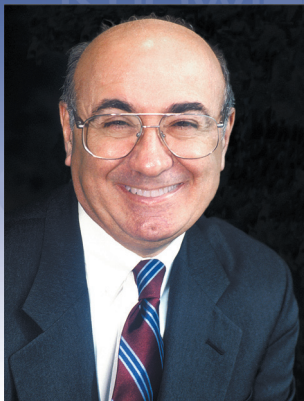


A Message From The President



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,

A handwritten signature in black ink that reads 'Sean A. Joseph'.

Community Education Success

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Photo Credit: William Baker Photography

Education

Community
Success
Knowledge
Pride
Success
Education



Academics

Nassau, the largest single community college campus 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 choices 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.

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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 and the Russian-American Wrestling Competition. In addition, Nassau Community College was a site of the 1998 Goodwill Games.

NCC
NASSAU
COMMUNITY
COLLEGE

Community Education Success Knowledge

General Information

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 attending college for the first time, others 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, 2005 enrollment totaled 21,239: 11,607 women and 9,632 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.

The College A Perspective

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 Certificate and lifelong learning 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 maintain an open admissions policy that ensures the availability of educational programs for traditional and non-traditional students
- 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.

Community Education Success

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, Registrar, 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 (Building G), 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 (TTY: 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. The main office is 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. Information regarding campus crime statistics as reported to the United States Department of Education will be provided upon request by contacting

The Campus

Public Safety at **(516) 572-7100**, the Office of the Vice President for Academic/Student Services at **(516) 572-7600**, or you can access this information directly at <http://ope.ed.gov/security>. 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

General Calls: 572-7100

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, e-mail 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

NCC Academic Support and Learning Centers

The Learning Centers at Nassau Community College offer a variety of services to students such as individual and small group tutoring, supplemental instruction using computer programs, Microsoft Office applications, and Internet access. The College Library provides comprehensive research and reference materials. Some centers are open to all students and others are available to students enrolled in specific programs or courses. Professional and instructional faculty supervise centers and provide learning assistance to students. Nearly all the centers have hours when students can walk in and work individually or in small groups. Appointments are usually required for longer help sessions. One goal of the Learning Centers is to assist students to become more efficient and effective learners. To be most helpful, the centers encourage students to take advantage of their services early in the semester and to continue on a regular schedule.

The following list contains a description of the services offered at each NCC Learning Center, its location, and phone number. General hours of operation for the fall and spring semesters for Open Learning Centers are listed. Open hours for Learning Centers for Specific Programs vary; call or visit the center for specific hours of service. Many centers provide information and current hours on the College website (www.ncc.edu) on their Department Home Pages. Most centers offer day and evening and some weekend hours.

The Campus

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 Care, 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.

ACADEMIC COMPUTER CENTER 572-7620

Library 2nd Floor

Provides computers with Internet access and Microsoft Office applications (Word, Excel, Power Point, and Access) for all students to use.

ACADEMIC COMPUTER CENTER- SOCIAL SCIENCES 572-9662

Bldg. G 145

Provides computers with Internet access, Microsoft Office applications (Word, Excel, Power Point, and Access), and program-specific applications. Primarily students taking social science courses use the center.

A. HOLLY PATTERSON LIBRARY 572-7400/7408

Houses over 198,533 books and audio-visual items, 50 periodical titles, 50 electronic database subscriptions, a networked library catalog, e-mail reference question response, and a web-based self-instructional tutorial. The reference room has 54 computers for students.

WRITING CENTER 572-7195

Bldg. Y (Bradley Hall)

The English Department's Writing Center offers individualized and group instruction to all students at basic to advanced levels in expository and creative writing, research and documentation, as well as grammar and usage. Drop-in sessions, appointments, and online e-mail tutoring are available.

Learning Centers For Specific Programs

If hours are not listed, call, visit the center, or check the department home page at the NCC website, www.ncc.edu.

ACCOUNTING AND BUSINESS LEARNING CENTER 572-7479

Bldg. A 307

Provides tutoring for accounting and business courses and computers with Internet access and accounting and business related software.

ALLIED HEALTH SCIENCES ANATOMY AND PHYSIOLOGY 572-7550

Bldg. E 225

Offers extra help by faculty and use of Anatomy & Physiology labs for students in anatomy and physiology courses.

PHYSICAL THERAPY ASSISTANT 572-7556

Bldg. E 211 A

Offers tutoring and program specific computer learning software for physical therapy assistant students.

RADIOLOGIC TECHNOLOGY 572-7559

Bldg. E120

Provides tutoring and program specific computer learning software for radiologic technology students.

The Campus

RESPIRATORY CARE

572-7560

Bldg. E 218

Provides tutoring and program specific computer learning software for respiratory care students.

SURGICAL TECHNOLOGY

572-7299

Offers tutoring, practice labs, and program specific computer learning software for surgical technology students.

ART

CERAMICS

572-8040

Bldg. G 178

Offers hours for students in ceramic and sculpture courses to work on their projects.

COMPUTER GRAPHICS

572-8068

Bldg. G, C55/45/50

Offers hours for students in computer graphics and other art courses to work on their projects.

PHOTOGRAPHY

572-7166

Bldg. G, C20/23

Offers hours for students in photography courses to work on their projects.

PRINTMAKING

572-9653

Bldg. G 170

Offers hours for students in printmaking, and students developing art portfolios to work on their projects.

BIOLOGY

572-7839/8078

Bldg. F 107

Provides tutoring and supplemental assistance for students in biology courses.

CHEMISTRY

572-9976/7274

Bldg. C 115

Offers tutorial services, text answer books, self-help worksheets, videotapes on specific chemistry topics, computerized tutorials (ADA enhanced computer available) for students currently enrolled in chemistry courses.

COMMUNICATIONS

572-9671

Bldg. F 117

Offers computer assisted instruction for students in advanced ESL communications courses, tutoring for students in American Sign Language courses, and audio and video supplementary materials and software programs for communications classes.

ENGINEERING/PHYSICS/TECHNOLOGIES

572-7272

Bldg. D 218

Offers tutoring to students enrolled in courses in the department. Day and evening hours are available; call department for times.

Bldg. D 110A

572-7035

Provides software programs to assist students in courses in engineering, physics, and technologies. Day and evening hours; times vary according to class schedules; and open hours are posted.

THE LANGUAGE CENTER OF LIFELONG LEARNING

572-7062

Bldg. F 307

Offers individual and small group tutorial sessions to students enrolled in The Language Center of Lifelong Learning.

FOREIGN LANGUAGES

572-7416

Bldg. M 15

Offers tutoring, audio, video, computer-assisted foreign language learning materials, and access to the Internet for students enrolled in any foreign language course.

LIBRARY SERVICES FOR STUDENTS WITH DISABILITIES

572-7670

Library 214A

Provides specialized media equipment for students registered with the Center for Students with Disabilities. Contact this Library Unit or Center for Students with Disabilities (572-7241/42) for information.

The Campus

MARKETING/RETAILING/FASHION 572-7587

Bldg. A 213

Offers tutoring in Marketing 101 and Retailing 111. Hours by appointment only.

MATHEMATICS/STATISTICS/COMPUTER PROCESSING

Computer Learning Centers: for students enrolled in computer courses.

Bldg. B 116

572-9619

Bldg. B 225

572-7379

Provides walk-in help with assignments, tutoring by appointment only, help classes in fall and spring semesters, computers with program specific applications, and review sessions for students enrolled in Math Department computer courses.

MATH CENTER 572-7394

For students enrolled in math courses
Bldg. B 130

Offers brief walk-in individual help, topical help classes (fall and spring semesters only), thirty-minute tutoring sessions by appointment only, text answer books, self-help worksheets, and videotapes for specific courses for students enrolled in mathematics courses.

MUSIC 572-8198

Piano Lab
Bldg. Z

Provides pianos for practice for students in piano courses.

TUTORIAL CENTER

Bldg. H 114

Offers tutorial help for students in music classes. Hours by appointment only; call department.

SOUND RECORDING LAB

Bldg. H 114

Provides tutorial help for students in Studio Recording Technology courses. Hours are by appointment only; call department.

NURSING 572-7240

Laboratory Skills Center
Bldg. V 202

Provides computer tutorials, tutorial classes, Internet access, books, and videos for nursing students.

OFFICE TECHNOLOGY 572-8096

Bldg. A 115

Provides reinforcement for Office Technology students in Microsoft Office applications (Word, Excel, Access, Power Point), keyboarding, speedwriting, transcription, and desktop publishing.

READING/BASIC EDUCATION 572-8979

Basic Education Reading/Writing Learning Center
Bldg. V 110

Offers tutoring in reading and writing, computer assisted learning programs, word processing, and Internet access for students enrolled in Basic Education Program reading and writing courses.

BASIC EDUCATION MATH CENTER 572-8046

Bldg. V 112

Provides tutoring and computer assisted math learning programs for students enrolled in Basic Education Program math courses.

BASIC EDUCATION CENTER FOR STUDENTS WITH DISABILITIES 572-8975

Bldg. V111

Provides tutoring, accommodations, and assistive technology for students with disabilities enrolled in Basic Education Program courses.

READING HELP CENTER 572-7465

Bldg. M 201

Offers tutoring and computer reading programs for students enrolled in Reading 001, 002 and ESL Reading courses.

Contact the particular Learning Center for Summer and Winterim session hours. Centers are closed on holidays and holiday weekends.

Centers are available to current NCC students, alumni, and senior observers enrolled in courses.

Community Education Success

The Campus

Academic Support Centers: Available to All Students

ACADEMIC ADVISEMENT CENTER 572-7118

Bldg. U

Offers academic advisement for Liberal Arts majors. Specific program majors go to department of major for advisement.

Monday – Thursday
9:00 a.m. – 7:30 p.m.

Friday
9:00 a.m. – 4:00 p.m.

STUDENT PERSONNEL SERVICES

SPS offers a variety of counseling services and programs designed to support student academic achievement and personal growth. Call, stop by, or view SPS Department Home Page on the College website (www.ncc.edu) for more information about these services.

ADULT RESOURCE CENTER 572-7103/07

Tower, Plaza

CAREER DEVELOPMENT 572-7696/97

Bldg. M 14

CENTER FOR STUDENTS WITH DISABILITIES 572-7241/42

(TTY for hearing impaired) 572-7617

Bldg. U

EDUCATIONAL COUNSELING 572-9784

Bldg. M 19

JOB PLACEMENT 572-7132

Bldg. M 39

PSYCHOLOGICAL COUNSELING 572-7698

Bldg. M 14

STUDENT ACTIVITIES 572-7148

CCB 150

TRANSFER COUNSELING 572-7127/28

Bldg. M

WELLNESS RESOURCE CENTER 572-7698

Bldg. M 14A

WOMEN'S RESOURCE CENTER 572-7696

Bldg. M 14

LIBRARY

The College Library contains approximately 179,500 volumes and is the learning resource center for the campus. In addition, the Library subscribes to approximately 500 periodicals in print format, and has full-text access to many more through SUNYConnect, the SUNY Virtual Library initiative and NOVEL, the New York State Library initiative. Students may access electronic information at any of 70 computer stations. Supplementing the print and electronic collections are more than 50,000 audiovisual items: audio tapes, videotapes, DVDs, CDs, CD-ROMs, phonorecords, 16mm films, filmstrips, slides, and other materials. Viewing and listening equipment is available for student use in the Library.

The spacious four-story Library is open seven days a week during the fall and spring semesters. Summer, Winterim, and intercession 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 Reference area, Circulation, Periodicals and Reserve check-out counters, exhibits, a networked electronic classroom, and a large study area are 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.

The Campus

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.

Off-campus access to many of the Library's services is available at <http://library.ncc.edu/> (or go to www.ncc.edu and click on "Library"). From the Webpage, students, faculty and staff may search the Library's catalog, use periodical databases, and access many other Library services.

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 Visualtek 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 \$50.00. 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 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 for receiving 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 academic departments. Additionally, programs

The Campus

in faculty development, leadership and cultural 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 the success of Nassau's students.

OFFICE OF ADVANCEMENT

The Office of Advancement is responsible for all major fundraising at the College. Working with the private sector, the office is responsible for the research and development of projects to advance Nassau Community College, which includes corporate gift giving, foundation support, special events and strategic planning.

Annually the office is responsible for soliciting unrestricted gifts from corporations, alumni and friends of the College.

For more information, contact the Office of Advancement at **(516) 572-8972**, or e-mail at advancement@ncc.edu.

THE STATE UNIVERSITY

The State University of New York encompasses 64 geographically dispersed campuses (both two- and four-year) that 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 410,000 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 2003, the University recorded more than a 220 percent increase in the enrollment of African, Asian, Hispanic and Native American students, 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 promote 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 360,000 New York State residents have been served.

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

2006-2008

FALL SEMESTER, 2006

Sept.	5	Day classes begin
	9	Evening classes begin
	22	Evening classes do not meet
	23-24	Classes do not meet
Oct.	2	College Holiday; classes do not meet
	3	Day classes follow a Monday schedule; Evening classes do not meet
Nov.	11	College Holiday; classes do not meet
	22	Classes do not meet
	23-24	College Holiday; classes do not meet
	25-26	Classes do not meet
Dec.	23	Last meeting of Day & Evening classes

WINTERIM SESSION, 2006-2007

Dec.	26	Day & Evening classes begin Monday through Friday
Jan.	1	College Holiday; classes do not meet
Jan.	12	Last meeting of Day & Evening classes

SPRING SEMESTER, 2007

Jan.	22	Day classes begin
	25	Evening classes begin
Feb.	16	Evening classes do not meet
Feb.	17-23	Presidents' Day Recess; classes do not meet
	19	College Holiday
Mar.	30	Evening classes do not meet
	31	Spring Recess; classes do not meet
Apr.	1-8	Spring Recess; classes do not meet
	3	College Holiday
	6	College Holiday
May	18	Last meeting of Day & Evening classes

SUMMER SESSION I, 2007

May	29	Day & Evening classes begin
June	1	Day & Evening classes follow a Monday schedule
	28	Last meeting of Day & Evening classes

SUMMER SESSION II, 2007

July	2	Day & Evening classes begin
	4	College Holiday; classes do not meet
	6	Day & Evening classes follow a Wednesday schedule
Aug.	2	Last meeting of Day & Evening classes

SUMMER SESSION III, 2007

Aug.	6	Day & Evening classes begin
	24	Last meeting of Day & Evening classes

FALL SEMESTER, 2007

Sept.	4	Day classes begin
	6	Evening classes begin
	12	Evening classes do not meet
	13	College Holiday; classes do not meet
	14	Classes do not meet
	21	Evening classes do not meet
Nov.	11	College Holiday; classes do not meet
	19	Evening classes follow a Wednesday schedule
	20	Day & Evening classes follow a Monday schedule
	21	Day classes follow a Friday schedule; Evening classes do not meet
	22	College Holiday; classes do not meet
	23-25	Classes do not meet
Dec.	21	Last meeting of Day & Evening classes

WINTERIM SESSION, 2007-2008

Dec.	26	Day & Evening classes begin Monday through Friday
	31	Classes do not meet
Jan.	1	College Holiday; classes do not meet
	15	Last Meeting of Day & Evening classes

SPRING SEMESTER, 2008

Jan.	22	Day classes begin
	25	Evening classes begin
Feb.	15	Evening classes do not meet
	16-17	Classes do not meet
	18	College Holiday; classes do not meet
	20	Day classes follow a Monday schedule
Mar.	20-29	Spring Recess; classes do not meet
	21	College Holiday
Apr.	18	Evening classes do not meet
	19-21	Classes do not meet
	22	Day classes follow a Monday schedule
May	17	Last meeting of Day & Evening classes

SUMMER SESSION I, 2008

May	27	Day & Evening classes begin
	30	Day classes follow a Monday schedule
June	26	Last meeting of Day & Evening classes

SUMMER SESSION II, 2008

June	30	Day & Evening classes begin
July	4	College Holiday
	5-6	Classes do not meet
	31	Last meeting of Day & Evening classes

SUMMER SESSION III, 2008

Aug.	4	Day & Evening classes begin
	22	Last meeting of Day & Evening classes

Community Education Success Knowledge

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 in order to receive 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. Certain non-graduates may be eligible for matriculated status based on Federal Ability-to-Benefit regulations. (See p.23 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 (SAT) and/or American College Test (ACT) 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. SAT scores may also be used to waive students from sections of the College's assessment test. Students who have taken these tests are encouraged to submit these test scores to the College, as part of their application.

Applicants with international credentials must carefully follow the instructions outlined in the College's most current "Admissions Guide and Application." International applicants who require a Student (F-) Visa must submit additional application materials.

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 prerequisites 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.

Community Education Success

Admissions Information

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 previously specified.

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. Additionally, non-degree students may be restricted from taking certain courses and should consult an advisor in the Office of Admissions before registering.

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.

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.

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, unless exempted by the Office of Admissions. 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 030, ENG 030, COM 030, RDG 001, 002, ENG 001, MAT 001, MAT 002, and MAT 003.

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**.

Admissions Information

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 the high school counselor or principal.

NON-DEGREE 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

Community Education Success Admissions Information

the PSAT or SAT exam (500 minimum on each of the critical reading 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 above 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 Program form approved by the appropriate academic department chairperson.

Students who were once enrolled in high-demand programs, such as Nursing or one of the Allied Health Science programs, 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

The Fresh Start Program allows a student who has not been in attendance at Nassau Community College for five years (ten fall-spring semesters) to remove from the grade point average grades lower than "C" earned during his/her previous attendance.

1. In all credit bearing courses taken after re-entry and before acceptance into the program, the Fresh Start candidate must receive a grade of "C" or higher. Therefore, candidates are urged to carefully review their schedule and not overextend their commitments. For non-credit courses a grade of "S" must be achieved.

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- The Fresh Start candidate may apply for Fresh Start during the semester in which he/she expects to complete twelve (12) credits after re-entry.
 - The Fresh Start candidate must successfully complete twelve (12) credit hours of study within two academic years after re-entry in order for his/her application to be approved.
 - Acceptance into Fresh Start will be granted only once.
 - The Fresh Start candidate will be permitted withdrawal ("W") grades only if he/she has an extenuating circumstance such as a medical or personal emergency authorized and accepted by the Dean of Students.
 - 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.
 - The Fresh Start Policy does not supersede departmental admission policies.
 - The Fresh Start Policy does not supersede College dismissal policies. (See College catalog for dismissal policy and dismissal appeal procedures)
 - The Fresh Start policy does not prevent a student from repeating courses in order to secure a higher grade in those courses.
 - The guidelines set forth in the Fresh Start Policy cannot be waived.
- policy guidelines noted above. Provided that all criteria for the policy have been met, Fresh Start status will be officially granted by the Vice President, Academic Affairs or designee.
- 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.
 - WHERE TO SUBMIT APPLICATION: The Academic Advisement Center (516-572-7118), Monday through Thursday, 9:00 a.m.- 7:30 p.m., and Friday 9:00 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 11530-6793.

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:

- Departmental criteria (including written examinations, interviews, evaluation of past work or study, auditions, etc.);

Application Procedure:

- A student may apply for Fresh Start status during the semester in which he or she expects to complete the twelve credits described in parts two and three of the

Community Education Success Admissions Information

- (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, Hospitality Business, 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 88 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, Albany, NY 12224.

Honors

Honors classes are offered for academically advanced students who are invited to participate based on their high school grades. Those completing Honors courses will have an "Honors" designation entered on their transcripts. Honors students are enrolled in a special core curriculum which features an enriched background in English, the humanities, math, sciences, social sciences and electives. Students may also elect Honors courses in certain subjects only. All Honors courses fulfill the requirements for the Associate Degree.

Students in all majors will have the opportunity to meet with a special advisor to develop a plan of study which includes Honors courses and maximizes their ability to develop their full potential.

To be considered for Honors at Nassau, applicants must rank in the top 20 percent of their high school graduating class and must have completed three years 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. To apply for Honors, check 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.

Community Education Success

Admissions Information

Procedures For Students Without a High School Diploma/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 (GED) through the completion of college credits. These applicants normally would meet the following minimum criteria:

- (1) be at least 17 years of age and
- (2) be a member of a class that has already graduated and
- (3) exhibit a genuine desire to obtain a college degree.

Students applying in this status must meet with a counselor from the Office of Admissions, complete the regular admissions 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 that merit 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); three [3] credits in mathematics; three [3] credits in natural science; three [3] credits in social science; three [3] credits in humanities; and six [6] credits that fulfill college degree requirements.

Students are strongly encouraged to consult with academic advisors 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 wishes to obtain. Non-credit lifelong learning (continuing education) courses taken solely for personal or cultural enrichment, 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 go to the Registrar's Office to obtain an application for the equivalency diploma, which they must file with the New York State Education Department.

Applicants to the College without a high school diploma typically would begin in a part-time, non-matriculating 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 students' scores on the assessment test to determine if students without a formal high school credential are eligible to be matriculated at the College. Students must meet specific 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-matriculating 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-matriculating status, students are not eligible for financial aid.

A student who is not a high school graduate or in possession of a GED and wants to attend Nassau Community College to take classes but is not interested in obtaining a GED or college degree must meet with an admissions counselor to discuss their options at the College.

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 that are state-endorsed and regionally accredited are considered to be without a high

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school diploma and are subject to the restrictions noted at the beginning of the previous catalog section. The College reserves the right to require students to present appropriate proof.

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 course. 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 SAT and/or ACT scores and scores for other standardized tests is highly recommended.

Applicants who have been home schooled and who are not in possession of a state-endorsed, regionally accredited credential recognized by the College as the equivalent of high school graduation are expected to meet the same admission requirements described for equivalency diploma (GED) candidates, and are encouraged to meet the requirements necessary to obtain the GED previously noted. Home schooled applicants also may be eligible for the Early Admission options described above.

English as a Second Language

The College offers a number of special courses and programs in English as a Second Language for students interested in academic, personal, or professional growth.

For new matriculated ESL students, **The College ESL Program** provides separate coursework in the areas of writing, reading, and speaking/listening at the advanced (030) level of instruction. Courses are given at convenient times during the daytime, in the evenings, and on weekends. For descriptions of ESL courses, consult the listings in this catalog under English (ENG), Reading (RDG) and Communications (COM). **The English Language Institute (ELI)** is available for students who require study at

the basic (010) and intermediate (020) levels. For further information about the ELI, call the English Language Institute **(516) 572-9865**.

Placement into both of these programs is determined by the ESL Placement Test. The test has three components: an essay exam, a reading test, and a listening exam. Students will be given an appointment to take the test as part of their admissions process.

In order to fulfill the College's ESL requirements, ESL students must pass or be placed out of English (ENG) 030, Reading (RDG) 030, and Communications (COM) 030. Successful completion of this coursework will demonstrate that students have the necessary skills to continue with academic coursework in a wide range of disciplines, and work toward a degree or certificate in a selected major, career or vocation.

Non-credit ESL courses are also offered through **The Language Center of Lifelong Learning**. The course offerings are less academic in nature and are geared toward students who may not be thinking of pursuing further studies at the College but still want to improve basic skills in reading, writing, conversation, and pronunciation. Day, evening, and weekend courses are available. For further information about this program, please call **(516)572-7062**.

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

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entail maintenance of a particular grade point average and/or additional course work to satisfy the senior college's entrance and/or graduation requirements. For further information on joint admissions opportunities, contact the Office of Admissions.

Distance Learning

Distance Learning provides NCC students with the opportunity to take courses that require a minimal number of on-campus visits. These courses utilize media including the Internet, TV and radio broadcasts, recorded programs, as well as various forms of individual interaction between students and instructors, to offer a comprehensive instructional package.

College of the Air

College of the Air (COA) offers more than 40 fully accredited college-level courses for students who cannot regularly attend class sessions at an institution of higher education. These courses provide an alternative method of participating in a college-level learning experience, using a variety of instructional materials. Some of the courses are "on the air" by being broadcast on the NCC radio station, WHPC-FM 90.3, or they are on television via WLIV-TV 21, Long Island's PBS station, or Public Access Television Channel 20 (Great Neck). These student-centered learning opportunities are designed for individuals who have the motivation, commitment and discipline required for working in a faculty-directed independent study mode. For further information, call the coordinator of College of the Air at **(516)572-7883**.

Nassau on the Web

Nassau on the Web (NOW) is an educational technology initiative at Nassau Community College that is administered by the Office of Instructional Technology. NOW uses WebCT as an online course management system that provides a range of resources for both the students and the

faculty. To take WebCT-based courses or to use its resources, registered students can connect to WebCT from anywhere and any time that they have access to a computer with a connection to the Internet. For further information, call the coordinator of Nassau on the Web at **(516)572-9887**.

Weekend College

Weekends are a prime time for learning at Nassau Community College. Weekend College offers students the opportunity to earn degrees and certificates through classes on Friday evenings, Saturdays, and Sundays in the fall and spring semesters, and Saturdays and Sundays during the summer. All students may take Weekend College classes to customize their class schedules and meet their individual needs.

Weekend College enables students, and especially busy adults, to pursue and complete any of the following degree and certificate programs solely through weekend classes: A.A. and A.S. degrees in Liberal Arts, A.S. in Business Administration, A.S. in Accounting, A.S. in Criminal Justice, as well as the Paralegal Certificate.

Courses in other popular degree programs such as Interior Design, Computer Repair Technology, Marketing, Retailing, and Office Technology are also available through Weekend College classes. Students interested in careers in social work can pursue the A.A. in Liberal Arts in Weekend College and transfer "seamlessly" to several bachelor's programs in social work.

Weekend College enables students to advance their studies and reach their educational and career goals in a timely and convenient fashion. Weekend College students can enjoy the opportunities Nassau provides to all students to earn credits by taking online courses, or by selecting from among Nassau's unique "College of the Air" courses. Weekend College is a key component of NCC's educational outreach and service to the community.

Students interested in Weekend College follow the same admission processes and academic policies as all students at Nassau.

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Admissions Information

Summer Sessions

Students currently 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 apply for fall by using the regular application for admission and must apply by the August deadline stated in the Admissions Guide & Application.

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 at a SUNY institution if they meet academic qualifications at 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.

Community Education Success

Admissions Information

Learning Communities courses are open to all students. The courses are not Honors courses or remedial classes.

For further information, contact the Academic Advisement Center **(516) 572-7118**.

International Study Programs

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

STUDY AND TRAVEL COURSES — Available through departments such as Accounting/Business Administration, African American Studies, Art, Biology, Criminal Justice, Economics, Engineering, Hospitality Business, 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 at 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, Colombia, 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 the 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.

Community Education Success

Admissions Information

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 duty. For further information, contact the Office of Admissions or a local military recruitment office.

Senior Citizens Observer Program

In recognition of the importance of life-long learning, Nassau Community College invites Nassau County senior citizens to participate in its Senior Citizens Observer Program. This program permits residents 60 years of age and over to observe courses on a space-available basis, without payment of tuition or fees. Certain courses at the College are not available through the Senior Citizens Observer Program. Although senior observers are not graded or given academic credit, they must meet the prerequisites for specific courses.

To be eligible, participants must submit proof of age and residency (Nassau County Senior Citizen's pass, driver's license or other official documentation) and register with the Senior Citizens Observer Program office, which is located on the plaza level of the Tower Building.

Further information and an application may be obtained by calling **(516) 572-7200** or by writing to:

**Senior Citizens 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.

LIBERTY PARTNERSHIP PROGRAM

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.

A collaboration of the College, local school districts, parents, community-based organizations and the business community, Liberty Partnership 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.

Lifelong Learning Offerings

The Division of Lifelong Learning is responsible for all credit-free offerings to non-traditional students at the College, and for credit courses in extension. Programs operated by Lifelong Learning include Special Programs for Business, Special Programs for Government, Continuing Education, the Verizon Sponsored Next Step Program, the College's Credit-in-Extension Programs, the 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.

Admissions Information

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-specific 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 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 of Continuing Education and Community Services, Nassau Community College, One Education Drive, Garden City, NY 11530-6793.

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 Lifelong Learning 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 non-credit 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**.

Community Education Success

Program Graduation & Retention

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

This chart tracks the 4,024 full-time, first-time entering class of fall 2002, 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 FALL '05” column indicates the total graduation/retention figure for each program as of fall 2005. 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 2005 semester. This column represents the college’s “documented” success.

GRADUATION/RETENTION OF FULL-TIME STUDENTS ENTERING NCC - FALL '02

CODE	PROGRAM AREAS	AWARD	ENTERED FALL 02	Grads & Returned FALL 03	Grads & Returned FALL 04	TOTAL Grads - FALL 05	Shirr Altered FALL 05	TOTAL Grads & Returned FALL 05	NON-GRADS THAT TRANSFER	TOTAL RETURNED & GRADS
	Total all programs	ALL	4024 100.0%	2777 69.0%	1969 48.9%	924 23.0%	731 18.2%	1655 41.1%	712 17.7%	2367 58.8%
02	Bus- Accounting	AS	40	33 82.5%	23 57.5%	9 22.5%	6 15.0%	5 37.5%	0	2 52.5%
01	Bus- Accounting	AAS	6	2 33.3%	3 50.0%	0 0.0%	1 16.7%	2 33.3%	2 33.3%	0 50.0%
77	Acting	AA	17	9 52.9%	4 29.4%	2 11.8%	2 11.8%	4 23.5%	0	2 52.9%
09	Advertising Art	Cert	2	2 100.0%	1 50.0%	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 50.0%
82	American Sign Language	AA	7	6 85.7%	4 57.1%	3 42.9%	4 57.1%	0 0.0%	0 0.0%	4 57.1%
D6	Art	AS	13	11 84.6%	5 84.6%	6 46.2%	6 46.2%	11 84.6%	0	0 84.6%
96	Art Studies	AA	20	15 75.0%	11 55.0%	3 15.0%	2 10.0%	5 25.0%	4 20.0%	9 45.0%
07	Bookkeeping	Cert	0	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	247	172 69.6%	134 54.3%	55 22.3%	56 22.7%	111 44.9%	38 15.4%	149 60.3%
24	Bus-Business Admin.	Cert	14	5 35.7%	7 71.4%	0 0.0%	1 7.1%	1 7.1%	3 21.4%	4 28.6%
17	Child Care	AAS	4	0 0.0%	1 25.0%	0 0.0%	0 0.0%	0 0.0%	1 25.0%	1 25.0%
A1	Child Care Worker	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
29	Civil Engineering Technology	AAS	14	9 64.3%	6 42.9%	4 28.6%	5 35.7%	9 64.3%	2 14.3%	11 78.6%
97	Commerical Art	AA	8	4 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 37.5%	3 37.5%
C2	Commerical Art Digital Technologies	AAS	17	17 100.0%	14 82.4%	3 17.6%	9 52.9%	12 70.6%	0	12 70.6%
83	Communication Arts	AA	31	18 58.1%	12 38.7%	5 16.1%	6 19.4%	11 35.5%	9 29.0%	20 64.5%
C1	Computer Information Systems	AAS	37	28 75.7%	20 54.1%	6 16.2%	9 24.3%	15 40.5%	4 10.8%	19 51.4%
D5	Computer Repair Technology	AAS	2	2 100.0%	2 100.0%	0 0.0%	2 100.0%	2 100.0%	0 0.0%	2 100.0%
53	Computer Science	AS	20	12 60.0%	8 40.0%	4 20.0%	0 0.0%	4 20.0%	7 35.0%	11 55.0%
10	Criminal Justice	AS	179	131 73.2%	107 59.8%	43 24.0%	43 24.0%	86 48.0%	16 8.9%	102 57.0%
69	Criminal Justice	AAS	38	17 44.7%	10 26.3%	2 5.3%	6 15.8%	8 21.1%	11 28.9%	19 50.0%
78	Dance	AA	10	8 80.0%	7 70.0%	3 30.0%	3 30.0%	6 60.0%	3 30.0%	9 90.0%
A5	Computer Information Systems Microcomputer	Cert	2	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 50.0%	1 50.0%
32	Design (Fashion) Apparel Design	AAS	24	17 70.8%	13 54.2%	10 41.7%	7 29.2%	17 70.8%	4 16.7%	21 87.5%
58	Early Childhood	AAS	16	8 50.0%	5 31.3%	0 0.0%	3 18.8%	3 18.8%	13 81.3%	16 100.0%
31	Electrical Engineering Technology	AAS	13	11 84.6%	11 84.6%	2 15.4%	4 30.8%	6 46.2%	0	6 46.2%
28	Engineering Science	AS	10	8 80.0%	6 60.0%	4 40.0%	2 20.0%	6 60.0%	4 40.0%	10 100.0%
39	Bus-Fashion Buying & Merchandising	AAS	66	49 74.2%	40 60.6%	23 34.8%	14 21.2%	37 56.1%	6 9.1%	43 65.2%
98	Fine Arts	AA	26	12 46.2%	3 11.5%	1 3.8%	1 3.8%	2 7.7%	6 23.1%	8 30.8%
87	Food Service Administration, Restaurant Management	AAS	41	30 73.2%	22 53.7%	7 17.3%	11 26.8%	14 34.1%	4 9.8%	18 43.9%
49	Hotel Technology Administration	AAS	14	11 78.6%	9 64.3%	5 35.7%	4 28.6%	9 64.3%	1 7.1%	10 71.4%
A7	Design-(Interior) Home Furnishings	AAS	16	13 81.3%	10 62.5%	3 18.8%	7 43.8%	10 62.5%	0	10 62.5%
A8	Design-(Interior) Home Furnishings	Cert	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%

CODE	PROGRAM AREAS	AWARD	ENTERED FALL 02	Grade & Returned FALL 03	Grade & Returned FALL 04	TOTAL Grade & Returned AUG 05	Still Attend FALL 05	TOTAL Grade & Returned FALL 05	NON-GRADS THAT TRANSFER	TOTAL TRANSFER RETURNED & GRADS
03	Liberal Arts & Sciences African American Studies	AA	2	2 100.0%	1 50.0%	0 0.0%	1 50.0%	1 50.0%	0 0.0%	1 50.0%
44	Liberal Arts & Sciences Humanities & Social Science	AA	2374	1684 70.9%	1148 48.4%	598 25.2%	382 16.1%	980 41.3%	409 17.2%	1389 58.5%
45	Liberal Arts & Sciences Mathematics & Science	AS	415	239 57.6%	166 40.0%	61 14.7%	67 16.1%	128 30.8%	97 23.4%	225 54.2%
50	Bus- Marketing	AAS	62	37 59.7%	28 45.2%	16 25.8%	7 11.3%	23 37.1%	13 21.0%	36 58.1%
47	Mathematics	AS	5	3 60.0%	2 40.0%	1 20.0%	1 20.0%	2 40.0%	3 60.0%	5 100.0%
84	Media	AA	31	21 67.7%	18 58.1%	8 25.8%	5 16.1%	13 41.9%	6 19.4%	19 61.3%
54	Medical Laboratory Technology	AAS	11	9 81.8%	9 81.8%	6 54.5%	2 18.2%	8 72.7%	2 18.2%	10 90.9%
75	Mortuary Science	AAS	10	8 80.0%	7 70.0%	4 40.0%	4 40.0%	8 80.0%	0 0.0%	8 80.0%
60	Nursing - R.N. Program	AS	24	21 87.5%	16 66.7%	3 12.5%	12 50.0%	15 62.5%	5 20.8%	20 83.3%
13	Bus- Office Technology Executive	AAS	10	9 90.0%	8 80.0%	7 70.0%	2 20.0%	9 90.0%	0 0.0%	9 90.0%
14	Bus- Office Technology Legal	AAS	10	9 90.0%	8 80.0%	3 30.0%	4 40.0%	7 70.0%	2 20.0%	9 90.0%
15	Bus- Office Technology Medical	AAS	11	6 54.5%	7 63.6%	2 18.2%	4 36.4%	6 54.5%	0 0.0%	6 54.5%
C6	Bus- Office Technology Legal	Cert	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
C7	Bus- Office Technology Medical	Cert	2	0 0.0%	1 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
91	Bus- Office Tech., Word Processing & Office Automation	AAS	7	6 85.7%	4 57.1%	1 14.3%	1 14.3%	2 28.6%	2 28.6%	4 57.1%
43	Paralegal	AAS	9	5 55.6%	3 33.3%	2 22.2%	1 11.1%	3 33.3%	3 33.3%	6 66.7%
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	27	15 55.6%	14 51.9%	1 3.7%	7 25.9%	8 29.6%	5 18.5%	13 48.1%
61	Photography	Cert	7	3 42.9%	1 14.3%	1 14.3%	0 0.0%	1 14.3%	2 28.6%	3 42.9%
D3	Photography	AS	8	8 100.0%	7 87.5%	1 12.5%	6 75.0%	7 87.5%	0 0.0%	7 87.5%
57	Physical Therapist Assistant	AAS	1	1 100.0%	1 100.0%	1 100.0%	0 0.0%	1 100.0%	0 0.0%	1 100.0%
95	Radiologic Technology	AAS	3	3 100.0%	2 66.7%	0 0.0%	2 66.7%	2 66.7%	0 0.0%	2 66.7%
92	Radiation Therapy	AAS	2	2 100.0%	2 100.0%	2 100.0%	0 0.0%	2 100.0%	0 0.0%	2 100.0%
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 & Information Management	Cert	1	1 100.0%	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%	2 66.7%	1 33.3%	1 33.3%	2 66.7%	0 0.0%	2 66.7%
80	Bus- Retail Business Management	AAS	9	4 44.4%	4 44.4%	2 22.2%	1 11.1%	3 33.3%	4 44.4%	7 77.8%
55	Bus- Small Business Management	Cert	4	1 25%	0 0.0%	0 0.0%	1 25.0%	1 25.0%	1 25.0%	2 50.0%
89	Studio Recording Technology	Cert	7	6 85.7%	2 28.6%	0 0.0%	2 28.6%	2 28.6%	3 42.9%	5 71.4%
70	Surgical Technology	AAS	7	6 85.7%	6 85.7%	2 28.6%	4 57.1%	6 85.7%	0 0.0%	6 85.7%
79	Technical Theatre	AA	2	2 100.0%	2 100.0%	1 50.0%	1 50.0%	2 100.0%	0 0.0%	2 100.0%
B7	Telecommunications Technology	AAS	0	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
90	Bus- Transportation & Logistics Management	AAS	1	1 100.0%	1 100.0%	1 100.0%	0 0.0%	1 100.0%	0 0.0%	1 100.0%
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	1 33.3%	0 0.0%	0 0.0%	1 33.3%	1 33.3%	2 66.7%	3 100.0%

Community Education Success

Knowledge

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 7326, (TTY, 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 non-resident 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.

TUITION AND FEES SCHEDULE (per semester)

TUITION

New York State Resident	FULL-TIME (12 or more credits)	PART-TIME Per Credit	NON-CREDIT Per Lecture Hour
Nassau County	1,655.00	138.00	138.00
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 tuition)	1,655.00	138.00	138.00
Out of Nassau County resident Without Certificate	3,310.00	276.00	276.00
Out of New York State resident	3,310.00	276.00	276.00

Half (1/2) Credit Courses - one-half of the above rates

FEES:

ACTIVITY/LABORATORY/MATERIAL FEES:

depending upon course, not to exceed

Technology Fee	100.00	
Special Course Fee	Full Time... 40.00	Part Time ... 15.00
International Student Health Insurance	Cost to be determined Determined by Underwriter, not to exceed \$1,000.00	

EXTRACURRICULAR FEE:

Full-Time, including Student Accident Insurance	72.00	Per semester
Part-Time, including Student Accident Insurance ..	7.00	Per credit or lecture hour

Community Education Success Knowledge

Applications for a Certificate of Residency¹ 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 academic 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) 572-7563 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 fall 2006 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 \$1,096.

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.

NON-REFUNDABLE FEES

Admissions Application Processing	\$30.00
² 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)	\$5.00
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 or Degree	\$30.00
Voluntary Alumni Association Membership	\$50.00
Microsoft Office User Specialist Certificate Fee	\$55.00
Internet Payment Convenience Fee	\$18.00
Vehicle Registration Fee, each academic year, not to exceed	\$45.00
International Internship Program Fee (per semester)	\$300.00
International Student Dormitory Fee (per semester)	\$100.00

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 may be, 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 6305 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 6305 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 Lifelong Learning 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**

Upon written application to the College by a student whose withdrawal from any course had been approved by filing a properly completed Drop/Add Form with the Registrar and verified by Student Financial Affairs, 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 Liability Refund Withdrawal 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].

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.

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

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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.

Financial Aid

The Financial Aid Office is committed to providing financial assistance to students. In addition, the staff assists students and their families in developing financial plans for paying for this valuable investment – education.

GENERAL INFORMATION

Financial aid is assistance that the Federal government and New York State offer 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 2006-2007.

DEPENDENT STUDENT

Full-time - 9 months *	
Tuition/Fees	\$3,364
Books and Supplies	1,096
Transportation	1,600
Personal	1,484
Home Maintenance	3,717
	\$11,261

INDEPENDENT STUDENT

Full-time - 9 months *	
Tuition/Fees	\$3,364
Books and Supplies	1,096
Transportation	1,600
Personal	1,484
Home Maintenance	11,976
	\$19,520

* 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

1. All students have the right to apply for both federal and state financial aid.
2. 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.
3. It is the student's responsibility to ensure that all items needed to complete the application and award process are completed prior to their last date of attendance for each academic year.
4. 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 the Financial Aid Office. Estimated Financial Aid indicates that you may be eligible to receive enough funding to cover all or a portion of your

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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 at **(516) 572-7396** or e-mail our office at finoff@ncc.edu.

5. 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.

6. Students 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.

7. 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.

8. 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.

9. In order to avoid delays in the processing of your financial aid application, be sure that the full name shown on your birth certificate, marriage certificate or 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.

10. 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.

11. 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.

12. 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.

13. If you are awarded a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Subsidized Loan, Federal Stafford Unsubsidized Loan, or Federal Parents Loan for Undergraduate Students, you will be receiving an award funded by the United States federal government. These awards are subject to all laws, rules, and regulations pertaining to Title IV awards.

14. Your award is determined by the number of credits for the courses that you are enrolled in at the end of the College's refund period. This is normally at the end of the third week of the semester. If you totally withdraw from your classes, your award may be reduced based upon a federal refund calculation. If you register for more courses than you attended and incur a tuition liability for non-attended courses, financial aid cannot be credited toward that tuition liability. Any cash the college disburses or credits to your account that is determined to be an overpayment because you withdraw, drop out, or are expelled, must be repaid immediately. We must receive correct and complete application data before your last day of enrollment in the school year to be considered for any aid payments.

COURSES TOWARD YOUR DEGREE

In order to receive federal and state financial aid, eligible students must follow their degree program requirements.

Community Education Success

Students cannot be funded with financial aid for courses that do not count toward their degree requirements. The only exception is for non-credit or remedial courses which are part of the student's regular program. Check with your Academic Advisor to make sure you are enrolled in the correct courses.

APPLICATION PROCEDURE:

Nassau Community College Federal School Code:
002873

Nassau Community College Tuition Assistance Program
Code: 2113

A. Federal

Step 1: Complete the Free Application for Federal Student Aid (FAFSA)

There are three ways you can complete the FAFSA:

• Online

Apply online at www.fafsa.ed.gov. It's fast, easy, and efficient. Before you complete the FAFSA you must request a Personal Identification Number (PIN) at www.pin.ed.gov. If you are a dependent student, then your parent will need to request a PIN as well. The PIN will act as your electronic signature.

• Renewal FAFSA

If you applied for financial aid during the previous academic year, you will be able to complete the Renewal FAFSA online. You can access your Renewal FAFSA online at www.fafsa.ed.gov. However, you will need your PIN. You can request a PIN at www.pin.ed.gov if you do not already have one.

• Paper Application

Complete paper application and mail to the processing agency.

Helpful Tips

- You must complete a FAFSA each academic year
- Do not wait until you have been admitted to the College to apply

- You are not allowed to complete, mail or sign the FAFSA before January 1st
- On the FAFSA you must indicate **Nassau Community College federal school code, which is 002873**
- Keep copies of all documents that you used to complete the FAFSA in case your application is selected for federal "verification". More than 30% of applicants must verify the data on their application. Therefore, applicants should be prepared to submit verification documents (including IRS income tax forms) to the Financial Aid Office upon request.

Why should everyone file a "Free Application for Federal Student Aid" (FAFSA)?

Nassau Community College's Financial Aid Office recommends that every student complete a FAFSA because:

- Every student is eligible for some type of financial assistance
- A FAFSA must be filed to receive any type of federal or state financial aid, including loans

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 or e-mailed to the student. Since Nassau will receive the information electronically, the Student Aid Report does not have to be submitted to the Financial Aid Office. 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 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.

B. State

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.

Start the TAP application process by completing and submitting the Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.ed.gov. New York State will use FAFSA information as part of your application for TAP. If you apply using FAFSA-on-the-Web, you will be able to link to your online TAP application at the end of the FAFSA session.

You will be asked to establish a PIN (Personal Identification Number) for TAP. The TAP PIN will allow you complete your application, keep track of your application information, or make changes later. After establishing your PIN, you will be able to complete your TAP application online. Information from your FAFSA and your family's calculated NYS net taxable income will be pre-filled on your TAP-on-the-Web application. Follow the instructions provided.

If you don't apply for federal aid online, you will have to get a paper FAFSA from a high school guidance office, the local library, or your college's financial aid office. Even if you use a paper FAFSA to apply for federal aid, you may still choose to complete your TAP application on the Web. Approximately 3 weeks after submitting your FAFSA, HESC will notify you, by post card or e-mail, that you can go to

hesc.org, establish a PIN, and complete your TAP application online. Follow the online instructions for completing the TAP-on-the-Web application.

If you choose not to apply online, HESC will mail you an Express TAP Application (ETA). Information from your FAFSA and your family's calculated New York State net taxable income will be preprinted on your ETA. Review this information, change any incorrect items, complete any missing items, then SIGN AND MAIL THE FORM USING THE RETURN ENVELOPE.

If you have previously received TAP, and your information remains the same, you may only have to file a FAFSA to get an award.

If you provide an e-mail address on your FAFSA, HESC will use that address to contact you about your TAP application, and give you processing updates or award information. Please respond to any requests or instructions sent by HESC. If you have submitted applications, you can check the status of your TAP at any time. The TAP application deadline is May 1 of the academic year for which aid is sought.

GRADUATES OF HIGH SCHOOLS OUTSIDE OF THE UNITED STATES

Students first receiving state aid in 2006–07 who do not have a certificate of graduation from a recognized school within the United States providing secondary education (a high school diploma or recognized equivalent), must attain a “passing score on a federally approved ability to benefit (ATB) test that has been independently administered and evaluated as defined by the Commissioner of the State Education Department” to receive New York State funded grants or scholarships including Tuition Assistance Program (TAP) awards and the Aid for Part-Time Study Grant.

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 must be making satisfactory academic progress for purposes of receiving financial aid and you must be in good academic standing as defined by the College.
- D. You must not owe a repayment on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant and must not be 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 must show financial need (for campus-based programs and Subsidized Federal Student Loans).
- G. Students who have been convicted under federal or state law for possession or sale of a controlled substance while enrolled in school and receiving Title IV assistance can be disqualified for financial aid. The student self-certifies in applying for aid that he is eligible; student is not required to confirm this unless there is conflicting information.

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

- First offense = 1 year from the date of conviction
- Second offense = 2 years from the date of conviction
- Third offense = Indefinite period

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

- First offense = 2 years from the date of conviction
- Second offense = Indefinite period

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 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.

MONTHS TO REMEMBER

December 2006

Renewal FAFSAs are mailed to continuing financial aid applicants. FAFSAs become available for new applicants.

January 2007

Completed FAFSAs may be mailed to federal processor or completed on-line.

Spring semester begins.

April 2007

Deadline to submit the summer Federal Work Study request forms to the Financial Aid Office.

May 2007

Last month to file state aid for 06/07 academic year

June 2007

Priority deadline for campus based aid awards for 07/08 academic year and last day to file for federal student aid for the 06/07 academic year.

September 2007

Fall semester begins.

October 2007

Priority deadline for campus based aid for spring students.

AWARD NOTIFICATION

All students eligible for financial aid which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Subsidized/Unsubsidized Loans, TAP, and APTS will be sent an award letter indicating the amounts 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.

The New York State Tuition Assistance Program (TAP) also sends an award notification directly to the student from the New York State Higher Education Services Corporation.

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**.

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, the 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 the Free Application for Federal Student Aid (FAFSA) annually, and the Tuition Assistance Program (TAP) as well, in order 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.

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

INDEPENDENT STUDENT STATUS

To be considered 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 degree at the beginning of the school 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 34 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 Loan Funds: Stafford subsidized and unsubsidized loan funds are sent directly to the College. Once the student's eligibility is recertified, 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:

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. This program currently provides awards of \$500 to \$5,000 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, in order 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 credit-level class carrying three (3) credits.

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 Federal Student Aid (FAFSA) and the Aid for Part-Time Study applications. 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

FEDERAL PELL GRANTS

A Federal Pell Grant is an undergraduate student award 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 \$4,050 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 \$3,150 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.

ACADEMIC COMPETITIVENESS GRANT

This grant is awarded to first and second - year students.

First-year students must be full-time, U.S. citizens and Pell Grant eligible. Students must be enrolled in a degree granting undergraduate program after July 1, 2006. Students must have successfully completed a rigorous secondary program established by a state or local educational agency that is recognized as rigorous by the Secretary of Education. The first - year award is \$750.00.

Second - year students must be full-time, U.S. citizens, Pell Grant eligible, have completed a rigorous secondary school program after July 1, 2005, and have at least a 3.0 grade point average at the end of their first academic year. The second - year award is \$750.00.

Amount subject to funding availability.

FEDERAL LOAN PROGRAM

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. The interest rate for these loans is fixed at 6.8%*.

Community Education Success Knowledge

*This rate is subject to change.

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 are 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.

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.

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.dlserver.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 Community College Programs/Scholarships

Nassau Community College makes scholarship monies available each year for a variety of programs through the College Foundation and administered by the Scholarship & Student Aid Committee of the Academic Senate

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.

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.

Applications may be obtained from the Financial Aid Office on the 3rd floor of the Administrative Tower and from the academic department offices, the College Transfer Office in Nassau Hall, and the Nassau Community College Federation of Teachers.

SCHOLARSHIP SEARCH

Many students overlook the opportunity to receive private

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scholarships as a source of financial assistance. Check with your employer, a parent's employer, or a community organization that assists its local residents. Don't overlook your high school guidance counselor for scholarships from your hometown and associated organizations. There are scholarship opportunities for both undergraduate and graduate students in all areas of study.

It is never too late to begin your search for scholarships. Apply for as many scholarships as possible. Don't overlook small foundations. Identify your strengths. Keep track of meritorious awards you have received, community volunteer work you have performed, jobs you have worked and special interests and hobbies that make you unique.

Disclaimer regarding private scholarship websites

The Office of Financial Aid at Nassau Community College **does not** endorse or recommend any scholarship service or private scholarship web site. We encourage you to be cautious of scholarship search organizations which charge a fee. There are many free scholarship search sites available. The scholarship search sites listed here may provide useful information.

Private Scholarship Search Sites:

College Board - www.collegeboard.com

Collegenet - www.collegenet.com

FASTWEB - www.fastweb.com.

Federal Money - www.fedmoney.org/0scholarships.htm

FinAid - www.finaid.org/scholarships/

InternationalStudent.com - InternationalStudent.com

SNR Express - www.internationalscholarships.com

Wired Scholar - www.wiredscholar.com

Information Beyond Scholarships

These additional sites provide useful information:

www.collegenet.com - College compendium site, with links to school sites and special sections on financial aid and scholarships.

Also visit www.finaid.com for a financial aid information page maintained by the National Association of Student Financial Aid Administrators.

Visit www.ed.gov/studentaid/. You will find helpful information about the types of federal financial aid available.

International students should also check www.finaid.org.

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 students' 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

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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		
1-13	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 non-credit 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.

GPA STANDARD

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

*as defined by Registrar

**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.

REQUIREMENTS FOR STATE ACADEMIC PROGRESS AND PURSUIT. PAYMENTS OR SEMESTERS

Before being Certified For this Payment	SEMESTER							
	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 They Received TAP: (in credits)	0	6	6	9	9	12	12	12
	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	103	LIBERAL ARTS & SCIENCES-			
BUSINESS-ACCOUNTING	5002	AAS	103	HUMANITIES & SOCIAL SCIENCE	5649	AA	102
LIBERAL ARTS & SCIENCES-				LIBERAL ARTS & SCIENCES-			
AFRICAN AMERICAN STUDIES	5622	AA	103	MATHEMATICS	5617	AS	109
AMERICAN SIGN LANGUAGE	5599	AA	103	LIBERAL ARTS & SCIENCES-			
ART	5610	AS	103	MATHEMATICS & SCIENCE	5649	AS	102
ART STUDIES	5610	AA	104	BUSINESS- LOGISTICS AND			
BOOKKEEPING	5002	Cert.	116	TRANSPORTATION MGMT.	5011	AAS	108
BUSINESS-BUSINESS				BUSINESS-MARKETING	5004	AAS	109
ADMINISTRATION	5004	AS	104	MEDIA	5008	AA	109
BUSINESS ADMINISTRATION	5004	Cert.	104	MEDICAL LABORATORY			
CHILD CARE WORKER	5503	Cert.	116	TECHNOLOGY	5205	AAS	110
CIVIL ENGINEERING				MORTUARY SCIENCE	5299.20	AAS	110
TECHNOLOGY	5309	AAS	104	PERFORMING ARTS-MUSIC	5610	AAS	110
COMMERCIAL ART:				NURSING	5208.10	AS	111
DIGITAL TECHNOLOGIES	5012	AAS	104	BUSINESS-OFFICE TECHNOLOGY-			
COMMUNICATION ARTS	5008	AA	105	ADMINISTRATIVE SUPPORT	5005	AAS	111
COMPUTER INFORMATION				BUSINESS-OFFICE TECHNOLOGY-			
SYSTEMS	5101	AAS	105	ADMINISTRATIVE SUPPORT	5005	Cert.	117
COMPUTER INFORMATION				BUSINESS-OFFICE TECHNOLOGY-			
SYSTEMS - MICROCOMPUTER	5101	Cert.	116	LEGAL	5005	AAS	111
COMPUTER REPAIR	5105	AAS	105	BUSINESS-OFFICE TECHNOLOGY-			
TECHNOLOGY				LEGAL	5005	Cert.	117
COMPUTER SCIENCE	5101	AS	106	BUSINESS-OFFICE TECHNOLOGY-			
CONSTRUCTION MANAGEMENT	5317	Cert.	116	MEDICAL	5005	AAS	111
CRIMINAL JUSTICE	5505	AS	106	BUSINESS-OFFICE TECHNOLOGY-			
DESIGN (FASHION)				MEDICAL	5005	Cert.	117
APPAREL DESIGN	5012	AAS	106	PARALEGAL	5099	AAS	112
DESKTOP PUBLISHING	5012	Cert.	117	PARALEGAL STUDIES	5099	Cert.	118
DIETARY MANAGEMENT	5404	Cert.	116	PHOTOGRAPHY	5007	AS	112
ELECTRICAL ENGINEERING,				PHOTOGRAPHY	5007	Cert.	118
ELECTRONICS TECHNOLOGY	5310	AAS	107	PHYSICAL THERAPIST ASSISTANT	5219	AAS	112
ENGINEERING SCIENCE	5609	AS	107	RADIATION THERAPY	5207	AAS	112
BUSINESS-FASHION BUYING				RADIOLOGIC TECHNOLOGY	5207	AAS	113
AND MERCHANDISING	5004	AAS	107	RESPIRATORY CARE	5215	AAS	113
FOOD & NUTRITION	5404	AS	108	BUSINESS-RETAIL BUSINESS			
FOOD SERVICE ADMINISTRATION,				MANAGEMENT	5004	AAS	113
RESTAURANT MANAGEMENT	5010	AAS	108	STUDIO RECORDING TECHNOLOGY	5008	Cert.	118
FOOD SERVICE TECHNOLOGY	5010	Cert.	117	SURGICAL TECHNOLOGY	5211	AAS	113
HOTEL TECHNOLOGY				TEACHER EDUCATION	5649	AA	114
ADMINISTRATION	5010	AAS	108	TEACHER EDUCATION	5649	AS	114
INTERIOR DESIGN	5012	AAS	106	TELECOMMUNICATIONS			
INTERIOR DESIGN-				TECHNOLOGY-VERIZON	5310	AAS	115
HOME FURNISHINGS	5012	Cert.	117				

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Degrees 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 largely 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 a 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.

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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	—

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, 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 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.

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 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 of 2.1. Each semester's work is added and compiled in the same way to become the

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 15-week semester will automatically be changed to an "F."**

In extenuating circumstances, the instructor may petition the Office of Academic Affairs to extend the time for making up the Incomplete "INC" grade. A request for an extension must be submitted to the instructor by the student prior to the end of the following 15-week extension

WITHDRAWAL GRADES

A student who intends to withdraw from a course must officially withdraw by filing a completed Drop/Add Form with the Office of the Registrar.

During the fall and spring semesters, the need for a faculty signature on the form is governed by the following regulations.

- Before the end of the third week of classes, during the refund period, the form can be submitted directly to the Registrar. No instructor signature is required. No grade will appear on the transcript. (See the Student Tuition Liability/Refund Policy Section of the catalog.)
- From the beginning of the fourth week and up to the end of the ninth week of classes, the instructor's signature is required on the Drop/Add Form. The signature indicates that the student has met with the instructor and discussed the withdrawal. A grade of "W" will appear on the transcript. The instructor may not refuse to sign the Drop/Add form. If the instructor is unavailable, the department chairperson may sign the form.
- After the end of the ninth week of classes, the instructor's signature is required and the faculty member will assign a grade of "W". During this period, the signature is given only at the discretion of the instructor.

During the Summer Sessions and Mini-Sessions, the need for a faculty signature on the form is governed by the following regulations.

- During the refund period, the form can be submitted directly to the Registrar. No instructor signature is required. No grade will appear on the transcript. (See the Student Tuition Liability/Refund Policy Section of the catalog.)
- From the end of the refund period to a point representing approximately 60% of that semester, the instructor's signature is required and indicates that the student has met with the instructor and discussed the withdrawal. A grade of

"W" will appear on the transcript. The instructor may not refuse to sign the Drop/Add form. If the instructor is unavailable, the department chairperson may sign the form.

- Beyond that point, the instructor's signature is required and the faculty member will assign a grade of "W". During this period, the signature is only given at the discretion of the instructor.

Students should file the completed Drop/Add form in person at the Office of the Registrar. 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, not the date the form is signed by the instructor. If a Drop/Add Form is not filed, a "W" grade can be assigned only at the discretion of the instructor. Instructors can also assign a grade of "F" if the student does not successfully complete the course. An incomplete grade of "I" is governed by the regulations specified in the above section.

"W" grades are not calculated in the grade point average, but can impact academic standing as described in the Academic Standing section of the catalog. In case of extenuating circumstances, such as a medical or personal emergency, a student should apply to the Office of the Dean of Students to request that the "W" grade not affect academic standing. That application should be made at the time of the withdrawal from the course(s).

As stated in the catalog section on Academic Progress Requirements for Students Placed into Remedial/ESL Courses, students can withdraw from these courses only if they are officially withdrawing from all courses for the semester in response to extenuating circumstances, such as a medical or personal emergency. In such cases, the student should apply to the Office of the Dean of Students as outlined in the above paragraph.

Before withdrawing from courses, students should consult with an advisor or a Student Personnel Services counselor and consider the impact of the "W" grades on their financial aid and health insurance eligibility. A student who wishes to withdraw from nine or more credits is required to obtain the signature of a Student Personnel Services counselor.

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.

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. Grade grievance forms are available in the Office of Academic Affairs, 361 Rice Circle.

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 Office of Academic Affairs, 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, or a student may request a transcript by calling **1-800-613-2592** or accessing GETTRANSCRIPT.com. Fee applies.

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, 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.

Deans' Honors 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 minimums 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 minimums, 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

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 REMEDIAL/ELS COURSES

The following conditions apply to students who are not placed in the Basic Education Program but require a remedial/ESL course [i.e., COM 030, ENG 001, ENG 030, MAT 001, MAT 002, MAT 003, RDG 001, RDG 002, RDG 030]:

1. Students must enroll in required remedial/ESL courses during their first semester of attendance.
2. The only possible grades for these courses are "S" (Satisfactory) and "U" (Unsatisfactory). For extreme situations, see number 8 below.

3. Any student who does not successfully complete a required remedial/ESL course must register again for the course the following semester.
4. Any student who earns a grade of "U" in a required remedial/ESL course will be limited to the equivalent of 14 credit hours in subsequent semesters until all remedial/ESL requirements are satisfactorily completed.
5. A student may repeat a single failed remedial/ESL course only twice and will be academically dismissed after the third failure, upon a review by the Office of Placement Testing in consultation with the chair or the chair's designated coordinator of the department that offers the remedial or ESL course.
6. MAT 003 may be taken only once. In the event of failure the student will be appropriately placed into MAT 001 or MAT 002 for what will count as a second attempt at that course.
7. A dismissed student 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 course(s) for which the student was dismissed.
8. Students can only withdraw from the required remedial/ESL courses if they are officially withdrawing from all courses for the semester in response to extenuating circumstances, such as a medical or personal emergency. In such cases, the student must present to the office of the Dean of Students cause for withdrawal from all courses and request a "W" grade that would not affect academic standing.
9. Some academic departments have designated courses which students cannot take until remedial/ESL requirements have been satisfied. Students with remedial/ESL requirements cannot register for those restricted courses and may not add them through the Change of Program or Drop/Add process.

ACADEMIC PROGRAM REQUIREMENTS FOR STUDENTS PLACED INTO TWO OR THREE REMEDIAL COURSES

The following additional conditions apply to students who are not placed into the Basic Education Program but require two or three remedial courses from among ENG 001, MAT 001, MAT 002, MAT 003, RDG 001, RDG 002.

In addition to fulfilling their remediation requirements specified in the previous section, these students must enroll in NCC 101 – The College Experience, during the summer or Winterim session prior to their first semester of attendance, or during their first semester of attendance.

Students required to enroll in NCC 101 and who do not successfully complete the course must register again for NCC 101 until they do so.

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 who 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 began 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 mathematics) or standardized test scores.

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

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

NON-DEGREE STATUS

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

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.

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 ensure 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 CHANGES

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.

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 Program 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

Once a semester has begun, a student will be admitted to a course only upon the presentation of either a paid, validated receipt from the Bursar's office, or a valid Senior Citizen permit.

CLASS ATTENDANCE

Students are expected to attend all classes. Absences due to illness or for other serious reasons may be excused at the discretion of the instructor. Students are advised that absences in excess of 10% of the total class meetings may result in the student 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 Office of Academic Affairs, 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 the drop/add period is completed);
5. No more than five auditors may be permitted in any one section;
6. A grade cannot be subsequently or retroactively awarded.

Nassau County residents aged 60 years or older, please see catalog section on "Senior Observers."

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.

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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.

If a student believes that all requirements for a degree or certificate will be completed by the end of the fall, spring, or summer semester, he or she must report to the Registrar's Office to obtain a Request for Graduation Form. This form must be completed and submitted to the Office of the Bursar with the required fee by the posted deadline date.

A student who transferred to another higher education institution and who now desires to complete a Nassau Community College degree or certificate program may transfer back no more than 9 credits to complete the degree or 6 credits to complete the certificate. An official transcript

from the transferring institution must be submitted to the Registrar before applying for graduation. Only equivalent courses with a grade of "C" or higher relevant to a student's degree or certificate requirements at Nassau Community College will be accepted from other colleges. Under extenuating circumstances, the Office of Academic Affairs may grant permission, in writing, for a student to transfer back more than 9 credits required to complete a Nassau Community College degree or more than 6 credits to complete a certificate program. Transferring back credits does not alter the minimum credits required in residence for degree and certificate programs.

General Education At Nassau Community College

General Education at NCC is a required curriculum that contributes to the development of an educated 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 sciences, and mathematics. This distribution of courses is designed to enable students to:

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

General Education For Bachelor's Degrees At SUNY

Students considering or planning to transfer to a SUNY four-year college or university to complete the Bachelor's degree should refer to the SUNY General Education Guidelines when selecting general education courses at NCC that also fulfill the SUNY General Education requirements. The General Education guidelines are available on campus at the Academic Advisement Center or on the Advisement Center's website at www.ncc.edu.

HUMANITIES, DEFINED:

To earn humanities elective credit, students may select from the following credit-level courses: African American studies courses: AFR 130 African American Literature I, AFR 131 African American Literature II, AFR 152 Perspective on Jazz, AFR 155 African American Music, AFR 170 Black Social Philosophy, AFR 190 Introduction to Black Theatre in America, AFR 197 Communication in Black America; 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 following 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.

LABORATORY SCIENCE, DEFINED:

All students must fulfill a laboratory science requirement for graduation. Qualifying courses carry four credits and

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are selected from laboratory science offerings: biology (BIO); chemistry (CHE); physics (PHY); general science studies (GSS); multidisciplinary science (MDS); or physical sciences (SCI).

PHYSICAL EDUCATION & HEALTH REQUIREMENTS

In all degree programs requiring physical education activities courses, full-time day students (12 credits or more in the day session) must take 1/2 credit of physical education activities for each full-time semester of attendance, to a maximum of 2 credits. The following are exempt from this requirement:

- 1). Veterans
- 2). Students over 25 at first date of attendance
- 3). Students over 30 at date of 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 - Human Sexuality	3 credits
PED 271 - Alcoholism, Addictions and Abusive Behaviors	3 credits
PED 293 - Community Health	3 credits
PED 231 - Issues in Death and Dying	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.

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 their 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 NCC should be aware of this trend. Often, students utilize the Summer Sessions to accelerate studies.

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 Office of Academic Affairs 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 Rights and Responsibilities

The following policy, to which the College subscribes, is based on a "Joint Statement of Rights and Freedoms of Students" sponsored by the American Association of University Professors:

1. A student has the right to be informed at the first or second class meeting about the content of the course. This includes information about the criteria and their weighting to be used in academic evaluation of his/her performance. The grading system described in the College catalog will be followed. However, after the second class meeting, it becomes the student's obligation to request this.
2. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they enrolled.
3. A student has the right to receive a grade based upon a fair and just academic evaluation of his/her performance in a course, as measured by the standards established by his/her instructor at the first or second class meeting. Such criteria as race, religion, color, national origin, sex, appearance, political affiliation or activities are irrelevant to grading. At the same time, the student is responsible for maintaining standards of academic performance established for each course in which he/she is enrolled, and for following the student Code of Conduct as outlined in the College catalog.
4. Information about a student's views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

ALERT FOR STUDENT SUCCESS

1. Success in college means balancing work and study time effectively.
2. College study does not end with class time. For each 1 hour of class you will need to plan at least 2 hours for study/learning.
3. Research shows that working 15 or more hours per week makes it difficult to successfully complete courses.

4. When planning your schedule, carefully consider how you will balance course load and work schedule.
5. To obtain help with budgeting time effectively, visit or call the Educational Counseling Office in Room 19, Nassau Hall. Call **(516) 572-7141** for an appointment.

CLASSROOM EXPECTATIONS

You and your instructor both have responsibilities relative to the course. Your instructor's responsibility is to give you a syllabus and to organize assignments and classroom activities to assist you in learning the material and achieving the course objectives. As the course unfolds, you have responsibilities to fulfill in order to complete the course successfully.

You are expected to:

1. Attend all class sessions and to be punctual. (You are responsible for all work covered whenever you are absent.)
2. Read, understand and follow instructions given in the course syllabus.
3. Complete reading and writing assignments.
4. Take notes during class.
5. When asked to do so, work collaboratively with other students.
6. Submit assignments on time.
7. Complete your work without cheating or committing plagiarism.
8. Participate actively in class.
9. Evaluate your own progress continuously.
10. Meet with your instructor during assigned office hours.
11. Exhibit proper behavior in the classroom (see policy statement on classroom management).

DISCRIMINATION AND HARASSMENT IS UNLAWFUL

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, as amended (Federal Register, April 11, 1980). 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 prohibit 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.

Title VII of the 1964 Civil Rights Act bans discrimination because of race, color, sex, religion or national origin. It covers all terms and conditions of employment, including hiring, promotions, compensation, terminations and demotions.

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 in admissions and recruitment. This Act contains several specific provisions similar to those prohibiting sex discrimination in admissions under Title IX.

Any questions concerning these policies or allegations of noncompliance should be directed to: Affirmative Action Officer, 818 Administrative Tower, Nassau Community College, One Education Drive, Garden City, NY 11530-6793.

AVAILABILITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act permits current or former students to inspect and review their

education records. Students are also accorded a right to a hearing in order to question the contents of their education records. Written consent from students may be required before personally identifiable information about them will be released from their education records, as provided by law.

Nassau Community College publishes no directory of students' names, addresses, and telephone numbers. However, it does publish lists, to include home towns, of graduates and of academic honor recipients. Additionally, participants in extra-curricular activities may further be identified with their activities, their activity records, the schools they formerly attended, and, in the case of athletes, their ages, heights, and weights. Students wishing to have this information withheld from public disclosure should file a written statement specifying the information they wish withheld with the Office of the Registrar and the faculty director of the activity concerned (for example, Director of Athletics, Director of Student Activities, or head of department sponsoring a special interest group or activity such as music or dramatics). Failure on the part of a student to file such a request within one week of the official beginning of any period of instruction is construed as consent to publish the information described.

Copies of the College statement of policies and procedures for access to student records, of the Family Educational and Privacy Act of 1974, and of the Department of Health, Education and Welfare Final Rule on Education Records may be inspected at the College Library and the Office of the Registrar. Questions pertaining to student records should be addressed to the Registrar.

Inquiries or complaints may be filed with the Family Educational Rights and Privacy Act Office, Department of Education, 200 Independence Avenue, S.W., Washington, D.C. 20201.

STUDENT POLICY FOR A DRUG-FREE CAMPUS

Nassau Community College is committed to a proactive preventative approach in assuring the campus is free of alcohol and substance abuse. The College operates in

compliance with the Drug-Free Workplace Act of 1988 (P.L. 100-690) and the Drug-Free Schools and Communities Act Amendments (P.L. 101-226). To maintain an atmosphere conducive to fulfilling this mission, the policy for a drug-free campus states:

"The College expressly prohibits the unlawful use, possession, manufacture, distribution, or dispensation of controlled substances, which includes alcohol, in all Nassau Community College facilities or while attending or conducting college business off campus.

No alcohol is permitted on campus without express permission of the President or his designee. Consumption of alcohol is not permitted on campus by anyone under the age of 21.

Compliance with the provisions of the College's drug and alcohol policies is a condition of attendance at the College. Violations of any rule of the Student Code of Conduct, Section I, shall result in appropriate disciplinary action. Infractions of the Code include the following:

Attendance in class or at any College function under the influence of alcoholic beverages, of narcotics and drugs or unauthorized possession, and/or sales of alcoholic beverages, narcotics or drugs on the College campus."

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

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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 1111(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.

Any questions concerning these policies or allegations of noncompliance should be directed to: Affirmative Action Officer, 818 Administrative Tower, Nassau Community College, One Education Drive, Garden City, NY 11530-6793.

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 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 of 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
8. Infringing upon the rights of other members of the College community via physical assault or abuse
9. Infringing upon the rights of other members of the College community via verbal assault or abuse
10. Infringing upon the rights of other members of the College community via written assault or abuse
11. 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
12. Unauthorized or illegal use of College computers
13. Disruptive conduct in the classroom that interferes with instruction
14. Disorderly, lewd, indecent, or obscene conduct or expression
15. 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
16. Failure to comply with directions of College personnel acting in the performance of their duties; for example, failure to show proper I.D.
17. Theft of, or damage to College or personal property belonging to any member of the College community
18. 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
19. Gambling in any form
20. Plagiarism, cheating, or any form of academic dishonesty *
21. Submitting a false application or other information to the College, and the forgery, alteration, or intentional misuse of College documents, records or identification
22. Violation of College policies concerning regulation of student clubs or organizations

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 stalking

17. Unauthorized use of a vehicle on the College campus
18. Failure to adhere to campus traffic regulations
19. 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 fifteen (15) 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 fifteen (15) 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 if 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 records in the Office of the Dean of Students; records cannot be removed from the office;
 - 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 records in the Office of the Dean of Students; records cannot be removed from the office;

- 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 can be reviewed by the individual charged and by the victim(s)/accuser(s) in the Dean of Students' office.

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. The accused or the 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. The accused or the 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.

F. 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. The Dean of Students' office will maintain records of all imposed sanctions.

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.

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. Ordinarily a student who is suspended will receive a "W" for all his/her courses. In compelling circumstances, the committee reserves the right to allow a student's instructor to grant a grade. Suspension 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. Ordinarily a student who is expelled will receive a "W" for all his/her courses. In compelling circumstances, the committee reserves the right to allow a student's instructor to grant a grade.

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.

G. 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.

Acceptable Use of Computer Resources and Electronic Communication Policy of Nassau Community College

INTRODUCTION

Nassau Community College, in keeping with the tradition of fostering academic freedom, respects, encourages, and

supports the right of any member of the College community to participate in dialog and discourse in promoting its educational mission. In support of this process, the College offers electronic mail and web hosting services that provide the campus community with a powerful communication system.

Electronic mail and web hosting services are a common part of the fabric of campus life. These services provide an environment that enables us to communicate with an individual or a global audience. In acknowledgment of this capability and the recognition of its potential for abuse, this document describes the guidelines for acceptable use of computer resources and electronic communication at Nassau Community College.

COMPUTER USE POLICY

Nassau Community College provides computer facilities and related resources to support its educational mission. It is the responsibility of the user to abide by the College guidelines of appropriate and responsible use as outlined below.

Central to appropriate and responsible use is the stipulation that, in general, electronic communication and access shall be used in a manner consistent with the instructional, public service, research, and administrative objectives of the College and in accordance with contractual obligations and Academic Senate policies. All users have the responsibility to use the services in an effective, efficient, ethical, and legal manner.

Computer facilities and related resources are intended for the sole use of College faculty, staff, students, and other authorized users. Such resources include host computer systems, personal computers and workstations, communications networks, software, and files.

Nassau Community College reserves the right to monitor its computing resources to protect the integrity of its computer systems, workstations, and lab facilities. The courts have determined that there is no expectation of privacy in any form of electronic communication.

Accounts issued to individuals are intended for the sole use of that individual and are non-transferable. Individuals are responsible for all usage on their assigned accounts.

Education Success

Community

Knowledge

Priorities

Users of electronic communication and computer resources are bound by, but not limited to, the following Governing Policies:

- Federal, state and local laws
- All public communications must meet ADA access guideline compliances
- Academic Senate by-laws, rules, and regulations
- Contractual obligations
- All policies of the Board of Trustees

Alleged violations will be processed according to College policies and the processes outlined in the Student Code of Conduct, the Faculty Handbook, and Personnel Policies and Procedures.

The following activities are examples of unethical, unacceptable behavior and are in violation of the Governing Policies. These include, but are not limited to, any attempt to:

- alter system software or hardware configurations;
- access another individual's account, private files, or e-mail without permission of the owner;
- misrepresent one's identity in electronic communication;
- violate rules or codes set by services subscribed to by the College;
- use computing resources to threaten or harass others;
- use the College systems for commercial or personal profit-making purposes;
- not comply with the lab and system policies, procedures, and protocol;
- use the College facilities or resources to violate the policies of other computer systems or organizations;
- distribute unsolicited and/or unauthorized mass mailings (spamming) unrelated to College business, events, or announcements.

INTELLECTUAL PROPERTY RIGHTS AND RESPONSIBILITIES

The College respects the intellectual and creative contributions made by all members of the academic community and recognizes that they are vital to the academic enterprise. Further, the College adheres to the principle of respect for the right of acknowledgment, the right of privacy, the right to determine the form, manner, and terms of publication and distribution of intellectual property.

Since electronic information is transient and may easily be reproduced, respect for the work and personal expression of others is critical. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the academic community.

POLICY ON INTERNET PUBLISHING

Electronic communications allow Nassau Community College to promote its activities and educational opportunities to enhance research, scholarship and instruction from both within the College and to the wider community.

Nassau Community College's website is meant to promote a positive image of the College to other institutions, accrediting agencies, funding agencies, the media, prospective students, their families, and the public.

THE COLLEGE WEBSITE STRUCTURE

The official website of the College is located at <http://www.ncc.edu>. This site provides current, public information about Nassau Community College's mission, programs, and services. All content under the College's website address is deemed as official and authorized. As such, the College administration has the sole right, responsibility, and obligation to provide oversight and final editorial control.

The information provided on the official College website will include, but is not limited to, the following areas:

Academic, Administrative and Events Calendars
Admissions, Financial Aid and Registrar Information
Campus News and Events
Campus Directory and Map
Campus Tour
Course Descriptions
Degree Requirements
Department Profiles
Distance Learning
Programs of Study
Support Services

College websites beyond the official websites are identified as secondary websites. When entering a secondary website area, a general disclaimer will inform visitors that the material presented does not represent the official position of the College and the views and opinions expressed are strictly those of the web page author.

Secondary websites are used by constituent groups of the College community such as administration, alumni, departments, faculty, staff, and student activities. Secondary websites may include content and/or applications for general public access or internal use only; all content on secondary websites is deemed "unofficial." For legal purposes, the designation of "unofficial" is to be interpreted as "not representing the official position of the College."

STUDENT ACCESS TO WEB PUBLISHING

In general, Nassau Community College does not provide access to web publishing for students. The one instance where students are granted access to web publishing is when they publish a web page for a Nassau Community College Club or Society, and they are directly supervised by a faculty or staff member. Student published web pages are considered "secondary," and are therefore unofficial. Web pages published by students must adhere to the same guidelines, policies, and regulations as those published by the College, faculty, or staff.

SECONDARY WEBSITE PUBLISHING - RIGHTS AND RESPONSIBILITIES

Due to the dynamic nature of electronic publication via the web, the following guidelines must be adhered to when creating content for secondary websites:

- Faculty of the College community have a right and are encouraged to establish a web presence, commonly referred to as a "homepage," provided that the purpose of the website is consistent with the College Mission.
- Any faculty member interested in having a web presence must sign a contract to abide by the College policy on internet publishing.
- Oversight of Administration, Alumni, Department, Staff and Student Activities website contents must be done a minimum of twice a year by the appropriate oversight committee or individual assigned the responsibility for such oversight. For academic departments, this is the responsibility of the departmental chairperson or his/her designee. For non-academic departments, this is the responsibility of the supervising administrator.
- All websites must be compliant with ADA guidelines for access by persons with disabilities.
- Each secondary website must contain the author's name and date of last revision.
- Any pages deemed in violation of the Governing Policies will be subject to immediate removal until such time as they are corrected.
- Secondary websites must not represent themselves as "official College pages." Authors are prohibited from using the College logo, seal, graphics, statements, and layout which may appear to the reader as to be indistinguishable from the College official website.
- Secondary websites must not contain "official" information. This includes, but is not limited to, course descriptions, programs of studies, college directories, etc. All references to "official" information must be made through referral "links" to the official College website.

E-MAIL POLICY

Even though Nassau Community College does not routinely monitor electronic mail (e-mail) communications, all members of the College community are expected to act responsibly and within the regulations and standards established by the College and all civil laws and ordinances. The College reserves the right to discipline those in violation of the following guidelines.

GENERAL GUIDELINES FOR E-MAIL USE

In using e-mail, mutual respect for others and sensitivity to others' needs must be observed by all members of the College community. Common sense, good manners, and integrity are examples of appropriate behavior in the use of e-mail and other electronic forms of communications.

PROHIBITED ACTIVITIES

The following activities are not permitted in the use of College e-mail:

- Unauthorized use of another individual's account
- Performing an act that will interfere with the normal operations of computers or networks on campus
- Creating and/or distributing chain letters
- Impersonation (misrepresenting yourself as another individual)
- Violating College governing policies
- Commercial or political advertisements
- Solicitation from off-campus groups or individuals, unless of widespread College interest and clearly supportive of the College mission

GUIDELINES FOR THE USE OF DISTRIBUTION LISTS FOR E-MAIL MESSAGES

Distribution lists (such as "allncc") provide a means for e-mail messages to reach a large audience. Select the list most appropriate to your audience. The complete listing of campus distribution lists is available at: <http://www.ncc.edu/mailinfo>. Always complete the

"Subject" heading area with a descriptive phrase. This helps recipients determine how important the content of the message may be to them.

DEPARTMENTAL NETWORKS

Departments with their own local area networks will appoint a contact person and identify this person to the appropriate network administrator. The departmental contact person should be knowledgeable about the department's computing environment. This person will serve as a liaison to administrative personnel seeking problem resolution, information, and other assistance regarding computing and networking. In addition, this person will facilitate interaction between the department and the administration on security matters or alleged abuses or related issues.

REPORTING, INVESTIGATIONS, AND SANCTIONS

Alleged violations of these Governing Policies will be investigated by administration, designated personnel and in consultation with the office of Public Safety, if necessary. While under investigation, computing privileges may be suspended. Where a confirmed violation is serious or persists, a restriction of computing privileges may be imposed, temporarily or permanently, by the College. Cases involving violations of statutory law will be turned over to the office of Public Safety or to the appropriate authorities and may be subject to civil and/or criminal penalties.

NCC may impose a range of penalties on users who violate these Governing Policies regarding the usage of the College's computing resources. For example, the College may suspend computer and network privileges of an individual for reasons relating to the safety and well being of other members of the College community, or relating to the preservation and integrity of College property. In cases of suspension, access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended as a result of formal action imposed by the College or the appropriate authorities.

Questions about the appropriateness of use of resources should be directed to the Department Chairperson or his/her designee.

Community Education Success

Student Support Services

The Dean of Students is located in Room 312 of the Campus Center Building 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 (Building U), reports to the Office of Enrollment Management. 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 following table:

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	Prof. Diane Martin, Psychology Dept. Building G, Rm. 355
Liberal Arts or undecided Adults (25+) day students	Academic Advisement Center Adult Resource Center, Tower, Plaza Level
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)	Academic Advisement Center (Inquire for Hours)
Students with disabilities	Center for Students with Disabilities, Building U
Basic Education Program	North Hall, RM. 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, Philosophy, Physical Science, Psychology, 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. Call **(516) 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 with an 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 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, Paralegal, 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, five full-time and several part-time professional advisors, classroom faculty in an advisement capacity, an office assistant and additional support staff. 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 9:00 a.m. - 7:30 p.m.
Friday 9:00 a.m. - 4:00 p.m.
The phone numbers are:
(516) 572-7118 or (516) 572-7436.
The Center is a walk-in service.

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). The objective of these services is to assist adult students to evaluate their own potential and special needs through counseling, testing and advisement. Students will also be assisted in scheduling their courses to meet their individual needs. Courses are available, day, evening, weekends, online, on the air, and through independent study.

Support services are also available for financial aid, career and transfer counseling, job placement and child care. For further information, call the Adult Resource Center Coordinator, Professor Robert Rubin, Tower, Plaza Level: **(516) 572-7103**.

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

Community Education Success

- 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
- clarifying goals and decision-making

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 "Current Students"), 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.

Financial Aid Office

The College offers federal, state and college financial aid in the form of scholarships, grants, loans, and work-study 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**.

Community Education Success Knowledge

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.

The Office of International Student Affairs provides services to all non-immigrant students attending Nassau Community College, including those enrolled in the English Language Institute. The purpose of the ISA Office is to assist students with regulations related to their status in the United States.

Services include visa/status advisement for students in their home countries, advisement of international transfer students, change of status and reinstatement applications, and advice on travel/consular issues. Advisement on work authorization and Social Security issues is also provided. In

addition, the ISA Office administers the College international health program.

Applicants who will require a student (F-1) visa in order to attend Nassau Community College or our English Language Institute should contact the Office of Admissions at **(516) 572-7345** in order to obtain an Admissions Guide & Application, and the application forms necessary to secure an I-20 (the document that is required before an F-1 visa can be issued). An I-20 will not be issued until a student has been accepted into a program of study at the College.

International students (attending or planning to attend NCC) needing assistance with visa or status concerns should contact Admissions or the Office of International Student Affairs at **(516) 572-7053** (Building F, Room 2281). The ISA Office can also be reached via email at isaoff@ncc.edu.

For placement in English as a Second Language (ESL) classes and for academic advisement, students should contact the ESL Office at **(516) 572-7661**.

Job Placement

The Job Placement Office, 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.

Community Education Success Knowledge

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. Call **(516) 572-7698** 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 Counseling 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 and organizations. It helps provide our students with pre-professional experience, as well as providing agencies and

Community Education Success

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 Building M. Call **(516) 572-7132** for office hours.

Women's Resource Center

The Women's Center was founded by the Department of Student Personnel Services in the early 1970s 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 all interested students are encouraged 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), Jazz Ensemble, Jazz Improvisation Ensemble, and Chamber Music Ensemble.

ENGLISH

The Creative Writing Project: After successfully completing the English Department's ENG 102 or 109 requirement, students may pursue their interest in writing plays and screenplays, fiction and poetry in creative writing courses: ENG 313 Creative Writing, which includes all these genres, ENG 316 Play and Screen Writing, ENG 317 Fiction Writing, and ENG 318 Poetry Writing. Creative Writing classes are complemented by a program of campus visits by published authors who read and discuss their work with students, public readings/performances by student and faculty writers, and seminars on publishing. The student Creative Writing Club meets in the Creative Writing Resource Room in Bradley Hall 218 to share their writing in an informal setting and produces the student literary magazine.

Writing Center: The English Department's Writing Center is open to students of all levels interested in improving their writing in any discipline. Faculty members offer individualized and group instruction in expository and creative writing, research and documentation, as well as grammar and usage. 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 and unscheduled drop-in sessions are available. We are also open most weekends when the

Weekend College is in session.

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 various cultural activities for students, for the college community and for the public at large. The Art Forum program, sponsored by the department, presents speakers and films on a semi-weekly schedule throughout the semester. The Art, Photo, and Computer Graphics Clubs invite guest artists and professionals to speak at their meetings and give demonstrations on campus. In addition, the clubs take field trips to museums and galleries and host competitions and exhibitions. The Firehouse Plaza Art Gallery, open year-round, exhibits work by nationally known artists and craftspeople, in addition to annual exhibitions of faculty and student art work.

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
- Intersivity 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, (516) 572-7544.

CHAIRPERSON: Lynn Mazzola, Lynn.Mazzola@ncc.edu.

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

TECHNICAL ASSISTANT: R. D'Anna

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

The following curricula are offered by this Department:

Accounting (A.S.) - 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 (A.A.S.) - This curriculum prepares students for employment in the accounting field. The program includes technical and specialized courses which will equip students to relieve the professional accountant of many details 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 (A.S.) - 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 those with career objectives in business management, administration, investments, finance, marketing, or any other position in the business world.

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. degree in Marketing.

African American Studies

OFFICE: Building H, Room 124, (516) 572-7157.

CHAIRPERSON: Kenneth V. Jenkins, jenkind@ncc.edu.

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

COURSES OFFERED: African American Studies (AFR).

The Department offers three basic options to students:

1. Courses that transfer to a Baccalaureate program in African American Studies, elementary or secondary education, the social sciences or humanities.
2. Courses relevant to career-oriented training for human service fields such as health, community planning and development, education and social services.
3. Courses to serve as electives in English, 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, (516) 572-9640.

CHAIRPERSON: Alfred J. Smeriglio, smeriga@ncc.edu.

FACULTY: S. Amdur, F. Bialstock, J. Buono, K. Coles, L. Findlay, L. Gilkes, G. Gilner, W. Hostetter, L. Jacob, A. Jones, C. Kaufmann, G. Klinger, L. Lucca, D. Maiellaro, 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, T. Criscitelli, B. Edward, C. Lamb, J. McCarthy, D. Miller, D. Palmer, M. Ruane.

TECHNICAL ASSISTANTS: K. Costa, 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 (A.A.S.) - The Medical Laboratory Technology program is a two-year (plus two summer sessions) course of study leading to an Associate in Applied Science degree. The program provides educational course requirements and clinical training for a career as a medical laboratory technician. Students learn the theory and principles of routine laboratory procedures and their role in detection, diagnosis and treatment of disease. They perform tests using contemporary, automated and computerized instrumentation in all sections of the laboratory. The curriculum

includes courses in liberal arts and the basic sciences as well as specialized course offerings in the major areas of clinical laboratory science. Students complete a clinical internship in the fourth semester and final summer session at one of nine affiliated hospital laboratories. Students who wish to pursue Bachelor Degree programs may do so but should seek advisement. The program is currently being reviewed for accreditation by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Graduating students are eligible to take all examinations offered for certification and licensure.

Physical Therapist Assistant (A.A.S.) - The physical therapist assistant (PTA) works under the supervision of a physical therapist in sports medicine facilities, outpatient clinics, schools, rehabilitation centers, nursing homes, hospitals, home care, athletic teams and other health service agencies. Employing the knowledge of the patient's condition, the physical therapist assistant performs hands-on treatments for people who have temporary or more permanent physical difficulties such as inability to walk, inability to move a body part or are in pain. The PTA uses therapeutic exercises, manual therapy, and pain relieving electrical and other modalities. The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Upon successful completion, the student will receive the Associate in Applied Science (A.A.S) degree, and will be eligible to take the licensing exam for certification by the State of New York as a Physical Therapist Assistant. The program is affiliated with more than eighty clinical education sites in Nassau and Suffolk, the five boroughs, and upstate New York. The campus has two laboratories fully equipped with machinery and accessories found in a variety of physical therapy settings. The PTA courses are offered during the day only and may be completed in 5 semesters. Students are admitted in the fall only and must be available for full-time study in the last semester. The P.T.A. Program has been designed as a career program leading to employment at the end of two years of study. However, after completing additional credits and a bachelor's degree, students will be eligible to apply for transfer into a doctoral level physical therapy program.

Radiologic Technology (A.A.S.) - 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 affiliated 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 (A.A.S.) - 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 affiliated 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 (A.A.S.) - 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 (A.A.S.) - The Surgical Technology student is prepared to assume the role of surgical technologist in any surgical 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.



OFFICE: Building G, Room 179, (516) 572-7162.

CHAIRPERSON: Susan Dooley, dooleys@ncc.edu

FACULTY: R. Carter, M. Delaney, C. Eckdall, T. Emmerson, J. Gorman, I. Maksym, C. Monastra, M. Palmieri, M. Romano, L. Young.

TECHNICAL ASSISTANTS: L. Casey, L. Chatterton, M. LaCombe, J. Muttathil, D. Puzzo

COURSES OFFERED: Art (ART).

The following curricula are offered by this Department:

- | | |
|--|----------------------------------|
| Art Studies (A.A.) | Photography (Certificate) |
| Art (A.S.) | Commercial Art: Digital |
| Photography (A.S.) | Technologies (A.A.S.) |
| Desktop Publishing and Design (Certificate) | |

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.S. degree programs in Art and in Photography, an A.A.S. degree in Commercial Art: Digital Technologies, an A.A. degree in Art Studies with an option of concentration in Art History, and Certificate programs in Photography and Desktop Publishing and Design.

Our A.S. degrees, designed for students who intend to pursue a four-year art education, provide a basic foundation across the various disciplines, including drawing, painting, 2D and 3D design, sculpture, ceramics, photography, printmaking, and computer graphics. Courses in Art History, ranging from primitive to contemporary, are also offered. Students must complete remedial courses in English and Reading before enrolling in any art history courses. The Certificate in Photography (36 credits) is a concentrated area of study for those students planning a more immediate career in this field. Our A.A.S. degree program in Commercial Art: Digital Technologies provides students with training in desktop publishing and multimedia. Studies include print and graphic design, web design, 3D 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; three Mac computer labs covering a range of courses in digital technology; a raked art history lecture hall with the latest AV and Smartboard 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, a Mac computer lab for digital photography and a variety of specialized 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 must complete one questionnaire associated with an art exhibition at the Firehouse Gallery and attend one Art Forum sponsored by the Art Department each semester. In addition, museum and/or gallery visits and field trips may be required as part of an art instructor's curriculum. Students may also be required to provide supplies and/or equipment for individual use in their courses.

The Art Department requires all art majors to maintain a cumulative 2.0 GPA in their field of study. After one probationary semester, art majors with GPA's below 2.0 will be withdrawn from their major area of study.

Biology

OFFICE: Cluster F, Room 2230, (516) 572-7575.

CHAIRPERSON: Stephen Beck, becks@ncc.edu

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

TECHNICAL ASSISTANTS: P. Gallo, M. Landau, C. Pilipshen, D. Renwick, 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 and a 3-D visualization theater.

Chemistry

OFFICE: Cluster C, Room 2055, (516) 572-7580.

CHAIRPERSON: Philip H. Mark, markp@ncc.edu.

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

TECHNICAL ASSISTANTS: M. Beck, R. Tavitian.

TECHNOLOGIST: D. Cody.

COURSES OFFERED: Chemistry (CHE).

Students studying chemistry may elect to pursue the A.A. or A.S. degrees. 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 six 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. Students may not enroll in any chemistry courses while taking remedial mathematics courses. 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. Facilities on campus include the Chemistry Department Learning Center with tutorial support located in C-115.

Communications

OFFICE: Building H, Room 203, (516) 572-7170.

CHAIRPERSON: Linda Susman, susman@ncc.edu.

FACULTY: E. Bogin, J. Burgreen, V. Chai, J. Cohen, J. Coppolino, L. Durso, P. Euler, J. Farrell Leontiou, R. Goldfarb, F. Gulinello, E. Hibbert, A. Moore, A. Naiman, D. O'Connor, S. Samuels, A. Staskowski, J. Strahl, R. Villane, T. Webb.

TECHNICAL ASSISTANTS: K. Beckman, P. D'Angelo, R. Ortlieb-Padgett

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. In addition to 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, (516) 572-7178.

CHAIRPERSON: Robert Costello, costelr@ncc.edu.

FACULTY: A. al-Rahman, B. Delmarge, J. Ferraro, R. Hodge, T. Hoffman, J. Lecci, H. O'Rourke.

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 thoroughly familiarizes students with the functions of police, courts, correctional programs, law, protection management, crime prevention and their application to the community.

The following curriculum is offered by this Department:

Criminal Justice (A.S.) - 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.

Economics and Finance

OFFICE: Building G, Room 155, (516) 572-7181.

CHAIRPERSON: Marie Kratochvil, kratocm@ncc.edu.

FACULTY: D. Braunschweiger, 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 U.S. 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 of the economic and financial system in one semester 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), Cooperative Education Internship (ECO/FIN 490), 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 consult an advisor in the Department of Economics and Finance.

Engineering/Physics/Technologies

OFFICE: Cluster D, Room 2087, (516) 572-7272.

CHAIRPERSON: Anthony Cangelosi, Jr., cangela@ncc.edu

FACULTY: D. Balamore, C. Capria, D. J. Ciardullo, F. Frisenda, K. Gallagher, H. Giordano, L. Gordon, E. Kitay, C. M. 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), Computer Repair Technology (CRT), Construction Management, Electrical Engineering Technology (ELT), Engineering Science (ENS), General Science Studies (GSS), Multidisciplinary 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.

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 non-calculus 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 (A.A.S.) - 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 engineering 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, University of North Carolina at Charlotte, 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, detailers, AutoCAD draftpersons, 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.

Computer Repair Technology (A.A.S.) - The Computer Repair Technology curriculum is designed to provide the knowledge and skills necessary to install, maintain, and repair microcomputer hardware and systems, as well as furnish support services to system users. The program will develop the necessary foundation in electronics and computer programming related to computer systems and networking.

It will also focus on computer systems and networking. Principles and skills necessary to operate, troubleshoot, install and repair various types of computer systems and networks will be stressed. Graduates will be able to diagnose system hardware or software failures and perform the remedial actions necessary to correct these problems based on a knowledge of the system's operation. At the completion of the degree, the student will be prepared for the A+ certification exams. The student will also be prepared for various network certification exams (MCSE).

Electrical Engineering Technology (A.A.S.) - 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 a Bachelor's degree in engineering technology.

Engineering Science (A.S.) - 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 (A.A.S.) - 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 (A.A.S.) - 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 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 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.

English

OFFICE: Bradley Hall, Room 13, (516) 572-7185.

CHAIRPERSON: Bruce Urquhart, urquhab@ncc.edu.

FACULTY: E. Abele, M. Anzelone, S. Ash, L. Badendyck, K. Ballerini, B. Barnard, R. Berke, T. Bird, F. Boodakian, L. Brett, B. Brown, S. Browne, G. Chapman, S. Cushman, T. D'Angelo, K. Dean, D. DeManuel, R. DiChiara, J. Dowling, P. Doyle, S. Drucker, D. Esposito, M. Estevez, C. Fagan, P. Falk, C. Farber, K. Feldman, R. Finneran, A. Fisher, B. Fruchter, C. Gebhardt, D. Ginsberg, J. Giordano, E. Good, J. Gordon, A. Haridopoulos, R. Hayman, E. Hegarty, B. Horn, V. Hromulak, K. Jason, S. Kaebnick, A. Katsavos, A. King, J. Klass, R. Kramer, A. Kupfer, K. Le Veness, R. Lieber, D. Litvak, Z. Liu, B. Lucas, H. Marcus, J. Marzan, M. McNair, Z. Milich, W. Moeck, R. Mollinger, R. Nazareth, R. Newman, F. O'Connor, K. Okoampa-Ahoofe, M. Parish, T. Payne, M. Plotnik, G. Pollio, P. Radecki, J. Rondell, P. Rosa, D. Rosner, J. Samuels, R. Santos, N. Saxena, A. Schopp, C. Schwertman, J. Sevick, R. Shabazz, I. Shaw, J. Silverman, N. Spencer, M. Steinman, W. Stepp, T. Strode, M. Susko, P. Tana, L. Tucker, P. Venkateswaran, E. Wheeler, W. Williams, T. Wood.

COURSES OFFERED: English (ENG), Jewish Studies (JWS), Latin American Studies (LAS), Multidisciplinary (MDC), Women's Studies (WST).

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 class (English 030) prepares non-native 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 pre-professional 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 or 101 is determined by preadmission testing and/or by diagnostic essay. Advancement from English 001 to English 101 is based upon writing an exit essay, which is graded Satisfactory (S) by Placement Committee readers. In certain cases, a student's portfolio (a collection of instructor-approved, classwork-generated essays) may supercede a failing in-class final essay. Advanced Placement: Upon request, the Chair or Placement Coordinator will meet with students seeking exemption from English 101, which will be based on a review of his or her writing.

The Creative Writing Project: After successfully completing the English Department's ENG 102 or 109 requirement, students may pursue their interest in writing plays and screenplays, fiction, and poetry in creative writing courses: ENG 313 Creative Writing, which includes all these genres, ENG 316 Play and Screen Writing, ENG 317 Fiction Writing, and ENG 318 Poetry Writing. Creative Writing classes are complemented by a program of campus visits by published authors who read and discuss their work with students, public readings/performances by student and faculty writers, and seminars on publishing. The student Creative Writing Club meets in the Creative Writing Resource Room in Bradley Hall 218 to share their writing in an informal setting and produces the student literary magazine.

Writing Center: The English Department's Writing Center is open to students of all levels interested in improving their writing in any discipline. Faculty members offer individualized and group instruction in expository and creative writing, research and documentation, as well as grammar and usage. 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 and unscheduled drop-in sessions are available. We are also open most weekends when the Weekend College is in session.

Foreign Languages

OFFICE: Building M (Nassau Hall), 3rd floor, (516) 572-7414.

CHAIRPERSON: Maria Mann, mann@ncc.edu.

FACULTY: S. Albanese, C. Arias, P. Desroches, R. Feit.

TECHNICAL ASSISTANT: V. Konovaliuk.

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 supplements the instructional program.

Placement Advisory:

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*	Bilingual Background
301 - 404	4 or more yrs. H.S. or at discretion of instructor, or successful completion of 202 or 206

*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); SPA 110 (Spanish for Hotel Personnel); SPA 121 (Spanish for Law Enforcement Personnel); SPA 205-206 (Intermediate Spanish for Bilingual Speakers I-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, (516) 572-7519.

CHAIRPERSON: E. Mack, mack@ncc.edu

FACULTY: J. Anselmo, D. Bacon, M. Berka, M. Candel, M. Corpuel, L. DellAquila, R. Feigenbaum, A. Jones, S. Kane, D. Karras, S. Klein, A. Maddaluno, N. Malmud, V. Pinhas, G. Powers, L. Quitoni, C. Sears, R. Speckmann, R. St. Angelo, M. Toomey, A. Veit.

TECHNICAL ASSISTANTS: S. Mitchell, P. Schmidt.

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 is required except for those concentrating in the Allied Health Science, Nursing, and Engineering Science programs: Concepts of

Healthful Living and Stress Management (PED 200), Personal and Family Health (PED 201), Issues in Death and Dying (PED 231), Human Sexuality: Cultural Perspective (PED 251), Alcoholism and Addictions, and Abusive Behaviors (PED 271), or Community Health (PED 293).

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

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, (516) 572-7422.

CHAIRPERSON: P. Nicholson, nicholp@ncc.edu

FACULTY: M. Alonso, M. Anderson, R. Block, E. Boyden, P. Carlo, P. Caro, R. Cunsolo, J. Hecht, M. James, D. Link, C. Poulis, T. Popovich, S. Sapiie, S. Segalla, F. Siminoff, J. Vessels.

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 pursue those studies. 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 (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.

Hospitality Business

OFFICE: Building K, Room 14, (516) 572-7344.

CHAIRPERSON: Joseph Reihing, reihinj@ncc.edu

FACULTY: C. Argento, A. Bruno, A. Cubeta, T. Field, E. Schaffler, F. Terry.

TECHNICAL ASSISTANT: L. Boire, S. Keneally, R. Madura

COURSES OFFERED: Hospitality Business (HTL), Nutrition (NTR).

These professionally oriented programs offer students the opportunity to specialize in course work related to the hospitality industry, and culminate in the A.A.S. and A.S. degrees and certificates. Students are prepared for professional and middle management positions in various areas of the industries. Hotel students may anticipate employment positions in various operations such as: guest service representation, hotel front desk, housekeeping, and auditing. Restaurant management students find employment as food and beverage managers, food service directors, and banquet and catering managers.

An A.S. degree in Food and Nutrition prepares students for careers in Nutrition Education and Dietetics. Specialized courses provide students 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 fully equipped 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, the Food and Beverage Operations course and the Food and Beverage Merchandising course. A state of the art dietary analysis program prepares students for healthcare facilities.

A course of study is available for certification in Dietary Management and Food Service Technology. Unique work study and course opportunities in Europe and Walt Disney World are offered. Students are required to work at special food and beverage functions offered to the College community as part of their course work.

The A.S. degree in Food and Nutrition is designed for students wishing to transfer to a four-year program in Nutrition with the goal of becoming a Registered Dietitian. The program provides the foundation courses, sciences courses and Food Service Management courses required by the American Dietetic Association for four-year programs in Dietetics, enabling students to transfer to these institutions with ease.

The Dietary Management one-year certificate program is for those students desiring certification as a Dietary Manager. The program is fully accredited by the Dietary Managers Association and will combine our current course offerings with a Registered Dietitian supervised field experience. Graduates are eligible for membership in the Dietary Managers Association (DMA) and will be qualified to sit for the national credentialing exam to become a Certified Dietary Manager (CDM). The coursework will also allow the students to earn 31 college credits towards an A.A.S. degree in Food Service Management.

The following curricula are offered by this Department:

Food Service Administration, Restaurant Management (A.A.S.)

Hotel Technology Administration (A.A.S.)

Food and Nutrition (A.S.)

Dietary Management Certificate

Food Service Technology Certificate

Interdisciplinary Studies

The Jewish Studies Project (JWS) provides students with an introduction to the world of Judaism beyond the limited images presented by mainstream media. JWS 101 presents the fascinating multicultural, multiracial diversity of the world Jewish experience through readings, discussions, field trips, films, and guest speakers from various academic and artistic disciplines. JWS 101 transfers to four-year colleges; students from all backgrounds and fields are welcome to enroll. Related courses are Literature of the Holocaust, Department of English, and Hebrew, Department of Foreign Languages. The Jewish Studies Project also sponsors events and presentations open to the campus and outside communities. For further information, contact the Jewish Studies Project Coordinator, Professor Sally Drucker, Bradley Hall, room 225, (516) 572-7796, druckes@ncc.edu.

The Latin American Studies Project (LAS) promotes an understanding of Latin American and US-Latino peoples, cultures, history, literature, politics, economics, and relations with the US and other countries. The project offers courses in various departments, History, English, Economics and Foreign Languages, and two interdisciplinary courses: LAS 101 Introduction to Latin American Studies and LAS 105 Introduction to Latino/a Studies. These courses help students explore this field of study, provide a useful background for different careers, and may be transferable. For more information and/or advisement, contact Dr. Ines Shaw, Bradley Hall, room 228, 572-7840, shawi@ncc.edu.

Multidisciplinary Courses (MDC) are designed to make connections between ideas in different disciplines, especially in the sciences and

humanities. In the contemporary world it is important to see that events, discoveries, and social policies, as well as the creative arts, are motivated by some of the same ideas, and that they constantly influence one another. The world is a multidisciplinary place, and learning should follow suit. The five courses offered are open to all students in any field, especially those who intend to move on to a four-year school or compete for meaningful employment in a complex world. MDC 102 and MDC 130 may be taken for General Elective credit. There are no prerequisites and they also may be taken in any order. For further information, contact MDC Program Coordinator, Professor Joan Sevick, Bradley Hall, room 3A, (516) 572-8179, sevickj@ncc.edu.

Multidisciplinary Science Courses (MDS) 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 examines scientific ideas, methodology, and principles by studying the evolution of the universe, solar system, and Earth. MDS102: Connecting the Sciences: A Microscopic Approach examines scientific ideas, methodology, and principles 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 under course descriptions. For further information, contact MDS Coordinator, Professor Frank Frisenda, Cluster D, Room 2086, 572-3556, frisenf@ncc.edu.

STATE UNIVERSITY OF NEW YORK

TEACHER EDUCATION TRANSFER PROGRAM

The SUNY Teacher Education Transfer Template (TETT) is a State University of New York System articulation project designed to facilitate transfer between participating SUNY Associate Degree-Granting Institutions (ADGIs) and those SUNY baccalaureate campuses with teacher education programs, consistent with the Chancellor's initiative, A New Vision in Teacher Education (<http://www.sysadm.suny.edu/provost/teachered.htm>). The goal is both to eliminate course incompatibilities that can hinder student progress and to simplify advisement at all campuses involved in teacher education. The TETT project calls for a model AA or AS curriculum consisting of three components for students aspiring to earn bachelor degrees with recommendation for NYS teacher certification in Childhood or Early Childhood Education or in Adolescence Education:

General Education Core: complete SUNY-GER plus an additional three credits of Foreign Language (33 credit hours);

Major or Concentration: at present the TETT project website covers coursework in seven majors/concentrations – Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics, Physics (12-18 credit hours); and Pedagogical Core: one Psychology course (Child or Adolescent) and Foundations of Education (6 credit hours).

When a SUNY ADGI student completes these three components within a particular sequence of coursework, s/he is assured that the represented coursework will transfer to one of the SUNY designated campuses offering baccalaureate teacher education programs. The TETT project is a SUNY System articulation initiative and therefore assures that a transferring student's coursework is accepted in whole if the student meets the criteria for admission to a parallel program at a participating SUNY baccalaureate campus. The TETT project does not guarantee admission to a particular teacher education baccalaureate program or institution. Information pertaining to the admission requirements for participating senior college programs is provided as part of the guidance on the TETT web site, <http://www.suny.edu/EducationTransfer>. Students are also advised to visit the web pages of teacher education campuses of interest, accessible from this site.

Women's Studies (WST), a multidisciplinary project emphasizing diversity, serves hundreds of students each academic year. Sponsoring departments include Art, Communications, Economics, English, History, Health/PED, Library, and Sociology. Every term we offer several sections of Introduction to Women's Studies (WST 101), a course that examines women's roles cross-culturally in the family, workplace, community, professions, and popular culture. A second course, Women's Issues in

Marketing/Retailing/Fashion

OFFICE: Cluster B, Room 2037, (516) 572-7587.

CHAIRPERSON: Marguerite Ehlen, ehlenm@ncc.edu.

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

TECHNICAL ASSISTANTS: H. O'Connell, 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 (A.A.S.) - 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. In addition to their coursework, students are encouraged to participate in industry-sponsored and community events. During the spring semester, students produce a fashion show, showcasing the fourth semester students' lines and the term garments of the first-year students. 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 & Merchandising (A.A.S.) - 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 (A.A.S. 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 A.A.S. 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 (A.A.S.) - 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 are 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 Associate in Applied Science (A.A.S.) degree is a base for a business career upon graduation or continued education at four-year institutions.

Global Context (WST 201), looks at labor, reproductive rights, education, sexual identity, and grassroots activism in targeted areas around the world. In addition, the Project recommends a variety of related courses in Communications, English, History, and Sociology. For further information, contact WST Program Coordinator, Professor Barbara Horn, Bradley Hall, room 203A, (516) 572-7721, hornb@ncc.edu.

Legal Studies

OFFICE: Cluster A, Room 3015, (516) 572-7655.

CHAIRPERSON: Joan Alexander, alexanj@ncc.edu.

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

Paralegal Program Co-ordinator: Sharon Feder, Cluster A, room 3027, (516) 572-7774, feders@ncc.edu, Technical Assistant: Adrienne Motel

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

Departmental Requirements and Guidelines for Paralegal Students: The Legal Studies Department is strongly committed to the concept of legal education within the framework of practical paralegal skills. The following guidelines have been established:

1. A minimum grade of "C" is required in each law class in the Paralegal curriculum.
2. Professional attitude, regular class attendance, punctuality and appropriate professional demeanor are required of Paralegal students. These criteria have been established in order to uphold the standards of the paralegal profession and legal community, as a whole. Interested students wishing to obtain further information, and a copy of the Departmental Requirements and Guidelines, may contact the Paralegal Program at (516) 572-7774. The following curricula are offered by this Department:

Paralegal (A.A.S.) - 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, (516) 572-7406.

CHAIRPERSON: Nancy Williamson, willian@ncc.edu.

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

TECHNICAL ASSISTANT: R. Erben.

TECHNOLOGISTS: R. Delbango, S. Emin.

COURSES OFFERED: Library 100, Library 101

Retail Business Management (A.A.S.) - 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, (516) 572-7383.

CHAIRPERSON: Carmine DeSanto, desantc@ncc.edu.

FACULTY: S. Abramson, E. Alfar, J. Altamura, E. Botkin, G. Bruns, D. Burdge, M. Cassano, P. Cheifetz, D. Christy, L. Cohen, K. Cramer, L. Delitsky, S. Feldberg, L. Frimerman, J. Ganson, L. Gioia, E. Girolamo, R. Glass, R. Goodridge, K. Gutleber, M. Gwydir, M. Javadi, S. Kaplan, L. Kaufer, R. Kimbell, P. Kreinbihl, D. Kugler, D. Levine, Z. Levy, C. Lin, J. Lowenfeld, J. Lubowsky, A. Magrella, A. Mantell, R. Marino, J. Martin, C. Merlo, R. Meyer, G. Miller, R. Moscatelli, D. Nataro, A. Nunes-Harwitt, L. Orilia, L. Orlova, A. Pagnotta, L. Postner, T. Re, R. Robert, E. Schmierer, D. Sher, R. Silvestri, R. Skurnick, S. Solosky, D. Spelman, G. Spengler, M. Steuer, S. Steuer, D. Stramiello, E. Sun, T. Sweeney, T. Timchek, J. Tomaszewski, M. Totoro, S. Trabucco, T. Vecchiarelli, R. Wurm.

TECHNICAL ASSISTANTS: H. Ciapas, J. Earnest, F. Graham, E. Hom, W. Laerz, K. Lemp, B. McParland, S. Ochani, C. Roethel, C. Schaaf, 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 (A.S.) - This program leads to the Associate in Science (A.S.) degree and is designed for those who intend to transfer to a baccalaureate program oriented in the 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 (A.A.S.) - This program leads to the Associate in Applied Science (A.A.S.) 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 courses (for example, social sciences, humanities, and electives) 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. Topics included for study are Internet and Hypermedia applications, relational database management and development, Visual Basic programming, procedural and object-oriented programming, and Novell System Administration. 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 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 areas, while others may choose from the extensive digital art 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 (A.S.) - This program is designed for students who intend to transfer to a baccalaureate program in 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 & Transportation Management (A.A.S.) - 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, (516) 572-7277.

CHAIRPERSON: Michael F. Mastellone, mastelm@ncc.edu.

FACULTY: V. LoGiudice, G. Wingster.

COURSES OFFERED: Mortuary Science (MSC).

The following curriculum is offered by this Department:

Mortuary Science (A.A.S.) - 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. Candidates for graduation 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. The Mortuary Science Program at Nassau Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, Missouri 64506, telephone (816) 233-3747. Web: www.abfse.org. 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. "The annual passage rate of first time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org)."

Music

OFFICE: Building H, Room 222, (516) 572-7446/7.

CHAIRPERSON: Myrna Nachman, nachmam@ncc.edu.

FACULTY: G. Bouchard, D. Broadhurst, G. Cavallo, T. Fox, J. Golan, D. Hughes, K. Kelly, H. Marenstein, S. Sobolewski.

TECHNICAL ASSISTANT: G. Ouellette.

LABORATORY ASSISTANT: C. Jusino.

COURSES OFFERED: Music (MUS), Studio Recording Technology (SRT).

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 (A.A.S.) - 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, aural musicianship, and keyboard skills. 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. Four semesters of college-level theory
2. Four semesters of college-level sight-singing
3. Four semesters of keyboard harmony
4. Four semesters of college-level applied music
5. Four semesters of ensemble (chorus, orchestra, band, or percussion ensemble)
6. One semester of music literature and two 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 and concerts each semester.
3. Woodwind and brass instrument students must also be enrolled in Band.
4. String instrument students must also be enrolled in Orchestra.
5. Voice, keyboard and guitar students must also be enrolled in Chorus.
6. Percussion students must also be enrolled in Percussion Ensemble.
7. Percussion students in the third semester of college-level study (200 level) must also be enrolled in Band or Orchestra.
8. Students are required to perform a jury exam at the end of each semester of applied music study.
9. A failure in or withdrawal from the performing group will result in a failure or in a withdrawal from applied music.
10. MUS 000 is a co-requisite for all applied music courses.

11. 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 and recording technology and to provide a broad based perspective of the music industry. The SRT certificate is designed for those seeking entry-level employment in the recording industry, as well as those wishing to establish independent music recording/production businesses. Classes meet on campus and at an off-campus professional recording studio. Internship training will take place at a professional recording, production or equivalent music industry work environment (at an off-campus location).

Facilities for the Music Department include a large performance space, available for ensemble rehearsals, performances and recitals; several studios for applied music instruction; and several soundproof practice rooms, each equipped with an upright piano, available for individual practice sessions. The Department also has two piano laboratories, plus a computer laboratory and audio production laboratory that are available for student tutorial work. The Department owns a number of less common and/or larger instruments, which are available for student use. Most music classrooms are equipped with state-of-the-art sound systems. The Music Department maintains an extensive teaching library of recordings and music scores.

Nursing

OFFICE: Building V, Room 210, (516) 572-7234.

CHAIRPERSON: Carol Mottola, mottolc@ncc.edu.

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

CLINICAL INSTRUCTORS: P. Cliggett, J. Gaffney, G. Schwartz, J. Valins, C. Zingale

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 graduate of our ADN 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 101, 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. Admission to Nursing is available in both the day and evening divisions. 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 101 and annually thereafter.
3. Nursing students must be of good moral character and may be subject to criminal background checks and random drug screening.
4. Nursing students must be able to independently complete a patient assessment through visualization, direct and indirect auscultation, detection of odors, palpation, and percussion.
5. Nursing students must be able to perform gross and fine motor movements and must possess the physical strength and stamina to provide safe nursing care.
6. Nursing students must be alert, able to think critically and problem solve, possess emotional stability and flexibility, and be able to communicate effectively in English.
7. Nursing students are required to carry malpractice insurance.
8. Students are required to adhere to those departmental policies that are distributed to all nursing students at the beginning of each academic year.
9. A minimum grade of 75 is required in each of the required Clinical Nursing courses.
10. A minimum of 15.5 credits (including Nursing 101) must be completed before progressing to NUR 105.
11. Nursing students must supply their own required uniforms and equipment.
12. Nursing students are required to supply their own transportation to clinical settings.
13. Nursing students must be legally eligible for employment and professional licensure in the United States.
14. Nursing students must submit a copy of current certification of competency in cardiopulmonary resuscitation (minimum basic life support) prior to admission to NUR 203 and prior to graduation.
15. College courses applicable to the Nursing program completed at other colleges must be transferred in prior to admission to the Nursing program. Science courses completed more than ten years prior to admission will not be accepted.
16. Questions or concerns about the Nursing Program may be directed to National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006.

Advanced Standing in Nursing Courses:

The opportunity for advanced standing is available to LPNs. By challenging NUR 101, or both NUR 101 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 101, and 17 credits are granted if NUR 101 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.

Change of Area/Transfer:

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

ENG 101

AHS 131

PSY 203

MATH (Math 100 or higher by advisement)

These courses must be completed with a grade of C or better and a minimum grade point average of 3.0 or better before application for Change of Program. Requests for Change of Program to Nursing will be accepted during the 2nd, 3rd, and 4th weeks of March to be considered for the September class and during the 2nd, 3rd, and 4th weeks of October to be considered for the January class. Transfer students must apply directly to Admissions. Students will not be considered for admission if they have attempted AHS 131 more than twice (including "W" grades). Further information about the Nursing Program can be obtained from Academic Advisement, Admissions, Nursing Information Sessions, the Nursing Department Website, and Student Personnel Services.

Office Technology

OFFICE: Cluster A, Room 2023, (516) 572-7288.

CHAIRPERSON: Tina Wenzel, wenzelt@ncc.edu.

FACULTY: R. Baer, L. Bergin, J. Camilleri, M. Curry, M. D. DeSanto, N. Lowey.

TECHNICAL ASSISTANTS: D. DiStefano, J. Madsen - Cluster A, Room A115.

COURSES OFFERED: Office Technology (OFT).

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

Using state-of-the-art computers and various software applications, students develop expertise in word processing, desktop publishing, webpage management, e-commerce, and business presentations. Emphasis is placed on administrative support technology, legal, 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 100 Fundamentals of Keyboarding, OFT 102 College Keyboarding I, OFT 109 Word Processing Applications I, OFT 110 Word Processing Applications II, OFT 113 Word Processing Basics, OFT 115 Spreadsheet Basics, OFT 116 Database Basics, OFT 119 Word Processing III, OFT 120 Desktop Publishing, OFT 230 Web Page Formatting, OFT 235 E-Commerce for Office Professionals, OFT 240 Formatting Business Presentations, OFT 244 Business Writing, and OFT 245 Administrative Management.

Online courses: OFT 244 Business Writing and OFT 245 Administrative Management.

The following curricula are offered by this Department:

Office Technology/Legal (A.A.S. and Cert.)- The legal option offers students the opportunity to acquire computer and legal procedures skills and to learn about the Federal and New York State Court Systems. Legal office technology instruction concentrates on 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 intern in law firms, the District Attorney's office, the Probation Department, or the Courts.

Office Technology/Medical (A.A.S. 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. Students take courses in medical terminology, medical transcription, medical coding, billing and office procedures. During the final semester, all students participate in a medical work/study program. They intern in doctors' offices, hospitals, research institutions, insurance and pharmaceutical companies and other health facilities.

Office Technology/Administrative Support Technology (A.A.S. 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, database applications, desktop publishing, Web page formatting, and e-commerce. During the final semester, all students participate in a work/study program.

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 two courses in word processing, a course in webpage formatting, 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.

Reinforcement Learning Center (Cluster A, Room 115) - 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. Students in need of assistance in various software programs or who wish to reinforce skills are encouraged to use the Reinforcement Learning Center.

Philosophy

OFFICE: Nassau Hall, Room M-217, (516) 572-7450.

CHAIRPERSON: Mark S. Halfon, halfonm@ncc.edu

FACULTY: E. Deluty, J. Esposito, N. Newton, G. Ostertag.

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 students' reasoning skills. Moreover, philosophy courses are writing intensive, emphasizing 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, (516) 572-7279

CHAIRPERSON: Lance S. Rigano, riganol@ncc.edu.

FACULTY: L. Bastiaans, T. Benitt, N. Harris, G. Lehenbauer, W. Ramsey, J. Remo, M. Sichko, P. Simone, W. Slowik, D. Stern, J. Thissen, F. Viscovich, G. Williams, D.Witt, P. Zito

TECHNOLOGIST: A. Altmann.

TECHNICAL ASSISTANT: A. Sanchioli.

COURSES OFFERED: Physical Sciences (SCI).

The course number designation does not reflect the level of difficulty, and there are no course prerequisites. 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 science courses 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 to learn more about the geology of Long Island and the Metropolitan area through field trips and may also be able to participate in special research projects that investigate real issues affecting their local environment. For Geology students interested in the area of gemology, special sections are offered in which instruction utilizing optical identification instruments and real gems is provided in the lab. Field trips provide Environmental Science students with direct observation of environmental phenomenon.

Special distance-learning sections of certain courses are offered either through College of the Air or as a hybrid online course. These distance-learning sections have several meetings on campus to do lab experiments and take exams. These classes meet either on Saturdays or Sundays. Communication between the instructor and students is by email and fax. The hybrid online course materials are obtained through a course web site. College of the Air course materials are available through a course web site and through videotapes. Students wishing to major in Physical Science or who are considering pursuing study in these subjects at the baccalaureate level should see departmental advisors.

Psychology

OFFICE: Building G, Room 355, (516) 572-7458.

CHAIRPERSON: Sidney Hochman, hochmas@ncc.edu.

FACULTY: C. Bayern, P. Bright, S. Cohen, W. Eisner, J. Ellenbogen, R. Epro, P. Flores, B. Gorman, S. Gorman, H. Hilary, B. Katz, D. Kramer, B. Levine, D. Martin, D. Milillo, 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 counseling and teaching. Students wishing to pursue study at the baccalaureate level in these subjects should see departmental advisors.

The following curricula are offered by this Department:

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.

Reading/Basic Education

OFFICE: Reading -Building N, Room 205, (516) 572-7464.

BEP OFFICE: Building N, Room 106, 572-7630

CHAIRPERSON: Mary Likely, likelym@ncc.edu.

FACULTY: M. Ardise, C. Berg, S. Berkovits, A. Bressmer, P. Bruno, M. Cheese, Q. Y. Chen, L. Coley, M. Farrell, J. Fischer, S. Fox, N. Forchelli, M. Forte, S. Fox, K. Golde, D. Grodenchik, M. Hammer, C. Hunt, D. Kaufer, V. Lagakis, L. Landesberg, B. Levy, S. Liff, W. Lowenfeld, J. Maher, S. Masrour, J. Miller, A.M. Monaco, C. Novins, D. O'Brien-Smith, K. Quinn, L. Rysdyk, M. Shaw, J. Stern, D. Tyler

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. For students who speak English as a second language, the Department of Reading and Basic Education offers a reading course at the college preparatory level of instruction. This reading course is part of English as a Second Language Program at the College. See the English Department for writing courses and Communications Department for conversation/pronunciation courses. Students are placed individually at appropriate levels through a reading placement test. The Department also offers credit reading courses. For further information, contact the Department of Reading and Basic Education at 572-7464.

Sociology, Anthropology

OFFICE: Building G, Room 357, (516) 572-7452.

CHAIRPERSON: Lyle Hallowell, hallowl@ncc.edu.

FACULTY: W. Feigelman, P. Halcrow, S. Hussain, R. Renoff, J. Rosenfeld, L. Schneider, A. Schwartz, A. Silverman, J. Varacalli, E. Wood, J. Young.

COURSES OFFERED: Sociology (SOC), Community Service (CSW), Anthropology (ANT).

The Department offers survey courses in sociology and anthropology and community service, as well as thematic courses and field work courses that allow students to investigate the social world in greater detail. Our courses explore the kinds of questions that arise as soon as we start to look more closely at the world around us. Why is there economic and social inequality in American society? Why are some nations rich while others are poor? Are anti-drug policies effective? How do we explain why some people commit crimes? How are different religions organized, and how do they fit into societies? Are "traditional" gender roles really traditional? How are

important elements of identity like gender, ethnicity, race, class, sexuality, socially constructed? How can we change the world we live in, and how does it shape our lives? How is health care delivered? How do consumer practices shape our lives? What kinds of struggles do typical families face today?

Sociology and anthropology courses are designed to meet the needs of general liberal arts and social science students as well as those planning to pursue sociology or anthropology majors at the baccalaureate level and beyond. Community service courses are designed to help students explore career options within social work and human services.

Students wishing to pursue study at the baccalaureate level in sociology, anthropology or social work should see departmental advisors.

Student Personnel Services

OFFICE: Nassau Hall, Room 11, (516) 572-7506.

CHAIRPERSON: Richard Ashker, ashkerr@ncc.edu.

FACULTY: M. Afkhami-Ramirez, G. Alvarez-Ortiz, C. Andrew, R. Barzilay, R. Conway, H. Dallal, C. Egelman, J. Frankel, S. Grossman, H. Guttenberg-Menco, J. Hoyt, E. Ingram, O. Jewett, L. Joseph, M. Kowalski, P. Kurland, D. Kimbrough-Lowe, A. Mitchell, M. Peck, D. Petronella, M. Phelps, G. Pressley, J. Robbins, R. Rubin, T. Ruchman, J. Segadelli, J. Schimsky, D. Smalls, D. Sparberg, J. Suh, H. Williams, W. Zatulskis.

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, (516) 572-7508.

CHAIRPERSON: Victor H. Abravaya, Esq., abravav@ncc.edu.

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 is committed to academic excellence, offering undergraduate courses of study that will prepare students for transfer to four-year baccalaureate programs or conservatory programs. All of our classes have a low student-to-faculty ratio, which allows for more personal attention in the classroom. Students have the opportunity to gain expertise in all of the fundamental areas of Theatre and Dance through an integrated program of study in a liberal arts context. Courses offered by the Department of Theatre and Dance may be used as Humanities or General Elective Credit.

DAN 126 (Introduction to Modern Dance) may be used as a Physical Education activity elective. Students who wish to pursue the study of Acting, Dance, or Technical Theatre at the baccalaureate level should see departmental advisors.

Dance (DAN) courses for students with an interest in Dance include: Dance History, Dance Technique I-IV (Modern Dance/Ballet), Dance Concepts I-II (Choreography), a Modern Dance sequence consisting of Introduction to Modern Dance, and Modern Dance I-II, and a four-course sequence in Rehearsal & Performance.

Theatre (THR) courses for students with an interest in Acting include: Acting I-IV, Theatre History I-II, Movement for the Actor I-II, Movement for Musical Theatre, and a four-course sequence in Production & Performance. Theatre (THR) courses for students with an interest in Technical Theatre include: Theatre History I-II, Stagecraft, Technical Production, Lighting Design, Scene Design, and a four-course

sequence in Production & Performance.

Production Program: The Theatre/Dance Department's extensive open-to-the-public Production Program includes a Major Musical, 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 in a minimum of six credits at the College. The Production Program serves as a closely supervised laboratory for the Department's Acting, Dance, and Technical Theatre academic courses, 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 (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) 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 devotes three-quarters of the coursework to the liberal arts and sciences.

Students pursuing an Associate in Art degree may prepare for transfer to upper-division study in subject areas such as:

- | | |
|-------------------|---------------------------|
| Economics | Philosophy |
| English | Physical/Health Education |
| Finance | Political Science |
| Foreign Languages | Psychology |
| Geography | Sociology |
| History | |

The Associate in Science degree in Liberal Arts and Science: Mathematics and Science 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 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 (See 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 (See 1)	4
PED Activity Course	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	1
	16

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
Humanities Elective	3
Laboratory Science Elective (See 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 (See 1, 2)	4
	16-17
Third Semester	
Health Elective (PED 200, 201, 251, 271, 293)	2-3
Electives	14
PED Activity Course	1
	17-18
Fourth Semester	
Electives	16
PED Activity Course	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 the Academic Advisement Center or the Educational Counseling Office for proper advisement.

Accounting

A.S. Program (Hegis Code 5002)

TOTAL CREDITS 66-69

First Semester

ACC 101 Accounting I	3
ECO 207 Principles of Macroeconomics	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 Microeconomics	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	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	1
	17

Accounting

A.A.S. Program (Hegis Code 5002)

TOTAL CREDITS 68-69

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
Business Elective *	3
PED Activity Course	1
	16

Third Semester

ACC 203 Federal Income Tax	3
ACC 125 Computerized Accounting	4
ACC 208 Cost Accounting	4
Laboratory Science Elective	4
Social Science Elective	3
	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
Humanities Elective	3
Social Science Elective	3
PED Activity Course	1
	17

* If student cannot type 20-25 words per minute
OFT 100 - Fundamentals of Keyboarding
should be used as the Business Elective.
Otherwise, suggested courses, OFT 244, MKT
100, CMP 115, BUS 116 or by advisement.

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	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
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	1
	17

Fourth Semester

AFR 201 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

ASL 152 American Sign Language I *	3
COM 101 Oral Communications	3
ENG 101 Composition I	3
SOC 201 Introduction to Sociology	3
Mathematics Elective	3-4
PED Activity Course	1
	16-17

Second Semester

ASL 153 American Sign Language II *	3
*COM 226 Communications and Culture	
in the Deaf Community	3
ENG 102 Composition II	3
Mathematics Elective	3-4
Laboratory Science Elective	4
PED Activity Course	1
	17-18

Third Semester

*ASL 252 American Sign Language III	3
COM 220 Communication and Language	3
English Elective **	3
Laboratory Science Elective	4
PSY 203 General Psychology	3
	16

Fourth Semester

*ASL 253 American Sign Language IV	3
PED Health Elective	2-3
Social Science Electives	6
General Electives ***	6
	17-18

*These classes may not be offered every semester. ASL252 and ASL 253 will be offered at least once a year.

* Placement by departmental advisement.
** Recommended: ENG 226
*** Recommended general elective: COM 222

Art*

A.S. Program (Hegis Code 5610)

TOTAL CREDITS 66-69

First Semester

ART 105 Principles of 2-Dimensional Design	3
ART 106 Principles of 3-Dimensional Design	3
Art History Elective	3
Lab Science Elective	4
English 101	3
PED Activity Course	1
	17

Second Semester

ART 111 Drawing 1	3
Art Electives	6
Lab Science Elective	4
English 102	3
PED Activity Course	1
	17

Third Semester

Art Electives	6
-------------------------	---

Humanities Elective	3
Math Elective	3-4
Social Science Elective	3
Health Elective	2-3
	<u>17-19</u>

Fourth Semester+

Art Electives	6
Humanities Elective	3
Math Elective	3-4
Social Science Elective	3
	<u>15-16</u>

+Option: Art Internship by referral as a 3cr. Art elective.

*Please check with an Art Department Advisor for the advisement pattern that best suits your area of interest.

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	1
	<u>16-17</u>

Second Semester

ART 106 3-D Design	3
ART 130 Microcomputer Graphics I	3
ENG 102 Composition II	3
Social Science Elective	3
Mathematics Elective	3
Health Elective	2-3
	<u>17-18</u>

Third Semester

Art History Elective **	3
English Elective	3
Social Science Elective	3
Laboratory Science Elective	4
Humanities Elective	3
PED Activity Course	1
	<u>17</u>

Fourth Semester

Art Elective	3
English Elective	3
Humanities Elective	3
Social Science Elective	3
Laboratory Science Elective	4
	<u>16</u>

**Choose from ART 201, 202, 203, 102, 103, 104 or 124

Business Administration

A.S. Program (Hegis Code 5004)
TOTAL CREDITS 66-69

First Semester

ACC 101 Accounting I	3
LAW 103 or LAW 104 Business Law I or II*	3
ENG 101 Composition I	3
Elective *	3
Mathematics Elective (except MKT 101)	3-4
PED Activity Course	1
	<u>16-17</u>

Second Semester

ECO 207 Principles of Macroeconomics I	3
ACC 102 Accounting II	3
CMP 115 Computers in Business	3
ENG 102 Composition II	3
BUS 110 Introduction to Business	3
PED Health Elective	2-3
	<u>17-18</u>

Third Semester

Math Elective	3-4
BUS 112 Principles of Management	3
ECO 208 Principles of Microeconomics	3
COM 103 Public Speaking or	
COM 101 Oral Communications	3
Laboratory Science Elective	4
	<u>16-17</u>

Fourth Semester

MKT 100 Marketing	3
Electives *	6
Humanities Elective	3
Laboratory Science Elective	4
PED Activity Course	1
	<u>17</u>

* Electives are selected in consultation with departmental advisor and are based on the student's future needs.

Civil Engineering Technology

A.A.S. Program (Hegis Code 5309)
TOTAL CREDITS 67

First Semester

CET 101 Construction Methods & Practices	2
CET 103 Introductory Civil Engineering Tech	2
CET 150 Blueprint Reading	3
ENS 105 Intro to AutoCAD	2
ENG 101 Composition I	3
MAT 109 Algebra & Trigonometry	4
	<u>16</u>

Second Semester

CET 111 Structural Drawing I	2
CET 201 Construction Estimating	2
CET 218 Statics of Structures	3
CET 231 Elementary Surveying	3
ENG 111 Technical Writing	3
MAT 111 Pre-Calculus	4
	<u>17</u>

Summer Session

Social Science Elective	3
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Third Semester

CET 211 Structural Drawing II	2
CET 219 Mechanics of Materials	3
CET 222 Materials Testing Lab	1
CET 232 Route Surveying	3
COM 101 Oral Communications	3
PHY 101 General College Physics I	4
PED Activity Course	1
	<u>17</u>

Fourth Semester

CET 223 Structural Steel Design	3
CET 225 Soils and Foundations	3
CET 240 Hydraulics	3
Social Science Elective	3
PHY 102 General Physics II	4
PED Activity Course	1
	<u>17</u>

Commercial Art: Digital Technologies

A.A.S. Program (Hegis Code 5012)
TOTAL CREDITS 65-67

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
Mathematics Elective	3-4
PED Activity Course	1
ENG 101 Composition I	3
	<u>16-17</u>

Second Semester

ART 131 Electronic Imaging	3
ART 137 Computer Illustration	3
ART 140 Visual Communications	3
ENG 102 Composition II	3
Health Elective	2-3
Social Science Elective	3
	<u>17-18</u>

Third Semester

ART 133 Desktop Publishing & Computer Graphics	3
ART 138 3D-Microcomputer Graphics	3
ART 139 Multimedia Authoring	3
ART 239 Interactive Multimedia for the Web	3
Laboratory Science Elective	4
PED Activity Course	1
	<hr/>
	17

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
	<hr/>
	15

Note: It is suggested that students pursuing this degree program consult with an advisor in the Art Department. Some students may elect to pursue specific careers in computer graphics. An example of an option that emphasizes print design skills is listed below.

Print Design Option (four course substitutions):

- ART 108 Advertising Art, instead of ART 139 Multimedia Authoring, in the third semester.
- ART 114 Graphic Design, instead of ART 138 3D Microcomputer Graphics, in the third semester.
- ART 107 Prepress for Commercial Artists, instead of ART 237 2D Computer Animation, in the fourth semester.
- ART 113 Package Design, instead of ART 238 3D Computer Animation, in the fourth semester.

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 *	3
PED Activity Course	1
	<hr/>
	16-17

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	1
	<hr/>
	17-18

Third Semester

Two COM courses (to be selected from the options below**)	6
English Elective	3
Social Science Elective	3
Laboratory Science Elective	4
	<hr/>
	16

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
	<hr/>
	17-18

* Course other than Communications

** COM course options:

- COM 121 - Small Group Communication
- COM 125 - Listening
- COM 220 - Communication and Language
- COM 222 - Nonverbal Communication
- COM 224 - Intercultural Communication
- COM 119 - Oral Interpretation
- COM 123 - Argumentation and Debate
- COM 124 - Communication for Business and the Professions

Computer Information Systems

A.A.S. Program (Hegis Code 5101)
TOTAL CREDITS 67-72

First Semester

CMP 210 Computer Science I	4
CMP 103 Microcomputer Hardware & Software	4
MAT Elective *	3-4
ENG 101 Composition I	3
BUS/ACC Elective (See 2)	3
	<hr/>
	17-18

Second Semester

CMP 218 Java Programming Language	4
MAT Elective *	3-4
CMP 110 Data Communications & the Internet	3
ENG 102 Composition II or COM 101 Oral Communications	3
Accounting Elective ***	3
PED Activity Course	1
	<hr/>
	17-18

Third Semester

CMP Elective ****	3-4
CMP 208 Network Management	4
CMP 252 Database Management & Development	4
Social Science Elective	3
PED Health Elective	2-3
	<hr/>
	16-18

Fourth Semester

Laboratory Science Elective	4
CMP 214 Applications Development	3
CMP Elective ****	3-4
Social Science Elective	3
Humanities Elective	3
PED Activity Course	1
	<hr/>
	17-18

- * MAT Elective: Choose from MAT 102, MAT 103, MAT 111, MAT 112, MAT 118, MAT 122 or by required department advisement.
- ** Business Elective: Choose from BUS 100, BUS 110, BUS 111, BUS 112, LAW 103, OFT 245, MKT 140, ACC 101 or by advisement.
- *** Accounting Elective: Choose from ACC 101, ACC 102 or ACC 105.
- **** CMP Electives: CMP 105, CMP 112, CMP 205, CMP 207, CMP 209, CMP 211, CMP 215, CMP 217, CMP 219, CMP 251, CMP 490

Computer Repair Technology

A.A.S. Program (Hegis Code 5015)
TOTAL CREDITS 66-69

First Semester

TCT 141 Telecommunications Circuits	4
CMP 103 Microcomputer Hardware and Software	4
ENG 101 Composition I	3
Math Elective	4
PED Activity Course	1
	<hr/>
	16

Second Semester

TCT 144 Digital Electronics of Telecommunications	4
CMP 110 Information Communications	3
COM 101 Oral Communications	3
Math Elective	3-4
Social Science Elective	3
	<hr/>
	16-17

Third Semester

CRT 201 Personal Computer Equipment Servicing I	4
Network Elective*	4
Lab Science (by advisement)	4
Social Science Elective	3
PED 201 or 251	2-3
	<hr/>
	17-18

Fourth Semester

CRT 202 Personal Computer Equipment Servicing II	4
Humanities Elective	3
Network Elective*	4
Technical Electives**	6
PED Activity Course	1
	<hr/>
	18

*Network Electives include CMP 208 Network Management, CMP 209 Network Server Configuration, TCT 253 Telecommunications III-LANS, TCT 254 Telecommunications IV

**Technical Electives include CMP courses, TCT courses

Computer Science

A.S. Program (Hegis Code 5101)

TOTAL CREDITS 66-68

First Semester

CMP 210 Computer Science I	4
MAT 122 Calculus I*	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	1
	<u>16</u>

Fourth Semester

CMP 251 Data Structures	3
CMP 220 Analysis of Computer Architecture and Software	3
CMP/MAT Elective**	3-5
PHY 152 Physics for Scientists and Mathematicians II	4
PED Health Elective	2-3
PED Activity Course	1
	<u>16-19</u>

*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.

**Only MAT 131, MAT 200, MAT 226, MAT 234, MAT 235, or CMP 217 may be used as the CMP/MAT elective.

Criminal Justice

A.S. Program (Hegis Code 5505)

TOTAL CREDITS 66

Students pursuing the A.S. Degree in Criminal Justice are required to take CRJ 105, 212 & 225. Additionally, the student must take one course each from the following three areas of concentration: Policing, Probation/Parole/Corrections, and Private Security.

First Semester

ENG 101 Composition I	3
SOC 201 Introduction to Sociology	3
CRJ 105 (req.) Foundations of the Justice System	3
CRJ Elective Police Area of Concentration	3
Laboratory Science Elective	4
	<u>16</u>

Second Semester

ENG 102 Composition II	3
PSY 203 General Psychology I	3
Criminal Justice Elective PSA Area of Concentration	3
Criminal Justice Elective	3
Laboratory Science Elective	4
PED Activity Course	1
	<u>17</u>

Third Semester

MAT Math Elective	3-4
CRJ 225 (req.) Criminal Law	3
CRJ Probation/Parole/Corrections Area of Concentration	3
Humanities Elective	3
Social Science Elective	3
PED Activity Course	1
	<u>16-17</u>

Fourth Semester

Mathematics Elective	3-4
CRJ 212 (req.) Research Problems in CRJ	3
Criminal Justice Elective	3
Humanities Elective	3
Social Science Elective	3
HEALTH PED 200, 201, 251, 271 or 293	2-3
	<u>17-19</u>

Design (Fashion) Apparel

A.A.S. Program (Hegis Code 5012)

TOTAL CREDITS 70-71

First Semester

APD 101 Draping and Design I *	4
APD 120 Garment Construction **	3
ART 135 Design Fundamentals	3
ENG 101 Composition I	3
Social Science Elective	3
PED Activity Course	1
	<u>17</u>

Second Semester

APD 121 Fashion History	3
APD 102 Draping and Design II ***	4
APD 110 Flat Pattern Design I **	2
ART 136 Fashion Art Techniques I	3
RET 115 Textiles	3
PED Health Elective	2-3
	<u>17-18</u>

Third Semester

APD 103 Draping & Design III ***	4
APD 111 Flat Pattern Design II ***	2
ART 235 Fashion Art Techniques II	3
Laboratory Science Elective	4
Social Science Elective	3
PED Activity Course	1
	<u>17</u>

Fourth Semester

APD 104 Design Studio ***	4
APD 122 Apparel Design Seminar	3
ART 236 Fashion Art Techniques III	3
COM 101 Oral Communications	3
Mathematics Elective	3-4
	<u>16</u>

Summer

APD 142 Field Training Internship****	3
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* Prerequisite or co-requisite and permission of instructor

** Permission of instructor

*** Prerequisite

**** Prerequisites and permission of instructor

Design (Interior) Home Furnishings

A.A.S. Program (Hegis Code 5012)

TOTAL CREDITS 68-69

First Semester

INT 101 Intro. to Interior Design Studio I	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	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 Design Studio II	3
Social Science Elective*	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	1
Social Science Elective *	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 & Portfolio Develop	3
COM 101 Oral Communications	3
	<u>18</u>

* Social Sciences - Sociology, History, Economics and/or Psychology, as advised.

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)*	4
PED Activity Course	1
	<u>15</u>

Second Semester

ELT 113 Electronics I	4
ELT 115 Reactive Circuits	4
ELT 214 Digital I	3
Mathematics (by advisement)*	4
PED Activity Course	1
	<u>16</u>

Summer

Social Science Elective	3
English Elective***	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**	3-4
COM 101 Oral 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)**	6-7
Social Science Elective	3
	<u>17-18</u>

* 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

** Technical electives and Physics include: PHY 101-102

ELT 203 Automatic Control Theory II

***ENG 111 Technical Writing Course Is Recommended

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</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	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 **	6-7
MAT 234 Elementary Differential Equations	3
ECO 208 Principles of Microeconomics	3
Elective ***	3
PED Activity Course	1
	<u>16-17</u>

*ENS 105 available as per departmental approval.

**Engineering Technical Electives are selected based upon the student's intended Engineering major as follows:

Electrical Engineering:

- ENS 226 Circuit Analysis II,
- PHY 223 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.

***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.

BUSINESS

Fashion Buying and Merchandising

A.A.S. Program (Hegis Code 5004)

TOTAL CREDITS 71-73

First Semester

FBM 120 Introduction to the Fashion Industry	3
MKT 100 Marketing	3
RET 107 Principles of Retailing	3
ENG 101 Composition I	3
Social Science Elective *	3
PED Activity Course	1
	<u>16</u>

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	1
	<u>16-17</u>

Summer and/or Fifth Semester

COM 101 Oral Communications	3
PED Health Elective	2-3
Mathematics Elective	3
	<u>8-9</u>

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	4
	<u>16</u>

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)*	3
	<u>15</u>

* 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.

*** Business Area Electives include: MKT, RET, FBM, APD, INT, BUS, CMP, OFT, LAW.

****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.

Engineering Science

A.S. Program (Hegis Code 5609)

TOTAL CREDITS 69-71

First Semester

ENS 101 Graphics *	1
ENS 103 Elementary Engineering I	1
PHY 122 Mechanics	4

Food and Nutrition

A.S. Degree (Hegis Code 5404)

TOTAL CREDITS 66-68

First Semester

ENG 101 Composition I	3
HTL 174 Fundamentals of Food Production	3
Math Elective*	3-4
PSY 203 General Psychology	3
AHS 131 Anatomy & Physiology	4
PED Activity Elective	1
	<u>17-18</u>

Second Semester

ENG 102 Composition II	3
HTL 176 Advanced Food Production	3
HTL 171 Food & Beverage Operations I	3
Social Science Elective	3
AHS 132 Anatomy & Physiology II	4
PED Activity Elective	1
	<u>17</u>

Third Semester

BIO 115 Human Nutrition	4
NTR 158 Social & Cultural Aspects of Food	3
CHE 131 General Chemistry I	4
Humanities Elective*	3
PED Health Elective	2-3
	<u>16-17</u>

Fourth Semester

HTL 172 Food Services Cost Analysis	3
Science Elective*	3-4
Humanities Elective*	3
CHE 132 General Chemistry II or other Lab Science*	4
MAT Elective*	3-4
	<u>16-18</u>

* Selections to be made according to future transfer goals.

Food Service Administration, Restaurant Management

A.A.S. Program (Hegis Code 5010)

TOTAL CREDITS 68

First Semester

HTL 161 Hospitality Management	3
HTL 171 Food & Beverage Operations	3
HTL 175 Food and Beverage Merchandising	3
ENG 101 Composition I	3
MKT 101 Business Math	3
PED Activity Course	1
	<u>16</u>

Second Semester

HTL 162 Hospitality Human Resources	3
HTL 165 Facilities Planning and Design	3
HTL 172 Food Services Cost Analysis	3
HTL 174 Fundamentals of Food Production	3
Mathematics Elective	3
PED Activity Course	1
	<u>16</u>

Summer Session

HTL 242 Hospitality Internship	33
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Third Semester

HTL 176 Advanced Food Production Techniques	3
HTL 178 Event Planning	3
ACC 101 Principles of Accounting I	3
COM 101 Oral Communications	3
Health Elective	2-3
Social Science Elective	3
	<u>17</u>

Fourth Semester

HTL Elective*	3
HTL 205 Food & Beverage Operations Research Seminar	3
Humanities Elective	3
Laboratory Science Elective	4
Social Science Elective	3
	<u>16</u>

*Choose from HTL 150 (Introduction to Tourism), HTL 155 (International Hospitality Industry), HTL 174 (Fundamentals of Food Production), HTL 180 (Front Office Management), HTL 190 (International Wines and Beverages), or MKT 100 (Marketing).

Hotel Technology Administration

A.A.S. Program (Hegis Code 5010)

TOTAL CREDITS 68-69

First Semester

HTL 161 Hospitality Management	3
HTL 171 Food & Beverage Operations	3
HTL 175 Food & Beverage Merchandising	3
ENG 101 Composition I	3
MKT 101 Business Math	3
PED Activity Course	1
	<u>16</u>

Second Semester

HTL 162 Hospitality Human Resources	3
HTL 165 Facilities Planning and Design	3
HTL 172 Food Services Cost Analysis	3
MKT 103 Principles of Sales	3
Mathematics Elective (MAT 101 or MAT 102)	3
PED Activity Course	1
	<u>16</u>

Summer Session

HTL 242 Hospitality Internship	3
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Third Semester

HTL 178 Event Planning	3
HTL 180 Front Office Management	3
ACC 101 Principles of Accounting I	3
COM 101 Oral Communications	3
Social Science Elective	3
Health Elective	2-3
	<u>17-18</u>

Fourth Semester

HTL Elective*	3
HTL 200 Hotel Operations Research Seminar	3
Laboratory Science Elective	4
Social Science Elective	3
Humanities Elective	3
	<u>16</u>

*Choose from HTL 150 (Introduction to Tourism), HTL 155 (International Hospitality Industry), HTL 174 (Fundamentals of Food Production), HTL 180 (Front Office Management), HTL 190 (International Wines and Beverages), or MKT 100 (Marketing).

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*	3-4
CMP 103 Microcomputer Hardware & Software	4
MAT 102 Introduction to Statistics	3
ENG 101 Composition I	3
	<u>16-17</u>

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	1
	<u>17</u>

Third Semester

LOG 103 Systems of Intermodal Transportation	3
LOG Elective	3
SCI 109 Environmental Science I	4
ECO 207 Principles of Macroeconomics	3
MAT 103	3
PED Activity Course	1
	<u>17</u>

Fourth Semester

LOG Electives	6
COM 101 Oral Communications.	3
BUS 112 Principles of Management	3
Social Science Elective **	3
PED 201 Personal and Family Health	2
	<u>17</u>

* CMP 105 is suggested.
 ** 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	1
	<u>16</u>

Second Semester

MKT 106 Principles of Advertising	3
RET 107 Principles of Retailing or	
MKT 112 Small Business Marketing	3
Marketing Elective*.	3
COM 101 Oral Communications.	3
MAT 102 Introduction to Statistics.	3
PED Health Elective.	2-3
	<u>17-18</u>

Third Semester

MKT 130 Marketing Research	3
Marketing Elective *	3
Business Administration Elective	3
Laboratory Science Elective	4
Social Science Elective	3
PED Activity Course	1
	<u>17</u>

Fourth Semester

MKT 136 Marketing Management.	3
Business Area Electives **	6
CMP 115 Computers in Business	3
Social Science Elective	3
Humanities Elective	3
	<u>18</u>

* Selection may be made from MKT 108, MKT 112, MKT 134, MKT 138, MKT 140, MKT 142, MKT 145, MKT 155.

** 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 66-68

First Semester

MAT 122 Calculus I*	4
CMP 210 Computer Science I	4
ENG 101 Composition I.	3
Social Science Elective	3
Humanities Elective	3
	<u>17</u>

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
	<u>16</u>

Third Semester

MAT 225 Multivariable Calculus.	4
MAT 200 Foundations of Advanced	
Mathematics	3
PHY 151 Physics for Scientists &	
Mathematicians I	4
Elective**	3
PED Health Elective.	2-3
PED Activity Course	1
	<u>17-18</u>

Fourth Semester

MAT 226 Linear Algebra &	
Differential Equations.	5
MAT 131 Probability with	
Statistical Inference	3
Elective **	3-4
PHY 152 Physics for Scientists &	
Mathematicians II	4
PED Activity Course	1
	<u>16-17</u>

* 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.

** 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 103 Public Speaking	3
COM 110 Understanding Mass Media	3
ART 125 Photography I*.	3
ENG 101 Composition I.	3
Mathematics Elective.	3-4
PED Activity Course	1
	<u>16-17</u>

Second Semester (Broadcast Production Group)

COM 109 Television Journalism or	
COM 170 Radio Production or	
COM 171 Television Studio Production or	
COM 172 Video Field	
Production.	3
ENG 102 Composition II	3
Mathematics Elective	3-4
Laboratory Science Elective	4
Social Science Elective	3
	<u>16-17</u>

Third Semester (Media Studies Group)

COM 113 Documentary Media or	
COM 210 Global Media.	3
ENG 215 Journalism.	3
Laboratory Science Elective	4
Humanities Elective**	3
Social Science Elective	3
PED Activity Course(s)	1
	<u>17</u>

Fourth Semester (Film Studies Group)

COM 104 Film Appreciation or	
COM 107 Film Production or	
COM 112 History of Film	3
Social Science Electives.	6
General Electives ***.	6
PED Health Elective.	2-3
	<u>17-18</u>

* Or other Art course by advisement.

**Course other than Communications.

***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*	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
* 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	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	1
	<u>17</u>

Third Semester (5)

MSC 234 Mortuary Law and Ethics	3
MSC 235 Anatomy for Embalmers II (1)	3
MSC 236 Embalming Theory I (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 (4)	3
CMP 115 Computers in Business	3
	<u>17.5</u>

(1) Prerequisite: Anatomy for Embalmers I

(MSC 124)

(2) Prerequisite or co-requisite: (MSC 236)

(3) Prerequisite or co-requisite: (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 **	0
MUS 117 Elements of Music I *	2
MUS 127 Keyboard Harmony I *	2
MUS 137 Sight-Singing I	2
Applied Music **	2
Performing Organization **	1
ENG 101 Composition I	3
Social Science Elective	3
	<u>15</u>

Second Semester

MUS 000 Applied Music Master Class **	0
MUS 104 Introduction to Music Literature	3
MUS 118 Elements of Music II *	2
MUS 128 Keyboard Harmony II *	2
MUS 138 Sight-Singing II	2
Applied Music **	2
Performing Organization **	1
ENG 102 Composition II	3
	<u>15</u>

Summer Session

Mathematics Elective	3
Social Science Elective	3
	<u>6</u>

Third Semester

MUS 000 Applied Music Master Class**	0
MUS 217 Elements of Music III*	2
MUS 227 Keyboard Harmony III*	1
MUS 237 Sight-Singing III	2
Music History Elective***	3
Applied Music**	2
Performing Organization**	1
Laboratory Science Elective ****	4
PED Activity Course	1
	<u>16</u>

Fourth Semester

MUS 000 Applied Music Master Class (See 2)	0
MUS 218 Elements of Music IV *	3
MUS 228 Keyboard Harmony IV *	1
MUS 238 Sight-Singing IV	2
MUS History Elective***	3
Applied Music**	2
Performing Organization**	1
PED Activity Course	1
PED Health Elective	2-3
Humanities Elective	3
	<u>17-18</u>

* Co-requisites.

** Co-requisites: Appropriate performing organization is determined by instrument.

*** Students must complete two of the following courses: MUS 201 History of Western Music I, MUS 204 History of Western Music II, or MUS 208 History of Western Music III.

****Recommended: GSS 106 Physics and Music

Nursing

A.S. Program (Hegis Code 5208.10)

TOTAL CREDITS 69-70

First Semester

NUR 101 Fundamentals of Nursing	8.5
AHS 131 Anatomy and Physiology I	4
ENG 101 Composition I or PSY 203 General Psychology I or MAT	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 MAT	3
	<u>15.5</u>

Summer Session

ENG 101 Composition I or PSY 203 General Psychology I or SOC 201 Introduction to Sociology or PSY 213 Child Development	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>

NOTE: Current CPR Certification (minimum BLS level) is required prior to admission to NUR 203.

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 230 Web Page Formatting	3
OFT 245 Administrative Management	3
ENG 101 Composition I	3
PED Activity Course	1
	<u>16</u>

Second Semester

OFT 107 Machine Transcription I	3
OFT 110 Word Processing Applications II	3
OFT 127 Legal Office Procedures I	3
OFT 244 Business Writing	4
Elective*	3
PED Activity Course	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
Lab Science Elective	4
Social Science Elective	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>

* Choose from Composition II (ENG 102), English Grammar (ENG 105), or Oral Communications (COM 101).

BUSINESS

Office Technology- Administrative Support Technology

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	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*	3
Social Science Elective	3
PED Activity Course	1
	<u>17</u>

Third Semester

OFT 107 Machine Transcription I**	3
OFT 105 Executive Workshop	3
OFT 207 Machine Transcription II***	3
Lab Science Elective	4
Social Science Elective	3
	<u>16</u>

Fourth Semester

OFT 120 Desktop Publishing	3
OFT 205 Executive Work/Study	3
OFT 119 Word Processing Applications III	3
Mathematics Elective	3
Health Elective	2-3
Humanities Elective	3
	<u>17-18</u>

* Choose from ENG 102 (Composition II), ENG 105 (English Grammar), or COM 101 (Oral Communications)

** First half of semester

*** Second half of semester

BUSINESS

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 151 Medical Terminology	3
OFT 245 Administrative Management	3
ENG 101 Composition I	3
PED Activity Course	1
	<u>16</u>

Second Semester

OFT 110 Word Processing Applications II	3
OFT 107 Machine Transcription I	3
OFT 152 Medical Transcription	3
OFT 244 Business Writing	4
Elective *	3
PED Activity Course	1
	<u>17</u>

Third Semester

OFT 119 Word Processing Applications III	3
OFT 153 Medical Coding	3
OFT 254 Medical Workshop	3
AHS 225 Medical Concepts & Techniques	4
Social Science Elective	3
	<u>16</u>

Fourth Semester

OFT 255 Medical Work/Study	3
Social Science Elective	3
Mathematics Elective	3
Health Elective	2-3
Office Technology Elective**	3
Humanities Elective	3
	<u>17-18</u>

* Choose from Composition II (ENG 102), English Grammar (ENG 105), or Oral Communications (COM 101)

**Office Technology Elective: Choose from OFT 120 (Desktop Publishing), OFT 230 (Web Page Formatting) or OFT 235 (E-Commerce)

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 Department. 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	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* or	
LAW 311 Legal Writing and Analysis.	3
LAW 309 Law Office Management.	3
PED Activity Course	1
	<u>17</u>

Third Semester

LAW 301 Litigation	3
LAW 304 Real Property	3
LAW 305 Legal Research and Writing*	
or Paralegal Elective**	3
Paralegal Elective**	3
Social Science Elective	3
PED Health Elective	2-3
	<u>17-18</u>

Fourth Semester

LAW 306 Practicum	3
Paralegal Electives** (Select two courses)	6
Social Science Elective	3
Humanities Elective	3
	<u>15</u>

* LAW 305 is a required paralegal course and is a prerequisite for most Paralegal specialty courses.

** 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, LAW 312 Elder Law.

Photography

A.S. Program (Hegis Code 5007)

TOTAL CREDITS 66-69

First Semester

ART 105 Principles of 2-Dimensional Design	3
ART 125 Photography 1	3
ART 124 History of Photography	3
ART 131 Electronic Imaging	3
Mathematics Elective.	3-4
PED Activity Course	1
	<u>16-17</u>

Second Semester

ART 225 Photography II	3
ART 230 Color Photography.	3
Humanities Elective	3
English 101	3
Mathematics Elective.	3-4
Health Elective.	2-3
	<u>17-19</u>

Third Semester

ART 231 New Technology in Photography	3
ART Photography Elective.	3
English 102	3
Social Science Elective	3
Lab Science Elective	4
PED Activity Course	1
	<u>17</u>

Fourth Semester

ART Photography Elective.	3
ART Photography Elective.	3
Humanities Elective*.	3
Lab Science Elective	4
Social Science Elective	3
	<u>16</u>

* Recommended: ART 111 Drawing I, ART 109 Printmaking I, or ART 142 Art Internship (by referral).

Photography Electives, please select 3 courses: ART 226 Experimental Photography, ART 227 Studio Photography, ART 228 Photojournalism, ART 229 View Camera, ART 142 Internship in Photography (by referral).

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	1
	<u>15</u>

Summer Session (16 hr/wk)

AHS 154 Physical Therapist Assistant IV.	3
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Fall Semester (2nd Year - 31-32 hr/wk)

AHS 155 Physical Therapist Assistant V	4
AHS 153 Physical Therapist Assistant III.	3
ENG 102 Composition II	3
Mathematics (as advised)	3-4
PED Activity Course	1
	<u>14-15</u>

Spring Semester (2nd Yr., 1st Half - 26 hr/wk)

AHS 156 Physical Therapist Assistant 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 Assistant VII	3
AHS 158 Physical Therapist Assistant 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 Technology

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
15

Summer Session

AHS 265 Radiation Therapy Clinic III 5

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 1
16

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 1
16

Summer Session

AHS 270 Radiation Therapy Clinic VI 5

Radiologic Technology

A.A.S. Program (Hegis Code 5207)

TOTAL CREDITS 75-76

Summer Session (Prior to First Semester)

ENG 101 Composition I 3
Mathematics Elective 3-4
6-7

First Semester

AHS 101 Introduction to Allied Health
Sciences 3
AHS 131 Anatomy & Physiology I 4
AHS 240 Radiologic Technology I Lecture . . 3
AHS 241 Radiologic Technology I Lab/Clinic. 5
15

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
15

Summer Session

AHS 244 Radiologic Technology III Clinic . . . 5

Third Semester

PSY 203 General Psychology I 3
AHS 245 Radiologic Technology IV Lecture . 3
AHS 246 Radiologic Technology IV
Lab/Clinic 6
PED Activity Course 1
13

Fourth Semester

AHS 247 Radiologic Technology V Lecture . . 3
AHS 248 Radiologic Technology V Lab/Clinic 6
Humanities Elective 3
Social Science Elective 3
PED Activity Course 1
16

Summer Session

AHS 249 Radiologic Technology VI Clinic . . . 5

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
6-7

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
17

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
17

Summer Session I

AHS 313 Respiratory Care III Laboratory 2
PED Activity Course 1
3

Summer Session II

AHS 212 Respiratory Care Summer Clinical I . . 2

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
16

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 1
15

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 1
16

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 1
16

Summer Session

Math Elective 3

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
15

Fourth Semester

PED Health Elective 2-3
Laboratory Science Elective 4
RET 111 Retail Merchandising 3
BUS Electives(as advised)** 6
15-16

* 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.

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
6

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 1
 16

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 1
 17

Summer Session

AHS 202 Medical Microbiology 4

Third Semester

AHS 123 Surgical Technology III 8
 PSY 203 General Psychology I 3
 SOC 201 Introduction to Sociology 3
 14

Fourth Semester

AHS 124 Surgical Technology IV 8
 Elective (as advised) 3
 Elective in Psychology or Sociology 3
 14

Teacher Education Transfer Program

A.A. Program (Hegis Code 5649)
 Early Childhood Education
 Childhood Education
 Adolescence Education
 Total Credits 66-72
 Requirements for Degree Program –
 See Teacher Education Coordinator
 for advisement

English 12
 ENG 101 Composition I
 ENG 102 Composition II
 ENG 203 or ENG 204 American Literature I or II
 ENG 205 or ENG 206 English Literature I or II

Social Science 12
 PSY 203 General Psychology
 PSY 212 Adolescent Psychology or
 PSY 213 Child Development
 PSY 208 Foundations of Education
 HIS 103 or HIS 104 History of United States I
 or II

Laboratory Science 8
 BIO 101 General Biology I
 CHE 107 General Chemistry or
 PHY 101 General Physics or
 PHY 120 Physics for Educators
 SCI 103 Geology I or
 SCI 104 Geology II or
 SCI 105 Astronomy I or
 SCI 106 Astronomy II

Mathematics 6
 MAT 102 Introduction to Statistics
 MAT 114 Math for the Elementary
 School Teacher or
 MAT 101 Concepts of Mathematics

Humanities 6
 Foreign Language I . . . Foreign Language I or
 American Sign Language I
 Foreign Language II . . Foreign Language II or
 American Sign Language II

Health Education Elective 2 – 3
 As Advised

Physical Education 2

Additional Requirements: 18
 HIS 101 or HIS 102: History of Western
 Civilization I or II
 PSY 235 Psychology of the Exceptional Child
 Other World Civilization GE: as advised
 The Arts GE: Art, Music or Theatre

*Major/Concentration:

English or History/Social Studies Concentration
 (as advised)

*Areas of Concentration for A.A. degree in
 Teacher Education:
 English
 History
 Social Studies

Teacher Education Transfer Program

A.S. Program (Hegis Code 5649)
 Early Childhood Education
 Childhood Education
 Adolescence Education
 Total Credits 68-69
 Requirements for Degree Program –
 See Teacher Education Coordinator
 for advisement

English 6
 ENG 101 Composition I
 ENG 102 Composition II

Social Science 6
 PSY 203 General Psychology
 PSY 212 Adolescent Psychology or
 PSY 213 Child Development

Laboratory Science 8
 Science Concentration or BIO 109 , (as
 advised)
 Science Concentration or CHE 151 or PHY
 151, (as advised)

Mathematics 8
 MAT 122 Calculus I
 MAT 123 Calculus II

Humanities 6
 Foreign Language I . . . Foreign Language I or
 American Sign Language I
 Foreign Language II . . Foreign Language II or
 American Sign Language II

Health Education Elective 2–3
 As Advised

Physical Education 2

Additional Requirements: 30
 PSY 208 Foundations of Education
 HIS 101 History of Western Civilization I or
 HIS 102 History of Western Civilization II
 ENG LIT 203 American Literature I or
 ENG LIT 204 American Literature II or
 ENG LIT 205 English Literature I or
 ENG LIT 206 English Literature II
 HIS 103 History of the United States I or
 HIS 104 History of the United States II
 THE ARTS GE: Art, Music or Theatre
 Other World Civilization GE: (as advised)

*Major/Concentration:

English or History/Social Studies Concentration
 (as advised)

*Areas of Concentration for A.S. degree in
 Teacher Education:
 Mathematics
 General Science
 Biology
 Chemistry
 Earth Science
 Physics

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
	7

Second Semester

TNY 171 Telecommunications Circuits	4
ENG 101 Composition I	3
	7

Third Semester

TNY 173 Telecommunications Electronics I	4
MAT 117 Technical Math II	4
	8

Fourth Semester

TNY 273 Telecommunications Electronics II	4
PHY 110 Technical Physics	4
	8

Fifth Semester

TNY 174 Digital Electronics for Telecommunications I	4
TNY 181 Telecommunications I Voice Communications	4
	8

Sixth Semester

TNY 275 Digital Electronics for Telecommunications II	4
TNY 282 Telecommunications II - Data Communication	4
	8

Seventh Semester

TNY 283 Telecommunications III - LANS	4
ENG 102 English Composition II	3
	7

Eighth Semester

TNY 284 Telecommunications IV - Advanced Topics	4
Humanities or Social Science	3
	7

CERTIFICATE PROGRAMS

Bookkeeping

(Hegis Code 5002)

TOTAL CREDITS 32

First Semester

ACC 120 Bookkeeping I	3
BUS 110 Introduction to Business *	3
MKT 101 Business Math *	3
ENG 101 Composition *	3
Business Elective **	3
	<u>15</u>

Second Semester

ACC 121 Bookkeeping II	3
ACC 122 Bookkeeping III	3
ACC 125 Computerized Accounting *	4
OFT 244 Business Writing *	4
OFT 245 Administrative Management *	3
	<u>17</u>

* 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.

**If student cannot type 20-25 words per minute, OFT 100 – Fundamentals of Keyboarding should be used as the Business Elective. Otherwise, the business elective should be 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 Microeconomics	3
ECO 214 Corporation Finance or BUS 116 Business Internship	3
CMP 115 Computers in Business	3
MAT 102 Introduction to Statistics	3
Elective *	3
	<u>15</u>

* 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
	<u>30</u>

Computer Information Systems - Microcomputer

(Hegis Code 5101)

TOTAL CREDITS 33-36

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 **	3
	<u>17-18</u>

Second Semester

CMP Electives * (by advisement)	10-12
Elective**	3
ENG 101 Composition I	3
	<u>16-18</u>

* CMP 100, CMP 101 and CMP 115 may not be used for elective credit.

** 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 .

Construction Management

(Hegis Code 5317)

TOTAL CREDITS 26

Prerequisites:

ENS 101 Graphics	1
CET 101 Construction Methods	2
CET 103 Introduction to CET	2
	<u>5</u>

First Semester

CET 150 Blueprint Reading	3
CET 201 Construction Estimating	2
CET 250 Construction Planning and Scheduling	3
CET 252 Construction Safety	3
CET 111 Structural Drawing I	2
	<u>13</u>

Second Semester

CET 107 Codes and Materials	3
CET 256 Construction Contracts and Specifications	2
CET 254 Mechanical and Electrical Equipment for Buildings	3
CET 260 Construction Management	3
CET 211 Structural Drawing II	2
	<u>13</u>

Dietary Management

(Hegis Code 5404)

TOTAL CREDITS 31

First Semester

HTL 171 Food and Beverage Operations	3
HTL 174 Fundamentals of Food Production	3
HTL 162 Hospitality Human Resources	3
NTR 158 Social and Cultural Aspects of Food	3
BIO 115 Human Nutrition	4
	<u>16</u>

Second Semester

NTR 195 Nutrition Through the Life Cycle	3
HTL 172 Food Services Cost Analysis	3
HTL 165 Facilities Planning and Design	3
HTL 175 Food and Beverage Merchandising	3
NTR 183 Dietary Management	3
	<u>15</u>

Food Service Technology

(Hegis Code 5010)

TOTAL CREDITS 30

First Semester

HTL 161 Hospitality Management	3
HTL 165 Facilities Planning & Design	3
HTL 171 Food and Beverage Operations	3
HTL 174 Fundamentals of Food Production	3
HTL 175 Food and Beverage Merchandising	3
	<u>15</u>

Second Semester

HTL 162 Hospitality Human Resources	3
HTL 172 Food Services Cost Analysis	3
HTL 176 Advance Food Preparation Technique	3
HTL 205 Food & Beverage Operations Research Seminar	3
Minimum 15 credits including Field Training	
HTL 242 Hospitality Internship – Summer Session I & II (350 hours)	
May be completed in Fall Semester with Professor's permission	3
	<u>15</u>

These courses are identical to those currently offered in the Restaurant Management Degree Program in Hotel/Restaurant. Credit for them would apply toward the degree should the student elect to continue into the second year and matriculate for the degree.

Interior Design/Home Furnishings

(Hegis Code 5012)

TOTAL CREDITS 30

First Semester

INT 101 Intro. to Interior Design Studio I	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 106 Design Studio II	3
ENS 105 Introduction to Computer Graphics	2
CET 107 Codes and Construction	3
	<u>14</u>

Desktop Publishing and Design

(Hegis Code 5012)

TOTAL CREDITS 36

First Semester

ART 105 2D Design	3
ART 130 MicroGraphics I	3
ART 108 Advertising Art	3
ART 140 Visual Communications	3
	<u>12</u>

Second Semester

ART 125 Photography I	3
ART 114 Graphic Design	3
ART 137 Computer Illustration	3
ART 131 Electronic Imaging	3
	<u>12</u>

Third Semester

ART 133 Desktop Publishing	3
ART 240 Advanced Workshop Print	3
MKT 100 Marketing	3
Liberal Arts Elective	3
	<u>12</u>

Office Technology - Legal

(Hegis Code 5005)

TOTAL CREDITS 34

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>

Third Semester

OFT 119 Word Processing Applications III	3
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* 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.

BUSINESS

Office Technology - Medical

(Hegis Code 5005)

TOTAL CREDITS 35

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>

Third Session

OFT 244 Business Writing	4
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*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.

BUSINESS

Office Technology - Administrative Support Technology

(Hegis Code 5005)

TOTAL CREDITS 34

First Semester

OFT 109 Word Processing Applications I	3
OFT 245 Administrative Management	3
OFT 107 Machine Transcription I	3*
OFT 207 Machine Transcription II	3**
ENG 101 Composition I	3
	<u>15</u>

Second Semester

OFT 105 Executive Workshop	3
OFT 110 Word Processing Applications II	3
OFT 120 Desktop Publishing	3
OFT 244 Business Writing	4
Office Technology Elective	3
	<u>16</u>

Third Semester

OFT 119 Word Processing Applications III	3
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* First half of semester

**Second half of semester

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 230 Web Page Formatting	3
OFT 105 Executive Workshop	3
OFT 245 Administrative Management	3
	<u>15</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 3 credit courses)

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	
LAW 312 Elder Care	
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
ART 231 New Technology in Photography	3
ART 230 Color Photography	3
	<u>12</u>

Third Semester

ART Photography Elective	3
ART Photography Elective	3
ART Photography Elective	3
Liberal Arts Elective	3
	<u>12</u>

Photography Electives, please select 3 courses: ART 226 Experimental Photography, ART 227 Studio Photography, ART 228 Photojournalism, ART 229 View Camera, ART 142 Internship in Photography (by referral)

Real Estate

The Continuing Education Department offers the New York State approved 45-hour Real Estate Salesperson Exam Qualifying Course. This course is intended to prepare students to sit for the New York State Licensing Examination. Upon completion of the course, and a passing score on the required exam, students will receive a Certificate enabling them to take the New York State Real Estate Salesperson Licensing Examination. For more information, please contact the office of Continuing Education at (516) 572-9884.

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)*	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)**	3
	<u>15</u>

Third Semester

SRT 107 Internship***	6
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* Selected from COM 101, 103, 107, 110, 113, 124, 171, 172.

** Selected from MKT 100, 106, 111, 130, 136.

*** Placement and supervision by Music Department; taken after satisfactory completion of all other requirements.

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 from the College between July 1st, 2002 and June 30th 2003. Of the 964 career/occupational program graduates included in the survey 237 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 42% of the career graduates responding to the survey indicated they were currently employed in a field related to their program of study at the College; an additional 38% were employed in another field and about 14% 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		486	85	49	18	10	8
5020.00	02 Bus-Accounting	AS	55	12	6	3	3	0
5012.00	09 Advertising Art	CTF	0	0	0	0	0	0
5012.00	32 Design (Fashion) Apparel Design	AAS	19	2	1	0	0	1
5002.00	07 Bookkeeping	CTF	0	0	0	0	0	0
5002.00	01 Bus-Accounting	AAS	7	1	1	0	0	0
5004.00	39 Bus-Fashion Buy & Merch	AAS	62	8	5	1	1	1
5004.00	50 Bus-Marketing	AAS	52	4	1	2	1	0
5005.00	13 Bus-Office Tech-Exec	AAS	11	2	1	0	0	1
5005.00	14 Bus-Office Tech-Legal	AAS	9	0	0	0	0	0
5005.00	15 Bus-Office Tech-Med	AAS	9	2	2	0	0	0
5005.00	C7 Bus-Office Tech-Med	CTF	1	0	0	0	0	0
5004.00	80 Bus-Retail Management	AAS	5	0	0	0	0	0
5011.00	90 Bus-Transport & Log Mgt	AAS	6	0	0	0	0	0
5004.00	24 Business Administration	CTF	1	0	0	0	0	0
5012.00	C2 Comm Art: Digital Tech	AAS	29	2	0	1	1	0
5012.00	97 Commercial Art	AA	1	0	0	0	0	0
5008.00	83 Communications Arts	AA	18	3	1	2	0	0
5012.00	A7 Design: (Interior) Home Furnishings	AAS	10	5	5	0	0	0
5012.00	A8 Design (Interior) Home Furnishings	CTF	1	1	0	1	0	0
5010.00	87 Food Serv Admin/Rest Mgt	AAS	19	8	5	0	1	2
5010.00	49 Hotel Tech Admin	AAS	22	6	4	1	1	0
5008.00	84 Media	AA	28	2	0	2	0	0
5005.00	C6 Office Technology-Legal	CTF	0	0	0	0	0	0
5005.00	91 Bus-Off Tech-WP & Office Auto	AAS	8	3	3	0	0	0
5099.00	43 Paralegal	AAS	38	8	4	3	0	1
5099.00	A6 Paralegal Studies	CTF	57	13	9	1	1	2
5007.00	61 Photography	AS	2	0	0	0	0	0
5007.00	D3 Photography	AS	10	3	1	1	1	0
5004.00	55 Small Bus Management	CTF	1	0	0	0	0	0
5008.00	89 Studio Recording Tech	CTF	5	0	0	0	0	0
5005.00	94 Word Processing	CTF	0	0	0	0	0	0
51xx.xx	Data Processing		74	13	8	2	1	2
5101.00	53 Computer Science	AS	16	3	1	1	1	0
5101.00	C1 Computer Information Systems	AAS	58	10	7	1	0	2
5101.00	A5 Computer Info Systems-Microcomputer	CTF	0	0	0	0	0	0
52xx.xx	Health Services/Paramedical		259	50	43	3	0	4
5205.00	54 Medical Lab Technology	AAS	6	2	1	0	0	1
5299.20	75 Mortuary Science	AAS	32	9	6	2	0	1
5208.10	60 Nursing-RN Program	AS	146	25	25	0	0	0
5219.00	57 Physical Therapist Asst	AAS	15	4	2	1	0	1
5207.00	95 Radiologic Tech	AAS	21	5	4	0	0	1
5207.00	92 Radiation Therapy	AAS	13	2	2	0	0	0
5215.00	66 Respiratory Care	AAS	10	1	1	0	0	0
5211.00	70 Surgical Technology	AAS	16	2	2	0	0	0
53xx.xx	Mechanical & Engineering		43	10	5	1	4	0
5309.00	29 Civil Engineering Tech	AAS	11	4	0	0	4	0
5317.00	D4 Construction Management	CTF	3	0	0	0	0	0
5310.00	31 Electrical Tech	AAS	19	5	4	1	0	0
5310.00	A9 Telecom Tech - Verizon	AAS	10	1	1	0	0	0
5310.00	B7 Telecommunications Tech	AAS	0	0	0	0	0	0
55xx.xx	Public Service		126	25	7	10	8	0
5599.00	82 American Sign Language	AA	10	6	0	2	4	0
5503.00	17 Child Care	AAS	1	0	0	0	0	0
5503.00	A1 Child Care Worker	CTF	0	0	0	0	0	0
5505.00	10 Criminal Justice	AS	104	16	6	6	4	0
5505.00	69 Criminal Justice	AAS	6	2	0	2	0	0
5503.00	58 Early Childhood	AAS	5	1	1	0	0	0
5504.00	A3 Records & Info Management	CTF	0	0	0	0	0	0
56xx.xx	Performing Arts		10	2	0	0	2	0
5610.00	74 Performing Arts - Music	AAS	10	2	0	0	2	0
TOTAL ALL AREAS REPORTED			998	185	112	34	25	14

* Other = Entered Military; Not Seeking Employment; and Unemployed /But Seeking Employment

COURSE DESCRIPTIONS

The academic courses approved for study at Nassau Community College as of May 2006 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.

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Communications	COM	135	Geography	GEO	151	Psychology	PSY	172
Computer Processing	CMP	135	Health, Phys. Ed. and Recreation	PED	168	Reading	RDG	173
Computer Repair Technology	CRT	141	History	HIS	152	Retail Business Management	RET	173
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Finance	FIN	148	Marketing	MKT	160	Verizon Option	TNY	178
Foreign Language			Mathematics	MAT	158	Theatre	THR	179
Arabic	ARA	149	Mortuary Science	MSC	161	Women's Studies	WST	180

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, 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 104

Managerial Accounting 4 cr.

Prerequisite: ACC 101 and ACC 102 with a grade of C or better, or equivalent. This course is an introduction to the concepts of Managerial Accounting and their application in today's business environment. The course presents managerial tools and their uses in decision making within manufacturing, merchandising and service entities. It also

emphasizes specific managerial uses of the accounting information within the entity.

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 Accounting A 2 cr.

fall only

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 Accounting B 2 cr.

spring only

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 125 Computerized Accounting. . . . 4 cr.

An introductory course providing students with accounting knowledge incorporating accounting software programs such as Peachtree, Quickbooks and other similar commercial software packages.

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 non-current 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.

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 208 Cost Accounting 4 cr.

Prerequisites: ACC 101 and ACC 102 with a grade of C or better.

This course examines the uses of accounting information by management in planning and controlling operations, for inventory evaluation 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 and 102 or ENG 109.
(Dual listed with ENG 207)
This course covers 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 1920s Harlem Renaissance. Writing is an integral component of the course.

AFR 131 African American Literature II 3 cr.

Prerequisite: AFR 130 or ENG 207 or or permission of the African American Studies Department.
(Dual listed with ENG 208)
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.

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 Reconstruction Era. 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 Reconstruction Era to the post-World War II period and the current 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 traditional African 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 productions. (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, art forms and social impact of the African American. The course includes varying lifestyles 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 or ANT 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)
A study of how oral communication functions in various relationships. Emphasis on discussion, group exercises, role playing. The role of oral communication in the Black experience.

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: AHS 101, AHS 111, AHS 131, AHS 311 and CHE 131.

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.

Co-requisites: AHS 101, AHS 131, AHS 311 and CHE 131.

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: AHS 101, AHS 111, AHS 131, AHS 311 and CHE 131.

Co-requisites: AHS 103, AHS 132, AHS 312 and CHE 132.

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 lecture hours)

AHS 113 *fall only*
Respiratory Care III Lecture. . . 2 cr.

Prerequisite: AHS 313.

Co-requisites: AHS 314 and AHS 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 lecture hours)

AHS 114 *spring only*
Respiratory Care IV Lecture . . 2 cr.

Prerequisites: AHS 113, AHS 314 and AHS 413.

Co-requisites: AHS 214 and AHS 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 lecture 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 considerations. 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, radioactive 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, AHS 151, AHS 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.

Co-requisite: 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.

Co-requisite: 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 is required of the student, including: hospitals, nursing homes, rehabilitation centers, pediatric centers, school districts, sports medicine clinics and private offices. (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.

Co-requisite: 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.

Co-requisites: AHS 131 and CHE 131 or CHE 151.

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: AHS 131 and AHS 201 and CHE 131 or CHE 151.

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*
Immunohematology 4 cr.

Prerequisites: AHS 131 and AHS 201 and CHE 131 or CHE 151.

Provides student of Medical Technology with the theory and practice of blood transfusion and immunohematology. 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 3cr.

Prerequisites: AHS 201, AHS 202, AHS 203, AHS 205 and all prior Med. Tech. requirements.

Co-requisites: AHS 207 and 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, AHS 202, AHS 203, AHS 205 and all prior Med. Tech. requirements.

Co-requisites: AHS 206 and 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: AHS 103, AHS 112, AHS 132, AHS 313 and CHE 134.

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, AHS 314 and AHS 413.

Co-requisite: 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 they pertain 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 and MAT Elective.

Co-requisites: AHS 101, AHS 131 and AHS 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 and MAT Elective.

Co-requisites: AHS 101, AHS 131 and AHS 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, students will begin 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 101, AHS 131 and AHS 241.

Co-requisites: AHS 132 and AHS 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 101, AHS 131, AHS 241 and AHS 242

Co-requisites: AHS 132 and AHS 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 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, AHS 241, AHS 242 and AHS 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.

Co-requisite: 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.

Co-requisite: 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 and AHS 246.

Co-requisite: 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 and AHS 246.

Co-requisite: 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, AHS 246, AHS 247 and AHS 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.
Co-requisite: 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 and AHS 262.
Co-requisite: 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 and AHS 262.
Co-requisite: 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 and AHS 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 and AHS 263.
Co-requisite: 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.
Co-requisite: 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.
Co-requisite: 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 of 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.
Co-requisite: 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.
Co-requisites: AHS 101, AHS 111, AHS 131 and CHE 131.
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: AHS 101, AHS 111, AHS 131, AHS 311 and CHE 131.
Co-requisites: AHS 103, AHS 112, AHS 132 and CHE 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: AHS 112, AHS 132, AHS 312 and CHE 132.
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 and AHS 313.
Co-requisites: AHS 113 and AHS 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.
Co-requisites: AHS 113 and AHS 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, AHS 313, AHS 314 and AHS 413.
Co-requisite: 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 Co-requisite: 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. Material cost and laboratory fees apply.

**APD 102
Draping and Design II . . . 4 cr.**
Prerequisite: APD 101.

Students learn to drape intricate garments. Projects include draping trousers, notch and shawl collar jackets, dolman sleeve, and skirt variations. Original design is executed from a sketch and a sample garment is constructed. Material cost and laboratory fees apply.

**APD 103
Draping and Design III . . . 4 cr.**
Prerequisite: APD 101, APD 102, APD 110.

Continuation of more advanced draping problems. Includes draping in a variety of fabrics. Original designs for knitwear, tailored jacket and term garments are draped and constructed in fabric. Material cost and laboratory fees apply.

**APD 104
Design Studio 4 cr.**
Prerequisite: APD 101, APD 102 and APD 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. Material cost and laboratory fees apply.

**APD 110
Flat Pattern Design I 2 cr.**
Prerequisite: Permission of the instructor.

Students develop the fundamentals of pattern-making using basic slopers. The bodice, skirt, sleeve and collar variations are executed to learn the variety of design options possible through flat pattern technique. Material cost and laboratory fees apply.

**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. Material cost and laboratory fees apply.

**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. Material cost and laboratory fees apply.

**APD 121
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
Field Training 3 cr.**
Prerequisite: APD 101, APD 102, APD 103, APD 104, APD 110, APD 111, APD 120, ART 135, ART 136 and ART 235.

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.**
Non-majors only; Prerequisite: Completion of remedial courses in English and Reading.

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. This is primarily a lecture course.

**ART 102
Art History (Renaissance) . 3 cr.**
Prerequisite: Completion of remedial courses in English and Reading.

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.**
Prerequisite: Completion of remedial courses in English and Reading.

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.**
Prerequisite: Completion of remedial courses in English and Reading.

Art from 1940 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.**
Prerequisite: Required of art majors. A foundation course in design on a 2-dimensional surface. This course explores the elements of line, shape, value, color, and texture and principles of design and its relationship to composition. Subject and content are components of study as well. Students are introduced to a conceptual and visual vocabulary as art applies to the visual arts. Average cost of supplies: \$100. Laboratory fee applies.

**ART 106
Principles of 3-Dimensional Design 3 cr.**
Prerequisite: Required of art majors. A foundation course in design in 3-dimensional space. This 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. Laboratory fee applies.

**ART 107
Prepress for Commercial Artists 3 cr.**
Prerequisite: ART 133.

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. 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 student's exploration of this creative process to produce 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 his or her drawing experience and art portfolio. Average cost of supplies: \$85. Laboratory fee applies.

**ART 113
Package Design 3 cr.**

Prerequisite: ART 137 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 130 or permission of Chairperson.

Students are taught to create designs using visual symbols and type to communicate ideas. This 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 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 extensive 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.

A 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: \$125. 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: \$125. Laboratory fee applies.

**ART 124
History of Photography . . 3 cr.**

Prerequisite: Completion of remedial courses in English and Reading.

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 and 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 129
Gallery Survey
3 cr.**

This course introduces students to the diversified operation of today's art gallery/museum. Regular visits to galleries/museums are required. This course also provides insight into exhibition preparation and installation including behind-the-scenes investigation into planning, art conservation, education goals, curatorial responsibilities, and funding. Students are responsible for transportation and admission fees.

**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
Desktop Publishing and
Computer Graphics 3 cr.**

Prerequisites: ART 130 and ART 131.

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.**

Co-requisites: 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.

Co-requisites: 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.

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 and ART 131.

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 and ART 131.

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 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 145**Raku and Pit-Firing. 3 cr.**

Prerequisite: ART 122

This ceramics course will introduce the student to basic hand building and Raku and Pit-Firing of ceramic pieces that are formed in class. The student will participate in the rapid-fire technique, the quick cool down and the reduction of their pieces. Also explored in this course will be various methods of creating decorative surfaces. Average cost of supplies: \$125. Laboratory fee applies.

ART 147**Potter's Wheel 3 cr.**

The potter's wheel will be the tool we will be using to make our projects. We will explore various expressive, tactile and intellectual possibilities that are available through the use of this medium. Also explored: a variety of glazing techniques and processes related to firing of clay. Historical references will contribute to students' development of critical thinking skills and creative problem solving. Average cost of supplies: \$125.

ART 201**Survey of Art History I . . . 3 cr.**

Prerequisite: Completion of remedial courses in English and Reading.

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 202**Survey of Art History II. . . 3 cr.**

Prerequisite: Completion of remedial courses in English and Reading.

The development of painting, sculpture, and architecture from the Renaissance to the twentieth century. This course explores the history of Western art from both contextual and formal art historical perspectives.

ART 203**Art Beyond the West 3 cr.**

Prerequisites: Completion of remedial English and Reading is required.

Exploring the development of art and architecture in Africa, the Americas, Asia, and the Pacific, this course surveys the history of non-European art through the study of painting, sculpture, crafts, and architecture from pre-Historic times to the present. The relationship to European artistic traditions will also be addressed.

ART 222**Ceramics II 3 cr.**

Prerequisite: ART 122 or permission of Chairperson.

Build upon prior hand building and/or potter's 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: \$125. 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 the completed sculpture. Average cost of supplies: \$125. 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.**

Prerequisites: ART 125 and ART 131.

Pre or Co-requisite: 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. Students to provide their own cameras. Average cost of supplies: \$225. Laboratory fee applies.

ART 227**Studio Photography 3 cr.**

Prerequisites: ART 125 and ART 131.

Pre or Co-requisites: 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.**

Prerequisites: ART 125 and ART 131.

Pre or Co-requisites: ART 225.

This course emphasizes actual experience with photojournalistic methods, both film and digital, color and black and 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.**

Prerequisites: ART 125 and ART 131.

Pre or Co-requisites: 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.

Prerequisites: ART 125 and ART 131.
Pre or Co-requisites: 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 231
New Technology in Photography 3 cr.

Prerequisites: ART 125 and ART 131.
Pre or Co-requisite: ART 225.
This course will give students hands-on experience with new and emerging technologies in photography. Emphasis will be on the application of ideas, developments and techniques in photographic imaging. Macintosh OS computers, image editing software, scanners, digital and film cameras as well as film recorders will be used to explore the fusion of traditional and digital photography. Average cost of materials: \$200.

ART 235
Fashion Art Techniques II . 3 cr.

Prerequisites: ART 135 and ART 136.
Co-requisites: APD 103 and 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.

Prerequisites: ART 135, ART 136 and ART 235.
Co-requisite: 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.

Prerequisites: ART 130 and ART 131.
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.

Prerequisites: ART 130, ART 131, ART 137 and ART 140.
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 240
Advanced Workshop 3 cr.

Prerequisites: ART 239 or Permission of the Instructor. For Art Majors Only. Must be taken in the last semester.
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.

Basic Education (BEP)

BEP 090
Basic Education Reading . . 0 cr

This course, a requirement of the Basic Education Program, is designed to improve the skills of reluctant readers. Students select fiction and nonfiction books and read intensively throughout the semester to experience the work of a variety of authors in several genres. Through classroom reading, conversation and correspondence, as well as through rigorous weekly homework assignments, students learn to read actively and respond thoughtfully to text. They become familiar with literary terms and reading/writing strategies they will need to succeed in subsequent coursework. This class meets three times a week and provides an intensive, active educational experience within a framework of classroom and learning center support. 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, a requirement of the Basic Education Program, is designed to help students strengthen their basic writing skills in preparation for the demands of college-level writing. Students create essays through the process of prewriting, drafting, revising and editing their work with the help of peer and instructor feedback to develop a sense of purpose and audience. They learn to incorporate ideas gleaned through reading expository text into their essays to strengthen their arguments and develop appropriate techniques for writing in timed and untimed settings. The class meets three times a week and provides an intensive, active educational experience within the framework of classroom and learning center support. Students 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, a requirement of the Basic Education Program, is designed to strengthen understanding of the fundamental concepts of mathematics. Emphasis is placed on helping students identify and develop problem-solving strategies and study techniques relative to mathematics literacy. Students improve their mathematical skills through a program of content-integrated class instruction, skill tutorials and computer-assisted instruction within a framework of classroom and math lab support. Students 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 focuses on values clarification, identification and applications of individual learning styles, critical thinking, problem solving, career exploration and understanding College policies. Students 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 Courses numbered 101, 102, 103, 104, 115, 116, 118, 119, 120, 125, 162, 165 are specifically designed for the nonscience major. 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 trip 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 non-living 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 studies 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 105/106) 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)

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 movement. Students 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. **Note:** This 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, textiles, 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.) Laboratory fee applies.

BIO 201**Anatomy 4 cr.**

Prerequisites: :BIO 101 and BIO 102 or BIO 109 and BIO 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, BIO 102 or BIO 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, BIO 102 or BIO 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, BIO 102 or BIO 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, BIO 102 or BIO 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, BIO 102 or BIO 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 equivalent, 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 coursework. 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 109
Introduction to
Corporate Business. 3 cr.**

The course is an introduction to the role of corporate business as a primary source of goods, services, employment, and income. It provides beginning business students and non-business majors with an understanding of the basic scope of corporate business and its relationship to government and society. Students will have a "hands-on" corporate experience to learn the operations and activities of a major corporation as an additional component to the course.

**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
Entrepreneurship 3 cr.**

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 non-economic 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 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.

**BUS 150
Organizational Behavior . . 3 cr.**

An introductory course that will provide future managers with basic information about employees and their behavior within the context of a business environment. Topics include motivation, communication, decision making, group behavior, team development, conflict, change, empowerment, leadership styles, power, authority, work design, performance appraisal and reward systems.

**BUS 280
Introduction to
Sports 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 600
Co-op Partnership with
Industry 6 cr.**

Prerequisites: Completion of remedial and/or ESL courses are required. In addition, students must have completed a minimum of 12 credits and be in good academic standing.

The course provides supervised, practical, paid, full-time experience at institutions that offer students opportunities to which they apply concepts learned in the classroom. Written reports demonstrating the understanding of theories and their applications are an integral part of the curriculum. Travel and living expenses may be incurred contingent upon placement.

**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 non-credit 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 or Construction Management program, or permission of Department.

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 and CET 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 and 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.****Co-requisite:** 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:** CET 218 and MAT 109.

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.****Co-requisite:** 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.

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 225**Soils and Foundations . . . 3 cr.****Prerequisites:** CET 219, MAT 111

The course is an introduction to soil mechanics with application to problems encountered in construction and design. Topics include soil origin and nature, soil properties, field sampling, gradation, compaction, classification, permeability, soil strength. Laboratory experiments include the classification and

evaluation of engineering properties of soil for predicting its behavior in accordance with ASTM and AASHTO specifications. The course also covers the structural design of foundations such as retaining walls, grade beams and footings. (3 lecture, 2 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 240**Hydraulics 3 cr.****Prerequisites:** MAT 111.

The course studies fundamental properties and behavior of fluids under static and flow conditions. Topics covered include hydrostatic force, buoyancy, pressure, manometry, continuity and energy equations, laminar and turbulent flow, losses, flow through pipes and open channels, and flow measurements, as well as an introduction to surface water hydrology. The rational method is used to determine peak flows. Laboratory experiments study the principal physical properties of liquids and major laws of fluid mechanics. (3 lecture, 2 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. Course work 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.**Co-requisite:** 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.

Students with college placement test scores that require MAT 001, MAT 002, ENG 001, RDG 001 or any RDG ESL course should not attempt any Chemistry Course. High school algebra or equivalent is a prerequisite for CHE 107, 131-132, 135, 151-152, 200, 201-202, 221 and 260.

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 Co-requisite: 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 131 or permission of Chairperson.

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 131-132 or CHE 151-152.

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 CHE 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)

Students must complete all remedial requirements prior to enrolling in CMP courses (other than CMP 100).

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. **Computer Information Systems and Computer Science majors will not receive credit for this course.**

CMP 101**Introduction to****Computers 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 104**Programming Logic and****Problem Solving 3 cr.**

The course is an introduction to programming logic and problem solving including programming concepts and terminology. The focus of the course is on critical thinking skills necessary to write computer programs and provides students with an introduction to programming without focusing on the details of programming syntax. This course is intended for students with little or no object-oriented programming experience. (3 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.
Prerequisite: Satisfactory completion of all remediation.
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 205
Survey of Operating Systems 3 cr.
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. 4 cr.
Prerequisite: At least a C in CMP 104 or equivalent, or prior programming experience including HS programming courses, or MAT 111 or equivalent including HS pre-calculus, or permission of department.
This course is an introduction to computer programming and algorithmic problem solving using an object-oriented, high-level programming language. Emphasis is placed on problem-solving strategies that utilize multiple classes and methods. This course will focus on the following concepts: algorithm implementation, modular development, documentation, abstraction and coding along with problem-solving strategies. Includes supervised hands-on component. (4 lecture, 2 lab) Laboratory fee applies.

CMP 211
Computer Science II 4 cr.
Prerequisite: At least a C in CMP 210.
This course expands on the design of object-oriented programs introduced in Computer Science I. Students will be introduced to abstract data types including stacks, queues, and lists. Emphasis is placed on the design and implementation of these abstract data types as well as applications that utilize them. Object-oriented programming concepts such as composition, inheritance, polymorphism, and exception handling are utilized throughout this course. An introduction to binary trees and recursion is provided. Includes supervised hands-on laboratory component. (4 lecture, 2 lab) 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, and
- 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 or CMP 219 or CMP 218, 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, multi-threading, networking (4.5 lecture hours) Laboratory fee applies.

**CMP 219
Object Oriented Programming
in C++ 3 cr.**

Prerequisite: At least a C in CMP 211 or CMP 218 (or equivalent).

This is a course in object-oriented design and programming using C++ and is intended for students who already have a firm understanding of the object-oriented paradigm including objects, classes, and inheritance. The topics presented prepare the student for advanced study in Computer Science and Information Systems. Topics include C++ basics, I/O streams, class definition, friend functions and operator overloading, dynamic memory allocation/deallocation, dynamic binding, and virtual functions. 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.

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 advanced data types and structures. Data structures presented include priority queues, hash tables, and search trees. Concepts covered include recursion, algorithm efficiency, best and worst time analysis, and advanced tree structures and graphs. 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, a minimum of 9 CMP credits, and a minimum GPA of 2.75.

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 if they have completed all remedial work required in English and Reading.

**ASL 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. (Not open to students who have completed COM 152)

**ASL 153
American Sign
Language II 3 cr.**

Prerequisite: ASL 152 or permission 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. (Not open to students who have completed COM 153)

**ASL 226
Communication and Culture in
the Deaf Community. . . . 3 cr.**

This course explores the 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 the 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. (Not open to students who have completed COM 226)

**ASL 252
American Sign
Language III 3 cr.**

Prerequisite: ASL 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. (Not open to students who have completed COM 252)

**ASL 253
American Sign
Language IV 3 cr.**

Prerequisite: ASL 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. (Not open to students who have completed COM 253)

**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. This course is offered only in conjunction with the credit bearing (3 credits) course COM 103. The courses will be given in an intensive (four days a week) format, and both can be completed in one semester.

**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 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
Television Journalism 3 cr.**

spring only
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 do mass media work on the inside? How do 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
Documentary Media 3 cr.**

fall only
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.**

Prerequisite: COM 101.
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 each 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.**

Prerequisite: COM 101.

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.**

Prerequisite: COM 101.

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)

A study of how oral communication functions in various relationships. Emphasis on discussion, group exercises, role playing. The role of oral communication in the Black experience.

**COM 170
Radio Production 3 cr.**

An introduction to the medium of radio with an emphasis on basic radio production. Students gain competence in using radio equipment and producing programs in various formats. The course will examine the role of program elements to support business and public interest aspects of the medium. Laboratory fee applies.

**COM 171
Television Studio
Production 3 cr.**

Designed to give the student a creative grasp of the art and craft of television production in a studio setting. Students develop skills in the aesthetic as well as technical aspects of television in the practical setting. Emphasis is on the production process by developing group and individual projects. Laboratory fee applies.

**COM 172
Video Field Production . . . 3 cr.**

Designed to give the student a creative grasp of the art and craft of television production in a field setting. Students develop skills in the aesthetic as well as technical aspects of television using single camera shooting and editing techniques. Emphasis is on the production process by developing group and individual projects. Laboratory fee applies.

**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 are 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 course work 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.

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.**

Prerequisite: COM 101 or COM 102 or COM 103.

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 dialectical variety and bilingualism.

**COM 222
Nonverbal Communication 3 cr.**

Prerequisite: COM 101.

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.**

Prerequisite: COM 101.

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 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 coursework 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 one 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 a 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.

**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 is 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 . . 3 cr.
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. The course begins with coverage of input/output devices, including coverage of serial and parallel ports, troubleshooting port problems. The construction, installation and troubleshooting of input devices such as keyboards, mice, trackballs, joysticks, light pens, touch-screens and scanners are discussed. Magnetic storage is then covered including disk drive operation, floppy disk drives, hard disk drives, RAID systems and tape drives. Video displays, including CRT basics, color monitors video standards, video controllers, liquid crystal displays and gas plasma displays, are covered. The characteristics, mechanics, installation and troubleshooting of dot-matrix, ink-jet and laser printers are studied. Data communications is covered, including modems, local area networks and wide area networks. Department computer facility will be used for all laboratory work. Laboratory fee applies.

Dance (DAN)

DAN 101

fall only

Dance in the 20th Century 3 cr.

Prerequisite: Satisfactory Completion of Remedial Reading.

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.

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

DAN 129 and 131 fall only;

DAN 130 and 132 spring only

Rehearsal and Performance 1-1-1-1 cr.

Prerequisite: Permission of instructor.

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

DAN 140, fall only;

DAN 141, spring only

Elementary Modern Dance Technique and Ballet . . . 3-3 cr.

Prerequisite: For DAN 141 is DAN 140

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

DAN 240 fall only;

DAN 241 spring only

Intermediate Modern Dance Technique and Ballet . . . 3-3 cr.

Prerequisites: DAN 140-141.

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 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 works 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.

ECO 490
Cooperative Education Internship 4 cr.

Prerequisites: ECO 207 and one other ECO or FIN course and permission of the instructor.

(Dual listed with FIN 490)
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 students 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. Prerequisite for this course is the completion of Economics 207 plus one other economics or finance course and permission of instructor. Students must have, as a minimum, a 2.50 GPA to be enrolled in this internship course.

Electrical Engineering Technology (ELT)

ELT 001
College Preparatory
Physics 0 cr.
(Dual listed with CET 001 and PHY 001)

A non-credit 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 integration (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: \$80.

ELT 112
Resistive Circuits 4 cr.
Co-requisite: 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 and MAT 109.
Co-requisite: 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.

This course introduces the concepts of applied electronic instrumentation and automatic control. Computer analog and digital instrument circuits, and computer interface concepts are introduced during the course of study. The laboratory reinforces industrial instrumentation applications for DC control circuits using selected input/output devices. The introduction of open and closed loop position control systems (servo system, stepper motors, and 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 multi-stage amplifiers, Bode diagrams and the frequency response of amplifiers. The Operational Amplifier and its more common applications are considered in detail. Filters, electronic communication concepts and some special topics conclude the sequence. Students work in teams to implement and present an electronics project as part of their laboratory experience. (3 lecture, 3 laboratory hours) Laboratory fee applies.

ELT 214
Digital I 3 cr.
Co-requisite: 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.
Co-requisite: 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.
Co-requisite: 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 deals with the methods and signals used to electronically transmit and receive information. Topics include a study of continuous modulation techniques such as AM, FM, PM, as well as a variety of Pulse Modulations methods. Included are selected topics in electronic communication systems and their controls. Students receive hands-on experience in the laboratory and a working knowledge of the basic bench instrumentation commonly used within the communications industry, including signal generators, modulators, oscilloscopes and spectrum analyzers. (3 lecture, 3 laboratory hours) Laboratory fee applies.

English (ENG)

ENG 001
College Preparatory
English 0 cr.

This course provides intense instruction in small classes to prepare students for the demands of college-level writing. Specifically, students practice basic writing skills in preparation for the requirements of English 101. (See catalog description of English 101.) English 001 curriculum is not only designed to give students practice in drafting, revising, and editing essays, but it is also intended to afford underprepared students the opportunity to learn or review basic grammar, punctuation, and sentence boundaries, as well as structural and developmental issues related to basic composition. (Students with a foreign

language background are referred to the description below of 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 course 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)

English 001/101

This course is designed for students who are not ready for ENG 101 but who exhibit strengths not found in typical ENG 001 students. In general, students designated as 001/101 may create errors in essay structure, sentences, and language, but also exhibit strengths in voice, diction, argumentation skills, and maturity of thought, warranting some remedial work before entrance into ENG 101.

For the first 7 1/2 weeks of the semester, English 001, Preparatory English, meets for five hours a week. As is the case in English 001, advancement from English 001 to English 101 is based upon writing an exit essay, which is graded Satisfactory (S) by Placement Committee readers. In certain cases, a student's portfolio (a collection of instructor-approved, classwork-generated essays) may supercede a failing in-class final essay. The second half of the semester, English 101 meets for the remainder of the semester, 7 1/2 weeks, for five hours weekly. Students earning a grade of D or better for the 101 component of ENG 001/101 have earned credit for English 101.

If a student does not pass the 001 essay/portfolio review at the 7 1/2 week mark, he or she can make arrangements for tutoring for the remainder of the semester. For that student, successful advancement to English 101 would depend on a review of his or her writing at the end of the semester which he or she has enrolled in ENG 001/101.

ENG 030 English as a Second Language (ESL Writing III) 0 cr.

Prerequisite: Placement by Department. This course prepares students for English 101. Advanced language skills and flexibility with advanced sentence structures, vocabulary, and idiomatic expressions are stressed so that students develop correct, clear, and coherent self expression. Students practice a variety of essay structures with a focus on presenting a point of view and supporting it with

evidence. By the end of the semester, students are expected to write developed, coherent essays and to substantively revise, proofread, and edit their work. The course is also designed to develop in students the skills that enable them to interpret and analyze texts.

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, grammatically correct writing. The curriculum is designed to give students guided practice in drafting, revising, and editing essays. The course is also designed to develop the skills that enable students to interpret and analyze published texts. 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 or ENG 108.

This advanced course is for students who are interested in a close study of the grammatical structures of the English language. Fundamental patterns underlying sentence building, word usage, punctuation, and spelling are addressed through intensive practice and exercises.

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 200 Advanced Composition: The Art of Essay Writing . . 3 cr.

Prerequisites: B+ or better in ENG 101/108. **Pre/co-requisite:** ENG 102/109

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 Early American Literature to 1865 3 cr.

Prerequisite: ENG 102 or ENG 109.

This course is a study of American literature from earliest times through the 1860s. 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, Douglass, Emerson, Thoreau, Hawthorne, Melville, and Whitman. Writing is an integral component of the course.

ENG 204 Modern American Literature from 1865 to Present 3 cr.

Prerequisite: ENG 102 or ENG 109.

ENG 203 is not a prerequisite for this course. 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
Early British Literature to 1800 3 cr.
Prerequisite: ENG 102 or ENG 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
Modern British Literature from 1800 to Present 3 cr.
Prerequisite: ENG 102 or ENG 109.

ENG 205 is not a prerequisite for this course. 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 ENG 109.
(Dual listed with AFR 130.)

This course covers 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 1920s 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 1930s to the contemporary scene. Writing is an integral component of the course.

ENG 209
Modern Irish Literature . . 3 cr.
Prerequisites: ENG 102 or ENG 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 or ENG 108.

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 217
Autobiographical Writing. 3 cr.
Prerequisite: ENG 102 or ENG 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 ENG 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 ENG 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 ENG 109.

This course introduces students to the range of traditions that 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 or ENG 108.

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 or ENG 108.

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 ENG 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 228
Asian American Literature. 3 cr.
Prerequisite: ENG 102 or ENG 109.

This course surveys the development of the literature by writers of Asian ancestry living in the United States, from the early 1900s to the present. It examines the historical, social and cultural contexts that produced these writings, and the backgrounds for the varied ethnic groups, including Chinese American, Japanese American, Filipino American, Korean American, Vietnamese American, Indian and Pakistani American. Authors include Carlos Bulosan, John Okada, Maxine Hong Kingston, Bharati Mukherjee, Amy Tan. Writing is an integral component of the course.

ENG 229
Native American Literature. 3 cr.
Prerequisite: ENG 102 or ENG 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, Sherman Alexie, 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 ENG 109.

Several types of popular fiction for example, the gothic mystery, the classic puzzle, hard boiled and pulp fiction, are 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 ENG 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 Le Guin are studied. Writing is an integral component of the course.

ENG 236
The Literature of the Bible 3 cr.
Prerequisite: ENG 102 or ENG 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 243
Gay and Lesbian Literature 3 cr.
Prerequisite: ENG 102 or ENG 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 Greek 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 ENG 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 ENG 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 ENG 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 ENG 109.

This course introduces students to the response of creative writers to the Nazi plan to destroy European Jewry between 1933 and 1945. 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 ENG 109.

This course is a study of the American short story as it developed in 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 ENG 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 ENG 109.

This course examines how satire is used to comment on human behavior and critique society. Selections from Aesop, Juvenal, Horace, Swift, and 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 ENG 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 281
Nature in Literature 3 cr.
Prerequisite: ENG 102 or ENG 109.

This course examines literature that considers the relationship between human beings and the natural world. It includes works that focus on conservation and ecology. It also explores how science relates to literary art. Representative selections include the Bible, medieval poetry and plays, pastoral poetry, plays by Shakespeare, and such writers as Gilbert White, Mary Shelley, Ralph Waldo Emerson, Charles Darwin, Henry David Thoreau, Thomas Hardy, Isak Dinesen, Farley Mowat, Edward Abbey, Annie Dillard, Barry Lopez, Leslie Mamon Silko, and Linda Hogan. Writing is an integral component of the course.

ENG 298
Comedy: Theory and Development 3 cr.
Prerequisite: ENG 102 or ENG 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 on Stage and Page 3 cr.
Prerequisite: ENG 102 or ENG 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 ENG 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 ENG 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 ENG 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'Neill, 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 ENG 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 ENG 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 or ENG 109.

This course, conducted as a workshop, is for students 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 or ENG 109.

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 is examined, including fables, fairy tales, fantasy, and others. Writing is an integral component of the course.

Spring Only

ENG 316
Play and Screen Writing . . 3 cr.
Prerequisites: ENG 102 or ENG 109 and permission of instructor or Department Chair.

This course, conducted as a workshop, teaches students to write character-driven scripts for the stage and more visual scripts for the screen. In addition to students' works in progress, dramatic texts from classic and contemporary playwrights and screen writers are analyzed and discussed, and films are viewed in class. Students are expected to participate in a project, such as a literary magazine, dramatic reading, newsletter, radio show, or filmmaking. Alternates with ENG 317 and ENG 318.

Fall Only

ENG 317
Fiction Writing 3 cr.
Prerequisites: ENG 102 or ENG 109 and permission of instructor or Department Chair.

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.

Spring Only

ENG 318
Poetry Writing 3 cr.
Prerequisites: ENG 102 or ENG 109 and permission of instructor or Department Chair.

This course, conducted as a workshop, teaches students to give poetic shape to their writing through discussions of imagery, open and closed forms, tone, meter, rhyme, and voice. The students' works in progress and examples of published poems are analyzed to illustrate the facets of the craft. Students are expected to participate in a project, such as a literary magazine, poetry reading/performance, 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 Department Chair.

By matching internships with pertinent class work 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, and 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.
Co-requisite: 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 through the use of current industry accepted high level programming languages. Analytical as well as approximate solutions are stressed in this course. Students are expected to spend additional time outside of the classroom 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 a current version of 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: ENS 101, PHY 122 and MAT 122.

Co-requisites: PHY 123 and 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.

Co-requisite: 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.
Co-requisites: 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: ENS 225, PHY 222 and MAT 225.

Co-requisite: 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 toward 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 and 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 a 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
Introduction to the
Fashion Industry 3 cr.**

This course provides an introduction to all aspects of the fashion industry: its history and current designer trends; textile and apparel production-how products are created, priced and promoted to the trade and the consumer; retail concepts; and the impact of globalization on the industry.

**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
Fashion Coordination and
Publicity 3 cr.**

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 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 investments.

**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 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 works is the core of this course.

**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.

FIN 490 Cooperative Education Internship

Prerequisites: ECO 207 and one other ECO or FIN course and permission of the instructor.

(Dual listed with ECO 490)

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 students 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. Prerequisite for this course is the completion of Economics 207 plus one other economics or finance course and permission of instructor. Students must have, as a minimum, a 2.50 GPA to be enrolled in this internship course.

Foreign Languages

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

Placement Advisory

Course Level:	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 or 206*	Bilingual Background
301 - 404	4 or more yrs.

H.S. or at discretion of instructor, or successful completion of 202 or 206

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

Arabic (ARA)

ARA 101 *fall only* Beginning Arabic I 3 cr.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

ARA 102 *spring only* Beginning Arabic II 3 cr.

Prerequisite: ARA 101 or equivalent. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

French (FRE)

FRE 101 Beginning French I 3 cr.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

FRE 102 Beginning French II 3 cr.

Prerequisite: FRE 101 or equivalent. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

FRE 201-202 *FRE 201, fall only; FRE 202, spring only* Intermediate French I-II . 3-3 cr.

Prerequisite for FRE 201: FRE 102 or equivalent.
Prerequisite for FRE 202: FRE 201 or equivalent.

Development of listening, speaking, reading and writing skills. Conversation and writing practice stimulated through a wide variety of cultural materials. 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 *FRE 301, fall only; FRE 302, spring only* Advanced French I-II . . . 3-3 cr.

Prerequisite: FRE 202 or equivalent. 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.

German (GER)

GER 101 Beginning German I 3 cr.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

GER 102 Beginning German II 3 cr.

Prerequisite: GER 101 or equivalent. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing,

listening, comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

GER 201-202 *GER 201, fall only; GER 202, spring only* Intermediate German I-II 3-3 cr.

Prerequisite for GER 201: GER 102 or equivalent.
Prerequisite for GER 202: GER 201 or equivalent.

Development of listening, speaking, reading and writing skills. Conversation and writing practice stimulated through a wide variety of cultural materials. Laboratory fee applies. Laboratory attendance required.

GER 301-302 *GER 301, fall only; GER 302, spring only* Advanced German I-II . . 3-3 cr.

Prerequisite: GER 202 or equivalent. 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, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

HEB 102 *spring only* Beginning Hebrew II 3 cr.

Prerequisite: HEB 101 or equivalent. Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

HEB 201-202 *HEB 201, fall only; HEB 202, spring only* Intermediate Hebrew I-II 3-3 cr.

Prerequisite for HEB 201: HEB 102 or equivalent.
Prerequisite for HEB 202: HEB 201 or equivalent.

Development of listening, speaking, reading and writing skills. Conversation and writing practice stimulated through a wide variety of cultural materials. Laboratory fee applies. Laboratory attendance required.

Italian (ITA)

ITA 101 Beginning Italian I 3 cr.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

ITA 102

Beginning Italian II 3 cr.

Prerequisite: ITA 101 or equivalent.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

ITA 201 -202 *ITA 201, fall only; ITA 202, spring only*

Intermediate Italian I-II . 3-3 cr.

Prerequisite for ITA 201: ITA 102 or equivalent.

Prerequisite for ITA 202: ITA 201 or equivalent.

Development of listening, speaking, reading and writing skills. Conversation and writing practice stimulated through a wide variety of cultural materials. Laboratory fee applies. Laboratory attendance required.

ITA 225 *fall only*

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 *ITA 301, fall only; ITA 302, spring only*

Advanced Italian I-II . . . 3-3 cr.

Prerequisite: ITA 202 or equivalent.

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, pronunciation, culture and conversation. Reading, writing, listening, comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

JPN 102

Beginning Japanese II 3 cr.

Prerequisite: JPN 101 or equivalent.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. 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, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

POR 102

spring only

Beginning Portuguese II . . 3 cr.

Prerequisite: POR 101 or equivalent.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

Russian (RUS)

RUS 101

Beginning Russian I 3 cr.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

RUS 102

spring only

Beginning Russian II 3 cr.

Prerequisite: RUS 101 or equivalent.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

RUS 201-202 *RUS 201, fall only; RUS 202, spring only*

Intermediate Russian I-II 3-3 cr.

Prerequisite for RUS 201: RUS 102 or equivalent.

Prerequisite for RUS 202: RUS 201 or equivalent.

Development of listening, speaking, reading and writing skills. Conversation and writing practice stimulated through a wide variety of cultural materials. Laboratory fee applies. Laboratory attendance required.

Spanish (SPA)

SPA 101

Beginning Spanish I 3 cr.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

SPA 102

Beginning Spanish II 3 cr.

Prerequisite: SPA 101 or equivalent.

Fundamentals of grammar, pronunciation, culture and conversation. Reading, writing, listening comprehension, and simple conversational patterns. Laboratory fee applies. Laboratory attendance required.

SPA 110

fall only

Spanish for Hotel Personnel . 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

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 *SPA 201, fall only; SPA 202, spring only*

Intermediate Spanish I-II 3-3 cr.

Prerequisite for SPA 201: SPA 102 or equivalent.

Prerequisite for SPA 202: SPA 201 or equivalent.

Development of listening, speaking, reading and writing skills. Conversation and writing practice stimulated through a wide variety of cultural materials. Laboratory fee applies. Laboratory attendance required.

SPA 205 - 206 *SPA 205, fall only; SPA 206, spring only*

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 as well as exposure to the cultural production (literature, film, art) of the Spanish-speaking world. 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 *SPA 251, fall only;
SPA 252, spring only*

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.

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 culturally appropriate Spanish in typical medical and hospital situations. Laboratory fee applies. Laboratory attendance required.

SPA 301 - 302 *SPA 301, fall only;
SPA 302, spring only*

Advanced Spanish I-II. . . 3-3 cr.
Prerequisite: SPA 202 or equivalent.

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 SPA 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 SPA 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 SPA 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.

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 phenomena 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 111
Directions in Geography . . 3 cr.

Co-requisites: Must be taken as part of a pre-programmed slate of courses that includes ENG 001 and/or RDG 001, and NCC 101.

This course explores important geographic topics and helps develop essential and general education skills. Topics include, but are not limited to, the agricultural, demographic, and industrial revolutions. Exercises involving maps, globes, graphs, slides, and quantitative data help prepare students for success in other geography courses and for college in general. Class size is limited and instructors are specially selected.

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 have 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 or physical education. 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. 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. 20th-century physics, the historical and philosophical background as well as the content of physics, will be discussed. 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, 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 non-mathematical 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 are 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 Judeo-Christian and Greco-Roman traditions and concluding with the Age of Enlightenment and revolutionary upheavals through 1789 that helped usher in the modern world. The course is designed for honors students only and includes extensive reading in primary and secondary source materials.

HIS 109 *spring only*
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 111
Turning Points: An
Introduction to History . . 3 cr.

Co-requisites: Must be taken as part of a pre-programmed slate of courses that includes ENG 001 and/or RDG 001, and NCC 101.

This course explores causes and effects of major developments throughout the human past. Topics include, but are not limited to, the invention of agriculture, the emergence of civilizations, and the industrial revolution. It introduces students to different kinds of sources and other tools used by historians to interpret the past. It also fosters the development of general education skills, such as information literacy and critical thinking, which are essential for success in other history courses and for college in general. Class size is limited and instructors are specially selected.

HIS 124
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 experiences 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.

HIS 136
History of Latinos in
the U.S. 3 cr.

This course explores major social, economic and political developments in the history of the various Latino communities of the United States from the mid-19th 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

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 162

World History: 1500 to the Present. 3 cr.

This course examines important developments and interactions in world history from the age of exploration and European expansion to the present. Major formative elements of the modern world such as industrialization, democracy, imperialism, nationalism, secularism, feminism, socialism, fascism, human rights, and technological developments are explored.

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 Reconstruction Era. 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 Reconstruction Era to the post-World War II period and the current 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 AFR 200 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

Health, Disease and Western History. 3 cr.

alternate years
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

The Ancient World 3 cr.

fall only
The peoples of ancient Mediterranean, African, Near Eastern, Asian and Celtic worlds and pre-contact America are the subjects of this course. Each civilization, with an emphasis on their art and literature, manners and morals, scientific and technological inventions, political, military, and economic institutions, triumphs and failures, is considered first in its own context, and then with reference to how, when, and with what consequences ancient civilizations affected one another.

HIS 206

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 207

Early Modern Europe 3cr.

This course covers the period in European history from 1500 to 1763, one in which the values, life-styles and power structure of the Middle Ages were consistently challenged by new forces which were ultimately victorious and laid the groundwork for the modern era. More than just a period of transition, the epoch includes some of the more creative and turbulent chapters in the history of European civilization.

HIS 209

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 210

The Modern Middle East . . . 3 cr.

Prerequisite: A prior history course or permission of instructor.

This course examines the multifaceted history of the Middle East, broadly construed as a geographic and cultural region, since the 18th century. Topics include religious and cultural traditions and varieties, gender issues, and the challenges and choices facing Middle Eastern states and societies in recent years. Regional conflicts, religious radicalism, and terrorism will be addressed.

HIS 212

History of the Islamic

World. 3 cr.

Prerequisite: English 101 or one history course or permission of the instructor.

This course examines the early and modern history of Islamic societies and of Muslims in local and global contexts, including Africa, Central and South Asia, the Pacific, and the West. The course addresses topics such as politics and statecraft; religious and cultural traditions and varieties; gender roles; and the challenges and choices that Muslim societies and individuals have faced in medieval, early modern, and modern times.

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 analyses of national case studies are included together with a consideration of the frequent revolutions which have swept the nations of Latin America in the 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.

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 228

Modern China. 3 cr.

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.

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.

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 counter-revolutionary 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: ENG 101 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 aftereffects 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, HIS 209, or permission of instructor.

The subject matter of this course will be the history of ethnic/religious genocide during the 20th 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 HIS 101, HIS 102, HIS 103, HIS 104, HIS 105 or HIS 106.

(Students who require ENG 001 or RDG 001 cannot take this course until these requirements are met.) This course examines the origins and development of the national forces and institutions that have shaped racial ideas and practices over the last 500 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.

Department of Hospitality Business (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.

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

Hospitality Management . 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

Hospitality Human

Resources 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 Planning and Design 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 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 Services Cost Analysis . 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.

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 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

Event Planning 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

Front Office 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

International Wines and Beverages 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

Hotel Operations

Research Seminar 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 Operations

Research 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 15 hotel/restaurant credits completed.

HTL 242

Hospitality Internship. . . . 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 coursework. 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****Interior Design Studio I . . 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. Average Materials Cost: \$225.

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 20th 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 on 20th-century furniture and lighting for the home, office and public interior spaces. 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. Average Materials Cost: \$50.

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. Average Materials Cost: \$150.

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 manufacturers' representatives and other industry spokespeople. Average Materials Cost: \$50.

INT 106**Design Studio II 3 cr.**

Prerequisite: INT 101, INT 102, ART 111 and ENS 101.
Presents a lesson in mechanical, studio drafting for interior design majors. Students will be required to draw layouts, elevations, reflective ceiling plans, matrix assessments, and perspective thumb-nail drawings. This will prepare each student for the full gamut of drawings that professional interior designers must necessitate. The presentations of these projects meet a criteria for portfolio development. Average Materials Cost: \$75.

INT 107**Professional Practices and Business Techniques 3 cr.**

Prerequisite: INT 101, INT 106, ART 111 and ENS 101 with a 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. Average Materials Cost: \$75.

INT 108**Final Thesis and Portfolio Development 3 cr.**

Prerequisite: INT 101, INT 105, INT 106, ART 111 and ENS 101 with a 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 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. Average Materials Cost: \$150.

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.

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 Jewish community. By reading, viewing, and discussing historical and contemporary material, students learn about Jewish traditions and cultures, including Mizrahi (Eastern, African), Sephardi (Iberian), Ashkenazi (non-Iberian European). Students explore the global spectrum of Jewish experience and identity.

Latin American Studies Project (LAS)**LAS 101****Introduction to Latin American Studies 3 cr.**

This course introduces students to the multidisciplinary study of diverse nation, traditions, experiences, and concerns of people in Latin America. Class, race, and ethnicity issues, gender, language, and identity will be explored through a variety of media. Sociological, political, literary, historical, and theoretical contexts will frame the examination of subjects such as family, religion, ideological perspectives, (neo) colonialism, labor, the state, the economy, the environment, and the arts.

LAS 105**Introduction to Latino/a American Studies in the U.S. 3 cr.**

This course is an introduction to the interdisciplinary study of Latinas and Latinos in the U.S. Students will examine the integration of various groups such as Puerto Rican, Mexican-American, Cuban, and Central American into a large society; the diverse contributions made by and issues facing the communities: immigration, assimilation, racism, identity, bilingualism, generational differences, political representation, social and economic status, education, and forms of art; music and entertainment.

Legal Studies (LAW)

LAW 103

Business Law I 3 cr.

An overview of the Law and the American 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 real and personal property, bailments, wills and intestate succession. It will also cover business arrangements including partnerships, corporations, limited liability companies as well as commercial paper.

LAW 105

Fundamental Legal Concepts & The American Judicial

Process 3 cr.

The course explores the structure and function of our judicial system, focusing on basic areas of civil law including those dealing with employment, housing, marriage, contracts and banking. Legal transactions such as wills, mortgages and leases will be analyzed. The course prepares students for the myriad of real life situations they will encounter. For non-business majors only.

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 Co-requisite: 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 Personal Injury

Law 3 cr.

Prerequisite: LAW 301 and LAW 305.

An in-depth study of the Law of torts with emphasis on negligence. This course will familiarize students with the negligence litigation process and the practical aspects of assisting attorneys in the personal injury field.

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 Co-requisite: 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. Students must be familiar with word processing or enroll in OFT 109 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 Drafting 3 cr.

Prerequisite: LAW 300 and LAW 305.

This course will emphasize the development of legal writing skills for the paralegal. The student will draft letters, briefs, memoranda, and other documents used in legal practice. The students will learn the mechanics of legal writing, stressing clear and concise expression, citation, and terminology.

LAW 312

Elder Law 3 cr.

Prerequisites: LAW 300, LAW 305

LAW 312, Elder Law, will provide the student with knowledge of the basic concepts of elder law, including the paralegal's role in the preparation and filing of necessary legal documents such as power of attorney forms, health care proxies, living wills, advance directives and last wills and testaments. It will also focus on such topics as guardianships, health care decision making, Medicaid, long-term care housing options, various tax issues, social security and elder abuse.

Library (LIB)

LIB 100

Essential Research for College

Success 1 cr.

This course introduces students to the research process: the organization, location, evaluation and ethical use of information using print, non-print and electronic resources. Through hands-on active learning activities, students will gain an understanding of basic research and information literacy skills that will aid them in college-level work and lifelong learning.

Students should 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.

+PLACEMENT NOTE: Students who are unsure if they have the requisite knowledge for MAT 109, MAT 111, or MAT 122 should consult the website

<http://www.matcmp.ncc.edu/pretests>

On this site, sample questions are provided to help students determine their readiness for these courses.

*CALCULATOR NOTE: For MAT 102, 109, 111, 112, 116, 117, 122, 123, 131, 225, 226, and 234: a graphing calculator such as the TI-83/84 (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.

LIB 101 Introduction to Research . 3 cr.

Students develop information literacy through the selection, location, evaluation and ethical use of information sources and systems for college work and lifelong learning. Hands-on, active learning sessions familiarize students with print and digital resources, including books, periodicals, audiovisual materials, online databases and the Internet. Critical thinking projects that provide in-depth exploration of the research process reinforce skills required for academic work and college-level research projects.

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: LOG 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: LOG 101 or LOG 102 and MAT 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: LOG 102, LOG 103 and MAT 103.

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: LOG 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: LOG 101 or LOG 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: LOG 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)

MAT 001 College Preparatory Mathematics 0 cr.

A non-credit 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. (3 lecture hours)

MAT 002 Introductory Algebra 0 cr.

Prerequisite: Satisfactory completion of MAT 001 or by college placement test.

A non-credit 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. (4.5 lecture hours)

MAT 003 Integrated Arithmetic and Introductory Algebra 0 cr.

A non-credit course that is a one-semester option to replace the two-semester sequence of MAT 001 and MAT 002. Eligibility by advisement. Arithmetic and algebra will be integrated throughout the semester. Emphasis will be placed on fundamental operations of integers and rational numbers, ratio and proportion, percents, factoring, linear and fractional equations, exponents, radicals, quadratic equations, and right triangles. Various relationships will be explored both graphically and analytically. Hand-held calculators will be used. (6 lecture hours)

MAT 100 A Topical Approach to Mathematics 4 cr.

Prerequisite: Satisfactory completion of MAT 002 or MAT 003 or by College placement test.

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)(Students will not receive credit for both MAT 100 and MAT 114).

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.

Appropriate and inappropriate uses of statistics, measures of central tendency and variability, basic concepts of probability, the binomial, normal and "t" distributions, testing hypotheses, estimation, chi-square, linear regression, and correlation.

MAT 103
Computers and Applied Statistics 3 cr.

Prerequisite: MAT 102.

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.

NOTE: Course A taken over two years is not "two years of high school Regents mathematics." Course A taken over three years is not "three years of high school Regents mathematics."

MAT 109
Algebra and Trigonometry 4 cr.

* See calculator note; + See placement note

Prerequisite: Two years of Regents H.S. mathematics, with at least a 78% on Math A Regents; or at least a 75% average in two years of Regents H.S. mathematics; 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
Pre-Calculus 4 cr.

* See calculator note; + See placement note

Prerequisite: Three years of Regents H.S. mathematics, with at least a 78% on Math B Regents; or at least a 75% average in three years of Regents H.S. 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: At least a 75% average in four years of H.S. mathematics including at least a 75% average in Regents 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 114
Foundations of Mathematics for the Elementary School Teacher 3 cr.

Prerequisite: Satisfactory completion of all remediation.

This course is intended for students who are interested in teaching at the elementary school level. Topics will include a development of binary algorithms, the real numbers, field properties of the real number system as applied to abstract mathematical systems, numerations systems, functions and equivalence relations, solving systems of algebraic equations and number theory including some algebraic proof. Applications, historical perspectives, problem solving, and use of the technology will be emphasized in all topics. (Students will not receive credit for both MAT 100 and MAT 114). (3.0 lecture hours)

MAT 116
Engineering Technical Math I 4 cr.

* See calculator note.

Prerequisite: Two years of Regents H.S. mathematics, with at least a 78% on Math A Regents; or at least a 75% average in two years of Regents H.S. mathematics; 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: Three years of Regents H.S. mathematics, with at least a 78% on Math B Regents; or at least a 75% average in

three years of Regents H.S. 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: Three years of Regents H.S. mathematics, with an 80% on Math A Regents; or at least a 75% average in three years of Regents H.S. mathematics, including Sequential 3; or at least a C in MAT 109.

This course covers applications of finite mathematical models, primarily to problems in business and management. Matrix operations, Markov analysis, Gauss-Jordan elimination, input-output analysis, linear programming and the simplex method, game and decision theory will be addressed.

MAT 122
Calculus I 4 cr.

* See calculator note; + See placement note

Prerequisite: Four years of Regents H.S. mathematics, with a 78% on Math B Regents; or at least a 75% average in four years of Regents high school mathematics, including at least 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: At least a C in MAT 123 (Calculus II)

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.
Methods for solving first-order differential equations, including integrating factors, substitution methods, separable and exact equations; constant coefficient second and higher-order differential equations; series solutions; Laplace Transform techniques; applications to the physical, engineering and life sciences.

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 filmmakers; understand the roots of feminism, existentialism, science fiction, and the power of mass media. (MDC 101 useful but not a prerequisite. Earns Humanities credit.)

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, genetic engineering, and communications. 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, the arts, 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.)

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 non-living 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**Sports 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 sports marketing. An historical perspective of the industry will provide the necessary framework to gain insight into the present and future sports 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 copywriting, 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 112**Small Business Marketing . 3 cr.**

The success of the small business marketer is challenged by large multinational corporations. This course explores how to meet these challenges and overcome the obstacles presented in the current marketing environment. Particular emphasis is placed on the development of guerilla marketing techniques that small business enterprises can employ. Topics include: building a powerful marketing plan, using e-commerce, building a competitive advantage, recognizing cultural diversity, integrating marketing and pricing strategies, choosing the right location and layout, and using small business marketing plans for globalization.

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 computerized competitive marketing strategy 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 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 112, MSC 124 and MSC 236 or MSC 236 as a co-requisite.
Clinical experience in embalming processes taught at Bellevue Hospital in New York City. (4 laboratory hours) Approximate cost of supplies: \$95. 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.**Co-requisite:** 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****(A special fee applies to each course.)****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

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.**

Basic concepts and development of listening perception. Compositions to be discussed include vocal and instrumental works of the 18th, 19th and 20th centuries selected to show the development of Western musical art. A requirement for the course is that students must attend concerts, one of which must be at a major concert hall in the metropolitan area, during the semester. This course cannot be applied to a degree in music.

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.) Students are required to provide headphones.

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
MUS 109, fall only;
MUS 110, spring only
Orchestra I-II 1-1 cr.
Open to all students. (3 hours)

MUS 111-112
MUS 111, fall only;
MUS 112, spring only
Freshman Chorus I-II . . . 1-1 cr.
Open to all students. (3 hours)

MUS 113-114
MUS 113, fall only;
MUS 114, spring only
Band I-II 1-1 cr.
Open to all students. (3 hours)

MUS 115-116
MUS 115, fall only;
MUS 116, spring only
Jazz Ensemble I-II. 1-1 cr.
Open to all students. (3 hours)

MUS 117
Elements of Music I 2 cr.
Prerequisite: MUS 101(B) or successful completion of Music Department placement examination.
Co-requisite: MUS 127.
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.
Co-requisite: MUS 128.
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
MUS 123, fall only;
MUS 124, spring only
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 125-126
MUS 125, fall only;
MUS 126, spring only
Vocal Ensemble I-II. 1-1 cr.
Open to all students by audition. Permission of instructor required. (3 hours)

MUS 127
Keyboard Harmony I 2 cr.
Co-requisite: MUS 117.
Parallels MUS 117 with emphasis on keyboard and sight-singing skills.

MUS 128
Keyboard Harmony II 2 cr.
Prerequisite: Completion of MUS 127(C).
Co-requisite: MUS 118.
Parallels MUS 118 with emphasis on keyboard skills.

MUS 129-130
African American Choral Ensemble. 1-1 cr.
(Dual listed with AFR 150-151.)
Participation in the production, rehearsal and performance of the African American Choral Ensemble productions. (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 the 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 Music Department placement examination.
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
MUS 183, fall only;
MUS 184, spring only
Percussion Ensemble I-II. 1-1 cr.
Rehearsal and performance of works for percussion ensemble. (3 hours)

MUS 185-186
MUS 185, fall only;
MUS 186, spring only
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 187-188
MUS 187, fall only;
MUS 188, spring only
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 all students. (3 hours)

MUS 189-190
MUS 189, fall only;
MUS 190, spring only
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 201
History of Western Music I 3 cr.

Prerequisite: MUS 104 (C) or permission of 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 (C) 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
African 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 Co-requisite: 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 (C) or permission of 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
MUS 209, fall only;
MUS 210, spring only

Orchestra III-IV 1-1 cr.

Prerequisite: MUS 110. (3 hours)

MUS 211-212
MUS 211, fall only;
MUS 210, spring only

Chorus III-IV 1-1 cr.

Prerequisite: MUS 112.

MUS 213-214
MUS 213, fall only;
MUS 214, spring only

Band III-IV 1-1 cr.

Prerequisite: MUS 114. (3 hours)

MUS 215-216
MUS 215, fall only;
MUS 216, spring only

Jazz Ensemble III-IV 1-1 cr.

Prerequisite: MUS 116.

MUS 217
Elements of Music III 2 cr.

Prerequisite: MUS 118(C).

Co-requisite: MUS 227.

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).

Co-requisite: MUS 228.

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
MUS 223, fall only;
MUS 224, spring only

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 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).

Co-requisite: MUS 217(C).

Parallels MUS 217 with emphasis on keyboard skills.

MUS 228
Keyboard Harmony IV. . . . 1 cr.

Prerequisite: MUS 227(C).

Co-requisite: MUS 218(C).

Parallels MUS 218 with emphasis on keyboard skills.

MUS 229-230
African American Choral Ensemble 1-1 cr.

(Dual listed with AFR 153-154)

Participation in the production, rehearsal and performance of the African American Choral Ensemble productions. (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
MUS 283, fall only;
MUS 284, spring only

Percussion Ensemble III-IV. 1-1 cr.

Prerequisite: MUS 184.

Rehearsal and performance of works for percussion ensemble. (3 hours)

MUS 285-286
MUS 285, fall only;
MUS 286, spring only

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 287-288
MUS 287, fall only;
MUS 288, spring 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)

(B)=Minimum grade of B required
(C)=Minimum grade of C required

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) (Elective Courses for Day Care/Private Nursery School Workers)

NED 101 *fall only*
Intensive Child Study I . . . 4 cr.
Prerequisites: Permission of Chairperson and PSY 203.

Co-requisites: NED 104 and PSY 213.
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.

Co-requisite: 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.
Co-requisites: 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.
Co-requisite: 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.

Nutrition (NTR)

NTR 158
Social and Cultural Aspects of Foods 3 cr.

An exploration of the social, cultural and religious aspects of food of different countries and nationalities with emphasis on ethnic groups in the United States. The food habits of various groups, identification of ethnic foods and terminology, international food guide plans and dietary rationales, and the economics of dietary intake will be investigated. Food preparation, taste testing, computer research and a field trip to a multi-ethnic market are included.

NTR 183
Dietary Management 3 cr.

This course fulfills the requirements for diet therapy and nutritional planning as designed by the Dietary Managers Association for certification as a Dietary Manager. It includes one hundred and fifty hours of field experience in a clinical/institutional setting. Topics include: concepts of diet therapy, medical terminology, institutional protocol, nutritional planning in a health care setting and the Dietary Manager's role in nutritional assessment and management.

NTR 195
Nutrition Through the Life Cycle 3 cr.

This course stresses the practical application of nutritional concepts from pregnancy and birth through old age. Strategies for handling nutrition related problems, including infant feeding, introduction of solid foods, picky eaters, obesity issues, eating disorders, the use of nutritional supplements, sports nutrition, food guides and standards and label reading are among the subjects investigated.

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. 1 cr.

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 101
Fundamentals of Nursing 8.5 cr.

Co-requisites: AHS 131 and either ENG 101 or PSY 203 or MAT.
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 and utilized. Laboratory experience is provided in both on campus and off campus settings. (5 lecture hours/10.5 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 co-requisites.
Co-requisites: AHS 132 and ENG 101 or MAT or PSY 203.

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 1.5 on-campus laboratory hours) Laboratory fee applies.

NUR 125
Intermediate Nursing Skills 1 cr.

Prerequisite: 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 two 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
Advanced Nursing Skills . . . 1 cr.**

Prerequisite: NUR 105 or NUR 125 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 two 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; co-requisites for NUR 103, NUR 104 and NUR 105.

Co-requisites: AHS 105, AHS 202, PSY 213 or SOC 201 and a Humanities Elective.

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, and 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 Co-requisites for NUR 103, NUR 104, NUR 105 and NUR 203.

Co-requisites: ENG 102 and a Humanities Elective.

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 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.**

Prerequisite: OFT 109

A course to consolidate and reaffirm previously acquired office skills, to prepare business documents, and to acquaint the students with a wide range of office activities and procedures. (2 lecture, 2 laboratory hours) Laboratory fee applies.

**OFT 107
Machine Transcription I . . . 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 113
Word Processing Basics. . . 1 cr.**

This course introduces students to the basics of word processing using state-of-the-art software. Students will receive instruction in creating, editing, and formatting letters, reports, and a variety of other documents. This course is non-transferable.

**OFT 115
Spreadsheet Basics 1 cr.**

This course introduces students to the basics of spreadsheets using state-of-the-art software. Students will receive instruction in retrieving data, editing, and formatting spreadsheets to be incorporated into a variety of documents. This course is non-transferable.

**OFT 116
Database Basics 1 cr.**

This course introduces students to the basics of databases using state-of-the-art

software. Students will receive instruction in retrieving data, editing, and formatting databases to be incorporated into a variety of documents. This course is non-transferable.

OFT 119
Word Processing Applications III 3 cr.
Prerequisite: OFT 110.

Using Microsoft Office, this course integrates word processing, spreadsheets, databases, 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 Adobe InDesign Software (2 lecture, 2 laboratory hours) Laboratory fee applies.

OFT 127
Legal Office Procedures I . 3 cr.
Co-requisite: 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 non-litigation documents, including contracts, powers of attorney, wills, and real estate papers. Discussion of probate, appeals, and motion practice. 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 107, OFT 109 and OFT 151.

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 205
Executive Work/Study . . . 3 cr.
Prerequisites: OFT 105 and OFT 110.

Supervised work experience in financial and government institutions, advertising, travel, publishing, banking, and insurance 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 207
Machine Transcription II. . 3 cr.
Prerequisite: OFT 107

This course develops competency in transferring recorded dictation to printed form. This course includes technical skills of transcribing documents while strengthening language, punctuation, spelling, grammar, vocabulary, editing, and proofreading skills. This course also teaches listening and decision-making skills needed to produce a perfect final copy.

OFT 225
Legal Workshop 3 cr.
Co-requisite: 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 Co-requisite: 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.

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 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 240
Formatting Business Presentations 3 cr.

This course introduces students to the basics of managing and updating a business presentation through the use of popular presentation products. Topics include the structure of a business presentation, editing, and linking to other documents.

OFT 244
Business Writing. 4 cr.
Prerequisite: ENG 101.

An introduction to the principles of writing business correspondence. Emphasis on 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. (Also offered online).

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. (Also offered online).

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.

(\$) = Fee attached

(W)= Women

(M)= Men

(C) = Coed

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.

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
 (Prerequisite: PED 502) 1/2 cr.
 PED 527: Social Dancing 1/2 cr.
 PED 530: Basic Tap Dance 1/2 cr.
 PED 534: Basic Jazz 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 (C) 1 cr.
 PED 151: Basketball (C) 1 cr.
 PED 152: Stunts and Tumbling(C) . . 1 cr.
 PED 153: Wrestling (M) 1 cr.
 PED 160: Volleyball (C) 1 cr.
 PED 161: Tennis (C) 1 cr.
 PED 163: Baseball (M) 1 cr.
 PED 164: Badminton (C) 1 cr.
 PED 165: Elementary and

- Secondary Games (C) 1 cr.
 PED 168: Lacrosse (M) 1 cr.
 PED 171: Tennis Skills (W) 1 cr.
 PED 172: Golf (C) 1 cr.
 PED 175: Soccer (W) 1 cr.
 PED 178: Fundamentals of Movement and Rhythm (C) (F) 1 cr.
 PED 179: Softball (W) 1 cr.
 PED 181: Volleyball (W) 1 cr.
 PED 182: Basketball (W) 1 cr.
 PED 184: Elementary and Secondary Games (W) 1 cr.
 PED 187: Badminton (W) 1 cr.

PED 190 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.

This comprehensive survey course explores healthy behaviors, emphasizing wellness and stress management. Taking into consideration one's entire life style through the "whole person approach," connections among the mind, body and spirit are examined using information culled from advanced research in the interdisciplinary sciences. Topics include: psychosocial stressors and their relationship to acute/chronic diseases, stress management, coping strategies, death and dying, violence and victimization, and mental health; nutrition, fitness and weight management, sexual relationships, sexually transmitted infections, contraception, pregnancy and childbirth; use/misuse of alcohol, drugs and tobacco and other compulsivities.

PED 201 Personal and Family Health 2 cr.

The focus of this course is on the essential behavior necessary for a healthy lifestyle. 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 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 Issues in Death and Dying 3 cr.

The course enables students to understand and cope with death as part of the life cycle. From an interdisciplinary and historical perspective, the course explores how many different cultures treat death and dying as well as examines biomedical ethics (euthanasia, organ donation, wills and trusts). Emphasizing the psychological adjustments to loss, topics include the meaning of death, stages of dying, bereavement and grief processes and a variety of religious attitudes toward suicide, funeral rituals and death in general.

PED 251 Human Sexuality 3 cr.

Taught in cross-cultural context, this interdisciplinary course examines the diversity of family life and human sexuality. Drawing from the social and biological sciences, students explore a variety of attitudes and personal beliefs. Topics include the history of human sexuality, sexual reproduction, gender related sexual health issues, gender roles/identity and sexual orientation. Sexual communication, intimacy, behaviors, coupling, victimization, dysfunctions and therapy are also addressed. Audiovisual material of a sensitive nature may be used.

PED 271 Alcoholism, Addictions and Abusive Behaviors 3 cr.

This course is designed to explore why people develop addictions and dependencies. Using alcohol use, abuse and alcoholism as primary models, students discuss addictive behavior as manifested in such areas as eating disorders, gambling, tobacco and substance use. The course analyzes the epidemiology of alcohol use in American culture and its effects on society. Also it considers the intra-psychic addictive syndrome on diverse populations that reflect issues of race, ethnicity, gender and sexual orientation. The course meets New York State mandates for the identification of child abuse and statutory reporting requirements, and school violence intervention and prevention. Certificates of completion are issued at the conclusion of this course.

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 teachers.

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 634
Outdoor Living: Wilderness,

Canoeing and Camping . . . 1 cr.
This course is designed to provide students with practical experiences leading to an expanded appreciation of the outdoors. A two-night stay field trip experience and student fees are required.

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 rappelling 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.
The purpose of this course is to provide a basic understanding of Aiki-Jujutsu, a classical Japanese martial art. Our main focus of training will be the physical application of this art. Aspects of Aiki-Jujutsu including history, philosophies, and principles will be covered throughout the semester. No prior martial arts experience is necessary as this class is tailored for the beginner student.

PED 665
Basic Swimming and Rescue Technique I. 1 cr.
Swimming and water safety instruction for the beginner and non-swimmer. 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.
The purpose of this course is to train instructor candidates to successfully complete and teach American Red Cross Swimming classes - Levels 1 through 8. There will be a pretest for all prospective students, which will enable them to demonstrate their proficiency in water safety and aquatic skills. Upon successful completion of the course, all students will receive teaching 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 Philosophy . 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
Ancient and Medieval Philosophy 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
Renaissance and Modern Philosophy 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
Biomedical 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 *alternate Years*
Philosophy of Art 3 cr.

A philosophical 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.

PHI 204
Philosophy of Religion . . . 3 cr.

A critical examination of the nature of religion and varieties of religious experience. Topics considered include the nature and existence of God, miracles, reason and revelation, morality and religious experience. Readings are drawn 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 CET 001 and ELT 001.)
A non-credit 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
General Physics I 4 cr.

Prerequisite: High school or college algebra and trigonometry or permission of the Department. Successful completion of all remedial English and remedial Reading requirements.

An introductory study of Physics designed to acquaint the student with the fundamentals of kinematics, Newton's Laws of motion, circular motion and gravitation, work and energy, impulse and momentum, simple harmonic motion, temperature, heat, and thermodynamics. The topics will be developed analytically and experimentally. (3 lecture, 3 laboratory hours) Laboratory fee applies.

PHY 102
General Physics II 4 cr.

Prerequisite: High school or college algebra and trigonometry, PHY 101 or equivalent, or the permission of the Department. Successful completion of all remedial English and remedial Reading requirements.

A continuation of the introductory study of Physics designed to acquaint the student with the fundamentals of wave motion and sound, electricity and magnetism, geometrical and physical (wave) optics, and selected topics in modern physics. The topics will be developed analytically and experimentally. (3 lecture, 3 laboratory hours) Laboratory fee applies.

PHY 110
Physics for Electronic Technology 4 cr.

Co-requisite: MAT 109 or MAT 116.
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. Laptop computer required. Laboratory fee applies.

PHY 120
Physics for Educators 4 cr.

Pre/co-requisites: Students must have a working knowledge of Algebra and Trigonometry or equivalent.
This course studies natural phenomena and everyday life. Covering the fundamental laws and principles of mechanics,

electricity, magnetism, sound and light, it provides a basic knowledge of the evolution of physical laws and the underlying concepts that are rapidly changing the way we live. The course material is developed descriptively and demonstrated experimentally. It includes student investigations in recitation and in lab to emphasize the experimental nature of science. Investigations will also be performed using computer software and the internet. The course will also include preparation of lesson plans, grading practices and hands-on experiences in the presentation of materials.

**PHY 122
Mechanics and Hydraulics . 4 cr.**

Prerequisite: Designed for students in Engineering, Physics, Mathematics, and the sciences.

Co-requisite: 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.

Co-requisite: MAT 123.

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 151
Physics for Scientists and Mathematicians I 4 cr.**

Co-requisite: 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 and PHY 151 or permission of Department.

The second half of a calculus-based physics survey course. The topics covered are wave phenomena, electricity, magnetism, light and modern physics. (3 lecture, 3 laboratory hours) Laboratory fee applies.

**PHY 222
Electricity and Magnetism. . 4 cr.**

Prerequisite: PHY 123.

Co-requisite: 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. (5 lecture, 3 laboratory hours) Laboratory fee applies.

**PHY 223
Introduction to Modern Physics 3 cr.**

Prerequisites: MAT 225 and PHY 222 or permission of the Department.

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
Introduction to Public** *alternate years*

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
International Relations. . . 3 cr.**

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.

**POL 261
Modern Political Ideologies. 3 cr.**

A survey of the major political ideologies of the world today—fascism, communism, socialism and democracy. Selected readings from the works of Marx, Lenin, Stalin, Mao, Hitler, Mussolini, Jefferson and Locke are used to supplement class lectures. The course offers students an understanding of the political ideas that have shaped the 20th century.

**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 are 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 225
Introduction to Emergency
Management 3 cr.**

A study of emergency management, this course provides an overview of the Department of Homeland Security's National Incident Management System (NIMS). This course examines the United States Government Interagency Domestic Terrorism Concept of Operations (CONPLAN). It emphasizes the roles of Federal, State, and Local Agencies working effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**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.

(Dual listed with CRJ 212)

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 208
Foundations of Education . 3 cr.**
Prerequisite: PSY 203, PSY 212 or PSY 213.

This introductory course presents an overview of the historical, philosophical, sociological and pedagogical influences on American education. Prominent figures who have shaped education and Supreme Court cases that have influenced educational policy are examined. Major trends in contemporary education are analyzed with special focus on multicultural and inclusive education.

**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 216
Lifespan Human
Development 3 cr.**

Prerequisite: PSY 203 This course will examine major theories and findings on human development. Development is viewed across the life span from prenatal development through advanced old age. The course integrates theoretical perspectives and serves as a foundation for careers in the behavioral sciences, health, and human services.

**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.
(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 lecture hours, 1 laboratory hour) 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 030
Reading and Study for the
Foreign Student (College
Preparatory) 0 cr.**

Prerequisite: Completion of ELI (English Language Institute) or placement by department.

This is a required course for students who

speak English as a second language and who demonstrate a need to develop mastery of college-level reading and study skills. Emphasis will be in the areas of inferential and critical reading, textbook study strategies, library research, vocabulary enrichment and the development of reading fluency. Students are required to attend a supervised reading laboratory session weekly for individualized supplemental instruction. Completion of RDG 030 will enable students to take a credited reading class. (3 lecture hours, 1 laboratory hour).

**RDG 101
Effective College Reading . 3 cr.**

Prerequisite: Completion of Remedial Reading Courses or RDG 101 Placement.

This is an advanced reading course focusing on the critical reading of mature, college-level material as well as reading for pleasure. Students will review a variety of strategies needed for effective academic reading and develop a repertoire of critical reading strategies to be used in the context of important issues facing today's student, society, and the diverse career fields in which they are likely to become employed. There will be an emphasis on information literacy and writing, including the use of library materials and the Internet. In addition, students will have the opportunity to improve their individual reading capabilities to facilitate greater comprehension and to develop a broader vocabulary through challenging reading materials rather than through isolated exercise.

**RDG 102
Speed Reading 3 cr.**

Prerequisite: RDG 101 placement.

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.**

A survey of the retail industry. The economic importance and structure of retail organizations 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.

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. (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. (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 1700s 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. (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. (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. (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. (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. (3 lecture, 3 laboratory hours) Lab fee applies.

A special section of meteorology may be offered each semester through the 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. (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. (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. (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 movement. Students 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. Note: This 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)

**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.**

Prerequisite: Student must be either currently enrolled in and/or have taken and passed ENG 101.

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. 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: their processes, 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.

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 exceptions to the science requirement 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 preschool-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.

Co-requisite: 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.**

Prerequisites: 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.

**SEV 105
Introduction to Developmental
Disabilities 3 cr.**

Prerequisites: PSY 203 and PSY 213.

This course will provide an overview of developmental disabilities and the nature and needs of disabled people throughout the life cycle. Issues to be explored include definition of developmental disability, etiology, normalization, mainstreaming, and the role of the interdisciplinary team. Legal, ethical and cultural considerations will be emphasized as well as the impact of disabilities on the person affected, the family and the community.

**Anthropology (ANT)
Community Service
(CSW)
Sociology (SOC)**

**ANT 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.

**ANT 204
Cultural Anthropology . . . 3 cr.**

Prerequisite: SOC 201 or ANT 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.

**ANT 205
Women and Men in Cross-
Cultural Perspective 3 cr.**

Prerequisite: SOC 201 or ANT 203 or permission of instructor.

This course uses anthropological studies to understand women and men in different cultures around the world. Gender differences are explored from a cross-cultural perspective in relation to such topics as: kinship, work, power relations, religious beliefs, sexuality, life cycle, roles and status.

**CSW 117
Introduction to
Community Service 3 cr.**

This course focuses on roles helpers play and locations for social work practice. Topics include professional values and the National Association of Social Workers' code of ethics and the knowledge base of the profession. Sociological theory and research are used to examine interventions in individual and community life as well as policy formulation and implementation. Social welfare history is also presented and special attention is paid to working with populations at risk and the importance of cultural competency.

**CSW 200
Community Service
Skills I 3 cr.**

Prerequisite or co-requisite: CSW 117
This course surveys the fundamentals of support services. It includes concepts and skills in counseling; interviewing techniques; implementing case management; working with families and groups; planning and record keeping.

**CSW 205
Community Service
Internship 3 cr.**

Prerequisite: CSW 117 & permission of instructor.

The course includes five field work hours per week plus one and 1/4 seminar hours per week. Students are placed in an established human service agency under professional supervision. Class work focuses on the practical aspects of working in a human service agency, such as: professional responsibilities; supervisory and organizational skills; values and ethics and stress management. Special attention is paid to working with diverse populations.

**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 ANT203.

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 207
Sociology of Religion 3 cr.**

Prerequisite: SOC 201 or ANT 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 ANT 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 ANT 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 ANT 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 social impact of the African American. The course includes varying lifestyles 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.

**SOC 215
Social Change 3 cr.**

Prerequisite: SOC 201 or ANT 203 or permission of instructor.

This course analyzes social change and its impact in western and non-western societies. Focusing on classical and contemporary sociological theories, topics addressed include: the effects of changes in technology, population, the environment and economy; organized movements for social change and social justice.

SOC 216
Aging, Society and Culture 3 cr.
Prerequisite: SOC 201 or ANT 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 ANT 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 ANT 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 222
Sociology of Gender 3 cr.
Prerequisite: SOC 201 or ANT 203

This course introduces students to sociological perspectives on gender and sexuality. It focuses on the social construction of gender and sexuality in the American and European contexts, from interaction and socialization to inequality and social movements. Topics include power and inequality, gender diversity (including transgenderism), sexuality and heterosexism, representations of women and men in the mass media, and gender and social change.

SOC 225
Sociology of Health Care. . 3 cr.
Prerequisite: SOC 201 or ANT 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. Students 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
Understanding Substance Use, Abuse and Addiction 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 or Co-requisites: PSY 203 and 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.
Co-requisites: SRT 103 and SRT 105.

Survey of music business practices and music industry markets. Topics include publishing, copyright, sample clearance, performance 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.

Co-requisites: SRT 104 and SRT 106.
Survey of music business practices focusing on recording contracts and career planning. Limited to Studio Recording Technology Certificate students.

SRT 103
Music Theory I 3 cr.
Co-requisites: SRT 101 and 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.

Co-requisites: SRT 102 and 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.
Co-requisites: SRT 101 and SRT 103.

Survey of equipment and procedures in sound recording. Basic electronic and acoustical principles, system signal flow, mixing consoles, equalizers, compressors/limiters and microphone design and application. Limited to Studio Recording Technology students. Classes meet both on campus and at an off campus professional studio. Students must provide their own transportation.

SRT 106
Advanced Studio Techniques 6 cr.
Prerequisite: Minimum grade of C in SRT 105.

Co-requisites: SRT 102 and SRT 104.
Continuation of the study of studio procedures, with emphasis on digital audio workstations (ProTools), virtual instruments, analog/digital signal processors, automated mixing techniques for stereo and surround formats. Limited to Studio Recording Technology students. Classes meet both on campus and at an off campus professional studio. 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.

Telecommunications Technology (TCT)

TCT 141

Telecommunications

Circuits 4 cr.

Co-requisite: ENG 101 and MAT by advisement.

This course will train students in the application of Ohm's law, Kirchhoff's laws, analysis of DC and AC passive circuits (including RLC circuits), impedances, power supplies, semiconductors, resonance, and transformers. Laboratory fee applies.

TCT 144

Digital Electronics for Telecommunications I 4 cr.

Prerequisites: MAT by advisement, CMP 103, TCT 141, ENG 101.

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: CMP 115 and MAT 109.

Co-requisite: 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 252

Telecommunications II –

Data 4 cr.

Prerequisite: TCT 144

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 144.

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 144

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: CMP 115 and MAT 116.

Co-requisite: 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, CMP 115, ENG 101 and MAT 116.

Co-requisite: 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, CMP 115, ENG 101 and MAT 117.

Co-requisite: 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.

Prerequisites: TNY 173 and MAT 117.

Co-requisite: 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 and 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 and TNY 273.

Co-requisite: 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 and TNY 273.

Co-requisite: 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 275 and TNY 282.

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 275 and TNY 283.

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.

Prerequisite: Satisfactory Completion of Remedial Reading.

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.

Prerequisite: Satisfactory Completion of Remedial Reading.

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 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.

THR 103-104
Acting I-II 3-3 cr.

Prerequisite for THR 103: Satisfactory Completion of Remedial Reading.

Prerequisite for THR 104: Minimum Grade of C in THR 103.

Co-requisite: 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.

Prerequisite: Satisfactory Completion of Remedial Reading.

Co-requisite: 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: Minimum Grade of C in THR 107.

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
THR 115, fall only;
THR 116, spring only
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.

Prerequisite: Satisfactory Completion of Remedial Reading.

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: Minimum Grade of C in THR 108.

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. 1-1 cr.

Prerequisite: Minimum Grade of C in THR 202.

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.

Prerequisite for THR 207: Minimum Grade of C in THR 104.

Prerequisite for THR 208: Minimum Grade of C in THR 207.

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
THR 215, fall only;
THR 216, spring only

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 on Stage and Page 3 cr.

Prerequisite: ENG 102 or ENG 109.

(Dual listed with ENG 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.

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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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
COM.....	19	..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

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Carlos Castillo, Applied Music Tutor, doublebass and string bass
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Arthur Goldstein, B.M., New England Conservatory; french horn
Jeanne Goldstein, Applied Music Tutor, harp
Hadassah Guttmann, B.M., M.A., CUNY - Queens College; Ph.D., New York University; piano
Stephen Leonard, Applied Music Tutor, guitar
Robert Osborne, Applied Music Tutor, voice
Michael Osrowitz, Applied Music Tutor, percussion
Howard Rockwin, B.M.E., M.A., Northwestern University; bassoon
Patricia Rudoff, Applied Music Tutor, string
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Kathleen Weber, Applied Music Tutor, voice
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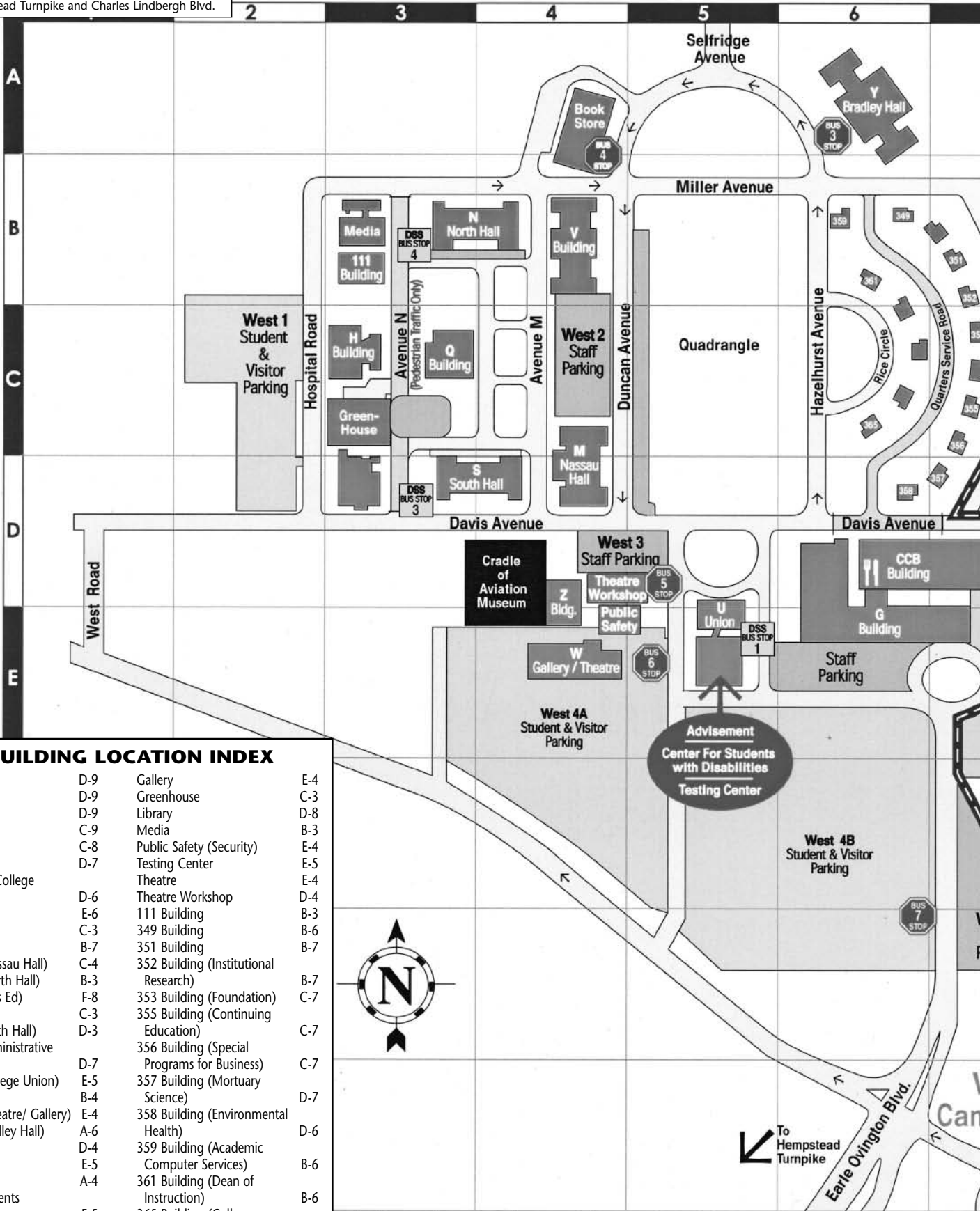
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DIRECTIONS TO CAMPUS

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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BUS INFORMATION

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.



**NASSAU
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