisted instruction. All instruction will take place within the framework of intensive educational and personal counseling. Freshmen assigned to this course must pass it before proceeding to MAT 001 or MAT 002. (5 class hours).

BEP 093

SPS Seminar. 0 cr.

(Dual listed with SPS 093)

SPS Seminar is a required course of the Basic Education Program. The seminar will focus on values clarification, identification and applications of individual learning styles, critical thinking, problem solving, career exploration and understanding college policies. The student will be expected to demonstrate the understanding of these concepts and skills in the other courses of the college preparatory program and in making plans for the next semester of their education. (1.5 lecture hours).

Biology (BIO)

Biology Courses numbered 101, 102, 103, 104, 115, 116, 118, 119, 120, 125, 162, 165 are specifically designed for the nonscience students. Biology courses numbered 103, 120, 125, 203, 204 and 219 may be offered in a variety of geographical locations. Students must provide appropriate safety equipment (gloves, goggles, lab coat, etc.) dissecting tools, and own transportation to field trips sites where applicable.

BIO 101

General Biology I. 4 cr.

Life processes are studied to develop an understanding of structures and functions of organisms. Major topics are the cell theory, anatomy and adaptations of higher animals, the interrelationship of man and the rest of the living world. Laboratory includes dissection of a typical vertebrate. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 102

General Biology II 4 cr.

Prerequisite: BIO 101 or permission of the department.

A continuation of BIO 101. Basic principles of reproduction and development, classical and molecular genetics, evolution, behavior and ecology are explored. The diversity of life is examined in the laboratory as well as through field trip experiences. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 103

Principles of Ecology 4 cr.

A study of the relationships between the living and nonliving components of the biosphere. The student examines dynamics and complexities of ecosystems, communities and populations of organisms. An examination of human impact and value systems upon ecosystems is considered throughout the course. Field work is undertaken when applicable. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 104

Zoology 4 cr.

A survey of the structure, physiology, adaptations, and life cycles of animals. Laboratory includes a study of microscopic forms, dissection of more advanced invertebrates, and selected vertebrates including frog, fetal pig, and perch. Field trip identification of local fauna is included as one of the course objectives. Course fulfills one semester of a laboratory science for students who have interest in or desire to pursue areas in zoology, wildlife, marine biology, and ecology. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 109-110

Principles of Biology I, II. 4-4 cr.

Prerequisites: High school biology, high school chemistry.

A student must successfully complete all remedial English and remedial reading requirements before registering for BIO 109.

The course covers the basic concepts of biology that may be derived from the study of living things. In the first semester, emphasis is placed upon the molecular and cellular levels of life. Topics such as cellular structure, metabolism, molecular genetics, division and control mechanisms are discussed. The second semester deals with life on the level of organism, and the ecosystem. Plant and animal systems are examined within the context of their role in evolution and their environment. (3 lecture, 3 laboratory hours). Laboratory fee applies each course.

BIO 115

Human Nutrition 4 cr.

(Formerly BIO 111/112). Nutrition is explored as an emerging science which combines biology and chemistry into an exciting field of specialization. The characteristics and functions of nutrient groups are studied in their relation to their biological requirements and proper balance. Special attention is given to the relationship between an unbalanced diet, an altered metabolism and the disease process. Also considered are the unique biological features of each of the stages of life and their effect on nutrient requirements. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 116

Human Genetics 4 cr.

(Formerly BIO 105 and BIO 106). Human Genetics examines the basic concepts of DNA and normal and abnormal gene function in human development and life. A point of emphasis is the relationship between genetic material and environmental impacts, including radiation, chemicals and viral infection. Genetic engineering, birth defects, DNA fingerprinting, gene therapy, cancer and the human problems associated with these subjects are discussed. Laboratory exercises involve work with living organisms, including *Drosophila*, bacteria, brine shrimp; students examine and photograph their own chromatin. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 118

On Becoming Human 4 cr.

(Formerly BIO 113/114). A biological examination of what it means to become a human. The course traces the development of human form and function from conception to birth through lectures, discussions and laboratory experiences on human genetics, reproduction, development, and birth. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 119**Oceanology 3 cr.**

(Dual listed with SCI 119) Structure, origin and evolution of the oceans, sediments and coastlines. Water properties and movement, including general circulation, tides, currents and waves. Marine organisms, food resources, man's relationship to the sea. Relationship of oceans to weather and climate. Note: This course is a three-credit course and does not fulfill the laboratory science requirement needed for graduation. There will be no waivers issued under any circumstances. (3 lecture hours).

BIO 120**Birds and the Environment 4 cr.**

Prerequisite: One semester of college biology or permission of the department.

The anatomy, physiology, and behavior of birds will be studied in context with the environments they inhabit. Classification and evolution of birds will also be discussed. Laboratory exercises involve dissection, field trips, and individual investigative projects involving data collection and analysis. Field trips include Long Island habitats: marine, fresh water, woods, and fields (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 124**Plants and Society 4 cr.**

This course surveys the various groups of plants, their structures and functions, their ecology and economic importance. It provides an appreciation and knowledge of plant products providing food, medicine, lumber, textile, and other natural resources. The course includes a conceptual understanding of such topics as the greenhouse effect, organic gardening, transgenic plants, tropical rainforests, endemic and endangered plants, insectivorous plants, and conservation of natural resources. Laboratory component of this course includes observations, demonstrations, experiments, field trips, and investigative projects. (3 lecture, 3 laboratory hours – including field trips). Laboratory fee applies.

BIO 125**Introduction to Marine Science . . 4 cr.**

An introductory level course dealing with Marine Science. It provides a framework for illustrating biological principles and processes. Aspects taught include ecology, diversity of plants and animals, marine communities and habits, and current issues and topics related to human intervention. Laboratory emphasis is on observation, sampling, and studies of marine animals and plant communities. Field trips are a required portion of the course. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 162**Animal Ecology 2 cr.**

Prerequisite: High school biology or permission of department.

Through the use of nature films, TV nature programs and field trips to local environmental areas the behavior and specializations of animals are studied. Students, with guidance, are expected to do several photo-essays on wildlife topics and must have their own camera and transportation. (3 lecture, 3 laboratory hours. 7-1/2 weeks. May be taken in sequence with BIO 165 for 4 credits.)

BIO 165**Natural History of Long Island. . . 2 cr.**

Prerequisite: High school biology or permission of department.

Trips to various field sites explore Long Island's plant and animal communities. The impact of commercial development and environmental management techniques to restore balance are studied. Students are expected to make photographic collections in areas of their interest and must have their own camera and transportation. (3 lecture, 3 laboratory hours. 7 1/2 weeks. May be taken in sequence with BIO 162 for 4 credits).

BIO 201**Anatomy 4 cr.**

Prerequisites: BIO 101 and 102 or 109 and 110 with a grade of C or better in each course.

Generally offered Fall and Summer Session I.

An exploration of the intricate structure of the human body. The student studies the various tissues, organs, and systems which function together to maintain life. The laboratory includes dissection of a representative mammal – the cat. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 202**Physiology 4 cr.**

Prerequisite: BIO 201 with a grade of C or better.

Generally offered Spring and Summer Session II. A study of the normal functions of the human organism. The student surveys the various systems of the body, their activities and interrelationships. Much of the laboratory work involves measurement of human body functions. Combined with BIO 201, this course is an excellent introduction to anatomy and physiology. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 203**Oceanography 4 cr.**

Prerequisite: a one-year college level science course or permission of the department.

Generally offered Spring.

An introduction to the interactions of the chemical, geological, physical, and biological processes of the marine environment. Laboratory emphasis on observation, sampling techniques and analytical procedures. Field trips are a required portion of course. (3 lecture, 3 laboratory hours, including field trips). Laboratory fee applies.

BIO 204**Marine Biology 4 cr.**

Prerequisite: BIO 109-110 or permission of the department.

Generally offered Fall and Summer.

Introduction to the plant and animal communities inhabiting shallow and deep North Atlantic marine waters. Emphasis on diversity of adaptations for interaction with the varied salt water environments. Field trips are a required portion of course. (3 lecture, 3 laboratory hours, including field trips). Laboratory fee applies.

BIO 211**Developmental Anatomy 4 cr.**

Prerequisite: BIO 101, 102 or 109-110 or permission of the department.

The sequence of embryonic development from fertilization through the intricate process of fetal development. Comparative study of vertebrate embryos will be made in the laboratory. (2 lecture, 6 laboratory hours). Laboratory fee applies. Generally offered Fall.

BIO 212**Comparative Anatomy 4 cr.**

Prerequisite: BIO 211 or permission of the department.

An intensive course dealing with the anatomy of various vertebrates. Through a study of the present anatomical structures, the evolutionary development of these animals is outlined. Differences and similarities of organ systems from various species are discussed. (2 lecture, 6 laboratory hours). Laboratory fee applies. Generally offered Spring.

BIO 214**Microbiology 4 cr.**

Prerequisite: BIO 101, 102 or 109-110 or permission of the department.

An introduction to the study of the bacteria and other related microorganisms. Their morphology, physiology, ecology and their role in disease processes will be studied. Laboratory fee applies.

BIO 215**Histology 4 cr.**

Prerequisite: BIO 101, 102 or 109-110 or permission of the department.

Exploration of the microscopic structure of the human body. An appreciation is developed of the interactions of cells and tissues which result in a harmonious, complex body. Laboratory examination of the structure of cells, tissues, and organs of the body. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 216**Parasitology 4 cr.**

Prerequisite: BIO 101, 102 or 109-110 or permission of the department.

An investigation into the lives of animal parasites. The habitats, life cycles, geographic distribution and underlying principles of transmission, diagnosis, treatment and prevention are considered. Through use of an extensive 35 mm slide collection, prepared microscopic slides, and living materials, the student is given the opportunity to view and study a wide variety of parasitic organisms. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 219**Field Biology 4 cr.**

Prerequisite: BIO 101, 102 or 109-110 or permission of the department.

A habitat approach to the basic concepts of ecology. Studies are carried out in specific habitats such as bog, marsh, wood, field, estuarine. Awareness of life as a fragile, delicate balance dependent on interacting forces will be developed in the course. Note: This is a course for biology or science students. Similar courses for the nonscience student are BIO 103, 162, 165. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 221**Transmission Electron Microscopy . . . 4 cr.**

Prerequisites: BIO 109-110, CHE 151-152 or equivalent, or permission of the department.

An introduction to the basic principles of transmission electron microscopy including tissue preparation, microscope (TEM) operation, black and white photography, and micrograph interpretation. The entire laboratory is devoted to the development of skills and preparative techniques involved with the operation of an actual transmission electron microscope. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 222**Scanning Electron Microscopy . . . 4 cr.**

Prerequisite: BIO 221 or permission of the department.

An introduction to the theoretical and practical concepts of biological scanning electron microscopy (SEM). Topics studied include SEM optical principles, preparative techniques, SEM photographic techniques, SEM micrograph analysis. Through "hands-on" SEM operation, students will produce a portfolio of micrographs of a variety of biological samples. (3 lecture, 3 laboratory hours). Laboratory fee applies.

BIO 231**Biotechnology: Recombinant DNA Science 4 cr.**

Prerequisites: BIO 109-110, CHE 151-152, MAT 109-111 or equivalents, or permission of the department.

An investigation of DNA, the molecule of the gene, and recombinant DNA technology ("genetic engineering"). The student will explore The Central Dogma of gene structure and function; gene regulation in embryology and in cancer development. Applications of biotechnology to human genetics, forensics, gene cloning, agriculture, medicine and industry are included. Through "hands-on" biotechnology laboratories, students will perform fundamental modern recombinant DNA techniques, including bacterial transformation, restriction enzyme analysis and polymerase chain reaction. (3 lecture, 3 laboratory hours). Laboratory fee applies.

Business (BUS)**BUS 100****Creative Problem Solving in Business 3 cr.**

This course will assist students in developing the skills required for success in business and in upper-level course work. Various forms of active learning techniques will be employed to develop and improve those skills viewed by the business community as essential for success in the workplace. These skills include the ability to communicate effectively, work in teams/groups to solve business problems, research information, and think creatively and critically in solving business problems.

BUS 110**Introduction to Business 3 cr.**

An introduction to the role of business in American life as a primary source of goods, services, employment and income. The course provides the beginning business student and the non-business student with an understanding of the basic nature and scope of business and its relation to government and all members of society. Students examine the operation and activities of large and small enterprises and the interrelationship of the various specialized fields of business.

BUS 111**Small Business Management 3 cr.**

(Dual listed with MKT 111.) An introduction to the management of small business. The course covers the role of small business in the economy, and is designed both for those interested in establishing businesses as well as those who have already established them. Emphasis is placed on development of a managerial philosophy for entrepreneurs, managers, and potential managers. Course work includes operational techniques, legal and environmental relationships, and analysis of the risks and rewards of managing or owning small enterprises.

BUS 112**Principles of Management 3 cr.**

An examination of the character and structure of modern business organizations; how individuals and groups within these organizations conduct themselves as they strive for personal and enterprise goals. Topics covered include planning, organizing, directing and controlling functions of managers; human relations and motivation; financial and noneconomic considerations which provide the basis of decision making. Students are involved in experiencing a combination of textbook theory and current business practices through problem solving techniques.

BUS 114**Introduction to International Business 3 cr.**

An introduction to the challenges and problems faced by American firms in conducting business in world markets. The course will expose students to the concepts and principles dealing with world trade, foreign environments, global operations and the necessary global managerial skills required for success in such activities.

BUS 116**Internship 3 cr.**

Prerequisite: Permission of department Chairperson.

Students work for appropriate business firms, institutions and/or agencies to enrich the theoretical concepts previously developed in the classroom.

BUS 118**Franchising Management 3 cr.**

This course is designed for students who are interested in starting and managing a franchise business, either as a franchisee or as a franchisor. Attention is placed on the characteristics of the franchisor and franchisee; evaluation of franchising opportunities; raising of resources; legal concerns of franchising; and the development of appropriate strategies and the successful planning, implementation and launching of a new business.

BUS 280**Introduction to Sport Management 3 cr.**

An overview of the structure of the sports industry, as well as issues facing sports organizations. Emphasis on how management techniques can be applied to solve sports business problems. Discussion of sports management career opportunities will be included.

BUS 800**International Business 3 cr.**

An examination of the distinctive management challenges and opportunities of companies operating in more than one country. The course provides an overview of the growing role of business with its political, legal, cultural and economic influences on the rapidly changing international scene. Students are involved in independent research after visits to multinational companies, foreign banking systems, government controlled businesses, and foreign financial and economic centers. Special expenses for students include airfare to and from foreign countries, food, lodging, taxes and transfers for approximately two weeks. Not offered every semester.

Civil Engineering Technology (CET)**CET 001****College Preparatory Physics. 0 cr.**

(Dual listed with ELT 001 and PHY 001) A noncredit one-semester course for students lacking a high school background in physics. The course will cover selected topics in mechanics, hydraulics, heat, sound, light and electricity. Emphasis will be placed on problem solving. The theory will be heavily supplemented by demonstrations. Report writing and the reporting of experimental data will be stressed. (3 lecture, 3 laboratory hours). Laboratory fee applies.

CET 101**Residential Construction Methods. 2 cr.**

Type and organization of residential construction projects. Materials of residential construction, concrete, steel, masonry, wood, lumber glazing and roofing. Interior finishes, plumbing and electrical related to residential construction. Methods of excavation, foundation construction and superstructure erection. Related model and local codes and discussion of code administration and safety. Field visits, films, and individual projects. (1 lecture, 3 laboratory hours). Laboratory fee applies.

CET 103**Introductory Civil Engineering Technology 2 cr.**

An introductory course in the art of civil engineering technology designed to acclimate students to the civil engineering technology profession and acquaint them with the techniques and methodologies of civil engineering practice and design. The practice and design aspect of the course consists of an introduction to methods of problem analysis and graphical techniques. An introduction to the use of industrial specific CET software applications in use in current civil engineering practice. These applications are to be used through the CET curriculum. (1 lecture, 3 laboratory hours).

CET 107**Codes and Construction 3 cr.**

Prerequisite: Enrollment in the interior design program or permission of instructor.

Overview of practice and materials of construction, building types and structural framing. Instruction on the development and use of the current New York State Uniform Fire Prevention and Building Code, the 1992 Americans with Disabilities Act and their relation to residential and commercial uses of space. Instruction on fire codes related to materials used in interior design. (2 lecture, 3 laboratory hours). Laboratory fee applies.

CET 111**Structural Drawing I 2 cr.**

Prerequisite: ENS 101 or permission of department Chairperson.

Drawing of plans and details used in building construction. Development of drafting techniques and standards including the use of drawing software. (1 lecture, 3 laboratory hours). Laboratory fee applies.

CET 150**Blueprint Reading 3 cr.**

Prerequisite: CET 101 or permission of department Chairperson.

Introduction to blueprint reading for building construction. Study and interpretation of building plans: architectural, mechanical and electrical. Estimating theory and quantity takeoff. (2 lecture, 2 laboratory hours). Laboratory fee applies.

CET 201**Construction Estimating 2 cr.**

Prerequisites: CET 101, 111.

Estimating costs of building construction. Practice in finding required material quantities from drawings. Procedures for estimating labor, material, and equipment costs. Scheduling of construction by CPM (Critical Path Method) including the use of estimating software. (1 lecture, 3 laboratory hours). Laboratory fee applies.

CET 211**Structural Drawing II 2 cr.**

Prerequisites: CET 111, MAT 111.

Development of data and preparation of drawings used in building construction and civil engineering including the use of drawing software. (1 lecture, 3 laboratory hours). Laboratory fee applies.

CET 218**Statics of Structures. 3 cr.**

Corequisite: MAT 109.

Resultants and equilibrium of coplanar force systems; trusses and three force members; force systems in space; friction, centroids and moments of inertia of composite areas.

CET 219**Mechanics of Materials 3 cr.**

Prerequisites: MAT 109, CET 218.

Stress and strain in elastic bodies when subject to external tensile, compressive, shear and torsion forces. Beam reactions, shears, bending moment diagrams and deflections, by the moment-area method are determined. Column analysis; introduction to indeterminate structure.

CET 222**Materials Testing Laboratory 1 cr.**

Corequisite: CET 219.

Determination of physical properties of construction materials. Standard tests used on the American Society of Testing Materials and the American Concrete Institute standards including report writing software. (3 laboratory hours). Laboratory fee applies.

CET 223**Structural Steel Design 3 cr.**

Prerequisite: CET 219.

Determination of physical properties of construction materials. Standard tests used on the American Society of Testing Materials and the American Concrete Institute standards including report writing software. (3 laboratory hours). Laboratory fee applies.

CET 224**Reinforced Concrete Design 3 cr.**

Prerequisites: CET 219, 222.

Analysis of statically determined structures. Design and investigation of structural steel members; columns, beams, trusses, and girders. Bolted, riveted, and welded connections reactions, shear, bending moment and deflection by analytic and graphical methods including the use of design software. (2 lecture, 3 laboratory hours). Laboratory fee applies.

CET 231**Elementary Surveying 3 cr.**

Prerequisite: MAT 109.

Basic principles of plane surveying. Field practice and office procedures. Use of level, transit, stadia, electronic theodolite and electronic distance measurer. Use of survey computation software for determination of horizontal and vertical controls and areas. Mapping of selected areas. (2 lecture, 3 laboratory hours). Laboratory fee applies.

CET 232**Route Surveying 3 cr.**

Prerequisite: CET 231.

Field and office procedures in layout of highways, railroads, and pipelines. Profile leveling, horizontal and vertical curves and alignment. Mapping, plotting profiles and cross sections. Cut and fill computations. Principles of field astronomy. Computations using defined software. (2 lecture, 3 laboratory hours). Laboratory fee applies.

CET 241**Hydraulics 3 cr.**

Prerequisites: PHY 101, MAT 117.

Fundamental properties and behavior of fluids under static and flow conditions. Hydrostatic force, buoyancy, pressure, manometry, continuity and energy equations. Laminar and turbulent flow, losses, flow through pipes and open channels, flow measurement.

CET 242**Hydraulic Laboratory 1 cr.**

Corequisite: CET 241.

Experiments in hydrostatics and hydrodynamics which closely follow the textbook discussions and which utilize the hydraulic bench and the flow channel. Data are analyzed graphically and with the aid of a computer. Measurements of velocity, pressure, flow and forces. (3 laboratory hours). Laboratory fee applies.

CET 250**Construction Planning and Scheduling 3 cr.**

Prerequisite: CET 101 or permission of the department chairperson.

Concepts and methods for planning and scheduling of operations and resources on construction projects. Topics include Gantt charts, progress curves, critical path methods and project networking techniques. Extensive use of computer software to aid the student in planning and analysis of scheduling, resource management and updating construction operations. (2 lecture, 2 laboratory hours). Laboratory fee applies.

CET 252**Construction Safety 3 cr.**

Prerequisite: CET 101 or permission of the department chairperson.

Introduction to Occupational Safety and Health practices in the construction industry. This course provides an overview of U.S. Department of Labor, Occupational Safety and Health 1926 Standards for the construction industry. Coursework includes a detailed study of construction safety management. Topics include: personal protective equipment, hazardous communications, site safety management, inspection and supervision for erection and demolition of structures.

CET 254**Mechanical and Electrical Equipment for Buildings 3 cr.**

Prerequisites: CET 101 or permission of the department chairperson.

Introduction to the basic concepts of mechanical systems design and construction for residential and commercial buildings. Systems design and equipment selection is performed for heating, cooling, plumbing, sanitation, electrical, lighting and acoustics. Emphasis is placed on the use of the International Building code and A.S.H.R.A.E Standards.

CET 256**Construction Contracts and Specifications 2 cr.**

Prerequisites: CET 101 or permission of the department chairperson.

Introduction to building construction contract documents. Student is exposed to contract law, general conditions of the contract and construction specifications using the Construction Specifications Institute Standards. Analysis of owner, designer, and contractor responsibilities under contract.

CET 260**Construction Project Management 3 cr.**

Prerequisites: CET 101 or permission of the department chairperson.

Corequisite: CET 250 or permission of the department chairperson.

Introduction to methods and techniques of managing construction projects. Construction business organization, contracts, bonding, insurance, construction site supervision, labor law and labor relations. Introduction to computer applications in project administration. (2 lecture, 2 laboratory hours). Laboratory fee applies.

Chemistry (CHE)

CHE 107**General Chemistry 4 cr.**

General Chemistry, CHE 107, is a one-semester laboratory course in basic chemistry. Students are introduced to the fundamental concepts of physics and mathematics that are required to understand chemistry. The course then follows a semi-traditional introduction to chemistry: relative atomic/molecular weights, the mole concept, solution chemistry, stoichiometry, gas laws, and atomic structure. This course satisfies the prerequisite requirements for CHE 151. (3 lecture, 3 laboratory hours). Laboratory fee applies.

CHE 108**Consumer Chemistry 4 cr.**

A non-mathematical course in chemistry for non-science students. Topics surveyed are those of everyday life related to chemistry. It satisfies the laboratory requirement for liberal arts. (3 lecture, 3 laboratory hours). Laboratory fee applies.

CHE 131-132**General Chemistry I-II. 4-4 cr.**

The course covers fundamental principles of modern chemistry including atomic and molecular structure, the mole concept, stoichiometry, chemical bonding, properties of gases, liquids and solids, the chemistry of some metals and nonmetals and their compounds, chemical equilibrium, nuclear chemistry, kinetics, redox reactions, organic and biochemistry. (3 lecture, 3 laboratory hours). Laboratory fee applies to each course.

CHE 135**Chemistry for Applied Sciences . . 4 cr.**

A one semester laboratory course encompassing basic principles of inorganic, organic and biochemistry with emphasis on their application. Topics include metric/SI systems, energy, basic atomic theory, stoichiometry, gas laws, solutions, pH, buffers, nomenclature and structure of organic compounds, amino acids, proteins, carbohydrates, lipids and metabolism. Laboratory fee applies.

CHE 151**Inorganic Chemistry I 4 cr.**

Prerequisite: High school chemistry, or CHE 107. **Pre or Corequisite:** MAT 111 or equivalent.

Recommended for students concentrating in science or mathematics. A definitive study of chemistry encompassing modern atomic and molecular theory and periodicity. An in-depth study of physical and chemical behavior of matter, including stoichiometry, gas laws, and solutions. The laboratory work reinforces concepts presented in lecture through the application of the scientific method. Emphasis in the laboratory is placed upon accuracy and precision in the development of qualitative and quantitative techniques. Laboratory fee applies.

CHE 152**Inorganic Chemistry II 4 cr.**

Prerequisite: CHE 151.

A continuing course in modern chemistry, including work in oxidation-reduction reactions, chemical equilibrium, electrochemical cells, thermodynamics, and chemical kinetics. The laboratory emphasizes descriptive chemistry via qualitative analysis, and classical methods of gravimetric, volumetric, and basic instrumental analysis. (3 lecture, 5 laboratory hours). Laboratory fee applies.

CHE 200**Introductory Organic Chemistry. . 4 cr.**

Prerequisite: CHE 107 or 131 or permission of Chairperson.

Designed primarily for nonscience majors, CHE 200 offers a basic introduction to the world of organic chemistry. A functional group approach, emphasizing structure, nomenclature, preparation and reactivity is used. While the approach parallels CHE 201 to an extent, it is significantly less demanding and thus cannot be substituted for the higher level course. Nevertheless, many science and pre-professional students with weak backgrounds in chemistry have found CHE 200 helpful as a refresher course before taking CHE 201-202. (3 lecture, 3 laboratory hours). Laboratory fee applies.

CHE 201-202**Organic Chemistry I-II. 5-5 cr.**

Prerequisite: CHE 151-152 or 131-132, with permission of Chairperson.

This is a major's level course for science students covering modern theories, nomenclature, preparation, properties and uses of organic compounds. Using a reaction mechanisms approach, the relationship between structure and reactivity is emphasized. The laboratory experiments strike a balance between organic synthesis, qualitative analysis and instrumental techniques. (3 lecture, 6 laboratory hours). Laboratory fee applies to each course.

**CHE 221 Spring and Summer only
Clinical Chemistry 4 cr.**

Prerequisite: CHE 200.

A one semester course designed to train medical technologists in the principles and practices of the science of clinical chemistry, specimen collection and processing, quality control, modern instrumentation in clinical chemistry, basic physiology, analytical procedures, and correlations of abnormal values with the disease states. Laboratory utilizes modern instrumentation in the determination of biochemical profiles such as liver, kidney, heart, electrolytes, lipids, thyroid function, pancreatic function and the monitoring of therapeutic drugs. (2 lecture, 6 laboratory hours). Laboratory fee applies.

CHE 260**Biochemistry 4 cr.**

Prerequisites: CHE 200 or 201 and permission of Chairperson.

For paramedic science students. This course presents classes of biologically interesting compounds and covers their structure, biosynthesis, and metabolism. Physiological buffers are also presented. The laboratory stresses analysis of such classes of compounds. (3 lecture, 3 laboratory hours). Laboratory fee applies.

Computer Processing (CMP)

CMP 100**Computer Literacy 2 cr.**

This course provides the general liberal arts student with a non-technical approach to computers. The lecture component discusses the role of computers in various disciplines and its impact on individuals, institutions and society. The hands-on approach allows the student to become familiar and comfortable with current technology, popular software and the Internet.

CMP 101**Introduction to Programming . . . 3 cr.**

An introduction to computers applying critical thinking and problem solving strategies in science, mathematics and information/data management. The course will address issues of information validity and value judgments. Students will develop both qualitative and quantitative solutions to college-level applications. Topics include computer hardware and software, security, ethics, connectivity, basic networking (Internet), electronic spreadsheets, report and graph generation, and an introduction to programming concepts. Computer Information Systems and Computer Science majors will not receive elective credit for this course. Laboratory fee applies.

CMP 102**Computers and Desktop Publishing 2 cr.**

Prerequisite: Working knowledge of computer software or the permission of department.

This course is designed to use state of the art hardware and software to introduce students to the fundamentals of desktop publishing. The

hardware and software specifically selected for this course is that which is most likely to be found in business and industry where desktop publishing is currently used. This course is designed to introduce students to the technical aspects of desktop publishing, text applications and graphics applications. Students seeking the artistic and design layout aspects of desktop publishing should enroll in a follow-up course in desktop publishing, layout and design offered by the Art Department. (3 lecture hours). Laboratory fee applies.

CMP 103

Microcomputer Hardware and Software 4 cr.

This course is designed to provide the student with a comprehensive introduction to microcomputers. Topics include fundamental concepts, hardware components, software products, and trends in computing. Issues related to the impact computers have on society and current changes in technology are also discussed. Students will receive hands-on instruction in popular software applications. (4.5 lecture hours). Laboratory fee applies.

CMP 105

Electronic Spreadsheets 4 cr.

This course introduces electronic spreadsheet application software. Topics include spreadsheet operations, creation of charts and graphs, data query, multiple spreadsheets, links and macro programming. It is designed for computer processing, business and general liberal arts students interested in obtaining comprehensive hands-on training in the use of electronic spreadsheets (4.5 lecture hours). Laboratory fee applies.

CMP 106

Database Processing 4 cr.

This course is an introduction to database processing for business and information systems. Emphasis is placed on the planning, administration, control, and design of database management systems. A database programming language (command files, report generator, and screen files) is also presented. It is suggested that students have previous microcomputing experience and/or programming experience (or CMP 210 and CMP 103) before enrolling in this course (4.5 lecture hours). Laboratory fee applies.

CMP 110

Data Communications and the Internet 3 cr.

Prerequisite: CMP 100 or equivalent.

This course is designed to acquaint the computer literate student with the interface, hardware, software, and the communications protocols necessary to utilize both local and global information systems. Topics include: configuration of communications software, Local Area Networks (LAN), Wide Area Networks (WAN) and global webs, governance and structure of global networks, sites and domains, electronic mail, remote connections, file formats and file transfer protocols, electronic resources, navigation of remote systems, societal impact and current issues.

CMP 112

Hypermedia 3 cr.

Prerequisites: CMP 103, CMP 110 and CMP 210, or permission of the department.

This course introduces the student to the essentials of developing multimedia presentations for on-line documentation and system tutorials. Various commercial computer hardware and software are employed throughout the course. Programming skills are utilized to combine video and audio, and text to compile effective and powerful presentations. Topics include programmatic animation, image and voice digitizing and their associated file formats, hypertext, system requirements, integration into other software products and presentation techniques. Laboratory fee applies.

CMP 115

Computers in Business. 3 cr.

This course introduces the role of computers and data processing in the business environment. Topics include: essential business computer concepts, computer hardware/software, modern business computer systems, the Internet, data communications, networking, and systems analysis and design. An introduction to DOS and Windows is covered. Electronic spreadsheets are used to emphasize business analysis and decision-making using computers. This course is primarily for business majors. Computer Information Systems or Computer Science majors will not receive credit for this course. Laboratory fee applies.

CMP 122

Report Program Generator (RPG). . 4 cr.

Prerequisites: At least a C in CMP 103 and CMP 201.

A study of RPG (Report Program Generator) with an emphasis on RPG as a programming language. RPG is taught on a step-by-step basis until the student develops a full understanding of how to write RPG programs for any computer on which it is available. The course, which has been designed for the novice, is problem oriented and makes extensive use of the college computing facilities (4.5 lecture hours). Laboratory fee applies.

CMP 201

COBOL Programming 4 cr.

Prerequisite: At least a C in CMP 103 and CMP 210.

Emphasis is on more advanced programming concepts. Topics covered include forms of the PERFORM statement table handling with one, two and three level tables, disk processing with emphasis on file organization including VSAM indexed files, use of subprograms and error recovery. Students are taught to use the SEARCH, SORT and CALL instructions (4.5 lecture hours). Laboratory fee applies.

CMP 205

Survey of Operating Systems. . . 3 cr.

Prerequisite: CMP 201.

Students are introduced to the basic concepts of operating systems and will study the similarities and differences between at least three current and popular architectures and user interfaces. Topics include shell languages, file structures, background processes, system software

including editors and system utilities. These topics will be covered for each of the different systems. Theoretical concepts covered include multi-tasking, inter-process communication and system administration. Use of both written and on-line system documentation is required. Laboratory fee applies.

CMP 207

Computer Organization and Assembly Language Programming. 4 cr.

Prerequisite: At least a C in CMP 211.

Implementation and discussion of registers, addressing modes, relocatability, base arithmetic, data representation, assembly and linkage using a particular instruction set and architecture. Topics include arithmetic calculation, memory organization, flow of control, address modification and access methods, bit and byte manipulations, I/O, user and system interrupts, routines and macros. Intended for Computer Science majors (4.5 lecture hours). Laboratory fee applies.

CMP 208

Network Management. 4 cr.

Prerequisites: CMP 103 and CMP 110, or permission of the department.

This course is designed to cover fundamental and advanced concepts in network theory and system administration. Use of the network operating system in planning and management of directory services and network file systems are stressed. Additional topics include: management of devices, application software and mail systems, data communications, network security, setting up and maintaining user accounts, protecting network data, and network printing. This course contains knowledge units typically needed for professional certification. The lab portion of the course will incorporate a widely used network operating system (4.5 lecture hours). Students may be required to purchase compatible hard drives and/or slide trays. (Approximate cost: \$125). Laboratory fee applies.

CMP 209

Network Server Configuration. . . 3 cr.

Prerequisite: At least a C in CMP 208 or permission of the department.

This course is designed to cover advanced concepts in network configuration and implementation. Topics include methods of installation, and upgrading of server operating system software along with implementation, merging and migration techniques. Configuration and applications of multiple protocols including web server and File Transfer Protocol (FTP) services will also be discussed. This course contains knowledge units typically needed for professional certification. Students may be required to purchase compatible hard drives and/or slide trays. (Approximate cost: \$125). Laboratory fee applies.

CMP 210

Computer Science I 3 cr.

Prerequisite: Three (3) years of high school mathematics or equivalent.

Introduction to computer programming and algorithmic problem solving using a modern, high level programming language. Emphasis is placed on algorithm implementation, modular development, documentation, procedural abstraction and coding

along with problem solving strategies. Programming applications in the natural and social sciences, mathematics and business areas are stressed. Intended for students concentrating in computer science, science or mathematics (4.5 lecture hours). Laboratory fee applies.

CMP 211

Computer Science II. 4 cr.

Prerequisite: At least a C in CMP 210.

Topics include string processing, recursion, stacks, linked lists and files. Emphasis is on introducing the concepts and developing the logic for problems using the concepts. These concepts will be implemented in a structured high level programming language which is used in advanced programming applications (4.5 lecture hours). Laboratory fee applies.

CMP 214

Applications Development. 3 cr.

Prerequisites: CMP 218 or CMP 219, and CMP 252.

This course is an introduction to computer programming using a GUI (Graphical User Interface) programming language. Business and information system applications are developed using Visual Basic. The course introduces the concepts of event-driven programming, terms, rules, and programming components. Laboratory fee applies.

CMP 215

Data Processing Systems and Design. 3 cr.

Prerequisite: At least a C in CMP 218 or CMP 219.

The development and design of data processing systems as they evolve through three stages:

- 1) Analysis of information flow
- 2) Systems specifications and equipment selections
- 3) Implementation of the system. Detailed steps of each phase of systems design are related to the overall study. Laboratory fee applies.

CMP 217

C Programming Language. 3 cr.

Prerequisite: At least a C in CMP 211, CMP 218 or CMP 219, or permission of the department.

The C programming language is widely used in both the computer industry and as a tool for studying advanced topics in the area of Computer Science. Topics include language syntax, scalar and compound data types, pointers, functions, operators, modular coding practices and files. Both the ANSI version and traditional C are discussed with emphasis on the former. This course is designed to meet the needs of the student considering further study in the area of Computer Science and Information Processing, and the computer science professional. Laboratory fee applies.

CMP 218

Java Programming Language. . . . 4 cr.

Prerequisite: At least a C in CMP 210 or permission of department.

The Java Programming Language is an Object Oriented Programming (OOP) Language that allows for platform independent code development targeting workstations, intra-nets and the Internet. Topics include applets, classes

and objects, graphics, graphical user interface (GUI), development, exception handling, multithreading, networking (4.5 lecture hours). Laboratory fee applies.

CMP 219

Object Oriented Programming . . . 3 cr.

Prerequisite: At least a C in CMP 211 or CMP 218.

This is a course in object-oriented design and programming using C+. Object oriented programming (OOP) languages allow programmers to develop graphical user interfaces (GUIs) and are tools for studying advanced topics in computer science and data processing. Topics include class definition, hierarchy, and inheritances both public and private. Object instantiation, operator overloading, constructor, destructor, member and virtual functions are also covered. Laboratory fee applies.

CMP 220

Analysis of Computer Architecture and Software 3 cr.

Prerequisite: At least a C in CMP 207.

The fundamentals of computer systems are examined. Computer architecture and the many levels of software systems are studied. Topics include microarchitecture, microprogramming, conventional machine language, operating system software, assemblers, linkers and loaders, compilers and interpreters, codes and networks. A term project is directed in one of these areas. Intended for Computer Science majors. Fall evening and Spring day only. Laboratory fee applies.

CMP 222

Numerical Analysis. 3 cr.

Prerequisites: At least a C in MAT 123, CMP 210.

Error analysis, iterative methods such as Newton-Raphson for solution of functional equations, approximation of functions by polynomials and power series with remainder terms. Quadrature formulas using Gregory-Newton polynomials, curve fitting, numerical solutions of ordinary differential equations. Systems of linear, nonlinear and differential equations. Fall day only. Spring day and evening. Laboratory fee applies.

CMP 251

Data Structures 3 cr.

Prerequisite: A grade of C or better in CMP 211.

Concepts, implementations, and applications of various data types and data structures, including arrays, stacks, queues, lists, trees, and graphs. Techniques of sorting, searching, recursive programming and simulating recursion. Fall evening and Spring day only. Laboratory fee applies.

CMP 252

Database Management and Development 4 cr.

Prerequisite: CMP 218 or CMP 219.

This course is an introduction to database processing for business and information systems. Emphasis is placed on the planning, administration, control and design of database systems. Students learn to develop applications using a popular DBMS software package such as Microsoft Access. (4.5 lecture hours). Laboratory fee applies.

CMP 490

Cooperative Education Internship. . 4 cr.

Prerequisite: Permission of department, approval by the Agency offering the internship, and a minimum of 6 CMP credits.

This is a course integrating classroom study with career related professional training in the area of Information Technology. The student will be placed in a corporation, small business or other setting related to the field of Information Technology and will gain work experience that enriches the theoretical concepts developed in the classroom.

Communications (COM)

Students may register for credit courses in the Communications Department only if they have completed all remedial work required in English and Reading.

COM 010

Communication for ESL Students I (Beginning) 0 cr.

This course will help students who are not native speakers of American English to learn and practice the skills needed to participate in the classroom, at work, and in social situations. The course will teach the differences between written and spoken language, and the cultural differences that influence the way conversations take place. Students will have discussions and activities that give them practice speaking English with an emphasis on listening comprehension and practice dialogues. Note: COM 010 and COM 040 may be taken at the same time, or separately in any order. Student attendance at the ESL Speaking/Listening Research Center is required.

COM 020

Communication for ESL Students II (Intermediate) 0 cr.

This course is designed to increase the oral skills of ESL students who have completed COM 010 or have otherwise achieved an intermediate level of communication in English. Through discussion and exercises students learn the communication standards that exist in business, social, and educational situations in the U.S. They develop the ability to speak at length and depth about complex subjects. (3 hours/week) Note: COM 020 and COM 040 may be taken at the same time, or separately in any order. Student attendance at the ESL Speaking/Listening Research Center is required.

COM 030

Public Speaking for Non-Native Speakers (ESL III) 0 cr.

Prerequisite: Placement test.

COM ESL III is a preparatory public speaking course for advanced ESL students. It teaches organizational, research, and delivery skills. Students will learn how to carry out research, create a bibliography, write an outline, and deliver an informative speech. Improved fluency and clear articulation in English are also goals of this course (3 hours/week).

COM 101
Oral Communications 3 cr.
This course is a study of the historical and contemporary principles and concepts of human communication. An examination of the interpersonal communication process will help the student gain an awareness of the elements which both aid and hinder communication. Skills which will increase communication effectiveness will be studied, including verbal and nonverbal behavior, listening, assertiveness, and conflict resolution. Course will incorporate an analysis of theoretical applications.

COM 102
Persuasive Speaking. 3 cr.
Examines the role of persuasion in contemporary society. Focus on both the technical and ethical aspects of persuading. Study of attention, various appeals, and structure in adapting to audiences. Assigned speeches.

COM 103
Public Speaking 3 cr.
Principles and practices of public speaking. Emphasis in public speaking on preparation and presentation of speeches, selection of materials, organization and development, delivery, audience analysis, critical listening, and constructive evaluation. Three researched, informative speeches are required.

COM 104
Film Appreciation 3 cr.
Consideration of the film's coming of age as a major art form and its interaction with printing, theatre, television and radio. Time is devoted to readings and discussions on the form and aesthetics of the film as a popular culture and as art, on film criticism, with the analysis of historical and current films.

COM 105
Radio Television Production I. . . . 3 cr.
Designed to give the student a creative grasp of the art and craft of the fiction, industrial, documentary, and educational motion picture, of commercial and educational television and of modern radio. Emphasis is on practical application including production projects with tape and cameras in a studio situation. Laboratory fee applies.

COM 106
Radio Television Production II . . . 3 cr.
Prerequisite: COM 105 or permission of instructor.
For students with a basic knowledge of radio and television production. Advanced practice and theory in radio and television production techniques and concepts. Application of programming principles to student projects in different formats. Laboratory fee applies.

COM 107
Film Production I 3 cr.
A study of the creative and artistic concerns and fundamental processes involved in filmmaking. Emphasis on the preproduction planning, shooting, editing and screening of films. Materials fee applies.

COM 109 *Spring only*
Television Journalism 3 cr.
A comprehensive study of electronic journalism as prepared and presented through the medium of television. Students engage in the creation of television news production. Students develop a critical awareness of television news.

COM 110
Understanding Mass Media 3 cr.
The study of mass media, radio, television, film, print, advertising of our time. How do the media reshape and restructure us as individuals, in the social group and as a "global village?" How does mass media work on the inside? How does mass media work outside on the lives of the consumers?

COM 112
History of Film 3 cr.
A history of the motion picture from the beginning to the present day as it emerged as a form of entertainment, art and education. The course examines those influences, forms and techniques which have altered and affected the growth and development of the medium.

COM 113 *Fall only*
Documentary Media 3 cr.
The historical development, content and social and artistic impact of the documentary are analyzed. The emphasis of the course is an examination of the distinctions and similarities in form and content of the documentary as it has developed through radio, television and film.

COM 115-116
Rehearsal and Performance . . . 1-1 cr.
Prerequisite: Permission of Department Chairperson.
Participation in conjunction with Communications class productions, rehearsal and performance of films, multimedia productions, oral interpretation, interpreters' theatre productions, television, radio, and debate. Students may work off campus at a communications facility for extra credit.

COM 119
Interaction in Oral Interpretation . 3 cr.
Experiences in interacting with an audience, using prose and poetry as vehicles for oral interpretation. Different types of literature are used to develop skills in analysis and performance based on understanding principles of interaction in oral interpretation. Final goal consists of original programs, created and performed by students in class.

COM 121
Small Group Communication. . . . 3 cr.
Theory and practice in assuming membership and leadership roles in decision-making groups, with emphasis upon the individual's ability to communicate and thus interact more effectively. Group process is investigated as it relates to the individual's ability to communicate.

COM 123
Argumentation and Debate. 3 cr.
Provides students an opportunity to locate, organize and use rational arguments both for and against controversial issues of national importance. Classroom debates promote skill in cross-examination, detecting faulty reasoning and refuting opposing views. For all students, particularly those interested in business and the professions.

COM 124
Communication for Business and the Professions. 3 cr.
A course designed to acquaint students with the fundamental principles and concepts of communication within the organizational environment. It assists in developing interpersonal skills needed for effective performance in business and the professions. The course examines the communication implications of organizational structure on the processing, networking, and transaction of messages. The communication climates of organizations are analyzed.

COM 125
Effective Listening 3 cr.
The study of the theories of listening and the application of principles of effective listening in academic, professional, and personal situations. Students will analyze and test their own listening patterns and engage in exercises to improve listening skills.

COM 130
Communication in Black America . . 3 cr.
(Dual listed with AFR 197). An inquiry into the communicative experience of Black Americans. The Black idiom and its impact on American culture, Black revolutionary speakers, and individual speaking experiences are examined.

COM 152
American Sign Language I. 3 cr.
An introduction to American Sign Language, the natural language of the deaf community in the United States and Canada. Focuses on conversation in signs, basic rules of grammar, and aspects of the deaf community.

COM 153
American Sign Language II 3 cr.
Prerequisite: COM 152 or consent of instructor.
Continuation of basic American Sign Language and deaf culture study, with opportunities to build receptive and expressive sign vocabulary and phrases; use of signing space; social expressions and body language; introduction to finger spelling.

COM 201
Voice and Diction. 3 cr.
A study of the structure and function of the speech and voice mechanism. The course is designed to provide training for the improvement of articulation and voice quality. The International Phonetic Alphabet and its use in recording the sounds of American English is studied. Emphasis is given to the practice and application of principles basic to good speech production. Voice recordings and individual conferences with the instructor are required of all students.

COM 203**Phonetics 3 cr.**

This course will provide students with a strong foundation in the study of human speech by focusing on the physiological aspects as well as the physical components of speech sounds. Students will study the anatomy of the vocal tract, articulation processes, dialects and accents, the articulatory and acoustic properties of speech sounds, the International Phonetic Alphabet, and the direct application of phonetic principles. This course is intended to fit within the recommended sequence of coursework to be completed by undergraduates who wish to enter the fields of Speech Pathology/Audiology, Linguistics, and TESL/TEFL.

COM 209**Introduction to Speech and Hearing Therapy 3 cr.**

A study of speech and hearing disorders, their diagnosis and treatment. Review of the physical, emotional and intellectual interrelationships of language and speech development. Provides a comprehensive overview of the field of speech and hearing therapy. Extensive use of film, guest speakers, and field trips.

COM 210 *Spring and Summer***Global Media 3 cr.**

The study of international, national, transnational, and global media. The course will deal with the media systems in other countries, the exportation of American media products, and how other cultures use the media to tell stories.

COM 215-216**Rehearsal and Performance . . . 1-1 cr.**

Prerequisite: Permission of department Chairperson.

Participation in the production, rehearsal and performance of films, multimedia productions, oral interpretation, interpreters' theatre productions, television, radio, and debate. Students may work off campus at a communications facility for course credit.

COM 220**Communication and Language . . 3 cr.**

Communication and Language is an advanced course which teaches the meaning of oral language codes and explains how and why language takes the form we observe. Issues that underlie varieties of speech such as sexism, racism, and social status are examined, and the specific mechanisms of these codes are revealed. Special emphasis is given to the oral patterns used by men and women, to the pragmatic aspects critical to communicative function, and to the study of dialectal variety and bilingualism.

COM 222**Nonverbal Communication 3 cr.**

Theories and methods of nonverbal communication. Emphasis on the analysis and significance of nonverbal cues and their effects on behavior in daily living. Participation in exercises demonstrating various aspects of nonverbal communication including body language, eye movement, smell and space and time relationships. Exploration of nonverbal behavior of other cultures and subcultures. Mini-projects in observing and recording nonverbal behavior in many kinds of situations including those in which nonverbal norms are violated.

COM 224**Intercultural Communications . . . 3 cr.**

This course will examine the factors that help people understand, adjust to, and interact with others of diverse cultures. The focus will be on the strategic role of communication within the context of sociocultural factors that affect communication style and effectiveness. Students will become familiar with major theory and research in intercultural communication and have an opportunity to develop and practice those competencies that will increase their effectiveness in intercultural interactions.

COM 226**Communication and Culture in the Deaf Community 3 cr.**

This course explores communication and culture of Deaf people. It focuses on a unique human communication phenomenon, namely a community with a communication and cultural system that is not based on a spoken language. The relationship between communication and culture is examined through analysis of the different aspects of the Deaf culture and community, including language, the arts, norms, values, traditions and patterns of everyday life of deaf community and its interaction with a hearing-dominant society. This course will be conducted in English; knowledge of American Sign Language is not required.

COM 252**American Sign Language III 3 cr.**

Prerequisite: COM 153 or permission of instructor.

A continuation of American Sign Language II, expanding the emphasis on ASL grammar and vocabulary development and deaf culture. Dialogues, short stories, narratives and short conversations, both receptive and expressive will be featured throughout the course.

COM 253**American Sign Language IV 3 cr.**

Prerequisite: COM 252 or permission of the instructor.

An advanced course in American Sign Language (ASL) designed to provide additional interactive opportunities for students to continue development of their knowledge of vocabulary and grammatical features, and of deaf culture.

COM 290**Media Practicum 3 cr.**

Prerequisite: Departmental permission.

Supervised practical experience at media facilities providing the students with situations in which they can apply concepts learned in previous media courses. Field experience and future career opportunities will be discussed in a collateral on-campus class. The focus of this course is on media technology. (Prior course work in media or permission of the departmental chair required.) Three credits (1 1/2 hours classroom lecture, discussion; 12 hours field experience).

Criminal Justice (CRJ)

All criminal justice majors are required to take at least 1 class in each of the following areas:

Policing, Probation/Parole, Security Administration, in addition to CRJ 105, CRJ 212 and CRJ 225.

CRJ 101**Police Organization and Administration 3 cr.**

Administrative principles and practices which apply to law enforcement and public safety agencies, including the formulation of policy and procedures, rules and regulations, deployment, coordination of activity, and the enactment of procedural and tactical planning.

CRJ 105 (required)**Foundations of the Justice System 3 cr.**

Students will be provided with basic knowledge of the philosophy, structure and processes utilized in the delivery of justice. This survey of justice will provide students with the necessary knowledge so they can understand and impact the system to enable it to best serve individual and/or societal needs.

CRJ 106**Understanding Criminal Behavior . . 3 cr.**

Focuses on a branch of criminal justice dealing with criminal behavior in relation to legal principles and court cases. Practical aspects of assessment, management and treatment functions of the practitioner will be examined from both a clinical and behavioral perspective. Students will explore theories, techniques and research methods associated with judicial settings and correctional institutions.

CRJ 110**Introduction to Correction. 3 cr.**

A survey of the correctional field: origins, development, current status, and future prospects. The course is intended for students who would like to explore the field of corrections. The focus is on the current state of corrections, with enough background material to illuminate relevant contemporary events in the field.

CRJ 111**Probation and Parole I 3 cr.**

This course focuses on two important components of the correctional system which are frequently used as alternatives to incarceration of offenders. Students are introduced to the historical development of these systems, as well as to their legal aspects and the theories governing probation and parole. This course gives particular emphasis to the impact of these systems in the Criminal Justice System.

CRJ 112**Probation and Parole II 3 cr.**

Prerequisite: CRJ 110, CRJ 111, or CRJ 215, or permission of instructor or chairperson.

This course reviews relevant issues in probation and parole systems which require in-depth analysis. Major problems are thoroughly examined and possible solutions are suggested. These areas cover a wide range of problems which have been in existence for long periods of time, and those which have developed as a result of the emergence of new technology or change in philosophy in the correctional discipline.

CRJ 113**Community Based Corrections. . . 3 cr.**

This course assists students in understanding the principles and philosophy of alternatives to incarceration. The course focuses on the various correctional programs available to offenders which are designed to assist the individual to make a more realistic adjustment to normal community living following the commission of a criminal offense or delinquent act.

CRJ 201**Criminal Investigation 3 cr.**

This course examines the theories and practices of criminal investigation through each of the germane aspects, commencing with the discovery of a potential crime, through crime scene and evidence methodology, through the secondary investigative steps of examination, interview, interrogation and case preparation. Emphasis is placed on the utilization of evidence and testimony to prove both the elements of specific crimes and the identity of the specific criminal(s).

CRJ 203**Police and the Community 3 cr.**

The importance of good police community relations is stressed, as well as the factors that go into the effort to achieve them. The course gives the student an in-depth review of the past and the present state of police community relations, as well as an assessment of what will be required in the future. The impact of politics, unionism, minorities and media relations on the police and the public they serve is analyzed.

CRJ 206**Dispute Resolution (Mediation) . . 3 cr.**

This course focuses on the differences between mediation, arbitration and fact finding, and how each of these processes are used on the federal, state, and local level. A comparative study of dispute resolution centers throughout the United States, and how these centers are used as an alternative to the Criminal Justice System. The course will provide outlines for student participation in role playing dispute situations, and how the disputes are resolved, including the final agreement between the parties.

CRJ 207**Criminal Justice Internship. 3 cr.**

Prerequisite: Permission of Department required.

This course offers a classroom seminar and assignment in various agencies within the Criminal Justice System, providing students with the opportunity to include an internship in their studies and to integrate classroom learning with practice before considering entering the criminal justice professions. Field experience will occur in Police, Sheriff, Probation, Correction, Parole, County Attorney, District Attorney, and related agencies at the local level. Students will become acquainted with the function, structure, staff and clientele of these Criminal Justice agencies.

CRJ 212**Research in Crime and Security . . 3 cr.**

Prerequisite: At least nine credits of criminal justice and/or private security administration. (Dual listed with PSA 241). This seminar type course offers the student an opportunity to examine specific issues, conflicts or controversies in one or more of the following discipline areas: law enforcement, loss prevention, the courts, and corrections. An interdisciplinary approach is stressed for a broader understanding. Each student is required to complete a research project under the direction of the instructor in the student's chosen area of examination.

CRJ 215**Introduction to Juvenile Delinquency and Justice 3 cr.**

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles. A comprehensive study of the state law relating to youthful offenders.

CRJ 216**Investigation, Interviewing and Counseling 3 cr.**

This course examines the various functions of investigations conducted on offenders, preparation of reports for various agencies, interviewing techniques most applicable to the correctional client, and the various issues involved in the counseling of these specific types of clients.

CRJ 217**Contemporary Issues In Corrections 3 cr.**

Prerequisite: CRJ 105 or CRJ 110, or permission of instructor or department chairperson.

An examination of the most relevant issues in corrections at this time. Correctional treatment, sentencing practices and impact on correctional policy, violence in prison, community based treatment of the offender, minority offenders and other issues are analyzed in depth.

CRJ 218**International Criminal Justice Systems 3 cr.**

Prerequisite: Permission of instructor.

This study tour will examine the criminal justice systems of foreign nations. Students will visit courts, penal institutions, assessment and treatment centers for both youthful and adult offenders. In addition, discussions with government officials and criminal justice practitioners are planned. Participants will have an opportunity to contrast and compare the criminal justice systems of these countries with that of the United States. Travel costs are extra.

CRJ 219**Sentencing Alternatives and the Juvenile Delinquent. 3cr.**

Prerequisite: CRJ 215.

A seminar course that will focus on presenting functional sentencing alternatives for juvenile delinquents and persons in need of supervision (PINS). The course objectives will involve instruction supported by an active learning

environment including campus-based fieldwork. Students will participate in conflict resolution and mediation, teen court scenarios, diversion programs and a wide variety of other community based sentencing alternatives. Students, under faculty supervision, will have an opportunity to interface with agencies that provide alternative sentencing programs in Nassau County.

CRJ 220**Women in the Criminal Justice System. 3 cr.**

This seminar will explore the various theoretical explanations underlying contemporary female criminality. The issues of female victimology, women as offenders and female practitioners in the criminal justice system will be examined. Problems within the various rehabilitative and punitive sentencing alternatives will be identified and analyzed.

CRJ 221**Police Supervision and Public Relations 3 cr.**

A seminar course on the administration of justice and community relationships. It utilizes the interdisciplinary activities and emphasizes the evaluation of police facilities at the community level.

CRJ 225 (required)**Criminal Law 3 cr.**

Introduction to the origin and function of the substantive criminal law of New York State; review and analysis of the elements of major offenses at common law and under modern penal codes, and the available defenses; review and discussion of leading judicial interpretations of penal codes.

CRJ 226**Criminal Procedure 3 cr.**

Devoted to the study of the criminal law administration as mandated by the Supreme Court of the United States through legal controls over police investigative procedures. Specifically the 4th, 5th, 6th, and 14th amendments of the U.S. Constitution and the New York criminal procedure law are discussed and analyzed through the case law. Special emphasis is placed on procedures involving arrests, searches and seizures, warrants and interrogation.

CRJ 227**Constitutional Law. 3 cr.**

Introduces the student to the institutional aspects of the U.S. constitutional system. Historically, the relationship between the federal constitution (the Bill of Rights and 14th amendment) and the states is traced through a study of the decisions of the United States Supreme Court.

CRJ 228**Law of Evidence. 3 cr.**

A brief analysis of the law of evidence for undergraduates which will be beneficial to police officers and students intending to enter the field of criminal justice and law.

Computer Repair Technology (CRT)

CRT 201

Personal Computer Equipment Servicing I 4 cr.

Prerequisite: TCT 144.

This course is the first of a two-course sequence designed to provide the skills required to install, service and maintain personal computers and their peripheral devices. Topics include microcomputer fundamentals; PC hardware; the addition or replacement of field replaceable modules; installation and configuration procedure for various devices; common problems associated with each module and troubleshooting techniques. Microprocessor support systems, memory systems, on-board I/O, expansion slots, system board upgrading and troubleshooting conclude the course. Department computer facility will be used for all laboratory work. Laboratory fee applies.

CRT 202

Personal Computer Equipment Servicing II. 4 cr.

Prerequisite: CRT 201

This course is the second of a two-course sequence designed to provide the skills required to install, service and maintain personal computers and their peripheral devices. Topics include input/output devices; construction, installation and troubleshooting of input devices; magnetic storage; video displays; the characteristics, mechanics, installation and troubleshooting of dot-matrix, ink-jet and laser printers; data communications. Department computer facility will be used for all laboratory work. Laboratory fee applies.

Community Service (CSW)

CSW 117

Introduction to Community Service . 3 cr.

Major theories and methods utilized in community service are examined. Special emphasis is given to the nature, organization, development and structure of social services in the modern community. In addition emphasis is placed on the role of the social work aide in working with youth, families, the aged, social classes and ethnic groups.

CSW 118

Community Service Field Experience I. 3 cr.

Four field work hours, one seminar period per week. Course entails visits to a variety of social agencies. Group work, case work, and community organizations. Private and public agencies are visited (1 lecture, 4 laboratory hours).

CSW 119

Community Service Field Experience II 3 cr.

Four field work hours, one seminar hour per week. Placement of the student in an established social work agency under professional supervision. Special arrangements are made for students currently employed in social service occupations (1 lecture, 4 laboratory hours).

Dance (DAN)

DAN 101

Fall only

Dance in the 20th Century 3 cr.

A study of the development of dance as an art form from the Romantic Era at the end of the 19th century to the contemporary scene. Representative choreographers, dance theories, trends and personalities are discussed. The course includes film shows and subsequent seminar discussion related to the films, as well as practical workshops for exploring movement concepts and styles. Attendance at dance performances is required.

DAN 105-106 *Fall 105, Spring 106*

Dance Concepts I-II. 2-2 cr.

Prerequisites for DAN 105: DAN 126,127.

Prerequisite for DAN 106: DAN 105.

The use of improvisation to introduce and develop elements of dance composition through exploration of the factors of space, rhythm and dynamics; solo and group studies. Additional independent studio hours are required (3 hours).

DAN 109

Movement for Musical Theatre . . 1 cr.

Training for movement for musical theatre with emphasis in modern jazz and tap (3 hours).

DAN 117-118

African-American Dance Ensemble, Rehearsal and Performance . . 1-1 cr.

(Dual listed with AFR 110-111) Participation in the production, rehearsal and performance of the African-American dance ensemble productions.

DAN 125

A Survey of the Art of African-American Dancers and Choreographers. 3 cr.

(Dual listed with AFR 112). An introduction to the contributions of African-American creative and performing artists to the development of social and theatrical dance in America. Classroom demonstrations by representative artists and field trips to dance concerts are part of the curriculum.

DAN 126

Introduction to Modern Dance . . 1 cr.

Studio work in basic dance techniques; movement and combinations explored and analyzed with emphasis on elements of space, energy and time. The aim: to develop (1) body awareness; (2) the ability to control and direct one's own body in organized rhythmic movement; (3) organic dance movement and an individually expressive body. No previous experience necessary. The course substitutes for one credit of physical education activity. Attendance at off-campus dance productions required. (3 hours).

DAN 127-128

Modern Dance I-II. 2-2 cr.

Prerequisite for DAN 127: DAN 126 or permission of instructor.

Prerequisite for DAN 128: DAN 127.

Training in modern dance techniques to develop (a) the body as a performing instrument, and (b) an awareness of the movement principles and aesthetic elements of specific dance studies. (3 hours).

DAN 129-130-131-132

Rehearsal and Performance 1-1-1-1 cr.

Prerequisite: Permission of instructor.

129, 131 Fall only; 130, 132 Spring only

Study and performance of selected choreographed works and new works which may be traditional, contemporary or experimental in concept and structure. (Available for one credit each semester to be taken in a four-semester sequence.)

DAN 140-141

Elementary Modern Dance Technique and Ballet 3-3 cr.

140 Fall only; 141 Spring only

The elementary dancer learns the basic disciplines in dance as a performing art and acquires the knowledge and understanding of the movement principles underlying these skills.

DAN 217-218

African-American Dance Ensemble, Rehearsal and Performance . . . 1-1 cr.

(Dual listed with AFR 113-114) Participation in the production, rehearsal and performance of the African-American dance ensemble productions.

DAN 240-241

Intermediate Modern Dance Technique and Ballet 3-3 cr.

Prerequisites: DAN 140-141.

240 Fall only; 241 Spring only

The intermediate dancer works to develop the technical skills and understanding essential to performance of modern dance and ballet works.

Economics (ECO)

ECO 100

Survey of Economics 3 cr.

A survey of the basic principles of economics, with application to contemporary issues. Operation of markets, determination of national income and its measurements, the role of financial markets, monetary and fiscal policies, and international trade are to be considered, as well as their impact upon the economy, individuals, and businesses. Business majors should take ECO 207-208.

ECO 110

Personal Finance 3 cr.

(Dual listed with FIN 110) Personal Finance prepares students to manage their current and future financial affairs. Topics to be covered include: Financial planning, saving and credit, insurance, government transfers, home buying, stocks, bonds, mutual funds, and estate planning. This is a practical and sophisticated course intended to aid students with their personal finances.

ECO 112

Introduction to Investments 3 cr.

(Dual listed with FIN 112) An introduction to financial investments and portfolio management. Course topics include: financial markets and instruments, reading financial listings, stock trading and indexes, risk analysis, present and future value, stock valuation and investment decisions, portfolio management, individual and portfolio yields, types and uses of derivatives, sources of investment information, mutual funds, international diversification, the macroeconomy and the impact of economic variables on investments.

ECO 207**Principles of Macroeconomics . . . 3 cr.**

An introductory course which views the behavior of the economy as a whole and the problems of economic organization. Students will explore the fluctuations of output and prices. Problems and measurement of economic growth, inflation, unemployment and income will be discussed. Money, credit and financial institutions will be analyzed, as well as their impact on fiscal policies and international trade.

ECO 208**Principles of Microeconomics . . . 3 cr.**

Overview of the economic problem, the traditional value theory, division of labor and its application to international trade. Analysis dealing with the behavior of individual elements in the economy. Organization of business, the various market structures, the theory of consumer behavior, price determination in the product and factor markets. Historic perspective of unions and their impact on the economy will be considered.

ECO 212**Economic Statistics 3 cr.**

Prerequisite: MAT 102 or permission of instructor. An introduction to economic statistics. Topics covered include review of statistical inference, time series analysis, index numbers and introduction to econometrics. This course will help students understand the construction and uses of business, government and other social statistics. Topics will include the CPI, GNP, and risk analysis.

ECO 213**Money and Banking. 3 cr.**

Prerequisite: ECO 207 or permission of instructor. (Dual listed with FIN 213) Basic concepts of money and financial intermediaries. Development of commercial banks and the creation of demand deposits. Yield, risk, and interest rates will be analyzed from a monetary and fiscal perspective. Functions and policies of the Federal Reserve in credit regulation and economic stabilization will be analyzed. Monetary Theory, Keynesian vs. Monetarists, International finance, exchange rates and the balance of payments will be examined.

ECO 214**Corporation Finance 3 cr.**

Prerequisite: ECO 207 or permission of instructor. (Dual listed with FIN 214) An introductory course describing the role and functioning of business firms in the economy, and the application of economic theory in the solution of managerial decisions. Topics investigated include the management of cash, inventories and receivables; selection of alternative investments; short, intermediate, and long-term sources of financing; the cost of capital, optimum capital structure; corporate dividend policies. Case problems are assigned to develop applications of general principles.

ECO 215**Economic Development of the U.S. (Economic History) 3 cr.**

The economic forces which brought the United States from an undeveloped wilderness to its present position of world leadership will be examined. The role of economic institutions will be considered in the transformation of our nation into a highly centralized, interdependent society. The economic, social, and political problems concomitant with this development will also be studied.

ECO 216**Economics of the Developing World. 3 cr.**

This course is an introductory study of the economic development of third world countries. It focuses on the role of education, health, human resources, planning, income distribution, food supplies, natural resources and international trade in nations' development. Students will work with data, graphs and maps. Students will learn to identify and understand the differences between developed and developing nations, their respective development patterns, as well as the impact of increasing global interdependence.

ECO 218**International Economic Systems: A Study Abroad. 6 cr.**

Prerequisite: ECO 207 or ECO 208 and permission of instructor. An in-depth and comparative study of the structure, conduct and performance of alternate economic systems. Students will study the economic and financial institutions and public policies of selected economic systems. The course is offered abroad for six weeks in the Summer only. For additional information, contact the Department of Economics/Finance.

ECO 219**Economics and Finance Internship 3 cr.**

Prerequisites: ECO 207 and one other ECO or FIN course and permission of the instructor. (Dual listed with FIN 219) Supervised, practical experience at institutions such as commercial banks, thrift institutions, stock and bond brokerage houses, government agencies and firms employing economic practitioners that will provide the student with situations in which they can apply concepts learned in previous Economics and Finance courses. Written reports demonstrating understanding of theory and its application will be an integral aspect of this course. Field experience and future career opportunities will be discussed in co-lateral, on-campus class.

ECO 220**American Banking Practice 3 cr.**

Prerequisite: ECO 213 or permission of instructor. (Dual listed with FIN 220). The purpose is to provide the student with an insight into the organization and internal operation of various departments of a bank. Concentration on what a bank does rather than the exact procedure of how it does it, is the core of this course.

ECO 222**Economic Geography of the World . . 3 cr.**

Discussion of basic world economic activities, including supply and distribution of natural resources, technology of production, and productivity of labor.

ECO 230**Introduction to International Economics and Finance 3 cr.**

Prerequisite: ECO 207 or permission of instructor (Dual listed with FIN 230) A study of the United States as an open economy which trades in goods, services and financial assets with other nations. Topics include the reasons nations trade, the costs and benefits of free trade, tariff and non-tariff barriers, regional trade pacts, economic and monetary integration, foreign exchange rate determination, balance of payments problems and international capital mobility, and international monetary institutions.

ECO 280**History of Economic Thought . . . 3 cr.**

General examination of ancient and medieval economic institutions with special emphasis on its modern relevance. Specific study of economic thought and practice of mercantilism, physiocrats, classical economics, 19th century socialist dissent, neoclassical and modern schools of economics and its contemporary significance. This study directs students' attention, whatever their field of interest, to man's economic world and the forces that are shaping it.

Electrical Engineering Technology (ELT)

ELT 001**College Preparatory Physics. 0 cr.**

(Dual listed with PHY 001 and CET 001) A noncredit one-semester course for students lacking a high school background in physics. The course will cover selected topics in mechanics, hydraulics, heat, sound, light and electricity. Emphasis will be placed on problem solving. The theory will be heavily supplemented by demonstrations. Report writing and the reporting of experimental data will be stressed (3 lecture, 3 laboratory hours). Laboratory fee applies.

ELT 103**Elementary Engineering I 1 cr.**

An introductory course in the art of engineering designed to acclimate the students to the electrical engineering profession and to acquaint them with the techniques and methodology of electrical engineering design. The "design" aspect of the course consists of an introduction to computer programming (as it applies to the electrical engineering profession), graphical techniques, and design oriented problems using analysis software. The objectives of the design section entail the generation of engineering related problems (1 lecture, 3 laboratory hours). Laboratory fee applies.

ELT 110**Technical Practices 2 cr.**

An introductory study of the technical practices employed in the electronics industry, with particular emphasis on the design and construction of metal chassis, printed circuit boards, component identification and hand tool usage to be developed by the construction of technical projects. (Every student must complete the electronic project for completion of the course. The project will be used in other ELT courses when completed.) Approximate cost will be \$70.

ELT 112**Resistive Circuits 4 cr.****Corequisite:** MAT 109.

An introductory resistive circuits course employing applied mathematics for circuit analysis. The fundamental concepts of current, voltage and resistance are the major components of the course. Ohm's law, Kirchhoff's laws, voltage division, current division, Thevenin's theorem, superposition, and mesh/node analysis are included as methods of analyzing resistive circuit parameters. The laboratory segment of the course provides instruction on electronic measuring equipment and practical circuit investigations. Analog and digital multimeters, power supplies, function generators, and the oscilloscope are included. Laboratory fee applies.

ELT 113**Electronics I 4 cr.****Prerequisites:** ELT 112, MAT 116.**Corequisite:** ELT 115.

This course begins a sequence of two courses in electronics. Semiconductor physics is introduced with applications of the semiconductor diode to rectification, clipping and clamping. The junction transistor is studied with special regard given to biasing techniques, small and large signal amplification. Laboratory fee applies.

ELT 115**Reactive Circuits 4 cr.****Prerequisite:** ELT 112.

Steady state response of circuits containing resistive, capacitive, and inductive elements subject to sinusoidal excitation. Transient responses of these circuits subject to step or pulse excitation. Laboratory fee applies.

ELT 203**Automatic Control Theory II 3 cr.****Corequisites:** ELT 310.

This course introduces the concepts of applied electronic instrumentation and automatic control. Temperature theory, analog and digital instrument circuits, and controller interface concepts are introduced during the course of study. Basic temperature theory includes the study of heat transfer, thermocouples, RTD's, thermistors, and semiconductor devices as sensors. The laboratory re-enforces industrial instrumentation and operational amplifier applications for DC control circuits using selected input/output devices. The introduction of open and closed loop position control systems (servo system, stepper motors, robotic systems) is also included. (Each student is responsible for the implementation of an electronic control circuit project). Laboratory fee applies.

ELT 213**Electronics II 4 cr.****Prerequisite:** ELT 113.

A continuation of ELT 113 beginning with a study of FET's, Bode diagrams and frequency response of amplifiers. Differential and operational amplifiers are considered in detail. Feedback amplifiers, electronic communication concepts and some special topics conclude the sequence. (Each student is responsible for the implementation of an electronic control circuit project). Laboratory fee applies.

ELT 214**Digital I 3 cr.****Corequisite:** ELT 113.

An introduction to Boolean algebra, Karnaugh minimization and the analysis/design of digital networks including arithmetic circuits, counters, registers and memories. In addition, basic hardware items such as multivibrators, Schmitt triggers, and integrated circuits are analyzed.

ELT 215**Digital II 3 cr.****Prerequisites:** ELT 113 and ELT 214.**Corequisite:** ELT 217.

Introduction to pulse analysis (integrators and differentiators) as well as transistor switch, bistable, monostable, integrated circuits (DTL, TTL, ECL, MOS, CMOS, HMOS, VMOS, CCD) LSI (dynamic shift register, memory-ROM, RAM) CP AMF and Modems.

ELT 217**Lab in Digital Electronics 1 cr.****Prerequisite:** ELT 214.**Corequisite:** ELT 215.

Examination of basic logic components such as gates, counters, clocks, registers, and computing elements by constructing and monitoring complex digital systems (3 laboratory hours). Laboratory fee applies.

ELT 310**Advanced Topics in Digital Technology 4 cr.****Prerequisites:** ELT 215 or permission of department Chairperson.

Theory and operation of microprocessors and peripherals, industrial and control systems applications of digital technology, machine and assembly language programming. (3 lecture, 3 laboratory hours). Laboratory fee applies.

ELT 330**Electronic Communications 4 cr.****Prerequisite:** ELT 213.

This course includes a study of AM, FM, and pulse modulations systems, color and black and white TV systems, radar and selected topics in electronic communication systems and their controls. (3 lecture, 3 laboratory hours) Laboratory fee applies.

ELT 350**Electronic Drafting 2 cr.****Corequisite:** ELT 110 or permission of department.

Utilizing IBM compatible drafting and design software the student will learn to use the computer as an "Electronic Design Automation" tool to produce electronic schematics for printing and plotting. The department is currently using OrCad, an industrial standard design tool (OrCAD SDT IV Schematic Design Tools software package). The course will also teach how to create and convert a "netlist" that is compatible with contemporary printed circuit board design software as well as electronic simulation software for circuit analysis. (1 lecture, 2 laboratory hours) Laboratory fee applies.

English (ENG)

ENG 001**College Preparatory English 0 cr.**

This course provides special instruction in small classes to prepare students to pass the English Placement Test. The curriculum is designed to give students guided practice in drafting, revising, and editing essays. In the process of writing essays and practice essay exams, students review conventions of grammar, punctuation, sentence structure, and essay structure. (Students with a foreign background are referred to the descriptions below of ENG 020, ENG 030). Freshmen assigned to this course must pass it before enrolling in ENG 101. **English 001/101** combination sections are offered for students whose writing skills have been evaluated as borderline. These combinations of two courses offer students the opportunity to achieve both basic writing competence and to complete English 101 in a single semester. Students must register for both courses, which have matching section designations. The 001 meets for the first 7-1/2 weeks of the semester for five hours a week, after which students take the exit exam. If they pass, they move into the 101 course which meets for the last 7-1/2 weeks, also for five hours weekly. If a student does not pass the exit exam, arrangements are made for tutoring and the student is retested at the end of the term. (3 lecture hours).

ENG 010**English as a Second Language (ESL Writing I) 0 cr.****Prerequisite:** Placement by Department.

This course prepares students for English 030. It focuses on development of English grammar, sentence structure and basic composition skills. Students also read and analyze longer selections. By the end of the semester, they are expected to write essays and improve them through revision and editing strategies.

ENG 020

English as a Second Language (ESL Writing II) 0 cr.

Prerequisite: Placement by Department.
This course prepares students for English 101. Students practice a variety of essay structures with a focus on presenting a point of view and supporting it with evidence. Skill and flexibility with advanced sentence structures, vocabulary and idiomatic expression are stressed so that students develop coherent self-expression. By the end of the semester, students are expected to write developed, coherent essays and to substantively revise, proofread and edit their work.

ENG 030

English as a Second Language (ESL Writing III) 0 cr.

Prerequisite: Placement by Department.
This course prepares students to produce clear, well-developed, well-organized, grammatical writing. The curriculum is designed to give students guided practice in drafting, revising, and editing essays. The course is also designed to develop in students the skills which enable them to interpret and analyze texts of various genres. In addition to readings assigned in class, students respond to texts they locate themselves through research and write at least one documented or research essay.

ENG 101

Composition I 3 cr.

Prerequisites: ENG 001, ENG 030 or placement by department; RDG 001, concurrent enrollment in RDG 030 or placement by department.
This course prepares students to produce clear, well-developed, well-organized, grammatical writing. The curriculum is designed to give students guided practice in drafting, revising, and editing essays. The course is also designed to develop in students the skills which enable them to interpret and analyze texts of various genres. In addition to readings assigned in class, students respond to texts they locate themselves through research and write at least one documented or research essay.

ENG 102

Composition II 3 cr.

Prerequisite: ENG 101.
This course is an introduction to writing about literature. The course is designed for students to practice close reading and organizing evidence to support their written interpretation and analysis of literary texts. The course offers students continued practice in drafting, revising, and editing essays. A primary goal for students is to produce clear, well-developed, well-organized, grammatical writing. For at least one essay, students use research materials.

ENG 105

Grammar: Structure and Strategy . . 3 cr.

Prerequisite: ENG 101.
This course is for students interested in a close study of the rules of language, its syntax, grammar theory, punctuation, and the foundations of spelling. Material is mastered through extensive practice.

ENG 108

The Craft of Composition (Honors) 3 cr.

Prerequisite: By invitation only.
This course centers on the study of rhetorical form-narration, description, classification, process analysis, definition, comparison/contrast, cause/effect and problem/solution and uses the essay form as its method of investigation. The course is designed to give students a critical awareness of language and to teach language techniques through extensive readings. This course fulfills the college requirement for the first semester of English composition.

ENG 109

The Art of Analysis (Honors) 3 cr.

Prerequisites: ENG 108 and by invitation.
The second half of Honors English integrates literature-the introduction of poetry, fiction and drama with further instruction in expository writing. The emphasis is on analyzing literature as a way of developing personal style. The course includes extensive readings of major literary figures whose works are the heritage of educated people. The course fulfills the college requirement for the second semester of English composition.

ENG 111

Technical Writing 3 cr.

Prerequisite: Completion of the composition requirement in the student's major.
This course examines the principles of technical writing and enables students to learn writing skills required in the technical job market. Style, strategy, and format in published samples of technical and scientific writing are analyzed. Student writings include reports, proposals, memos, outlines, and abstracts. Regular attention is paid to grammar and techniques of revision.

ENG 121

Executive Writing 3 cr.

Prerequisite: Completion of the composition requirement in the student's major.
The general objectives of the course are to acquaint students with the principles of style, development, and organization needed for effective managerial writing. Emphasis is on job-related correspondence, summaries, formal and informal reports. This course cannot fulfill the literature requirement for Liberal Arts majors.

ENG 200

Advanced Composition: The Art of Essay Writing 3 cr.

Prerequisites: B+ in ENG 101, letter of recommendation from ENG 101 or 102 instructor; permission of ENG 200 instructor.
Pre/Corequisite: ENG 102 or 109.
Advanced students learn to write thoughtful, creative essays with an emphasis on acquiring a polished, professional style. Rhetorical techniques are examined in classical as well as innovative, modern prose. Writing projects are developed through group discussion and one-on-one editorial revision. In addition to the three classroom hours, students are required to tutor for at least one hour per week in the college's Writing Center or in a community setting.

ENG 203

American Literature I 3 cr.

Prerequisite: ENG 102 or 109.
This course is a study of American literature from earliest times through the 1860's. It provides an understanding of the heritage of American culture as reflected in native American folklore, the works of the American Puritans and in writers such as Irving, Poe, Douglas, Emerson, Thoreau, Hawthorne, Melville, and Whitman. Writing is an integral component of the course.

ENG 204

American Literature II 3 cr.

Prerequisite: ENG 102 or 109.
This course is a study of the changing visions of the American dream as depicted by major writers since the Civil War such as Twain, Dickinson, Crane, Hemingway, Fitzgerald, and Hughes. More recent authors such as Walker, Updike, and Baldwin are represented. Writing is an integral component of the course.

ENG 205

English Literature I 3 cr.

Prerequisite: ENG 102 or 109.
Students are introduced to the major English writers from the Anglo-Saxon period to the 18th century. Particular themes and ideas are seen in the context of the times of such writers as Chaucer, Shakespeare, Milton, Defoe, Swift, and Pope. Writing is an integral component of the course.

ENG 206

English Literature II 3 cr.

Prerequisite: ENG 102 or 109.
Students are introduced to major English writers from the late 18th through the 19th and 20th centuries. Works of writers such as Wordsworth, Arnold, Dickens, Wilde, Woolf, Eliot, Yeats, Osborn, and Lessing are studied in the context of their times and their literary and cultural values. Writing is an integral component of the course.

ENG 207

African-American Literature I . . . 3 cr.

Prerequisite: ENG 102 or 109.
(Dual listed with AFR 130). This course covers development of the African-American literature from early slave narratives and folklore-following the advent of the trans-Atlantic slave trade-through the revolutionary, pre- and post-Civil War periods, to the major literary flowering of the 1920's the Harlem Renaissance. Writing is an integral component of the course.

ENG 208

African-American Literature II . . . 3 cr.

Prerequisite: AFR 130 or ENG 207 or permission of the African-American Studies Department.
(Dual listed with AFR 131). This course examines intellectual currents in African-American literature. The course explores themes and representative authors from the 1930's to the contemporary. Writing is an integral component of the course.

ENG 209**Modern Irish Literature 3 cr.****Prerequisites:** ENG 102, 109.

This course examines outstanding works by major writers such as Yeats, Joyce, Shaw, O'Casey, O'Connor, Behan, and Beckett and their cultural background in relation to the Irish literary tradition. Writing is an integral component of the course.

ENG 215**Journalism 3 cr.****Prerequisite:** ENG 101.

This course examines the principles and practices of journalism with emphasis on reporting and writing news, features, interviews, and editing; today's press is also examined. Because of the many writing assignments of this course, only students seriously interested in journalism should enroll.

ENG 216*Spring only***Advanced Journalism 3 cr.****Prerequisite:** ENG 215.

This course provides advanced opportunities for students to perfect journalistic skills with the inclusion of editing techniques. Students conduct interviews, cover stories around campus, and write articles for the Vignette, the weekly college newspaper. Increased emphasis is on the writing of features, critical reviews, editorials, and investigative stories.

ENG 217**Autobiographical Writing 3 cr.****Prerequisite:** ENG 102, or 109.

Students read representative examples of autobiography which serve as models and inspiration for their own writing. Writing assignments include frequent journal writing and formal essays in which students use skills such as narration, description, and analysis to explore their world and examine their own ideas.

ENG 218**20th Century Literature of the Non-Western World 3 cr.****Prerequisite:** English 102, or 109.

This course introduces students to the diversity of literatures from the non-western traditions. It will examine the development of literary styles and traditions as responses to specific cultural and historical conditions. A wide range of novels, short stories, poems, and plays will be studied drawn from the literature of Africa, Asia, the Caribbean, Latin America, and the Middle East. Writing is an integral component of the course.

ENG 220**Mythology and Folklore. 3 cr.****Prerequisite:** ENG 102, or 109.

This course is a study of the mythological roots of literature including Greek, Roman, and African mythology, tales from the Bible, and folk material such as ballads, fables, and proverbs. Myths and symbols are traced from their early sources through the 20th century. Writing is an integral component of the course.

ENG 222**Latin American Literature 3 cr.****Prerequisite:** ENG 102 or 109.

This course introduces students to the range of traditions, which comprise the literatures of Latin America. It will examine literary productions in specific cultural and historical contexts. Spanish, Portuguese, and Francophone literature, as well as indigenous works from such countries as Brazil, El Salvador, Argentina, Cuba, Puerto Rico, and Mexico will be studied in translation. Writing is an integral component of this course. This course may not be used for foreign language credit.

ENG 225**Introduction to Linguistics and Semantics I 3 cr.****Prerequisite:** ENG 101.

This course is a study of basic aspects of language-phonology, morphology, semantics and other topics such as regional, social, and gender differences.

ENG 226**Introduction to Linguistics and Semantics II 3 cr.****Prerequisite:** ENG 101.

This course examines grammatical systems and linguistic theory with primary emphasis upon first and second language acquisition.

ENG 227**South Asian Literature 3 cr.****Prerequisite:** ENG 102 or 109.

This course will introduce students to the diverse literatures of South Asia. It will provide an understanding of the literary and cultural traditions of the sub-continent: classical, Islamic, European, and postcolonial. This course will include texts in English and in translation from such countries as India, Pakistan, Bangladesh, Nepal, Sri Lanka, and Tibet. Writing is an integral component of this course.

ENG 229**Native American Literature 3 cr.****Prerequisite:** ENG 102 or 109.

This course examines narrative styles and themes in Native American literature, and focuses on its embodiment of traditional American Indian concepts of time, space, history, spirit, body, and community. How Native American literature adapts oral literature and its traditions to the requirements of written literature is central to the course. It also studies myth, pastiche, and humor as literary modes employed to challenge stereotypical depictions of "the Indian" in dominant western culture. Authors include: N. Scott Momaday, Leslie Marmon Silko, Louise Erdrich, Greg Sarris, Alexie Sherman, James Welch and Paula Gunn Allen. Writing is an integral component of the course.

ENG 231**Mystery and Detective Fiction . . . 3 cr.****Prerequisite:** ENG 102 or 109.

Several types of popular fiction, for example, the gothic mystery, the classic puzzle, hard boiled and pulp fiction examined with regard to their origin and development. Writers such as Poe, Doyle, Sayers, Christie, Hammett, Chandler, and Stout are among the writers considered. Writing is an integral component of the course.

ENG 233**Studies in Science Fiction. 3 cr.****Prerequisite:** ENG 102 or 109.

This course examines the genre from its beginnings to the present. Fantasy and futuristic representations of social, political, technological, and environmental issues are considered. Authors such as Wells, Verne, Orwell, Huxley, Vonnegut, Bradbury, Clarke, Heinlein, Asimov, and LeGuin are studied. Writing is an integral component of the course.

ENG 236**The Literature of the Bible. 3 cr.****Prerequisite:** ENG 102 or 109.

This course is a study of the Bible in English translation: its forms, themes, art, and unity; its literary and historical meaning; and its influence on English and American literature. Examined as a literary text, the Bible is read in light of its contribution to our culture. Writing is an integral component of the course.

ENG 241*Fall Only***Russian Literature in English Translation I 3 cr.****Prerequisite:** ENG 102 or 109.

(Dual listed with RUS 215). The major writers and literary trends of the 19th century are studied. Readings from Pushkin, Lermontov, Gogol, Aksakov, Goncharov, Turgenev, and Shchedrin are supplemented by class discussion and written reports. The class is conducted entirely in English, as a humanities elective. It may not be used as a foreign language requirement.

ENG 242*Spring Only***Russian Literature in English Translation II 3 cr.****Prerequisite:** ENG 102 or 109.

(Dual listed with RUS 216). The major writers and literary trends from the end of the 19th century through the 20th century are studied. Readings from Dostoevsky, Tolstoy, Chekov, Bunin, Bely, Babel, and Pasternak supplemented by class discussions and written reports. Class is conducted entirely in English, as a humanities elective. It may not be used as a foreign language requirement.

ENG 243**Gay and Lesbian Literature 3 cr.****Prerequisite:** ENG 102 or 109.

Through the study of selected literary works, the course will provide a background in gay identity theory and examine 20th century classification of people into the categories of "gay" or "straight." Selections from classical Greece to present day literature, with emphasis on their historical context, will present issues about the definition, experience, and acceptance of Lesbian and Gay people. Writing is an integral component of the course.

ENG 247**Women in Literature 3 cr.****Prerequisite:** ENG 102 or 109.

This course examines the image of women in literature across centuries and cultures. Different literary genres and critical approaches address stereotypical and mythical portrayals. Writing is an integral component of the course.

ENG 248**Women Writers 3 cr.****Prerequisite:** ENG 102 or 109.

Students explore the variety of literature written by women from various cultures. The course analyzes the point of view and the changing status of the woman writer in contemporary times. Writing is an integral component of the course.

ENG 251**Film and Literature 3 cr.****Prerequisite:** ENG 102 or 109.

This course compares different techniques and effects of literature and film. Students explore genre, form, structure, symbolism, myth, and convention in both media. Writing is an integral component of the course.

ENG 261**Literature of the Holocaust 3 cr.****Prerequisite:** ENG 102 or 109.

This course introduces students to the response of creative writers to the Nazi plan to destroy European Jewry between 1933-45. Students read an international spectrum of writers and are introduced to the diversity of literary styles writers use to examine and convey the consequences of genocide. Writing is an integral component of the course.

ENG 263**The Modern American Short Story. 3 cr.****Prerequisite:** ENG 102 or 109.

This course is a study of the American short story as it developed since the 19th through the 20th century. Stories reflect a wide variety of issues of modern life. Writing is an integral component of the course.

ENG 265**Modern American Poetry. 3 cr.****Prerequisite:** ENG 102 or 109.

This course studies the diversity of American poetry from the 19th century to contemporary times. Analysis of the texts, with reference to contemporary trends and ideas, is emphasized. Writing is an integral component of the course.

ENG 267**Satire. 3 cr.****Prerequisite:** ENG 102 or 109.

This course examines how satire is used to comment on human behavior and critique society. Selections from Aesop, Juvenal, Horace, Swift, Twain, as well as from contemporary media are studied. Writing is an integral component of the course.

ENG 271**Psychoanalytic Approaches to Literature. 3 cr.****Prerequisite:** ENG 102 or 109.

Students read and analyze the impact of psychoanalytical theory on works of literature, focusing on issues such as human consciousness and behavior. Writing is an integral component of the course.

ENG 298**Comedy: Theory and Development . 3 cr.****Prerequisite:** ENG 102 or 109.

This course examines comedic genres such as farce and parody and emphasizes their historical development in works from various cultures. Writing is an integral component of the course.

ENG 300**Shakespeare: Stage and Page . . . 3 cr.****Prerequisite:** ENG 102 or 109.

(Dual listed with THR 300). This interdisciplinary course, team-taught by members of the English and Theatre Departments, offers a performance-oriented view of Shakespeare's plays. Students see films and videotapes as well as perform segments of the plays in class. Writing is an integral component of the course.

ENG 301**Shakespeare's Comedies and Histories. 3 cr.****Prerequisite:** ENG 102 or 109.

This survey course teaches how to read Shakespeare's comedy and history plays by exploring character, theme, imagery, and poetic technique in plays such as A Mid-Summer Night's Dream, Twelfth Night, The Tempest, Richard II, Henry IV, and Richard III. Writing is an integral component of the course.

ENG 302**Shakespeare's Tragedies 3 cr.****Prerequisite:** ENG 102 or 109.

This survey course teaches how to read Shakespeare's tragedies by exploring the concept of the tragic hero, imagery, theme, and poetic technique in plays such as Macbeth, King Lear, Romeo and Juliet, Julius Caesar, Othello, and Hamlet. Writing is an integral component of the course.

ENG 305**Modern American Novel 3 cr.****Prerequisite:** ENG 102 or 109.

Selected authors of the 20th century such as Dreiser, Fitzgerald, Hemingway, Wright, Ellison, Morrison, Bellow, Malamud, and Mailer are studied in relation to the historical and intellectual background of their times. Writing is an integral component of the course.

ENG 309**Modern British and American Drama 3 cr.****Prerequisite:** ENG 102 or 109.

This course is a study of British and American drama from the turn of the century to the present. Playwrights such as Shaw, Wilde, Pinter, O'Neil, Miller, Williams, Stoppard, and Wilson are studied. Writing is an integral component of the course.

ENG 311**Masterworks of Literature I 3 cr.****Prerequisite:** ENG 102 or 109.

Students read selected masterpieces of world literature such as the Iliad and Odyssey, the Bible, the Ramayana, Divine Comedy, the Canterbury Tales, the Tale of Genji and Shakespeare's plays. Writing is an integral component of the course.

ENG 312**Masterworks of Literature II 3 cr.****Prerequisite:** ENG 102 or 109.

Students read selected masterpieces of world literature from the Renaissance through modern times such as Paradise Lost, The Dream of the Red Chamber, Madame Bovary, Crime and Punishment, A Hundred Years of Solitude, The Stranger, and Things Fall Apart. Writing is an integral component of the course.

ENG 313**Creative Writing 3 cr.****Prerequisites:** ENG 102 and permission of instructor.

This course, conducted as a workshop, is for students seriously interested in exploring their writing style through practice in writing within the three basic imaginative genres: fiction, poetry, and drama. Classes will focus on critiques of student work and on assigned readings in these genres and their conventions as models.

ENG 314**Studies in Children's Literature . . 3 cr.****Prerequisite:** ENG 102 and permission of instructor.

This course is a study of children's literature as it responds to children's aesthetic as well as developmental needs. A variety of prose and poetic genres are examined, including fables, fairy tales, fantasy, and others. (Required for Child Care and Early Childhood students.) Writing is an integral component of the course.

ENG 316**Play and Screen Writing 3 cr.**

Prerequisites: ENG 313 and permission of instructor.

This course, conducted as a workshop, teaches students the necessary skills to develop their own screen or stage scenarios from concept to finished cinematic or theatrical scripts. In addition to students' work in progress, dramatic texts from classic and contemporary playwrights and screen writers are analyzed and discussed. Students are expected to participate in a project such as a literary magazine, dramatic reading, newsletter, or radio show. Alternates with ENG 317 and ENG 318.

ENG 317**Fiction Writing 3 cr.**

Prerequisites: ENG 313 and permission of instructor.

This course, conducted as a workshop, enables developing fiction writers to discover their unique voices as storytellers and to use them to full effect. Written exercises and analyses of published fiction are used to explore narrative techniques such as characterization, scene construction, and point of view. Students are expected to participate in a project such as a literary magazine, dramatic reading, newsletter, or radio show. Alternates with ENG 316 and ENG 318.

ENG 318**Poetry Writing 3 cr.**

Prerequisites: ENG 313 and permission of instructor.

This course teaches students to give poetic shape to their experience through discussions of appropriate form, tone, point of view, meter, and rhyme. Examples of professional poetry are analyzed to illustrate the facets of the craft. Students must participate in projects such as a literary magazine, newsletter, or radio show. Alternates with ENG 316 and ENG 317.

ENG 490**Cooperative Education Internship . . 4 cr.**

Prerequisites: One of the following: ENG 111, ENG 200, ENG 215, ENG 216, or ENG 313 and permission of the Chairperson.

By matching internships with pertinent classwork in English, students will study the connection between the practical experience in the workplace with the theoretical concepts explored in the appropriate classroom setting. Occupational titles for which internships are appropriate may include: Fact Finder, Copy Editor, Reporter, Photo Caption Editor, Columnist, Production Manager, Report Writer.

Engineering Science (ENS)

ENS 101**Graphics 1 cr.**

Graphical techniques of design utilizing instrument drawing and free hand sketching are introduced. Principles of projection, isometrics, sections, auxiliary views, as well as floor plans and elevations are used as examples. Students from the Civil Engineering Technology and the Engineering Science as well as Interior Design curriculums utilize this course as their first exposure to graphics. The use of computer software is incorporated to enhance this exposure.

ENS 103**Elementary Engineering I 1 cr.**

Corequisite: MAT 111.

An introductory course in the art of engineering designed to acclimate the students to the electrical engineering profession and to acquaint them with the techniques and methodology of electrical engineering design. The "design" aspect of the course consists of an introduction to computer programming (as it applies to the electrical engineering profession), graphical techniques, and design oriented problems. The objectives of the design section entail the generation of engineering related problems. (3 laboratory hours) Laboratory fee applies.

ENS 104**Computational Methods in Engineering 2 cr.**

Prerequisites: ENS 103, MAT 122, PHY 122 or permission of instructor.

This is a second semester course in computational methods. This course is intended for students in engineering, and applied science. Emphasis is placed on solving engineering related problems using a high level programming language (currently Pascal). Analytical as well as approximate solutions are stressed in this course. Students are expected to spend additional time outside of the class room to complete class assignments and projects. (1 lecture, 3 laboratory hours) Laboratory fee applies.

ENS 105**Introduction to CAD 2 cr.**

Prerequisite: ENS 101 or equivalent.

An introduction to computer-aided drafting (CAD) designed to acquaint the student with the fundamental nature of computer-aided design and basic operational commands. Students will learn how to use AutoCAD to prepare two-dimensional drawings for architecture, interior design, engineering and construction management. (1 lecture, 3 laboratory hours).

ENS 205**Statics 3 cr.**

Prerequisites: PHY 122, MAT 122, ENS 101

Corequisites: PHY 123, MAT 123.

Introduction to applied vector algebra, force systems, equilibrium. Analysis of structures and machines. Friction, centroids, and moment of inertia.

ENS 206**Dynamics 3 cr.**

Prerequisites: PHY 122-123.

Corequisite: MAT 225.

Kinematics of a particle, relative velocities and acceleration, moving coordinate systems, dynamics of a particle, dynamics for systems of particles, kinematics and kinetics of rigid bodies. Euler's Equations, work-energy and impulse-momentum techniques, and introduction to vibrations.

ENS 207**Mechanics of Materials 3 cr.**

Prerequisite: ENS 205.

Introduction to mechanics of materials stress and strain, stress-strain-temperature relations, torsion, bending, deflection, stability, buckling. Computer methods in structural analysis.

ENS 225**Engineering Circuit Analysis I. . . . 4 cr.**

Prerequisite: MAT 123.

Corequisites: PHY 222, MAT 225.

Introduction to circuit analysis consisting of free and forced response of simple networks and various methods of analysis, frequency variation and resonance, complex frequency variable, two-part networks, transformers, computer solutions (analog and digital), Fourier series, Laplace transform and transform networks. (3 lecture, 3 laboratory hours) Laboratory fee applies.

ENS 226**Engineering Circuit Analysis II . . . 4 cr.**

Prerequisites: PHY 222, ENS 225, MAT 225.

Corequisite: MAT 234.

A continuation of ENS 225. Topics include complex frequency response; parallel, series, and other resonance forms; magnetically coupled circuits; one and two part networks; and Fourier analysis. The transient response of the RLC circuit to the step input will be covered by classical means. Laplace transforms will be introduced and applied towards the transfer functions H(s) and the complete response. The laboratory will include ac models of active circuit elements. (3 lecture, 3 laboratory hours) Laboratory fee applies.

ENS 230**Engineering Thermodynamics . . . 3 cr.**

Prerequisites: ENS 103, ENS 104, PHY 123, MAT 123.

A first course in engineering thermodynamics, introducing fundamental thermodynamic variables, properties of pure substances and energy relationships. Analysis of open and closed systems based on the classical laws of thermodynamics; concepts of reversibility and entropy; power cycles and engines. A term project requiring the detailed analysis of power cycles will be assigned to each student. Knowledge of at least one high level programming language or simulation software is highly desirable.

ENS 301**Computer Aided Drafting 1 cr.**

Prerequisite: ENS 101.

The student will develop mastery of producing general engineering-related drawings using Autocad drafting package and solid modeling using Autoshade color rendering package on an IBM personal computer. The student will learn to apply Autocad commands to produce two dimensional drawings. Advanced Autocad techniques will be explored and used to produce three dimensional drawings. Students will learn to apply shading and coloring techniques using Autoshade in their drawings.(3 laboratory hours).

Fashion Buying and Merchandising (FBM)

FBM 110**Fashion Advertising and Promotion 3 cr.**

This course introduces the various principles and methods of advertising and promotion used by producers, manufacturers, designers, and

retailers in the fashion industry. Students will analyze how marketing objectives and strategies influence advertising and other forms of promotion. Students will prepare an advertising campaign while utilizing their acquired skills.

FBM 120
Fashion Apparel 3 cr.

Analysis of past and current fashion trends in women's and menswear, history of costume and its influence on today's styles and fashions. Exploration of domestic and foreign markets, designers, and manufacturers, sources of information and inspiration are included. Analysis of clothing construction, marketing and distribution factors important to buyers of fashion merchandise are highlighted.

FBM 121
Introduction to Menswear 3 cr.

A course introducing students to the specialized marketing practices used by domestic and foreign menswear manufacturers and distributors. Students analyze the development of lines of menswear merchandise from design to consumer purchase. Included is an in-depth study of design, production, sales, merchandising, and promotion techniques.

FBM 125
Introduction to Import Buying . . 3 cr.

Introduction to Import Buying provides students with an opportunity to learn about the rationale, problems, and opportunities of importing merchandise from various markets throughout the world. Included in the course of study will be the necessary preparatory practices, relevant import/export terminology, and governmental legislation and regulations.

FBM 130
Fashion and Home Accessories . . 3 cr.

Construction, quality and product features of leather, shoes, gloves, furs, jewelry, dinnerware, glassware, silverware and cosmetics are studied. The care, selection, promotion, and sales of these non-textiles are evaluated according to government regulations.

FBM 140
Introduction to Interior Design . . 3 cr.

A survey course exploring the various periods of furniture design with emphasis on complete room planning. Decorative arts studied include color and design, fabrics, window treatments, accessories, arrangements and harmony. Career opportunities in the home fashion field are emphasized.

FBM 142
Fashion Buying and Merchandising Field Training 3 cr.

Prerequisite: Permission of Department Chairperson.
Students intern with fashion buying and merchandising firms to enrich the theoretical concepts previously learned in the classroom.

FBM 150 *Fall only*
Fashion Coordination and Publicity 3 cr.

Corequisite: FBM 151.
The course presents the coordination of the merchandising of fashion through coordination and publicity. The activities of the fashion office are examined to show influences of wholesale and retail markets on the selling and promotion of fashion.

FBM 151 *Fall only*
Coordination, Preparation and Performance for FBM 150 1 cr.

Corequisite: FBM 150.
Students visit the markets and select, coordinate and "accessorize" merchandise for the purpose of promoting and staging a fashion production. Fashion shows, mini shows, seminars, videotaping, trade fairs, are among the areas that can be explored.

FBM 160
Seminar in Contemporary Fashion Buying and Merchandising 3 cr.

Merchandise students visit the market and attend seminars with representatives from the Fashion and Merchandising field. Students apply basic principles to the solutions of typical problems in Fashion and Retailing. Additionally, the dynamic skills of human resource management are developed.

Finance (FIN)

FIN 110
Personal Finance 3 cr.

(Dual Listed with ECO 110). Personal Finance prepares students to manage their current and future financial affairs. Topics to be covered include: financial planning, saving and credit, insurance, government transfers, home buying, stocks, bonds, mutual funds, and estate planning. This is a practical and sophisticated course intended to help students with their personal finances.

FIN 112
Introduction to Investments 3 cr.

(Dual listed with ECO 112). An introduction to financial investments and portfolio management. Course topics include: Financial markets and instruments, reading financial listings, stock trading and indexes, risk analysis, present and future value, stock valuation and investment decisions, portfolio management, individual and portfolio yields, types and uses of derivatives, sources of investment information, mutual funds, international diversification, the macroeconomy and the impact of economic variables on investment.

FIN 213
Money and Banking 3 cr.

Prerequisite: ECO 207 or permission of instructor.
(Dual listed with ECO 213). Basic concepts of money and financial intermediaries. Development of commercial banks and the

creation of demand deposits. Yield, risk, and interest rates will be analyzed from a monetary and fiscal perspective. Functions and policies of the Federal Reserve in credit regulation and economic stabilization will be analyzed. Monetary Theory, Keynesian vs. Monetarists, International finance, exchange rates and the balance of payments will be examined.

FIN 214
Corporation Finance 3 cr.

Prerequisite: ECO 207 or permission of instructor.
(Dual listed with ECO 214) An introductory course describing the role and functioning of business firms in the economy, and the application of economic theory in the solution of managerial decisions. Topics investigated include the management of cash, inventories and receivables; selection of alternative investments; short, intermediate, and long-term sources of financing; the cost of capital, optimum capital structure; corporate dividend policies. Case problems are assigned to develop applications of general principles.

FIN 219
Economics and Finance Internship . . 3 cr.

Prerequisite: ECO 207 and one other ECO or FIN course and permission of the instructor.

(Dual listed with ECO 219) Supervised, practical experience at institutions such as commercial banks, thrift institutions, stock and bond brokerage houses, government agencies and firms employing economic practitioners that will provide the student with situations in which they can apply concepts learned in previous Economics and Finance courses. Written reports demonstrating understanding of theory and its application will be an integral aspect of this course. Field experience and future career opportunities will be discussed in co-lateral, on-campus class.

FIN 220
American Banking Practice 3 cr.

Prerequisite: ECO 213 or permission of instructor.
(Dual listed with ECO 220) The purpose is to provide the student with an insight into the organization and internal operation of various departments of a bank. Concentration on what a bank does rather than the exact procedure of how it does it, is the core of its development.

FIN 230
Introduction to International Economics and Finance 3 cr.

Prerequisite: ECO 207 or permission of instructor.
(Dual listed with ECO 230) A study of the United States as an open economy which trades in goods, services and financial assets with other nations. Topics include the reasons nations trade, the costs and benefits of free trade, tariff and non-tariff barriers, regional trade pacts, economic and monetary integration, foreign exchange rate determination, balance of payments problems and international capital mobility, and international monetary institutions.

Foreign Languages

Arabic (ARA), French (FRE), German (GER), Hebrew (HEB), Italian (ITA), Japanese (JPN), Latin (LAT), Portuguese (POR), Russian (RUS), Spanish (SPA).

Placement Advisory (See Foreign Language Page 70)

Arabic (ARA)

ARA 101 *Fall only*
Beginning Arabic I 3 cr.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

ARA 102 *Spring only*
Beginning Arabic II 3 cr.
Prerequisite: ARA 101 or equivalent.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

French (FRE)

FRE 101
Beginning French I 3 cr.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

FRE 102
Beginning French II 3 cr.
Prerequisite: FRE 101 or equivalent.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

FRE 201-202
Intermediate French I-II 3-3 cr.
Prerequisite for FRE 201: FRE 102 or equivalent.
Prerequisite for FRE 202: FRE 201 or equivalent.
Grammar and composition. Development of oral expression and an active vocabulary. Conversation and composition stimulated through reading of prose selections. Laboratory fee applies. Laboratory attendance required.

FRE 225 *Fall only*
French for Business 3 cr.
Prerequisite: FRE 102 or permission of the instructor.
Using print, video, and electronic media this course offers students a practical knowledge of French business terminology and procedures. It will introduce students to such topics (in French) as commercial letter writing, telephone etiquette, filling out business forms, etc. Students will also learn how to deal with cultural aspects of the international business environment. Laboratory fee applies. Laboratory attendance required.

FRE 301-302
Advanced French I-II 3-3 cr.
Prerequisite: FRE 202 or equivalent.
FRE 301, Fall; FRE 302, Spring.
More complex grammar, enrichment of vocabulary, and improvement of proficiency in speaking, reading, writing and translation, combining traditional methodology with a multimedia approach to literature and/or civilization. Class conducted in French. Laboratory fee applies. Laboratory attendance required.

FRE 401 *Fall only*
Introduction to French Literature I 3 cr.
Prerequisite: FRE 301 or 302 or permission of instructor.
Readings in representative works from the Middle Ages to the 18th century, supplemented by class discussion and written reports. Class conducted in French.

FRE 402 *Spring only*
Introduction to French Literature II 3 cr.
Prerequisite: FRE 301 or 302 or 401 or permission of instructor.
Readings in representative works from the 19th century to the Contemporary period, supplemented by class discussion and written reports. Class conducted in French.

German (GER)

GER 101
Beginning German I 3 cr.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

GER 102
Beginning German II 3 cr.
Prerequisite: GER 101 or equivalent.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

GER 201-202
Intermediate German I-II 3-3 cr.
Prerequisite for GER 201: GER 102 or equivalent.
Prerequisite for GER 202: GER 201 or equivalent.
GER 301, Fall; GER 302, Spring
Grammar and composition. Development of oral expression and an active vocabulary. Conversation and composition stimulated through reading of prose selections. Laboratory fee applies. Laboratory attendance required.

GER 301-302
Advanced German I-II 3-3 cr.
Prerequisite: GER 202 or equivalent.
GER 301, Fall; GER 302, Spring
More complex grammar, enrichment of vocabulary, and improvement of proficiency in speaking, reading, writing and translation, combining traditional methodology with a multimedia approach to literature and/or civilization. Class conducted in German. Laboratory fee applies. Laboratory attendance required.

Hebrew (HEB)

HEB 101 *Fall only*
Beginning Hebrew I 3 cr.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

HEB 102 *Spring only*
Beginning Hebrew II 3 cr.
Prerequisite: HEB 101 or equivalent.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

HEB 201-202 *Alternate semesters*
Intermediate Hebrew I-II 3-3 cr.
Prerequisite for HEB 201: HEB 102 or equivalent.
Prerequisite for HEB 202: HEB 201 or equivalent.
HEB 201, Fall; HEB 202, Spring
Grammar and composition. Development of oral expression and an active vocabulary. Conversation and composition stimulated through reading of prose selections. Laboratory fee applies. Laboratory attendance required.

Italian (ITA)

ITA 101
Beginning Italian I 3 cr.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

ITA 102
Beginning Italian II 3 cr.
Prerequisite: ITA 101 or equivalent.
Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

ITA 201 -202**Intermediate Italian I-II. 3-3 cr.**

Prerequisite for ITA 201: ITA 102 or equivalent.

Prerequisite for ITA 202: ITA 201 or equivalent.

ITA 201, Fall; ITA 202, Spring

Grammar and composition. Development of oral expression and an active vocabulary. Conversation and composition stimulated through reading of prose selections. Laboratory fee applies. Laboratory attendance required.

ITA 225 Fall**Italian for Business. 3 cr.**

Prerequisite: ITA 102 or permission of the instructor.

Using print, video, and electronic media this course offers students a practical knowledge of Italian business terminology and procedures. It will introduce students to such topics (in Italian) as commercial letter writing, telephone etiquette, filling out business forms, etc. Students will also learn how to deal with cultural aspects of the international business environment. Laboratory fee applies. Laboratory attendance required.

ITA 301-302**Advanced Italian I-II. 3-3 cr.**

Prerequisite: ITA 202 or equivalent.

ITA 301, Fall; ITA 302, Spring

More complex grammar, enrichment of vocabulary, and improvement of proficiency in speaking, reading, writing and translation, combining traditional methodology with a multimedia approach to literature and/or civilization. Class conducted in Italian. Laboratory fee applies. Laboratory attendance required.

Japanese (JPN)**JPN 101****Beginning Japanese I. 3 cr.**

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

JPN 102

Spring only

Beginning Japanese II. 3 cr.

Prerequisite: JPN 101 or equivalent.

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

Latin (LAT)**LAT 101**

Fall only

Beginning Latin I. 3 cr.

The essentials of Latin grammar and vocabulary. Selected readings from prose authors. Laboratory fee applies. Laboratory attendance required.

LAT 102

Spring only

Beginning Latin II. 3 cr.

Prerequisite: LAT 101 or equivalent.

The essentials of Latin grammar and vocabulary. Selected readings from prose authors. Laboratory fee applies. Laboratory attendance required.

Portuguese (POR)**POR 101**

Fall only

Beginning Portuguese I. 3 cr.

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension and simple conversational patterns. Reading of easy prose selections for comprehension and conversation. Laboratory fee applies. Laboratory attendance required.

POR 102

Spring only

Beginning Portuguese II. 3 cr.

Prerequisite: POR 101 or equivalent.

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension and simple conversational patterns. Reading of easy prose selections for comprehension and conversation. Laboratory fee applies. Laboratory attendance required.

Russian (RUS)**RUS 101****Beginning Russian I. 3 cr.**

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension and simple conversational patterns. Reading of easy prose selections for comprehension and conversation. Laboratory fee applies. Laboratory attendance required.

RUS 102

Spring only

Beginning Russian II. 3 cr.

Prerequisite: RUS 101 or equivalent.

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

RUS 201-202 Alternate semesters**Intermediate Russian I-II. 3-3 cr.**

Prerequisite for RUS 201: RUS 102 or equivalent.

Prerequisite for RUS 202: RUS 201 or equivalent.

RUS 201, Fall; RUS 202, Spring

Grammar and composition. Development of oral expression and an active vocabulary. Conversation and composition stimulated through reading of prose selections. Laboratory fee applies. Laboratory attendance required.

RUS 215

Fall only

Russian Literature in English**Translation I. 3 cr.**

Prerequisite: ENG 102.

(Dual listed with ENG 241). The major writers and literary trends of the 19th century. Readings from Pushkin, Lermontov, Gogol, Aksakov, Goncharov, Turgenev, and Shchedrin, supplemented by class discussion and written reports. Class conducted in English, as a humanities elective. It may not be used as a foreign language requirement.

RUS 216

Spring only

Russian Literature in**English Translation II. 3 cr.**

Prerequisite: ENG 102.

(Dual listed with ENG 242). The major writers and literary trends from the end of the 19th century to the first decades of the 20th century. Readings from Dostoevsky, Tolstoy, Chekhov, Bunin, Babel, and Pasternak, supplemented by class discussions and written reports. Class conducted in English, as a humanities elective. It may not be used as a foreign language requirement.

Spanish (SPA)**SPA 101****Beginning Spanish I. 3 cr.**

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

SPA 102**Beginning Spanish II. 3 cr.**

Prerequisite: SPA 101 or equivalent.

Fundamentals of grammar and pronunciation. Reading, writing, dictation, comprehension, and simple conversational patterns. Reading of easy prose selections. Laboratory fee applies. Laboratory attendance required.

SPA 110

Fall only

Spanish for Hotel Restaurant**Technology. 3 cr.**

Fundamentals of specifically focused grammar geared for the acquisition of a limited but working knowledge of Spanish as needed and found in the hotel restaurant environment. Emphasis on aural comprehension and oral proficiency determined by various task-oriented exercises involving pair and group work. Laboratory fee applies. Laboratory attendance required.

SPA 121

Fall only

Prerequisite: None.

Spanish for Law Enforcement**Personnel. 3 cr.**

A conversational course for students in law enforcement areas who wish to communicate effectively with Spanish-speaking people. Presentation and practice of basic vocabulary appropriate for use in typical law enforcement situations. Emphasis on oral proficiency and listening comprehension. Laboratory fee applies. Laboratory attendance required.

SPA 201 -202**Intermediate Spanish I-II 3-3 cr.**

Prerequisite for SPA 201: SPA 102 or equivalent.

Prerequisite for SPA 202: SPA 201 or equivalent.

Grammar and composition. Development of oral expression and an active vocabulary. Conversation and composition stimulated through reading of prose selections. Laboratory fee applies. Laboratory attendance required.

SPA 205 - 206

SPA 205, Fall; SPA 206, Spring

Intermediate Spanish for Bilingual Speakers I - II 3 cr.

Prerequisite: For native/bilingual speakers only.

These courses offer students who are "native" or bilingual speakers, (who have some knowledge of the spoken language, but who have had little or no formal training) an opportunity to correct and improve effective expression in written and spoken Spanish. Laboratory fee applies. Laboratory attendance required.

SPA 225

Spring only

Spanish for Business 3 cr.

Prerequisite: SPA 102 or permission of the instructor.

Using print, video, and electronic media this course offers students a practical knowledge of Spanish business terminology and procedures. It will introduce students to such topics (in Spanish) as commercial letter writing, telephone etiquette, filling out business forms, etc. Students will also learn how to deal with cultural aspects of the international business environment. Laboratory fee applies. Laboratory attendance required.

SPA 251 -252**Practical Spanish for Medical Personnel I-II 3-3 cr.**

Prerequisite for SPA 251: SPA 101 or equivalent.

Prerequisite for SPA 252: SPA 251 or SPA 101 or equivalent.

SPA 251, Fall; SPA 252, Spring

A course for students in medical areas who wish to communicate effectively with Spanish-speaking people. It includes a systematic presentation of health-related terminology, and practice in using Spanish in typical medical and hospital situations. Laboratory fee applies. Laboratory attendance required.

SPA 301 -302**Advanced Spanish I-II 3-3 cr.**

Prerequisite: SPA 202 or equivalent.

SPA 301, Fall; SPA 302, Spring

More complex grammar, enrichment of vocabulary, and improvement of proficiency in speaking, reading, writing, and translation, combining traditional methodology with a multimedia approach to literature and/or civilization. Class conducted in Spanish. Laboratory fee applies. Laboratory attendance required.

SPA 401

Alternate years, Fall

Introduction to Spanish**Literature I 3 cr.**

Prerequisite: SPA 202 or equivalent; SPA 301 or SPA 302 recommended.

Readings in representative works from the Middle Ages to the 17th century, supplemented by class discussion and student reports. Class conducted in Spanish.

SPA 402

Alternate years, Spring

Introduction to Spanish**Literature II 3 cr.**

Prerequisite: SPA 202 or equivalent; SPA 301 or 302 recommended.

Readings in representative works from the 17th century to the Contemporary period, supplemented by class discussions and student reports. Class conducted in Spanish.

SPA 403

Alternate years, Fall

Introduction to Spanish-American**Literature I 3 cr.**

Prerequisite: SPA 202 or equivalent; SPA 301 or 302 recommended.

Readings in representative works from the pre-Colombian period to 1880, supplemented by class discussion and student reports. Class conducted in Spanish.

SPA 404

Alternate years, Spring

Introduction to Spanish-American**Literature II 3 cr.**

Prerequisite: SPA 202 or equivalent; SPA 301 or 302 recommended.

Readings in representative works from the period of Modernism through the Contemporary period, supplemented by class discussion and student reports. Class conducted in Spanish.

Geography (GEO)**GEO 101****Introduction to Geography 3 cr.**

(Dual listed with HIS 113). This course is an introduction to the basic concepts and techniques of Geography. Global patterns of and interactions among climate, landforms, environmental alteration, economic, demographic and cultural phenomenon are stressed.

GEO 103**Human Geography 3 cr.**

A survey of the global patterns and significance of human distributions. Demography and foodways, language and religion are the bases for identifying distinct regional cultures. Stress is placed on problems related to crowding, ethnicity, and alteration of the environment.

GEO 201**Geography of Europe 3 cr.**

An examination of the physical and cultural landscapes of Europe, their causes and consequences. Attention is focused on the political, social, and economic developments over time that has created regional divisions from Iceland to the Russian border. The meaning of Europe's ethnicity and boundaries is stressed.

General Science Studies (GSS)**GSS 103****Science of Physics I 4 cr.**

Prerequisite: A high school course in elementary Algebra.

An introductory course designed for students with a primary interest in the humanities. The course goal is to achieve a conceptual understanding of the ideas of physics. The historical and philosophical background as well as the content of physics is studied. Laboratory exercises are designed to illustrate principles of scientific experimentation while deepening the understanding of physical areas. Subjects covered are Mass and Motion, Fluids, Heat and Temperature. Laboratory fee applies.

GSS 104**Science of Physics II 4 cr.**

Prerequisite: A high school course in elementary Algebra. Note: GSS 103 is recommended, but not required for GSS 104.

A conceptual course in physics dealing with Waves, Electricity and Magnetism, and 20th Century Physics, the historical and philosophical background as well as the content of physics will be studied. Laboratory exercises are designed to illustrate principles of scientific experimentation while deepening the understanding of physical ideas. Laboratory fee applies.

GSS 106**Science of Sound and Music 4 cr.**

Fundamentals of mechanics, sound and acoustics, energy, atomic structure, electricity and magnetism with applications to music, musical instruments, sound systems and electronic music. The course material is developed descriptively and demonstrated experimentally. Laboratory fee applies.

GSS 108**The Science of Light and Color . . 4 cr.**

This introductory course will focus on the nature of light and color. It will include not only the principles of geometric and physical optics but also general properties of waves and particles; the relation between light and matter; quantum theory and photons; light, heat, temperature and energy; and the conservation of energy. These physical principles will be applied to understanding color in art, vision, photography, holography, fiber optics, and atmospheric effects. The course will include many student investigations, in recitation as well as in lab, in order to emphasize the experimental nature of science. (3 lecture, 3 laboratory hours). Laboratory fee applies.

GSS 111**Science of Our World I 4 cr.**

An introductory laboratory science course designed for non-technically oriented students who desire an understanding of the capabilities, characteristics and methods of our modern technological society. Contemporary problems are discussed including such topics as air and water quality, waste management technologies, population dynamics, decision-making, principles of ecology. Laboratory techniques of simulation and modeling are developed to illustrate the topics discussed in lecture. Laboratory fee applies.

GSS 112**Science of Our World II 4 cr.****Prerequisite:** GSS 111 is recommended but not required.

A continuation of GSS 111 which includes additional topics such as electrical energy, noise pollution, light and laser applications, nuclear power generation, heat and thermal pollution. Laboratory modeling and simulation are utilized to aid in the understanding of the technology and the underlying science principles. Laboratory fee applies.

GSS 120**Science of Modern Electronics . . . 4 cr.**

The course is designed for non-technical students and will provide a conceptual understanding of science related to electronic devices. The course details science fundamentals using a nonmathematical approach, then focuses the presentation to include applications in the area of electronics (entertainment, business, communication, home electronics). Aspects of sound, light, heat, and mechanics is included with applications in today's electronic world. Laboratory work will consist of hands-on experience with actual measuring devices. (3 lecture, 3 laboratory hours). Laboratory fee applies.

History (HIS)**HIS 101****History of Western Civilization I . . . 3 cr.**

The course begins with a brief survey of the foundations of modern Western civilization in the ancient and medieval world. The rise of individualism, humanism and science, the growth of the state, the emergence of the middle class and the beginnings of the age of liberal revolutions are discussed as ingredients in the birth of the modern world.

HIS 102**History of Western Civilization II. . . 3 cr.**

The second half of Western Civilization considers the historical forces and events that shaped the world in the 19th and 20th centuries. The course examines revolutions, nationalism, industrialization, imperialism, war, and the clash of Nazism, fascism, communism, and democracy. Other major components consist of the decline of colonialism, the atomic age, the Cold War, contemporary world conflicts, and prospects for the future.

HIS 103**History of the United States I . . . 3 cr.**

The course covers the broad spectrum of American life through a survey of American social, cultural and political events. Included are such topics as the rise of colonial America; the American Revolution; the early national period of Washington, Adams, Jefferson and Hamilton; the westward movement; and the antislavery movement which climaxes with the bitter struggle of the Civil War.

HIS 104**History of the United States II . . . 3 cr.**

This second half of the American history sequence picks up the American story with the era of Reconstruction and moves on to mark the growth of industrial America, the expanding frontier with its Indian wars, the Progressive era, the expansion of American foreign interests, the Great Depression, and the rise and image of modern America. Designed to reveal this nation's colorful and remarkable past in the modern era, the course seeks to examine the impact recent events have had on the creation of modern American society, culture, politics and world affairs.

HIS 105**The World Today 3 cr.**

With its focus on the present, this course is designed to give students an understanding of the world they live in, how it was born out of the past and how it is creating the future. Recent international conflicts, social change and expectations of the future are explored in the framework of the nuclear age.

HIS 106**America Today 3 cr.**

This course deals with America in the nuclear age, its recovery from World War II and its growing domination of the Western world. The course covers the dramatic changes in American society at home and its entanglements abroad in an effort to contain Russian and Chinese power. Domestic transformation of the Kennedy-Johnson period, the upheaval of Watergate, the Reagan "revolution," and contemporary issues in American life conclude the course.

HIS 107**A Pictorial Approach to European History Since 1500 . . . 3 cr.**

The course offers a unique approach to European history using media as a major part of each class period. Slides and films of great masterpieces are used to illuminate selected historical periods giving the class discussions a visual impact not available in ordinary history presentations.

HIS 108*Fall only***Honors History: Western Roots I . . . 3 cr.**

This course traces the roots of Western civilization beginning with a survey of the Judaeo-Christian and Greco-Roman traditions and concluding with the Age of Enlightenment and revolutionary upheavals that helped usher in the modern world through 1789. The course is designed for honors students only and includes extensive reading in primary and secondary source materials.

HIS 109**Honors History: Western Roots II . . 3 cr.**

This second half of Honors Western Civilization studies the development of the Western world from 1789 to the present. The course considers that great events and forces that have shaped our Atlantic world: revolutions, nationalism, industrialization, imperialism, war, and conflict between fascism, communism, and democracy to the present day. This course is designed for honors students only and includes extensive reading in primary and secondary source materials.

HIS 110*Spring only***History of Contemporary Africa . . 3 cr.**

(Dual listed with AFR 143) The study of African independence movements; discussion of the problems of post-independent Africa such as nation building, strategies of development, education, pan-Africanism; and problems of democracy in southern Africa.

HIS 113**Introduction to Geography 3 cr.**

This course is an introduction to the basic concepts and techniques of Geography. Global patterns of and interactions among climate, landforms, environmental alteration, economic, demographic and cultural phenomenon are stressed.

HIS 124*Alternate years***Women in the Western World . . . 3 cr.**

A focus on the role of women as a significant force in the development of the Western world. The course examines, in historical context, the factors which have determined women's place over the centuries, compares the situation of women in capitalist, socialist, and fascist societies, and surveys contemporary European feminist movements

HIS 125**The Role of Women in American History 3 cr.**

Women's history offers an important new dimension to the study of American society. This course examines the vital role ordinary women have played in American life for 350 years, the experiences and achievements of women, and the successes and failures of the feminist movements.

HIS 130**Ethnic Groups in American History 3 cr.**

An exploration of American history through the eyes, ears and emotions of its immigrants – the experience of Italians and Jews, Irish and Germans, Chinese and Mexicans, and others. Common problems of adjustment, acceptance and assimilation faced by these groups teach us about America. Guest speakers, films and tapes are utilized throughout the course to probe the meaning and bring to life the history of ethnic groups in America. Community formation, Latino immigration to the U.S., religion, and group identity.

HIS 136**History of Latinos in the U.S. . . . 3 cr.**

This course explores major social, economic and political developments in the history of Latino communities in the United States from the mid-nineteenth century to the present. Attention is given to such long-term processes as Community formation, Latino immigration to the U.S., religion, and group identity.

HIS 137**Native Americans 3 cr.**

A survey of Native peoples in United States history and popular culture from contact to the present. Emphasis centers on comparing and contrasting the different Native American groups in the United States; their respective responses over time

to the influx of peoples from outside the western hemisphere and the developing relationship between these groups and what became the dominant political and social U.S. institutions and people. There will be a special emphasis on indigenous peoples of Long Island particularly and New York generally. In addition this course will look at the ever-changing images and/or stereotypes of Native Americans in U.S. culture.

HIS 140
Nassau County: History and Government 3 cr.

(Dual listed with POL 111). A review of the development of what is now Nassau County from pre-Colonial times to the present day. Emphasis is placed upon the governmental-administrative structure of the County and the major problems facing urban-suburban communities. Field trips and guest speakers are utilized to complement class work.

HIS 150 *Alternate years*
History of the American Labor Movement 3 cr.

This course explores the dramatic and inspiring history of working men and women as they struggle to improve life for themselves and their children. Students trace the history of the American labor movement from colonial times to the present. Emphasis is placed on the theory, strategy, and goals of the organized labor movement. Students are also introduced to the concept and techniques of collective bargaining. Films, speakers, and resources on Long Island are utilized to complement class discussion.

HIS 161
World History: Antiquity to 1500 . . 3 cr.

This course examines major developments in world history from the emergence of the earliest civilizations to about 1500 C.E. How various civilizations conceptualized and responded to issues such as the nature of god(s), human nature, gender roles, and relationships, and the environment are explored. Technological developments and economic, political, and social structures are also studied.

HIS 176
African-American History I 3 cr.

(Dual listed with AFR 140) A survey of the African-American experience in the New World, from the advent of the African slave trade to the Civil War and the Age of Reconstruction. Emphasis centers on the African background, the cultural heritage of the African-Americans, slavery and a legacy of racial discrimination

HIS 177
African-American History II 3 cr.

Prerequisite: HIS 176 or permission of Chairperson.
(Dual listed with AFR 141). A survey of the African-American experience since the Age of Reconstruction to the post World War II period and the current contemporary scene. Emphasis centers on the Civil Rights movement, the Harlem Renaissance, the Black Revolution and the philosophies of Dr. Martin Luther King, Jr., Malcolm X, Jesse Jackson, Angela Davis, Cynthia Boston, Willie McGee and the "exiled" leaders of the contemporary scene.

HIS 178
History of the Black Woman 3 cr.

(Dual listed with AFR 200). An historical examination of the image, role and treatment of the Black Woman in America from the Age of Slavery to the advent of the feminist movement and the contemporary scene. Emphasis centers on the burdens of racism, sexism, single-parent motherhood, welfare, Black female and male relationships, sterilization, the Black family and the issues of Black Women's liberation, women's lib and the ERA amendment.

HIS 179
History of the Black Woman in America II 3 cr.

Prerequisite: HIS 178 or permission of instructor.
(Dual listed with AFR 201). An historical continuation of the History of the Black Woman, from 1900 to the Post World War II Era, the decade of the 1990's and the contemporary scene. Emphasis centers on her problems, roles and experiences in America, her changing role in the workplace, church, professions and society and the current Black Feminist Thought in the New Black Feminist Movement.

HIS 180 *Alternate years*
Health, Disease and Western History 3 cr.

In all eras disease has been a shaper of human affairs. It has affected the life of empires and the outcome of wars, helped alter the economy and the structure of society, and evoked outbursts of mass unrest. It continues to challenge the development of civilization. The course examines the impact of disease on Western history; the efforts of Western society to deal with disease through magic, religion, and science; and the role of disease as the theme of art, literature and popular culture.

HIS 190
The History of Sports in America . . 3 cr.

This course examines the evolution of sports in the context of American history. From the colonial era to the present, sports have been a mirror of the larger history of the nation. The course traces the growth of sports, both amateur and professional, with an emphasis on the refining of rules and organization, the role of the media and the changes that have taken place within the sporting world.

HIS 205 *Fall only*
The Ancient World 3 cr.

The peoples of antiquity – the Egyptians, Babylonians, Jews, Greeks and Romans – are the subject of this course, which covers the civilizations created by these peoples, their morals and manners, art and literature, political and military institutions, their triumphs and their failures, and the continuing influence they have had on the course of Western civilization.

HIS 206 *Spring only*
The Medieval World 3 cr.

The course focuses on the new civilization which emerged from the ruins of the Greco-Roman world. The role of the medieval church, feudalism, chivalry, and witchcraft in shaping this seminal period is explored together with the medieval world's contribution to the making of modern day political, economic and cultural traditions.

HIS 209 *Alternate years*
Twentieth-Century Europe 3 cr.

A study of Europe in the 20th century, beginning with the foundations in 1870 and continuing to the present. The course examines the former world dominance of Europe and traces developments leading to its present status in the world community. Topics studied intensively include the origins of World War I, the impact of the Russian Revolution, the rise of fascism, and World War II, as well as the significant cultural, social and intellectual trends that shaped this epoch in European history.

HIS 219
Colonial Latin America 3 cr.

A survey history of Colonial Latin America from the Age of Discovery and Conquest to the Independence Movement. Emphasis centers on the development and formation of Colonial Latin America, its political institutions and social problems.

HIS 220
Modern Latin America 3 cr.

A history of Latin America in the 19th and 20th centuries dealing with the broad comparative features of the region's political, economic and social development. More specific analysis of national case studies are included together with a consideration of the frequent revolutions which have swept the nations of Latin America in modern era.

HIS 221
The Afro-Caribbean World 3 cr.

Prerequisite: AFR 140/HIS 176/HIS 220 or permission of Instructor.
(Dual listed with AFR 203) An historical presentation of the African experience in the Caribbean nations of Cuba, Bahamas, Haiti, Dominican Republic, Jamaica, Puerto Rico, and the nations of the Lesser Antilles, Trinidad and Tobago. Emphasis centers on the impact and effects of African Slavery in the Caribbean, African contributions to the region, its cultural roots in Caribbean society, and the contemporary problems in the Caribbean today.

HIS 222
Modern Mexico and Central America 3 cr.

This course examines the history of Mexico and Central America from independence in the 1820's to the present. Attention will be paid to political events such as the Wars of Independence, the Mexican Revolution and the Sandinista and FMLN movements and to such long-term processes as the relationships among agrarian development, social movements and state building.

HIS 228**Modern China 3 cr.****Prerequisite:** 21 credits of HTL courses.

A survey of Chinese history and culture in the 20th century. The course reviews the impact of the West on China in the modern era. Emphasis is placed on the Revolution of 1911, which ushered in the Republican era, the rise of Chinese Communism, and the present two-China situation.

HIS 232*Alternate years***The History of the Cold War 3 cr.****Prerequisite:** HIS 102 or HIS 104.

The course deals with one of the most significant areas of contemporary international conflict and tension: the mutual relationships among the United States, Russia, and China. Students probe the origins and development of the Cold War and peace in the 20th century.

HIS 234**History of Ireland. 3 cr.**

(Formerly HIS 170). This course focuses on Celtic history, foreign invasions, early modern Ireland before emancipation, the great famine, land reform, home rule, the Easter uprising, the Irish Free State, the independent republic, Northern Ireland, the present discord and the Dublin-London-Belfast-American connection.

HIS 236**History of Israel 3 cr.**

(Formerly HIS 135). An interdisciplinary approach to the history of the modern state of Israel and the Jewish historical experience. Firsthand experiences and films are used in examination of the life and culture of modern Israel including an in-depth study of the Arab-Jewish conflict.

HIS 240*Alternate years***Revolutions in the Modern World . . 3 cr.****Prerequisites:** HIS 102 or HIS 109 with permission of instructor .

A comparative study of revolutionary movements and ideologies from the time of Cromwell to the present, with an emphasis on the modern era. It deals with the causes and consequences of revolutions in their historical contexts, and discusses alternatives to violent overthrows of government as well as counterrevolutionary movements past and present. The English, American, French, Russian, Chinese and Cuban revolutions are among those examined.

HIS 250**Era of the American Revolution . . 3 cr.****Prerequisite:** HIS 103 or permission of instructor.

An in-depth view of the American struggle for independence removing much of the mythology that surrounds this classic confrontation between colonies and mother country. Beginning with the French and Indian War, the course examines the crises leading to revolution, the military aspects of the war itself, and ends with a look at the new nation in its infancy. Particular attention is focused on both British and Colonial views toward independence, the conspiratorial activities of the radical revolutionary minority, and the roles played by various individuals on all sides of the struggle in the War for Independence.

HIS 255**The Civil War and Reconstruction . . 3 cr.**

The era of the Civil War and Reconstruction was the most traumatic in American history. The nation underwent an orgy of bloodshed and hatred, the after effects of which can still be seen to this day. This course examines the events and personalities of that turbulent era during which the nation was forged.

HIS 260**Twentieth Century Genocide. . . . 3 cr.****Prerequisite:** History 102, 209, or permission of instructor.

The subject matter of this course will be the history of ethnic/religious genocide during the twentieth century. The topics covered will include the Armenian massacre of 1915-1918, the Jewish Holocaust (Final Solution) of World War II, as well as some contemporary examples of genocide, i.e. Bosnia, Rwanda, the Caucasus, etc. The prime emphasis will be on the Holocaust, with a focus on the lessons learned from this historical experience.

HIS 270**Racism in the Modern World 3 cr.****Prerequisite:** One prior history course. Either History 101, 102, 103, 104, 105 or 106..

This course examines the origins and development of the national forces and institutions that have shaped racial ideas and practices over the last five hundred years. Through a variety of historical materials students will explore the comparative aspects and dimensions of racism, from early European overseas conquests to contemporary struggles for national political power.

Hotel Technology Administration & Restaurant Management (HTL)

HTL 150**Introduction to Tourism. 3 cr.**

This course is designed to introduce students to basic concepts and the language and scope of the tourism industry. It includes the evolution, economic function and analysis of modes, organization, and arrangement of travel.

HTL 155**International Hospitality Industry . . 3 cr.****Prerequisite:** Permission of instructor.

During summer or intersession only.

A course providing students with techniques and international methods of tourism, culinary arts, hotel/restaurant management. It includes independent research, visits to hotels, restaurants, culinary arts schools and hotel universities. Special expenses for students: air fare to and from foreign countries, food, lodging, taxes, transfers, etc., for approximately two to three weeks.

HTL 161**Hotel-Motel Management I. 3 cr.**

Traces the growth and development of the lodging industry from early times to modern hotel and motel operations. Covers the application of marketing research to site location, customer demand and determination of operational needs. Includes design and layout, front office requirements, maintenance, equipment and housekeeping activities.

HTL 162**Hotel-Motel Management II 3 cr.**

Advanced management techniques and problems confronting the hotel-motel industry. Emphasis on personnel and labor relations. Dimensions of personnel management and responsibilities, operational problems of seasonal arrangements and various aspects of employee development and career potential are covered. Current and future industry-wide trends and problems are also investigated.

HTL 165**Facilities Design, Management and Control 3 cr.**

The course of study concentrates on the hotel/restaurant complex, taking into consideration all phases of the enterprise including coverage of topics in equipment selection, mechanical operations, traffic flow, hotel operations, and other ancillary functions to prepare the innkeeper and his/her staff for effective decision making.

HTL 171**Food and Beverage Operations I. . . 3 cr.**

An introduction to food and beverage management including the elements of stewarding, staffing, budgeting, purchasing, ordering, receiving, storage and control. Topics include equipment layout and design, sanitation and analysis of the food and beverage operation in relation to the lodging facility.

HTL 172**Food and Beverage Operations II . . 3 cr.**

An intensive study of the "control" aspects of the food and beverage industry that dictate profit or loss. Emphasis is placed on sales analysis, pricing, portion control, cost analysis, menu scoring and guideline percentage tests for all major expense components integral to food and beverage operations. Computer lab will be utilized.

HTL 174**Fundamentals of Food Production . . 3 cr.**

An introduction to food preparation emphasizing basic culinary skills, practices, and the complete sanitation program in food establishments. Chef Instructor demonstrates proper culinary methods and preparations. Students then perform learned skills. Students are required to produce foods and clean and sanitize the kitchen laboratory. Lifting required. Uniform required. Laboratory fee applies.

HTL 175**Food and Beverage Merchandising 3 cr.**

Emphasis is placed on the presentation function including menu design and layout, wine and beverage selection, promotion, theme development, creating an "atmosphere" for dining, and marketing the "total product". Students will learn how to cost out menu items and learn how to develop a menu. Computer lab will be utilized.

HTL 176**Advanced Food Production Techniques 3 cr.**

Commercial food preparation emphasizing quantity food production, the elements of baking, and the institutional approach to volume feeding. Chef Instructor also demonstrates more advanced techniques of food preparation. Students are required to produce foods and clean and sanitize the kitchen laboratory. Lifting required. Uniform required. Laboratory fee applies.

HTL 178**Special Functions 3 cr.**

An opportunity for hands-on experience in the catering, banquet, convention and function business. Topics include banquet service, convention sales and packaging, catering menus, recipes, and food preparation. The student meets one class lecture per week and actually produces two catered special functions (approximately 17 hours per function) per semester. The student plans, costs-out, prepares and serves the special function for the advancement of the college community on dates established by the instructor.

HTL 180**Hotel Systems Management 3 cr.**

The analysis of the coordination of all departments emphasizing the control function. Topics include front office procedure, cash control, credit and collections, record keeping, equipment management and the integration of business machines in posting and auditing procedures. Computer lab will be utilized.

HTL 190**Wines and Spirits 3 cr.**

An introduction to the major wine-growing regions of the world and the factors necessary to create an acceptable final product. Topics will include growing and vinification techniques, law and labeling, geography. The course will include discussion on distilled spirits and an introduction to bartending. Students may receive AHMA "Serving Alcohol with Care" certification. Fee required.

HTL 200**Seminar in Hotel-Motel Management 3 cr.**

A comprehensive analysis of developments and problems in the hotel/motel industry utilizing contemporary developments. Emphasis is placed on the integration of the hotel/motel business with the hospitality industry and its present and future role. Students are involved in extensive case analysis. Some field trips required. Minimum 21 hotel/restaurant credits completed.

HTL 205**Food and Beverage Seminar 3 cr.**

An analysis of contemporary developments and problems in the food service industry. All facets are explored including institutional feeding, fast foods, and specialty restaurants from gourmet to catering. Some field trips required. Minimum 21 hotel/restaurant credits completed.

HTL 242**Field Training 3 cr.**

Students work for appropriate business firms, institutions and/or agencies to enrich the theoretical concepts previously developed in the classroom. Students must complete 350 hours on the job training as assigned by the professor in conjunction with assigned papers and course work. Some office visits are required by the assigned professor.

Interdisciplinary Global Studies (IGS)**IGS 101****Modern World Societies I 3 cr.**

This interdisciplinary social science course will chronologically explore the development of the modern world from 1500 to 1877. Course content will focus on such topics as scarcity, population dynamics, disease, industrialization, poverty, conflict, and international trade. Pertinent skills will be developed. This course will give students an awareness of the interdependence among past and present nations. Students will work with maps to gain an understanding of geography and the changing world order.

IGS 102**Modern World Societies II 3 cr.**

This interdisciplinary social science course will chronologically explore the development of the modern world from 1878 to the present. Course content will focus on such topics as scarcity, population dynamics, disease, industrialization, poverty, conflict, and international trade. Pertinent skills will be developed. This course will give students an awareness of the interdependence among past and present nations. Students will work with maps to gain an understanding of geography and the changing world order.

Interior Design (INT)**INT 101****Introduction to Interior Design/ Home Furnishing 3 cr.**

This course presents an overview of methods for designing residential, business and institutional interiors. Topics taught include the functions and responsibilities of the interior designer as distinguished from other practitioners in the field, space selection, analysis and planning, scale drawing, projections, furniture layouts.

INT 102**History of Furnishings and Design . . . 3 cr.**

The course is a comprehensive survey of the development of furnishings and interior design from ancient times through the twentieth century. Principal movements and periods include: Classic, Renaissance, Baroque, Neo-Classic, Arts and Crafts, Art Nouveau, Art Deco, Modern and Post-Modern design. The development of styles is chronologically traced within the context of the prevailing social and historical forces that affect design.

INT 103**Trends in Furniture and Lighting Design 3 cr.**

Prerequisite: ENS 101

This course covers trends and influences in twentieth century furniture and lighting for the home. Office and public interior spaces will be studied. The latest trends and technologies are examined through a study of the furniture design process. Crafts and art furniture, antiques and collectibles, are studied for their influences on trends. The wide range of available lighting materials is explored. Creation of dramatic and functional lighting effects and spatial interpretations are studied.

INT 104**Color for Home Furnishings and Design 3 cr.**

This course familiarizes students with color language and technology as it applies to interior design. It focuses on the following areas: light and color, color systems, color schemes, special color effects, practical approaches to and the psychological impact of colors. In addition, students are taught to design a color schematic which is applied to a variety of room plans, and to solve common color problems.

INT 105**Resources and Materials 3 cr.**

Emphasis is on the analysis, identification and application of materials for interiors. Wall and floor coverings, cabinetry, windows and upholstery are examined. Students learn to estimate cost and quantities of materials needed for design projects. Resources (vendors of furniture, fabrics, accessories, etc.) are explored. Field trips to suppliers, workrooms and "trade only" showrooms will be scheduled. There will be classroom lectures by manufacturer's representatives and other industry spokespeople.

INT 107**Professional Practices and Business Techniques 3 cr.**

Prerequisite: INT 101, INT 106, ENS 101, ART 111 – Minimum grade of "C" in all prerequisites or permission of department.

This course is designed to prepare students to understand and execute business aspects of Interior Design. It teaches the concepts and skills necessary to start and to develop an Interior Design business. Sample topics covered include types of business formations, formulating contracts, project management, methods of determining and applying fees, securing financial and legal council, professional ethics, etc. Students are required to develop a prototype client job book – developing a full battery of working forms which are standard in the industry.

INT 108

Final Thesis and Portfolio Development 3 cr.

Prerequisite: INT 101, INT 105, INT 106, ENS 101, ART 111 – Minimum grade of “C” in all prerequisites or permission of department.

This course develops and refines skills necessary to execute effective design presentations for submission to clients. It teaches concepts and techniques necessary for compiling portfolios suitable to obtaining work in the profession. The student will submit an Exit Portfolio and present a final thesis with emphasis on universal design. Student must have a minimum of ten completed Interior Design Projects for Portfolio Development.

INT 142

Field Training 3 cr.

Prerequisite: Permission of instructor or department Chairperson.

Students work for appropriate business firms to enrich the theoretical concepts previously developed in the classroom. Enrollment limited to Interior Design students.

INT 160

Seminar in Professional Practices and Presentation Techniques . . . 3 cr.

Prerequisite: Permission of instructor or department Chairperson.

This course teaches the skills and concepts necessary to conduct a successful design business and to secure a job or clients. Samples of business topics covered are: components of a job, function of construction documents, bidding, project management and professional ethics. Presentation techniques include: applying color mediums, mounting, selection of folios, creative lettering and typeface selection. Students are required to submit a complete design presentation.

International Field Training (IWS)

IWS 142 *During summer intersession* International Field Training 3 cr.

Prerequisite: Permission of department Chairperson.

Students work for appropriate international business firms, institutions and/or agencies to enrich the theoretical concepts previously developed in the classroom. Students work outside of the U.S.

Jewish Studies (JWS)

JWS 101

Introduction to World Jewish Studies 3 cr.

This course introduces students to the multicultural diversity of the world Jewish Community. By reading, viewing and discussing historical and contemporary materials, students are introduced to Jewish traditions and cultures, including Mazrahi (Afro-Asian), Sephardi, Iberian, Ashkenazi (Eastern Europe and German), and other Jewish Communities around the world. Students explore the global spectrum of Jewish experience and identity.

Legal Studies (LAW)

LAW 103

Business Law I 3 cr.

An examination of the fundamentals of the legal system and court structure; an extensive study of the basic principles of the law of contracts, sales, and security devices.

LAW 104

Business Law II 3 cr.

Prerequisite: LAW 103.

The legal aspects of business, including basic principles of personal property, bailments, real property, commercial paper, agency and employment, partnerships and corporations.

LAW 201

The Nature and Functions of Law . . 3 cr.

(Honors and non-honors section)

A study of the origins and evolution of law in America. Our legal institutions and judicial systems will be examined. Contemporary legal issues will be explored. The student will learn to appreciate how law helps us to resolve our conflicts and address our problems through various legal techniques. This course will not focus on specific laws and rules, but rather on understanding the nature of law, how it affects us and what its limitations are.

LAW 300

Introduction to Law and the Legal System 3 cr.

A study of the American legal system, including its historical development and judicial structure. The course will emphasize legal process, reasoning, and analysis. The student will also learn about the paralegal profession, including its ethical responsibilities..

LAW 301

Litigation 3 cr.

Prerequisite: LAW 305.

A study of the lawsuit with an emphasis on pleadings. The student will study and will be required to prepare such documents as the summons, complaint, answer, interrogatories, motions, orders to show cause, and orders. Some of the other topics to be covered are pretrial settlements, releases, and enforcement of judgments.

LAW 302

Partnerships and Corporations . . 3 cr.

Prerequisite: LAW 305.

An in-depth study of the law of partnerships, corporations, and limited liability entities. An analysis will be made of the creation of the partnership as well as its termination. New York State corporate requirements will be analyzed with a view of the creation and termination of the corporation. The student will be required to prepare the various partnership and corporation agreements and documents.

LAW 303

Estates and Administration 3 cr.

Prerequisite: LAW 305.

The study of wills, intestacy, and administrative proceedings. The student will study basic aspects of estate planning, will preparation, probate, and administration.

LAW 304

Real Property 3 cr.

Prerequisite: LAW 305.

A study of the various types of real property relationships and transactions. Such areas as contracts, deeds, mortgages, leases, and title searches will be reviewed. The student will be required to prepare the various real property documents, compute closing adjustments, and prepare closing statements.

LAW 305

Legal Research and Writing 3 cr.

Prerequisite or Corequisite: LAW 300.

The course will serve two functions: first, to teach the paralegal to use a library effectively in conducting legal research; and second, to prepare a written memorandum dealing with the results of this research.

LAW 306

Practicum 3 cr.

Prerequisites: All LAW courses in Paralegal Program. Permission of instructor required.

Supervised practical experience in a law firm or law related institution.

LAW 307

Torts and Investigation 3 cr.

Prerequisite: LAW 305.

An in-depth study of the law of torts with emphasis on negligence. In addition, the student will be trained in special investigative techniques that are particular to this area of the law.

LAW 308

Family Law 3 cr.

Prerequisite: LAW 305.

A study of the marriage relationship, legal problems with children, dissolution of marriage, custody, legitimacy, adoption, change of name, guardianship, support, court procedures and separation agreements.

LAW 309

Law Office Management 3 cr.

Prerequisite or Corequisite: LAW 300.

Introduction to basic concepts of law office management for the paralegal, including an examination of law office structure, management principles, and legal ethics. In addition, the course will include an introduction to computer utilization in litigation support, legal research and case management. It is recommended that students be familiar with word processing or enroll in OFT 106 prior to taking this course.

LAW 310

Bankruptcy/Debtor and Creditor Law 3 cr.

Prerequisite: LAW 305.

Introduction to the basic concepts of bankruptcy law, including the paralegal's role in the preparation and filing of necessary documents for Chapters 7, 11, and 13 bankruptcy cases. In addition, the student will be instructed in the use of current computer software in bankruptcy practice.

LAW 311

Legal Writing and Analysis. 3 cr.

Prerequisite: LAW 300.

The course will emphasize the development of skills in the analysis of cases and statutes. Utilizing these skills, the student will gain extensive experience in legal writing.

Library (LIB)

LIB 100

Essential Research for College Success 1 cr.

An introductory course stressing techniques of effective Library use and development of skills using basic print and electronic library tools.

LIB 101

Introduction to Research 3 cr.

An interdisciplinary course designed to help students develop skills in selecting, locating, using, evaluating and describing information sources which should contribute significantly to their college work, especially the preparation of term papers. It acquaints students with various types of print and electronic resource material, including the Internet. Familiarizes students with key tools and assists them in learning techniques of organizing and presenting data collected.

Logistics and Transportation Management (LOG)

LOG 101

Principles of Logistics Management I 3 cr.

Development of the modes of transportation; economic, social and political systems within which the various modes of transportation operate and the effect of these modes on the transportation of goods and passengers; analysis of present challenges and opportunities facing the railroads, airlines, motor carriers, water carriers, pipelines and third parties (forwarders, brokers, etc.); emerging concepts and technologies. The student is introduced to the concept of the systems approach to distribution and logistics management including existing and emerging communications systems. Also reviewed is regulation and deregulation affecting national and international transportation.

LOG 102

Principles of Logistics Management II 3 cr.

Prerequisite: TRA 101 or permission of the department.

Further analysis of the issues related to the shipper, carrier and consignee of goods; documentation; responsibility and liabilities of shippers, carriers and third parties; handling of claims; routing; types of regulation and deregulation and the regulatory agencies; procedures used in determining freight rates and services. The student is made aware of some of the more complicated issues associated with distribution and logistics management, including the planning and evaluation of its effectiveness. Simulations of these concepts are discussed at length.

LOG 103

Systems of Intermodal Transportation 3 cr.

Prerequisites: MAT 102, and either TRA 101 or TRA 102.

Overall description of various modes of transportation and logistics systems as they relate to statistical and mathematical models and computer simulations to determine optimum operating conditions and opportunities under which modal and intermodal transportation systems exhibit economically efficient performances. Includes game theory analysis of alternative situations.

LOG 104

Railroad and Motor Carrier Transportation and Logistics 3 cr.

Prerequisites: TRA 102, TRA 103 and STA 120.

Development of railroad and motor carrier transportation; importance of intermodalism and communications; types of services rendered; equipment utilized; rates; rules, regulations, and insurance; routing techniques and optimization; analysis of operations and current problems utilizing stochastic models, queuing theory and computer simulations; emerging concepts and technologies.

LOG 105

Water and Airline Transportation and Logistics 3 cr.

Prerequisite: TRA 103.

Development of water and air transportation; importance of intermodalism and communications; port and airport operations; services provided; equipment used; rate and service structures and formulation, rules, regulations, insurance, routing techniques and optimization; analysis of operations and competitive alternatives utilizing stochastic models, modal split models, queuing theory and computer simulations.

LOG 106

Intermodal Transportation and Logistics in International Trade . . . 3 cr.

Prerequisite: TRA 101 or TRA 102.

Growing interdependence between domestic and international trade and business relationships; terminology of international trade, role of international corporations; documentation; financial procedures; communications; regulations; political issues.

LOG 107

Intermodalism and Transportation Regulations 3 cr.

Prerequisite: TRA 102.

International, federal and state regulations; response to deregulation; regulatory agencies, and penalties for violations; economic and constitutional background of transportation regulations; emerging policies and their impact on present and near term transportation and logistics operations.

Mathematics (MAT)

It is suggested that students be assigned to the most advanced course for which they are qualified and which is consistent with the aims and needs of their area of emphasis. Generally, the more advanced the mathematics course, the more likely it will be transferable to another college.

*CALCULATOR NOTE: For MAT 102, 109, 111, 112, 116, 117, 122, 123, 131, 225, 226, and 234: a graphing calculator such as the TI-83 (or TI-86) is required. Estimated cost ranges between \$80 and \$120. Since some type of calculator is required for most math courses, check with your instructor to see which is recommended.

MAT 001

College Preparatory Mathematics . . 0 cr.

A noncredit course required of students not meeting the entrance requirements in mathematics. Integers and rational numbers, fundamental operations with integers, fractions and decimals, ratio and proportion, percent, consumer and job related problems. Hand-held calculators will be used.

MAT 002

Introductory Algebra 0 cr.

Prerequisite: Satisfactory completion of MAT 001 or by college placement test.

A noncredit course required of students having deficiencies in mathematics. Fundamental processes of arithmetic and algebra, factoring, linear and fractional equations, exponents, radicals, quadratic equations and right triangle trigonometry. Hand-held calculators will be used.

MAT 100

A Topical Approach to Mathematics 4 cr.

Prerequisite: Satisfactory completion of MAT 002 or a working knowledge of Elementary Algebra.

Fundamental mathematics topics and their applications. Topics include: problem solving, number systems, geometry, consumer mathematics, mathematical modeling, probability, management science, and social choice and decision making. A scientific calculator is required. (4.5 lecture hours).

MAT 101**Concepts of Mathematics 3 cr.**

Prerequisite: Satisfactory completion of MAT 002 or a working knowledge of Elementary Algebra.

Formal symbolic logic, arguments, methods of proof, basic concepts of sets, set operations and probability. Consideration of number systems and computers.

MAT 102**Introduction to Statistics 3 cr.**

* See calculator note.

Prerequisite: Satisfactory completion of MAT 002 or a working knowledge of Elementary Algebra.

Elementary probability, statistics: measures of central tendency and variability, the binomial, normal and "t" distributions, testing hypotheses, chi square, and linear regression and correlation.

MAT 103**Computers and Applied Statistics 3 cr.**

Prerequisite: MAT 102.

(Dual listed with STA 120). A course for students concentrating in liberal arts, social science, humanities, and statistics. Through the use of computer software packages such as Excel, Lotus 1-2-3, Statistical Package for the Social Sciences (SPSS), and Minitab, the basic and more advanced ideas of descriptive and inferential statistics are studied.

MAT 109**Algebra and Trigonometry 4 cr.**

* See calculator note.

Prerequisite: At least a 78% on Math A Regents; or at least a 75% average in two years of Regents high school mathematics (including Sequential 2); or satisfactory completion of MAT 002.

This course considers fundamental ideas from algebra, trigonometry, and geometry. A problem solving approach is used. (4.5 lecture hours).

MAT 111**Elementary Functions 4 cr.**

* See calculator note.

Prerequisite: At least a 78% on Math B Regents; or at least a 75% average in three years of Regents high school mathematics (including trigonometry- i.e., Sequential 3); or at least a "C" in MAT 109 or MAT 116.

A primer course for the study of Calculus. The function concept plays the unifying role in the study of polynomial, rational, exponential, logarithmic, and trigonometric functions. The modeling of elementary functions is stressed and topics are presented graphically, numerically, analytically, and verbally (following the Rule of Four). Technological support using a graphing calculator is integrated throughout the semester. In addition, appropriate computer software may also be available. (4.5 lecture hours).

MAT 112**Calculus with Applications in Business and Social Sciences 4 cr.**

* See calculator note.

Prerequisite: Four years of Regents high school mathematics, with a 78% on Math B Regents; or at least a 75% average in four years of Regents high school mathematics, including a 75% average in Sequential 3; or at least a "C" in MAT 111 or MAT 117.

This course is not recommended for Math, Engineering, Science or Computer Science students and it does not satisfy the prerequisite for MAT 123. This course is intended to introduce the fundamental concepts and techniques of calculus to the non-science student. Special emphasis is given to applications in Business and Social Sciences. Topics include functions and graphs; the derivative and differentiation techniques of algebraic, exponential and logarithmic functions of a single variable; the concept of margin in economics; elasticity of demand; differentials; related rates and optimization problems; growth and decay applications; integrals and integration techniques; application of integrals including producer's and consumer's surplus; income streams; probability. (4.5 lecture hours) Students will not receive credit for both MAT 112 and MAT 122.

MAT 116**Engineering Technical Math I . . . 4 cr.**

* See calculator note.

Prerequisite: At least a 78% on Math A Regents; or at least a 75% average in two years of Regents high school mathematics (including Sequential 2); or satisfactory completion of MAT 002.

Designed for students in Engineering Technology Programs. Operations with real numbers; exponents and scientific notation; equations and inequalities; functions and graphs; system of equations and determinants; triangle trigonometry and introduction to general trig definitions; algebraic products and factoring; solving equations by factoring and quadratic formula; fractional equations and operations with algebraic fractions. Applications are considered from various scientific, technical, and practical areas. (4.5 lecture hours). Students will not receive credit for both MAT 109 and MAT 116.

MAT 117**Engineering Technical Math II . . . 4 cr.**

* See calculator note.

Prerequisite: At least a 78% on Math B Regents; or at least a 75% average in three years of Regents high school mathematics (including trigonometry- i.e., Sequential 3); or at least a "C" in MAT 109 or MAT 116.

Designed for students in Engineering Technology. Rational exponents and radicals; functions and their graphs; polynomial, exponential, logarithmic and trigonometric functions; conic sections; introduction to derivatives and integrals. Applications are considered from various scientific, technical and practical areas. (4.5 lecture hours) Students will not receive credit for both MAT 111 and MAT 117.

MAT 118**Finite Mathematics; Quantitative Analysis 3 cr.**

Prerequisite: An 80% on Math A Regents; or at least a 75% average in three years of Regents high school mathematics, including Sequential 3; or at least a "C" in MAT 109.

Applications of finite mathematical models primarily to problems in business and management. Matrix operations, Markov analysis, linear programming and the simplex method, network models, game and decision theory, queuing theory, inventory models.

MAT 122**Calculus I 4 cr.**

* See calculator note.

Prerequisite: Four years of Regents high school mathematics, with a 78% on Math B Regents; or at least a 75% average in four years of Regents high school mathematics, including a 75% average in Sequential 3; or at least a "C" in MAT 111 or MAT 117.

Definitions of limit, continuity and derivative; rates of change, tangent to a curve, chain rule; derivatives of elementary functions, products, quotients; higher order, implicit and inverse differentiation; mean value theorem; maxima and minima; differentials; definition of the definite integral, Fundamental Theorem of Integral Calculus; applications; integration of elementary functions. (4.5 lecture hours). Students will not receive credit for both MAT 112 and MAT 122.

MAT 123**Calculus II 4 cr.**

* See calculator note.

Prerequisite: At least a C in MAT 122.

Methods of integration; improper integrals, applications of the definite integral including volume and surface area of solids of revolution; introduction to mathematical modeling using differential equations; Euler's method; separation of variables; slope fields; introduction to infinite series. (4.5 lecture hours).

MAT 131**Probability with Statistical Inference 3 cr.**

* See calculator note.

Prerequisite: MAT 122.

Probability as a mathematical system: sample spaces, probability axioms, simple theorems. Permutations, combinations, Bayes theorem. Random variables; discrete and continuous probability and distribution functions: binomial, hypergeometric, Poisson, and normal distributions. Methods of estimation and hypothesis testing.

MAT 200**Foundations of Advanced Mathematics 3 cr.**

Prerequisite: At least a C in MAT 123.

This course introduces students to concepts requisite for advanced mathematical study. The main emphasis is on the development of sound mathematical reasoning and construction of solid mathematical proofs. Mathematical ideas and concepts from the foundations of the number system, set theory, logic, algebra, calculus, number theory and other advanced fields are selected as illustrations. Students are challenged to develop their own conceptual understanding of mathematical proofs, and to defend their mathematical reasoning.

MAT 225**Multivariable Calculus 4 cr.**

* See calculator note.

Prerequisite: At least a C in MAT 123.

Curves and surfaces in three dimensional space, partial derivatives, gradient, constrained and unconstrained optimization, vector fields, parametric curves and surfaces. Integration topics include multiple integrals, volume, area, mass, line and surface integrals; flux, divergence. (4.5 lecture hours)

MAT 226**Linear Algebra and Differential Equations 5 cr.**

* See calculator note.

Prerequisite: At least a C in MAT 225.

Vectors and vector spaces, linear dependence, orthogonality and bases. Matrices and their ranks; transposes and inverses; symmetric and echelon matrices. Characteristic vectors and equations. Solving linear differential equations using the principles of linear algebra (e.g. undetermined coefficients, variation of parameters, etc.). (6 lecture hours).

MAT 234**Elementary Differential Equations . . 3 cr.**

* See calculator note.

Prerequisite: At least a C in MAT 225.

Differential equations of first order, including integrating factors and physical and geometrical applications; higher order linear differential equations; special equations of order two; series solutions; systems of differential equations; Laplace transform.

MAT 235**Algebraic Structures 3 cr.****Prerequisite:** MAT 225.

Groups, rings, integral domains, and fields with applications to the integers, rationals, and the real and complex number systems.

MAT 241**Discrete Mathematical Structures . . 3 cr.****Prerequisites:** MAT 122 and either CMP 210 or equivalent.

Basic concepts of discrete mathematics: logic and set theory, proof techniques, relations, functions, combinations, recurrence relations, introduction to analysis of algorithms, and graph theory. Laboratory fee applies.

Multi-Disciplinary Courses (MDC)**MDC 101****The Making of the Modern Mind I. . 3 cr.**

This course explores the foundations of 20th Century Western Modernism, powerful ideas that transformed human attitudes and brought revolutionary changes that still shape contemporary thought today. Topics include views of evolution, human nature, social conflict, and laws of the universe. The ideas of Darwin, Marx, Freud, Einstein and others are studied. (General Elective credit).

MDC 102**The Making of the Modern Mind II . 3 cr.**

This course examines how modern ideas contributed to global awareness and provided insight into psychology and human nature. Study the works of modern artists, writers, musicians and film makers; understand the roots of feminism, existentialism, science fiction, and the power of mass media. (MDC 101 useful but not a prerequisite). Earns Humanities credit for the AA degree.

MDC 110**Studies in World Culture 3 cr.**

This course explores the diversity of human experience through case studies of Asian, Latin American, and Islamic cultures. A close look at the heritage of art, literature and religion in Egypt, Mexico and Japan illuminates issues that shape national identity and the position of these cultures in the world today. (General Elective credit).

MDC 120**Issues in Science, Technology and Society. 3 cr.**

This course introduces the student to the interrelationship of science, technology, and society through the study of selected issues, such as biodiversity, pollution, energy policy, and genetic engineering. The course examines how modern technology affects society and the environment, and also how social institutions shape the development and use of new science and technology. (General Elective credit).

MDC 130**Major Ideas in the Post-Modern World. 3 cr.**

This course follows the making of the modern mind into the 21st Century, exploring post-modern thought in Western and non-Western societies. It examines the effects of diversity in the post-colonial and post-Cold War world, the effects on language and personal communication, the media, science and disease, medical ethics, and implications for future life on the planet. (MDC 101 and MDC 102 are helpful but not prerequisites). Earns Humanities credit for the AA degree.

Multi-Disciplinary Laboratory Science Courses (MDS)**MDS 101****Connecting the Sciences – A Macroscopic Approach 4 cr.**

This course introduces basic concepts of biology, chemistry, physics, and geology in order to examine the evolution of life in the context of the evolution of the earth and the evolution of the universe. It develops an understanding of fundamental forces, conservation of energy, heat and temperature, light, stellar evolution, solar energy and photosynthesis, evolution of the earth and its atmosphere, and evolution of life. The many topics investigated include the existence of black holes, current theories of plate tectonics, and extinction of the dinosaurs. The course emphasizes 'hands-on' laboratory investigations. (3 lecture, 3 laboratory hours). Laboratory fee applies.

MDS 102**Connecting the Sciences – A Microscopic Approach 4 cr.**

This course integrates the study of the physical and life sciences in order to understand the organization of atoms into living and nonliving structures-to explore the threshold between the animate and inanimate. The goal is to examine the physics, chemistry and biology of a living cell and contrast these cells with inanimate crystals. Students will gain an understanding of atomic and molecular interactions, organic and inorganic molecules, crystals and crystal growth, cellular structure, nucleic acids, and genetic engineering. The course emphasizes 'hands-on' laboratory investigations. Note that MDS 101 is not a prerequisite for this course. (3 lecture, 3 laboratory hours). Laboratory fee applies.

Marketing (MKT)**MKT 100****Marketing 3 cr.**

Principles and methods employed in all phases of the distribution of goods and services from the producer to consumer. Emphasis on marketing activities includes product planning, consumer behavior, advertising, and marketing research. An overview of the dynamics of marketing which acquaints the student with the general philosophies of the business world.

MKT 101**Business Mathematics 3 cr.**

(May not be used for mathematics requirement.) The course encompasses the application of basic, standard and fundamental principles of mathematics to practical business situations. Typical problems and applications are drawn from business situations and practices.

MKT 103**Principles of Sales 3 cr.**

Techniques involved in retail, wholesale, and industrial level sales situations; personal requirements needed for success in the sales field; discussion of resume writing and job interview techniques; customer prospecting, product knowledge, handling objections, and closing strategies. Instructor and students evaluate actual sales presentations.

MKT 105**Sport Marketing 3 cr.**

This course will give the student a practical and wide ranging understanding of marketing principles as applied to today's rapidly growing field of sport marketing. An historical perspective if the industry will provide the necessary framework to gain insight into the present and future sport marketing environment. Topics include how colleges, individual athletes, pro and amateur teams, sports facilities, the Olympics and companies who manufacture sporting goods and related products successfully reach their target markets.

MKT 106**Principles of Advertising 3 cr.**

An introductory course covering history, functions, principles, and applications of advertising. Topics include copyrighting, selection of media, budgeting, print and broadcast production, and the role of the advertising agency and research. Students will develop an advertising campaign.

MKT 108**Direct Response Marketing 3 cr.**

An introduction to the specialized field of direct response marketing. Topics include mail order entrepreneurship, product conception, marketing plans, use of mailing lists, media strategy, catalog development, creation of copy and graphics, case analysis and term project. Guest speakers from industry and/or field trips are scheduled.

MKT 111**Small Business Management 3 cr.**

(Dual listed with BUS 111). The course introduces the student to the management of small business. The course covers the role of small business in the economy, and is designed both for those interested in establishing businesses as well as those who have already established them. Emphasis is placed on development of a managerial philosophy for entrepreneurs, managers, and potential managers. Course work includes operational techniques, legal and environmental relationships, and analysis of the risks and rewards of managing or owning small enterprises.

MKT 130**Marketing Research 3 cr.**

Prerequisite: MKT 100.

Techniques of marketing research and other applications to practical marketing problems; information gathering methods, questionnaire formulation, sampling, and report writing. Includes an actual research study, which will be conducted by students.

MKT 134**Sales Management 3 cr.**

Prerequisite: MKT 103.

Students investigate the dynamics of managing the selling function. Case analysis and role playing exercises are utilized to develop better understanding of the importance of planning, organizing, directing, and controlling the sales department.

MKT 136**Marketing Management 3 cr.**

Prerequisite: MKT 100.

Management and coordination of marketing functions, with special attention to product planning and development, pricing, communications, physical distribution, and channels of distribution. Students participate in a marketing simulation.

MKT 138**Public Relations 3 cr.**

Essentials of public relations practice as related to business problems. Organization of public relations work, analysis of major sectors of the public and application of latest public relations techniques.

MKT 140**Human Resource Management . . 3 cr.**

Principles of effective human resource administration are discussed in this course. Topics include the human resources department and its objectives; management-labor relations with special references to elements affecting recruitment, selection, training, evaluation, and compensation.

MKT 142**Field Training. 3 cr.**

Prerequisite: Permission of Department Course Coordinator.

Students work for appropriate business firms, institutions and/or agencies to enrich the theoretical concepts previously developed in the classroom.

MKT 145**Consumer Motivation and Buyer Behavior 3 cr.**

This course is an overview of the processes and procedures of consumer research, segmentation of the American market according to demographic and psychological data. A description of the consumer movement and its impact on the marketing of goods and services to the American consumer will be covered.

MKT 155**Introduction to International Marketing 3 cr.**

Prerequisite: MKT 100.

This course will introduce the student to the fundamentals of International/Multinational Marketing. The course of study includes: The International Environment, International Marketing Activities, Global Marketing Management. It covers the channels of International distribution and the financial and logistical aspects of International Marketing.

MKT 160**Customer Service 3 cr.**

This survey course will prepare the student for advanced study in the area of customer service. An extensive vocabulary of customer service terms will be developed and students will understand the basics of customer service, credit, collection, authorization services and fraud control.

Mortuary Science (MSC)**MSC 111****Funeral Orientation 3 cr.**

The survey and study of funeral practices from the year 4000 B.C. in Egypt to the present in America.

MSC 112**Public Health and Sanitation 3 cr.**

A survey of Public Health problems, organisms causing infectious diseases, agencies, etc.

MSC 124**Anatomy for Embalmers I 3 cr.**

The first of two semesters covering human anatomy and physiology. Discussions of cells, tissues, organs, organ systems, the integument and detailed examination of the skeletal system. The heart, lymph and blood vascular systems are introduced. (2 lecture hours, 2 laboratory hours). Laboratory fee applies.

MSC 127**Funeral Home Management 3 cr.**

A detailed study of management techniques and procedures used in the operation of a funeral home. This study will include an examination of broad based goals and objectives required of a successful Funeral Home Manager. This course will then take a specific look at concepts and procedures designed to maximize the profitability of the funeral home operation. Topics such as employee relations, professional associates and client family relationships will be examined. The procedures related to management of disaster planning and multiple funeral industry cooperative procedures will be investigated as they pertain to recent industry innovations.

MSC 234**Mortuary Law and Ethics 3 cr.**

A study of mortuary jurisprudence and business law. Application to professional and business aspects of funeral home operation.

MSC 235**Anatomy for Embalmers II 3 cr.**

Prerequisite: MSC 124.

Detailed continuation of angiology, splanchnology-digestive, excretory and respiratory systems; including selected regions of the muscular system. The nervous, endocrine and reproductive systems are discussed. (2 lecture hours, 2 laboratory hours). Laboratory fee applies.

MSC 236**Embalming Theory I 3 cr.**

Prerequisite: MSC 124.

Lectures dealing with the basic principles and techniques of the embalming process.

MSC 237**Embalming Laboratory I 1.5 cr.**

Prerequisite: MSC 124 and MSC 236 or MSC 236 as a corequisite.

Clinical experience in embalming processes taught at Bellevue Hospital in New York City. (4 laboratory hours) Approximate cost of supplies: \$75. Laboratory fee applies.

MSC 238**Pathology 3 cr.**

Prerequisite: MSC 124

Discussion of pathological changes as related to disease process and the effects of physical as well as chemical trauma on the human body. Post-mortem visual materials are used to illustrate these processes. (2 lecture hours, 2 laboratory hours).

MSC 241

Restorative Art 3 cr.

Prerequisite: MSC 124

The practical application of modeling technique and cosmetology to restore facial features damaged by trauma and disease (2 lecture hours, 2 laboratory hours). Approximate cost of supplies: \$25. Laboratory fee applies.

MSC 245

Funeral Directing with Practicum . . 5 cr.

A detailed study of management techniques and procedures used in the operation of a funeral home. A supervised practicum assignment at cooperating funeral homes is included. (3 lecture hours, 6 laboratory hours).

MSC 247

Embalming Theory II 2 cr.

Prerequisite: MSC 236.

Lectures continuing with the principles, techniques, and practices of the embalming process.

MSC 248

Embalming Laboratory II 1.5 cr.

Prerequisite: MSC 236.

Corequisite: MSC 247.

Clinical experience continues in practical embalming processes taught at Bellevue Hospital in New York City. (4 laboratory hours). Laboratory fee applies.

MSC 249

Funeral Counseling and Psychology 3 cr.

Prerequisite: PSY 203.

An introductory study of behavioral emotions and needs of an individual that has recently experienced a death in the family or of a close friend. Counseling techniques and recommendations are introduced and discussed through the use of study groups and role playing. Practical situations are portrayed and analyzed. Selected current readings are discussed.

Music (MUS)

MUS 000

Applied Music Master Class 0 cr.

A weekly performance class. Specifics of solo and ensemble performance practice are discussed. Studio performances by students, faculty and visiting artists and ensemble experiences (if appropriate) are given. (1 hour).

Preparatory Applied Music Courses

(A special fee applies to each course.)

MUS 041-042 Prep Voice I-II	0 Cr
MUS 043-044 Prep Piano I-II	0 Cr
MUS 045-046 Prep Flute I-II	0 Cr
MUS 047-048 Prep Oboe I-II	0 Cr
MUS 049-050 Prep Clarinet I-II	0 Cr
MUS 051-052 Prep Bassoon I-II	0 Cr
MUS 053-054 Prep Saxophone I-II	0 Cr
MUS 055-056 Prep French Horn I-II	0 Cr
MUS 057-058 Prep Trumpet I-II	0 Cr

MUS 059-060 Prep Trombone I-II	0 Cr
MUS 061-062 Prep Baritone I-II	0 Cr
MUS 063-064 Prep Tuba I-II	0 Cr
MUS 065-066 Prep Percussion I-II	0 Cr
MUS 067-068 Prep Violin I-II	0 Cr
MUS 069-070 Prep Viola I-II	0 Cr
MUS 071-072 Prep Violoncello I-II	0 Cr
MUS 073-074 Prep String Bass I-II	0 Cr
MUS 075-076 Prep Classical Guitar I-II	0 Cr
MUS 077-078 Prep Organ I-II	0 Cr
MUS 079-080 Prep Harp I-II	0 Cr
MUS 081-082 Prep Electric Bass I-II	0 Cr

Music Majors Only

FRESHMAN APPLIED MUSIC COURSES

Prerequisite: Appropriate preparatory applied music course number or demonstrated competence.

MUS 141-142 Voice I-II	2-2 Cr
MUS 143-144 Piano I-II	2-2 Cr
MUS 145-146 Flute I-II	2-2 Cr
MUS 147-148 Oboe I-II	2-2 Cr
MUS 149-150 Clarinet I-II	2-2 Cr
MUS 151-152 Bassoon I-II	2-2 Cr
MUS 153-154 Saxophone I-II	2-2 Cr
MUS 155-156 French Horn I-II	2-2 Cr
MUS 157-158 Trumpet I-II	2-2 Cr
MUS 159-160 Trombone I-II	2-2 Cr
MUS 161-162 Baritone I-II	2-2 Cr
MUS 163-164 Tuba I-II	2-2 Cr
MUS 165-166 Percussion I-II	2-2 Cr
MUS 167-168 Violin I-II	2-2 Cr
MUS 169-170 Viola I-II	2-2 Cr
MUS 171-172 Violoncello I-II	2-2 Cr
MUS 173-174 String Bass I-II	2-2 Cr
MUS 175-176 Classical Guitar I-II	2-2 Cr
MUS 177-178 Organ I-II	2-2 Cr
MUS 179-180 Harp I-II	2-2 Cr
MUS 181-182 Electric Bass I-II	2-2 Cr

Music Majors Only

SOPHOMORE APPLIED MUSIC COURSE.

(A special fee applies to each course).

Prerequisite: A minimum grade of C in the relevant even-numbered 100 level course or demonstrated competence.

MUS 241-242 Voice III-IV	2-2 Cr
MUS 243-244 Piano III-IV	2-2 Cr
MUS 245-246 Flute III-IV	2-2 Cr
MUS 247-248 Oboe III-IV	2-2 Cr
MUS 249-250 Clarinet III-IV	2-2 Cr
MUS 251-252 Bassoon III-IV	2-2 Cr
MUS 253-254 Saxophone III-IV	2-2 Cr
MUS 255-256 French Horn III-IV	2-2 Cr
MUS 257-258 Trumpet III-IV	2-2 Cr
MUS 259-260 Trombone III-IV	2-2 Cr
MUS 261-262 Baritone III-IV	2-2 Cr
MUS 263-264 Tuba III-IV	2-2 Cr
MUS 265-266 Percussion III-IV	2-2 Cr
MUS 267-268 Violin III-IV	2-2 Cr
MUS 269-270 Viola III-IV	2-2 Cr
MUS 271-272 Violoncello III-IV	2-2 Cr
MUS 273-274 String Bass III-IV	2-2 Cr

MUS 275-276 Classical Guitar III-IV	2-2 Cr
MUS 277-278 Organ III-IV	2-2 Cr
MUS 279-280 Harp III-IV	2-2 Cr
MUS 281-282 Electric Bass III-IV	2-2 Cr

MUS 037

Preparatory Sight-Singing 0 cr.

Required course for students who wish to major in music but do not meet the Department's requirements. Pitch matching, sight-singing of simple diatonic melodies, concentrated work on rhythm, beginning melodic and rhythmic dictation.

MUS 100

Listening to Music 3 cr.

Notation, clefs, key signatures, major and minor scales, meter signatures, intervals. The course cannot be applied to a music degree. Required course for students who wish to major in music but do not meet the department's entrance requirements. A grade of B or higher is required of prospective music majors.

MUS 101

Rudiments of Music 3 cr.

Notation, clefs, key signatures, major and minor scales, meter signatures, intervals. The course cannot be applied to a music degree. Required course for students who wish to major in music but do not meet the department's entrance requirements. A grade of B or higher is required of prospective music majors.

MUS 102

Beginning Piano 3 cr.

A course designed for beginners only. Classes have a maximum of 12 students using electronic pianos. Areas covered include piano technique, music reading, playing by ear, improvisation and harmonization. Owning a piano is desirable but not essential since the Music Department offers practice facilities. (Students may be required to trim fingernails).

MUS 103

Beginning Guitar 3 cr.

A course designed for beginners only. Classes have a maximum of 15 students. Obtaining an acoustic instrument is the student's responsibility since the college does not provide guitars for student use. Areas covered include guitar technique, developing concepts of melody, harmony and rhythm particularly in providing accompaniments for folk singing. (Students may be required to trim fingernails).

MUS 104

Introduction to Music Literature. . 3 cr.

Prerequisite: Successful completion of music placement examination.

An exploration into the expressive, formal and aesthetic qualities of music. A survey of the development of musical style through the study of representative works from each historical period.

MUS 105 *Fall only – alternate years*

Opera Appreciation 3 cr.

Introduction to opera as an art form through the study of its musical, dramatic and stylistic development from 1600 to the present. Attendance at an opera performance required. Open to all students.

MUS 106 *Spring only*
The Symphony 3 cr.
Introduction to the symphony as an art form through the study of its musical and stylistic development from the 18th century to the present. Attendance at a symphony orchestra concert is required. Open to all students.

MUS 107 *Fall only – alternate years*
Twentieth Century Music 3 cr.
Introduction to 20th century concert music. Important works will be studied and emphasis placed on the relationship between contemporary music and other aspects of the contemporary world. Concert attendance may be required. Open to all students.

MUS 108 *Spring only*
Folk Music 3 cr.
Folk music in Western culture. Consideration will be given to the function of folk music as illustrated through specific examples, with attention to research methodology used in the field of folk music. Open to all students.

MUS 109-110 (See Note #1)
Orchestra I-II 1-1 cr.
Open to all students. (3 hours).
MUS 109, *Fall only*.
MUS 110, *Spring only*.

MUS 111-112 (See Note #1)
Freshman Chorus I-II 1-1 cr.
Open to all students. (3 hours).
MUS 111, *Fall only*.
MUS 112, *Spring only*.

MUS 113-114 (See Note #1)
Band I-II 1-1 cr.
Open to all students by audition. (3 hours).
MUS 113, *Fall only*.
MUS 114, *Spring only*.

MUS 115-116 (See Note #1)
Jazz Ensemble I-II 1-1 cr.
Open to all students by audition. (3 hours).
MUS 115, *Fall only*.
MUS 116, *Spring only*.

MUS 117
Elements of Music I 2 cr.
Prerequisite: MUS 101(B) or successful completion of music placement examination.
Corequisite: MUS 127(C).
Introduction to diatonic harmony and the concept of 4-part voice-leading using primary triads and inversions; non-harmonic tones.

MUS 118
Elements of Music II 2 cr.
Prerequisite: MUS 117(C) or successful completion of advanced theory placement examination.
Corequisite: MUS 128(C).
Continuation of diatonic harmony and voice-leading; inclusion of secondary triads and inversions, sequential harmonic patterns. Greater emphasis on melodic-contrapuntal development. Examination of basic principles of musical organization through analysis.

MUS 123-124
Chamber Music I-II 1-1 cr.
Rehearsal and performance of music for small instrument ensembles (duos, trios, quartets, etc.) Open to all students by audition. Contact Music Department (3 hours).
MUS 123, *Fall only*.
MUS 124, *Spring only*.

MUS 125-126 (See Note #1)
Vocal Ensemble I-II 1-1 cr.
Open to all students by audition.
Permission of instructor required. (3 hours)
MUS 125, *Fall only*.
MUS 126, *Spring only*.

MUS 127
Keyboard Harmony I 2 cr.
Corequisite: MUS 117(C).
Parallels MUS 117 with emphasis on keyboard and sight-singing skills.

MUS 128
Keyboard Harmony II 2 cr.
Prerequisite: Completion of MUS 127(C).
Corequisite: MUS 118(C).
Parallels MUS 118 with emphasis on keyboard skills.

MUS 129-130
Afro-American Choral Ensemble . . 1-1 cr.
(Dual listed with AFR 150-151.)
Participation in the production, rehearsal and performance of the Afro-American Choral Ensemble performances. (3 hours).

MUS 132
Music for Early Childhood Education 2 cr.
Prerequisite: Early Childhood or Child Care students or permission of Chairperson.
Previous music background unnecessary. Pitch notation, rhythmic and singing activities. Practical instruction on such instruments as autoharp, guitar, recorder, piano, melodic and rhythm instruments. Course cannot be applied to a degree in music. (3 hours)

MUS 133
Intermediate Piano 3 cr.
Prerequisite: MUS 102 or permission of instructor.
Course designed for the intermediate piano student. Continuation of MUS 102 with more advanced study of piano technique, selected repertoire, sight-reading, playing by ear, harmonization and improvisation. Owning a piano is desirable but not essential since the Music Department offers practice facilities.

MUS 134
Intermediate Folk Guitar 3 cr.
Prerequisite: MUS 103 or permission of instructor.
Guitar technique, transposition, finger picking, accompaniment styles. Obtaining an acoustic instrument is student's responsibility.

MUS 135
Rock Music: Mirror of Change . . . 3 cr.
A study of cultural changes in American and English postwar society as expressed in the development of rock music. Concert attendance required.

MUS 136
Beginning Voice Class 3 cr.
Basics of voice technique, song preparation, repertoire and stage deportment. Areas to be covered include breathing, vocal support and placement, diction, rudiments of note reading, memorization techniques, and aspects of style and stage presence. Open to all students.

MUS 137
Sight-Singing I 2 cr.
Prerequisite: MUS 037 or successful completion of departmental placement exam.
Sight-singing and dictation skills I. The singing at sight of simple diatonic melodies with correct pitch, rhythm and solfege syllables; simple melodic, rhythmic and harmonic dictation.

MUS 138
Sight-Singing II 2 cr.
Prerequisite: MUS 137(C) Sight-singing and dictation skills II.
Continuation of MUS 137. Sight-singing of diatonic melodies with introduction of chromatic tones; dictation including 2-part counterpoint and simple chorale-style diatonic progressions.

MUS 183-184
Percussion Ensemble I-II 1-1 cr.
Rehearsal and performance of works for percussion ensemble. Limited to percussion students in music degree program. (3 hours).
MUS 183, *Fall only*.
MUS 184, *Spring only*.

MUS 185-186
Guitar Ensemble I-II 1-1 cr.
Rehearsal and performance of duos, trios and larger ensemble works for multiple guitars. Limited to classical guitar students in music degree program. (3 hours).
MUS 185, *Fall only*.
MUS 186, *Spring only*.

MUS 187-188
Jazz Improvisation Ensemble I-II . . 1-1 cr.
Rehearsal and performance of works for small jazz ensembles with an emphasis on improvisatory techniques and skills. Open to students by audition. (3 hours)
MUS 187, *Fall only*.
MUS 188, *Spring only*.

MUS 189-190
Opera Workshop I-II 2-2 cr.
Prerequisite: MUS 141 or permission of instructor.
Audition required. Rehearsal and performance of scenes (arias, duets and larger ensemble pieces) from operas, operettas and other works for the musical stage.
MUS 189, *Fall only*.
MUS 190, *Spring only*.

MUS 201**History of Western Music I 3 cr.****Prerequisite:** MUS 104 with a grade of C or better or permission of the Chairperson.

An in-depth history of Western art music from its Greco-Roman origins through the Renaissance. Study of important musical genres and changes in musical style. Analysis of representative works of the Middle Ages and Renaissance. Study of the development of music notation and musical instruments.

MUS 203**Songwriting 3 cr.****Prerequisite:** MUS 101 or permission of the instructor.

Student acquires enough skills to write 32-bar song with text.

MUS 204**Western Music II 3 cr.****Prerequisite:** MUS 104 with a grade of C or better or permission of the Chairperson.

An in-depth history of Western art music from the Baroque period through the Classical era. Study of important musical genres and changes in musical style. Analysis of representative works by major 17th and 18th century composers.

MUS 205**Afro-American Music 3 cr.**

(Dual listed with AFR 155). In addition to an evaluation study of the basic musical materials of Black music and its effects on other music forms, an historical/philosophical/political analysis and survey will be included.

MUS 206**Modern Arranging 3 cr.****Prerequisite or Corequisite:** MUS 217.

Investigates the various arranging techniques and styles used in modern jazz writing. Included are the study of ranges, scores, harmony, voicings, textures, forms, jazz orchestration and idiomatic writing.

MUS 207**Perspective on Jazz 3 cr.**

(Dual listed with AFR 152). This course is designed to explore the inception and evolution of jazz, its styles and influence on other musical types. Directed listening activities required.

MUS 208**Western Music III 3 cr.****Prerequisite:** MUS 104 with a grade of C or better or permission of the Chairperson.

An in-depth history of Western art music from the Romantic period through the Contemporary era. Study of important musical genres and changes in musical style. Analysis of representative works by major 19th through 21st century composers.

MUS 209-210**Orchestra III-IV 1-1 cr.****Prerequisite:** MUS 110 (3 hours).MUS 209, *Fall only*.
MUS 210, *Spring only*.**MUS 211-212****Chorus III-IV 1-1 cr.****Prerequisite:** MUS 112.MUS 211, *Fall only*.
MUS 210, *Spring only*.**MUS 213-214****Band III-IV 1-1 cr.****Prerequisite:** MUS 114 (3 hours).MUS 213, *Fall only*.
MUS 214, *Spring only*.**MUS 215-216****Jazz Ensemble III-IV 1-1 cr.****Prerequisite:** MUS 116.**MUS 217****Elements of Music III 2 cr.****Prerequisite:** MUS 118(C).**Corequisite:** MUS 227(C).

Analysis of Bach 371 Chorale harmonizations with writing and musical dictation; voice leading, secondary seventh chords, secondary dominants and modulations to closely related keys (3 hours).

MUS 218**Elements of Music IV 2 cr.****Prerequisite:** MUS 217(C).**Corequisite:** MUS 228(C).

Chromatic harmony: analysis of 19th century harmonic style correlated with writing and musical dictation. Voice leading, expanded tonality, and chromatic and enharmonic modulation. (3 hours).

MUS 223-224**Chamber Music III-IV 1-1 cr.****Prerequisite:** MUS 124.

Rehearsal and performance of music for small instrumental ensembles (duos, trios, quartets, etc.) (3 hours).

MUS 223, *Fall only*.MUS 224, *Spring only*.**MUS 225-226****Vocal Ensemble III-IV 1-1 cr.****Prerequisite:** MUS 126. (3 hours).**MUS 227****Keyboard Harmony III 1 cr.****Prerequisite:** MUS 128(C).**Corequisite:** MUS 217(C).

Parallels MUS 217 with emphasis on keyboard skills.

MUS 228**Keyboard Harmony IV 1 cr.****Prerequisite:** MUS 227(C).**Corequisite:** MUS 218(C).

Parallels MUS 218 with emphasis on keyboard skills.

MUS 229-230**Afro-American Choral Ensemble 1-1 cr.**

(Dual listed with AFR 153-154). Participation in the production, rehearsal and performance of the Afro-American choral ensemble performances. (3 hours).

MUS 237**Sight-Singing III 2 cr.****Prerequisite:** MUS 138(C).

Sight-singing and dictation III. Continuation of MUS 138. More difficult sight-singing, including melodies which modulate to closely related keys. More difficult dictation, including secondary sevenths, secondary dominants and modulations to closely related keys.

MUS 238**Sight-Singing IV 2 cr.****Prerequisite:** MUS 237(C).

Sight-singing and dictation IV. Continuation of MUS 237. More difficult sight-singing and dictation including 20th-century idioms; music from a variety of mediums including vocal, instrumental, chamber and orchestral works.

MUS 283-284**Percussion Ensemble III-IV 1-1 cr.****Prerequisite:** MUS 184.

Rehearsal and performance of works for percussion ensemble (3 hours).

MUS 283, *Fall only*.MUS 284, *Spring only*.**(B)=Minimum grade of B required****(C)=Minimum grade of C required****MUS 285-286****Guitar Ensemble III-IV 1-1 cr.****Prerequisite:** MUS 186.

Rehearsal and performance of duos, trios, larger ensemble works for multiple guitars (3 hours).

MUS 285, *Fall only*.MUS 286, *Spring only*.**MUS 287-288 Music Majors Only****Jazz Improvisation****Ensemble III-IV 1-1 cr.****Prerequisite:** MUS 188.

Rehearsal and performance of works for small jazz ensembles with an emphasis on improvisatory techniques and skills. (3 hours)

MUS 287, *Fall only*.MUS 288, *Spring only*.**Freshman Seminar (NCC)****NCC 101****The College Experience 1 cr.**

An introduction to the world of higher education. The goal of the course is to give students the skills, insights, and knowledge to make the most of their college experience. Among the topics covered:

- The philosophy, mission, and expectations of higher education.

- Academic disciplines and their relationship to careers.
- The contributions of faculty to students' intellectual growth.
- The role of campus resources (labs, library, counseling services, extracurricular activities, etc.) in the educational process.
- Listening, note-taking, and study skills; and
- The college community as a mirror of cultural diversity.

The course will also help students develop sufficient motivation to pursue their studies as active, responsible learners.

Early Childhood (NED)

NED 101 *Fall only* Intensive Child Study I 4 cr.

Prerequisite: Permission of Chairperson and PSY 203.

Corequisites: PSY 213 and NED 104.

A systematic examination of facilities for the education of preschool children. Emphasis is placed upon developing the student's understanding of a learning environment, child development, the teacher's roles and responsibilities, evaluation techniques and classroom management. Field experience is designed to provide the student with opportunities for observation and participation in public and private schools for a minimum of three hours a week. Supervisors will evaluate the student's interaction with children and staff members and determine suitability for working with children. (3 class hours, 3 laboratory hours)

NED 102 *Spring only* Intensive Child Study II (Practicum) 4 cr.

Prerequisite: NED 101 and permission of Chairperson.

Corequisite: NED 105.

Supervised field experience in nursery schools and pre-kindergarten classes for a minimum of nine hours a week. Students will be required to demonstrate competency in a variety of teaching tasks. Records kept by the students will be shared and discussed. Lecture hour is devoted to discussion of concerns which evolve from field experience. (1 seminar, 9 laboratory hours)

NED 103 History and Philosophy of Early Childhood Education. 3 cr.

Open only to Early Childhood students. This course assists students in understanding the principles and philosophical development of early childhood education and of the emergence of current curricula. Major trends as well as critiques of educational theory are explored through the text, selected readings, lectures and class discussions. Observations of selected programs are made where feasible.

NED 104 *Fall only* Curriculum for Young Children I . . . 3 cr.

Corequisite: NED 101 and permission of Chairperson.

This course will develop an interdisciplinary approach to activities conducive to the young child's total development, a study of meanings and values as well as acquisition of skills for practical application. Through sensory and perceptual discrimination, language, arts, music, outdoor activities and creative arts the student explores the learning potential of varied media.

NED 105 *Spring only* Curriculum for Young Children II . . . 3 cr.

Corequisite: NED 102 and permission of Chairperson.

Same as NED 104 except that NED 105 will explore block structuring, woodworking, preschool math and natural and physical science in the preschool curriculum.

NED 106 Infants and Toddlers 3 cr.

Prerequisite: Open only to students in the Child Care degree program or by permission of the Department. NED 106 can be substituted for NED 104 or NED 105 (Students in the Early Childhood degree program only)

(Dual Listed with SEV 104). Will explore programs, curricula for the care of children ages 6 weeks through the second year who are in group care settings. Appropriate techniques for fostering the emotional, physical, social, and cognitive development of the very young will be examined. Field visits to infant and toddler programs will be required.

Nursing (NUR)

Introduction: In all nursing courses, content is structured primarily on the concepts of stress and adaptation and basic human needs, and is organized according to Gordon's Functional Health Care Patterns.

NUR 100 Introduction to Associate Degree Nursing 1cr.

This course is designed to acquaint the student who enters the Nursing Program at an advanced level with the philosophy and conceptual framework of associate degree nursing. It will also introduce the role of the professional nurse and the problem-solving process as it relates to formulating a nursing diagnosis. Open to advanced standing and articulation students or by permission of the Chairperson. This course is part of the required nursing curriculum for students receiving advanced standing in the required nursing courses.

NUR 103 *(7.5 weeks)* Fundamentals of Nursing I 4cr.

Corequisites: AHS 131, ENG 101 or PSY 203 or SOC 201.

Fall Day and Evening; Spring Day only.

This introductory course is planned to provide students with content fundamental to nursing practice and to nursing as a profession, and is designed to lay the foundation for all subsequent courses. Health patterns and the commonalities of nursing care are emphasized. The nursing process as a critical thinking tool for planning and providing nursing care is introduced. Laboratory experience is provided in both on campus and off campus settings. (5 lecture hours/ 9 laboratory hours). Laboratory fee applies.

NUR 104 *(7.5 weeks)* Fundamentals of Nursing II 4.5cr.

Prerequisite: NUR 103.

Corequisite: AHS 131, ENG 101 or PSY 203 or SOC 201.

Fall Day and Evening; Spring Day only.

Fundamental nursing knowledge is continued with a broader perspective on general health care needs and basic therapeutic interventions. The nursing process as a critical thinking tool is now utilized to provide direct patient care. Experiences are provided in both on-campus laboratory and hospital settings. (6 lecture hours/9 laboratory hours) Laboratory fee applies.

NUR 105 Introduction to Medical Surgical Nursing 8.5 cr.

Prerequisite: NUR 103 and NUR 104 or equivalent, and their corequisites.

Corequisites: AHS 132, ENG 101 or PSY 203 or SOC 201.

Fall Day only; Spring Day and Evening.

This course is designed to further develop the student's skill in utilizing the nursing process as a critical thinking tool for identifying health problems and providing comprehensive patient care. Experiences are planned in on-campus laboratory and in acute and sub-acute care settings. (4 lecture hours/12 clinical hours/1-1/2 on-campus laboratory hours) Laboratory fee applies.

NUR 111 Administration of Medications. . . 3 cr.

This course is an introduction to the principles and techniques of the administration of medications to adults and children. Emphasis is placed on the nurse's role in interpreting physician's orders, calculating and measuring the correct dosage, and administering oral, sublingual, parenteral, rectal, and topical medications. Principles of medical asepsis as it applies to the preparation and administration of medications is also included. Open to Nursing students, graduate nurses, and by permission of the Chairperson. This course is not part of the required nursing curriculum.

NUR 112**Nursing Implications of Drug Therapy 3 cr.**

Prerequisite: NUR 105 or permission of the Chairperson.

This course provides an introduction to drugs and drug therapy with an emphasis on the pharmacological aspects of nursing care. Drug classification and action, nursing assessment related to administration, patient teaching, and other nursing care is covered. Documentation and other legal aspects of drug therapy will also be introduced. This course is not part of the required nursing curriculum.

NUR 115**Module I: Basic Nursing Skills . . . 1 cr.**

This course offers the student the opportunity to learn or reinforce current knowledge of technical nursing skills. Opportunities are provided for both demonstration and practice of learned skills. Skills and theoretical background are taught in a six-week module of 2 hours per week. This module consists of basic level content. This course is open to registered nurses, students registered in the NCC nursing curriculum, advanced standing students, regents external degree candidates, home health aides, and those seeking employment in a health related facility. This course is not part of the required nursing curriculum.

NUR 125**Module II: Intermediate Nursing Skill 1 cr.**

Prerequisite: NUR 115 or NUR 103 or permission of the Chairperson.

This course offers the student the opportunity to learn or reinforce current knowledge of technical nursing skills. Opportunities are provided for both demonstration and practice of learned skills. Skills and theoretical background are organized into a six-week module of 2 hours per week. This module consists of content representing an intermediate level of nursing skills. This course is open to registered nurses, licensed practical nurses, students registered in the NCC nursing curriculum, advanced standing students, and regents external degree candidates. This course is not part of the required nursing curriculum.

NUR 135**Module III: Advanced Nursing Skills 1 cr.**

Prerequisites: NUR 125 or NUR 105 or permission of the Chairperson.

This course offers the student the opportunity to learn or reinforce current knowledge of technical nursing skills. Opportunities are provided for both demonstration and practice of learned skills. Skills and theoretical background are taught in a six-week module of 2 hours per week. This module consists of content representing an advanced level of complexity. This course is not intended as preparation for employment in a critical care setting. It is open to registered nurses and students enrolled in the NCC Nursing Program. This course is not part of the required nursing curriculum.

NUR 203**Comprehensive Nursing Care I . . . 8.5 cr.**

Prerequisites: NUR 105 or the equivalent; corequisites for NUR 103, NUR 104 and NUR 105.

Corequisites: PSY 213, AHS 105 or AHS 202 and a Humanities Elective.

Fall Day and Evening; Spring Day only.

This course is concerned with the student's continued growth of knowledge in identifying health problems as adaptations in response to stressors across the life cycle. Use of the nursing process as a critical thinking tool is applied to more complex patient situations. The commonalities and differences for the specific areas of pediatrics and psychiatry are presented in this semester. Psychosociocultural theory related to the family and community as well as group processes are explored. Experiences are provided in the on-campus laboratory and a variety of pediatric, psychiatric, medical and surgical care settings. (4 lecture hours/12 clinical laboratory hours/1.5 on-campus laboratory hours) Laboratory fee applies.

NUR 204**Comprehensive Nursing Care II . . 8.5 cr.**

Prerequisites: NUR 203 and the Corequisites for NUR 103, NUR 104, NUR 105 and NUR 203.

Corequisites: ENG 102 and a Humanities Elective

Fall Day only; Spring Day and Evening.

This course provides the student with theory related to patient responses to complex stressors. Opportunity is provided for increasing skill in establishing nursing priorities and in utilizing the nursing process as a critical thinking tool to provide nursing care for groups of patients. Patient teaching, discharge planning, and working collaboratively as a member of the hospital and community health care team are explored. Current trends and issues in nursing practice and education are examined and the need for continued professional development is emphasized. Experiences are provided in medicine, surgery, and obstetrics in a variety of clinical settings. The semester will provide an intensive clinical practicum (consisting of 4 weeks of two extended clinical days) and nursing seminars. (3.5 lecture hours/13.5 laboratory hours). Laboratory fee applies.

NUR 230**Introduction to Physical Assessment 3 cr.**

Prerequisite: NUR 105 or permission of Chairperson.

This course is designed to enhance physical assessment skills of the nurse. It will enhance clinical skills in observation, data gathering, problem-solving and decision-making. Content relates the structure and function of the integumentary, cardiovascular, gastrointestinal, nervous, and musculoskeletal systems to health and disease. This course is open to nursing students, graduate nurses; and others by permission of the Chairperson. This course is not part of the required nursing curriculum. Laboratory fee applies.

Office Technology (OFT)**OFT 011****Keyboarding Speed and Accuracy Development 0 cr.**

This course is designed to build keyboarding speed and accuracy, to develop keyboarding concentration and proofreading skills, and to increase stroking patterns. Students must be able to consistently key a minimum of 50 words per minute for five minutes with no more than five errors.

OFT 100**Fundamentals of Keyboarding . . . 3 cr.**

Introductory keyboarding course using Microsoft Word. Emphasis is placed on learning the keyboard reaches and developing speed and accuracy. Instruction will include the formatting and keying of letters, memorandums, and reports. The following features will be presented: enhancing text, placing and aligning text, using writing tools, managing files, and printing documents. In addition, timed writings will be given to improve speed and accuracy development. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 102**College Keyboarding I 3 cr.**

Prerequisite: OFT 100 or permission of the Chair.

Fundamentals of skill building using Microsoft Word. Application of basic skills in the production of letters, envelopes, memos, outlines, reports, agendas, minutes, resumes, and tables. Emphasis is placed on the following features: processing text, formatting characters, placing and aligning text, using writing tools, managing files, and printing documents. In addition, timed writings will be given to improve speed and accuracy development. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 105**Executive Workshop 3 cr.**

Corequisite: OFT 110.

A course to consolidate and reaffirm previously acquired office skills, to prepare business documents, and to acquaint the students with the wide range of office activities and procedures. (2 lecture, 2 laboratory hours) Laboratory fee applies.

OFT 107**Machine Transcription 3 cr.**

Prerequisite: OFT 109.

This course is designed to develop competency in transcribing letters, memorandums, and other types of written communications using transcription equipment. Language arts skills are reinforced. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 109**Word Processing Applications I . . 3 cr.**

Prerequisite: OFT 102 or permission of the Chair.

Development of word processing and office automation skills using Microsoft Word. Emphasis is placed on the following features: paragraph formatting, page numbering, footnotes/endnotes, headers/footers, styles and templates, find and replace, outline, columns, tables, and draw. In addition, timed writings will be given to improve speed and accuracy development. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 110**Word Processing Applications II . . . 3 cr.****Prerequisite:** OFT 109.

This course continues the development of word processing and office automation skills using Microsoft Office. Students will prepare a wide variety of business documents. Emphasis is placed on the following features of Word: borders, columns, customizing default settings, forms, graphics, macros, merge, outline, advanced replace features, shading, special characters, styles, tables, templates, and watermarks. Students will also prepare basic spreadsheets to incorporate into routine business documents. In addition, timed writings will be given to improve speed and accuracy development. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 119**Word Processing Applications III. . . 3 cr.****Prerequisite:** OFT 110.

This is a capstone course using Microsoft Office, which integrates word processing, spreadsheet, database, and presentation applications. Through office-support simulation projects, students will share information between applications by copying, linking, and embedding data from a source application into a destination application. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 120**Office Technology Desktop Publishing 3 cr.**

This course introduces the application of desktop publishing and computer graphics. Students design, edit, and produce high quality documents using ALDUS PageMaker and Corel Draw software. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 127**Legal Office Procedures I 3 cr.****Corequisite:** OFT 109.

Introduction to litigation documents: procedures for preparing summonses, complaints, answers, counterclaims, affidavits, bills of particulars, replies, verifications, and judgments. Discussion of New York state and federal court systems. Laboratory fee applies.

OFT 128**Legal Office Procedures II 3 cr.****Prerequisite:** OFT 127.

Introduction to the procedure for preparing nonlitigation documents, including contracts, powers of attorney, wills, and real estate papers. Discussion of probate, appeals, and motion practice. Laboratory fee applies.

OFT 150**Speedwriting I 3 cr.**

This course provides students with rapid writing skills using an alphabetic system that will enable efficient notetaking for personal and career use. Language arts skills (which include grammar, spelling, and punctuation) are emphasized. This modern, easy-to-learn method of notetaking is open to all majors. Laboratory fee applies.

OFT 151**Medical Terminology 3 cr.**

Preparation for medical transcription by reviewing the terminology associated with many areas of medicine such as cardiovascular, digestive, central nervous, genitourinary, respiratory systems, etc. Emphasis is placed on etymology of words.

OFT 152**Medical Transcription 3 cr.****Prerequisites:** OFT 151, OFT 107 and OFT 109.

Transcription from medical dictation tapes which include letters; chart notes; histories and physicals; discharge summaries; and operative, radiology, and pathology reports. Emphasis is on comprehension of medical terminology, language arts, correct formatting, and proofreading. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 153**Medical Coding 3 cr.****Prerequisite:** OFT 151.

Introduction to current medical coding and billing procedures. Students will develop an understanding of both the ICD-9-CM and CPT-4 coding systems and will be introduced to the terminology and procedures for preparing insurance claim forms. Students will apply theory through computer specific reinforcement exercises and activities. Laboratory fee applies.

OFT 155**Speedwriting II 3 cr.****Prerequisite:** OFT 150.

This course allows students to continue developing notetaking and transcription skills. Theory principles are reviewed with an emphasis on speed building. Students will produce top-quality correspondence from unfamiliar, dictated material at a minimum speed of 60 words per minute. Language arts skills are reinforced. Laboratory fee applies.

OFT 205**Executive Work/Study 3 cr.****Prerequisites:** OFT 105 and OFT 110.

Supervised work/experience in financial institutions, advertising, travel, publishing, banking, insurance, and government giving students the opportunity to apply their classroom skills to office situations and alert them to the realities of the business environment. Weekly seminars reinforce work experience.

OFT 225*Fall only***Legal Workshop 3 cr.****Corequisite:** OFT 127.

Legal office procedures, case management, and the litigation process. Application assignments cover the job search, filing records, preparing the court calendar, and transcribing legal letters and documents. Practice sets are assigned to reinforce and enrich litigation procedures. (2 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 226*Spring only***Legal Work/Study 3 cr.****Prerequisite or Corequisite:** OFT 225.

Supervised work experience in cooperation with the District Attorney's office and private law firms in Nassau County and New York City. Students are introduced to legal office procedures through observation, study, and work. Weekly seminars reinforce work experience.

OFT 230**Web Page Formatting 3 cr.**

This course allows students to create, edit, manage, and maintain Web sites using Microsoft FrontPage. FrontPage is one of the most popular Web page/Web site creation and management tools on the market, and it closely integrates with other Microsoft Office applications. This course is open to all NCC students. No prerequisite.

OFT 235**E-Commerce For Office Professionals 3 cr.**

This course is a comprehensive introduction to electronic commerce and the Internet taken from an office worker's perspective. This course is designed to help office professionals develop the necessary skills to use the Internet effectively and to provide students with an overview of the field of electronic business and information processing. This course features detailed, hands-on exercises for students who want to know how information technologies are tied together to improve business productivity. This course is open to all NCC students. No prerequisite.

OFT 244**Business Writing 4 cr.****Prerequisite:** ENG 101.

An introduction to the principles of writing business correspondence. Emphasis on the development of techniques of composing and editing business documents, including letters, memos, e-mail messages and reports. Language arts skills are reinforced. (3 lecture, 2 laboratory hours). Laboratory fee applies.

OFT 245**Administrative Management 3 cr.**

The study of managerial functions and theory. Special attention is given to issues facing office managers including the analysis of technology, office design implementation, personnel practices and concerns, and overall management of people, procedures, and equipment.

OFT 254**Medical Workshop 3 cr.****Prerequisite:** OFT 109.

Front office and administrative procedures for the medical office: reports, filing, telephone techniques, human relations, and office management. Patient information, procedure and diagnostic codes, claim centers and service facilities, and billing information are presented using Medical Manager software. (2 lecture, 2 laboratory hours) Laboratory fee applies.

OFT 255 *Spring only*
Medical Work/Study 3 cr.
 Prerequisite: OFT 254.

Supervised work experience in cooperation with selected hospitals, doctors' offices, and research institutions. Students are introduced to medical procedures through observation, study, and work. Weekly seminars reinforce work experience.

Health, Physical Education and Recreation (PED)

The following courses, PED 301-693 inclusive, are acceptable for fulfillment of the requirement of two physical education credits for all day students. All 1/2 credit courses are 7 1/2 weeks in length, and all 1 credit courses are 15 weeks.

(F) = Fall Only (S) = Spring Only
 (A) = Alternate Years (\$) = Fee attached
 (W) = Women

Activities for Men

PED 301: Physical Conditioning and Weight Training I 1/2 cr.
 PED 303: Physical Conditioning and Weight Training II (Prerequisite: PED 301) 1/2 cr.
 PED 306: Badminton 1/2 cr.
 PED 308: Basketball 1/2 cr.
 PED 312: Golf I 1/2 cr.
 PED 314: Golf II (Prerequisite: PED 312) 1/2 cr.
 PED 320: Racquetball 1/2 cr.
 PED 322: Tennis I 1/2 cr.
 PED 324: Tennis II (Prerequisite: PED 322) 1/2 cr.
 PED 334: Softball 1/2 cr.
 PED 335: Volleyball 1/2 cr.
 PED 534: Basic Jazz Dance 1/2 cr.

Activities for Women

PED 401: Fitness Activities for Women . . . 1/2 cr.
 PED 403: Weight Training 1/2 cr.
 PED 406: Badminton 1/2 cr.
 PED 412: Golf I 1/2 cr.
 PED 414: Golf II (Prerequisite: PED 412) 1/2 cr.
 PED 420: Racquetball 1/2 cr.
 PED 422: Tennis I 1/2 cr.
 PED 424: Tennis II (Prerequisite: PED 422) 1/2 cr.
 PED 435: Volleyball 1/2 cr.

Coeducational Activities

PED 501: Sailing (\$) 1 cr.
 PED 502: Tennis I 1/2 cr.
 PED 512: Golf I 1/2 cr.
 PED 514: Golf II 1/2 cr.
 PED 519: Self Defense 1/2 cr.
 PED 520: Racquetball 1/2 cr.
 PED 522: Bike Packing 1/2 cr.
 PED 523: Jogging 1/2 cr.
 PED 524: Tennis II(A) (Prerequisite: PED 502) 1/2 cr.
 PED 527: Social Dancing 1/2 cr.
 PED 530: Basic Tap Dance 1/2 cr.
 PED 539: Bowling I 1/2 cr.
 PED 540: Bowling II (Prerequisite: PED 539) 1/2 cr.
 PED 551: Yoga 1/2 cr.

The following courses, PED 140-187, are activity classes for students pursuing a career in physical education.

PED 140: Fundamentals of Swimming (C) 1 cr.
 PED 150: Soccer (M) (F) 1 cr.
 PED 151: Basketball (M) (F) 1 cr.
 PED 152: Stunts and Tumbling (M) (A) . . 1 cr.
 PED 153: Wrestling (M) (S) 1 cr.
 PED 160: Volleyball (M) (F) 1 cr.
 PED 161: Tennis (M) (S) 1 cr.
 PED 163: Baseball (M) (A) 1 cr.
 PED 164: Badminton (M) (S) 1 cr.
 PED 165: Elementary and Secondary Games (M) (S) 1 cr.
 PED 168: Lacrosse (M) (S) 1 cr.
 PED 171: Tennis Skills (W) (F) 1 cr.
 PED 172: Golf (C) (S) 1 cr.
 PED 175: Soccer (W) (F) 1 cr.
 PED 178: Fundamentals of Movement and Rhythm (C) (F) 1 cr.
 PED 179: Softball (W) 1 cr.
 PED 181: Volleyball (W) (F) 1 cr.
 PED 182: Basketball (W) (S) 1 cr.
 PED 184: Elementary and Secondary Games (W) 1 cr.
 PED 187: Badminton (W) (S) 1 cr.

PED 190 *Fall only*

Introduction to Physical Education 3 cr.
 Provides a basic overview of the physical education profession and its allied fields. A basic introduction to the philosophy, principles and objectives of the profession and its relation to the total educational environment.

PED 200

Concepts of Healthful Living and Stress Management 3 cr.

A comprehensive course focusing on concepts that constitute good health, with an emphasis on stress management. Topics include physical, mental, psychosocial health and interpersonal/sexual relationships. In addition, psychosocial stressors will be identified, combined with healthy stress management coping strategies.

PED 201

Personal and Family Health 2 cr.

The focus of this course is on the essential behavior necessary for a healthy life style. Included is the opportunity to evaluate and improve physical as well as emotional well being in light of the most current information available in each topic. The student is presented with strategies that have proven successful in moderating individual behavior. Topics that deal with improving the physical health level include physical fitness, weight control and nutrition, while topics that explore the development of positive mental and emotional health are stress management, intimate personal relationships and human sexuality.

PED 205 *Alternate years*

Consumer Health Care and Protection 3 cr.

A course intended to keep pace with today's unprecedented consumer interests, particularly in matters of health services and products. The availability and quality of such care are explored in the following areas-the health consumer, protecting one's rights in the marketplace, the unique role of the college student as a health consumer, the patient and doctor, the national medical care crisis, kinds of health insurance, getting more for one's health dollars, the role of health agencies, health spas and clubs, diet clubs and fads, popular remedies for common ailments, and health career opportunities.

PED 231

Death Education: A Health Perspective 3 cr.

A course designed to enable students to understand and make adjustments to death as a part of the life cycle. Course includes an interdisciplinary/health education approach that provides the framework for lectures and discussions on the meaning of death, stages of dying, bereavement and grief processes, suicide, the funeral, consumer rights in the death process, etc.

PED 251

Family Life and Human Sexuality . . 3 cr.

An interdisciplinary course to acquaint the student with detailed factual information about a multitude of family living and human sexuality issues and to provide the student with an atmosphere for the exploration of attitudes and personal beliefs. Topics for discussion are the sexual reproductive system, gender role and identity, sexual orientation, sexual communication, various expressions of sexual behaviors, the human sexual response cycle and dysfunction, birth control methods, pregnancy, childbirth, parenting, sexual victimization, prevention and information about sexually transmitted infections including HIV/AIDS, reproductive health and interpersonal relationships. Audiovisual material of a sensitive nature may be used.

PED 271

Introduction to Alcohol Use, Abuse and Other Chemical Dependencies 3 cr.

A course designed to disseminate the widest spectrum of alcohol use/alcoholism information as a model way of understanding the addictive process and pharmacology of other chemical dependencies, i.e., drug and tobacco abuse. Topics for analysis include historical understanding of alcohol use/temperance, drinking patterns, alcohol and addiction; special populations and chemical dependency (women, youth); medical complications; Fetal Alcohol Syndrome; Family Dynamics; self-help 12-step groups; prevention and treatment issues.

PED 291
Personal Health for Physical Education and Health Majors. . . . 3 cr.
 Identification and evaluation of sound health principles personally and professionally. The design of this course provides examination and exploration of health issues for daily living, as well as pedagogical techniques for future health and physical education educators.

PED 292
Safety and First Aid 3 cr.
 An analysis of problems related to safety and first aid, with special emphasis on their application to physical education. A study of the immediate care of injuries and their prevention. The student will be required to participate in practical examination of skills, including a pool session which involves neck and back spinal immobilization. Successful completion of this course will certify the student in the American Red Cross – Responding to Emergencies and Adult CPR.

PED 293 *Alternate years*
Community Health 3 cr.
 A course designed to acquaint the major student in Health Education with the multiple definitions of health, principles of health maintenance, structure of the health care delivery system, basic epidemiological tools, elementary health counseling techniques, as well as a broad overview of major health problems that face the community. The course is also designed to familiarize the student with the agencies and facilities that are currently operating to solve health problems.

PED 600
Physical Education Through Athletics. 1 cr.
 Physical education principles and objectives through participation in intercollegiate athletic competition. Highly specialized skills in specific activities developed. (3 hours).

PED 601-602
Adapted Physical Education I-II . . 1-1 cr.
 For students who have medical limitations. All students registering for this course must have prior approval of college nurse. (3 hours).

PED 611
Fundamentals of Dance (Coed) . . 1 cr.
 Studio activity in basic contemporary techniques as they apply to performance and social dance forms for physical activity and self-expression. Emphasis placed upon elements of dance to stimulate interest in dance as participant and spectator.

PED 621. Fall only
Stunts and Tumbling for Theatre. 1 cr.

PED 622 *Spring Only*
Circus Arts 1 cr.

PED 631
Backpacking and Camping (Fee). . . 1 cr.

PED 634 *Spring Only*
Outdoor Living: Wilderness, Canoeing and Camping. 1 cr.

PED 636
Adventure Activities. 1 cr.
 This course is designed to develop physical, social, emotional and intellectual growth through an adventure based program. Activities will range from indoor games, initiative problems, trust and confidence activities, to indoor and outdoor low and high elements on rope courses. Some climbing and repelling may also be included.

PED 640
CPR and Basic Cardiac Life Support 1 cr.
 (Dual listed with AHS 100). This course is designed to teach Cardiopulmonary Resuscitation (CPR) and Basic Life Support to individuals entering the various service professions (Police, Fire), health professions and professions who are activity-oriented (recreation, lifeguards), etc. Basic procedures are covered in full, including techniques of advanced life support. Successful completion of the course meets all requirements for the American Red Cross and Heart Association certification. It cannot be used to fulfill physical education course requirement for graduation.

PED 657
Karate 1 cr.

PED 665
Basic Swimming and Rescue Technique I 1 cr.
 Swimming and water safety instruction for the beginner and nonswimmer. This course open only to students who cannot swim 20 yards (one pool length). Basic locomotion in water and survival. American Red Cross beginner's or intermediate swimmer's card granted upon successful completion. (4 hours).

PED 666
Basic Swimming and Rescue Technique II. 1 cr.
 Swimming and water safety instruction on a more advanced level. Emphasis on form and the development of the four basic strokes. This course leads to an American Red Cross intermediate swimming rescue and water safety card. (4 hours).

PED 668
Water Safety Instructor 1 cr.
 (Basic Swimming Instructor I, Water Safety Instructor II.) The purpose of this course is to train instructor candidates to successfully complete and teach American Red Cross Swimming and Water Safety courses. There will be a pretest for all prospective students which will enable all students to demonstrate their proficiency in water safety and aquatic skills. Upon successful completion of the course, all students will receive certification in water safety instruction.

PED 670
Lifeguard Training and Pool Management 4 cr.
 The objective of this course will be to focus attention on the basic skills and knowledge required by good swimmers to properly assume the responsibilities of lifeguards and managers at swimming pools or at protected (non-surf) open water beaches. All people interested in becoming a lifeguard must possess a lifeguard training certificate. Upon successful completion of this course the student will receive all necessary certifications for employment as a lifeguard. These certificates include Lifeguard Training, BLS for the professional rescuer and standard first aid. (Satisfactory completion of this course will provide the student with 1 credit toward the 2 credit Physical Education requirement.)

PED 671
Lifeguard and Pool Manager Instructor. 1 cr.
 The final and highest certification the American Red Cross offers an individual. The individual certified as a lifeguard instructor is qualified to teach all levels of swimming including Advanced Life Saving and Lifeguarding. The candidate should be well-skilled, mature, and have the necessary poise and discipline to teach. The student will be given the opportunity to review all levels of swimming and safety, as well as practice teaching under various conditions.

PED 699 *Fall only*
Physical and Recreational Activities for the Aging. 3 cr.
 Course provides overview of unique physical activity and recreational needs for the elderly. Emphasis will be on developing attitudes plus skills appropriate for leading activity based on maintenance, therapeutic and rehabilitation goals for diverse aged populations.

Philosophy (PHI)

Satisfactory completion of remedial English and Reading is a prerequisite for all Philosophy courses.

PHI 101
Introduction to Philosophy 3 cr.
 Recommended as a fundamental humanities course for all students, a traditional introduction to philosophy with emphasis on analyzing and contrasting the viewpoints of certain major philosophers on the nature of man and ultimate reality; the problem of knowledge; the criteria of moral judgment; and the basic goals of human life. The relevance of the great philosophers to present day issues is stressed.

PHI 102
Contemporary Philosophical Views of Man. 3 cr.
 PHI 101 is not a prerequisite. This course introduces students to philosophy through contemporary texts. Readings focus on the problem of meaning to explore analytic and continental philosophy. Philosophers studied include Sartre, Wittgenstein, Arendt, Cassirer, Dewey, Russell and others.

PHI 103**Critical Thinking 3 cr.**

This course stresses sensitivity to form as it teaches the student to identify and evaluate different types of arguments found in ordinary language. Basic concepts include deduction, induction, soundness, validity, invalidity, formal and informal fallacies, clarifying meaning, assumption identification, and causal inferences.

PHI 104**Philosophy: The Beginnings to Renaissance 3 cr.**

An alternate to PHI 101. An introduction to philosophy from an historical perspective; a systematic survey of the major philosophers from the ancient and medieval world; how they analyzed the great problems of nature, man, and society; how they were influenced by their culture and what significance they have for us today.

PHI 105**Philosophy: Renaissance to Modern Times II 3 cr.**

A systematic survey of the major philosophers from the Renaissance to the beginning of the 20th century; how they analyzed the great problems of nature, man, and society; how they were influenced by their culture; and what significance they have for us today.

PHI 108**Black Social Philosophy 3 cr.**

(Dual listed with AFR 170) An examination of the social philosophy of thinkers such as Du Bois, Garvey, King and Fanon. Particular attention is paid to oppression and the struggle for self-identity. The ideals of freedom, equality, justice and community are carefully considered.

PHI 110**Bio-Medical Ethics 3 cr.**

An inquiry into the ethical problems raised by recent biomedical advances, research and clinical practice in our 20th century culture. Genetic research, stem cell research, abortion, human experimentation, cloning, delivery of health care services, transplantation and allocation of scarce medical services, suicide and euthanasia are the main topics to be treated.

PHI 111**Business Ethics 3 cr.**

This course explores the ethical dimensions of the conduct of business and shows how philosophical reflection can aid in the discovery of rational solutions to critical problems in the world of business and economics. By focusing on selected issues, such as Individual and Corporate Morality, Profit Making and Social Conscience, Advertising and Consumerism, Environmental Ethics and Resource Development, the course highlights the conflicting interests that must be weighed in arriving at decisions of major importance to business and society. Contemporary materials and studies are utilized as well as readings from traditional philosophers.

PHI 201**Ethics and Law 3 cr.**

Recommended for all students and especially pertinent for pre-law, Criminal Justice and Public Administration students, the course examines the ethical foundations and moral implications of our legal tradition. Emphasis is placed upon the analysis of key concepts of legal and philosophical importance such as Justice, Freedom, Equality, Rights, Duties and Property. The course utilizes readings of contemporary relevance such as recent Supreme Court decisions as well as of historical influence. Topics discussed include Human Rights, Natural Law, Social Justice, Environmental Ethics and Property Rights, and Capital Punishment among others.

PHI 203**Philosophy of Art 3 cr.**

A philosophic examination of the nature and value of art. Readings from major philosophers on art and its relation to religion, morals and culture in general. Specific works of art are used as illustrations. Offered in alternate years.

PHI 204**Philosophy of Religion 3 cr.**

A sympathetic yet critical examination of the nature of religion and varieties of religious experience. Topics considered include the Nature and Existence of God, Mysticism, Reason and Revelation, Morality and Religious Experience. Readings are drawn from the world's great scriptures, such as the Bible, Koran, Upanishads, as well as from major philosophers and theologians.

PHI 208**Asian Philosophy and Religion . . . 3 cr.**

An examination of the major living Asian philosophies and religions: Hinduism, Buddhism, Zen Buddhism, Confucianism, and Taoism. The ethical, mystical and metaphysical dimensions of each are considered. Major texts from each tradition are placed in their historical contexts, read and discussed. The significance for us today is stressed.

Physics (PHY)**PHY 001****College Preparatory Physics 0 cr.**

(Dual listed with ELT 001 and CET 001) A noncredit one-semester course for students lacking a high school background in physics. The course will cover selected topics in mechanics, hydraulics, heat, sound, light and electricity. Emphasis will be placed on problem solving. The theory will be heavily supplemented by demonstrations. Report writing and the reporting of experimental data will be stressed. (3 lecture, 3 laboratory hours). Laboratory fee applies.

PHY 101-102**General College Physics I-II. . . . 4-4 cr.**

Prerequisite:High school or college algebra and trigonometry or permission of the department
An introductory study of Physics designed to acquaint the student with the fundamentals of mechanics, heat, sound, electricity, magnetism, light and selected topics in modern physics. They will be developed analytically and experimentally. (3 lecture, 3 laboratory hours) Laboratory fee applies to each course.

PHY 110**Physics for Electronic Technology . . 4 cr.**

Corequisite: MAT 116.

A one semester course in physics designed for students in the nontransfer program options of Electronic Technology. The course emphasizes an overview of the physical laws underlying selected topics in mechanics, thermodynamics, electromagnetism and optics, and modern physics. The laboratory component involves exercises that are illustrative of physical principles in these areas as well as methods of observation, measurement and data analysis. Laboratory fee applies.

PHY 122**Mechanics and Hydraulics 4 cr.**

Prerequisite: Designed for students in Engineering, Physics, Mathematics, and the sciences.

Corequisite: MAT 122.

An introduction to mechanics: fundamental laws of statics, dynamics, kinematics, work, energy, power and momentum. Applied problems as an integral part of the course. (5 lecture, 3 laboratory hours).

PHY 123**Waves, Fluids, Heat 4 cr.**

Prerequisite: PHY 122.

Corequisite: MAT 123.

Topics of rotational motion, hydrodynamics, harmonic motion, waves, sound and thermodynamics are covered in this course. (5 lecture, 3 laboratory hours). Laboratory fee applies.

PHY 151**Physics for Scientists and Mathematicians I 4 cr.**

Corequisite: MAT 122.

The first semester of a two term survey course for students who intend to study science, mathematics or computer science at four year institutions that require a calculus based approach to physics. The topics covered during the first term are mechanics and thermodynamics. (3 lecture, 3 laboratory hours). Laboratory fee applies.

PHY 152**Physics for Scientists and Mathematicians II 4 cr.**

Prerequisites: MAT 122, PHY 151 or permission of department.

The second half of a calculus based physics survey course. The topics covered are wave phenomena, electricity and magnetism, light and modern physics. (3 lecture, 3 laboratory hours). Laboratory fee applies.

PHY 222

Electricity and Magnetism 4 cr.

Prerequisite: PHY 123.

Corequisite: MAT 225.

An introduction to the basic theory of electric and magnetic forces and energy associated with electric charge; electric and magnetic properties of matter, electromagnetic waves, geometric and wave properties of light. Emphasis is given to a rigorous mathematical formulation of physical principles, solution of problems, and practical applications of electric circuits in the laboratory. Laboratory fee applies. (5 lecture, 3 laboratory hours).

PHY 223

Introduction to Modern Physics. . 3 cr.

Prerequisites: MAT 225 and PHY 222.

Permission of Chairperson.

A survey of 20th century theories of the atom, the nucleus, relativity, quantum properties of waves and particles, wave mechanics, spectra of hydrogen and other atoms, x-rays, the uncertainty principle, radioactive decay, conservation laws in radioactivity, transmutations. Stress is placed on basic principles rather than on applications. (5 lecture hours).

Political Science (POL)

POL 101

Government and Politics in the Modern World. 3 cr.

This course compares and contrasts the major forms of government found in the contemporary world: democratic, authoritarian, and totalitarian. Illustrations and examples will be drawn from both Western and non-Western countries. A basic theme of the course will be the comparative advantages of democratic forms of government over the various alternatives found around the globe today.

POL 111

Nassau County: History and Government 3 cr.

(Dual listed with HIS 140). A review of the development of what is now Nassau County from pre-Colonial times to the present day. Emphasis is placed upon the governmental-administrative structure of the County and the major problems facing urban-suburban communities. Field trips and guest speakers are utilized to complement class work.

POL 205

American National Government . 3 cr.

An exploration of some of the significant areas and issues of contemporary American government and politics. Among the topics included are the scope of government activity in the United States today, the Constitution of the United States, and the evolution and operation of such political institutions as the Presidency, Congress, the Supreme Court and the political parties.

POL 206

State and Local Government 3 cr.

An introduction to the essential principles of American state and local government, with special emphasis on New York State, New York City and its suburbs. Among the specific topics covered are federal-state relations, state constitutions and government structures, and the key issues of contemporary state, city and county politics.

POL 208

Alternate years

Introduction to Public Policy 3 cr.

An examination of the substantive issues of public policy such as taxation, welfare and poverty, military spending, energy, the environment, federalism, criminal justice, health care, education, and civil liberties. The background to each subject, the evolution of the present day governmental policy, and alternatives to present policy are presented along with evaluations of present policies. While the primary focus is on the national level, the state and local level is examined. A secondary focus is on methods, models, and the legal aspects of the policy making process.

POL 209

The U.S. Presidency 3 cr.

A comprehensive multidimensional study of the Institution of the Presidency, its evolution politically, administratively, and legally. The causes, effects, and dilemmas of the growth and power of the executive branch and the tension between an enhanced President and the Congress constitute a key perspective. Presidential politics in its electoral and policy foundation aspects will be highlighted. The President's role in the economy and as a mass media communicator will be explored.

POL 210

The U. S. Congress. 3 cr.

The course will describe the legal structure, constitutional powers, internal work rules and procedures, and the political dynamics of the Congress within the context of the American federal political scheme. Special emphasis will be placed upon congressional interactions with the coordinate branches of government as well as with external factors such as interest groups and public opinion.

POL 260

Spring only

International Relations. 3 cr.

Prerequisite: HIS 102 or POL 205.

Basic themes of the course are the causes of war and the prospects for peace in the modern world. Among the topics covered are the nature of modern warfare and the impact of nuclear weapons, the East-West struggle, the Third World, diplomacy and espionage as instruments of foreign policy, and the search for world order through international law and the United Nations.

Security Administration (PSA)

PSA 111

Introduction to Security. 3 cr.

The historic, philosophical, practical and legal bases of security. The role of security and the security individual in modern society, the concept of professionalism, and the relationship to public law enforcement are reviewed. A survey is made of the personnel, physical and administrative aspects of the security field.

PSA 121

Internal Security 3 cr.

Internal theft control, investigation methods-including undercover, interrogation, polygraph uses, and internal developments-their causes and consequences-are explored along with major tactics, strategies and techniques used to deter and control internal theft

PSA 211

Administration and Control of Private Security Force 3 cr.

The course explores the difference between public and private policing to identify what constitutes private security including the role and functions, the selection of personnel, training of personnel, ethics and conduct of security personnel. The Hallcrest Report, the first comprehensive look at private security in more than a decade, is used to examine the resources, contributions and deficiencies of private security. The possible relationships with law enforcement agencies and the prospects for forging a partnership to combat crime is reviewed.

PSA 224

Security and the Law 3 cr.

Course focuses on the various legal components applicable to security personnel. Available sources of authority, powers, and legal restrictions are analyzed in-depth. Probable cause, the single biggest issue affecting false arrest is thoroughly reviewed. Arrest, search and seizure, detention, interrogation and the use of force are thoroughly discussed. Special emphasis is placed on criminal and civil sanctions that can be invoked against security personnel who abuse their authority. Ramifications of tort liability will be examined.

PSA 231

Arson Investigation, Safety Management, OSHA (Federal and State) 3 cr.

A study of arson, its prevention, detection, investigation and control. The course examines occupational and environmental hazards, injuries and diseases, including toxic materials, radiation exposure, pollution and occupational diseases. OSHA, the safety enforcement agency, is reviewed, both at the Federal and State level. Its purpose and effectiveness is thoroughly analyzed. The course emphasizes the need for safety management in both the public sector and the work place. The genesis of workers' compensation law, its effectiveness, and present day status is assessed.

PSA 241**Research in Crime and Security . . . 3 cr.**

Prerequisite: At least nine credits of Criminal Justice and/or Private Security Administration.

This seminar type course offers the student an opportunity to examine specific issues, conflicts or controversies in one or more of the following discipline areas: law enforcement, loss prevention, courts and corrections. An interdisciplinary approach is stressed for a broader understanding. Each student is required to complete a research project under the direction of the instructor in the student's chosen area of examination.

Psychology (PSY)

PSY 203**General Psychology I 3 cr.**

Designed to familiarize the student with the science of human behavior and mental states; the methods employed by psychologists; the experimental findings and applications of research; and the important contributions from the behaviorist, psychoanalytic, neuroscientific, and cognitive schools of thought. This course includes the study of learning, perception, cognition, intelligence, social influences, psychological disorders, physiological changes and developmental stages.

PSY 204**General Psychology II: Research Methods 3 cr.**

Prerequisite: PSY 203.

A more comprehensive study of areas covered in PSY 203, especially perception, learning, intelligence and personality. There are demonstrations and participation in experiments in these areas.

PSY 206**Educational Psychology 3 cr.**

Prerequisite: PSY 203.

This course is intended to provide knowledge and understanding of the major theories and findings of the science of Educational Psychology. The course includes a consideration of such topics as: research methods in educational psychology; the cognitive, personal, social and moral development of students; the impact of student diversity on teaching and learning; the principles and processes of learning; motivational concerns in education; classroom management; techniques of teaching; and methods of assessing student learning.

PSY 207**Industrial Psychology 3 cr.**

Prerequisite: PSY 203.

An examination of aspects of behavior that relate to work organizations. Areas covered include pertinent general psychological processes such as learning and motivation; individual difference dimensions such as personality, aptitudes, and attitudes; and characteristics of group and organizational environments.

PSY 212**Adolescent Psychology 3 cr.**

Prerequisite: PSY 203.

Problems of adolescence as related to childhood and maturity. Physical, emotional, social, intellectual, moral, and religious development; theories of adolescent personality development, the importance of home and community relationships. Observations required.

PSY 213**Child Development 3 cr.**

Prerequisite: PSY 203.

Development and analysis of infant and child behavior, motor development, emotional development, motivation, language, thinking, work and play. Problems and methods of child study; application of research; effects of heredity and environment on the individual; individual differences and theories of personality development.

PSY 214**Adult Development 3 cr.**

Prerequisite: PSY 203.

This course examines theories and research concerning psychological development in adulthood and old age. Among the topics studied are: Theories of adult development, motivation, language, thinking, work and play. Problems and methods of child study; application of research; effects of heredity and environment on the individual; individual differences and theories of personality development. Observations required.

PSY 215**Abnormal Psychology 3 cr.**

Prerequisite: PSY 203.

An introduction to behavior pathology. Emphasis is on the evaluation, diagnosis and treatment of disordered and maladaptive behavior. Presentation of different theories and models of normal and abnormal personality.

PSY 219**Psychology of Art 3 cr.**

Prerequisite: PSY 203.

Issues, theories, and methodology in the psychology of visual art. Theories of creativity and profile of the creative individual and thought process. Motivation to view art, pictorial perception, visual preference, sensitivity to style, and aesthetic judgment. Developmental trends in normal, autistic, and gifted children's drawings. Chimp art and pathological art.

PSY 220**Brain and Behavior 3 cr.**

Prerequisite: PSY 203.

A course examining the structure and functioning of the nervous system on all levels, from the microanatomy and physiology of the neuron to a general description of the cerebral processes which underlie all behavior. Emphasis is placed on a general understanding of the organization of the brain and how this organization relates to both simple and complex behaviors.

PSY 235**Psychology of the Exceptional Child 3 cr.**

Prerequisite: PSY 203.

Corequisite: PSY 213.

(Dual listed with SEV 103). Psychological development and problems of mentally retarded, physically handicapped, maladjusted, disturbed, sensory disabled, gifted and developmentally disabled children and adolescents.

PSY 240**Psychology of Human Adjustment . . 3 cr.**

Prerequisite: PSY 203.

The personality development of the individual, personal awareness and personal growth, adaptive and maladaptive modes of adjustment to social and psychological stresses, including a survey of major issues of current concern and a discussion of the community resources available to the individual with emotional difficulties.

PSY 241**Social Psychology 3 cr.**

Prerequisite: PSY 203.

The behavioral characteristics of individuals, of small and of large groups: their interrelationships, methods of measuring and assessing interactions between the individual and his environment. Motives, attitudes and opinion, social norms and roles, individual personality, group structures and processes, leadership and communication.

PSY 490**Cooperative Education Internship 4 cr.**

Prerequisite: PSY 203 and permission of the Instructor and/or Chairperson and approval by the agency offering the internship.

Supervised placement of the student in professional Psychological and Psychology-related settings to enable the student to gain insight into the Psychology field as well as interactive and practical work experience to enhance the formal academic concepts received in the classroom. Students are required to attend five on-campus seminars.

Reading (RDG)

RDG 001**Individualized Reading and Study Improvement 0 cr.**

Prerequisite: Satisfactory completion of BEP 090, if required.

A required course for students who demonstrate serious reading deficiencies on the College Placement Test. Instruction will include recognition of main ideas and details, critical reading skills, and vocabulary improvement. Reading comprehension and study skills are enhanced through the practice of outlining, mapping, underlining, and summary writing. Students' strengths and weaknesses are diagnosed through standardized testing and ongoing evaluation. Students are required to attend a supervised Reading laboratory weekly for individualized practice work. (3 hours. lecture, 1 hour laboratory). Freshmen assigned to this course must pass it before proceeding to English 101.

RDG 002**Reading and Studying College****Texts 0 cr.****Prerequisite:** Satisfactory completion of BEP 090 or RDG 001, if required.

This course is designed to help deficient readers meet the demands of college reading and studying. An in-depth study and application of more advanced reading strategies will be provided using content readings from college texts. All strategies taught will foster the reading/writing/thinking connection. The strategies and knowledge students gain from this course will be applied directly to academic courses. Supplemental practice in reading and studying strategies will be available in a Reading Center.

RDG 010**RDG ESL 1 – Reading and Study for the Foreign Student (Intermediate) . . . 0 cr.****Prerequisite:** Placement by the Department.

Designed for students who speak English as a second language who need to develop fundamental reading skills at the intermediate level. Emphasis will be placed on literal and inferential comprehension skills, oral reading, vocabulary acquisition, and listening and discussion skills. Mastery of these skills will prepare students for entrance into RDG 020. Students will be required to do individualized work in the Reading laboratory for one hour per week. (3 lecture, 1 laboratory hour).

RDG 020**RDG ESL 2 – Reading and Study for the Foreign Student (Advanced) 0 cr.****Prerequisite:** Placement by Department or RDG 010.

Designed for students who speak English as a second language who need to develop vocabulary and comprehension skills at an advanced level. Emphasis will be placed on literal and inferential comprehension skills, vocabulary acquisition, reading fluency, listening comprehension, ability to discuss reading materials and basic study and organizational skills. Mastery of these skills will prepare students for entrance into RDG 030. Students will be required to do individualized work in the Reading laboratory for one hour per week. (3 lecture, 1 laboratory hour).

RDG 030**RDG ESL 3 – Reading and Study for the Foreign Student (College Preparatory) . 0 cr.****Prerequisite:** Placement by Department or RDG 020.

Designed for students who speak English as a second language who need to develop mastery of college-level reading and study skills. Emphasis will be in the areas of vocabulary enrichment, inferential and critical reading, textbook study strategies, library skills, and the development of reading fluency. Completion of RDG 030, will enable students to take a credited reading class. Students will be required to do individualized work in the Reading laboratory for one hour per week. (3 lecture, 1 laboratory hour).

RDG 101**Effective College Reading 3 cr.**

A course designed to help students view reading as a positive experience and at the same time to develop the essential strategies needed for successful college and lifelong reading. Students will be challenged both cognitively and attitudinally by a broad spectrum of mature reading selections addressing many of the concerns of youth today in a rapidly changing world. Strategies developed will address literal and inferential comprehension, critical thinking, study techniques, rate flexibility and vocabulary enrichment through the use of practice activities, discussion questions and journal writing topics.

RDG 102**Speed Reading. 3 cr.****Prerequisite:** A previous reading course (RDG 101) or permission of the department.

A concentrated course designed to present the theories of speed reading and to provide the student with extensive practice in developing a greater range in his/her efficient reading rate. Ability to adjust one's reading skills, especially rate and comprehension, to the type and level of the material are the main concern. This course is not designed for a student with a comprehension or vocabulary deficiency.

Retail Business Management (RET)

RET 107**Principles of Retailing 3 cr.**

Survey of retail organizations, their structure and major divisions are studied for their function and interrelationships; operations, and human resources.

RET 109**Visual Merchandising. 3 cr.**

Visual merchandising of retailing goods; effective window and interior display; appropriate equipment and materials; color, lighting, and general arrangements. A hands-on approach is utilized whereby students design and construct exterior and interior displays.

RET 111**Retail Merchandising 3 cr.****Prerequisite:** RET 119 or permission of Department Chair.

This course covers the fundamentals of merchandising, markup and markdown, stock turnover, stock-sales ratio, retail method of inventory, open-to-buy, unit stock control, the merchandise plan, merchandising and the computer.

RET 115**Textiles 3 cr.**

Identification of fibers and fabrics, and analysis of construction of cloth to determine strength, durability and usefulness are included in this course. Methods and effects of finishing cloth. In addition, laws relating to the labeling and advertising of textiles and textile products are discussed. Geared to the needs of students who plan careers in apparel design, interior design, retailing, fashion marketing, and consumerism.

RET 119**Retail Buying 3 cr.**

The buying function in department stores, specialty stores, discount chain stores, independent stores and non-store retail formats will be studied. The buying activity and how it is affected by store organization, merchandise offered and store's dollar volume are examined in order to forecast and satisfy consumer needs. The buyer's role in merchandise planning and control, sourcing domestic and foreign supply chains are also explored in order to understand channels of distribution in relationship to retail image.

RET 127**Foreign Buying 3 cr.**

This course provides qualified students an opportunity to learn selected methods and techniques involved in foreign buying. Independent research, a buying plan, and visits to major international cities are included. Special expenses for students' airfare, food, lodging, taxes, transfers, etc.

RET 135**Contemporary Retailing. 3 cr.**

This course provides students of retail business management with an analysis of the manager's function from the perspective of the first line operations manager. Lecture, case analysis using specific research techniques and field trips as appropriate, will be utilized to develop insight and problem solving skills for today's retail manager. Field trips to retail stores will concentrate on human resource and merchandising functions, customer service techniques and financial control. Additional transportation expenses may be required.

RET 142**Field Training. 3 cr.****Prerequisite:** Permission of Department Chairperson and/or Course Coordinator.

Students work for appropriate retail business firms to enrich the theoretical concepts previously developed in the classroom.

Records and Information Management (RMT)

RMT 101**Introduction to Records****Management 3 cr.**

This course provides an overview of the field of records management and serves as a foundation for subsequent courses in the Records Management program. An introduction to the various forms of document management is presented. Other topics introduced: records retention; storage and protection; career opportunities; records inventory; archives management; vital records protection; disaster recovery/contingency planning; and information storage and retrieval. The technical and nontechnical trends in records management will also be discussed.

RMT 102

Records Creation and Distribution . . 3 cr.

Prerequisite: RMT 101.

This course is an in-depth study of the principles involved in records creation and distribution. Emphasis will be placed on: forms and reports management, correspondence and mail management, directives and publications management, and management/supervisory considerations in the field of records management. The topics of subject and numeric records management are also covered. (3 lecture, 1 laboratory hour). Laboratory fee applies.

RMT 103

Records Retention, Storage and Protection 3 cr.

Prerequisite: RMT 101.

This course provides an in-depth analysis of the practices and procedures of records retention, storage and protection. Attention will be given to the legal ramifications of documents management and to the adherence to standards.

RMT 104

Information Storage and Retrieval . 3 cr.

Prerequisite: RMT 101.

Designed primarily for records management majors, this course deals with document based tracking and retrieval systems, source document micrographs, computer-output microfilm (COM) systems, computer-assisted retrieval (CAR) systems and optical disk based systems. Theory, procedures, and ethical issues will also be addressed. Emphasis is on the technologies involved and on associated systems analysis and design issues. (3 lecture, 1 laboratory hour). Laboratory fee applies.

Physical Sciences (SCI)

The course number designation does not reflect the level of difficulty, and there are no course prerequisites.

SCI 101

Principles of Physical Science I . . 4 cr.

This is an introductory course designed to involve the non-science oriented student in an investigation of some of the basic concepts and processes of science. There will be an introduction to measurement and information gathering techniques used by scientists, along with an examination of basic principles of phenomena such as motion, gravity, energy, and heat. Laboratory experiments will enable the students to investigate scientific principles as they apply to the world. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

SCI 102

Principles of Physical Science II . . 4 cr.

The course is designed to continue the investigation of physical science principles with a focus on chemical aspects. Such topics as electricity, atomic structure, chemical nature and behavior, ionization, reactions, and compound formation will highlight the study. Laboratory experiments will enable the students to investigate scientific principles as they apply to the world. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

SCI 103

Physical Geology 4 cr.

This course presents principles of the study of the earth outlining how the science began in the late 1700's from natural curiosity progressing to our present knowledge of the earth as a dynamic entity. Students will study its surface features and processes and then can appreciate how patterns observed have allowed for interpretations of what is going on within the interior. Such aspects include but are not limited to earthquakes, volcanism, origin and deformation of mountain belts and ocean basins, the work of running water, glaciers and wind. In lab, students are provided a hands-on approach to the study of minerals, igneous, sedimentary and metamorphic rocks and will learn how to use a topographic map. A one-day field trip may be offered to illustrate and reinforce the concepts introduced. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies. A special section of Physical Geology may be offered each semester through the College of the Air program. This distance-learning course uses videotapes, the Internet, computers and other electronic media to complete the course assignments. Therefore students must have access to a computer and a VCR. Students will occasionally meet with the instructor on campus to perform laboratory experiments and to take exams. Special sections of Physical Geology may be offered which cover most of the topics above but which present the popular field of gemology, allowing the students to work with professional instruments to identify a large suite of gems, both natural and synthetic.

SCI 104

Historical Geology 4 cr.

This is a problem-oriented approach to the study of the geologic history of the planet earth. Laboratory methods are emphasized in conjunction with the fundamental tools of geology. The origins and evolution of the continents and ocean basins are examined both from a classical perspective, and through the utilization of the theories of continental drift and plate tectonics. The histories of select areas will be examined with an emphasis placed on the techniques used in the interpretation of the ancient environments in which the rock record was formed. A one-day field trip may be offered to illustrate and reinforce the concepts introduced. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

SCI 105

Solar System Astronomy 4 cr.

The historical development of the physical laws and theories basic to the study of the solar system is studied. Physical characteristics of the earth, moon, planets and sun are discussed including findings of unmanned planetary exploration. Students are required to attend at least two evening observation sessions during the semester. Students gain a working knowledge of the operation of a telescope. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

Note: A special section of Solar System Astronomy may be offered each semester through the College of the Air program. This distance-learning course uses videotapes, the

Internet, computers and other electronic media to complete the course assignments. Therefore, students must have access to a computer and a VCR. Students will occasionally meet with the instructor on campus to perform laboratory experiments and take exams.

SCI 106

Stellar and Galactic Astronomy . . 4 cr.

The student is introduced to the historical development of theories basic to understanding the concepts of the universe beyond the solar system and studies the evolution of stars and galaxies in terms of observations. Included are discussions of quasars, pulsars, black holes and the Big Bang Theory. Students are required to attend at least two evening observation sessions during the semester. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

SCI 107

Meteorology 4 cr.

To understand the daily and seasonal weather, students will be introduced to basic weather elements such as temperature, pressure, and humidity. Real-time weather maps from the Internet are often used in class to enhance the study of particular topics. After a good foundation in the basic principles of meteorology, various atmospheric phenomena will be discussed, including the formation of rainbows, thunderstorms, lightning, tornadoes and hurricanes. Many of these phenomena are illustrated on videotape. Laboratory exercises include the study of weather instruments, analysis of surface and upper air maps, analysis of soundings on Skew-T diagrams, and weather forecasting. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies. A special section of meteorology may be offered each semester through College of the Air. This distance-learning course uses real-time weather data to study the principles of meteorology. Students must have access to a computer and the Internet in order to download and print the weekly lessons. Communication between the instructor and the student is mainly by e-mail and fax. Students will occasionally meet with the instructor on campus to do laboratory experiments that require equipment and to take exams.

SCI 108

Climatology 4 cr.

Meteorological elements such as temperature, precipitation, pressure, and wind will be studied to provide an understanding of the different climates around the world. Students will learn how climate can influence agriculture, clothing, housing, and transportation in different parts of the world. The interdisciplinary nature of this course is evident in the study of how scientists have used biology, meteorology, geology, astronomy, physics, chemistry, oceanography and computer modeling to determine the climates of the past and predict the climates of the future. The study of climate change will include astronomical theories, the ocean conveyor belt, ozone depletion, global warming and El Nino and La Nina. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

SCI 109**Environmental Science I 4 cr.**

This course offers an introduction to the basic principles of ecology, population and food production problems. The course also examines the basic principles concerning air and water pollution. Laboratory exercises are designed to measure the local air and water quality. The modes of detection and prevention of environmental pollution will be investigated and discussed. Field trips and laboratory exercises are a required part of the course. Students must provide their own transportation to and from the field trip sites. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

Note: Some Saturday field trips may be required of evening students.

SCI 110**Environmental Science II 4 cr.**

(SCI 109 is recommended but not required). The course involves the investigation of current problems in our environment. The areas which will be discussed will be the problems of solid waste and various methods of its disposal; the effects of pollutants from present and future energy sources; noise pollution and the effects of radiation on people and the environment. Field trips and laboratory exercises are a required part of the course. Students must provide their own transportation to and from the field trip sites. (No prerequisite). (3 lecture, 3 laboratory hours). Lab fee applies.

Note: Some Saturday field trips may be required of evening students.

SCI 119**Oceanology 3 cr.**

(Dual listed with BIO 119). The course is designed as an overview of the structure, origin, and evolution of the world's oceans. Investigations will include analysis of abiotic factors such as sediments, coastlines, water properties and movements. These studies will take a close look at general water circulation, tides, currents, waves, and the effects of weather and climate. Further investigations will focus on biotic factors such as marine organisms, food chains, resources, and man's relationship to the sea. (No prerequisite).

Note: This course is a three credit course and does not fulfill the laboratory science requirement needed for graduation. There will be no waivers issued under any circumstances. One field laboratory during the term.

SCI 120**Environmental Issues of Metropolitan New York 4 cr.**

Prerequisite: Permission of Instructor.

This course is an intensive investigation of the current environmental problems facing society using the greater metropolitan area of New York as the focal point. Students will receive firsthand experience with current environmental problems through field trip observations and surveys. Problems dealing with the physical treatment of oil spills, the scientific formulation of environmental impact statements, and the effects of heavy industry on air quality will be some of the issues under consideration. The field trips and laboratory activities will be designed to reinforce the topics discussed during lecture.

Note: This is a limited enrollment course that runs during select intersessions for a period of 10 days. Special fees for transportation are required.

SCI 141**Metascience 3 cr.**

This course presents a study of enigmatic phenomena, both historic and contemporary, which have aroused popular interest and which present a paradox to modern science. Topics covered in the course are extraterrestrial intelligence, ancient "super cultures"(including Atlantis), the Bermuda Triangle phenomenon, the U.F.O. phenomenon, psychic phenomena (including "spirits" vs. "ghosts") and cryptozoological phenomena (from Loch Ness to Bigfoot). Emphasis is placed upon the critical evaluation of available data (written articles and videotapes) using the scientific method. (No prerequisite).

Note: This course is a three credit course and does not fulfill the laboratory science requirement needed for graduation. There will be no waivers issued under any circumstances.

SCI 203**Field Laboratory Geology 4 cr.**

Prerequisite: Permission of Instructor.

This is an activity-oriented approach to the study of some of the regionally accessible geologic features, processes, their history and beauty. The participants in this course will be introduced to a varied curriculum of the regional physical, historical, economic and environmental geologic phenomena. A brief sampling of some topics open to investigation are: post glacial features, coastal barrier beach problems/dynamics, the identification of major rock outcrop features, mining operations, and mineral and fossil collecting. Laboratory and field equipment will be used for the gathering of specimens and data to help develop an understanding of the gross geologic aspects of a particular location. A portion of the time needed to accomplish these goals will be spent as preparation and review on campus in the laboratory/lecture room. Field sites will be reached primarily through the use of chartered transportation.

Note: This is a limited enrollment course that runs during select intersessions for a period of 10 days. Special fees for transportation are required.

SCI 209**Fundamentals of Environmental Safety and Health 3 cr.**

This course is designed for anyone interested in understanding what constitutes a safe and healthy working environment and addresses the interests of both the technically and non-technically inclined student. The course explores the various hazards to which workers are exposed and presents the basic concepts and methods used to recognize, evaluate and control these hazards. Topics are selected to suit the students enrolled in a given class, such as interesting issues relating to school safety for teachers or future teachers. Current environmental/occupational health and safety legislation and regulations are presented and interpreted. (No prerequisite).

Note: SCI 209 is a three credit elective course. It is not a lab science course and does not fulfill the laboratory science requirement needed for graduation. There will be no waivers issued under any circumstances.

Child Care (SEV)**SEV 101****Behavior Modification: Field Experience I 4 cr.**

Prerequisite: Permission of Chairperson.

A systematic examination of facilities for the education of special education children. Emphasis is placed upon developing the student's understanding of applied behavior analysis, atypical vs. typical development, the analysis of human behavior and techniques for behavioral change, and developmentally appropriate curriculum. Field experience is designed to provide the student with opportunities for observation and participation in public and private schools for a minimum of three hours a week (3 lecture, 3 laboratory hours).

SEV 102**Field Experience II: Practicum 4 cr.**

Prerequisites: SEV 101 and permission of Chairperson.

Supervised field experience in pre-school-12th grade classes within both special and regular education classes for a minimum of 9 hrs. per week. Students will be required to demonstrate competence in developmentally age appropriate curriculum and behavioral programs. Lecture is devoted to discussion of problems encountered on field experience (1 lecture, 9 laboratory hours).

SEV 103**Psychology of the Exceptional Child 3 cr.**

Prerequisite: PSY 203.

Corequisite: PSY 213.

(Dual Listed as PSY 235) Psychological development and problems of mentally retarded, physically handicapped, maladjusted, disturbed, sensory disabled, gifted and developmentally disabled children and adolescents.

SEV 104**Infants & Toddlers 3 cr.**

Prerequisite: Open only to students in the Child Care degree program or by permission of the Department. SEV 104 can be substituted for PSY 212 (Students in the Child Care degree program only).

(Dual Listed with NED 106) Will explore programs, curricula for the care of children ages 6 weeks through the second year who are in group care settings. Appropriate techniques for fostering the emotional, physical, social, and cognitive development of the very young will be examined. Field visits to infant and toddler programs will be required.

Sociology (SOC)

SOC 201

Introduction to Sociology 3 cr.

Major theories, methodology and research findings of sociology. The nature, organization and development of modern society. Sociological examination of varied forms of group life, including small groups, families, bureaucracies, formal organizations, social classes and ethnic groups. Analysis of social process and social change.

SOC 202

American Society 3 cr.

Prerequisite: SOC 201 or 203.

American society and its peoples: their class ethnic and racial characteristics, their attitudes and behavior patterns. Exploration of family, educational, industrial, political and recreational institutions in American communities. Analysis of the effects of urbanization, industrialization and bureaucratization of American life.

SOC 203

General Anthropology 3 cr.

The major problems, methods and findings of physical and cultural anthropology. Topics include: primate field studies, human origins, evolutionary processes, human variation, development of culture among early humans, interaction of nature, culture and society.

SOC 204

Cultural Anthropology 3 cr.

Prerequisite: SOC 201 or 203.

Explores cultures holistically in preindustrial and non-Western and Western societies. Topics include: ecology and environment, economic organization, kinship and marriage patterns, political organization, social structure, religious organization, rituals, ideas, values and world view. Other topics are culture contact, technological development, and culture change.

SOC 205

Women and Men in Cross-Cultural Perspective 3 cr.

Prerequisite: SOC 201 or SOC 203 or permission of instructor.

The study of women and men from a cross-cultural point of view. Gender differences are explored in different cultures in relation to such topics as the following: kinship, economic organization, political systems, religion, life cycle, roles and status. Analysis of women and men in advanced industrial societies.

SOC 207

Sociology of Religion 3 cr.

Prerequisite: SOC 201 or SOC 203.

The relationship between religion and society. Religion and social class. Religious groups as minority groups. Religious prejudice and discrimination. Contemporary American religious movements. Religion and social change.

SOC 210

Criminology 3 cr.

Prerequisite: SOC 201 or SOC 203.

The nature, significance and causes of crime: statistics of crime and delinquency; historical development of criminological theory; modern explanations of crime, criminal laws and courts; police and prisons.

SOC 211

Race, Class and Gender 3 cr.

Prerequisite: SOC 201 or SOC 203 or permission of instructor.

Develop an understanding of race, class, and gender differences in American society and comparative materials on other societies. Sociological explanations of inequalities and interrelationships between race, class and gender. Sociological analysis of stereotyping, prejudice, and discrimination; class, privilege, and disadvantage. Class, ethnic and racial cultures, intergroup conflict and reduction of intergroup tensions.

SOC 212

Social Problems 3 cr.

Prerequisite: SOC 201 or SOC 203.

Application of sociological principles to problems of social disorganization and deviant behavior in industrial societies. Analysis of such problems as family disorganization, race conflict, poverty, mental illness, suicide, aging, crime and delinquency, drug and alcohol addiction, overpopulation and the ecological crisis.

SOC 214

African-American Culture 3 cr.

(Dual listed with AFR 185). A comprehensive survey of the various aspects of the lives, life-styles, values, art forms and the social impact of the African-American. The course will include the varying life-styles of Blacks at different socioeconomic levels; Black speech patterns; the role of the church as a religious, political and recreational institution; the development of Black music, art and literature, and the influence of Africa.

SOC 215

Social Change 3 cr.

Prerequisite: SOC 201 or SOC 203 or permission of instructor.

Analysis of factors and determinants of social change. How culture, social structure, political, economic and technological factors are interrelated. Evaluation of theories of social change. Examination of social change in traditional and "post industrial" societies. Problems of planning, inducing and controlling social change.

SOC 216

Aging, Society and Culture 3 cr.

Prerequisite: SOC 201 or SOC 203.

Students will explore the diverse aspects of aging through field research and a survey of the literature. Topics will include theories on aging, cross cultural material, family and kinship relations, friendship patterns, voluntary associations, political participation, and financial, health, legal and other social problems. Career opportunities in gerontology will be explored.

SOC 219

The African-American Family 3 cr.

Prerequisite: SOC 201 or SOC 203 or permission of instructor.

(Dual Listed with AFR 186) Sociological approaches to the African-American Family. Topics include interactions with public and social institutions, male/female relationships, state of the extended family, identity as a socialization agent, courtship, sex patterns and roles, health and economic issues, alternative life styles, the Black male as an endangered species', and the effects of public policy on the Black family.

SOC 220

Sociology of the Family 3 cr.

Prerequisite: SOC 201 or SOC 203.

The family as a social institution and the roles of men, women and children in different societies. Types of families; how they develop and change. The social characteristics of the American family, its relation to the economy, government, religion and law. Problems of the family in modern industrial societies; conflict, divorce, mobility and mental illness.

SOC 225

Sociology of Health Care 3 cr.

Prerequisite: SOC 201 or SOC 203 or permission of instructor.

Health and illness in American society and in cross-cultural perspective. Hospitals as organizations with complex staffs, needs and goals. Community and hospital in interaction. Health care delivery in a changing society.

Student Personnel Services (SPS)

SPS 093

SPS Seminar 0 cr.

(Dual listed with BEP 093). SPS Seminar is a required course of the Basic Education Program. The seminar focuses on values clarification, identification and applications of individual learning styles, critical thinking, problem solving, career exploration and understanding college policies. The student will be expected to demonstrate the understanding of these concepts and skills in the other courses of the college preparatory program and in making plans for the next semester of their education.

SPS 102

Career Exploration 3 cr.

An examination of issues related to selection of career fields. Emphasis is placed on a realistic self-appraisal of one's own needs, interests and skills; using career resource information; decision making and job-seeking techniques.

SPS 111

Drugs and American Society 3 cr.

The course will include the analysis of the person, the environment, and the agent in respect to drugs. The pharmacology of drugs used and abused, treatment modalities, helping others, legality and testing attitudes toward drugs.

SPS 201

Handicap Person and Society. . . . 3 cr.

Prerequisites/Corequisites: PSY 203, SOC 201.

A course exploring the personal and societal aspects of reactions to physical disability. Emphasis is placed on the interaction of several factors as well as on social implications of disability. Ways of assisting the positive and self-fulfilling reactions to disability are explored.

Studio Recording Technology (SRT)

SRT 101

Music Business I. 3 cr.

Corequisites: SRT 103, SRT 105.

Survey of music business practices and music industry markets. Topics include publishing, copyright, licensing and management. Limited to Studio Recording Technology Certificate students.

SRT 102

Music Business II 3 cr.

Prerequisite: Minimum grade of C in SRT 101.

Corequisites: SRT 104, SRT 106.

Survey of music business practices and industry markets, particularly in the recording and telecommunications industries. Limited to Studio Recording Technology Certificate students.

SRT 103

Music Theory I. 3 cr.

Corequisites: SRT 101, SRT 105.

Survey of music theory practices and applications. Rudiments of music, including notation, rhythm, scales, intervals and triads. Limited to Studio Recording Technology Certificate students.

SRT 104

Music Theory II 3 cr.

Prerequisite: Minimum grade of C in SRT 103.

Corequisites: SRT 102, SRT 106.

Survey of music theory practices and commercial music applications. Specific study of commercial music formats and language. Limited to Studio Recording Technology Certificate students.

SRT 105

Basic Studio Techniques. 6 cr.

Corequisites: SRT 101, SRT 103.

Survey of equipment and procedures in studio recording. Basic electronic and acoustical background, system signal flow, console, patchbay and multitrack operation. Limited to Studio Recording Technology students. Instructional location is off campus. Students must provide their own transportation.

SRT 106

Advanced Studio Techniques 6 cr.

Prerequisite: Minimum grade of C in SRT 105.

Corequisites: SRT 102, SRT 104.

Continuation of the study of studio procedures, with emphasis on individual system elements. Gain reduction devices, digital signal processors, digital sound recording and editing

environments. Limited to Studio Recording Technology students. Instructional location is off campus. Students must provide their own transportation.

SRT 107

Internship 6 cr.

Prerequisites: Minimum grade of C in SRT 106.

Field experience internship program where students are placed as apprentice technicians in professional recording studios. Faculty field supervision at off-campus location. Students must provide their own transportation.

Statistics (STA)

STA 110

Introduction to Statistical Research

Design 3 cr.

Prerequisite: MAT 102.

General elective course for liberal arts, business, social sciences, humanities, and statistics students. Introduces the components of research design and research report writing. Different school research designs are included.

STA 120

Computers and Applied Statistics 3 cr.

Prerequisite: MAT 102.

(Dual listed with MAT 103). A course for students concentrating in liberal arts, social science, humanities, and statistics. Through the use of computer software packages such as Excel, Lotus 1-2-3, Statistical Package for the Social Sciences (SPSS), and Minitab, the basic and more advanced ideas of descriptive and inferential statistics are studied.

Telecommunications Technology (TCT)

TCT 141

Telecommunications Circuits 4 cr.

Corequisite: ENG 101.

This course will train students in the application of Ohm's law, Kirchhoff's laws, Thevenin's and Norton's theorem, and Superposition to the analysis of DC and AC passive circuits, including R-L-C circuits, impedances, phase angles, resonance, and transformers. Laboratory fee applies.

TCT 143

Telecommunications Electronics I . . 4 cr.

Prerequisites:TCT 141, ENG 101.

Corequisite: MAT 117.

This course will train students in the physical principles underlying current carriers in semiconductor materials; static and dynamic characteristics of diodes and transistors; biasing methods and concepts of amplification; analysis of basic BJT and FET circuits; frequency response of one and two stage amplifiers; troubleshooting; analysis by computer simulation. Laboratory fee applies.

TCT 144

Digital Electronics for Telecommunications I 4 cr.

Prerequisites: MAT 116, CMP 115, TCT 141, ENG 101.

Corequisite: MAT 117.

This course will prepare students in digital electronics with topics related to number systems and codes, logic functions, and Boolean algebra. IC building blocks are used in applications ranging from logic gates to flip-flops, counters, registers, and arithmetic circuits. Algebraic reduction and mapping are used to minimize Boolean expressions and combinational logic circuits. Computer stimulation of digital circuits will be used to verify actual hardware setups. Laboratory fee applies.

TCT 151

Telecommunications I – Voice . . . 4 cr.

Prerequisites: MAT 116, CMP 115.

Corequisite: ENG 101.

An introduction to the techniques, principles, and terminology of Voice telecommunications will be presented. Public and private telecommunication networks will be examined. Telecommunication equipment, switching and transmission technology will be demonstrated. The frequency spectrum, modulation schemes and multiplexing techniques will be explored. Lectures, interactive learning, demonstrations will be employed. Laboratory exercises will be required. Laboratory fee applies.

TCT 243

Telecommunications Electronics II 4 cr.

Prerequisites: TCT 143, MAT 117.

This course is designed to train students in the analysis and application of advanced electronic circuits. Topics include differential amplifiers, stage gain in decibels, input and output impedances, linear IC operational amplifiers, frequency response and Bode plots, active filters, D/A and A/D circuits, oscillators and high frequency amplifiers, troubleshooting of test circuits, and analysis by computer simulation. Laboratory fee applies.

TCT 245

Digital Electronics for Telecommunications II 4 cr.

Prerequisites: MAT 117, TCT 144, TCT 243.

This course is designed to train students in the organization, architecture, and hardware aspects of digital microcomputer systems. Topics include an introduction to microprocessors, types and characteristics of different chips, motherboards, bus structures, memory, I/O interface devices, disk drives, video displays, and printers. Serial and parallel buses are discussed. Applications include the interfacing of peripherals, data communications between computers, and team project. Laboratory fee applies.

TCT 252

Telecommunications II – Data . . . 4 cr.

Prerequisites: TCT 144, TCT 151, MAT 117.

An introduction to the techniques, principles, and terminology of Data Communications will be presented. Public and private networks will be

examined. Data communication equipment, multiplexing, and interactive learning, demonstrations will be employed. Laboratory exercises will be required. Laboratory fee applies.

TCT 253

Telecommunications III – LANS . . . 4 cr.

Prerequisite: TCT 252.

Corequisite: TCT 254.

An introduction to the technology and terminology of Local Area Networks (LANs) will be presented. The topologies, transmission media, network interfaces, and the access methods will be examined. Shared resources and interconnecting of LANs will be explored. Lectures, interactive learning and demonstrations will be employed. Laboratory exercises will be required. Laboratory fee applies.

TCT 254

Telecommunications IV 4 cr.

Prerequisite: TCT 252.

Corequisite: TCT 253.

A survey of current and emerging technologies in Telecommunications will be presented. Lectures, interactive learning, demonstrations, and site visits will be employed. Laboratory exercises will be required. Laboratory fee applies.

Telecommunications Technology; Verizon Option (TNY)

TNY 171

Telecommunications Circuits 4 cr.

Prerequisites: MAT 116, CMP 115.

Corequisite: ENG 101.

This course will train students in the application of Ohm's Law, Kirchhoff's laws, Thevenin's and Norton's theorem, and Superposition to the analysis of DC and AC passive circuits, including R-L-C circuits, impedances, phase angles, resonance, and transformers. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

TNY 173

Telecommunications Electronics I . . 4 cr.

Prerequisites: TNY 171, ENG 101, MAT 116, CMP 115.

Corequisite: MAT 117

This course will train students in the physical principles underlying current carriers in semiconductor materials; static and dynamic characteristics of diodes and transistors; biasing methods and concepts of amplification; analysis of basic BJT and FET circuits; frequency response of one and two stage amplifiers; troubleshooting; analysis by computer simulation. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required.

TNY 174

Digital Electronics for Telecommunications I 4 cr.

Prerequisites: TNY 171, ENG 101, MAT 117, CMP 115.

Corequisite: TNY 181.

This course will prepare students in digital electronics with topics related to number systems and codes, logic functions, and Boolean algebra. IC building blocks are used in applications ranging from logic gates to flip-flops, counters, registers, and arithmetic circuits. Algebraic reduction and mapping are used to minimize Boolean expressions and combinational logic circuits. Computer simulation of digital circuits will be used to verify actual hardware setups. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

TNY 181

Telecommunications I – Voice . . . 4 cr.

Prerequisite: TNY 173, MAT 117.

Corequisite: TNY 174.

An introduction to the techniques, principles, and terminology of Voice telecommunications will be presented. Public and private telecommunication networks will be examined. Telecommunication equipment, switching and transmission technology will be demonstrated. The frequency spectrum, modulation schemes and multiplexing techniques will be explored. Lectures, interactive learning and demonstrations will be employed. Laboratory exercises will be required. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

TNY 273

Telecommunications Electronics II . . 4 cr.

Prerequisites: TNY 173, MAT 117.

This course is designed to train students in the analysis and application of advanced electronic circuits. Topics include differential amplifiers, stage gain in decibels, input and output impedances, linear IC operational amplifiers, frequency response and Bode plots, active filters, D/A and A/D circuits, oscillators and high frequency amplifiers, troubleshooting of test circuits, and analysis by computer simulation. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of laptop computer is required. Laboratory fee applies.

TNY 275

Digital Electronics for Telecommunications II 4 cr.

Prerequisites: TNY 174, TNY 273.

Corequisite: TNY 282.

This course is designed to train students in the organization, architecture, and hardware aspects of digital microcomputer systems. Topics include an introduction to microprocessors, types and characteristics of different chips, motherboards, bus structures, memory, I/O interface devices, disk drives, video displays, and printers. Serial and parallel buses are discussed. Applications include the interfacing of peripherals, data communications between computers, and team project. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

TNY 282

Telecommunications II – Data . . . 4 cr.

Prerequisites: TNY 174, TNY 181, TNY 273.

Corequisite: TNY 275.

An introduction to the techniques, principles, and terminology of Data Communications will be presented. Public and private networks will be examined. Data communication equipment, multiplexing, and interactive learning, demonstrations will be employed. Laboratory exercises will be required. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

TNY 283

Telecommunications III – LANS . . 4 cr.

Prerequisites: TNY 282, TNY 275.

An introduction to the technology and terminology of Local Area Networks (LANs) will be presented. The topologies, transmission media, network interfaces, and the access methods will be examined. Shared resources and interconnecting of LANs will be explored. Lectures, interactive learning, demonstrations will be employed. Laboratory exercises will be required. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

TNY 284

Telecommunications IV 4 cr.

Prerequisites: TNY 283, TNY 275.

A survey of current and emerging technologies in Telecommunications will be presented. Lectures, interactive learning, demonstrations, and site visits will be employed. Laboratory exercises will be required. This course makes extensive use of computer simulations and communications both in and out of the classroom; use of a laptop computer is required. Laboratory fee applies.

Theatre (THR)

THR 100

Theatre Appreciation 3 cr.

A survey of the aesthetic and technical factors involved in the emergence of written drama as a produced work of theatre art. For students whose curricular emphasis is not theatre. Attendance at theatrical productions required.

THR 101

Fall only

Introduction to Theatre History I . . 3 cr.

An introduction to the arts of the theatre with special emphasis on (1) the evolution and historical development of the play and the physical theatre and (2) the function and interdependence of the various artists and craftsmen in the theatre from primitive times through the Renaissance. Attendance at theatrical productions required. (See THR 201).

THR 102**Introduction to Black Theatre in America 3 cr.**

(Dual listed with AFR 190). An introduction to the literature and artists of the contemporary Black theatre in America. This course includes representative Black playwrights, actors and technicians as speakers in the class and field trips to Black theatre productions. Students will have the opportunity to work in at least one production per semester, selected from contemporary Black drama which may, whenever possible, be taken into the Black community.

THR 103-104**Acting I-II 3-3 cr.**

Corequisite: (for Theatre students) THR 101-201. Fundamental training of the actor as a theatrical instrument. Physicalization, characterization and interpretation are applied to improvisations, monologues and scenes. Actor's script analysis, psychological and emotional preparation are emphasized in scene and monologue study.

THR 107*Fall only***Stagecraft 3 cr.**

Corequisite: THR 115.

Introduction to the principles and techniques of technical theatre production, including scene design, construction, stage lighting, and costuming. Practical emphasis will be placed on scenery construction and the use of hand and power tools. Course requirements include an assignment to a theatre production.

THR 108*Spring only***Technical Production 3 cr.**

Prerequisite: THR 107 or permission of the instructor.

Intermediate study of the techniques and principles of stage construction and technical production.

THR 110*Fall only***Movement for Theatre I 1 cr.**

Training in movement to prepare the body as a dramatic instrument. Emphasis on flexibility so the actor may express physically a wide range of attitudes, traits and emotions. (3 hours)

THR 113-114*Summer only***Summer Theatre Workshop I-II . . 3-3 cr.**

Prerequisite: Permission of the Chairperson required.

Intensive training in the production, rehearsal and performance of plays.

THR 115-116**Production and Performance . . 1-1 cr.**

Participation in the production, rehearsal and performance of major college theatre productions. Assignments include constructing and painting scenery, hanging lighting instruments, stage management, running crew, etc. Students who are cast in productions (by audition only) are also required to participate in technical production tasks. Open to Theatre degree students. Others by Department permission only.

THR 117-118**African-American Theatre Ensemble, Rehearsal and Performance . . . 1-1 cr.**

(Dual listed with AFR 191-192). Participation in the production, rehearsal and performance of the African-American Theatre Ensemble productions.

THR 119*Spring only***Movement for Stage II. 1 cr.**

Prerequisite: THR 110.

A continuation of THR 110. (3 hours)

THR 120*Fall only***Voice for Stage 1 cr.**

Practice in the development of voice for the stage; concentrated practice in developing more effective voice and diction habits for the individual actor. (3 hours).

THR 201*Spring only***Introduction to Theatre History II. . 3 cr.**

A continuation of THR 101 surveying the developments of theatre from the Renaissance through the present. Emphasis on major movements in theatre and drama through representative dramatists, and an outline of contemporary and European theatre practice. Attendance at theatrical productions required. (See THR 101).

THR 202*Fall only***Lighting Design 3 cr.**

Prerequisite: THR 108 or permission of the instructor.

A program of instruction in the principles of theatrical lighting design, consisting of lab sessions, and lectures on equipment, color, optics, and lighting techniques. Students are to make light plots for analysis in class and advanced design problems are discussed.

THR 203*Spring only***Scene Design 3 cr.**

Prerequisite: THR 108 or permission of the instructor.

A program of instruction in the theory and practice of scene design, consisting of demonstrations, lectures, and critiques of student work. Students are to make scene-sketches, models, and working drawings for assigned projects, and move on to more advanced design problems.

THR 207-208**Acting III-IV. 3-3 cr.**

THR 207 *Fall only*; THR 208 *Spring only*.

Prerequisites: THR 103 and THR 104.

Designed especially for the third and fourth semester student in acting. Classroom study and coaching with emphasis on advanced monologues and scene study.

THR 215-216**Production and Performance. . . 1-1 cr.**

Participation in the production, rehearsal and performance of major college theatre productions. Assignments include construction and painting scenery, hanging lighting instruments, stage management, running crew, etc. Students who are cast in productions (by audition only) are also required to participate in technical production tasks. Open to Theatre degree students. Others by department permission only.

THR 217-218**African-American Theatre Ensemble, Rehearsal and Performance . . . 1-1 cr.**

(Dual listed with AFR 193-194). Participation in the production, rehearsal and performance of the African-American Theatre Ensemble productions.

THR 300**Shakespeare: Stage and Page . . . 3 cr.**

Prerequisite: ENG 102.

(Dual listed with ENG 300). This interdisciplinary course, team-taught by members of the English and Theatre Departments (dual listing), offers a performance-oriented view of Shakespeare's plays. Students will see films and videotapes as well as perform segments of the plays in class. The course will enable students to read Shakespeare's plays with awareness of performance dynamics and to see Shakespeare's plays on stage, in films, and on television with appreciation and understanding.

Women's Studies (WST)**WST 101****Introduction to Women's Studies . . 3 cr.**

Focusing on the roles of women in a cross-cultural context, this course introduces the student to the discipline of Women's Studies and serves as a basis for more specialized courses. It treats such issues as women in the family, workplace, and community; images of women in the arts, professions and popular culture; and women's contributions in a variety of fields.

WST 201**Women's Issues In Global Context 3 cr.**

Prerequisite: WST 101.

This course explores some of the major issues that affect women around the world. It focuses on the global labor force, reproductive rights, gay and lesbian politics, sexual identity, and education in Asia, Africa, Latin America, Europe, and the United States. Students will learn how women's experiences affect law and politics and how local conditions (here and elsewhere) intersect with global concerns and movements. Particular emphasis will be placed on goals and accomplishments of women's grassroots activism in many cultures.

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DIRECTOR: Dr. John Spiegel

Admissions

OFFICE: Administrative Tower, 2nd Floor, 572-7345
DIRECTOR: Bernard Iantosca

Multi-Cultural Student Affairs

OFFICE: College Center, Room 313/314, 572-7376
ASSOCIATE DEAN: Charmian Smith

Bursar

OFFICE: Administrative Tower, Lower Level, 572-7325
COORDINATOR: Ludwig V. Rodriguez

Career Development Center

OFFICE: Nassau Hall (Building M), Room 14D, 572-7696
COORDINATOR: Connie Egelman

Center for Students with Disabilities

OFFICE: 358 Davis Avenue, 572-7241, TDD: 572-7617
COORDINATOR: Janis Schimsky

Continuing Education Center

OFFICE: 355 East Road, 572-7472
DEAN: Dr. James Polo

Dean of Students

OFFICE: Nassau Hall (Building M), Room 8, 572-7135
DEAN: William V. Bryan

Department of Campus Public Safety

OFFICE: Security Building, 572-7100, 572-7101
DIRECTOR: Joseph Portela

Educational Counseling Center

OFFICE: Nassau Hall (Building M), Room 21, 572-7141
COORDINATOR: Delores Smalls

Evening Advisement Center

OFFICE: Advisement Center, 572-7118
DIRECTOR: Dr. John Spiegel

Financial Aid Office

OFFICE: Administrative Tower, 3rd Floor, 572-7397
ASSOCIATE DEAN: Evangeline Manjares

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OFFICE: Administrative Tower, Lower Level, 572-7123/7767
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Job Placement Office

OFFICE: Nassau Hall (Building M), Room 39, 572-7132
COORDINATOR: Henry Williams

Adult Resource Center

OFFICE: Plaza Level, Administrative Tower, 572-7103
COUNSELOR: Robert Rubin

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OFFICE: 353 Harmon Avenue, 572-7485
COORDINATOR: Joseph Buckheit

Psychological Counseling

OFFICE: Nassau Hall (Building M), Room 14, 572-7698
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CRISIS COORDINATOR: Richard C. Ashker

Registrar

OFFICE: Administrative Tower, Lower Level, 572-7370
DIRECTOR: Barry Fischler

Student Activities Office

OFFICE: College Center, Room 151, 572-7150
COORDINATOR: Phyllis Kurland

Student Financial Affairs

OFFICE: Administrative Tower, 5th floor, 572-7326, TDD: 572-9881
ASSISTANT VICE PRESIDENT: Ludwig V. Rodriguez

Transfer Office

OFFICE: Nassau Hall (Building M), Room 4, 572-7127
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Yih-Jin Young, B.A., National Taiwan University; M.A., Ph.D., University of Washington; Instructor, Sociology

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The Adjunct Faculty

NUMBER OF PURE ADJUNCTS* TEACHING BY ACADEMIC DEPARTMENT
SEMESTER WITH LOWEST COUNT/HIGHEST COUNT
BETWEEN FALL, 1993 - SPRING, 1998

Department	Low	High	Department	Low	High	Department	Low	High	Department	Low	High
ACC/BUS	17	24	ECO	9	13	LAW	7	13	PED	26	39
AHS	33	57	ENG	62	110	MAT	51	84	PHI	6	9
ART	26	35	ENS/PHY	6	12	MKT	1	9	PSY	6	10
BIO	27	40	HIS	8	15	MUS	13	20	RDG	28	9
CHE	12	18	HTL	1	5	NUR	4	10	SOC	23	29
COM19	47		FOR LANG	24	32	OFT	8	14	SPS	1	5
CRJ	9	17							THR	6	11

*Faculty who do not also teach full time at the College

Accounting and Business Administration

Joyce Alukonis, A.S., B.S., M.B.A., N.Y. Institute of Technology - Old Westbury; Adjunct Assistant Professor
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Carlos Castillo, doublebass and electric bass
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Arthur Goldstein, B.M., New England Conservatory; french horn
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Danae Papageorge, B.S., M.A., Columbia University Teachers College; voice
Howard Rockwin, B.M.E., M.A., Northwestern University; bassoon
Martha Smith, B.S., B.M., Ed.D., Columbia University; voice
William Zito, A.A.S., B.S., Hofstra University; guitar

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Elizabeth Castro, Symbol Technologies Inc., Bohemia, N.Y.
Joseph Coen, Roman Catholic Diocese of Brooklyn, Douglaston, N.Y.
Mary H. Colway, Nassau County Bureau of Real Estate, Mineola, N.Y.
Mario Crespo, Staff Builders, New Hyde Park, N.Y.
Cheri Goldsmith, Long Island Lighting Co., Hicksville, N.Y.
Howard Stark, Metropolitan Microforms, Huntington Station, N.Y.
Corene Wood, Brookhaven National Lab, Upton, N.Y.

Respiratory Care

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William Gutekunst, RRT, Anthony Home Care, East Meadow, N.Y.
Michael R. Dubin, M.D., Glen Cove, N.Y.
Don MacLean, RRT, Long Beach Memorial Hospital, Long Beach, N.Y.
Martin Moskowitz, M.D., Glen Cove Hospital
Sharon Pollard, RRT, Long Island Jewish Medical Center
Michael Karol, RRT, Long Island Jewish/Hillside Medical Center, New Hyde Park, N.Y.

Raymond Lavery, RRT, Nassau County Medical Center, East Meadow, N.Y.
Suhail Raouf, M.D., Chief of Pulmonary Medicine, Nassau County Medical Center
Linda Newman, RN, Nassau County Medical Center, East Meadow, N.Y.
James Keiffer, RRT, Director, North Shore University Hospital at Glen Cove, Glen Cove, N.Y.
Janet Berding, RRT, Director, South Nassau Communities Hospital, Oceanside, N.Y.
David Lyons, RRT, St. Francis Hospital, Roslyn, N.Y.
Christine Sumczik, RRT, St. Francis Hospital, Roslyn, NY
Jay Thompson, CRTT, St. John's Episcopal Hospital, Smithtown, N.Y.
Mara Bernstein, RRT, Winthrop University Hospital, Mineola, N.Y.
Gerald Stanick, RRT, Winthrop University Hospital, Mineola, N.Y.
Gary Fitzgerald, RRT, Winthrop University Hospital, Mineola, N.Y.

Surgical Technology

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Helen Britt, RN, Nurse Educator, Long Island Jewish Medical Center
Robert Cali, M.D., Mercy Medical Center
Carol Crisalli, RN, Administrative Surgical Services, Mercy Medical Center
Pat Hall, RN, OR Educator, Nassau County Medical Center
Jeanette Hartman, RN, Administrative Assistant, Winthrop University Hospital
Maryann Horowitz, RN, OR Nurse Educator, Mercy Medical Center
Noyes Harrigan, Inservice Educator, Winthrop University Hospital
Kathy Grippo, RN, South Nassau Communities Hospital
Jean Polonio, CST, Staff Technologist, New Island Hospital, Bethpage, N.Y.
D. Ryan, MD, PSY, Guidance Counselor, Long Beach Schools, Long Beach, N.Y.
KariAnn Cisco, CST, New York Hospital Medical Center

Local Advisory Council for Vocational Education

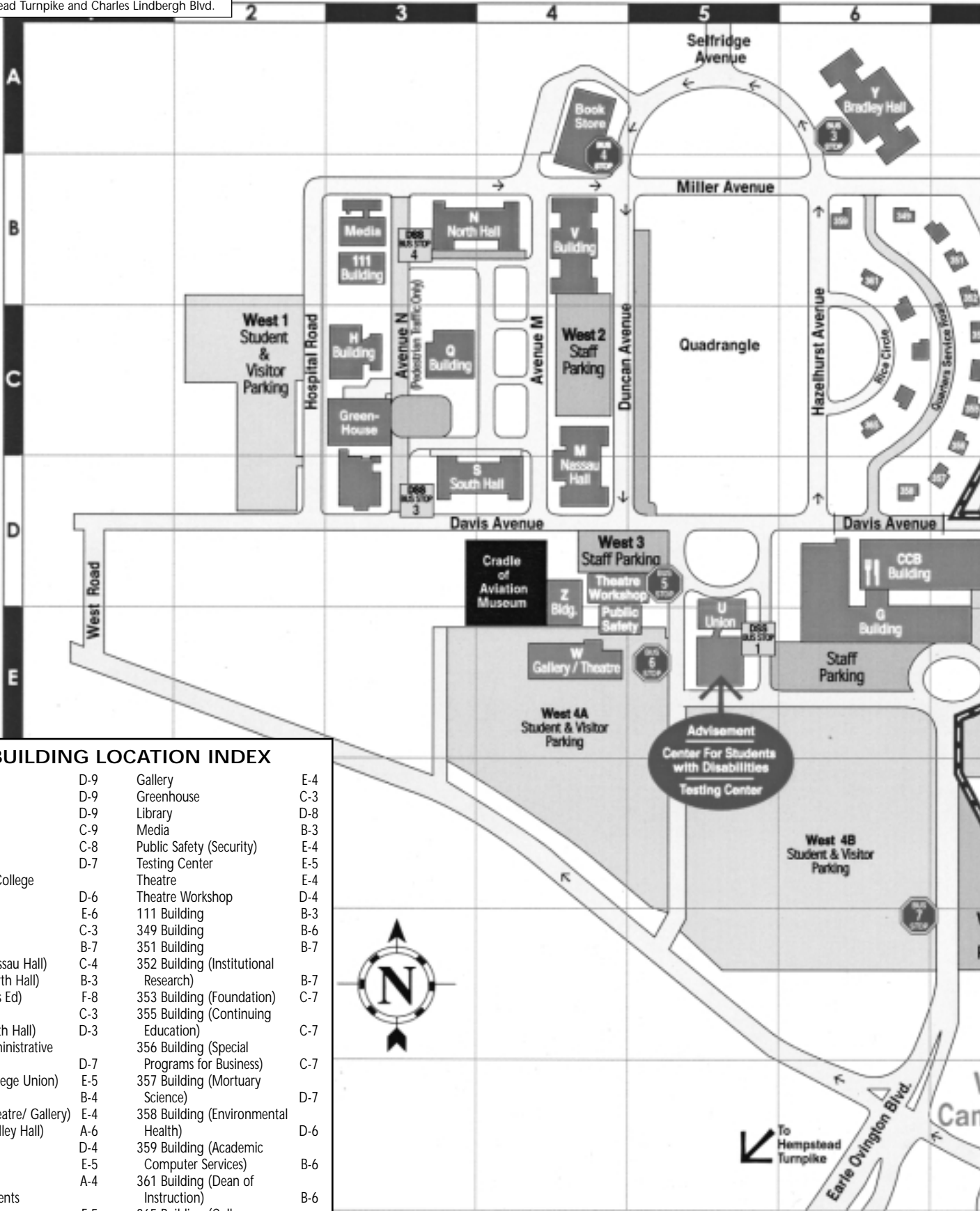
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Dave Rodgers, Southland Corp., 7 Eleven Stores, Levittown
James Wilde, Assistant Director of Occupational Programs, BOCES, Westbury

DIRECTIONS TO CAMPUS

Nassau Community College is located just north of the Nassau Veterans Memorial Coliseum on the Uniondale portion of Mitchel Field. It is accessible from all points on Long Island and New York City from the Long Island Expressway via the Meadowbrook Parkway (Exits M3 and M4). Entrances to the campus are on Endo Blvd., Stewart Ave., Hempstead Turnpike and Charles Lindbergh Blvd.

Thru North-South Traffic is Prohibited on Campus. The North-South roads adjacent to the Student Union (U) and Aviation Museum are closed to private vehicles. Alternate route is via Perimeter Road (below).

For students and visitors, North Parking Fields 1 & 2 are accessible from Stewart Avenue or Meadowbrook Parkway (Exit M-3); South Parking areas are accessible from Earle Ovington Blvd. or from Charles Lindbergh Blvd. via the Meadowbrook Parkway (Exit M-4).



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Metropolitan Suburban Bus Authority public transportation to the College is available. Route and schedule information may be obtained seven days a week by calling the Bus Information Center at (516) 228-4000.



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