**FALL SEMESTER**

Students May Check into Residence Halls .................. August 27, 2006 (Sunday, Noon)
Add/Drop Sessions ................................................. August 28 (Monday, 1 p.m.)
Classes Begin .......................................................... August 29 (Tuesday, 8 a.m.)
Last Day for Late Registrants ................................. August 31 (Thursday)
Change Period Ends (Five Class Days) .................. September 4 (Monday)
Family and Community Weekend ......................... September 29–October 1 (Friday-Sunday)
Last Day to Withdraw from First Seven-Week Courses October 6 (Friday)
Fall Recess—NO CLASSES ................................. October 9–10 (Monday-Tuesday)
Second Seven-Week Courses Begin .................. October 18 (Wednesday)
Midterm Grades Available for Students Online .... October 20 (Friday)
Prescheduling ............................................................. November 6–10 (Monday-Friday)
Thanksgiving Recess—NO CLASSES ................... November 22-26 (Wednesday-Sunday)
Last Day to Withdraw Without Academic Penalty November 27 (Monday)
Instruction Ends ..................................................... December 11 (Monday)
Final Exams .............................................................. December 12–16 (Tuesday-Saturday)
Residence Halls Close ................................................. December 16 (Saturday, Noon)
Final Grades Available for Students Online .... December 20 (Wednesday)
Semester Ends ........................................................... December 22 (Friday)
Last Day to Make Up Incompletes ...................... February 5, 2007 (Monday)

**SPRING SEMESTER**

Residence Halls Open (Returning Students) ................ January 21, 2007 (Sunday, Noon)
Add/Drop Sessions ........................................................ January 21 (Sun. 1:00–4:00 p.m.)
Classes Begin .............................................................. January 22 (Monday)
Last Day for Late Registrants ........................................ January 24 (Wednesday)
Change Period Ends (Five Class Days) .................. January 26 (Friday)
Winter Break—NO CLASSES ................................. February 17-25 (Saturday Noon-Sunday)
Last Day to Withdraw from First Seven-Week Courses March 9 (Friday)
Second Seven-Week Courses Begin .................. March 19 (Monday)
Midterm Grades Available for Students Online .... March 21 (Wednesday)
Spring Break—NO CLASSES ................................. April 7-15 (Saturday Noon-Sunday)
Prescheduling ............................................................. April 16-20 (Monday-Friday)
Last Day to Withdraw Without Academic Penalty April 27 (Friday)
Honors Convocation ............................................... May 2 (Wednesday)
Instruction Ends ........................................................ May 11 (Friday)
Final Exams .............................................................. May 14-18 (Monday-Friday)
Commencement .......................................................... May 19 (Saturday, 10:30 a.m.)
Residence Halls Close ................................................. May 19 (Saturday, 3:00 p.m.)
Semester Ends ............................................................. May 25 (Friday)
Final Grades Available for Students Online .... May 30 (Wednesday)
Last Day to Make Up Incompletes ...................... September 11, 2007 (Tuesday)
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**CATALOG DISCLAIMER**

Notwithstanding anything contained in this Catalog, SUNY Canton expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any academic or other policy. Please be advised that, due to printing deadlines, information in this Catalog may be outdated. Changes in information in this Catalog and new academic regulations, policies or programs will be published on campus and in each semester’s registration materials. It is the responsibility of each student to ascertain current information that pertains to the individual’s program, particularly with regard to satisfaction of degree requirements, through consultation with the student's advisor, the office of the student's dean, and other appropriate offices such as the Registrar or Financial Aid. In preparing this Catalog, efforts are made to provide pertinent and accurate information; however, SUNY Canton assumes no responsibility for Catalog errors or omissions.
SUNY Canton’s Mission and Goals

Cultivating the Minds of Tomorrow

MISSION STATEMENT
Building upon a century of commitment to academic excellence, SUNY Canton offers baccalaureate and associate degrees and certificates responsive to the educational needs of an evolving technological society. SUNY Canton is dedicated to providing nationally and internationally recognized academic opportunities, through traditional and alternative instructional formats, in a supportive and culturally diverse environment.

VALUES
Supportive: To be supportive of students, faculty and staff.
Respect: To afford students, faculty and staff equal respect.
Ethical: To uphold high ethical standards.
Opportunity: To provide opportunities for the continued growth of students, faculty and staff.
Teamwork: To work cooperatively with others.
Excellence: To strive for excellence in all endeavors.
Diversity: To value diversity and inculcate it into campus life.

COLLEGE GOALS
—Offer programs in business, public service, health, liberal arts and engineering technologies that prepare students to enter rewarding careers and continue their education.
—Deliver a program of general education which provides a broad set of coherent and focused educational experiences aimed at enabling students to acquire knowledge and skills that are useful and important for all persons.
—Provide a community that enhances the development of leadership skills and creativity; encourages intellectual, ethical, and cultural growth; promotes an appreciation of our multicultural society; and advocates physical and emotional well-being.
—Promote excellence and innovation in teaching, advance scholarship and research, encourage continuous curricular evolution, and integrate technology into educational experiences.
—Promote excellence and innovation in teaching, advance scholarship and research, encourage continuous curricular evolution, and integrate technology into educational experiences.
—Design and implement extended and alternative programs to address the needs of national and international students, businesses, government agencies, and other specialized audiences.
—Advance the institution through philanthropic activities, external funding and cultivation of strong alumni relations.
The State University of New York at Canton is a public, coeducational, residential college located on a spacious campus along the banks of the Grasse River. Its northern location places SUNY Canton close to the Adirondack Mountains, the St. Lawrence River, and major Canadian cities such as Ottawa and Montreal.

**ACADEMICS**

SUNY Canton cultivates the minds of tomorrow as Northern New York’s two and four-year college for technology, health, management and public service. SUNY Canton offers seven majors leading to bachelor degrees, 23 programs leading to associate degrees, and 12 programs leading to one-year certificates. Numerous articulation agreements with other institutions provide for other opportunities in fields such as business administration, forestry and medicine. Graduates of two-year programs may either stay and continue on in one of the bachelor degree programs, transfer to another institution, or begin their career immediately.

Students number approximately 2,600 and are taught by faculty who have both outstanding academic credentials and sound technical experience. Most have on-the-job professional experience, are licensed in their fields, and are current practitioners in their professions.

**CAMPUS HISTORY**

Originally founded in 1906 as the School of Agriculture (SOA) at St. Lawrence University, SUNY Canton was the first postsecondary, two-year college in New York authorized by the Legislature. In 1941, SOA was renamed the New York State Agricultural and Technical Institute (ATI). ATI became a member college of the State University of New York in 1948. To recognize advanced technology programs added in the 1950's and '60's, the College underwent another name change in 1965, this time becoming the State University of New York Agricultural and Technical College at Canton or ATC. In 1987, the University's Board of Trustees authorized yet another name change to the College's present designation as State University of New York College of Technology at Canton.

Beginning a new era for the College, in 1997 SUNY Canton received baccalaureate degree granting approval from the SUNY Trustees and the Governor of New York State. Since 1997, seven bachelor degrees have been approved, and several others are in development.

**LOCATION**

The village of Canton is situated in the St. Lawrence Valley near the northern foothills of the Adirondack Mountains and the scenic Thousand Islands. The location is perfect for those who enjoy outdoor activities, which range from camping, boating and hiking to cross-country and downhill skiing. Lake Placid, site of the 1980 winter Olympics, is less than two hours away and offers a multitude of activities throughout the year. For those who wish to have a more metropolitan experience, Montreal and Ottawa are approximately two hours north across the Canadian border. These two cities afford a variety of attractions for shopping, plays and concerts as well as beautiful parks and recreational facilities.
The College is located on the outskirts of the village along the Grasse River, which adds to its beauty and relaxed atmosphere. A short walk from the campus is the village, where students will find a variety of shops and restaurants.

**ACCREDITATIONS**

SUNY Canton is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680 – Telephone (267) 284-5000, Fax (215) 662-5501. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The programs of Air Conditioning Engineering Technology, Civil Engineering Technology, Construction Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. The Mortuary Science program is accredited by the American Board of Funeral Service Education. The Veterinary Science Technology program is accredited by the American Veterinary Medicine Association. The National Accrediting Agency for Clinical Laboratory Services has accredited the Medical Laboratory Technology program, and the National League of Nursing has accredited the Nursing program. The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education. The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

**CANTON INSTITUTE**

The Canton Institute is a center for the support of innovative and entrepreneurial projects which support the function of the State University of New York. The main functions of the Canton Institute include the following elements:

**International program development:** Working with foreign universities, businesses and government agencies, the Canton Institute endeavors to promote educational and cultural exchange through shared courses, online program offerings, and international travel opportunities.

**New initiatives:** The Canton Institute serves as an incubator to identify and develop new credit-bearing and non-credit initiatives that can eventually become part of the fabric of the Institution.

**Center for Extended Studies:** The CES focuses mostly on the institution’s non-credit course offerings. Specialty courses for businesses and government agencies, both regional and statewide, are offered in traditional and nontraditional formats.

**Emergency Medical Technician (EMT) training:** SUNY Canton is the New York State Department of Health Sponsor Agency for all EMT training in St. Lawrence County. Original and Refresher courses are regularly offered at all EMT levels, from Certified First Responder to Advanced-Critical Care.

**ALUMNI ASSOCIATION**

The Alumni Association maintains contact between the College and its alumni, keeping them informed about the college’s programs and activities and encouraging their participation.

The Association works with the Canton College Foundation in coordinating the College’s Annual Fund program to provide financial support for a variety of college activities. As a result of these efforts, funds can be provided for student scholarships and emergency loans, faculty research and special projects, and other activities in need of financial support.

**SUNY TECHNOLOGY COLLEGES**

SUNY Canton is part of the State University of New York’s Technology College sector. This partnership links campuses at Alfred, Canton, Cobleskill, Delhi, Farmingdale, Morrisville, Utica-Rome and Maritime College. Through cooperation and sharing, the Technology Colleges offer students high-quality educational programs in the technologies, the educational opportunities and services found at major universities, and the personal attention and intimacy of small college life.

**ASSOCIATED COLLEGES OF THE ST. LAWRENCE VALLEY**

SUNY Canton is a member of the Associated Colleges of the St. Lawrence Valley, a four-college consortium that also includes Clarkson University, SUNY Potsdam, and St. Lawrence University. The Associated Colleges, with approximately 12,500 students in two villages 11 miles apart, expands opportunities through such activities as cross-registration for courses at the other three campuses, coordination of social events, and library privileges at all four college libraries.
Degree Programs

BACHELOR DEGREES (ACT/SAT required)

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<td>Law Enforcement Leadership &amp; Management, B. Tech.</td>
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<td>1672</td>
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*Newly approved. Contact the Office of Admissions for more information.*

ASSOCIATE DEGREES (ACT/SAT recommended)

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** Selective Admission (see page 67 and 75 for more information).**

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Specific NYS Regents scores are required for some curriculums. If you have questions or are an out of state student, please call the Office of Admissions for more information.
## Academic Preparation for Degree Programs

Below are specific requirements that a candidate for admission should possess for the degree programs below. Interested candidates who do not meet the requirements listed for a specific program are encouraged to apply for the desired program to ensure that the Office of Admissions knows what your goal is. This is very important for EOP applicants and non-traditional applicants.

The requirements listed are for NYS students taking Regents exams. Out-of-state students will be reviewed for the equivalent prerequisites. Out-of-state students are encouraged to contact the Office of Admissions for more information.

Where specific Regents scores are not listed, a passing score of 65+ is required. Transfer students not meeting the requirements from high school should still submit their application for admission and updated college transcript(s). College transcript(s) will be reviewed for course equivalencies.

SUNY Canton reserves the right to change these requirements at anytime. Applications are reviewed on an individual basis and some students are offered admission to alternate programs or are accepted with the understanding that additional time may be required to complete the degree. Students meeting the minimum requirements are not guaranteed admission.

### Defined Math:
NYS Course 1, 2, 3, NYS Math A, B (1 ½ units each), Algebra, Geometry, Algebra 2, Intermediate Algebra, Trigonometry, Math 12, Pre-calculus, Calculus

### Code  Bachelor Degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Alternative &amp; Renewable Energy Applications</th>
<th>Required: Math A exam plus an additional year of defined math, Chemistry R with a 75 or better</th>
</tr>
</thead>
<tbody>
<tr>
<td>1865</td>
<td>Criminal Investigation</td>
<td>Required: 80 high school average, Math A &amp; B exams, Chemistry R exam, SAT/ACT score, transfer GPA 2.5 or better</td>
</tr>
<tr>
<td>1359</td>
<td>Emergency &amp; Disaster Mgmt.</td>
<td>Required: Math A exam plus additional year of defined math, SAT/ACT score</td>
</tr>
<tr>
<td>1864</td>
<td>Health Services Management</td>
<td>Required: Math A exam plus additional year of defined math, Biology R exam with 75 or better, Chem R exam, SAT/ACT score, transfer GPA of 2.0 or better</td>
</tr>
<tr>
<td>0253</td>
<td>Information Technology</td>
<td>Required: Math A exam plus additional year of defined math, SAT/ACT score</td>
</tr>
<tr>
<td>1506</td>
<td>Law Enforcement Leadership and Management</td>
<td>Newly approved. Contact Office of Admissions for more information.</td>
</tr>
<tr>
<td>NEW</td>
<td>Legal Studies</td>
<td>Newly approved. Contact Office of Admissions for more information.</td>
</tr>
<tr>
<td>1525</td>
<td>Mortuary Services Management (2 + 2)</td>
<td>Required: Current Funeral Director and Embalming license, Associate degree from an ABFSE accredited college</td>
</tr>
<tr>
<td>1318</td>
<td>Technology Management</td>
<td>Required: Math A exam plus additional year of defined math, SAT/ACT score</td>
</tr>
<tr>
<td>1629</td>
<td>Tech. Mgmt: Facilities Operation</td>
<td>Required: Math A exam plus additional year of defined math, SAT/ACT score</td>
</tr>
<tr>
<td>1623</td>
<td>Tech. Mgmt: Financial Services</td>
<td>Required: Math A exam plus additional year of defined math, SAT/ACT score</td>
</tr>
<tr>
<td>1672</td>
<td>Veterinary Services Management (2 + 2)</td>
<td>Required: Graduation from an AVMA accredited Veterinary Technology program, Veterinary Technology license or license eligible through the State Education Department</td>
</tr>
<tr>
<td>Code</td>
<td>Associate Degrees</td>
<td>Required:</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
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</tr>
<tr>
<td>630</td>
<td>Accounting</td>
<td>Math A exam</td>
</tr>
<tr>
<td>444</td>
<td>Air Conditioning Engineering Technology</td>
<td>Math A exam plus an additional year of defined math</td>
</tr>
<tr>
<td>0525</td>
<td>Automotive Technology</td>
<td>Math A exam</td>
</tr>
<tr>
<td>0632</td>
<td>Business Administration</td>
<td>Math A exam</td>
</tr>
<tr>
<td>0517</td>
<td>Civil Engineering Technology</td>
<td>Math A exam plus an additional year of defined math</td>
</tr>
<tr>
<td>0581</td>
<td>Computer Information Systems</td>
<td>Math A exam</td>
</tr>
<tr>
<td>1162</td>
<td>Construction Tech: Management</td>
<td>Math A exam</td>
</tr>
<tr>
<td>0640</td>
<td>Criminal Justice</td>
<td>Math A exam, transfer GPA of 2.0 or better</td>
</tr>
<tr>
<td>0545</td>
<td>Dental Hygiene <em>selective admission</em></td>
<td>Math A exam plus additional year of defined math, Biology R exam with 75 or better, Chem R exam, transfer GPA of 2.5 or better</td>
</tr>
<tr>
<td>1327</td>
<td>Early Childhood</td>
<td>Math A exam plus an additional year of defined math (conditional admission may be possible for those not meeting the additional year of defined math).</td>
</tr>
<tr>
<td>0699</td>
<td>Electrical Engineering Technology</td>
<td>Math A exam plus an additional year of defined math</td>
</tr>
<tr>
<td>0530</td>
<td>Engineering Science</td>
<td>Math A &amp; B exams with 80 or better, Chemistry R exam with 80 or better, Physics R exam with 80 or better</td>
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<tr>
<td>0688</td>
<td>Individual Studies</td>
<td>Applicants are placed in this program at the discretion of the Office of Admissions.</td>
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<tr>
<td>0250</td>
<td>Liberal Arts &amp; Sciences: General Studies</td>
<td>HS diploma or equivalent, minimum of 70 cumulative high school average</td>
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<tr>
<td>0493</td>
<td>Mechanical Engineering Technology</td>
<td>Math A exam plus an additional year of defined math</td>
</tr>
<tr>
<td>0599</td>
<td>Mortuary Science</td>
<td>Math A exam, Biology R with 75 or better. (if the Biology R score is not met, students may still be admitted to the program if they have additional math).</td>
</tr>
<tr>
<td>0622</td>
<td>Nursing <em>selective admission</em></td>
<td>Math A exam plus additional year of defined math, Biology R exam with 75 or better, Chem R exam, transfer GPA of 2.5 or better</td>
</tr>
<tr>
<td>0667</td>
<td>Office Technology</td>
<td>Math A exam</td>
</tr>
<tr>
<td>Code</td>
<td>Program Description</td>
<td>Required:</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>0489</td>
<td>Physical Therapist Assistant</td>
<td>80 cumulative high school average, Math A exam plus additional year of defined math, Biology R exam with 75 or better, Chem R exam, transfer GPA of 2.5 or better</td>
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<tr>
<td>0521</td>
<td>Veterinary Science Technology</td>
<td>Math A exam plus additional year of defined math, Biology R exam with 75 or better, Chem R exam, transfer GPA of 2.5 or better</td>
</tr>
<tr>
<td>0473</td>
<td>Apprentice Training: Industrial Trades</td>
<td>Must have or be working on BOCES Journerman's Certificate</td>
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</table>

**Code Articulation Agreement**

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Description</th>
<th>Required:</th>
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<tbody>
<tr>
<td>250/</td>
<td>Environmental Science &amp; Forestry (2 + 2 w/ ESF)</td>
<td>Math A &amp; B exams, Biology R exam, Chemistry R exam</td>
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<tr>
<td>varies</td>
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<tr>
<td>620/</td>
<td>Forestry Technology (1 + 1 w/ ESF)</td>
<td>Math A exam plus an additional year of defined math, Biology R exam with 75 or better</td>
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<td>0250</td>
<td>Upstate Medical Univ. Early Admissions Program</td>
<td>Math A &amp; B exams, Biology R exam, Chemistry R exam</td>
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</table>

**Code Certificate Programs**

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Description</th>
<th>Required:</th>
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<tbody>
<tr>
<td>1387</td>
<td>Air Conditioning Maintenance &amp; Repair</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>1301</td>
<td>Automotive Advisor</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
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<tr>
<td>0926</td>
<td>Automotive Service Technician</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>0920</td>
<td>Building Construction</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>1778</td>
<td>Business Office Technology</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>1167</td>
<td>Computer-Aided Drafting</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>1753</td>
<td>Criminal Justice-Security</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>0955</td>
<td>Electrical Construction &amp; Maintenance</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
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<tr>
<td>1774</td>
<td>Health Science Career Studies</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
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<tr>
<td>0921</td>
<td>Heating &amp; Plumbing Service</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>1632</td>
<td>Motorsports Performance &amp; Repair</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
<tr>
<td>1654</td>
<td>PC and Network Support &amp; Service Technician</td>
<td>high school diploma, minimum 70 cumulative high school average</td>
</tr>
</tbody>
</table>
Admission to Canton

Admission to the State University of New York at Canton is based on the academic and personal qualifications of applicants and is made without regard to sex, race, color, creed, national origin, sexual orientation, military status, or physical disability of individuals. Admission will be offered to qualified applicants whose academic preparation and experience indicate that there is a reasonable chance for success in their chosen curricula. For more information, contact the Office of Admissions at 315-386-7123, 800-388-7123 or www.canton.edu.

How to Apply for Admission

An application for admission may be completed online at www.canton.edu or www.suny.edu/student. Paper copies can be obtained by contacting our Office of Admissions. The application form must be completed by the student and high school guidance counselor and sent directly to the Application Services Center, State University of New York, P.O. Box 22007, Albany, NY 12201. In addition to the application form, applicants must submit all secondary school transcripts and/or score reports for the General Equivalency Diploma, and any previous college transcripts. The high school transcript and/or GED score reports should be included with the application form when it is sent to the Application Services Center. College transcripts should be sent directly to the Office of Admissions at SUNY Canton.

Internet applicants should forward all academic records directly to SUNY Canton’s Office of Admissions.

When to Apply for Admission

Prospective students are encouraged to submit their application before April 1 for the Fall Semester and December 1 for the Spring Semester. Decisions with respect to admission are made on a “rolling” basis, unless otherwise specified beginning November 1 for candidates to either semester. In any case, it is recommended that students apply as early as possible.

Candidates for admission to the Spring Semester should note that it is not possible to commence studies in all curricula, and they should carefully review the SUNY Application Viewbook for the listing of available programs.

Admission as Freshmen

Candidates for admission to the College must meet the following minimum requirements:

1. Be a graduate of a secondary school accredited by its State Education Department or hold a high school equivalency diploma (GED) with a minimum score of 240/2400.

IEP diplomas are not considered. Students with an IEP diploma must pass the GED with a score of 240/2400.

2. Have completed, with a satisfactory level
of achievement, the minimum course prerequisites for the curriculum selected. (See pages 8-10.)

3. Demonstrate evidence of the academic preparation necessary for a reasonable chance for success in the curriculum selected.

   The most important criterion for admission as freshmen directly from high school is the secondary school record (grade point average, rank-in-class, pattern of course work). For candidates not applying directly from high school, additional criteria includes work experience, special skills, or unusual circumstances interfering with past performance.

   The Office of Admissions reserves the right to request additional information, and applicants may, of their own accord, submit additional supportive documents.

   Adults who do not hold a high school diploma may be granted admission to qualify for the General Equivalency Diploma through the Individual Studies Certificate program. Admission to the College in this program is not guaranteed and is at the discretion of the Office of Admissions. Candidates for this program will be required to take the College’s COMPASS placement exam. The test results are used to aid in determining appropriate level classes, thereby enhancing student success.

   Since the results of the exam could affect the student’s schedule, it is recommended to take the test in a timely fashion. If the student should need preparatory courses, it may be necessary to extend the academic program to earn an associate or baccalaureate degree. This will not affect students enrolled in one-year Certificate programs.

   COMPASS is offered on campus throughout the school year and during the summer. Students required to test will be notified after acceptance into the College and provided with current testing dates by the Office of Academic Support Services 315-386-7684.

**TRANSFER STUDENT ADMISSION**

Applicants who have previously registered at another college or university, following graduation from high school, are considered transfer students. In addition to completing the SUNY Application for Admission, transfer students must also submit an official transcript from each college or university previously attended and an official high school transcript. Transfer students must meet specific GPA and credit hour requirements, depending on the number of semesters of college work taken. Some degree programs have specific requirements for admission. Transfer students should contact the Office of Admissions for further information.

For all transfer students, equivalency credit for course work shall be determined by the respective School Dean. Courses completed at another institution transfer only as credits, i.e., letter grades and quality...
points do not transfer.

The Office of Admissions reserves the right to request additional information, and applicants may, of their own accord, submit additional supportive documents.

**ReAdmission**

Students are considered to be readmits if they meet one of the following criteria: (1) have not attended classes as a matriculated student for at least one semester and have not attended another college; or (2) have graduated and have not attended another college since graduation or planning to graduate from SUNY Canton and would like to enroll in a second degree program.

Students must complete a Readmission Application available at the Office of Admissions or online at www.canton.edu.

**Notification of Admission**

Notifications of admission are made on a “rolling” basis, unless otherwise specified. With the notification of acceptance, candidates will receive enrollment information.

**Admission Interviews**

Prospective students and their families are strongly encouraged to visit the campus and discuss college plans with an admissions counselor. The Office of Admissions is open for appointments from 9 a.m. to 3 p.m., Monday through Friday. Interviews are also offered at open houses on select Saturdays. The interview provides an opportunity to discuss curricula and career choices, college life, and financial aid at the College. All visiting students and their families will be offered a tour of the campus. Tours are offered at 10 a.m. and 2 p.m., Monday through Friday.

To arrange a visit, call 800-388-7123 or 315-386-7123.

**Advanced Placement and Proficiency Examination Credit**

SUNY Canton has a proficiency examination program to serve students who seek recognition for achievement acquired outside the conventional college classroom. Admission with advanced standing may be granted on the basis of satisfactory completion of College-Level Examination Program (CLEP) Subject Examinations and the Advanced Placement Program, both administered by the College Entrance Examination Board. Further, the College participates in selected Excelsior College Examinations (ECE) sponsored by the New York State Education Department. Interested students should check with the College regarding which CLEP or ECE exams are accepted.

Students who have completed skill courses, such as typing and shorthand, on the secondary level may not be required to take such courses, provided they show sufficient proficiency in tests administered at the College. No college credit can be granted in such cases, and students will be required to complete other courses.

**Credit for Prior Learning**

Credit for Prior Learning may be granted to students enrolled in any program, at the discretion of the faculty of that program, and the Dean of the School in which the program is located. The maximum number of credit hours of Prior Learning Credit that can be applied toward an associate degree is 15 and toward a baccalaureate degree is 30. Such credit will be evaluated according to the following procedure:

1. Application will be made in writing by the students, on the Application Form for Prior Learning Credit form, to the Dean of the School in which the program in which they are enrolled is located.
2. The Dean will arrange for an advisor, in consultation with other deans as appropriate, selected from the School’s faculty to assist the student in preparing the necessary documentation in support of the number of credits requested.
3. A formal written request, a portfolio containing all documentation, and pertinent adjunct material will be evaluated by the advisor and a recommendation made to the Dean. The portfolio must clearly evidence mastery of a preponderance of a course’s learning outcomes as listed in the course outline in order for a request to be viable.
   a. These materials must be presented at least two months prior to the date on which the student expects to receive a decision regarding the granting of Prior Learning Credit.
   b. Only time during the College’s academic year will count toward the two months prescribed in par. 3.a. (Summer school IS NOT part of the College’s academic year).
   c. Prior Learning Credit cannot be granted for courses in which the applicant has been, or is, enrolled at SUNY Canton.
   d. Credit determinations in discipline-related fields (e.g., electrical, humanities, social work, etc.) will be made by faculty members in the respective or related department.
4. Following the decision of the Dean, a notice will be forwarded to the student, the advisor, and the Registrar regarding which CLEP or ECE exams are accepted.
5. Forty dollars per credit hour will be charged for the review of the materials. This fee must be paid and registration procedures completed prior to the beginning of the review.

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6. Forty dollars per credit hour will be charged for prior learning credit granted. Fees must be paid prior to the granting of credit.

7. Credit will be recorded as “CR” on the student’s official transcript under the appropriate course number, but only following the satisfactory (2.0) completion of one full-time semester or its equivalent in the student’s program.

**ARMED FORCES CREDIT**

Some training courses provided by the Armed Forces may be the equivalent of college courses and transfer credit may be obtained. Where courses, service school experience, or subject matter exams are applicable to a curriculum, credit will be determined using the American Council on Education publication entitled *Guide to Evaluation of Educational Experiences in the Armed Services*.

**EARLY ADMISSION PROGRAM**

Early admission will be granted to an applicant who has completed grade eleven of an accredited secondary school, meets the admission criteria for the program applied for, has maintained a strong academic average, and is recommended for college by the principal or guidance counselor. A contract detailing specific arrangements for completing the requirements for high school graduation must be made between the student, the high school principal, and the Director of Admissions. For further information, please contact the Office of Admissions. Arrangements for this contract are the responsibility of the applicant. Students are not eligible to receive financial aid until after their high school class graduates. The Early Admission Program was established to offer high school seniors an academic challenge and to jump-start their college career.

**SUNY UPSTATE MEDICAL UNIVERSITY COLLEGE OF HEALTH PROFESSIONS EARLY ADMISSION PROGRAM (FORMERLY THE GOLD PROGRAM)**

The SUNY Upstate Medical University Early Admission Program with SUNY Canton is a joint admissions program whereby students enroll at SUNY Canton for two years, complete an associate degree, and are then guaranteed admission into one of the SUNY Upstate Medical University College of Health Professions upper division programs. An exception to this is the Doctorate of Physical Therapy which requires a bachelor degree prior to entry into the DPT Program at Upstate Medical University.

The degree programs offered through the College of Health Professions Early Admission Program are: Cardiovascular Perfusion, Cytotechnology, Medical Imaging Services, Medical Technology, Nursing, Radiation Therapy Technology, Respiratory Therapy and Cardiorespiratory Sciences, and Physical Therapy DPT.

This program is a unique opportunity for students with a demonstrated commitment to a career in the health professions and a strong record of achievement in high school. Students accepted into this program are required to have completed at least three years of Regents or honors level courses in math and science. Students applying to this Early Admissions program should be in the upper quartile of their class and should have competitive SAT scores. They must demonstrate a strong leadership background and show participation in extracurricular activities.

To apply for the SUNY Upstate Medical University College of Health Professions Early Admissions Program, students must complete the SUNY application for admission applying for Liberal Arts & Science: General Studies at SUNY Canton noting joint admission with SUNY Upstate Medical University at Syracuse. THE STUDENT DOES NOT COMPLETE THE SUNY APPLICATION FOR UPSTATE MEDICAL UNIVERSITY. The student must contact the Office of Admissions, Upstate Medical University at Syracuse, (315) 464-4670, to request application materials specifically for the Early Admission Program. An admissions interview will be required.

For further details, contact the SUNY Canton Office of Admissions, (315) 386-7123 or (800) 388-7123.

**SUNY CANTON ADMISSION PROCEDURES AND REQUIREMENTS FOR INTERNATIONAL STUDENTS**

All international students must contact the Office of Admissions at (315)386-7123 or www.canton.edu, and request the International Student Application. The application must be filled out completely in English, typed or printed in ink, and mailed to the International Admissions Counselor. To be assured for full consideration for Fall admission, the application must be completed and mailed no later than April 15th. If applying for Spring admission, the application must be completed with all support materials no later than September 15th. It may take several months to obtain the appropriate visa so it is recommended that students apply for admission as early as possible.

A $40.00 non-refundable application fee (in U.S. funds) must accompany the application. This fee may not be waived for any reason. The certified check should be made payable to SUNY ASC.

For students for whom English is a second language, a Test of English as a Foreign Language (TOEFL) score of at least 500 (paper), 173 (computer) is required for admission consideration. Please forward
this score with your application.

Also included with the application is the Foreign Student Financial Statement. This form **MUST** be completed and certified by the appropriate financial institution. Please make sure the form is accurate and signed in all appropriate places to avoid delays with the application processing.

Specific instructions will accompany the application when it is mailed. The application will be reviewed when all required information is received. All mail should be sent to the attention of the International Admissions Counselor: Office of Admissions, SUNY Canton, 34 Cornell Drive, Canton, NY 13617-1096, USA

**EX-OFFENDERS/ DISCIPLINARY DISMISSAL FROM COLLEGE**

Potential students who are ex-offenders or have been dismissed for disciplinary reasons from a college will have their application reviewed under a policy established in accordance with section 23A of the New York State Correction Law. Copies of this policy are available from the Office of Admissions. Individuals who are ex-offenders or have been dismissed for disciplinary reasons from a college and who wish to apply are required to identify themselves as such and should request a copy of the policy.

**4+1 PROGRAMS**

SUNY Canton has established agreements with master degree programs at SUNYIT. These agreements provide graduates of SUNY Canton’s baccalaureate degrees advanced standing in master degree programs. Once admitted by SUNYIT, some of the courses taken in the student’s baccalaureate degree program will transfer into the master degree program. For more information regarding this program, please contact the Dean of Business and Public Service.
Arrangements have been made with College of Environmental Science and Forestry/Wanaka whereby students take the first year at SUNY Canton and the final year at the appropriate college. For further information concerning these programs, please contact the Office of Admissions.

### 1+1 ASSOCIATE DEGREE PROGRAMS

SUNY Canton has established a variety of cooperative program agreements with other institutions of higher education.

Arrangements have been made with several community colleges whereby students take one year at the first college and the final year at SUNY Canton, from which the associate degree is granted.

A separate application must be filed for each year. For further information concerning this program, please contact the Office of Admissions.

<table>
<thead>
<tr>
<th>COMMUNITY OR SUNY COLLEGE</th>
<th>ASSOCIATE DEGREE CURRICULA</th>
</tr>
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<tr>
<td>Adirondack</td>
<td>Mortuary Science Veterinary Sci. Tech.</td>
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<tr>
<td>Erie</td>
<td>Mortuary Science</td>
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<table>
<thead>
<tr>
<th>Fulton-Montgomery</th>
<th>Mortuary Science</th>
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<tbody>
<tr>
<td>Herkimer County</td>
<td>Mortuary Science</td>
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<tr>
<td>Niagara County</td>
<td>Mortuary Science</td>
</tr>
<tr>
<td>Tompkins Cortland</td>
<td>Mortuary Science</td>
</tr>
</tbody>
</table>

### ARTICULATION AGREEMENTS WITH BOCES

Currently, SUNY Canton has signed agreements with the following BOCES Centers. Students are encouraged to speak to their guidance counselor to learn the specifics about the agreement for their particular program and BOCES Center. We are continuously adding to our list of participating centers, therefore, students should check with their counselor to determine whether a particular center has established an agreement since this printing.

- Adirondack Education Center
- Broome-Tioga Occupational Technical Center
- Burton Ramer Technical Career Center
- Cayuga-Onondaga BOCES
- Champlain Valley BOCES, Plattsburgh
- Champlain Valley BOCES, Mineville
- Charles G. May Center
- Chenango Campus
- Columbia-Greene Educational Center
- Eastern Monroe Career Center
- Finger Lakes Area Vocational Center
- Harkness Center
- Howard G. Sacketts Technical Center
- Jefferson Technical Center
- Kenton Center
- Myers Education Center
- North Franklin Educational Center
- Northwest Tech
- Onondaga-Cortland-Madison, Syracuse

Examples of other Colleges SUNY Canton graduates transfer to include:
- Rensselaer Polytechnic Institute
- Rochester Institute of Technology
- SUNY Binghamton
- SUNY Buffalo

Admission is not guaranteed in a 2+2 agreement. Students must meet specific criteria as outlined in the signed agreement between the two institutions, as is the case with us in receiving 1+1 candidates from community colleges. Those interested in further information regarding these programs should contact SUNY Canton’s Office of Admissions.

**The Associate Degree Curricula**

<table>
<thead>
<tr>
<th>BOCES Program</th>
<th>SUNY CANTON CURRICULA</th>
<th>Course—Credits</th>
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<td>Wood Structures—3</td>
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</tr>
<tr>
<td></td>
<td>Manuf. Process II—3</td>
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<td></td>
<td>2 Construc. Draft.—3</td>
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<td>3 Blueprint Reading &amp; Drafting—2</td>
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<td>Early Childhood Occupations</td>
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<td>Intro. Database—1</td>
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<td>Etc. Keybrd.—1</td>
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<td>2 Bus. Communica.—4</td>
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<td>Practical Nursing</td>
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<td>Adaptation Nursing I—6</td>
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<td>Computer Careers PC and Network Support &amp; Service Technician</td>
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<tr>
<td></td>
<td>Computer Maintenance Technician—3</td>
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<tr>
<td></td>
<td>Microsoft Network Essentials—2</td>
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<tr>
<td></td>
<td>Computer Maintenance Technician II—3</td>
<td></td>
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<td></td>
<td>Computer Applications for Eng. Tech.—2</td>
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<tr>
<td></td>
<td>Intro. to Computer Progr. for Eng. Tech.—1</td>
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</tr>
</tbody>
</table>

1 Proficiency Exam and Portfolio required.
2 Proficiency Exam required.
3 Challenge Exam option – Applicants who have com-
DEGREES OFFERED

The College offers the opportunity for students to earn the degrees of Bachelor of Technology, Bachelor of Business Administration, Associate in Applied Science, Associate in Science, Associate in Arts, or a Certificate of one-year study. While most curricula are available to new students only in the Fall Semester of each academic year, some may commence in either Fall or Spring semesters.

SERVICEMEMBERS OPPORTUNITY COLLEGE

SUNY Canton is a member of the Servicemembers Opportunity Colleges (SOC). The College is currently working with the Department of Defense to develop a SO-CAD agreement in a variety of curricula areas.

CONCURRENT ADMISSION PROGRAM (CON AP)

The Concurrent Admissions Program (CON AP) is conducted by colleges and universities that are members of Service members Opportunity Colleges (SOC). Concurrent with their enlistment in the Army, new soldiers are encouraged to apply for admission to SUNY Canton. Upon meeting satisfactory criteria for full or provisional admission, the soldier will be allowed to defer admission until completion of military service.

After completing a two-, three-, or four-year enlistment, the new veteran will be encouraged to enroll at SUNY Canton. This program also applies to soldiers enlisting in the Army Reserve.

Those interested in the CON AP program are encouraged to contact the SUNY Canton Office of Admissions.

AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)

AEROSPACE STUDIES

The Air Force Reserve Officer Training Corps (AFROTC) at Clarkson University, Potsdam, is an educational program designed to provide a college student with the opportunity to become an Air Force commissioned officer while completing requirements for an undergraduate or graduate degree. A four-year or two-year program is available to students. Scholarships can be offered for two, three, or four years of duration. A student may enroll in aerospace studies courses in the same manner as for other college courses. For more information, call (315)268-7989.

THE FOUR-YEAR PROGRAM

The more popular and preferred program is the traditional four-year program. An interested freshman registers for aerospace studies in the fall term of their freshman year. While the program is designed towards completion in four years, it can be compressed into three years, and scholarships can be offered for that period. There is no military obligation for the first two years of AFROTC unless the student has an AFROTC scholarship. After completion of the first two years, known as the general military course, the student may compete for the professional officer course (POC) during the last two years of AFROTC. If accepted, the student attends a four-week field training encampment during the summer between the sophomore and junior years before entering the POC. Cadets in the POC currently receive a nontaxable subsistence allowance of $100 each academic month.

THE TWO-YEAR PROGRAM

The AFROTC two-year program is designed to accommodate transfers from regional campuses, junior colleges or colleges and universities that do not offer AFROTC, and those who did not take the first two years of AFROTC. To be eligible the student must have at least two academic years remaining either at the undergraduate or graduate level or a combination of the two. If accepted, the student attends a six-week field training encampment the summer prior to entry into the POC. Application for the two-year program should be made in writing or by a personal visit to the professor of aerospace studies early in the sophomore year.

ARMY RESERVE OFFICER TRAINING CORPS (AROTC)

MILITARY SCIENCE

The Clarkson University Army Reserve Officers Training Corps (AROTC) is available to SUNY Canton students through cross-registration and teaches military subjects, physical conditioning and leadership skills. The goal of the department is to develop individual leadership and managerial ability while preparing young adults to become leaders in the U.S. Army. An active extracurricular program provides many opportunities to participate in helicopter rappelling, cross-country and downhill skiing and various field leadership exercises. Qualified students have an opportunity to attend the Army Airborne School, Air Assault School or the Northern Warfare Training Course. AROTC allows students maximum flexibility to include ROTC in their various course of study. Enrollment is voluntary.
**BASIC COURSE**  
*(Freshman and Sophomore Years)*

The Basic Course provides students with sufficient military background to make informed decisions about participation in the AROTC Advanced Course and pursuit of a military commission. Non-scholarship students in the Basic Course incur no military obligation and can withdraw at any time.

**VETERANS**

The ROTC course is normally a prerequisite for the Advanced Course; however, prior service personnel or members of the Reserve Forces who have completed basic training may enroll in the Advanced Course as juniors as long as they have achieved junior status.

**BASIC CAMP**

Other interested students may qualify for advanced ROTC by attending a six-week Basic Camp. At Basic Camp students earn over $750, plus room and board. Students applying through this route normally attend Basic Camp between the sophomore and junior years. This program is available to students who have at least two academic years remaining in their degree program.

**ADVANCED COURSE**  
*(Junior and Senior Years)*

The Advanced Course places increased emphasis on tactical, technical and leadership skills to prepare students for positions of responsibility at a six-week Advance Training Camp, normally held the summer between the junior and senior years, where cadets are paid at the rate of one-half a second lieutenant’s pay. The final year is spent on topics in military officering and gives the students the opportunity to hold corps leadership positions.

**SCHOLARSHIPS**

The US Army ROTC program has two-year and three-year scholarships available to qualified students. They are awarded based on merit and academic potential, not on need. Students can compete for three-year scholarships during their freshman year and two-year scholarships during their sophomore year or a Basic Camp.

For more information, contact the Professor of Military Science at (315) 268-7705/7708.

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**Disclosure of Completion, Persistence, and Transfer Rates for Full-time, First-Time Associate Level Students Entering in Fall 2002, Pursuant to Terms of the Student Right-to-Know Act**

<table>
<thead>
<tr>
<th></th>
<th>Initial Cohort Entering Fall 2000 (1)</th>
<th>Entering Inst. (2)</th>
<th>Graduates Within Two Years (3)</th>
<th>Graduates Within Three Years (4)</th>
<th>Transfers to a SUNY (without a Degree) Four Year Inst. (5)</th>
<th>Transfers to a SUNY (without a Degree) Two Year Inst. (6)</th>
<th>Transfers to a Non-SUNY (without a Degree) Four Year Inst. (7)</th>
<th>Transfers to a Non-SUNY (without a Degree) Two Year Inst. (8)</th>
<th>Number Persisters Enrolled Fall 2003 (8)</th>
<th>Attrition (9)</th>
<th>Received Certificate or Diploma Only (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEX</strong></td>
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<td></td>
<td>Four Year Inst. (5)</td>
<td>Two Year Inst. (6)</td>
<td>Four Year Inst. (7)</td>
<td>Two Year Inst. (8)</td>
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<td>Female</td>
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<td>79</td>
<td>24</td>
<td>61</td>
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<td>197</td>
<td>46</td>
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<td>18</td>
<td>32</td>
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The following are costs of attending SUNY Canton for 2006-07. All costs are subject to change without notice.

**TUITION**

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Total</th>
</tr>
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<tr>
<td>NYS Resident</td>
<td>$2,175.00</td>
<td>$2,175.00</td>
<td>$4,350.00</td>
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<tr>
<td>Out-of-State Resident (Bachelor)</td>
<td>$5,305.00</td>
<td>$5,305.00</td>
<td>$10,610.00</td>
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<tr>
<td>Out-of-State Resident (Associate)</td>
<td>$3,605.00</td>
<td>$3,605.00</td>
<td>$7,210.00</td>
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**FEES**

<table>
<thead>
<tr>
<th>Fees</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>SUNY College Fee</td>
<td>12.50</td>
<td>12.50</td>
<td>25.00</td>
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<tr>
<td>SCA Activity Fee</td>
<td>80.00</td>
<td>80.00</td>
<td>160.00</td>
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<tr>
<td>Orientation</td>
<td>60.00</td>
<td>—</td>
<td>60.00</td>
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<tr>
<td>Graduation Fee (senior optional)</td>
<td>—</td>
<td>10.00</td>
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<tr>
<td>Accident &amp; Sickness Insurance</td>
<td>207.00</td>
<td>207.00</td>
<td>414.00</td>
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<tr>
<td>International Health Insurance</td>
<td>353.75</td>
<td>495.25</td>
<td>849.00</td>
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<td>Alumni Dues (optional)</td>
<td>15.00</td>
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<td>Placement Fee (freshmen)</td>
<td>20.00</td>
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<tr>
<td>Intercollegiate Athletic Fee</td>
<td>137.50</td>
<td>137.50</td>
<td>275.00</td>
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<td>Student Health Fee</td>
<td>125.00</td>
<td>125.00</td>
<td>250.00</td>
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<tr>
<td>Parking &amp; Vehicle Registration Fee (includes NYS sales tax)</td>
<td>74.90</td>
<td>74.90</td>
<td>149.80</td>
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<tr>
<td>Recreational Facilities Fee</td>
<td>30.00</td>
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<tr>
<td>Educational Technology Fee</td>
<td>127.50</td>
<td>127.50</td>
<td>255.00</td>
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<tr>
<td>Transcript Fee</td>
<td>5.00</td>
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<td><strong>MEALS</strong></td>
<td>1,685.00</td>
<td>1,685.00</td>
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<tr>
<td>Block Meal Plan</td>
<td>1,895.00</td>
<td>1,895.00</td>
<td>3,790.00</td>
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<tr>
<td>Commuter Meal Plan</td>
<td>595.00</td>
<td>595.00</td>
<td>1,190.00</td>
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**HOUSING**

<table>
<thead>
<tr>
<th>Housing</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls</td>
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</tr>
<tr>
<td>Double Room (standard)</td>
<td>2,300.00</td>
<td>2,300.00</td>
<td>4,600.00</td>
</tr>
<tr>
<td>Suite</td>
<td>2,700.00</td>
<td>2,700.00</td>
<td>5,400.00</td>
</tr>
<tr>
<td>Single Room</td>
<td>3,450.00</td>
<td>3,450.00</td>
<td>6,900.00</td>
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<tr>
<td>Suite Single</td>
<td>4,050.00</td>
<td>4,050.00</td>
<td>8,100.00</td>
</tr>
<tr>
<td>Laundry Fee</td>
<td>35.00</td>
<td>35.00</td>
<td>70.00</td>
</tr>
</tbody>
</table>

* Resident students are required to purchase the Meal Plan.

**FEES**

*LATE REGISTRATION FEE*

Should a student fail to register by the appropriate deadline, a $40 late registration fee will be assessed.

*LATE PAYMENT FEE*

Should a student fail to process a bill by the appropriate deadline, a $40 late payment fee will also be assessed. This includes those checks used as payment of fees on or before a registration but returned by the bank as unpaid after registration day. A $20 charge will be assessed for each check used for payment of fees which has been returned from a bank as unpaid.

**DROP/ADD FEE**

A fee of $20 will be assessed for each Drop/Add Form processed beginning the second week of classes. Exceptions to this fee are noted in the Student Handbook.

**TUITION/FEE REDUCTIONS DUE TO WITHDRAWAL**

Reduce as follows:

<table>
<thead>
<tr>
<th>Cancellation During</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week</td>
<td>100%</td>
</tr>
<tr>
<td>Second week</td>
<td>70%</td>
</tr>
<tr>
<td>Third week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth week</td>
<td>30%</td>
</tr>
<tr>
<td>Fifth week</td>
<td>0%</td>
</tr>
</tbody>
</table>

**IDENTIFICATION CARD REPLACEMENT CHARGE**

An original identification card is provided at no charge. A $10 charge will be assessed to replace the card.

**BILL PAYMENT**

Your student bill is required to be paid by the bill due date which is printed on the semester bill. Bills received after these dates will be subject to a $80 late payment/registration fee. If you wish to request a hardship deferment for payment, you should make arrangements with the Student Service Center after you receive the bill, but **BEFORE** the bill due date. All deferments must be paid in full by the end of the semester for which it was made. Students not meeting the terms of their deferment may be subject to penalty during the semester. Penalties include, holds on accounts for transcripts, holds on meal plans and Northstar credit, and possible suspension.

**ACCIDENT & SICKNESS INSURANCE**

Medical insurance coverage is **OPTIONAL** for part-time students. If your enrollment status changes from full-time to part-time (for any reason), you are not charged automatically for domestic health insurance. As a part-time student, you must request coverage, in writing, at the Student Service Center. All full-time students are charged for health insurance unless a completed waiver is received before the end of the first week of school. Waivers must be completed each semester.
The first day of class session shall be considered the first day of the semester. Seven calendar days later will be deemed the end of the first week for reduction purposes. For students taking only off-campus courses with a later starting date, the refund period shall start with the first scheduled day of class.

**SUNY COLLEGE FEE, ORIENTATION FEE, INTERNATIONAL HEALTH INSURANCE, ALUMNI FEE, and PLACEMENT FEE**

Non-refundable.

**SCA ACTIVITY, PARKING, INTER-COLLEGIATE ATHLETICS, STUDENT HEALTH, RECREATIONAL FACILITIES, and EDUCATIONAL TECHNOLOGY FEES**

Reduced on the same percentage as tuition.

**VEHICLE REGISTRATION FEE**

Non-refundable.

**ACCIDENT AND SICKNESS INSURANCE**

Except for medical withdrawal due to a covered injury or sickness, any student withdrawing from school during the first 31 days of the period for which coverage is purchased shall not be covered under the policy and a full refund of the premium will be made. After such 31 days, all students will remain covered under the policy for the full period for which premium has been paid and no refund will be allowed.

Insured persons entering the Armed Forces of any country will not be covered under the policy as of the date of such entry. A pro-rata refund of premium will be made for such person upon written request received by the company within 90 days of withdrawal from school.

**MEAL TICKET REFUND**

Refunds will only be allowed for withdrawal from school or academic dismissal. Refunds due to the removal of a student from the residence hall for either academic or disciplinary reasons is at the discretion of College Association management.

The refund will be based on the point value of the meal plan less a 15% (fifteen percent) fee for processing and administration charges when the refund is approved and the check is drawn. The refund will be based on the official date of withdrawal or dismissal as recorded by the Student Service Center.

Students who advance register, but who do not subsequently attend the College, will receive a full refund of their entire dining meal plan payment. Transfers of funds from one student’s account to that of another student are not permitted.

**HOUSING: RESIDENCE HALL**

Upon official withdrawal from the College, residence hall reduction are on a percentage basis as follows:

<table>
<thead>
<tr>
<th>Cancellation During</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week</td>
<td>100%</td>
</tr>
<tr>
<td>Second week</td>
<td>70%</td>
</tr>
<tr>
<td>Third week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth week</td>
<td>30%</td>
</tr>
<tr>
<td>Fifth week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Residence hall opening day shall be considered the first day of the semester. Seven calendar days later will be deemed the end of the first week for refund purposes.

**LAUNDRY FEE**

Non-refundable.

**TITLE IV REFUND POLICY**

Under Federal Financial Aid rules, the college recalculates Federal* financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester. Recalculation is based on the percent of earned aid using the following formula:

\[
\text{Percent earned} = \frac{\text{Number of days completed up to the withdrawal date}}{\text{total days in the semester (including weekends and breaks under five days)}} \times 100%
\]

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

\[
\text{Aid to be returned} = (100\% - \text{percent earned}) \times \text{the amount of aid disbursed toward institutional charges.}
\]

When aid is returned, the student may still owe a balance to the College. The student should contact the Student Service Center to make arrangements to pay the balance.

* Federal financial aid includes Federal Pell Grant, SEOG grant, Perkins Loan, Direct Student Loan — subsidized and unsubsidized, and Direct PLUS Loan.

**Withdrawal Date is defined as the date the student indicated their intent to withdraw or the midpoint of the semester for a student who leaves without notifying the College.**

**TIME PAYMENT PLAN**

To set up monthly payments, SUNY Canton recommends the TuitionPay Plan from Academic Management Services (AMS). This plan allows you to pay the balance of your bill over a ten month period for an academic year or five months for a semester. There is no interest just an enrollment fee of $50/year or $25/semester. Please direct questions regarding TuitionPay to: (800) 635-0120 or sign up directly at www.tuitionpayenroll.com. If you have set-up a plan, please indicate that on the top portion of the bill, and return that portion of the bill along with any form in the envelope provided.

Semester payment plans may also be arranged through SUNY Canton’s College Accountant for a $25/semester enrollment fee. Call the Student Service Center at (800) 388-7123 or (315) 386-7616 for assistance.
SUNY Canton offers a comprehensive program of financial assistance to help students and their families meet the costs of a quality college education. Approximately 80 percent of degree students attending SUNY Canton receive some form of financial assistance.

The following information is provided as a general reference to financial aid at SUNY Canton and is based on statutes, regulations and policies current at the time this Academic Catalog was prepared for publication. These descriptions are, however, subject to change. Thus, it is recommended that candidates for admission and current students contact the Student Service Center, SUNY Canton, Canton, New York 13617, telephone (315) 386-7616 or toll-free at (800) 388-7123.

STUDENT SERVICE CENTER

The Student Service Center at SUNY Canton exists to provide personal assistance to students and parents on a one-to-one basis from the time of initial inquiry until the completion of a student’s program of study. Every effort is made to insure that qualified and deserving students are not denied the benefits of a SUNY Canton education on the sole basis of financial need. Financial aid at SUNY Canton is awarded based on financial need and merit, without regard to sex, race, age, color, creed, national origin, disability or handicap.

STUDENT/PARENT RESPONSIBILITY

The financial aid system is based on the belief that it is first the family’s responsibility to contribute to the costs of the student’s college education, to the extent that the family is financially able. Determining what the family can contribute is accomplished by having the student complete the Free Application for Federal Student Aid (FAFSA) which assesses the family income and assets.

If the determination is made that the family resources are not sufficient to meet the total cost of education, SUNY Canton may help meet the student’s need through some combination of its own aid funds and those funds available from other public or private sources. If it is determined that the family’s resources are sufficient to meet the yearly college costs, or additional help is needed, the student, although ineligible for regular forms of aid, may qualify for some non-need based assistance. Non-need based aid and alternative methods of meeting college costs will be discussed later in this section.

INDEPENDENT/DEPENDENT STATUS DETERMINATION

The criteria that is used to determine whether a student is considered dependent or independent differs for federal and state aid. If a student meets the federal independency criteria, then federal aid eligibility is based on the student’s (and spouse’s, if married) prior tax year income. If a student does not meet the federal independency criteria, then his/her federal aid eligibility is based on the student’s and the parent’s prior tax year income. Other factors, such as assets, family size and number of family members in college figure into the federal aid eligibility.

SUNY Canton adheres very closely to the federally-established independency criteria. We do recognize, however, that there are special cases in which students may not meet the federal independency criteria but may have extenuating circumstances. These students should contact the Student Service Center, prior to completing the aid application.

Independency criteria for state aid is established in state law. The New York Higher Education Services Corporation (NYHESC) in Albany is the agency responsible for determining the student’s dependency status for state aid.

Students over the age of 35 are considered independent for state aid. For students under the age of 35, the state criteria considers whether the student lived/lives with the parent(s), whether the student has been claimed as a tax exemption by the parent(s), and whether or not the student has/will receive financial support from the parent(s) in recent years.

Questions regarding dependency status for federal and/or state aid should be directed to the Student Service Center. Students should be ready to document the information they provide on the aid application concerning their dependency status.

TYPES AND SOURCES OF AID

There are three major types of financial aid: 1) Grants and scholarships, also known as gift aid because this type of aid, in almost all cases, does not have to be repaid; 2) loans, which must be repaid but typically not until the student has left school or dropped below half-time status; and 3) part-time employment, through which the student earns a wage by working on-campus.

There are also three major sources of aid: 1) the federal government provides the largest source of funding; 2) the State, most states, including New York, sponsor state grant programs for their residents; and 3) the College itself may be a source of aid, either through the federally-funded campus-based programs, (the Federal SEOG Grant, the Federal Perkins Loan, and the Federal Work-Study program), or with scholarship or loan funds that the College has raised.
**Applying for Financial Aid**

Students applying for financial aid at SUNY Canton should be aware of the following application process:

- Each student must complete the following, as soon after January 1 in the year in which they are seeking aid: 1) the Free Application for Federal Student Aid (FAFSA), and 2) the New York TAP Grant application. Both applications may be completed on-line at www.fafsa.ed.gov. For an electronic signature you and your parents should get a PIN at www.pin.ed.gov a few days prior to completing the FAFSA on-line. If you file a paper FAFSA you will receive a TAP application in the mail.

- Out-of-state students should check with their state’s higher education agency to determine if they need to complete a separate application to be considered for a grant from their home state.

- Students should be ready to submit signed copies of their and their parents’ prior year income tax forms, if requested by the College’s Student Service Center. Aid eligibility is based on the prior tax year’s income. Therefore, if applying for aid for the 2006-2007 year, a family may be asked for signed copies of the 2005 income tax forms.

- Students should research the availability of private scholarships. Visiting a high school guidance office, local library, or the Internet can provide access to information concerning private scholarships for free.

- SUNY Canton funds a number of scholarships for freshmen and returning students. Freshmen who meet basic requirements will have an application sent to them to complete. All admitted students will be considered for scholarship funding and contacted by the Admissions or Development Office if awarded a scholarship. Recipients are typically chosen in the summer prior to the academic year. A listing of current Foundation Scholarships is available at the end of this section. Questions concerning Foundation Scholarships should be directed to the Development Office at (315) 386-7127.

**Deadlines**

Application deadlines vary from program to program. Since funding from the federal government is limited for the campus-based aid programs (Federal Perkins Loan, Federal Work-Study, and Federal SEOG), these funds are awarded on a first-come, first-served basis, until funds are exhausted. To be considered for these funds, students should submit a completed FAFSA to the federal processing agency by March 15. It takes up to four weeks for the processing agency to process the student’s application and forward it to the Student Service Center.* Filing on the web is much quicker. We strongly encourage all students to file a paper FAFSA you will receive a TAP application in the mail.

**Basic Eligibility Requirements**

All students applying for federal financial aid must meet the following basic requirements:

1. You must be a U.S. citizen or eligible non-citizen (have an alien registration number).

2. You must have a high school diploma or its equivalent (ex., GED)*. Home-schooled students must have officially completed their program.

   *Adult students with no GED or diploma may be eligible to receive financial aid by taking the placement exam and scoring at least one standard deviation below the mean or higher. See the Admissions Office for details.

3. You must be enrolled as a regular student in an eligible degree program.

4. You must not be in default of any previous student loans.

5. You must maintain satisfactory academic progress in your degree program.

6. All male students must register with Selective Service or be exempt from doing so.

**Notification of Eligibility**

Applications are reviewed by a financial aid advisor. In some cases, the Student Service Center will request additional information from the student and family. For example, we may request copies of income tax returns or other income verification. The student should respond immediately to any requests for information that he/she receives. Once the Student Service Center has received all necessary forms and documents from the student, the student’s file is considered complete and ready for notification of aid eligibility.

Students are notified of their eligibility in an award letter and/or by e-mail. Awards may be accepted or declined online on the Northstar Web System. Please read all accompanying information carefully.

The Student Service Center begins notifying students of aid eligibility in early March. The process continues as applications are received.

**Available Federal Programs**

Students are automatically applying for these aid programs when they complete the Free Application for Federal Student Aid (FAFSA).

**Federal Pell Grants**

The Pell Grant Program is an entitlement program. It is also a grant program,
i.e., no repayment is required. Eligibility and award amount are based on need and determined by the U.S. Department of Education. The Pell Grant may be used for tuition, fees, books, and living expenses.

Currently, awards for eligible students range from $400 to $4050. The amount of the award will be affected by costs of attendance and full or part-time enrollment status. The Pell Grant does not duplicate the State awards.

Pell recipients must continue to make satisfactory academic progress in the program in which they are enrolled. Students who possess a bachelor degree are ineligible for a Pell Grant.

Students receive notification of their Pell Grant eligibility from the U.S. Department of Education on a document called the Student Aid Report (SAR).

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)**

The applicant must have financial need and be eligible for a Pell Grant. SEOG, like PELL, is a grant program, i.e., no repayment is required. Students who possess a bachelor degree are ineligible for SEOG.

Currently, typical annual FSEOG awards range from $200 to $2000, depending on funding. Recipients must continue to make satisfactory academic progress in the program in which they are enrolled.

**ACADEMIC COMPETITIVENESS GRANT (ACC) & SMART GRANT PROGRAMS**

This new federal grant program may provide additional assistance to students who meet the following basic requirements:
- U.S. Citizen
- Pell Grant recipient
- Enrolled full time

ACG - This grant is specifically for 1st and 2nd year students in an associates degree or bachelor’s degree program. Students must have completed a “rigorous secondary academic program” which will be determined by the Admissions Office. Awards are up to $750 for first year and up to $1,300 for second year students. Students must maintain a 3.0 GPA to continue receiving the award each semester.

SMART Grant - This grant is specifically for students in the 3rd and 4th years of a bachelor’s degree program in physical or life sciences, computer science, engineering, mathematics, technology, or a critical foreign language. Currently our Information Technology - Web Development program meets this definition. Students may be awarded up to $4,000 each year and must maintain a 3.0 cumulative GPA each semester.

More details on these new programs are still forthcoming. Please contact the Student Service Center with questions.

**FEDERAL PERKINS STUDENT LOAN (SUBSIDIZED)**

Loans are offered to high-need students who are enrolled on at least a half-time basis. This is a limited fund which is awarded on a first-come, first-served basis.

The maximum amount which can be borrowed on an annual level is currently at $2000 for most SUNY Canton students. An undergraduate student cannot borrow more than $9000 total. Loans are repaid beginning nine months from the time the student ceases to be enrolled at least on a half-time basis. Students borrow at a 5% fixed interest rate and have up to ten years to repay. Payment may be deferred for up to three years or forgiven for certain categories of borrowers. Certain jobs in law enforcement and education may qualify borrowers for partial or full cancellation of the loan debt.

All Perkins Loan recipients are required to attend an exit interview before leaving the College so that their rights and responsibilities concerning their loan may be explained to them. Specific information may be obtained from the Student Service Center.

**FEDERAL WORK-STUDY PROGRAM**

Through the FWS Program, the College makes employment reasonably available to eligible students who have demonstrated that they are in need of financial assistance. In the event that more students are eligible for FWS than there are funds available, preference is given to students on a first-come, first-served basis.

The starting salary is set at minimum wage. Currently, a typical annual award is worth $1500 which means that the student would work approximately seven hours per week to earn his/her full award.

FWS recipients must continue to make satisfactory academic progress in the program in which they are enrolled.

**DIRECT STAFFORD STUDENT LOAN (SUBSIDIZED)**

This is a program that allows students to borrow funds from the federal government. The first step in applying for a Stafford Loan is to complete the Free Application for Federal Student Aid (FAFSA) since students applying for a Stafford Loan need proof that they have first applied for the federal PELL Grant. The College will notify the student of his/her eligibility for a Stafford Loan on the award notice. (Please note that not all students are eligible for a Subsidized Stafford Loan; the College’s Student Service Center determines loan eligibility).

To be eligible, a student must be a U.S. citizen or eligible non-citizen and be enrolled or admitted on at least a half-time basis. Once again, the student must demonstrate need for the loan as evidenced on a processed FAFSA.

A SUNY Canton student may be eligible to borrow no more than $2625 as a freshman and no more than $3500 at the sophomore level. Once full junior status is achieved in a bachelor program you may borrow up to $5500/year. Currently, there is a 5.3% interest rate on loans in repayment. The interest rate will be fixed at 6.8% on July 1. Principal and interest are deferred.


Financial Assistance

during the time that the student is enrolled on at least a half-time basis. Borrowers have up to ten years to repay and repayment begins six months after the student ceases to be enrolled on at least a half-time basis. Payment of the principal may be deferred for up to three years for certain categories of Public Health Service officers, the temporarily disabled, those in internships required before entering a profession, and Peace Corps or Vista volunteers.

All Federal Stafford Loan recipients are required to attend an entrance interview, and sign a promissory note before receiving the first Stafford Loan disbursement. Both can be done online from the financial aid page of our website. Also, before leaving the College, all Stafford Loan recipients are required to attend an exit interview. The purpose of these interviews is to inform the student of his/her rights and responsibilities concerning the loan, to be sure that the student is aware of what borrowing entails, to be sure that the student understands the consequences of not repaying the loan, and to be sure that the student is clear on the repayment terms of the loan and who the loan will be repaid to, as well as the amount of loan borrowed. Questions concerning loan entrance, exit interviews, or promissory notes should be directed to the Student Service Center.

FEDERAL NON-NEED BASED LOAN PROGRAMS

DIRECT STAFFORD STUDENT LOAN (UNSUBSIDIZED)

The terms and conditions of the unsubsidized loan are the same as for the subsidized loan except that interest on the loan accrues while the student is in school. Loan limits for dependent students cover the cost of attendance minus any aid received, up to the limits of the subsidized Stafford loan (that is, a dependent freshman cannot borrow more than $2625 in a combination of subsidized and unsubsidized, while a dependent sophomore cannot borrow more than $3500, and a dependent junior/senior can borrow $5500. An independent freshman cannot borrow more than $6625 between the subsidized and unsubsidized Stafford Loans. An independent sophomore cannot borrow more than $7500 between the subsidized and unsubsidized Stafford Loans. Independent juniors and seniors in the BT program can borrow up to $10,500 between subsidized and unsubsidized loans. Also, the total of the student’s unsubsidized loan and the other aid/resources that the student will be receiving, can never exceed the total cost of attendance. Accrued interest may be paid or added to the loan (capitalized) as agreed by the borrower and the federal government. The first step in being considered for an unsubsidized loan is to complete the Free Application for Federal Student Aid (FAFSA).

DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (DPLUS)

This is a program that allows parents to borrow funds from the federal government. Under DPLUS, the parent is the borrower and if eligible, (these loans are subject to a credit check) may borrow up to the difference between the yearly cost of attendance and the student’s other yearly financial aid.

Interest on the principal is fixed at 7.9% beginning July 1, 2006. The interest rate for the 2005-2006 year was 6.1%. Repayment of a DPLUS Loan begins 60 days following receipt of the loan’s second disbursement.

It is also important to note that the parent and student must be U.S. citizens or eligible non-citizens and neither can be in default on a prior student loan or owe a refund on a federal grant in order to be considered for a DPLUS loan. In addition, the student must be: 1) accepted or enrolled in an eligible program leading to a degree or certificate; 2) be enrolled on at least a half-time basis; 3) maintain satisfactory academic progress if currently enrolled; and 4) show compliance with applicable Selective Service requirements. The promissory note for the DPLUS can also be done online through the financial aid page of our website.

Federal Aid to Native Americans (BIA Grant)

To be eligible for consideration a student must: 1) possess one-fourth or more degree Indian blood and be certified by their Tribe, 2) be a member of a Tribe, 3) be enrolled (or accepted for enrollment) on a full-time basis in a program which will lead to a four-year degree, and 4) have a definite financial need after all other sources of financial assistance have been applied.

Application forms may be obtained from a liaison office of the U.S. Bureau of Indian Affairs. The application deadline is July 15 for the Fall Semester/academic year and October 15 for students beginning their studies in the Spring Semester. Please note that students should first complete the Free Application for Federal Student Aid (FAFSA). Students must reapply for federal Native American aid each year and must meet certain academic standards to continue to receive the grant.

AVAILABLE STATE PROGRAMS

TUITION ASSISTANCE PROGRAM GRANT (TAP GRANT)

To apply, follow the procedure detailed in “Applying for Financial Aid.”

The TAP Program is an entitlement program and no repayment is required as it is a grant. To be eligible for consideration the student must be: 1) a New York State resident (as defined by the New York Higher Education Services Corporation’s residency
policy) and a U.S. citizen or eligible non-citizen, 2) be enrolled on a full-time basis (at least 12 credit hours per semester), 3) disabled students may be eligible if enrolled part-time. Eligibility for TAP is based on the family’s prior year New York State taxable income figure and also considers how many family members, other than the applicant, will be enrolled in college on a full-time basis.

TAP awards at SUNY Canton for the 2005-2006 year ranged from $500 to $4325 per year, for students who qualified. Students can receive a TAP award for no more than six full-time semesters of undergraduate study at the associate degree level or eight semesters at the bachelor’s degree level. EOP students may have additional eligibility. Recipients must be in good academic standing in the program in which they are enrolled.

OTHER AWARDS/SCHOLARSHIPS SPONSORED BY NY HIGHER EDUCATION SERVICES

The New York Higher Education Services Corporation sponsors the following awards for special populations:

—Vietnam Veterans Tuition Awards (VVTA)
—Child of Veteran Awards (CV)
—Child of Deceased Police Officer/Firefighter/Correction Officer Awards (CPF)
—NYS Volunteer Recruitment Service Scholarship
—Memorial Scholarships for Children of Deceased Police Officers and Firefighters

In addition to completing the FAFSA, students who wish to be considered for any of the above awards must also complete the New York TAP Grant Application. Typically, if a TAP award is received in addition to any of the above awards, the combined award can be no greater than the cost of tuition. Recipients must be in good academic standing in the program in which they are enrolled.

For more specific information concerning the above state awards, contact the Student Service Center or the New York Higher Education Services Corporation, 99 Washington Avenue, Albany, NY 12255.

NEW YORK STATE AID TO NATIVE AMERICANS

Application forms may be obtained from the Native American Education Unit, New York State Education Department, Albany, NY 12230. The completed application should be forwarded to the Native American Education Unit, along with the supporting documentation required. This is an entitlement program, with neither a qualifying examination nor a limited number of awards, and repayment is not required. There are application deadline dates.

The award is $2,000 per year for a maximum of four years of full-time undergraduate study (five years where a fifth year is required for completion of degree requirements). Awards are not provided for study in remedial programs.

Students are responsible for notifying the Native American Education Unit in writing of any change in student status. Students must also submit semester grades, at the end of each semester, showing satisfactory progress toward completion of degree requirements.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

This program operates in the State University of New York and is designed to provide access to post-secondary education to educationally and economically disadvantaged students. It is a comprehensive program in which financial assistance is one possible component along with special counseling, tutoring, and remedial course work.

Application is automatic via the “SUNY Application for Admission.” An applicant must be:

—A New York State resident;
—Academically disadvantaged according to definitions promulgated by SUNY;
—Economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget. Students who apply for the EOP Program will be required to provide documentation of total family income before being admitted to the program (to ensure that they meet prescribed income guidelines).

The amount of financial assistance and other support provided to EOP students is dependent on need as determined by SUNY Canton, using NYS regulations and budget approval.

EMPIRE STATE DIVERSITY HONORS SCHOLARSHIP PROGRAM

The SUNY Canton/Empire State Diversity Honors Scholarship program provides assistance to students who have demonstrated high academic achievement and have overcome a disadvantage or other impediment to success in higher education. Individuals selected to receive these scholarships must:

—Be residents of New York State;
—Have been accepted for enrollment or be enrolled in a degree program.

Selection from each year’s eligible applicants is made by the College Scholarship Committee in accord with the following criteria:

—Financial need;
—If accepted for admission to the College, the prospective eligible student must have earned at least an 80% average for the first three and one-half years of high school;
—If enrolled at the College, each recipient must have at least a 2.75 cumulative grade point average;
—While it is the intent that the recipient will continue to receive such support while enrolled, support will be withdrawn if the students cumulative grade point average is lower than 2.50.

Further information concerning this program is available from the Student Service Center, or the Development Office.

**AID FOR PART-TIME STUDY (APTS)**

This program provides tuition assistance for part-time undergraduates enrolled in degree or certificate programs in New York State. To be eligible for consideration, a student must: 1) be registered for at least 3 but less than 12 semester hours; 2) be working toward an undergraduate degree or be enrolled in a registered certificate or approved degree program; 3) be in good academic standing; 4) be a New York State resident and a U.S. citizen or eligible non-citizen; 5) have tuition charges of at least $100 per year.

Eligibility is based on the family’s prior year New York Taxable Income figure. Dependency status for the APTS program considers whether the student was eligible to be claimed as a tax exemption by his/her parents in the prior tax year.

The amount of APTS awards range from $75 to $400 or more per semester depending on the College’s yearly allocation from the State. An award amount cannot exceed the tuition charges.

Specific questions concerning the APTS award may be directed to the Student Service Center. Students can pick up APTS applications usually sometime in mid-to-late April. Funding for this program is very limited so students are encouraged to apply early!

**CANTON COLLEGE FOUNDATION**

**SCHOLARSHIPS AT SUNY CANTON**

Most of the financial assistance available at SUNY Canton is awarded on the basis of an individual student’s financial need as determined by universally applied formulas. However, there are an increasing number of awards through the College Foundation, which recognize special characteristics, and accomplishments of our students and incoming freshmen. Some, once awarded, are renewable if the student’s special characteristics and academic performance merit, as specified in the endowment. Available scholarships and their criteria for award are listed herein.

- **Alumni Association Scholarship**
  —Returning senior student
  —Minimum 3.0 GPA
  —Service to college community
  —Financial need

- **Alumni Legacy Scholarship**
  —Entering freshman student
  —Child or grandchild of alumnus
  —Academic potential, as demonstrated by high school performance
  —Financial need

- **Anderson-André Endowed Scholarship**
  —Entering freshman student
  —Liberal Arts-Science: Chemistry option, or Veterinary Science Technology curriculum
  —St. Lawrence, Jefferson, or Lewis County resident
  —Preference to graduates of Beaver River or Canton Central School

- **Timothy M. and Mary Lou Ashley Family Scholarship**
  —Students in one of the following areas, Criminal Justice, Business Administration, or Liberal Arts
  —The intent is to provide assistance to worthy individuals who appreciate the value of a quality education.

- **Augsbury Agricultural Scholarship**
  —Entering freshman student
  —Forest Technology or Veterinary Science Technology curriculum

- **Alice Westaway Bagley Endowed Scholarship**
  —Nursing and allied health
  —St. Lawrence County resident

- **Rachael M. and Leon E. Bagley Scholarship**
  —Freshman to be retained
  —Preference to, but not restricted to, students from Madrid or Edwards-Knox Schools

- **Dr. Adelord S. and Sylvia H. Blanchard Endowed Scholarship**
  —Returning senior student
  —Business Administration curriculum
  —Preference to candidates intending to pursue a baccalaureate degree in business

- **Goldie Burgess Endowed Scholarship**
  —Returning senior student
  —Business curriculum
  —Minimum 2.75 GPA
  —Financial need

- **Agnes & John N. Burns Family Scholarship**
  —Entering freshman student
  —Business/Administrative Assistant and one is open curriculum
  —Preference to students from Franklin, Jefferson, Lewis, or St. Lawrence County

- **Paul W. Calkins Endowed Scholarship**
  —Entering freshman student
  —High school record exemplary
  —Business curriculum
  —Financial need

- **Canton Area Zonta Club Scholarship**
  —Returning senior student
  —Single parent with potential for success
  —Financial need

- **Canton College Foundation Merit Scholarship**
  —Returning senior student
  —Non-traditional
  —Engineering Science with a 3.0 GPA

- **Alden C. Chadwick Endowed Scholarship**
  —Returning senior student
  —“Scholar athlete” with demonstrated academic excellence while an active participant in an intercollegiate athletic program

—St. Lawrence County resident
—Non-traditional student
—Financial need

—Freshman to be retained
—Preference to, but not restricted to, students from Madrid or Edwards-Knox Schools

—Preference to candidates intending to pursue a baccalaureate degree in business

—Entering freshman student
—Business curriculum
—Minimum 2.75 GPA
—Financial need

—Entering freshman student
—High school record exemplary
—Business curriculum
—Financial need

—Returning senior student
—Single parent with potential for success
—Financial need

—Returning senior student
—Non-traditional
—Engineering Science with a 3.0 GPA

—Returning senior student
—“Scholar athlete” with demonstrated academic excellence while an active participant in an intercollegiate athletic program

—Preference to candidates intending to pursue a baccalaureate degree in business

—Entering freshman student
—Business curriculum
—Minimum 2.75 GPA
—Financial need
Varick A. Chittenden Book Scholarship
—Second-year student
—Exceptional North Country student

Ed and Clara Cloce Endowed Scholarship
—Either freshman or senior
—Demonstrates potential for success
—Automotive curriculum, with preference to those in the Canino School of Engineering Technology
—Financial need

College Association Endowed Assistantships
—Work awards given by Financial Aid to students who have financial need and cannot get aid from other sources

Dr. Solomon Cook Scholarship
—Native American
—Either freshman or senior
—Preference to student from the Akwesasne St. Regis Mohawk Reservation or graduate of Salmon River Central School
—High school average of B or better
—Financial need

William C. Cooper Endowed Scholarship
—Entering freshman student
—Business or Computer Science curriculum
—Resident of St. Lawrence or Otsego County
—Highly-motivated, industrious student
—Active in extracurricular activities
—Financial need

Corning Foundation Endowed Scholarship
—Entering freshman student
—Electrical Engineering Tech. Curriculum
—Graduate of a St. Lawrence Co. high school
—Preference to women and minorities

Cross Connection Controls Scholarship
—Entering freshman student
—Air Conditioning curriculum
—May retain for second year

Evan M. Dana Endowed Scholarship
—Freshman or senior student
—Veterinary Science Technology or Liberal Arts-Science: Chemistry option curricula
—Good academic standing
—Incentive, motivation

Ethelyn B. Davis Endowed Scholarship
—Returning senior student
—Nursing curriculum
—Demonstrated compassion, thoughtfulness, concern for the patient’s well-being
—Academic achievement secondary

William D. Demo and Family Endowed Scholarship
—Entering freshman student
—Graduate of St. Lawrence Central School
—Accounting or Liberal Arts-Science: Chemistry option curriculum
—Financial need

Rosa Dixon Allied Health Endowed Scholarship
—Freshman or senior student
—Allied Health curriculum
—Financial need

Stuart B. Dragon Endowed Scholarship
—Entering freshman student
—Agriculture or Business curriculum
—First preference to Clinton County resident
—Secondly, any North Country resident

George and Eileen Fay Endowed Scholarship
—Entering freshman student
—Graduate of Massena or Canton Central School
—High school record of good citizenship, athletic involvement, and academic achievement
—Preference to Business curriculum

Clement J. Flanagan Endowed Scholarship
—Entering freshman student
—Graduate of Canton High School
—Good academic standing
—Involvement in high school/community activities
—Financial need

Robert W. and Helen Flanders Farmer Endowed Scholarship
—Entering freshman student
—Graduate of Tupper Lake High School
—High school record of good citizenship, and academic achievement
—Strong motivation to succeed in college
—Financial need

Nicole Fleury Memorial Scholarship
—Veterinary Science Technology major
—Graduate from a Section X high school
—Must demonstrate sportsmanship, leadership, compassion and a love for animals and athletics
—Minimum 3.0 GPA
—Demonstrates Nursing professionalism
Financial Assistance

Henry Lawrence Howe V Endowed Scholarship
—Returning senior student
—Learning disabled
—Preference to graduate from St. Lawrence Co. pursing careers in technical fields, especially in computers or electrical/electronics.

Harold K. Hughes Award for Ethical Behavior
—Criminal Justice student
—Will promote the importance of individual character and ethical behavior
—Leadership and service in the community
—“To be awarded by Criminal Justice faculty

Charles W. Johnson Endowed Scholarship
—Entering freshman student
—High school academic record meritorious
—Preference accorded to Liberal Arts: General Studies/Undeclared Major who indicates an interest in majoring in the media
—Financial need

Betsy B. Kaplan Memorial Scholarship
—Second, third or fourth year students in Veterinary curriculum
—Must maintain 3.0 GPA cumulative
—To go to students, who have demonstrated past involvement in animal welfare; work at a humane society or similar organization or caring for abused animals in one’s own home.

Jesse C. Kaufman Endowed Scholarship
—Entering freshman student
—Electrical Engineering Tech. Curriculum

Catherine M. Kelly Award for Excellence in Psychiatric Nursing
—Presented annually to a graduating senior Nursing student by the Nursing faculty, to a student who has a B or better average
—Demonstrates clinical excellence
—Strong interpersonal relationship skills
—A commitment to nursing of psychiatric clients

E.B. and Gladys Kennedy Endowed Scholarship
—Entering freshman student
—Commitment to community service
—Financial need

Harry E. King Endowed Scholarship
—Air Conditioning Eng. Tech. Curriculum
—85 high school average

Richard C. King Endowed Scholarship
—Returning senior student
—Veterinary Science Technology curriculum
—Good academic standing
—Financial need secondary

Lloyd and Josephine Kingston Endowed Scholarship
—Entering freshman student
—Business curriculum
—St. Lawrence County resident
—Preference to graduate of Canton Central School

Ernest C. Krag Endowed Scholarship
—Entering freshman student
—Liberal Arts-Social Science curriculum
—First preference to a student planning to pursue studies in government and history; second preference to a student from St. Lawrence or Franklin County; third preference to a Native American student

Edwin Kreneski Memorial Scholarship
—Second year student
—Electrical Engineering Tech. Curriculum
—Financial need

Aaron J. Lasher Scholarship
—Awarded annually to a deserving student
—One year Heating & Plumbing certificate, returning student in Air Conditioning two yr. program, or the Technology Management/Facilities Operation four yr. program
—Preference to Heuvelton Central graduate, secondly to a St. Lawrence or Jefferson County graduate

Garnett M. Lawrence Endowed Scholarship
—Entering freshman student
—Massena High School graduate
—B average
—Good relationships with teachers and peers
—No history of alcohol or drug abuse
—Financial need

The Leadership Institute Endowed Scholarship
—Entering freshman student
—Graduate of a St. Lawrence Co. high school
—85 High School Average
—Demonstrate leadership potential by participating in student organizations (Operation Enterprise, High School of Excellence Program, Critical Issues Conference, Boys State or Girls State)
—Accounting/Business Administration/Retail Business Management/Facilities Management

Frederick C. and Karen Liebi Scholarship
—May be awarded to first or second year student
—Awarded to Construction majors first, then to engineering curriculum

C. Ernest and Dorothy B. Lowery Endowed Scholarship
—Entering freshman student
—Demonstrate academic excellence
—Financial need

Albert F. and Agnes Powers Luck Scholarship
—Preference accorded first to students from Seton Catholic Central; secondly to students from Plattsburgh HS; and, third a resident of Clinton, Essex, or Franklin County
—Civil or Construction Tech. Curriculum
—Academic potential

Joyce A. MacArthur/CTC Women Endowed Scholarship
—Returning senior student
—Outstanding scholar
—Demonstrates exemplary college or community service

Mater Dei Scholarship
—Ogdensburg dioceses area resident
—Returning senior
—Demonstrated financial need
—3.0 GPA

David R. Maynard Endowed Scholarship
—Entering freshman student
—Academic and extracurricular high school activity meritorious
—Preference to Mortuary Science curriculum
—Financial need
Fulton and Anna McAllister Endowed Scholarship
—Returning senior student
—Nursing curriculum
—St. Lawrence County resident
—Demonstrated academic improvement
—Financial need

Virginia McAllister Endowed Award for Excellence in Nursing
—Graduating senior student
—Nursing curriculum
—Demonstrate academic and clinical excellence and initiative
—Awarded at pinning ceremony

Kenneth R. McDonald/Howland Pump Scholarship
—Either freshman or senior
—Air Conditioning or Heating & Plumbing curriculum
—St. Lawrence County resident

Robert McKenty and Family Scholarship
—Awarded annually to two students
—Construction-related program
—Financial need

Merriman Family Endowed Scholarship
—Entering freshman student
—High school record, academics, and extracurricular activities, with merit
—Graduate of Colton-Pierrepont Central School/Norwood-Norfolk Central School/ Potsdam Central School
—Financial need

Susanne Connick Merritt Endowed Scholarship
—Returning senior student; must have completed two semesters full-time study at SUNY Canton in Accounting curriculum
—Outstanding scholar
—Participation in extracurricular activities on and off-campus

Richard W. Miller Endowed Scholarship
—Entering freshman student
—Electrical Engineering Tech. Curriculum

Modell Family Scholarship
—Returning student Electrical Eng. Technology curriculum
—Preference to student from Onondaga County

Peter Nevaldine Endowed Scholarship
—Entering freshman student
—Engineering Technology or one-year certificate program in Engineering Division
—High academic standing

Allan P. & Catherine Barnett Newell Scholarship
—Second-year student
—North Country student from Clinton, Essex, Franklin, Jefferson, Lewis, or St. Lawrence counties
—First preference to, but not restricted to, Veterinary Science Technology majors
—Evidence of leadership qualities, service to community, athletic involvement, and participation in a variety of extracurricular activities will be viewed upon favorably in the selection process
—The recipient must maintain a 3.0 GPA to retain the scholarship for a consecutive semester of study
—Financial need is to be considered

Elwood J. Nicholson, Jr. Endowed Scholarship
—Entering freshman student
—Recipient shall be Engineering Technology Science and Performance in and out of classroom exemplary
—Preference to Air Conditioning Engineering Technology/ Heating and Plumbing Service
—Financial need

Robert A. Noble, Sr. Endowed Scholarship
To further the talents of youth in engineering and animal husbandry
—Returning senior student
—Electrical Eng. Technology or Veterinary Science curriculum
—Vermont or North Country resident

John P. Ouderkirk Endowed Scholarship
—Returning senior student
—Engineering Technology Division
—Academic performance during freshman year at SUNY Canton meritorious
—Preference accorded to students who have grown through scouting
—Financial need

Dr. William F. Peters Tech Prep Endowed Scholarship
—Entering freshman student
—BOCES graduate
—Preference to Tech Prep participants

Phi Theta Kappa Endowed Scholarship
—Returning senior student
—Must show leadership qualities and have participated in college and community activities
—Must have at least a 3.75 cumulative GPA

Elaine Claxton Pidgeon Endowed Scholarship
—Entering freshman student
—One-year Heating & Plumbing curriculum
—Resident of Jefferson, Lewis, or St. Lawrence County
—Good academic standing
—Financial need

Plumbing, Heating, and Piping Contractors of Northern New York Endowed Scholarship
—Entering freshman student
—Engineering Technology division
—Massena Central School graduate
—Has been a positive member of the high school community
—Financial need

Jean M. Poticher Endowed Scholarship
—Entering freshman student
—Resident of St. Lawrence County
—Good citizenship
—Enrolled in a Business curriculum
—Financial need

Lorence F. Pries Endowed Scholarship
—Returning senior student
—Nursing curriculum
—Demonstrates academic excellence
—Financial need

Bernard Creighton Regan Scholarship
—Massena graduate preferred, if not one available; then St. Lawrence County
—Electrical or Air Conditioning
—Financial need

Gerald E. Rice Endowed Scholarship
—Entering freshman student
—Engineering Technology Division
—Preference to nontraditional student
W. Stanley and Alice E. Richardson Endowed Scholarship
—Returning senior student
—Enrolled in a Business curriculum
—Student from St. Lawrence County
—Meritorious academic record and motivation to succeed in business.

John F. Ruitberg Endowed Scholarship
—Entering freshman
—Student from St. Lawrence County
—Business or Liberal Arts-Social Science curriculum

William & Beatrice Schermerhorn Endowed Scholarship
—Returning senior student
—Veterinary Science curriculum
—Demonstrates a humane ethic and a personal commitment to animals

Siemens Building Technologies, Inc. Scholarship
—Entering freshman student
—Air Conditioning Engineering Technology curriculum
—Students making normal academic progress may receive scholarship for second year of study

St. Lawrence County Funeral Directors Association Scholarship
—Returning senior student
—Mortuary Science curriculum
—Good academic standing
—Priority given to St. Law. County resident
—Financial need
—Chosen by the Funeral Directors Association

St. Lawrence Gas Scholarship
—Business or Engineering
—North Country resident
—Financial need

St. Lawrence State Hospital School of Nursing Alumni Association Endowed Scholarship
—Returning senior student
—Nursing curriculum
—Empathy, leadership, patient advocacy
—North Country resident

Bill and Peg Stalder Endowed Scholarship
—Entering freshman student
—Good academic potential
—St. Lawrence County resident
—Financial need

Jay F. Stone Scholarship
—Entering freshman student
—Air Conditioning Engineering Tech.
—Financial need may be considered

John H. & Eunice B. Stone Scholarship
—Senior student
—Preference to part-time student
—Demonstrated financial need

David W. Sullivan Memorial Endowed Scholarship
—Entering freshman student
—Criminal Justice curriculum
—Graduate of a St. Lawrence Co. high school
—School or community service involvement

SUNY Canton/Empire State Diversity Honors Scholarship
—Entering freshman student
—High school average B or better
—Native American, African American, or Hispanic
—Recipients maintaining a 2.75 GPA may retain the scholarship for a second year of study
—Financial need

Tougher Industries, Inc. Endowed Scholarship
—Entering freshman student
—Air Conditioning Engineering Technology curriculum
—Financial need

Harold C. Town Endowed Scholarship
—Entering freshman student
—Graduate of Norwood-Norfolk Central School
—Meritiorious high school record
—Financial need

Grace Jones-Vesper Business Scholarship
—Second year student
—Business Administration or Office Technology curriculum
—Must have maintained a B average
—Preference to a nontraditional student
—Financial need also considered

Arlington Walker Endowed Scholarship
—Entering senior student
—Criminal Justice curriculum
—Resident of St. Lawrence County

John H. Wells Memorial Scholarship
—Entering freshman student
—Air Conditioning curriculum
—Second preference to Heating & Plumbing curriculum

Arthur S. Wheater Endowed Scholarship
—Freshman or senior student
—Veterinary-related curriculum
—Preference to student from town of Oswegatchie

Dellonay White Scholarship
—Minority student
—Electrical Construction & Maintenance or Electrical Engineering Technology

Woodcock Family Endowed Scholarship
—Financial need
—Preference to students from St. Lawrence County then Onondaga County
—Mechanical Engineering Tech. Curriculum
—Additionally to students in any curriculum with special preference to women

Woodside Family Scholarship
—Entering freshman or returning senior
—Air Conditioning Engineering Technology curriculum
—Preferenence to students from St. Lawrence or Erie County
—Financial need

GUIDELINES FOR SATISFACTORY ACADEMIC PROGRESS
Students receiving financial aid are required to maintain minimum program pursuit and academic progress standards in order to continue to receive assistance. The requirements differ for State aid (TAP, etc.) and Federal aid (PELL, SEOG, Perkins Loan, CWS, Stafford Loan, EOP, etc.). The following charts indicate the standards to be achieved minimally (effective April 1994). New federal regulations require students to complete degree requirements within ninety (90) attempted hours or 150% of their normal program length.

In addition to these charts, students must complete 50% of a full-time load in their first two semesters, 75% of a full-time load in their third and fourth semesters and 100% of a full-time load (12 credit hours) for each subsequent semester to remain eligible for TAP. To maintain federal aid eligibility, a student must earn the minimum
number of credit hours required under the College’s academic re-registration standards (see Academic Requirements section).

If a student fails to meet state academic progress requirements he/she loses TAP/APTS eligibility for two semesters.

If a student fails to meet federal academic progress requirements he/she loses all federal aid eligibility until they bring themselves into compliance or a waiver is issued.

Transfer students and/or continuing education students matriculating in a degree or certificate program will be placed in sequence depending on the amount of credit awarded toward the latest program requirements.

The requirements for a part-time, matriculated student will be adjusted according to the number of credits taken: Half-time students (6-8 credits) - 50% of credits accrued; Three quarter-time students (9-11 credits) - 75% of credits accrued. The number of semesters eligibility will be adjusted accordingly.

A one-semester probationary period may be granted to a student if he/she falls below the minimum federal standard. Students in this category are considered to be making satisfactory progress in their chosen program and are in good academic standing. The student must meet the guidelines as outlined above at the end of the probationary period in order to continue receipt of financial aid.

An appeal of the above requirements may be permitted if the student is below the Federal minimums stated. This appeal may be considered for extraordinary circumstances and must be in the best interest of the student.

A one-time waiver of the above requirements may be permitted if the student falls below the State minimums stated. This waiver can be considered for extraordinary extenuating circumstances and must be in the best interest of the student.

The above standards are designed for retention of financial aid for subsequent semesters. Certain scholarship programs may have requirements different from the above due to specific desires of the donors. Also, these standards, although similar, do not replace the academic requirements for progression toward a degree or certificate. Questions should be directed to your Dean or the Director of Financial Aid.

**Repeat of “D” Grades and State Financial Aid Eligibility**

Repeat of any course in which a passing grade (D or above) has already been received and which the College does not require the student to repeat may not be considered as part of that student’s minimum course load for State financial aid purposes (that is, the New York TAP Award). In addition, the repeated course may not be considered in determining whether the student has met the Pursuit of Program Requirement and is in good academic standing. The student should check with his/her advisor and/or the Student Service Center to determine if repeating a course will affect his/her state TAP Grant eligibility.
RESPONSIBILITIES

FACULTY RESPONSIBILITIES

Faculty members have the responsibility of ensuring an educational environment that promotes academic excellence. All individuals have the right to a positive secure environment, one in which persons can realize their potential as intellectual, social, political, economic and creative beings.

STUDENT RESPONSIBILITIES

It is the students’ responsibility to know and abide by the requirements for their programs and courses published in college publications and course outlines. Further, it is the students’ responsibility to utilize the college environment, resources and professionals therein to meet requirements which shall assist in both academic and personal growth.

ATTENDANCE, CONDUCT, GRADES

ATTENDANCE

Students are expected to accept full responsibility for meeting all of the academic requirements for every course in which they are enrolled. Attendance regulations are determined by the faculty of each department based upon their academic requirements for each curriculum and/or course. Each department shall state clearly its attendance policy in writing to the student at the beginning of each semester. Dismissal from a course may result from unexcused absenteeism. A grade of “F” will be recorded for a student so dismissed unless the student makes formal application for withdrawal from that course prior to the semester deadline for withdrawing without academic penalty, consistent with the college withdrawal policy. Forms may be obtained from School Deans’ Offices. Suspension from college may be imposed by the Provost/Vice President for Academic Affairs if absenteeism has reached such proportions that further academic progress is not possible, with grades of “F” for courses not completed as of the suspension date.

DEVIANCY ACADEMIC CONDUCT

The instructor may impose a penalty upon a student evidencing prohibited academic behavior. In those instances where cheating, plagiarism and/or alteration of academic documents are proven, a student will be subject to a grade of “F” for the specific assignment and/or course. Similarly, a student may be dismissed from a course with a grade of “F” as a consequence of intentional disruption, obstruction or comparable class misconduct. After written notification of the charge by the instructor, students may initiate the academic student grievance procedure if they believe they have proof that the charge is unwarranted.

STUDENT GRADES

The permanent record is the official academic record and is permanently filed in the Registrar’s Office. Only personnel authorized by the Registrar may have direct access to permanent records.

Final and mid-term grades are available to students online through secure access to Northstar Web. Final grades will only be mailed to the student’s home address by special request to the Registrar’s Office. Final grades may be withheld from any student who has a delinquent college obligation.

TRANSCRIPTS

A properly signed authorization by the student must precede any external distribution of a student’s transcript. An official transcript will be impressed with the college seal. Each student will be assessed an official transcript fee of $5 per semester, which guarantees students unlimited lifetime transcripts. The College reserves the right to deny transcripts to any student who is delinquent in an obligation to the College.

GRADING AND HONOR DEFINITIONS

A credit hour is defined as three hours work per week in any combination of class, laboratory and outside study time.

PASSING GRADE

A, B+, B, C+, C, D+, D and P are passing grades. The grade considered satisfactory for completion of a course as a prerequisite for subsequent courses or activities will be determined by each department or program and stipulated in the course description.

GRADE POINT AVERAGE

The Grade Point Average is determined by dividing the total grade points earned by the total academic credit hours attempted (not including W’s, I’s, P’s, or Imputed Credits).

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade</th>
<th>Grade Pts. per Credit Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Minimally Passing</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

HONORS LISTS

Honors Lists for each semester will be prepared by the Registrar’s Office and sent to the Office of Public Relations for distribution to the news media. Media releases will not include the names of students who have restricted the release of directory information pursuant to FERPA (p. 46).

President’s Honors Lists will include the names of full-time students who earn semester GPAs of 3.75 or higher. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.

Dean’s Honors Lists will include the names of full-time students who earn semester GPAs of 3.25 or higher. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.
Part-Time Academic Honors Lists will include the names of part-time matriculated students who earn semester GPA's of 3.25 or higher. To be eligible, students must complete 6 or more academic credit hours graded A to F.

MAXIMUM STUDENT LOAD

Nineteen credit hours will constitute a maximum course load per semester. Additional hours may be undertaken only with the approval of the Department Chairperson or Dean of the School in which the student is enrolled.

WITHDRAWAL FROM COURSES

Students may withdraw from credit courses without academic penalty (receiving a grade of “W”) under the following conditions, unless dismissed for deviant academic conduct:

—In order to maintain the academic integrity of the institution, the academic focus of the students and adequate student academic progress toward a degree, a matriculated full-time student may not drop courses below a 12-credit hour load while a semester is in progress. In case of exceptional circumstances beyond the student’s control and with the written approval of the Dean of the School in which the student is enrolled, a student may drop below the limit to part-time status. Students are encouraged to consult with the offices of Financial Aid and Residence Life to determine the impact of this academic decision before dropping to part-time status.

—Withdrawal from a course is accomplished by means of a Drop/Add Form available in the Deans’ Offices. These must be signed by the advisor and Dean of the School. A $20 fee must be paid at the Student Service Center and the completed form delivered by the student to the Registrar’s Office. The course withdrawal will not be official until the form, fully completed, is received by the Registrar.

—Withdrawal is allowed under the above conditions prior to the last ten class days of the semester. In courses less than a semester in length, withdrawal is allowed prior to completion of 85 percent of the class meetings.

—A matriculated part-time student may not withdraw from any course unless exceptional circumstances exist and the above procedure is followed.

—Non-matriculated students are not subject to these conditions and are not required to pay the $20 fee.

—A student may withdraw from a course only once under the above conditions. A subsequent withdrawal from the same course will result in an “F” (failing) grade unless there are extenuating circumstances acceptable to the Dean of the School in which the student is enrolled.

—Signatures of the advisor, and Dean do not necessarily indicate approval of the action, but signify that counseling has occurred and the student is fully aware of the consequences of course withdrawal.

—Failure to attend class or merely giving notice to an instructor is not an official withdrawal.

—A grade of “W” (Withdrawn) will be recorded for courses dropped and will not be used in calculating GPA.

—Students may withdraw from non-credit courses. Official notice must be given in writing by the student to the Director of the Canton Institute. When the Director has been informed, official withdrawal will be executed with copies to the student, instructor, Registrar and Student Service Center.

REPEATING COURSES

Students may repeat courses. The grade earned in the repeated course shall be substituted for the original grade, if higher, in computing the GPA.

MIDTERM GRADES

1. At midterm, faculty members will submit student grades online for all courses they are teaching or supervising via secure access through Northstar Web.

2. Faculty members may choose to report midterm grades with the same letter grade designations used for course grades; or as S (satisfactory), which indicates a grade of C or better, or U (unsatisfactory). Students will be informed of the faculty member’s methods of determining and reporting midterm grades in the course syllabus distributed at the beginning of each semester.

3. Mid-term grades are available to students online though secure access to Northstar Web immediately following the semester deadline for faculty submission. Students receiving grades of D+, D, F or U should seek out their instructors/academic advisors to identify the problem and make the necessary improvement.

FINAL EXAMINATION

There will be a final examination period at the end of each semester. This period must be used by the professor for a comprehensive final examination, the last unit test, or some other activity of academic merit.

INCOMPLETE GRADES

An incomplete grade may be assigned by a faculty member in cases when, for valid reasons (sickness, accident, etc.), all of the required work has not been completed, but is otherwise satisfactory. Except in unusual cases, the delinquent work should not exceed 10-20 percent of the total required work.

Responsibility for making up incomplete work lies with the student. Incomplete work must be made up within two weeks after the first day of classes in the subsequent semester. Alternate arrangement (shorter or longer time frame) can be implemented if
agreed upon by the instructor and student and approved by the Dean of the School. If the work is not completed according to the agreed upon plan, the incomplete grade will be recorded as “F” on the student’s record.

SCHEDULING

The Registrar prepares a master schedule for each session of the College. The normal college academic day is 8 a.m. to 10 p.m.

The Registrar arranges for and coordinates the preregistration of new and returning students for each semester. Following advisement, continuing students schedule their classes for the subsequent semester through secure access to Northstar Web, the online student information system. Students who do not preregister may register for courses on a space-available basis.

Course changes after the first three days of classes shall not be allowed except by petition. Extenuating circumstances should be present and the petition must be signed by the student, the instructor, the advisor or Department Chairperson and approved by the School Dean. All changes will utilize the course change notice (drop/add form).

COURSE AUDIT

With permission of the instructor, a person may audit any credit course offered by the College. Course audit registration fee is $50, but is free of charge for those 60 years of age and over. No credit is granted for audited courses. The course auditor will not be required to participate regularly in the class activity nor meet any of the course requirements. Audit forms are available from school offices or the Registrar.

The audit applicant will make initial contact during the regular registration period with the Department Chairperson of the course to be audited. It is expected that a faculty member will not refuse entrance to such an applicant unless acceptance would deprive a regularly enrolled student of space in the course. Once a student has elected to audit a course, the student may not subsequently change the audit to credit.

WITHDRAWING FROM THE COLLEGE

Students wishing to withdraw from the College must obtain and sign a withdrawal form from the appropriate School Dean. In the case of non-degree students, the form is to be obtained from the office of the Registrar.

Degree and certificate students must obtain the signatures of the 1) Faculty Advisor, 2) Counselor, 3) School Dean, 4) Librarian, 5) Student Service Center Officer, 6) Registrar, and for students living in the residence halls, 7) Residence Counselor and 8) Director of Telecommunications.

Non-degree students must obtain signatures from the Student Service Center and Registrar.

Students may not officially withdraw from college during the last ten instructional days of a semester, exclusive of the final exam period.

The withdrawal will not be considered official until the official withdrawal date has been entered by the Registrar’s Office. All signatures must be obtained and the completed form presented to the Registrar by the individual withdrawing.

ACADEMIC FORGIVENESS POLICY

The intent of this policy is to allow students who previously accrued a SUNY Canton academic record with a substantial number of grades below the 2.0 level of C to be “forgiven” for their earlier performance, if they meet certain criteria.

Academic Forgiveness in this context means that the student’s previous college work shall be treated as if it had been transferred to SUNY Canton from another college: none of the grades received would be counted in the current GPA, but the student would receive credit for any courses in which he/she earned a C or above. All General Education requirements completed during prior attendance would continue to count as requirements met, but only courses with a C or higher grade would be included in credits earned toward the degree, at the discretion of the dean of the school.

Students wishing to apply for the privilege of Academic Forgiveness must meet the following criteria:

1. The student must not have taken any coursework at SUNY Canton for a minimum of two calendar years at the time of proposed readmission.
2. The student must complete the Academic Forgiveness Application Form at the time of application for readmission. The application will include a reflective summary of why he/she should be considered for the privilege.
3. The student will not have attempted more than two semesters of coursework at SUNY Canton prior to readmission if enrolled in an associate degree program, or more than four semesters of coursework if enrolled in a bachelors degree program. Students must complete at least one half of their degree requirements credits at SUNY Canton after forgiveness is granted.
4. The student is not eligible to receive Academic Forgiveness until he/she has completed a full-time semester of at least 12 credit hours as a readmitted student. In this semester, the student must receive at least a C in every course and is not permitted to withdraw from any courses during this semester.
5. The student will be placed on academic probation for this first semester after readmission.
6. Upon completion of the probationary semester, if all requirements for Academic Forgiveness have been met, the dean of the school will notify the Registrar so that the student’s academic record may be modified.
The Academic Program

7. If approved for Academic Forgiveness, a notation to this effect will be made on the student’s SUNY Canton transcript and a new cumulative GPA will be calculated for all work beginning with the semester of readmission. This new GPA will be printed on the official transcript and used for computing the student’s academic standing, and for meeting the minimum GPA requirement for graduation. All previous SUNY Canton work will continue to be listed on the transcript with the original grades received.

8. Academic Forgiveness may be granted only once is a student’s college career at SUNY Canton.


Students applying for Academic Forgiveness must also apply for readmission. See page 13 for more details.

GRADUATION—DEGREES AND CERTIFICATES
The College is authorized to grant the Bachelor of Technology (BT) degree and the Bachelor of Business Administration (BBA) degree each requiring a minimum of 120 credit hours; four Associate degrees, each requiring a minimum of 60 credit hours; and the Certificate, requiring a minimum of 30 credit hours. The Associate degrees are the Associate in Applied Science (AAS), Associate in Science (AS), Associate in Arts (AA), and Associate in Occupational Studies (AOS).

GENERAL EDUCATION REQUIREMENTS
The General Education Program at SUNY Canton is designed to provide students, throughout their college years, with a broad set of coherent and focused educational experiences aimed at enabling them to acquire knowledge and skills that are useful and important for all persons, regardless of their jobs or professions. General Education goes beyond the acquisition of the skills necessary to be competent in a field of specialization. It involves the discovery, evaluation, and transmission of essential knowledge that prepares students to lead fulfilled lives and to assume roles as creative and contributing members of society.

In accordance with the SUNY Board of Trustees Policy on General Education, all entering freshmen must meet specific General Education requirements. Students will periodically be required to engage in assessment activities to ensure that the General Education learning outcomes are being met. At SUNY Canton, students enrolled in the Associate of Arts (A.A.) or Associate of Science (A.S.) Degree must complete seven of the ten Knowledge and Skills Areas of General Education in order to transfer seamlessly to another SUNY college to earn a baccalaureate degree. Students enrolled in a SUNY Canton baccalaureate degree program must complete all ten categories (30 credit hours) of general education in order to meet graduation requirements. (See individual baccalaureate degree requirements for exceptions to this mandate.) All students will fulfill competency outcomes in Critical Thinking and Information Management, which are infused throughout the General Education Program. Courses meeting specific General Education knowledge and skill areas are so designated in the course description section of the catalog. Students should work carefully with their advisors to ensure they are fulfilling the SUNY General Education Requirements (GER) in order to transfer seamlessly to another SUNY college or to meet SUNY Canton baccalaureate graduation requirements.

SUNY GENERAL EDUCATION REQUIREMENTS

I. KNOWLEDGE AND SKILL AREAS (GER 1-10)
1. Mathematics
2. Natural Sciences
3. Social Sciences
4. American History
5. Western Civilization
6. Other World Civilizations
7. Humanities
8. The Arts
9. Foreign Language
10. Basic Communication

II. COMPETENCIES
1. Critical Thinking (Reasoning)
2. Information Management

GRADUATION REQUIREMENTS
The College reserves the right to make modifications to a prescribed curriculum.

BACCALAUREATE DEGREES
1. A student must be matriculated in a SUNY Canton curriculum for a minimum of 30 semester credit hours of graded course work earning a minimum GPA of 2.0 for all such credit hours taken. Individual programs may have additional graduation requirements.
2. The successful completion of the prescribed curriculum.
3. The successful completion of a writing intensive course taught within the prescribed curriculum.
4. The earning of an overall GPA of 2.0 unless otherwise prescribed.
5. Payment of all financial obligations to the College.

ASSOCIATE DEGREES
1. A student must be matriculated in a SUNY Canton curriculum for a minimum of 15 semester credit hours of graded course work, earning a minimum GPA of 2.0 for all such credit hours taken. Individual programs may have additional graduation requirements.
2. The successful completion of the prescribed curriculum.
3. Successful completion of a writing intensive course taught within the prescribed
curriculum.
4. The earning of an overall GPA of 2.0 unless otherwise prescribed.
5. Payment of all financial obligations to the College.
6. Students matriculated in a Baccalaureate program for a minimum of fifteen semester credit hours of graded coursework, earning a minimum GPA of 2.0 for all such credit hours taken, may be granted an Associate degree in a related curriculum, upon completion of all Associate degree requirements and application to the school dean for the Associate degree program.

Students failing to graduate due to failure, deficiency of grade points or credit hours, may be granted the degree after successful completion of the work either at SUNY Canton or another accredited college within seven years of departure. These hours must have the prior approval of the School Dean or Department Chairperson. Students may repeat through transfer a maximum of three courses with grade points from other colleges. All other courses transferred will be recorded as “CR” credit only.

CERTIFICATE PROGRAMS
1. A student must be matriculated in a SUNY Canton curriculum for a minimum of 12 semester credit hours of graded course work, earning a minimum grade point average of 1.75 for all such credit hours taken. Individual programs may have additional graduation requirements.
2. Successful completion of all required courses.
3. A minimum GPA of 1.75 unless otherwise specified in the section describing that Certificate in the catalog.
4. Payment of all financial obligations to the College.

NOTE: Successful completion of a Certificate Program does not automatically qualify a student for admission to a degree curriculum. In order to be admitted to a degree curriculum, the graduate of the Certificate Program must achieve a record that indicates a reasonable probability of success in the new curriculum and be recommended by the faculty.

GRADUATION WITH HONORS
Honors for the Commencement Program are based on cumulative GPA to December 31 of the year prior to commencement.

- Honors GPA not less than 3.25
- High Honors GPA not less than 3.50
- Highest Honors GPA not less than 3.75

Upon program completion students who have earned cumulative GPA’s as listed above will be designated for Honors, High Honors, or Highest Honors on their diplomas and transcripts.

AWARDING TWO BACCALAUREATE DEGREES
In order to qualify for a second baccalaureate degree from SUNY Canton, a student must satisfactorily complete at least 30 semester credit hours beyond the first degree requirements and also meet the specific curriculum requirements of the second program. All of the subsequent work should be taken in an essentially different area of specialization.

A student who wishes to earn a second baccalaureate degree at SUNY Canton must have written approval of course requirements by the appropriate Dean. When the required courses are completed, the Dean will notify the Registrar that the student is to be certified for the additional degree.

ACADEMIC INFORMATION
STUDENT CLASSIFICATION
FULL-TIME STUDENT: one who is enrolled for 12 or more semester hours of credit.
PART-TIME STUDENT: one who is enrolled for less than 12 semester hours of credit.
MATRICULATED STUDENT: a student who has made formal application to and been admitted into the College as a degree or certificate seeking candidate.
NON-MATRICULATED STUDENT: a part-time student who has not made application for or been admitted into the College as a degree or certificate seeking candidate.
FRESHMAN: a student who has completed 0–30 credit hours, all of which must be a part of a degree program offered by the College.
SOPHOMORE: a student who has completed 31–60 credit hours, all of which must be a part of a degree program offered by the College.
JUNIOR: a student who has completed 61–90 credit hours, all of which must
be a part of a degree program offered by the College.

SENIOR: a student who has completed 91+ credit hours, all of which must be a part of a degree program offered by the College.

ACADEMIC REQUIREMENTS

To register for the second or any subsequent semester, a full-time matriculated, degree student must achieve the following standards or have the approval of the Dean of the School in which the student is registered.

Students who do not meet re-registration requirements may, at the discretion of the appropriate School Dean, be placed on either suspension or academic probation.

Students placed on academic probation who fail to meet all requirements of the program may be immediately suspended. Probation is a privilege and not a right: students pursuing either a Certificate or Associate degree may be granted a maximum of one semester of registration on academic probation, and students pursuing a Baccalaureate degree may be granted a maximum of two non-sequential semesters of registration on academic probation during their academic career at SUNY Canton.

To register for the second semester, a student must attain a GPA of 1.25 and earn at least nine semester credit hours.

To register for the third semester, a student must attain a cumulative GPA of 1.50 and have earned at least 18 semester credit hours.

To register for the fourth semester, a student must attain a cumulative GPA of 1.75 and have earned at least 27 semester credit hours.

To register for the fifth and any subsequent semester, a student must have earned at least 12 credit hours in the previous semester and have maintained a semester or cumulative GPA of at least 2.00.

Any matriculated student who earns an index of less than 1.50 in each of two consecutive semesters may be suspended.

Exceptions to this rule may be made by the School Dean.

Any student who is suspended from College for academic reasons will not be allowed to register at the College the semester following his/her suspension. The student may reapply for admission, after one or more semesters’ absence, by writing to the Director of Admissions. Permission to reregister is not automatic and will be granted only after approval by the appropriate School Dean.

Students suspended or dismissed from the college for disciplinary reasons will receive all grades for courses completed. Suspensions or dismissals which are the result of disciplinary recommendations by the Student/Faculty Board to the President may also include grade recommendations concerning the transcript of the student for the semester in which suspension or dismissal was imposed.

Students who voluntarily withdraw from College will be permitted to re-register with the concurrent written approval of the Director of Admissions and the School Dean of the requested curriculum.

None of this section should be construed to give the student an absolute right to reregister at the College if the student has the appropriate cumulative index. All other college regulations concerning student behavior continue to apply, and reregistration is in no way guaranteed to any student.

TRANSCRIPT EVALUATION FOR READMISSION AND CURRICULUM CHANGES

Upon enrollment in a new curriculum or readmission, all prior college credit, both institutional and transfer, is evaluated for applicability and currency to the program. All prior SUNY Canton courses that do not meet requirements of the curriculum are excluded from credits earned and GPA calculations. Only those transfer credits which fulfill requirements of the curriculum will be recorded as transfer credit and included in credit hours earned. This policy pertains to all program changes whether through readmission or the curriculum change process.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services are available to every student attending the College. Several modern computer facilities, located around campus, provide all students with the opportunity for virtually unlimited use of computers. All public computer labs use Microsoft Windows-based computers connected to printers and the Internet via the campus Local Area Network (LAN). A separate PC lab is located in the Massena Education Center in the St. Lawrence Centre Mall.

SUNY Canton participates in the Microsoft Campus Licensing Agreement. All students have access to standard software packages including word processing, spreadsheet, presentation and graphics packages, library databases, and the Internet. Many additional software packages, some for specific classes and others for general use, are available. During the academic year, public computer labs are open seven days a week including evening hours in the library and residence halls. A professional staff member or student aide is always available to provide assistance. Additional assistance is available at the Help Desk.

Each student receives an e-mail account, and each student has full access to the Internet from any public computer. All residence halls have access to the Internet. Students who wish to purchase their own computers or software at special educational discount prices can do so through the campus store.

The campus strongly supports distance learning opportunities for students. Many instructors make use of Internet-based instructional materials and testing, and some courses are taught entirely online.
Academic Support Services

Academic support services enhance the educational opportunities for all students at SUNY Canton. For complete descriptions and current contact information, go to www.canton.edu then click on Academic Support Services. All academic support services are free of charge to SUNY Canton students.

Placement Testing

SUNY Canton requires all new matriculated students to take the COMPASS Placement test unless exempt as determined by standardized test scores. Transfer students must demonstrate a “C” or better in a college-level English course.

COMPASS is offered on campus throughout the school year and during the summer. Students required to test will be notified after acceptance into the College and provided with current testing dates by the Office of Academic Support Services at (315)386-7684.

Developmental Studies

Developmental education courses allow students the opportunity to build competencies in reading, writing and mathematics that are essential to college success. Placement in these courses is based on test results, admissions referral and/or faculty referral. The developmental studies faculty work closely with students and their curriculum advisors to encourage growth in academic skills and the exploration of personal and vocational goals. Students are given the opportunity to demonstrate their potential for success in the academic environment.

Tutoring Services

A Tutor Coordinator assesses requests for tutoring and outlines a plan with the student. This action plan may include time management counseling, peer/professional tutoring, referral to a Learning Lab and/or academic and study skills counseling. SUNY Canton is committed to providing assistance to those who want help and are willing to take responsibility for their academic work.

Educational Opportunity Program

The Educational Opportunity Program (EOP) is committed to the recruitment, retention and graduation of students who normally would not be afforded the chance to pursue a college education. Students are admitted who meet specific academic and financial criteria and who demonstrate the potential for post-secondary success. EOP provides academic support services, personal counseling, tutoring and financial assistance.

Student Support Services Program

The Student Support Services Program (SSS) is a federal TRIO program providing academic support services to a selected group of financially and academically eligible students and students with disabilities. The goal of the program is to retain participants and to have many continue their education toward a baccalaureate degree. SSS provides a variety of support services, including intensive assistance in mathematics, reading, writing, study skills, time management, academic counseling, and transfer assistance.

The Math Lab

The Math Lab provides tutoring and academic support services to students enrolled in math courses, applied mathematics courses and technical courses. Professional and peer tutors provide assistance in all levels of mathematics ranging from basic
The primary goals of the Math Lab are to reinforce concepts taught in the classes, to provide students with the opportunity to work collaboratively, and to teach students how to become independent learners.

The Writing Center

The Writing Center provides individual and group tutoring for all levels of English courses and writing intensive courses across the curriculum. The Center also provides assistance in textbook comprehension and general study skills. Professional tutors assist students in revising written work with the goal of teaching students to become competent and confident writers. Professional help is also available to work with students who are multi- and bi-lingual.

Science Tutoring and Learning Center

The Science Tutoring and Learning Center (STLC) provides tutoring and academic support services to all students enrolled in science and applied science courses offered by the college. Staffed by professionals and peer tutors, the STLC offers individual and group tutoring plus test review sessions. The primary goals of the STLC are to reinforce concepts taught in the classes and laboratories and to teach students how to become independent learners.

Southworth Library

Southworth Library, located at the center of campus, houses more than 50,000 books which support classroom instruction, as well as materials of general interest. The library currently subscribes to more than 250 periodicals, with back files consisting of more than 10,000 bound and unbound volumes of periodicals and approximately 5,000 reels of microfilm. The library’s video collection consists of about 1,500, mostly course related, video recordings.

The professional librarians are available to assist patrons using the library resources and to locate relevant information. A full range of library services is provided and includes lending, reference and bibliographic assistance, bibliographic instruction, library tours, reserve and interlibrary loan. The library collection is accessed through an Online Public Access Catalog (OPAC), named SLEUTH, through which collections of many other SUNY libraries can also be searched. SLEUTH can be searched inside as well as outside the library. The Library provides access to several electronic resources, which are available to both on and off-campus faculty, staff and students.

Southworth Library has cooperative arrangements with other libraries to supplement its resources. Membership in the Northern New York Library Network and SUNYConnect provide access to regional, state, and specialized resources. The library’s participation in the On-Line Computer Library Center (OCLC) network, a bibliographic utility, provides access to other OCLC member libraries in the United States as well as worldwide.

Accommodative Services

The Accommodative Services Office has been established to assure that students who are entitled to assistance receive the necessary accommodations to make a smooth transition to SUNY Canton and participate fully in college life. Students, parents, and counselors are welcome to contact the Accommodative Services Office, (315) 386-7392, with questions concerning specific services available to students with unique needs (learning, mobility, hearing, visual, etc.). Students must register with the office in order to obtain the necessary special resources and services and are encouraged to do so as early as possible. Information pertaining to student accommodations is confidential and treated with discretion.
The educational experience at SUNY Canton consists of both academic efforts in the classroom and developmental opportunities through programs offered by the Division of Student Affairs. Overall, the Division is concerned with the quality of life of each student and provides programs and services which . . .

—Promote student development by encouraging positive and realistic self-appraisal, intellectual development, physical fitness, the capacity to appreciate cultural and aesthetic differences, the capacity to work independently and interdependently, and to make appropriate personal and occupational choices;
—Assist students in overcoming personal, physical or educational problems;
—Identify environmental conditions that may negatively influence welfare of students and take steps to overcome such conditions.

The Student Affairs staff has a major responsibility for the quality of student life on the Canton campus. The staff works closely with students through the services available in the Athletics, Counseling, Health Services, Intramural Sports, Diversity, University Police, Fitness Center, Student Activities, and Residence Life Offices. Professionals on the Student Affairs staff are responsible for the overall coordination and development of the out of class activities/needs of SUNY Canton students.

NEW STUDENT ORIENTATION PROGRAMS
The College recognizes the social and academic adjustments which must occur for entering college students to be successful. To enable new students to move with ease and confidence from the home/high school, SUNY Canton provides an orientation program as a total campus endeavor. All new students and their parents are invited to campus for our orientation programs in July, August, and January. During orientation, students get a taste of campus life, a sense of academic expectations and a tentative class schedule for the entering semester.

COUNSELING CENTER
The Counseling Center supports the mission of SUNY Canton and the Division of Student Affairs by contributing to the improvement of both mind and character of our students. By responding to the personal and psychological needs of the student body, we strive to support their independence and emotional well-being, assisting them in negotiating the complexities of college and successfully preparing them to meet the challenges of the future.

The Counseling Center provides professional and confidential counseling services to assist students in achieving their personal and academic goals through consultation with organizations, faculty, staff and administrators. Collaboration with departments on and off campus contributes to accurate response, assessment, and/or referral.

The Counseling Center provides individual and group counseling, crisis intervention, outreach, educational presentations, and leadership training. The Center is dedicated to maintaining an open atmosphere on campus, honoring the numerous social and cultural contexts represented by our students.

The Counseling Center plays an integral role in promoting a safe and positive environment which values the unique contribution of all individuals and establishes a foundation conducive to learning and developing a healthy lifestyle.

RESIDENCE LIFE
THE RESIDENCE HALLS
At SUNY Canton, we consider on-campus living an important part of your education—in fact, it’s an education in itself. Living in one of Canton’s four residence halls means that your life here will include far more than classroom and lab work…it means that SUNY Canton will be your home for 9 out of 12 months for the next two years.

Canton’s four halls—Heritage, Mohawk, Rushton, Smith—are located along the Grasse River near classroom buildings, the library, the gym, other recreational facilities, and Chaney Dining Center. It is about a ten minute walk over the footbridge to downtown Canton. The residence halls provide you with a living environment that is clean, safe, and pleasant at an affordable price. Each hall has three wings of students’ rooms clustered around a central building. All of our life-style options are centered in a wing, floor, or building.

Rooms are attractively furnished with beds, desks, chairs, dressers, mirrors, floor lamps, blinds, and large closets. Cable TV and HBO are also provided. Three rooms are clustered around an adjoining bath. While we provide the basics, you may desire to add a touch of home with such items as rugs, posters, desk lamps or plants. Each wing has a balcony lounge for group meetings, study sessions, or just hanging out. Buildings also have a formal main lounge and recreational room equipped with TV and game tables.

LIVE ON CAMPUS?
SUNY Canton provides students with a pleasant affordable residential experience that assists you in getting the most out of College. Have you thought about why you should live on campus? Here are some of the advantages:

CONVENIENT:
Living five minutes from your classes, computer lab, library, gym, or fitness center can’t be beat in the heart of winter. Having your food prepared for you, your parking lot plowed, your heat, electricity, cable paid for, and your friends just down the hall, all make your college experience more comfortable.
No more getting up at 5:30 a.m. to clean the snow off your car so you can make the commute for your 8:00 a.m. class.

INTERNET ACCESS:
Recognizing the role that the internet plays in the educational and social lives of college students, the Residence Life Office undertook the challenge to bring Road Runner high speed internet access to all students residing in our four residence halls. With Road Runner, our students do not have to worry about a modem tying up their phone line or slow download speeds. Additionally, many other areas on campus have wireless internet access—all you need to bring with you to utilize this service is your wireless internet card for your laptop computer! As long as the internet is a valuable resource, we will continue our ground breaking mission to provide students with the best opportunity for success on today’s fast-paced technological society.

IT’S WHERE THE ACTION IS:
When you talk to friends who have gone to college, they first think back to the fun they had in the Residence Halls. From the pizza parties, the intramural champion teams, the late night study groups, the floor trips and activities, to the lifelong friends that you will make, the residential experience is a must.

SAFE:
Your personal safety on campus is a priority for us. Our campus is well lit, patrolled and secure with electronic front door access systems, room combinations, and blue light system. This allows you to spend more time doing the things that are important to you, right here on campus. This means no driving home after a long day of classes and studying and affords you one of the best opportunities to pursue your education.

LIFE-STYLE OPTIONS
Numerous life-style options have been developed to assist you in finding just the right match for your “home-away-from-home.” They are:

REGULAR HOUSING
Traditional Wing/Floor (single sex)
Intensive, Quiet Atmosphere
Over 21 Floor
Co-ed Wing/Floor
Relaxed Atmosphere
Alcohol Free
Vacation Housing (additional cost)

SPECIALTY HOUSING
Suites:
Four students will share this three room apartment-like setting with a private bath and living room furniture. This option combines all the conveniences of living on campus with an apartment and costs an additional $400 per semester.

Rooms with Enclosed Bath:
These rooms will offer students additional privacy with external doorways on the hallway, giving you a shared private bathroom. Three rooms share a bathroom.

Grasse River Community (Pet Wing):
This area is a living option designed to provide a close-knit, family type living environment. In addition, residents in this wing are allowed (with prior approval) to bring small caged pets from home (i.e., cats, ferrets, snakes, gerbils, etc.).

Vacation Housing:
Students who move to the Canton area and would desire campus housing from August to May can be accommodated in this area. Students interested in this lifestyle option will be housed together at an additional cost of $20 per day (not including international students) and must make this request before moving to campus. If you are an American or International student who wishes to learn from and interact with students from other countries, choose this living arrangement. This community is designed to celebrate the differences of our diverse campus community.

Northstar Community:
“Navigating Your First Year Experience”—Within this community first-year students have the ability to share their experiences and concerns with other first-year students who are likely having similar thoughts and feelings, making the first year adjustment easier. The Northstar Community solely houses first-year students and promotes personal, social, and academic growth through peer interaction and shared experiences.

All rooms are attractively furnished, costing you less than the average apartment per month. They come with standard room furniture and are wired for 76 cable channels including HBO. For the double room rate per semester, the price can’t be beat. It is the policy of the State University of New York that all residence halls are smoke free. No smoking will be permitted in any residence hall.

PLEASE NOTE:
Every student in full-time attendance at SUNY Canton, other than married students, single parents, students residing with parent or guardian, or living in college-approved Greek housing are required to live on-campus, or be released from that requirement by the Director of Housing. Any student who is officially enrolled in a bachelor degree program and is in their junior or senior year can be released. In addition, all students who live on-campus in college housing must contract one of the available meal plans with the College Association.

HOW DO I SIGN UP?
To apply for a residence hall room, all you need to do is return the housing card with your life-style and roommate preferences and the appropriate deposit. If you have any questions or need a housing card, feel free to call us at (315) 386-7513, e-mail us at reslife@canton.edu, or visit us at: www.canton.edu
TELEPHONES

All residence hall rooms are furnished with a modular jack. Calls may be received and on-campus calls may be made at any time. Those students who wish to make long distance calls may do so by obtaining a Personal Identification Number (PIN). This will allow the student access to the college network of lines for calling at discounted rates.

HEALTH SERVICES

As a health care team, the Davis Student Health Service is dedicated to providing professional medical care, educational programming and services to meet the well being of a diverse student population. Staffed by a physician, nurse practitioners, and support staff, the Davis Health Center promotes healthy life style choices, as well as, care for students with acute illnesses. The College also draws upon medical specialists from the area for consultation when necessary. X-ray and laboratory facilities are available in Canton, as well as, at the hospitals in Potsdam and Ogdensburg.

All full-time students should complete the SUNY Canton Health History and Immunization form found in the College admission packet and submit it to the Davis Health Center prior to the first day of classes. All athletes and students in Nursing, Physical Therapist Assistant, Occupational Therapy Assistant, Early Childhood Education and Dental Hygiene curriculums must complete the physical exam section. The physical exam section is optional for other students.

IMMUNIZATIONS

New York State Public Health Law 2165 requires students attending colleges and universities to demonstrate proof of immunization against measles, mumps and rubella (MMR). All students (six or more credit hours) at SUNY Canton will be required to show written proof of MMR immunity to the Davis Health Center prior to the first day of classes. Exemptions to this requirement are:

- Students born before January 1, 1957;
- Students who hold genuine and sincere religious beliefs which are contrary to immunizations;
- Students for whom immunization would be physically detrimental or otherwise medically contraindicated;
- Students taking all classes on-line.

New York State Public Health Law (NYS PHL) 2167 requires institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students attending college six or more credit hours. The law also requires that these students, whether they live on or off campus, acknowledge in writing that they have either:

- A record of meningococcal meningitis immunization within the past ten years; OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student’s parent or guardian.

Failure to comply with either of these mandatory health requirements within 30 days from the start of classes will result in suspension from college. All of the health requirements can be found in the College’s Health History and Physical Exam form in the Admission packet.

INSURANCE

The College does not insure students against medical expenses which may result from an illness or accident while pursuing their activities at the College. Full-time students are mandated to have medical insurance, either under a policy held by the individual or parent, or through a health and accident policy available at low cost through the College.

All international students are required to purchase SUNY Medical Insurance for International Students.

OFFICE OF DIVERSITY AFFAIRS

The Office of Diversity Affairs operates in unison with the college by providing students quality cross-cultural programs, needed services, and engaging leadership development opportunities.

OUR GOALS:

- Identify the needs of students from under-represented ethnic and social groups.
- Provide counsel for students from under-represented ethnic and social groups regarding personal, academic, and social concerns.
- Identify, promote, and provide educational cross-cultural awareness programs.
- Identify, promote, advise, and provide leadership programming for students from under-represented ethnic and social groups.
- Provide or refer students to receive appropriate advocacy.
- Provide clear information and advisement of federal immigration regulations to assist international students with the continuation of their proper status.

The services and programs available through our office and through networked referrals include:

- Programs/ Events/ Speakers
- Sensitivity Training
- Student Leadership Development
- Mediation between Individuals/ Groups
- Classroom Presentations
- Provide Resources Regarding Culturally Diverse Issues
CAREER PLANNING, EMPLOYMENT AND TRANSFER

The Career Services office is a dynamic office that students should visit long before they get ready to graduate and look for a job. While the office does help students prepare their job search documents, and brings many employers right to the campus to interview students, the office also provides counseling and resources to help make sure they are on an academic/career path that is right for them.

Stop in to the office or log on to www.canton.edu/career and check out the many resources available to students on topics like

- Job opportunities
- Internships
- Studying abroad
- Life planning
- Cover letters and resumes
- And more!

EMPLOYMENT
The Career Services Office coordinates a Job Fair every year in the fall. Even if students aren’t ready to look for a job, the job fair is an excellent opportunity to talk to people in many career fields, get advice and make helpful connections.

When students are ready to graduate, Career Services can assist in drafting your resumes and cover letters, planning your job search and preparing you for interviewing. Students can even look for and apply to jobs listed specifically for SUNY Canton graduates on the Career Services website.

Many employers come to campus to conduct on-site interviews. Below are a few of the companies for which SUNY Canton graduates have gone to work:

- Siemens Building Technologies
- Tyco Healthcare/Kendall
- NYS Police
- Snap-On Tools
- The Trane Company
- Schlumberger
- Harvard Medical School
- University Hospital in Syracuse
- Bombardier
- Merrill Lynch
- Champlain Valley Physicians Hospital

Recent graduates have taken jobs all over the USA as far away as Florida, Arizona and Washington State.

CONTINUING EDUCATION
SUNY Canton has created a number of 1, 2 and 4 programs that allow you to continue your education. If, however, you decide to follow an educational path not offered at SUNY Canton, the Career Services Office can help you find a school that will meet your career goals. From books and personal advising to on-line resources we can help you identify the school that will best be able to build on your SUNY Canton education. And, you aren’t limited. Over the years, graduates have continued their educations at large and small institutions all over the United States.

RECREATION AND ATHLETICS
Athletics are an important part of life at SUNY Canton. We are proud of our strong intercollegiate and intramural/recreational programs, which are open to all students and actively participated in.

SUNY Canton is a member of the National Junior College Athletic Association (NJCAA) Region III and the Midstates Athletic Conference. Canton offers intercollegiate opportunities in men’s & women’s soccer, women’s volleyball, men’s & women’s basketball, men’s ice hockey, softball, men’s lacrosse and baseball. Tryouts for all teams each year are open to all students. It is encouraged that you contact the Athletic Office if you plan on trying out for a sport or would like more information. All of our teams have enjoyed post-season competition with our Men’s Hockey Team being crowned National Champions 15 times! In addition, many SUNY Canton athletes have earned All-Conference, All-Region or All-American recognition.

If intercollegiate competition doesn’t suit your interest, you can take advantage of the programs and activities offered by the Intramural and Free Recreation Office. Whether you’re looking for solo activities like a jog around the campus trail or a workout at the Fitness Center or a competitive experience on an intramural sports team, there is something for you.

With a college ID, students are able to sign out a variety of items for their recreational pursuits, which include tennis and badminton rackets, basketballs, and other seasonal items. Conveniently located near the residence halls, the new Campus Center gymnasium is open seven days and nights a week for free recreation and intramural activities. In addition, Dana Hall gymnasium is also open daily during certain times for students to use. The Fitness Center located in Dana Hall is also open six days a week and is equipped with a complete twelve-station Cybex circuit, cable stations, and a variety of free weights. A wide selection of treadmills, ellipticals, and other cardio machines are also available with Cardio Theater and TV accompaniment. Outdoor playing fields and courts for soccer, softball, basketball, lacrosse and tennis surround the gymnasium.

If you’re looking for more of a competitive, structured recreational activity, there is a lot to choose from. The Intramural
Department offers leagues in flag football, dodge ball, basketball softball, volleyball, floor hockey, indoor soccer, indoor whiffle ball, badminton, and a variety of other weekend tournaments. Plus, the department offers other special programs throughout the year.

CLUBS AND ACTIVITIES

The Campus Center is the focal point for extra-curricular and co-curricular activities for the College community. It is part of the educational program as well as the social life of the College. The Campus Center and Office of Student Activities staff encourages students to participate in social, cultural, educational and recreational activities in order to enrich their out-of-class life, to benefit their personal growth and development, and to educate them for the wise use of leisure time.

The College sponsors many clubs and activities. Student groups are easy to organize. Some 50 clubs serve academic, professional and cultural interests, and all clubs welcome students from throughout the college.

Participation in student government comes through the Student Cooperative Alliance, the College Union Board, and the Residence Hall Councils.

Students publish their own newspaper and yearbook and operate their own radio station. A sample of the clubs and activities:

- Women’s Concerns
- Afro-Latin Society
- Newman Club
- Gospel Choir
- Greek Council
- Habitat for Humanity
- Karate Club
- Nursing Club
- Omega Alpha Club (commuting students)

- Outing Club
- Phi Theta Kappa (academic honor society)
- Paysonian Yearbook
- WATC Radio
- Auto Club

STUDENT COOPERATIVE ALLIANCE

The Student Cooperative Alliance is the governance voice of the students and provides a means of cooperation and unity among the students, faculty and administration.

The SCA is divided into three branches, the executive, legislative and judicial. The executive power is vested in a president, vice president, director of budget, secretary and CUB president. The Senate, the legislative branch, is made up of student representatives from each club/organization or appointed by the SCA president. The Judicial Board is responsible for interpreting the constitution and for hearing cases in accordance with the Code of Student Conduct.

COLLEGE UNION BOARD

The College Union Board is the major entertainment and activities group for the campus, and all enrolled students are invited to participate in CUB activities. The CUB is responsible for special weekends, films, coffeehouses, recreational tournaments, concerts, cultural, educational and social programs, and special events.

STUDENT JUDICIAL AFFAIRS

Most students find it relatively easy to adjust to the privileges and responsibilities of campus citizenship. For those students who find this process more difficult, the College provides such counsel as the student needs to gain insight and confidence in adjusting to college life. In some cases, when a student is unable or unwilling to assume his or her social responsibilities, it becomes necessary to impose disciplinary action.

The Code of Student Conduct is published yearly in the Canton “Student Handbook,” which is distributed to all students during orientation periods. It is the obligation of all students to familiarize themselves with the regulations printed in the handbook.

UNIVERSITY POLICE DEPARTMENT

The University Police Department is the law enforcement agency for the campus. The goal of the department is to work with the campus community in an effort to create a safe environment. Keeping in mind the specialized needs of a college campus, the University Police take an active role in the educational process; its educational, informational and awareness programs strive to enlist the assistance and cooperation of all members of the academic community in the promotion of practical and responsible community safety. The Department takes pride in its service-oriented approach which reflects a high degree of sensitivity toward the campus environment, student issues and campus community concerns.

The University Police Department is located on the south side of the campus next to the Cooper Service Building. The Department is open 24 hours, seven days a week and can be reached by dialing 7777. Among the services provided are:

- Vehicle registration, firearms registration and storage;
- Loan of motorist aids such as jumper cables, gas, etc.;
- A Crime Prevention Office providing free bicycle registration and personal property registration using Operation
Identification;
—The campus lost and found department.

Students are permitted to have motor vehicles on-campus, provided all such motor vehicles are registered with the University Police Department, and the vehicle registration fee has been paid. Motor vehicle registration can be accomplished at the Student Service Center 8:30 a.m. to 4:00 p.m., Monday through Friday. Students are required to abide by all parking regulations. A copy of the regulations is issued at the time of vehicle registration.

Temporary registrations may be obtained at the University Police Department or the Student Service Center in French Hall.

CAMPUS SECURITY ACT
SUNY Canton crime statistics filed with the United States Department of Education can be located in the Jeanne Clery Act at http://ope.ed.gov/security/index.asp. The Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. You can obtain a copy of these statistics by contacting the University Police Department at 315-386-7777. The United States Department of Education website is: http://ope.ed.gov/security/index.asp.

THE COLLEGE ASSOCIATION
The College Association has as its basic responsibility the operation of all on-campus commercial functions, particularly the following:
- Chaney Dining Center
- Serendipity
- Rendezvous
- J.T.'s Cafe
- Deb's Corner
- Cyber Café
- Campus Center Store
- Text Center
- Vending Operations
- Check Cashing
- Washers/Dryers in Residence Halls

Accounting and banking services for the Student Activities program, College Foundation, as well as for many campus groups, are also provided by the College Association.

The College Association is chartered as a not-for-profit educational corporation. There are no stockholders, and income cannot be used for the benefit of any member or officer of the corporation, but must be used to benefit the College. The Board of Directors of the corporation is made up of four students, four faculty and three administrators.

CAMPUS MINISTRY OFFICE
The Campus Ministry Office, staffed by local volunteer clergy, exists for the purpose of inviting and supporting members of the SUNY Canton community (students, faculty, administration, and staff) to explore and grow in their spiritual life. To facilitate this mission, it sponsors programs and activities that address the needs and interest of the campus community.
- Interfaith prayer services
- Connects with the local churches, temples, mosques and synagogues
- Advisors for faith-based student clubs
- Service projects (i.e. community service, Big Brother/Big Sister, CROP Walk, Adopt-A-Neighbor, Earth Day Activities and Blessing of Animals)
- Confidential spiritual guidance
- Educational programs
- Recreational and social events

A Spiritual Life Committee, composed of members of the campus community, serves as both an advisory board to the Campus Ministry Office and as the programming arm of the Office.

CHURCHES
Canton students are welcomed to services at the various churches in the area. In Canton, there are Roman Catholic and Protestant denominations, and in Potsdam and Ogdensburg there are Jewish synagogues. Also in Potsdam, there is a mosque.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

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

7. As used in this section, the term “institution of higher education” shall mean schools under the control of the board of trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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 challenge the contents of their educational records to insure that the records are not inaccurate, misleading or in violation of rights to privacy or other rights. The Act also provides the right to withhold the release of personal information except as provided by law and College policy.

SUNY Canton may disclose personally identifiable directory information from a student’s education record unless directed otherwise in writing. SUNY Canton has designated directory information to include: student’s full name, local address and telephone number, campus e-mail address, home address and home telephone number, date of birth, class schedule, major field of study, dates of attendance, degrees and awards received, date(s) of graduation, participation in officially-recognized sports and activities, and the most recent previous educational institution attended.

Students have the right to restrict the disclosure of the items designated as directory information. If students exercise this right, such information will not be released without their written consent except as provided by law and college policy. Non-directory information such as grades, GPA and Student ID number are not released for any student, except directly to the student, without express written consent. Students wishing to restrict the release of the items identified as directory information must notify the Office of the Registrar in writing by the first Friday of the academic term in which the information is not to be disclosed. Such restriction will remain in effect unless rescinded in writing by the student. Students should be aware that restricting the release of directory information will prevent the College from providing enrollment and graduation information to prospective employers, insurance companies, and lenders without written authorization. It will also prevent inclusion in any news releases of the Deans’ List or other honors, as well as graduation lists for publication.

Inquiries or complaints may be filed with the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Copies of the Family Educational Rights and Privacy Act are available at the Office of Student Affairs, Faculty Office Building 604, and the Office of the Registrar, French Hall 105.
Program Offerings

Enrollment in other than registered or otherwise approved programs may jeopardize a student’s eligibility for certain student aid awards.

<table>
<thead>
<tr>
<th>PAGE</th>
<th>SUNY Code</th>
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<tbody>
<tr>
<td>BACHELOR DEGREES</td>
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<tr>
<td>Alternative and Renewable Energy Applications, B. Tech</td>
<td>48</td>
<td>1865 0925</td>
</tr>
<tr>
<td>Criminal Investigation (Public Safety Technology), B. Tech</td>
<td>49</td>
<td>1359 2105</td>
</tr>
<tr>
<td>Emergency and Disaster Management, B. Tech</td>
<td>50</td>
<td>1864 0599</td>
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<tr>
<td>Health Services Management, B. Tech</td>
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<td>Mortuary Services Management, B. Tech</td>
<td>52</td>
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<tr>
<td>Information Technology, B. Tech</td>
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<td>1506 0799</td>
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<td>Technology Management: Financial Services, BBA</td>
<td>56</td>
<td>1623 0504</td>
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<tr>
<td>Veterinary Services Management, B. Tech</td>
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<td>1672 1202</td>
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| ASSOCIATE DEGREES | | |
| Accounting, AAS | 58 | 0630 5002 |
| Air Conditioning Engineering Technology, AAS | 59 | 0444 5317 |
| Apprentice Training: Industrial Trades, AAS | 60 | 0473 5301 |
| Automotive Technology, AAS | 61 | 0525 5306 |
| Business Administration, AAS, AS | 62 | 0632/0671 5004 |
| Civil Engineering Technology, AAS | 63 | 0517 5309 |
| Computer Information Systems, AAS, AS | 64 | 0581 5101 |
| Construction Technology: Management, AAS | 65 | 1162 5317 |
| Criminal Justice, AAS | 66 | 0640 5505 |
| Dental Hygiene, AAS | 67 | 0545 5203 |
| Early Childhood, AS | 68 | 1327 5503 |
| Electrical Engineering Technology, AAS | 69 | 0699 5310 |
| Engineering Science, AS | 70 | 0530 5609 |
| Individual Studies, AAS | 71 | 0688 5609 |
| Liberal Arts and Sciences: General Studies, AA, AS | 72 | 0250 5649 |
| Mechanical Engineering Technology, AAS | 73 | 0493 5315 |
| Mortuary Science, AAS | 74 | 0599 5299.20 |
| Nursing, AAS | 75 | 0622 5208.10 |
| Occupational Therapy Assistant, AAS | 76 | 0665 5210 |
| Office Technology, AAS | 77 | 0667 5005 |
| Physical Therapist Assistant, AAS | 78 | 0489 5219 |
| Veterinary Science Technology, AAS | 79 | 0521 5402 |

| CERTIFICATE PROGRAMS | | |
| Air Conditioning Maintenance & Repair | 80 | 1387 5317 |
| Automotive Advisor | 81 | 1301 5310 |
| Automotive Service Technician | 82 | 0926 5306 |
| Building Construction | 83 | 0920 5317 |
| Business Office Technology | 84 | 1178 0000 |
| Computer-Aided Drafting | 85 | 1167 5303 |
| Criminal Justice Security | 86 | 1753 5505 |
| Electrical Construction & Maintenance | 87 | 0955 5317 |
| Health Science Career Studies | 88 | 1774 5299 |
| Heating and Plumbing Service | 89 | 0921 5317 |
| Individual Studies | 89 | 0987 5699 |
| Motorsports Performance & Repairs | 90 | 1632 5306 |
| PC & Network Support & Service Technician | 91 | 1654 5105 |

| OTHER PROGRAMS | | |
| Business Administration, BS with SUNY Potsdam | 93 | 0280 5004/0506 |
| Environmental Science & Forestry, 2+2 w/SUNY ESF, Syracuse | 94 | 0250/的各种 |
| Forest Technology, 1+1 w/SUNY ESF, Watrakena | 93 | 0620/1086 |
| Upstate Medical Univ. Early Admissions Program, Joint admission w/SUNY Upstate Medical University at Syracuse | 94 | 0250 |
| Police Academy | 92 | |

| Deactivated Programs | | |
| Construction Engineering Technology, AAS; Human Services, AS; Industrial Technology, AAS; Liberal Arts and Sciences: Humanities, AA; Liberal Arts and Sciences: Science, AA; Liberal Arts and Sciences: Social Science, AA; Manufacturing Technology, AAS; Medical Laboratory Technology, AAS; Office Technology: Executive Secretary, AAS; Recreation Leadership, AS; Wireless Communications (Electrical Technology), AAS; Early Childhood, Certificate. | | |
The Alternative and Renewable Energy Applications curriculum focus on the principles of alternative energy production. Graduates will work in a variety of energy fields depending on their individual interest. The fundamentals of engineering technology related to thermodynamics, fluid mechanics, electricity, and power generation will prepare them for success. Students will study topics in alternative energy production and will be able to specialize in selected areas of energy production. Along with these technical courses, management and regulatory skills will be incorporated so as to develop a well-rounded technologist who can fill a variety of positions in this evolving industry. Graduates may work as technical support, systems designers, sales representatives, consultants, green energy producers, or gain employment in engineering/architectural firms incorporating greener technology into buildings of the future.

**Students In This Major:**
- Will be able to formulate solutions to the alternative and renewable energy needs of the public.
- Can be effective managers of alternative and renewable energy projects.
- Graduate with skills to be responsive to the ever changing needs of the alternative energy market.
- Deliver specialized and practical skills in alternative and renewable energy thereby meeting the needs of the public.
- Are able to communicate in an organized manner through technical reports in written, oral, and other formats appropriate to alternative and renewable energy issues.
- Develop skills to function in a team based environment.

**Career Opportunities:**
The field of employment opportunities is very broad for graduates from this program. As our demand for alternatives for fossil fuels grow, so does the demand for these graduates and the opportunities. Positions which will be held by graduates include, but are not limited to:
- Designers for engineering firms
- Manufacturer’s representatives
- Field managers for Contracting Firms
- Contractors
- Sales representatives

**Potential Salary:**
Salary ranges are expected to be from $40,000 to $60,000 plus benefits.

**Admission Requirements:**
In coming students will meet all general admission requirements as freshmen to SUNY Canton, having completed the Math A Regents exam plus one year of defined math, and NYS Chemistry Regents Exam with 75 or above. Transfer students will have to be evaluated on a case by case basis by the faculty. These mathematics requirements will ensure that the students entering this program will be able to start at the level of College Algebra and College Physics I and beyond without any delay. The NYS Chemistry Regent Exam will prepare students for chemistry requirements of the program.

**Program Requirements:**

*(Curriculum 1865)*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Semester I</td>
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<tr>
<td>AREA 110 Introduction to Alternative Energy</td>
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<td>ENGL 102 Oral and Written Expression</td>
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<tr>
<td>MATH 121 College Algebra</td>
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<td>SOET 110 Computer Applications</td>
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<td>PHYS 103 College Physics I</td>
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<tr>
<td>ECON 103 Microeconomics</td>
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<tr>
<td>MATH 122 Basic Calculus</td>
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<tr>
<td>MECH 241 Fluid Mechanics</td>
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<td>PHYS 104 College Physics II</td>
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<tr>
<td>GER Elective</td>
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<tr>
<td>Literature/Humanities</td>
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<tr>
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<tr>
<td>CHEM 105 College Chemistry I</td>
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<tr>
<td>ELEC 261 Electricity</td>
<td>4</td>
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<tr>
<td>ENGS 101 Intro. to Environmental Science</td>
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<td>MECH 111 Computer-Aided Drafting</td>
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<th>Semester IV</th>
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<tbody>
<tr>
<td>ELEC 141 Industrial Controls</td>
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<tr>
<td>ELEC 221 Power Generation Systems</td>
<td>3</td>
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<tr>
<td>MATH 141 Statistics</td>
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<tr>
<td>MECH 225 Intro. to Thermodynamics</td>
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<td>MECH 226 Therm/Fluid Lab</td>
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<thead>
<tr>
<th>Semester V</th>
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<tr>
<td>AREA 320 Exp. &amp; Meas. Lab I</td>
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<td>AREA Elective</td>
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<tr>
<td>AREA Elective</td>
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<tr>
<td>BSAD 340 Management Communications</td>
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<tr>
<th>Semester VI</th>
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<tbody>
<tr>
<td>AREA 370 Exp. &amp; Meas. Lab II*</td>
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<td>AREA Elective</td>
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<tr>
<td>AREA Elective</td>
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<tr>
<td>ECON 320 Environmental Economics</td>
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<tr>
<th>Semester VII</th>
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<tbody>
<tr>
<td>AREA 420 Alt. Energy Design I</td>
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<td>AREA Elective</td>
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<tr>
<td>AREA Elective</td>
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<tr>
<td>ACHP 401 Building Automation Systems</td>
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<tr>
<td>SOET 361 Construction Management</td>
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<tr>
<td>AREA 470 Alt. Energy Design II</td>
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<tr>
<td>CONS 350 Geographic Information Systems</td>
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<tr>
<td>SOET 410 Engineering Technology Seminar</td>
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* Fulfills writing intensive requirement.

U/L=Upper Level Courses (300/400)
GER=General Education Requirement
Public Safety Technology: Criminal Investigation—B. Tech.

The Bachelor of Technology in Public Safety Technology: Criminal Investigation provides a unique alternative to traditional criminal justice programs. This degree focuses on developing the necessary knowledge and skills required in criminal investigations. Students will complete an internship with a major law enforcement agency or a senior thesis.

Students In This Major:
- Receive advanced training in criminal investigations.
- Learn to analyze forensic evidence, preserve crime scenes, collect and process evidence.
- Spend an entire semester with selected criminal investigation units or work with a mentor to complete a senior project.

Career Opportunities:
- Criminal investigation officer for police departments
- Federal law enforcement agencies
- Private investigation agencies
- Military police

Admission Requirements:
Admission to the Bachelor of Technology program in Public Safety Technology: Criminal Investigation is competitive.

- Refer to pages 7-10 for specific admission prerequisites.
- First-year students must successfully pass the Math A and Math B Regents exams, and pass the Chemistry Regents exam.
- Students must have a high school average of at least 80.
- Students within the Criminal Justice, AAS (640) program may transfer into Criminal Investigation during their first or second year. They must possess the above requirements or their equivalent earned through college credit and a cumulative grade point average of 2.5.
- Transfer admission is open to students who have completed a semester or more of study at an accredited institution of higher education. Students must have a minimum cumulative grade point average of 2.5. Recommended preparatory courses or their equivalencies are:

  JUST 101 Introduction to Criminal Justice
  JUST 110 Criminal Law
  JUST 111 Criminal Procedure
  JUST 203 Criminal Investigations
  JUST 209 Law Enforcement Communications (writing intensive course)
  CHEM 210 Introduction to Forensic Investigation
  GER MATH

Admission priority will go to SUNY Canton Criminal Justice students. A minimum grade point average of 2.5 is required for continued matriculation.

Program Requirements: (Curriculum 1359)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>I</td>
<td>JUST 101</td>
<td>Intro. to Criminal Justice</td>
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<tr>
<td></td>
<td>JUST 103</td>
<td>Freshman Seminar in Crim. Just.</td>
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<tr>
<td></td>
<td>ENGL 101</td>
<td>Expository Writing OR</td>
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<td></td>
<td>ENGL 102</td>
<td>Oral &amp; Written Expression</td>
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<td>PSYC 101</td>
<td>Introductory Psychology</td>
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<td>SOCI 101</td>
<td>Introduction to Sociology</td>
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Semester II

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<tr>
<td>JUST 105</td>
<td>Correctional Philosophy</td>
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<tr>
<td>JUST 110</td>
<td>Criminal Law</td>
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<td>Humanities Elective (GER 7)</td>
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<td>CITA 110</td>
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<tr>
<td>JUST 111</td>
<td>Criminal Procedure</td>
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<tr>
<td>JUST 201</td>
<td>Critical Issues in Crim. Justice</td>
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<tr>
<td>JUST 209</td>
<td>Law Enforc. Communications*</td>
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<td>JUST 210</td>
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<tr>
<td>JUST 203</td>
<td>Criminal Investigations</td>
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<tr>
<td>JUST 207</td>
<td>Police Services</td>
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Semester V

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<tbody>
<tr>
<td>JUST 300</td>
<td>Forensic Photography</td>
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<tr>
<td>JUST 301</td>
<td>Latent Prints and Impressions</td>
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<tr>
<td>JUST 303</td>
<td>Interviews and Interrogations</td>
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<tr>
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<tr>
<td>JUST 314</td>
<td>Societal Ethics and Crim. Invest</td>
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Semester VII

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<tbody>
<tr>
<td>JUST 406</td>
<td>Crime Scene Investigation</td>
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<tr>
<td>JUST 408</td>
<td>The Investigation of Death</td>
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<td>JUST 429</td>
<td>Intro. to Culminating Experience</td>
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Semester VIII

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<td>JUST 435</td>
<td>Senior Project</td>
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</table>

* Fulfills writing intensive requirement.
U/L=Upper Level Courses (300/400)
GER=General Education Requirement

NOTE: Public Safety Technology: Criminal Investigation program has a waiver and only has to meet seven of the ten General Education Requirements.

49
Emergency and Disaster Management—B. Tech.

The Bachelor of Technology degree in Emergency and Disaster Management focuses on development of emergency and disaster awareness and preparedness for, response to, recovery from, and continuity of services in the event of natural or man-made emergencies, crisis and disasters. Students will complete virtual management training exercises and have an opportunity to complete significant research efforts or internship with emergency and disaster management agencies.

Students in this Major:
- Receive advanced education in emergency and disaster management
- Receive advanced training in emergency and disaster management
- Learn to develop emergency and disaster community planning designs
- Learn coordination and cooperation measures in the event of multi-agency response to emergencies and disasters
- Learn to respond to community and special population needs in the event of emergencies and disasters
- Learn to design emergency and disaster training exercises

Career Opportunities:
- Criminal justice agencies
- Firefighting agencies
- Emergency medical agencies
- Medical and hospital agencies
- City, county and state emergency and disaster response agencies
- Private corporations and businesses
- Regionally established emergency and disaster response agencies
- Federal emergency and disaster response agencies

Admission Requirements:
- Refer to pages 7-10 for specific admission prerequisites.
- First-year students must successfully complete the Math A Regents exam plus an additional year of defined math.
- Students must have a high school average of at least 80.
- Transfer admission is open to students who have completed a semester or more of study at an accredited institution of higher education. Students must have a minimum cumulative grade point average of 2.0.

Program Requirements:
(Curriculum 1864)

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<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>CITA 110</td>
<td>Intro. to Information Technology ..........3</td>
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<tr>
<td>ENGL 101</td>
<td>Expository Writing ..........................3</td>
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<tr>
<td>MATH 111</td>
<td>Survey of Math OR ............................3</td>
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<tr>
<td>MATH 121</td>
<td>College Algebra ................................4</td>
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<td>Introductory Psychology .....................3</td>
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<tr>
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<td>American History (GER 4).....................3</td>
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<td>MATH 141</td>
<td>Statistics ......................................3</td>
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<tr>
<td>POLS 101</td>
<td>Intro. Gov’t and Politics OR ............3</td>
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<td>POLS 105</td>
<td>Nat’l Gov’t and Politics ....................3</td>
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<td>Foreign Language (GER 9) ..................3</td>
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<td>Arts Elective (GER 8) .......................3</td>
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<td>General Elective ............................3</td>
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<td>EADM 201</td>
<td>Fundamentals of EADM .....................3</td>
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<tr>
<td>EADM 205</td>
<td>Risk &amp; Hazard Impact Studies ............3</td>
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<td>SOCI 101</td>
<td>Introduction to Sociology .................3</td>
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<td></td>
<td>Other World Civil Elect (GER 6) ..........3</td>
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<td>General Elective ............................3</td>
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<td>EADM 220</td>
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<td>EADM 222</td>
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<td>ACCT 315</td>
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<td>BSAD 301</td>
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<td>BSAD 375</td>
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<td>BSAD 310</td>
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<td>BSAD 340</td>
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<tr>
<td>EADM 307</td>
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<tr>
<td>BSAD 360</td>
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<tr>
<td>CITA 400</td>
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<tr>
<td>EADM 400</td>
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<td>EADM 430</td>
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<td>EADM 435</td>
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<td>EADM 440</td>
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<tr>
<td>EADM 485</td>
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Core Upper Level Electives:
BSAD 400, CITA 350, ECON 315, HSMB 301, JUST 306, JUST 315.

* Fulfills writing intensive requirement.
U/L=Upper Level Courses (300/400)
GER=General Education Requirement
Health Services Management is a Bachelor of Technology degree, which includes study in health, business and management. Individuals will be prepared to enter public and private service jobs with theoretical and practical skills necessary for a challenging lifelong career in an ever changing technological society.

**Students In This Major:**
- May start as a freshman or transfer credits from a health curriculum for advanced standing in the major.
- The junior and senior years are presented as asynchronous online courses and thus attendance in Canton will not be necessary.
- Will have internships in the last semester of study.
- Will have a diverse background in health, business, and management.
- With AAS degrees in such fields as Nursing, Medical Laboratory Technician, Occupational Therapy Assistant, or Physical Therapist Assistant can transfer the courses in their major for the health core courses in the Bachelor of Technology program.

**Career Opportunities:**
- Upward mobility in allied health fields
- Public and private service careers
- Insurance industry
- Research in Public Health
- Private industry

**Admission Requirements:**
- Refer to pages 7-10 for specific admission prerequisites.
- Biology Regents with a grade of 75 or higher.
- Math A Regents exam plus one year of defined Math with passing grades.
- Chemistry Regents with a grade of 65 or higher.

*Students who do not meet necessary prerequisites may be admitted to the College. However, completing the program may require more than four years.*

**Program Requirements:**
- All students will complete a minimum of 125 credits, maintaining a GPA of 2.5.
- In order to advance to junior level status all graduates will complete 65 credits, maintaining a GPA of 2.5.
- Course work from Certificate and Associate degree programs with a minimum grade of C may be accepted to permit advanced standing.
- In order to maintain junior and senior level status and to advance to the final semester, all students must maintain a GPA of 2.5.
- In order to advance to the final semester and begin an internship, all students must obtain a minimum grade of B in HSMB 308 Health Services Management Internship Orientation.
- In order to graduate all students must successfully complete 12 credits/480 hours of internship HSMB 408 Internship, along with HSMB 410 Senior Seminar. Both must be completed with a minimum grade of B. Failure of two internships will result in dismissal from the program.

**Curriculum 0253**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 105</td>
<td>College Biology I OR</td>
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<tr>
<td>ESCI 101</td>
<td>Intro. to Env. Science AND</td>
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<tr>
<td>ESCI 102</td>
<td>Intro. to Envi. Sci. Lab ...............4</td>
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<tr>
<td>HSMB 101</td>
<td>Intro. to Health Services Mgmt. ........4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Oral &amp; Written Expression ............3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introductory Psychology ..............3</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Intro. to Information Tech ..........3</td>
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</table>

**Semester II**

| BIOL 207   | Human Anatomy OR |
| BIOL 217   | Human Anat. & Physiology I ........4 |
| HSMB 111   | Survey of Math OR |
| HSMB 141   | Statistics .................3 |
| PSYC 225   | Human Development .............3 |
| U/L Liberal Arts Elective ...........3 |

**Semester III**

| BIOL 218   | Human Anat. & Physiology II OR...4 |
| HSMB 103   | Health: Current Perspectives & Practical Applications .............3 |
| HSMB 104   | Introduction to Gerontology ........3 |
| HSMB 105   | Pathology .................3 |
| HSMB 110   | Survey Complementary Medicine ....3 |

**Semester IV**

| ACCT 101   | Accounting Principles I ..........4 |
| BIOL 209   | Microbiology .............4 |
| HSMB 200   | Medical Terminology of Disease ...3 |
| HSMB 201   | Social Sci. Elective (GER 4, 5, 6) ....3 |
| HSMB 301   | General Elective ............3 |

**Semester V**

| ACCT 102   | Accounting Principles II ..........3 |
| BSAD 201   | Business Law ...............3 |
| BSAD 304   | U.S. Health Care System ..........3 |
| HSMB 304   | U/L Liberal Arts Elective (GER 4, 5, 6, 8) ........3 |

**Semester VI**

| BSAD 340   | Management Communications ........3 |
| FSMA 210   | Introduction to Finance ..........3 |
| HSMB 302   | Legal & Ethical Iss. Health Care ** ....3 |
| HSMB 305   | Managed Care ................3 |
| HSMB 307   | Health Care Facility Administration ....3 |

**Semester VII**

| BSAD 301   | Principles of Management ..........3 |
| BSAD 310   | Human Resource Management .........3 |
| BSAD 350   | Marketing........................3 |
| HSMB 306   | Health Care Financing .............3 |
| HSMB 308   | Health Services Mangement Internship Orientation ..........3 |

**Semester VIII**

| HSMB 408   | Internship ...................12 |
| HSMB 410   | Senior Seminar ..........3 |

*An applied course, which includes business courses, may be substituted.
** Writing Intensive
Web Development Concentration

Students In This Major:
- Complete a 12-credit hour internship.
- Develop management skills, communication skills, and other skills in order to meet their challenging career.
- Taught by qualified faculty in small classes.
- Gain hands-on experience on computer hardware, networking, database management, Web development, security implementation, and IT applications in specific industries.

Career Opportunities:
- System Analyst
- IT Consultant
- Network Administrator
- Database Manager
- Web Developer
- IT Security Specialist
- IT Position in Specific Industry

Potential Salary:
- Salaries range from $35,000–$70,000 per year.

Potential Employers:
- IT Companies
- Health Management Services
- Financial Services
- Government
- Other Non-IT Industry (IT Departments)

Admission Requirements:
- Refer to pages 7-10 for specific admission prerequisites.
- Math A Regents exam plus an additional year of defined math.
- Chemistry or Physics courses recommended, but not required.
- Computer or technology courses recommended, but not required.
- Transfers from another college or students possessing a Computer Information System, AAS degree from SUNY Canton must have a 2.2 honor point index for admission. Students from other institutions and majors may have to complete certain bridge courses that could extend their graduation date.
- Admission priority will go to SUNY Canton Computer Information System students.

Students who do not meet necessary prerequisites may be admitted to the College. However, completing the program may require more than four years.

Program Requirements:

(Curriculum 1506)

Semester I

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<tr>
<td>CITA 113 Survey of Information Tech</td>
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<tr>
<td>CITA 120 Computer Concepts and Operating Systems</td>
<td>3</td>
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<td>ENGL 101 Expository Writing</td>
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<td>MATH 121 College Algebra</td>
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Semester II

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<td>CITA 104 Introduction to Database</td>
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<tr>
<td>CITA 140 Introduction to Programming</td>
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<td>CITA 200 Data Comm. &amp; Networking</td>
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<tr>
<td>ECON 101 Macroeconomics OR</td>
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<td>ECON 103 Microeconomics</td>
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Semester III

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<tbody>
<tr>
<td>BSAD 340 Management Communications*</td>
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<tr>
<td>CITA 215 Database System with Web Applications</td>
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<tr>
<td>CITA 230 Network Technology</td>
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<td>MATH 141 Statistics</td>
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Semester IV

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<tr>
<td>CITA 204 Systems Analysis and Design</td>
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<td>GER Course</td>
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General Elective | 3-4

Semester V

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<tr>
<td>BSAD 301 Principles of Management</td>
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<tr>
<td>CITA 310 Web Server Administration</td>
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<td>CITA 342 Visual Prog. &amp; Dev. Tools</td>
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<td>U/L Liberal Arts/Science</td>
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<td>U/L Professional Elective</td>
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Semester VI

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<tr>
<td>CITA 330 Web Publishing</td>
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<tr>
<td>CITA 400 Quantitative Approaches to Management</td>
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<td>U/L Professional Elective</td>
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<td>U/L Liberal Arts/Science</td>
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<td>GER Course</td>
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Semester VII

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<tr>
<td>BSAD 310 Human Resource Management</td>
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<tr>
<td>CITA 420 Programming for the Web</td>
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<tr>
<td>CITA 460 Information Technology and Networked Economy</td>
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<td>CITA 479 Information Technology Internship Orientation</td>
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<td>U/L General Elective</td>
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Semester VIII

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* Fulfills writing intensive requirement.
** Minimum math level College Algebra (MATH 121)
U/L=Upper Level Courses (300/400)
GER = General Education Requirement

Students in this program must take at least 45 upper level credits (course numbers 300/400) and a minimum of 30 Liberal Arts credits.

NOTE: The Information Technology program has a waiver and only has to meet eight of the ten General Education Requirements.

Additional Graduation Requirements

Students must take at least four upper level CITA courses, including one CITA 48X course, from SUNY Canton. (The CITA 48X is referring to either internship or senior project)
The Bachelor of Technology in Mortuary Science Management is the upper division portion of a 2 + 2 program. The B.Tech will focus on development of advanced counseling skills and management techniques.

**Students In This Major:**
- May transfer credit from other funeral service institutions.
- Will be involved in on-line and on-campus classes.
- Will serve an internship with a funeral home.
- Will be prepared to assume management positions with large funeral firms.
- Who have been practicing funeral directors will develop higher level skills.

**Career Opportunities:**
- Many funeral firms and corporations seek managers and administrators with experience and Bachelor Degrees.
- Demand for employees far exceeds supply.

**Admission Requirements:**
- Refer to pages 7-10 for specific admission prerequisites.
- Current Funeral Director and embalming license
- Associate Degree from an ABFSE accredited college

**Program Requirements**

*Curriculum 1525*

<table>
<thead>
<tr>
<th>Semester V</th>
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<tbody>
<tr>
<td>MORT 321 Adv. Embalming Practice</td>
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<tr>
<td>BIOL 209 Microbiology</td>
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<td>BSAD 301 Principles of Management</td>
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<tr>
<td>BSAD 310 Human Resource Management</td>
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<tr>
<td>MATH 111 Survey of Mathematics</td>
<td>OR MATH 141 Statistics</td>
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<td>MORT 322 Funeral Home Management II</td>
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<tr>
<td>HSMB 302 Legal &amp; Ethical Issues in Health Care</td>
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<td>HSMB 303 Occupational Health &amp; Safety</td>
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<td>BSAD 202 Business Law II</td>
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<td>SOCI 210 Sociology of the Family</td>
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<td>MORT 401 Funeral Service Law</td>
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<tr>
<td>HSMB 301 Public Health Issues</td>
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<td>3</td>
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<tr>
<td>BSAD 350 Marketing</td>
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<td>U/L Elective</td>
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<td>MORT 420 Current Issues in Funeral Service*</td>
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<td>HSMB 406 Bereavement Counseling</td>
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<td>HSMB 440 Internship</td>
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<tr>
<td>BSAD 215 Small Business Management</td>
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</tr>
<tr>
<td>U/L Liberal Arts Elective (GER 4, 5, 6, 8)</td>
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</tbody>
</table>

* Fulfills writing intensive requirement.
U/L=Upper Level Courses (300/400)
GER=General Education Requirement

Note: Health Services Management program has a waiver and only has to meet seven of the ten General Education Requirements.
The Bachelor of Business Administration (BBA) in Technology Management provides a solid foundation in business with the technical competencies necessary to understand and to communicate the rationale for integrating, modifying or infusing technology in organizations. Emphasis is given to the strategic importance of the impact and applications of technology on organizational viability. Students will be exposed to issues of technology acquisition and implementation as well as the challenges associated with developing processes to make technology-driven operations user friendly.

**Students In This Major:**
- Are educated in all of the functional managerial areas
- Use cutting-edge case studies to hone analytical skills
- Spend a semester working in a technology management setting

**Career Opportunities:**
Leveraging their ability to help organizations diagnose and map processes, graduates of this program are able to facilitate connections between users, implementors and decision makers involved with technology acquisition and integration in many industries including:
- Manufacturing
- Financial Services
- Education
- Government
- Telecommunications
- Healthcare

**Potential Salary:**
Depending on experience, graduates may earn from $25,000–$40,000

**Admission Requirements:**
- Admission to this program is open to high school graduates who have completed the Math A Regents exam plus an additional year of defined math.
- Physics or chemistry and courses in computing or technology are desirable, but not required.
- Transfer admission is open to students who have completed a semester or more of study at an accredited institution of higher education. Students should have a minimum cumulative grade point average of a 2.0. Students who have completed an associates degree at an accredited institution are also eligible to apply to enter the Bachelor of Business Administration in Technology Management program.

**Program Requirements:**
*(Curriculum 1318)*

<table>
<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>BSAD 100</td>
<td>Business Organization &amp; Management</td>
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<td>Intro. to Information Technology</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Expository Writing (GER 10)</td>
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<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Macroeconomics (GER 3)</td>
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<td>Humanities (GER 7)</td>
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<tbody>
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<td>ACCT 102</td>
<td>Principles of Accounting II</td>
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<td>Business Law I</td>
</tr>
<tr>
<td>ECON 103</td>
<td>Microeconomics</td>
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<td>ART (GER 8)</td>
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<td>Core Elective</td>
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<td>BSAD 202</td>
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<td>FSMA 210</td>
<td>Social Sciences</td>
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<td>Statistics</td>
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<tbody>
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<table>
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<tbody>
<tr>
<td>BSAD 319</td>
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<td>BSAD 350</td>
<td>Marketing</td>
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<td>ECON 314</td>
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<td>American History (GER 4)</td>
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<th>Semester VII</th>
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<tr>
<td>BSAD 400</td>
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<td>Business Internship Orientation</td>
</tr>
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<td>BSAD 449</td>
<td>Management Policies and Issues</td>
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<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Other World Civilization (GER 6)</td>
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<th>Semester VIII</th>
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<tbody>
<tr>
<td>BSAD 450</td>
<td>Business Internship or</td>
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<tr>
<td>BSAD 410</td>
<td>Senior Project</td>
</tr>
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</table>

*L/L=Lower Level Courses (100/200)*

*U/L=Upper Level Courses (300/400)*

**General Education Requirement**
- Fulfills writing intensive requirement.

**Core Electives:** (ACCT, BSAD, ECON or FSMA)

**Professional Electives:** (CITA, JUST, HSMB or Technology Electives from the Canino School of Engineering Technology)
Buildings in which we work and live, and their indoor environmental control systems, are becoming extraordinarily complicated. Designers, contractors, and operators of new facilities are faced with the responsibility of creating and maintaining safe, comfortable, and effective buildings. Rapidly changing codes, communication systems, and methods and materials make this task even more challenging. This program provides enhanced skill development for students who are interested in Air Conditioning, Civil, Mechanical, or Electrical Engineering Technology by cross-training them in the building operations.

**Students In This Major:**
- Receive a fundamental education in one of the following disciplines: Air Conditioning, Civil, Construction, Electrical, or Mechanical Engineering Technology.
- Are cross-trained in other Engineering Technology disciplines related to operating a major facility.
- Graduate with the skills required to accept employment in a variety of fields related to managing major facilities.
- Spend a semester in industry working in the field as an intern, using the knowledge gained through classroom and laboratory experiences.
- Receive the most current training in the computer-based building and energy management systems.

**Career Opportunities:**
The field of employment opportunities is very broad for graduates from this program. The major employer will be large building or complex owners. Positions which will be held by graduates will be:
- Facility Operation Managers
- Directors of Operations
- Sales Engineers for Manufacturer’s Rep.
- Managers for Building Controls Co.
- Managers for plants such as District Steam and Chilled Water Plants
- Designers in Engineering Firms
- Field Managers for Contracting Co.

**Potential Salary:**
- Salaries range from $30,000 to $50,000 plus benefits.

**Admission Requirements:**
- First-year students must have the Math A Regents Exam plus an additional year of defined math.
- Transfer students who successfully complete a TAC ABET accredited program in Air Conditioning, Civil, Construction, Mechanical or Electrical Engineering Technology will be accepted into the program with 60 transfer semester credit hours. Others from similar non-TAC ABET accredited programs will be evaluated for content and credit awarded as deemed appropriate. Transfer students who are deficient in course content may be accepted into the program but may require more than two additional years to complete.

**Program Requirements:**
*(Curriculum 1629)*

The following program outline is for students whose main interest is in Environmental or Air Conditioning Engineering Technology. Students whose primary interest is in Civil, Construction, Electrical or Mechanical Engineering Technology would complete the courses listed for those programs in this catalog during semesters one through four.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACHP 101</td>
<td>Refrigeration I ..................................2</td>
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<tr>
<td>ACHP 121</td>
<td>Air Conditioning Freshman Lab I ...............1</td>
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<tr>
<td>MECH 111</td>
<td>Computer-Aided Drafting .........................3</td>
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<tr>
<td>ENGL 102</td>
<td>Oral &amp; Written Expression ........................3</td>
</tr>
<tr>
<td>MATH 121</td>
<td>College Algebra ....................................4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics I ..................................4</td>
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<tr>
<td>SOET 110</td>
<td>Computer App. for Technicians .............2</td>
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<tr>
<td>SOET 111</td>
<td>Intro. to Computer Programming for Engineering Technicians ..................1</td>
</tr>
<tr>
<td>MECH 241</td>
<td>Fluid Mechanics ..................................3</td>
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<tr>
<td>MATH 122</td>
<td>Basic Calculus .....................................4</td>
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<td>PHYS 102</td>
<td>General Physics II ................................4</td>
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<td>Other World Civilization (GER 6) ........3</td>
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<tr>
<td>ACHP 233</td>
<td>Pipe Drafting .....................................1</td>
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<td>ACHP 243</td>
<td>Air Conditioning I ................................3</td>
</tr>
<tr>
<td>ACHP 253</td>
<td>Domestic &amp; Commercial Heat. I ................4</td>
</tr>
<tr>
<td>ELEC 261</td>
<td>Electricity .........................................4</td>
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<tr>
<td>BSAD 201</td>
<td>Business Law I ......................................3</td>
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<td>Western Civilization (GER 5) ..................3</td>
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<tr>
<td>ACHP 244</td>
<td>Air Conditioning II ................................3</td>
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<tr>
<td>ACHP 254</td>
<td>Domestic &amp; Commercial Heat. II ................4</td>
</tr>
<tr>
<td>ACHP 264</td>
<td>Air Conditioning Systems Design ................1</td>
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<tr>
<td>ELEC 141</td>
<td>Industrial Controls ................................2</td>
</tr>
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<td>Humanities Elective (GER 7) ....................3</td>
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<td></td>
<td>American History (GER 4) .......................3</td>
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<td>ACCT 101</td>
<td>Accounting Principles I ........................4</td>
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<tr>
<td>BSAD 301</td>
<td>Principles of Management ........................3</td>
</tr>
<tr>
<td>ECON 103</td>
<td>Microeconomics .....................................3</td>
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<td>U/L Professional Elective ......................3</td>
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<tr>
<td>CITA 200</td>
<td>Data Com. &amp; Networking ..........................3</td>
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<tbody>
<tr>
<td>ECON 314</td>
<td>Managerial Economics .............................3</td>
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<tr>
<td>FSMA 210</td>
<td>Intro. to Finance .................................3</td>
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<td></td>
<td>U/L Management Elective ..........................3</td>
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<td>U/L Professional Elective .......................3</td>
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<tr>
<td></td>
<td>U/L Liberal Arts &amp; Sci. Elective ..............3</td>
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<table>
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<tbody>
<tr>
<td>TMMA 380</td>
<td>Tech. Mgt: Facilities Operations Internship Orientation .........................1</td>
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<tr>
<td>ACHP 401</td>
<td>Building Automation Systems ....................3</td>
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<tr>
<td>SOET 361</td>
<td>Construction Management ........................3</td>
</tr>
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<td>BSAD 340</td>
<td>Management Communications .....................3</td>
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<td>U/L Liberal Arts &amp; Sci. Elective ..............3</td>
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<td></td>
<td>U/L Management Elective ........................3</td>
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<thead>
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<tbody>
<tr>
<td>TMMA 480</td>
<td>Tech. Mgt: Facilities Operations Internship .....................................12</td>
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<tr>
<td>SOET 410</td>
<td>Eng. Tech. Senior Seminar ........................3</td>
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</table>

U/L = Upper Level Courses (300/400)
GER = General Education Requirement
* Fulfills writing intensive requirement.

**Additional Graduation Requirements**

Students must have completed while at SUNY Canton under the Facilities Operation Program Director, 24 credits of 300/400 level courses contained in the current Technology Management: Facilities Operation curriculum earning a minimum HPI of 2.0 for all such credit hours taken.
Technology Management: Financial Services—BBA

As our society moves to a more service-oriented world, the area of financial services becomes critical to our present and future economic situation. The movement towards blurring of the worlds of business, finance, stock brokerage, bond trades, insurance, banking and retirement planning has produced a tremendous growth industry. SUNY Canton’s Financial Services program puts our graduates on the leading edge of this service industry.

Students In This Major:
• Receive a fundamental education in the areas of Business, Accounting, Math, Liberal Arts, and Sciences.
• Are trained in many operational areas of financial services.
• Spend an entire semester in the financial industry.

Career Opportunities:
The employment opportunities cover a broad range including major employers and also entrepreneurship. Graduates are working in:
• Banking
• Insurance
• Credit Unions
• Stock and Bond Brokerage Firms
• Financial Planning Firms
• Colleges & Universities

Employers of SUNY Canton Graduates:
• Community Bank
• SEA COMM Credit Union
• SUNY Canton
• North Franklin Federal Credit Union

Potential Salary:
• Beginning salaries range from $25,000 to $40,000 plus benefits.

Admission Requirements:
• First-year students must have the Math A Regents exam plus an additional year of defined math.
• Physics or chemistry and courses in computing or technology are desirable, but not required.
• Transfer admission is open to students who have completed a semester or more of study at an accredited institution of higher education. Students should have a minimum cumulative grade point average of a 2.0. Students who have completed an associates degree at an accredited institution are also eligible to apply to enter the Bachelor of Business Administration in Technology Management: Financial Services program.

Program Requirements:
(Curriculum 1623)

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<td>ECON 101</td>
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<tr>
<td>CITR 110 Intro. to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 Expository Writing</td>
<td>3</td>
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<tr>
<td>Mathematics Elective (GER 1)</td>
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Semester II
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<td>ECON 103</td>
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Semester III
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<td>Humanities Elective (GER 7)</td>
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Semester IV
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<tr>
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<td>BSAD 120 Principles of Banking</td>
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Semester V
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<tbody>
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<td>BSAD 301 Principles of Management</td>
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<tr>
<td>ECON 315 Global Economy (GER 5)</td>
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<td>FSMA 315 Global Investments</td>
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<td>Foreign Language Elective (GER 9)</td>
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Semester VI
<table>
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<tbody>
<tr>
<td>BSAD 319 Professional Ethics</td>
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<tr>
<td>BSAD 350 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FSMA 415 Global Finance</td>
<td>3</td>
</tr>
<tr>
<td>FSMA 420 Financial Derivatives</td>
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<tr>
<td>Western Civilization Elect (GER 5)</td>
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Semester VII
<table>
<thead>
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<tbody>
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<td>JUST 325 Financial Compliance &amp; Regulations</td>
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<td>BSAD 310 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>FSMA 422 Risk Management</td>
<td>3</td>
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<tr>
<td>BSAD 429 Orientation to Culminating Experience</td>
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<td>BSAD 449 Management Policies &amp; Issues</td>
<td>3</td>
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<tr>
<td>Core Elective U/L</td>
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Semester VIII
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FSMA 480 Internship</td>
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</tbody>
</table>

U/L=Upper Level Courses (300/400)
GER=General Education Requirement
* Fulfills writing intensive requirement.
** Core Electives are ACCT, BSAD, ECON, or FSMA designated courses.
Students must meet all ten General Education Requirements (refer to GER sheet for breakdown of courses).
The Bachelor of Technology in Veterinary Services Management constitutes the final two years of a 2+2 articulation program in which the first two years entail completion of a degree in veterinary Technology from an accredited program. This degree serves to provide the knowledge and skills necessary to assume the position of a veterinary practice manager. Emphasis is placed on the student understanding business accounting, hospital management, and ethics. Students will complete an internship concentrating on management and administration. This program may be completed partially or entirely online.

**Students In This Major:**
- Are prepared for entry-level management positions in veterinary hospitals or other animal-related businesses.
- Will spend a semester in the field as an intern in a managerial capacity.
- Will complete the course work required for certified Veterinary Practice Manager (CVPM) certification.

**Career Opportunities:**
- Veterinary Hospital Manager
- Management positions in animal-related businesses

**Potential Salary:**
- Beginning salaries range from $30,000 to $45,000 plus benefits.

**Admission Requirements:**
- Graduation from an AVMA accredited veterinary technology program.
- Veterinary Technology license or license eligible through State Education Department.

**Program Requirements: (Curriculum 1672)**

**Semester V**
- ACCT 101 Accounting Principles I ..................4
- BSAD 201 Business Law I............................3
- BSAD 340 Management Communications ..........3
- MATH 111 Survey of Mathematics OR
- MATH 141 Statistics ....................................3
- Liberal Arts Elective (GER) .........................3
- U/L Liberal Arts Elective (GER) ...............3
- 19

**Semester VI**
- ACCT 102 Accounting Principles II ..............3
- BSAD 215 Small Business Management ...........3
- VSCT 301 Veterinary Hospital Management ......3
- BSAD 310 Human Resources Management .......3
- HSMB 303 Occupational Health and Safety ......3
- 15

**Semester VII**
- HSMB 301 Public Health Issues...................3
- BSAD 301 Principles of Management ............3
- VSCT 302 Veterinary Hospital Mgt. II ..........3
- VSCT 308 Veterinary Services Management
  Internship Orientation .........................1
- VSCT 401 Issues & Perspectives in Veterinary
  Medicine* ........................................3
- U/L Liberal Arts Elective (GER) ............3
- 16

**Semester VIII**
- HSMB 408 Internship.................................12
- HSMB 410 Senior Seminar .........................3
- 15

U/L=Upper Level Courses (300/400)
GER=General Education Requirement
* Fulfills writing intensive requirement.

NOTE: Veterinary Services Management has a waiver and only has to meet 8 out of the 10 General Education Requirements.
STUDENTS IN THIS MAJOR:
• Learn accounting theory, financial, managerial and cost accounting systems. Learn how accountants track, report, and interpret activity in a manner to allow for appropriate decisions by business, government, education, and individuals.
• Students have the opportunity to receive IRS approved training, to be certified in preparing taxes, and to volunteer through the only Volunteer Income Tax Assistance (VITA) site in St. Lawrence County.

CAREER OPPORTUNITIES:
• Private business and industry
• Public accounting agencies
• Governmental accounting positions
• Tax preparation
• Financial management

POTENTIAL SALARY:
• Salaries range from $25,300-$32,000 per year.

CAREER OUTLOOK:
• According to the Bureau of Labor Statistics, the changing role of accountants and auditors will spur job growth.

EMPLOYERS OF SUNY CANTON GRADUATES:
• New York State Tax Division
• St. Lawrence County
• State Department of Corrections
• St. Lawrence Lewis BOCES
• St. Lawrence Seaway
• Claxton-Hepburn Hospital
• Canton-Potsdam Hospital
• North Country Savings Bank
• First National Bank of Northern New York

TRANSFER OPPORTUNITIES:
• Clarkson University
• SUNY Plattsburgh, Oswego, Albany, Potsdam, SUNY IT, SUNY Canton
• Siena College
• LeMoyne College
• Rochester Institute of Technology
• Syracuse University

Students wishing to transfer into a four-year program should consult their transfer school of choice prior to transfer.

ADMISSION REQUIREMENTS:
• Refer to page 7-10 for specific admission prerequisites.
• Students who do not meet necessary prerequisites may be admitted to the College. However, completing the program may require more than two years.

PROGRAM REQUIREMENTS:
(Curriculum 0630)

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* Intermediate Algebra (MATH 106); Math of Finance (MATH 108) or higher.
** Fulfill writing intensive requirement.
GER = General Education Requirement
RECENT EMPLOYERS OF SUNY CANTON GRADUATES:
• Day Automation Systems
• Prax Air, Inc.
• Central New York Trane
• Siemens
• Thomas Associates
• T.P. Woodside, Inc.
• Galson Engineering
• Bomac
• Hyde-Stone
• NEPCO
• GEMMA Power Systems

TRANSFER OPPORTUNITIES:
• SUNY Canton’s Technology Management: Facilities Operation program
• SUNY Utica (Mechanical Engineering Technology-BMET)
• Rochester Institute of Technology (BET)

ACCREDITATION:
• Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202 – Telephone (410) 347-7700.

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific admission prerequisites.

Students who do not meet the recommended high school math prerequisites will be admitted to either Heating and Plumbing Service or Air Conditioning Maintenance and Repair certificate programs. Students will be admitted into the Air Conditioning Engineering Technology program upon successful completion of either certificate program.

ADDITIONAL GRADUATION REQUIREMENTS
Students must have completed while at SUNY Canton, 12 credits of 200 level courses, including ACHP 264, contained in the current Air Conditioning curriculum and earning a minimum HPI of 2.0 for all such credit hours taken while under the direct advisement of the program faculty.
Apprentice Training: Industrial Trades—AAS

**Students In This Major:**
- Enter into this program while working towards or after obtaining a Journeyman's Certificate through technical instruction and on-the-job training through the BOCES coordinated NYS Apprentice Program.
- Earn the equivalent of one year’s college-level study following satisfactory completion of the Journeyman’s Certificate, leading to an Associate’s in Applied Science.

**Career Opportunities:**
- Program is designed to prepare skilled tradesmen to enhance their employment growth potential, not entry-level employment.

**Potential Salary:**
- Average salary for skilled trades employees varies greatly depending on employer. This degree can enhance the employee's earning ability both with the current employer and future employers.

**Program Requirements:**
*(Curriculum 0473)*

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<td><em>(Represented by satisfactory completion of Journeyman’s Certificate</em> with related instruction provided by St. Lawrence-Lewis Counties BOCES)*</td>
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* Fulfills writing intensive requirement.
STUDENTS IN THIS MAJOR:
• Experience the latest technology in an electronics-based curriculum.
• Gain hands-on experience in well-equipped laboratories.
• Receive a world class education in automotive mechanical, technical, and services areas.
• Benefit from SUNY Canton’s very high equipment/student ratio—no waiting.
• Work on late model cars donated by automotive manufacturers.
• Get special attention from faculty in small laboratory classes.
• Have the option to take the Automotive Service Excellence certification test upon completion of course work.
• Enjoy 100% placement.

CAREER OPPORTUNITIES:
• Automotive Service Technician
• Service Manager
• Service Advisor
• Industrial Research and Development
• Automotive Machine Shop
• Auto Parts Manager/Owner
• Technical Representative
• Automatic Transmission Technician
• Wheel Alignment/Suspension Tech.
• Maintenance Technician
• Fleet Maintenance Supervisor/Tech.
• Heavy Equipment Maintenance Tech.

POTENTIAL SALARY:
• Graduates average $25,000+ by the third year of employment.

CAREER OUTLOOK:
• 328,000 openings for Auto Mechanics growth and replacement are projected through 2008 by the U.S. Department of Labor.

RECENT EMPLOYERS OF SUNY CANTON GRADUATES:
• Ford Motor Company
• Chrysler Corporation
• Toyota (Lexus Division)
• General Motors Corporation
• Sears
• Firestone Tire Company
• Goodyear Tire Company
• NAPA Auto Parts
• Snap-On Tools Corporation
• Taylor Rental Corporation
• Troyer Race Car Engineering
• Various dealerships throughout NYS
• Many graduates own their own businesses.

TRANSFER OPPORTUNITIES:
• SUNY Utica/Rome, Cortland, Plattsburgh, Oswego
• Rochester Institute of Technology
• Indiana State University
• Weber State College (Utah)

ARTICULATION:
• Students who have completed a two-year vocational-technical Automotive Program may qualify for advanced standing (transfer credit).

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific admission prerequisites.

Students not admitted to the Automotive Technology program may be admitted to the College through the Automotive Mechanics program. This may require students to spend more than two years at the College to achieve their desired degree requirements. Applicants must have completed the Math Regents Exam and have a minimum high school average of 70.

ADDITIONAL GRADUATION REQUIREMENTS:
Students must complete 11 credit hours that include AUTO 113, AUTO 114, AUTO 213, and AUTO 214. Student’s transfer records must be reviewed and approved by the Program Director.
Students In This Major:
• Obtain a viable business background for immediate employment and/or transfer to a four-year institution.
• Learn principles of business, accounting, and economics.

Career Opportunities:
• Assistant Manager
• Advertising Representative
• Sales Representative
• Supervisor
• Executive Specialist
• Customer Service Representative

Potential Salary:
• Average salary in this field is $20,000+ per year.

Career Outlook:
• With the present technological boom and the success of businesses and industry globally, business positions are anticipated to greatly increase through the year 2010.

Employers Of SUNY Canton Graduates:
• Community Bank
• Consumer Marketing Service
• Wal-Mart
• Ward Real Estate
• American Red Cross
• Malone Telegram
• Self-employed (oil company)

Transfer Opportunities:
• Eligible students may enroll in SUNY Canton’s BBA—Technology Mgmt: Financial Services or Transfer to other SUNY Colleges.

Admission Requirements:
• Refer to pages 7-10 for specific admission prerequisites.

Program Requirements:

AS Degree—Transfer Program
(Curriculum 0671)

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15-16

*College Algebra (MATH 121), Survey of Mathematics (MATH 111), Calculus (MATH 161), and Statistics (MATH 141).
** Fulfill writing intensive requirement.

AAS Degree (Curriculum 632)

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*Intermediate Algebra (MATH 106), College Algebra (MATH 121), Survey of Mathematics (MATH 111), Calculus (MATH 161), Math of Finance (MATH 108), and Statistics (MATH 141).
** Fulfill writing intensive requirement.

GER = General Education Requirement
**Students In This Major:**
- Are prepared to meet the challenge of a career in the civil engineering field and construction industry.
- Receive practical hands-on experience in well-equipped laboratories.
- Learn computer drafting with Auto-Cad.
- Participate in a national collegiate competition for building steel bridges.
- Enroll in design-oriented courses.
- Gather surveying data with state-of-the-art surveying equipment and prepare topographic maps.
- Learn and perform testing techniques for concrete and soil.

**Career Opportunities:**
- Designers, Draftpersons, Estimators
- Surveyors
- Construction Superintendents
- Construction Inspectors
- Materials Technicians
- Environmental Technicians
- Salespersons
- Residential and Commercial Contractors
- General Contractors

**Potential Salary:**
- Starting salaries ranged from $24,000-45,000 per year.

**Career Outlook:**
- Nearly 100% of graduates willing to relocate/travel are able to establish Civil Engineering or construction-related careers that offer opportunity for advancement. Those who obtain a Bachelor Degree can expect additional opportunity and reward.

**Recent Employers Of SUNY Canton Graduates:**
- NYS Department of Transportation
- Atlantic Testing Laboratories
- Jefford’s Steel & Engineering
- CIVES Steel Corp.
- Tuscarora Construction
- Northeast Construction Services, Inc.
- POPLI Engineering
- North Carolina Dept. of Transportation
- Advanced Testing Labs
- Barrett Paving

**Transfer Opportunities:**
- SUNY Canton’s Technology Management: Facilities Operation program
- SUNY Utica/Rome (Civil Engineering Technology-BCET)
- SUNY ESF at Syracuse University
- Rochester Institute of Technology (BCET)
- SUNY Alfred
- Many others

**Transfer Opportunities:**
- Commercial Structures (CONS 111) is recommended as an elective in the second or fourth semester.

**Accreditation:**
- Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202 – Telephone (410) 347-7700.

**Additional Graduation Requirements**
- Students transferring a significant number of credits from outside must complete the designated “Capstone” course at SUNY Canton and the student’s transfer records must have been reviewed and approved by the CET Program Director.
**Students In This Major:**
- Develop concepts and skills necessary to begin a career in the computer industry.
- Get hands-on experience in small, well-equipped laboratories.
- Are taught by qualified faculty in small class sizes and solve real world problems.
- Have an opportunity to do an internship.

**Career Opportunities:**
- Junior Programmers
- Programmer/Analysts
- Systems Manager
- Computer Operator
- Technical Representative
- Web Developer
- Help Desk Manager

**Potential Salary:**
- Salaries range from $35,000-$45,000 per year.

**Career Outlook:**
- The top five fastest growing occupations through 2008 are computer related according to the U.S. Department of Labor.

**Employers Of SUNY Canton Graduates:**
- U. S. Department of Defense (Europe)
- SUNY Canton
- Clarkson University
- Fused Solutions
- Eclipsys
- IBM
- Aimtronics
- Corning, Inc.

**Transfer Opportunities:**
- SUNY Canton
- SUNY Potsdam
- SUNY Plattsburgh
- SUNY Oswego
- Utica Institute of Technology
- Clarkson University

**Admission Requirements:**
- Refer to pages 7-10 for specific admission prerequisites.
- Transfer students must have a minimum of 2.5 GPA.

**School of Business and Technology**

**Additional Graduation Requirements**
- A student must complete, at SUNY Canton, Systems Analysis and Design (CITA 204) and at least two other CITA courses (six credits hours) numbered CITA 200 or above which are applicable to the degree. Each CITA course used to meet graduation requirements must have a grade of “C” or higher.
STUDENTS IN THIS MAJOR:
• Learn fundamental construction techniques via hands-on experience.
• Learn construction material, (eg: soils, concrete) analysis and testing using industry-standard equipment.
• Enjoy an educational experience that combines the fields of construction, business, and management.
• Learn the computer software skills and construction methods needed to assist in the management of construction projects.

CAREER OPPORTUNITIES:
• Construction Project Manager Assistant
• Estimator
• Salesperson for Construction Equipment
• Residential Contractor
• Commercial Contractor
• Purchasing Agent
• Code Enforcement Officer
• Insurance Adjustor

CAREER OUTLOOK:
• Although employment in the construction industry is volatile, opportunities exist at all levels.
• Recently, “Construction Management” graduates have received employment offers for assistant project management and site supervision with heavy construction companies. Graduates must be willing to relocate/travel.

EMPLOYERS OF SUNY CANTON GRADUATES:
• Op Tech Environmental Management
• Barrett Paving Materials Inc.
• Northeast Construction Services
• Tuscarora Construction
• Gouverneur Village Code Office
• Jeffords Steel Inc.
• Many small construction companies

POTENTIAL SALARY:
• Salaries range from $24,000-$50,000 per year.

TRANSFER OPPORTUNITIES:
• SUNY Alfred (BS, BT in Construction Management)

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific admission prerequisites.

Students who do not meet the recommended high school math prerequisites may still be admitted to the college, but completing the program may require more than two years.

PROGRAM REQUIREMENTS:
(Curriculum 1162)

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<td>CONS 112 Wood Structures</td>
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<td>BSAD 100 Business Organization &amp; Management</td>
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</tbody>
</table>

* Fulfills writing intensive requirement.

ADDITIONAL GRADUATION REQUIREMENTS
Students must have completed a minimum of nine CONS credits at SUNY Canton and the student’s transfer records must be reviewed and approved by the program director.
STUDENTS IN THIS MAJOR:
• Acquire the basic knowledge of law enforcement and corrections.
• Have an opportunity to develop physical skills including tactics of arrest and investigation, self-defense, and first aid.

CAREER OPPORTUNITIES:
• Federal Law Enforcement Agent
• Police Officer
• Probation or Parole Officer
• Corrections Officer

POTENTIAL SALARY:
• The average starting salary for Police Officers and other officers was $39,000 per year.

CAREER OUTLOOK:
• U.S. Department of Labor forecasts faster than average growth for protective service occupations through the year 2008.

TRANSFER OPPORTUNITIES:
• Fifty to sixty percent of AAS graduates seek baccalaureate degrees. Most of those students remain at SUNY Canton and pursue the Criminal Investigation baccalaureate (see page 44). A smaller number transfer to SUNY Potsdam, Oswego, and Plattsburgh.

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific admission prerequisites.
• Transfers require a minimum of 2.0 GPA.

EMPLOYERS OF SUNY CANTON GRADUATES:
• Federal Bureau of Investigations (FBI)
• Secret Service
• U.S. Border Patrol
• U.S. Customs
• New York State Department of Environmental Conservation
• New York State Public Police
• New York State Police
• New York Department of Corrections
• Military Police of the Armed Forces
• United States Air Force
• United Parcel Service
• Pinkerton Security
• Sheriff’s Department
• Municipal Police Departments

PROGRAM REQUIREMENTS:
(Curriculum 0640)

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<td>JUST 110</td>
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<td>CITA 110</td>
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<tr>
<td>Introduction to Information Technology</td>
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<td>JUST 209</td>
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<td>JUST 210</td>
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</table>

1 Required CJ course for all CJ students
2 Required for Law Enforcement students
3 Required for non-Police CJ students

* Fulfills writing intensive requirement.
Students in This Major:

- Are expected to conform with the ADHA’s Professional Code of Ethics while attending all classes, labs, and clinics, when completing all community service learning projects; and upon graduation from SUNY Canton when working in the field.
- Are prepared to provide the services outlined in the NYS Dental Hygiene Practice Act under the general supervision of a dentist.
- Develop skills to communicate effectively, professionally and respectfully with their peers, the faculty and staff, other health care professionals, and their patients.
- Maintain and respect the confidentiality of all patient information; and provide therapeutic interventions with cultural sensitivity and without discrimination.
- Perform all phases of dental hygiene care, including assessment, planning, implementation, and evaluation, based on accepted scientific theories and research.
- Develop critically thinks skills and are prepared to pass the National Dental Hygiene Exam and the North East Regional Board with 75% proficiency.

Career Opportunities:

- private dental offices
- hospital dental clinics
- military installations
- nursing homes, residential assisted living facilities, and rehabilitation centers
- pharmaceutical sales
- county and state health departments
- school based programs in the public and private school systems

Potential Salary:

- Average annual salary nationwide $56,700
- Average annual salary in Syracuse and Utica Areas $46,000 - $52,000

Accreditations:

- The American Dental Association (ADA) Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611, 312-440-2547 (http://www.ada.org).
- The program is also registered with the NYS Education Department, Office of Professions.

Admissions Requirements:

- Refer to pages 7-10 for specific admission prerequisites. There are a limited number of dental units in the clinical facility so admission to this program is extremely competitive. The Director of Admissions, the Dean of the School of Science, Health and Professional Studies, and the dental hygiene program director review all applications as a team. The review process begins in mid March.
- Applicants must have a high school diploma or its equivalent.
- Applicants not meeting the prerequisites may enroll in a preparatory curriculum at SUNY Canton. Once all pre-requisite courses are completed, with a minimum “C” grade or higher and an overall GPA of 2.85, the student may apply for admission into the Dental Hygiene Program.
- Admissions for NYS licensure must be a US citizen or an alien lawfully admitted for permanent residency in the US. The applicant must also be of good moral character.
- Anyone convicted of a crime or who has a prior conviction as to his/her moral character will be subjected to review by the state. SUNY Canton strongly encourages anyone with a prior conviction to contact the Office of Professional Discipline. We do not want you to complete the coursework only to discover that you may be denied NYS licensure. For additional information you can visit the NYS Education Department, Office of Professions website at www.op.nysed.gov/dent.htm.

Program Requirements:

(Curriculum 0545)

Semester I

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<td>DHYG 145</td>
<td>Dental Radiology</td>
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<tr>
<td>DHYG 155</td>
<td>Infection Control</td>
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<td>DHYG 156</td>
<td>Oral Anatomy</td>
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<td>DHYG 157</td>
<td>Pre-Clinical Dental Hygiene</td>
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<td>Histology &amp; Embryology</td>
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Semester II

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<tr>
<td>BIOL 209</td>
<td>Microbiology</td>
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<tr>
<td>DHYG 160</td>
<td>Dental Pathology</td>
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<td>DHYG 158</td>
<td>Clinical Dental Hygiene I</td>
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<tr>
<td>DHYG 153</td>
<td>Dental Health Education</td>
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<td>DHYG 147</td>
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Semester III

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<td>DHYG 220</td>
<td>Periodontology</td>
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<td>DHYG 221</td>
<td>Dental Pharmacology</td>
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<td>DHYG 230</td>
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<td>DHYG 257</td>
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Semester IV

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<td>DHYG 260</td>
<td>Community Dental Health</td>
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<td>DHYG 258</td>
<td>Clinical Dental Hygiene III</td>
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<tr>
<td>DHYG 263</td>
<td>Dental Nutrition</td>
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<tr>
<td>DHYG 285</td>
<td>Case Based Studies</td>
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<td>SOCI 101</td>
<td>Introduction to Sociology</td>
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</tbody>
</table>

* Fulfills writing intensive requirement

  - A grade of “C” (75) or better is required for all DHYG and BIOL courses to continue in the program.
  - Once matriculated into the dental hygiene program students must complete the program within 4 years.
  - A DHYG and/or BIOL course may only be repeated one time before losing matriculation in the program. A withdraw is considered one attempt. If the student fails a second time, he/she will lose matriculation in the program and will be required to apply as a new applicant. The applicant is expected to begin as a first semester freshmen and will be considered only if space is available.
  - Transcripts for students wishing to transfer from another ADA accredited dental hygiene program will be evaluated on an individual basis. Students are required to provide course descriptions and a list of course requirements to aid in this evaluation. If it is determined that the course is equivalent to that offered at SUNY Canton credit will be awarded.
  - Students must have CPR certification (Health Provider Status) prior to entering DHYG 157: Pre-Clinic. All students must complete a NYS certified child abuse course prior to entering DHYG 258: Clinical Dental Hygiene III.
  - Although the program has a patient coordinator that assists in the scheduling of patients, the dental hygiene student is ultimately responsible for finding new patients and treating a diverse group of patients. Students are also responsible for seeking transportation to and from all off-campus clinical rotations.
  - For additional information, please see the website.

Applicants for NYS licensure must be a US citizen or an alien lawfully admitted for permanent residency in the US. The applicant must also be of good moral character. Anyone convicted of a crime or who has committed an act which raised question as to his/her moral character will be subjected to review by the state. SUNY Canton strongly encourages anyone with a prior conviction to contact the Office of Professional Discipline. We do not want you to complete the coursework only to discover that you may be denied NYS licensure. For additional information you can visit the NYS Education Department, Office of Professions website at www.op.nysed.gov/dent.htm.
Students In This Major:
- Prepare for rewarding careers in Early Care & Education or for transfer to 4-year Teacher Ed. Degree Programs.
- Participate in student teaching field-based internships in various child care environments including: Head Start Programs, Universal Pre-K and Kindergarten Public School Classrooms, Child Care Centers, Family Child Care Provider Homes, Nursery and Pre-School settings.
- Enroll in a course of study offering 12 courses specific to Early Childhood Education along with general Liberal Arts courses leading to an Associate of Science Degree.
- Take part in professional development opportunities offered through seminars and workshops.
- Acquire practical experiences in our Early Childhood Laboratory Classroom and Teacher Resource Center.

Career Opportunities:
- Pre-school & Child Care Center Lead Teacher, Assistant Teacher
- Public School: Teacher Assistant
- Head Start: Lead Teacher, Ass’t Teacher
- Self Employed: Child Care or Nursery School Owner
- Family Child Care Provider

Potential Salary:
- Salaries range from minimum wage to $12 per hour.
- Annual salaried preschool and kindergarten teachers (with a four-year degree) earn an average of $35,000 yearly.

Career Outlook:
- U.S. Department of Labor lists Child Caregiver as a “fastest growing occupation 1992-2006.”
- Changes in society and the workforce demand an increase in the availability of high-quality early child care and education options for families and children from infancy to pre-kindergarten.

Transfer Opportunities:
- SUNY Plattsburgh* (Child and Family Services)
- SUNY Oneonta (Child Development and Family Studies)
- SUNY Cortland
- SUNY Cobleskill
- SUNY Potsdam
- SUNY Brockport
- Articulation agreement in effect.

Admission Requirements:
- Refer to page 7-10 for specific admission prerequisites.
- Graduates of St. Lawrence-Lewis Counties BOCES and Franklin-Essex-Hamilton Counties BOCES Early Childhood Occupations programs may be eligible for 1-4 college credits toward the Early Childhood Program at SUNY Canton.
- Students who do not meet the necessary prerequisites may be eligible to enroll in preparatory courses.

Program Requirements:
- Students may enroll in Intermediate Algebra (Math 106) during the 1st semester.
- Students must pass Math 106 and have a minimum 2.0 GPA to continue enrollment in the Early Childhood Program.
- Students must receive a minimum 2.5 (C+) in E.C. Field Placement (ECHD 201) to enroll in E.C. Internship (ECHD 202).
- All Early Childhood students must agree to be fingerprinted as part of a criminal background check mandated by the NYS Office of Children & Families.
- Students are required to complete a courses in Identification of Child Abuse & Neglect, First Aid, C.P.R., & M.A.T.
- Early Childhood students must have evidence of a recent physical exam and updated immunizations.
- For field-based experiences (ECHD 201 & ECHD 202) students will need to arrange for transportation to their assigned placement sites.

AS Degree (Curriculum 1327)

<table>
<thead>
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<th>Credits</th>
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<tr>
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<tr>
<td>ECHD 101</td>
<td>Introduction to Early Childhood</td>
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<tr>
<td>ENGL 101</td>
<td>Expository Writing</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
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<td>SOCI 101</td>
<td>Introduction to Sociology</td>
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<tr>
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<td>Science Elec. w/lab (GER 2)**</td>
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<td>Curriculum Development</td>
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<td>ECHD 285</td>
<td>Iss. &amp; Policies in Early Care &amp; Ed.</td>
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<td>General Elective (GER 1-9)</td>
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** Writing Intensive requirement fulfilled by: Issues and Policies in Early Care & Education
PREREQUISITE: Expository Writing or Oral and Written Expression
** One college-level Mathematics course (Survey of Math or Statistics recommended) and one Science course with a lab are required.
Must meet 7 of 10 GER Courses (General Education Requirement)
NOTE: No credit for courses below entrance level requirements
Graduation Requirements: 63 Credit Hours; G.P.A.: 2.0 Minimum

* articulated agreements available with the following institutions:
- SUNY Oneonta
- SUNY Potsdam
- SUNY Cobleskill
- SUNY Cortland
- SUNY Plattsburgh
- SUNY Plattsburgh* (Child Development & Family Studies)

Graduation Requirements: 63 Credit Hours; G.P.A.: 2.0 Minimum

Office of Children & Families.

Back ground check mandated by the NYS Office of Children & Families.

Refer to page 7-10 for specific admission prerequisites.

Write Intensive requirement fulfilled by: Issues and Policies in Early Care & Education

** One college-level Mathematics course (Survey of Math or Statistics recommended) and one Science course with a lab are required.

Must meet 7 of 10 GER Courses (General Education Requirement)

NOTE: No credit for courses below entrance level requirements

Graduation Requirements: 63 Credit Hours; G.P.A.: 2.0 Minimum

Office of Children & Families.

Back ground check mandated by the NYS Office of Children & Families.
Students In This Major:

• Are required to have a laptop computer in their senior year.
• Will integrate their laptop into all of the major courses to enhance employability upon graduation.
• Get hands-on experience with programmable controllers, motors, generators, power systems, industrial electronics, and other related areas.
• Specialize in electrical energy conversion systems, power systems, and controls.
• Study under experienced Electrical Engineers.
• Learn in spacious, well-equipped laboratories.

Career Opportunities:

More than 90% of the graduates go directly into positions like:

• Project Control Engineer
• Electronic Maintenance Technician
• Production Technician
• Field Service Technician
• Systems Test Engineer
• Engineering Aide
• Quality Assurance Technician
• Field Project Engineer
• Engineering Consultant
• Designer/Drafter
• Project Manager

Career Outlook:

• As New York State moves back into industrial leadership, Electrical Engineering Technicians are in huge demand.

Recent Employers Of SUNY Canton Graduates:

• NEPCO
• ALCAN Rolled Products
• Schlumberger
• Siemens
• Niagara Mohawk Power Corporation
• TYCO International-Kendall
• INTEL Corp.
• New York Power Authority
• IBM
• C & S Engineers, Inc.
• NYSEG
• Verizon
• GEMMA Power

Potential Salary:

• Salaries in this field begin in excess of $30,000 per year. Some students start at $50,000+ plus benefits.

Transfer Opportunities:

A few graduates move on to upper division four-year schools such as:

• Rochester Institute of Technology
• Clarkson University

Accreditation:

• Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202 – Telephone (410) 347-7700.

Admission Requirements:

• Refer to pages 7-10 for specific admission prerequisites.

Program Requirements:

( Curriculum 0699)

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<td>ELEC 111</td>
<td>Digital Circuits 2</td>
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<td>ELEC 161</td>
<td>Electronic Fabrication 2</td>
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<td>SOET 111</td>
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<td>ELEC 129</td>
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<td>ELEC 141</td>
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<td>ELEC 212</td>
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* Fulfills writing intensive requirement.

ADDITIONAL GRADUATION REQUIREMENTS

Students must have completed while at SUNY Canton, 12 credits of 200 level courses contained in the current Electrical Engineering Technology curriculum earning a minimum HPI of 2.0 for all such credit hours taken.
STUDENTS IN THIS MAJOR:
• Complete their first two years at Canton and then transfer to a four-year engineering school to complete their baccalaureate degree.
• Have the opportunity to interact with faculty on a daily basis because of small class sizes and the faculty’s primary interest of teaching.
• Will be accepted by four-year schools with full Junior status.
• Have the benefit of SUNY Canton’s membership in the SUNY Two-Year Engineering Science Association (TYESA) of New York State. This membership is assurance that SUNY Canton’s Engineering Science program is rigorous and allows for smooth transfer to four-year schools.

CAREER OPPORTUNITIES:
After transferring to, and graduating from, a four-year school, any engineering career is possible. Typical opportunities would be:
• Aeronautical Engineer
• Civil Engineer
• Computer Engineer
• Electrical Engineer
• Engineering Management
• Mechanical Engineer

POTENTIAL SALARY:
• Once students graduate from the four-year engineering school to which they transfer, they begin at an average annual salary of $48,000 plus benefits.

CAREER OUTLOOK:
• There are favorable job opportunities in the North Country for women going into engineering-related positions.
• Employment opportunities in engineering have been good for a number of years and are expected to continue.

TRANSFER OPPORTUNITIES:
In recent years Engineering Science students have transferred to these four-year schools:
• Carnegie Mellon University
• Clarkson University
• Cornell University
• Florida Institute of Technology
• Northeastern University
• Pennsylvania State University
• Rensselaer Polytechnic Institute
• Rochester Institute of Technology
• SUNY Binghamton
• SUNY Buffalo
• Syracuse University
• University of Massachusetts
• University of North Carolina

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific admission prerequisites.

PROGRAM REQUIREMENTS:
(Curriculum 0530)
This program has been granted a SUNY General Education waiver which allows the program to require only five of the seven General Education Requirements. Care must be taken to select courses in these areas which will meet each of these General Education Requirement.

Semester I
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 105 College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENGS 101 Introduction to Engineering</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101 Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 161 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 105 University Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Semester II
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGS 102 Programming For Engineers</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 106 College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 162 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 106 University Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

Semester III
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGS 201 Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENGS 203 Engineering Strength of Materials (optional)</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 263 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201 University Physics III</td>
<td>4</td>
</tr>
</tbody>
</table>

Semester IV
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGS 202 Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ENGS 205 Nature &amp; Properties of Materials</td>
<td>3</td>
</tr>
<tr>
<td>ECON 103 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 263 Electric Circuits</td>
<td>3</td>
</tr>
<tr>
<td>MATH 264 Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

* Fulfills writing intensive requirement.
STUDENTS IN THIS MAJOR:
• Enroll in one of the Schools: School of Business and Public Service, Canino School of Engineering Technology, or School of Science, Health, and Professional Studies.
• Develop a program consistent with a specific career objective.
• Have the opportunity to explore an unknown area.
• Benefit from the knowledge and skills obtained through life experiences.
• Earn an Associates in Applied Science after 60 credits hours.
• Transfer to baccalaureate institutions.

CAREER OPPORTUNITIES:
• Unlimited since, in consultation with the academic advisor, students can design their own programs.

POTENTIAL SALARY:
• Dependent on field of study.

RECENT EMPLOYERS OF SUNY CANTON GRADUATES:
• Burke’s Construction
• Fleet Bank
• Dine-A-Mate, Inc.
• Builders Square
• Corning, Inc.
• Claxton-Hepburn Medical Center
• Potsdam Stone and Concrete
• Morris Protective Services

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific admission prerequisites.

TRANSFER OPPORTUNITIES:
• SUNY Canton
• SUNY Potsdam, Plattsburgh, Oswego, Cortland, Geneseo, and Brockport
• St. Lawrence University
• State University Centers at Albany, Buffalo, and Binghamton
• Niagara University
• Clarkson University

PROGRAM REQUIREMENTS:
(Curriculum 0688)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English/Humanities</td>
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<tr>
<td>Social Sciences</td>
<td>9</td>
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<tr>
<td>Natural Sciences and/or Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Applied Electives *</td>
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<tr>
<td>General Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
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</table>

*Canino School of Engineering Technology students must include Computer Application for Technicians (SOET 110), two credit hours. School of Business and Public Service students must take Business Forum (BSAD 010), one credit hour. All students must take a writing intensive applied elective.
Students In This Major:
• Develop a program consistent with a specific career objective or select a concentration from academic areas of humanities, social sciences or natural sciences.
• Prepare for careers in teaching, law, journalism, public administration, human services, finance, insurance, pharmacy, physical therapy, and other fields requiring an understanding of the human condition and the ability to communicate ideas.
• Graduate and continue study in such disciplines as English, education, art, drama, music, communication, economics, history, psychology, sociology, and anthropology.
• Complete all or the majority of the courses required in the first two years of a baccalaureate program in the natural and physical sciences. Graduates have successfully transferred to pharmacy and physical therapy programs.
• Have the opportunity to cross-register at SUNY Potsdam, St. Lawrence University, and Clarkson University.
• Have the opportunity to explore an unknown area.
• Earn an Associates in Arts or Science after 60 credits.
• Transfer to baccalaureate institutions.

Career Opportunities:
• Unlimited since, in consultation with the academic advisor, students can design their own programs.

Potential Salary:
• Dependent on field of study.

Employers of SUNY Canton Graduates:
• Burke's Construction
• Fleet Bank
• Corning, Inc.
• Claxton-Hepburn Medical Center
• Potsdam Stone and Concrete
• Morris Protective Services
• New York State Department of Social Services

Transfer Opportunities:
• SUNY Potsdam, Plattsburgh, Oswego, Cortland, Geneseo, and Brockport
• St. Lawrence University
• State University Centers at Albany, Buffalo, and Binghamton
• Clarkson University
• SUNY ESF
• SUNY Upstate Medical University at Syracuse

Admission Requirements:
• Refer to pages 7-10 for specific admission prerequisites.

Program Requirements:

Degre Programs
(Curriculum 0250)

AA Degree

<table>
<thead>
<tr>
<th>Course Type</th>
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<tbody>
<tr>
<td>English/Humanities</td>
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<tr>
<td>Social Sciences</td>
<td>12</td>
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<tr>
<td>Natural Sciences &amp; Mathematics</td>
<td>12</td>
</tr>
<tr>
<td>General Electives</td>
<td>12</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
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AS Degree

<table>
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<tr>
<th>Course Type</th>
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</thead>
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<tr>
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<tr>
<td>Natural Sciences &amp; Mathematics</td>
<td>12</td>
</tr>
<tr>
<td>General Electives</td>
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</tr>
<tr>
<td>Total</td>
<td>60</td>
</tr>
</tbody>
</table>

1 Required: Expository Writing OR Oral and Written Expression; one literature course; one fine arts OR language course
2 Required: One American History course; one Western OR Other World Civilization course; one social science course other than History
3 Required: One mathematics course, minimum level: College Algebra (MATH 121) OR Statistics (MATH 141) OR Survey of Mathematics (MATH 111); two science courses, and one a laboratory science
4 Required: One writing intensive course in a liberal arts or science discipline.
Students In This Major:

- Learn sound fundamental knowledge of the mechanical technology field as it is practiced in the manufacturing industry.
- Receive a strong element of coursework grounded in the core science and mathematics necessary for success in their technological field.
- Experience learning in an environment that very closely replicates the workplace.
- Should be able to move seamlessly from high school, through their two years of academics and into an exciting career.
- Those interested in continuing on to a four-year school leading to a baccalaureate degree in Engineering Technology should find a smooth transition between SUNY Canton and their new program.
- Will apply the scientific and technical knowledge learned through their academic and hands-on experience at Canton combined with their own judgement to design, test, troubleshoot and improve machines, tooling, processes and information flow that serve the manufacturing industry.

Career Opportunities:

Typical job titles in which our graduates are employed are:

- Mechanical Engineering Technician
- Engineering Aide
- Computer-Aided Drafting
- Designer
- Quality Management Technician
- Lab Technician
- Instructional Assistant
- Field Service Technician

Potential Salary:

- Salaries in this field begin at $25,000 per year. Some students start as high as $40,000 plus benefits.

Recent Employers of SUNY Canton Graduates:

- Stature Electric, Inc.
- Corning, Inc.
- CIVES Steel Co.
- IBM
- Viking-Cives, USA
- Schneider Packing
- Acco Brands
- Gleason Works
- Bombardier, Inc.
- Novelis

Placement:

- Forty percent of graduates over the past five years have been employed in the field.
- Sixty percent of graduates over the past five years have continued their education at four-year colleges.

Transfer Opportunities:

- SUNY Canton (Technology Management: Facilities Operation; Alternative and Renewable Energy Applications)
- SUNY Utica/Rome
- Rochester Institute of Technology
- SUNY Alfred
- SUNY Buffalo

Accreditation:

- Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202 – Telephone (410) 347-7700.

Admission Requirements:

- Refer to pages 7-10 for specific admission prerequisites.

Students who do not meet the recommended high school math prerequisites will be admitted to the Computer-Aided Drafting certificate program. Students will be admitted into Mechanical Engineering Technology upon completion of this certificate program.

Program Requirements:

(Curriculum 0493)

Semester I

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MECH 111 Computer Drafting</td>
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<tr>
<td>MFGT 100 Manufacturing Topics</td>
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<tr>
<td>MECH 121 Manufacturing Processes I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 Oral &amp; Written Expression</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121 College Algebra</td>
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</tr>
<tr>
<td>Physics I</td>
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Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MECH 112 Advanced Computer Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MFGT 120 Manufacturing Materials</td>
<td>3</td>
</tr>
<tr>
<td>MATH 122 Basic Calculus</td>
<td>4</td>
</tr>
<tr>
<td>SOET 110 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>MECH 222 Manufacturing Processes II</td>
<td>2</td>
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<td>Total</td>
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Semester III

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>CONS 263 Structural Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 261 Electricity</td>
<td>4</td>
</tr>
<tr>
<td>MFGT 220 Instrumentation &amp; Controls</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>MECH 223 Intro. to Computer Numerical Control</td>
<td>3</td>
</tr>
<tr>
<td>MECH 251 Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
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</table>

Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 232 Machine Design</td>
<td>4</td>
</tr>
<tr>
<td>MECH 241 Fluid Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>English (Literature)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 225 Intro. to Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>MECH 226 Thermo Fluid Lab</td>
<td>1</td>
</tr>
<tr>
<td>ELEC 141 Industrial Controls</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

* Fulfills writing intensive requirement.

Additional Graduation Requirements

Students must have complete the equivalent of one full-time semester hours (12 credit hours) under the direct advisement of the program faculty, in technically specialized courses offered by the program area.
STUDENTS IN THIS MAJOR:
• Complete work in biological science, introductory business, computer and accounting courses.
• Are eligible to sit for the National Board Exam.
• Work in a funeral home for five weeks in the summer as a practicum.
• Are often seeking a second career in human services.
• Have on-site embalming facility, laboratory space, and an informal chapel.
• Through computer-assisted learning may do some work from a computer at home.

CAREER OPPORTUNITIES:
• Funeral Director and Embalmer in any state.

EMPLOYMENT STATISTICS:
• Ninety-five percent of those graduates who sought a position with a funeral home found one.
• First-year salaries range from $18,200 to $28,000 for apprentice funeral directors.
• We even had some as high as $30,000.
• Salary earning potential is $41,000 to $85,000 per year.

CAREER OUTLOOK:
• Funeral directing is projected to be in the top ten professions for the next decade.

GOALS AND PURPOSES:
• To educate students about the value of the funeral process to the community at large.
• To promote understanding of the theories and develop techniques of implementation of the scientific, public health, psychological, sociological, legal, and management components as necessary for the provision of effective, progressive, and beneficial funeral rites.

NATIONAL BOARD STATISTICS:
In 2005, twenty-two students took the NBE, eleven passed for a success rate of 50%.

PROGRAM REQUIREMENTS:

(Curriculum 0599)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MORT 111 The Study of Funerals: Past and Present</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 Accounting Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 101 Introduction to Biology OR BIOL 102 Introduction to Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102 Oral &amp; Written Expression</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 Introductory Psychology</td>
<td>3</td>
</tr>
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</table>

16

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MORT 121 Analytical Embalming Techniques</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 207 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>CITA 102 Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CITA 103 Introduction to World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CITA 104 Introduction to Database</td>
<td>3</td>
</tr>
<tr>
<td>CITA 106 Intro. to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CITA 108 Introduction to Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CITA 110 Intro. to Information Tech.</td>
<td>3</td>
</tr>
</tbody>
</table>

CHOOSE THREE | 3

17

Summer Residency
MORT 129 Clinical Practicum** | 2

Semester III
MORT 211 Embalming and Aseptic Technique | 4
MORT 214 Funeral Home Management | 3
BSAD 100 Business Organization & Mgt. | 3
BSAD 200 Business Communications | 3
HLTH 105 Pathology | 3

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Semester IV
MORT 223 Restorative Art | 4
MORT 225 Professional Funeral Practice | 3
MORT 227 Human Responses to Death* | 4
BSAD 201 Business Law | 3
SSCI 315 Death, Dying and Bereavement | 3

17

*Fulfills writing intensive requirement.
**Taken at conclusion of second semester. Must have passed one semester of Embalming. Students are required to work in a funeral home for a minimum of five weeks or until participating in ten embalmings and ten funerals.

Students who do not meet necessary prerequisites may still be admitted to the college. Once the prerequisites are met the student may apply for admission to the Mortuary Science curriculum.

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Nursing—AAS

Students In This Major:
- Are prepared to think critically, communicate effectively, provide therapeutic nursing interventions in a culturally diverse society, and function in the role of provider and manager of nursing care.
- Develop personally and professionally, and function effectively as a health team participant within the profession of nursing.
- Are technologically sound, competent beginning practitioners and may be employed as registered nurses after licensure or transfer to other institutions for additional education.
- Are eligible for the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN) after graduation.

Career Opportunities:
- Acute Care
- Long-Term Care
- Specialty Areas
- Community Based Agencies/Prevention-Wellness Programs
- Schools, Offices, Patient Homes, Residential Living Arrangements, Clinics

Potential Salary:
- U.S. Bureau of Labor Statistics list average salary of $36,000.

Career Outlook:
- Nursing is the largest health care occupation.
- There is increasing diversity in nursing employment, and projections indicate large numbers of new jobs.

Employers Of SUNY Canton Graduates:
- Hospitals
- Long-Term Care Facilities
- Community Health Agencies
- Hospices
- Outpatient Clinics
- Home Health Agencies
- U.S. Military
- Mental Health Facilities
- Schools

Transfer Opportunities:
- SUNY Canton has articulation agreements with:
  - SUNY Plattsburgh.
  - SUNY Utica/Rome.
  - SUNY Health Science Center - Syracuse.

Accreditations:
- Registered by the NYS Education Department, Office of the Professions.

Admission Requirements:
- Refer to pages 7-10 for specific admission prerequisites. Admission is selective, based on academic credentials. In order to be considered for admission, high school graduates need a minimal high school final average of 80% or better. Students transferring from another institution need to have a cumulative G.P.A. of 2.5 or better.

  Students who do not meet the prerequisites may be eligible to enroll in a preparatory curriculum. Once the necessary prerequisites are met, the student may apply for admission to the Nursing program. Contact the Admissions Office for specific prerequisite information.

In addition to classroom lectures and laboratory skills sessions, students will be assigned to clinical experiences under the supervision of nursing faculty in area hospitals, long-term care facilities, and community agencies throughout Northern New York. Students must provide their own transportation. Clinical hours will vary as day and evening rotations as scheduled.

Admission to the Nursing program requires persons applying for licensure to answer questions related to criminal convictions and/or professional misconduct.

Once enrolled in Adaptation Nursing I (NURS 101), students must complete the Nursing program within four years. For extraordinary situations, permission to complete the Nursing program beyond four years must be granted by the Dean of the School of Science, Health, and Professional Studies in consultation with the Nursing Department Chair.

Of the four clinical nursing courses, Adaptation Nursing I, II, III, and IV (NURS 101, 102, 201, and 202) only one course may be repeated one time.

A grade of "C" (75) or better is required for all nursing courses in order to continue in the program.

A grade of "C" or better is required for all corequisite liberal arts and science courses.

Residency Requirements:
- All Nursing students must complete SUNY Canton’s Nursing 201, 202, and 203 courses in order to meet the program’s residency requirements.

Program Requirements:
(Curriculum 0622)
Semester I Credits
PSYC 101 Introduction to Psychology.............3
NURS 101 Adaptation Nursing I....................6

BIOL 217 Human Anatomy & Physiology I.........4
ENGL 101 Expository Writing OR
ENGL 102 Oral and Written Expression.............3

Semester II Credits
NURS 102 Adaptation Nursing II..................10
BIOL 218 Human Anatomy & Physiology II........4
PSYC 225 Human Development....................3

Semester III Credits
NURS 201 Adaptation Nursing III..................9
BIOL 209 Microbiology................................4
NURS 200 Intro. to Pharmacology..................3

Semester IV Credits
NURS 202 Adaptation Nursing IV..................10
NURS 203 Profes. Issues & Trends in Nursing* 3
SOCI 101 Introduction to Sociology...............3
Literature/Humanities Elective.....................3

* Fulfills writing intensive requirement.

Before entering Adaptation Nursing II (NURS 102) students must have CPR certification (Health Provider Status) and maintain certification throughout the entire program.

All students must complete the mandatory hospital orientation and comply with NYS health requirements throughout the entire program.
STUDENTS IN THIS MAJOR:

- Assist in evaluation of clients performance of activities of daily living (ADLs), work and leisure activities under the direction of a registered Occupational Therapist.
- Use purposeful activity to assist clients to adapt to changes in their ability to function.
- Communicate proficiently orally, in writing and by computer.
- Are prepared to pass the NBCOT (National Board for Certification in Occupational Therapy) Certification Examination.
- Report to work under the supervision of an Occupational Therapist to assist individuals with mentally, physically, developmentally, or emotionally disabling conditions to develop, recover, or maintain daily living, work and leisure skills.

CAREER OPPORTUNITIES:

- Hospitals
- Nursing Homes
- Rehabilitation Centers
- Sheltered Workshops
- Public and Private Schools
- Adult and Pediatric Day Care Centers
- Psychiatric Facilities
- Residential Care Facilities
- Community-based Settings

ACCREDITATION:

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA’s phone number is 302-652-6000. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however state licenses are usually based on the results of the NBCOT Certification Examination.

NOTE: A felony conviction may affect the graduate’s ability to sit for the NBCOT Certification Examination or to attain state licensure.

ADMISSION REQUIREMENTS:

- Refer to pages 7-10 for specific admission prerequisites.

Students who do not meet necessary prerequisites may enroll in a preparatory curriculum. Once the prerequisites of BIOL 101 or 102, CHEM 101, and MATH 106 with a 2.0 GPA; and an overall 2.5 grade point average have been met, the student may apply for admission to the Occupational Therapy Assistant curriculum.

PROGRAM REQUIREMENTS:

Students are required to independently earn a CPR certification, have an annual health assessment and have these on file with the College and clinical site prior to clinical experience.

To progress in OTA curriculum a 2.0 GPA must be maintained and, minimally, a “C” in all curricula/courses prefixed with COTA.

(Curriculum 0665)

<table>
<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>BIOL 217</td>
<td>Human Anatomy &amp; Physiology I 4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Expository Writing 3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introductory Psychology 3</td>
</tr>
<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology 3</td>
</tr>
<tr>
<td>COTA 101</td>
<td>Fundamentals of Occupational Therapy I 3</td>
</tr>
<tr>
<td>COTA 103</td>
<td>Skills and Application I: Youth 1</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
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<tbody>
<tr>
<td>COTA 102</td>
<td>Level I Fieldwork: Developmental ...1</td>
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<td>COTA 106</td>
<td>Fundamentals of Occupational Therapy II 3</td>
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<td>COTA 108</td>
<td>Skills and Application II: Adult ....1</td>
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<td>COTA 208</td>
<td>Developmental Disabilities 4</td>
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<tr>
<td>BIOL 218</td>
<td>Human Anatomy &amp; Physiology II ...4</td>
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<td>PSYC 225</td>
<td>Human Development 3</td>
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<tbody>
<tr>
<td>COTA 203</td>
<td>Level I Fieldwork: Physical Disabilities/Psychiatric 1</td>
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<tr>
<td>COTA 205</td>
<td>Skills and Application III: Mature ...1</td>
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<tr>
<td>COTA 207</td>
<td>Therapeutic Techniques/Psychiatric Occupational Therapy 6</td>
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<tr>
<td>COTA 209</td>
<td>Physical Disabilities 4</td>
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<td>PSYC 275</td>
<td>Abnormal Psychology 3</td>
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<tbody>
<tr>
<td>COTA 210</td>
<td>Level II Fieldwork Setting I** 8</td>
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<tr>
<td>COTA 212</td>
<td>Level II Fieldwork Setting II** 8</td>
</tr>
<tr>
<td>COTA 214</td>
<td>Occupational Therapy Seminar* 2</td>
</tr>
</tbody>
</table>

* Fulfills writing intensive requirement.
** All fieldwork MUST be completed within 18 months following completion of academic preparation.

All courses listed for each semester are prerequisites for the following semester except Computer Elective or permission of the Program Director.

RESIDENCY REQUIREMENT:

- To establish residency in the OTA program students must be matriculated in the curriculum for at least 15 hours of graded coursework with at least 12 of these being prefixed with COTA.
**STUDENTS IN THIS MAJOR:**

- Develop strong oral and written communication skills
- Use a variety of software including integration of applications
- Concentrate in areas of specialization, such as accounting, computer, financial, legal, and medical
- Study and develop organizational and interpersonal relationship skills for effective teamwork
- Experience a 120-hour internship in the final semester
- Participate in professional development events with networking opportunities
- Prepare for employment testing, such as civil service exams and Microsoft Office Specialist certifications
- Have an opportunity to transfer into bachelor degree programs

**CAREER OPPORTUNITIES:**

*BUSINESS/INDUSTRY/

- Administrative Assistant
- Executive Assistant
- Human Resource Assistant
- Data Entry Operator
- Clerk-Typist
- Account Clerk
- Keyboard Specialist 1*
- Keyboard Specialist 2*
- Secretary 1*
- Secretary 2*
- Office Manager
- Office Support Coordinator
- Information Coordinator
- Office Technical Associate
- Instructional Support Associate
- Institution Steward

*Civil Service (state and county positions)

**LEGAL**

- Legal Assistant
- Legal Secretary
- Paralegal

**MEDICAL**

- Medical Assistant
- Medical Coder
- Medical Transcriptionist
- Medical Records Clerk

**POTENTIAL SALARY:**

- Starting salaries are between $22,000 and $40,000 per year.

**ADMISSION REQUIREMENTS:**

- Refer to pages 7-10 for specific admission prerequisites.
- Transfer students must have a minimum requirement of a 2.0 GPA.

**Articulation Agreements:**

Credit for the following courses may be earned through an articulation agreement between the high schools, BOCES and SUNY Canton.
- Keyboarding & Windows Management
- Introduction to Database
- Introduction to Word Processing
- Introduction to Spreadsheets
- Introduction to Electronic Presentations
- Office Accounting

Other credits may be obtained through distance learning.

**APPLIED ELECTIVES**

*(STUDENT’S CHOICE OF CONCENTRATION):*

- Accounting Option—ACCT 101, ACCT 102, ACCT 103
- Business Administration Option—BSAD 201, BSAD 202, BSAD 211, BSAD 310, BSAD 340
- Computer Option—CITA 103, CITA 111, CITA 112, CITA 113
- Financial Option—BSAD 120, BSAD 125, FSMA 201, FSMA 210
- Legal Option—JUST 101, JUST 110, BSAD 201, BSAD 202
- Medical Option—HLTH 100, HLTH 200, OTEC 210, OTEC 212, OTEC 214, OTEC 216

**Program Requirements:**

*(Curriculum 0668)*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>BSAD 010 Business Forum</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BSAD 100 Business Organization</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Management</td>
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<tr>
<td></td>
<td>CITA 102 Keyboarding</td>
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<tr>
<td></td>
<td>CITA 110 Intro. to Info. Tech.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 101 Expository Writing OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGL 102 Oral &amp; Written Expression</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 106 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYC 101 Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>BSAD 200 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OTEC 110 Office Accounting OR</td>
<td>3</td>
</tr>
</tbody>
</table>

**ACE (American Council on Education) Credit by Examination Program:**

Individuals who currently hold or are pursuing Office Specialist certifications will be able to apply for college credit through participating ACE member institutions. Interested students must pass an Office Specialist certification exam for one or more Microsoft Office XP applications or Microsoft Project 2003 and have their certification(s) listed on an ACE Credit by Examination Transcript.
Physical Therapist Assistant—AAS

**Students In this Major:**
- Assist the Physical Therapist in implementing a plan of care, utilizing various physical therapy interventions to promote healing and restore function
- Promote health and wellness through various community education activities
- Develop professional behaviors consistent with those required to be an effective member of the health team
- Are eligible to sit for the National Physical Therapy Examination for the Physical Therapist Assistant after graduation

**Career Opportunities:**
- Physical Therapist Assistants work in hospitals, nursing homes, rehabilitative centers, certified home health care agencies, private practices, and schools.

**Potential Salary:**
- Average salary nationwide is $35,000.

**Career Outlook:**
- As the “baby boom” generation ages, Physical Therapist Assistants will be in demand to educate on wellness and prevention and to treat patients who are affected with arthritis, stroke, heart disease, and other prolonged-care conditions common to older people.
- With increased activity in sports and fitness, physical therapy will be needed to treat and help prevent knee, leg, back, shoulder, and other musculoskeletal injuries.
- Technology and medical advances increase the need for physical therapy professionals.

**Recent Employers of SUNY Canton Graduates:**
- Canton-Potsdam Hospital
- United Helper’s Nursing Home
- Claxton-Hepburn Medical Center
- Northern Physical Therapy
- Massena Memorial Hospital
- Champlain Valley Physician’s Hospital
- Community Physical Therapy
- Hoose, Knight, and Associates
- Seaway Orthopedics
- Meadowbrook Healthcare

**Transfer Opportunities:**
- SUNY Canton’s Physical Therapist Assistant program is not designed as a transfer program to an upper division physical therapy program. Students may contact the physical therapy program they wish to enter for insight into additional sciences, math, and liberal studies that serve as entrance requirements and can be studied at SUNY Canton. In addition, there are some Physical Therapy schools that run programming on weekends, accepting PTA program graduates directly.

** accreditation:**
- Commission on Accreditation in Physical Therapy Education
- 111 North Fairfax Street
- Alexandria, VA 22314-1488

**Admission Requirements:**
- Refer to pages 7-10 for specific admission prerequisites.

**Program Requirements:**
- Students are required to independently earn CPR & First Aid certification, have an annual health assessment and have these on file with the College and clinical site prior to their first clinical experience.

To progress in the PTA curriculum a 2.0 GPA must be maintained and, minimally, a “C” in all curriculum courses prefixed with PHTA.

**Curriculum 0489**

**Semester I**
- PHTA 100 Intro. to Physical Therapy ............3
- PHTA 101 Fundamental PT Skills & Modalities...3
- ENGL 101 Expository Writing OR
- ENGL 102 Oral & Written Expression ...........3
- PSYC 101 Introductory Psychology ..............3
- Total Credits ........................................ 16

**Semester II**
- PHTA 102 Kinesiology .................................4
- PHTA 103 Musculoskeletal Pathologies ..........4
- BIOL 218 Human Anatomy & Physiology II...4
- PSYC 225 Human Development ................3
- PHTA 104 **Clinical I (summer) .................4
- Total Credits ........................................ 19

**Semester III**
- PHTA 206 Advanced PT Modalities............4
- BIOL 218 Human Anatomy & Physiology II...4
- PSYC 225 Human Development ................3
- CITA 106 Intro. to Word Processing ............1
- Liberal Arts Electives (2) .........................6
- CITA 103 Intro. to the World Wide Web.........1
- CITA 104 Intro. to Database .....................1
- CITA 108 Intro. to Spreadsheets .................1
- CITA 112 Intro. to Electronic Presentations....1
- Total Credits ........................................ 17

**Semester IV**
- PHTA 207 **Clinical II ............................6
- PHTA 209 **Clinical III ...........................8
- PHTA 210 Senior Seminar .......................2
- Total Credits ........................................ 16

* Fulfills writing intensive requirement.
** Students must be prepared to work 40 hours per week and are responsible for their own transportation, meals, and housing as needed.

The NYS Education Department office of the Professions requires persons applying for licensure to answer questions related to conviction of a crime or professional misconduct.

**Residency Requirement:**
- To establish residency in the PTA program students must be matriculated in the curriculum for at least 15 hours of graded coursework with at least 12 of these being prefixed with PHTA.
Students In This Major:

- Have hands-on experience in small laboratory sections.
- Work with farm animals, companion animals, and common laboratory animal species.
- Will be eligible to take the veterinary technician licensing examination upon graduation.
- Will be eligible to take the certification examination of the American Association of Laboratory Animal Science after six months of laboratory employment.
- Perform mandatory kennel duty rotation in their senior year.

Career Opportunities:
Veterinary technicians provide professional technical support to veterinarians, biomedical researchers, and other animal care specialists. Technicians may work in:
- Clinical Practice
- Animal Shelters
- Diagnostic Laboratories
- Educational Institutions
- Pharmaceutical and Research Industry
- Veterinary Supply and Equipment Sales
- Zoo/Wildlife Medicine
- State and Federal Agencies
- Herd Health Management

Career Outlook:
- In 2005, there were about ten jobs available per graduate.
- At the present time, there is a serious shortage of veterinary technicians throughout the country.

Potential Salary:
- Salaries range from $16,000-$45,000.

Transfer Opportunities:
- Articulation agreement with Cornell College of Agriculture and Life Sciences undergraduate program in Animal Science for any student graduating with a 3.0 average and possessing the required prerequisite courses.
- Articulation agreement with Mercy College.
- SUNY Canton (Veterinary Services Management, B.T.)

Time To Complete the Program:
Once enrolled in Fundamental Veterinary Nursing Skills I (VSCT 101), students must complete the Veterinary Science program within four years. For extraordinary situations, permission to complete the Veterinary Science program beyond four years must be granted by the Dean of the School of Science, Health and Professional Studies in consultation with the Veterinary Science Program Director.

Accreditation:
- AVMA, 1931 N Meacham Rd., Suite 100, Schaumburg, IL 60173-4360. 847-925-8070
- Full Accreditation

Admission Requirements:
- Refer to pages 7-10 for specific admission prerequisites.

Program Requirements:
(Curriculum 0521)

Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VSCT 101</td>
<td>Fundamental Vet. Nursing Skills I</td>
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<tr>
<td>VSCT 103</td>
<td>Intro. to Animal Agriculture</td>
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</tr>
<tr>
<td>BIOL 105</td>
<td>College Biology I</td>
<td>4</td>
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<tr>
<td>CHEM 102</td>
<td>General, Organic &amp; Biochemistry</td>
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<tr>
<td>ENGL 101</td>
<td>Expository Writing OR</td>
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<tr>
<td>ENGL 102</td>
<td>Oral &amp; Written Expression</td>
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<tr>
<td>PSYC 101</td>
<td>Introductory to Psychology</td>
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Semester II

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>VSCT 101</td>
<td>Companion Animal Behavior</td>
<td>2</td>
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<tr>
<td>VSCT 112</td>
<td>Veterinary Clinical Pathology I</td>
<td>3</td>
</tr>
<tr>
<td>VSCT 114</td>
<td>Animal Anatomy &amp; Physiology</td>
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</tr>
<tr>
<td>VSCT 115</td>
<td>Fundamental Vet. Nursing Skills II</td>
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<td>BIOL 209</td>
<td>Microbiology</td>
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Semester III

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<tr>
<td>VSCT 101</td>
<td>Intro. to Animal Agriculture</td>
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<tr>
<td>VSCT 103</td>
<td>Intro. to Animal Agriculture</td>
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<td>BIOL 105</td>
<td>College Biology I</td>
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<td>CHEM 102</td>
<td>General, Organic &amp; Biochemistry</td>
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<tr>
<td>ENGL 101</td>
<td>Expository Writing OR</td>
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<tr>
<td>ENGL 102</td>
<td>Oral &amp; Written Expression</td>
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<td>PSYC 101</td>
<td>Introductory to Psychology</td>
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<td>PSYC 102</td>
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<tr>
<td>BIOL 209</td>
<td>Microbiology</td>
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Semester IV

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<td>VSCT 101</td>
<td>Companion Animal Behavior</td>
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<tr>
<td>VSCT 112</td>
<td>Veterinary Clinical Pathology I</td>
<td>3</td>
</tr>
<tr>
<td>VSCT 113</td>
<td>Animal Anatomy &amp; Physiology</td>
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<td>PSYC 101</td>
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<td>PSYC 102</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>BIOL 209</td>
<td>Microbiology</td>
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</tbody>
</table>

Program Requirements:

- In order to graduate from the Veterinary Science Technology program, students must successfully complete the course VSCT 211 to comply with the residency requirement.
Air Conditioning Maintenance & Repair—Certificate

Students In This Certificate Program:

• Gain the skills to begin a career in refrigeration and air conditioning service.
• Learn how to install and service refrigeration and air conditioning equipment for residential and commercial buildings.
• Get hands-on experience in well-equipped, small laboratory sections.
• Receive one-on-one instruction from faculty who have experience in the field.

Career Opportunities:

• Refrigeration and Air Conditioning Contractors
• Manufacturer Representative
• Plant Maintenance Technician
• Appliance Repair Technician

Potential Salary:

• Salaries range from $15,000 to $25,000 plus benefits.

Career Outlook:

• Job prospects are expected to be very good.

Employers Of SUNY Canton Graduates:

• Refrigeration and air conditioning supply houses
• Hardware stores
• Farm supply and equipment dealers (Bulk tanks, etc.)
• Fuel companies

Transfer Opportunities:

• SUNY Canton—AAS degree programs and other certificate programs.
• Other SUNY University Colleges of Technology AAS programs.

Program Requirements:

(Curriculum 1387)

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<tr>
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<tr>
<td>ACHP 103</td>
<td>Refrigeration &amp; Air Conditioning Service I.........................7</td>
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<tr>
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<td>Mathematics *......................................................3</td>
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<tr>
<td>ENGL 102</td>
<td>Oral and Written Expression.................................3</td>
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<tr>
<td>CONS 151</td>
<td>Building Trades Blueprint Reading &amp; Drafting.......................2</td>
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<tr>
<td>SOET 110</td>
<td>Computer Applications for Technicians............................2</td>
</tr>
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<tr>
<td>ACHP 104</td>
<td>Refrigeration &amp; Air Conditioning Service II.......................7</td>
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<tr>
<td>ACHP 105</td>
<td>Refrigeration System Design.................................2</td>
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<td>Business Elective (by advisement)..............................3</td>
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<td></td>
<td>General Elective (by advisement)..............................3</td>
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</table>

* Mathematics level depends on previous preparation. Beginning Algebra (MATH 100) is the minimum requirement. Students are advised to continue mathematics coursework in both semesters. Those graduates who show sufficient interest and aptitude may qualify for entry into one of the Associate Degree programs.

Admission Requirements:

• Refer to pages 7-10 for specific admission prerequisites.

Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Social Science courses in the second year.
STUDENTS IN THIS CERTIFICATE PROGRAM:
• Gain the skills needed to begin a career as an Automotive Service Advisor, Service Writer, Automotive Parts Counterperson, and Automotive Salesperson.
• Are qualified for employment in automotive service establishments after one year of classes and internship.
• Take only the necessary Automotive, Business, Computer, Communication courses, and complete an Internship.
• Participate in an internship during the Spring Semester at an automotive service facility. The student will have the opportunity to practice lessons learned in the previous courses and acquire the necessary skills. At each site, there is a mentor to guide the student. The internship provides important work experience for future employment.
• Need to have strong communication skills.

CAREER OPPORTUNITIES:
• Automotive Advisor
• Service Writer
• Parts Counterperson
• Automotive Sales

CAREER OUTLOOK:
• U.S. Department of Labor projects the Automotive Services field to grow by 75%.

EMPLOYERS OF SUNY CANTON GRADUATES:
• Dealerships
• Automotive Parts Outlets
• Independent Repair Shops

TRANSFER OPPORTUNITIES:
• SUNY Canton (Automotive Technology)

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific program prerequisites.

Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Social Science courses in the second year.

POTENTIAL SALARY:
• Advertised salaries range from $15,000–40,000 per year.

PROGRAM REQUIREMENTS:
(Curriculum 1301)

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<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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<tr>
<td>AUTO 101</td>
<td>Automotive Services 2</td>
</tr>
<tr>
<td>AUTO 112</td>
<td>Automotive Electrical Systems 3</td>
</tr>
<tr>
<td>AUTO 241</td>
<td>Suspension Design and Services 2</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology 3</td>
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<tr>
<td>SOET 110</td>
<td>Computer Applications for Technicians 2</td>
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<tr>
<td>Business Elective 3</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 113</td>
<td>Engine Performance I 3</td>
</tr>
<tr>
<td>AUTO 141</td>
<td>Automotive Drivelines &amp; Brakes 3</td>
</tr>
<tr>
<td>AUTO 198</td>
<td>Automotive Service Advisor Internship 3</td>
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<tr>
<td>AUTO 230</td>
<td>Service Mgt. and Operations 1</td>
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<td>AUT Elective (lecture) 1</td>
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<td>ENGL 102</td>
<td>Oral and Written Expression 3</td>
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<tr>
<td>Business Elective 3</td>
<td></td>
</tr>
</tbody>
</table>

81
**Students In This Certificate Program:**

- Get hands-on experience in small, well-equipped laboratories. There is plenty of equipment so there is no waiting.
- Are eligible for employment in automotive service establishments after completion of one year of classes and certification tests.

**Career Opportunities:**

- Entry level Automotive Technician
- Service Writer
- Service Advisor

**Placement:**

- 100% placement after graduation for Automotive Mechanics.
- Of the three most recent graduating classes: 22% are working in the field and 78% are continuing their education.

**Career Outlook:**

- NYS Department of Labor projects 1,370 job openings in New York State in the coming years.

**Recent Employers Of SUNY Canton Graduates:**

- Franchise Auto Repair Facilities
- Speed Shops
- Local Car Dealerships

**Potential Salary:**

- Average salaries range from $16,000-22,000 per year.

**Program Requirements:**

*(Curriculum 0926)*

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUTO 101 Automotive Services</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 104 Basic Welding</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 111 Automotive Services Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 112 Automotive Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 122 Automotive Electrical Syst. Lab.</td>
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</tr>
<tr>
<td>English (Writing)</td>
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<tr>
<td>Mathematics*</td>
<td>3</td>
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<tr>
<td>SOET 110 Computer Applications for Technicians</td>
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<table>
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<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 113 Engine Performance I</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 114 Engine Performance I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 141 Automotive Drivelines &amp; Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 144 Auto. Drivelines &amp; Brakes Lab.</td>
<td>1</td>
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<tr>
<td>MECH 121 Manufacturing Processes I OR</td>
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<tr>
<td>MECH 124 Machine Tools</td>
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<td>General Elective</td>
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<td>Elective by advisement **</td>
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<tr>
<td>17</td>
<td></td>
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</tbody>
</table>

*Mathematics level depends on previous preparation. Beginning Algebra (MATH 100) and Intermediate Algebra (MATH 106) are the minimum requirement. Those graduates who show sufficient interest and aptitude may qualify for entry into the Associate Degree program in Automotive Technology.

**Articulation:**

- Students who have completed a two-year vocational-technical Automotive Program may qualify for advanced standing (transfer credit).

**Transfer Opportunities:**

- SUNY Canton (Automotive Technology)

  Successful graduates can transfer into Automotive Technology and complete their degree requirements within two years.

**Admission Requirements:**

- Refer to pages 7-10 for specific program prerequisites.

  Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Canino Social Science courses in the second year.
Students In This Certificate Program:

- Build a modern, custom home typically three bedroom, one bath, with 1000-1200 square feet.
- Receive practical hands-on experience in modern, well-equipped laboratories.
- Learn the theories and practices of light construction.

Recent Employers Of SUNY Canton Graduates:

- Curtis Furniture
- True Value Hardware
- New York Power Authority
- Crocker’s Roofing
- Davis-Fetch Acoustical
- Coakley’s True Value

Transfer Opportunities:


Career Opportunities:

- Carpenters
- Building contractors
- Building materials retailers
- Self-employed contractors

Potential Salary:

- Reported started annual salaries in this field range from $15,000- $25,000.

Career Outlook:

- Carpenter is on NYS Department of Labor list of 25 occupations with the most projected openings through 2007.

Admission Requirements:

- Refer to pages 7-10 for specific program prerequisites.

Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Social Science courses in the second year.

Program Requirements:

*(Curriculum 0920)*

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 151 Building Trades—Blueprint Reading &amp; Drafting</td>
<td>2</td>
</tr>
<tr>
<td>CONS 161 Light Construction I</td>
<td>6</td>
</tr>
<tr>
<td>English (Writing)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>SOET 110 Computer Applications for Technicians</td>
<td>2</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 152 Building Trades—Drafting &amp; Design</td>
<td>2</td>
</tr>
<tr>
<td>CONS 162 Light Construction II</td>
<td>7</td>
</tr>
<tr>
<td>PHYS 100 Introduction to Physics</td>
<td>4</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Three credit hours of Mathematics are required. Beginning Algebra (MATH 100) is the minimum acceptable; however, a higher level is also acceptable. In the event that pretesting at the beginning of the first semester indicates the need for Mathematics remediation, then this remediation will take place in the first semester leading to Beginning Algebra (MATH 100) in the second semester. Those graduates who show sufficient interest and aptitude may qualify for entry into one of the Associate Degree programs.

Additional Graduation Requirements

- Students must complete CONS 152 and CONS 162 at SUNY Canton.
STUDENTS IN THIS CERTIFICATE PROGRAM:
- The Certificate’s educational objectives are to prepare students for entry level into business, accounting, computer, and office technology programs such as Business Administration, Accounting, Computer Information Systems, Financial Services, Information Technology, and Office Technology.

CAREER OPPORTUNITIES:
The Certificate will also provide entry-level skills to enter into the workforce such as:
- Sales Representative
- Receptionist
- Office Clerk
- Keyboard Specialist
- Data-Entry Clerk
- Help Desk Support

POTENTIAL SALARY:
- The average salary would be $18,000 to $23,000

CAREER OUTLOOK:
- U.S. Department of Labor forecasts average growth in this area.

TRANSFER OPPORTUNITIES:
- Enroll in a business, accounting, office technology, or computer information degree program if the successful minimum overall cumulative average of 2.0 is met.
- Enroll in other curricula if the overall cumulative minimum average is met as determined by the curricula.

ADMISSION REQUIREMENTS:
- Refer to pages 7-10 for specific program prerequisites.

PROGRAM REQUIREMENTS:
(Curriculum 1778)
Upon completion of the certificate, students will then graduate if all courses have been completed with an overall cumulative average of 1.75.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 100</td>
<td>Business Organization &amp; Management ......................... 3</td>
</tr>
<tr>
<td>CITA 110</td>
<td>Intro. to Info. Technology............................... 3</td>
</tr>
<tr>
<td>CITA 103</td>
<td>Intro. to World Wide Web............................... 1</td>
</tr>
<tr>
<td>CITA 102</td>
<td>Keyboarding............................................. 1</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Expository Writing OR ENGL 102 Oral and Written Expression............... 3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Intermediate Algebra .................................. 3</td>
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<td>14</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC 110</td>
<td>Office Accounting OR................................. 3</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Accounting Principles I............................. 4</td>
</tr>
<tr>
<td>CITA 111</td>
<td>Web Page Development (online)...................... 2</td>
</tr>
<tr>
<td>ECON 105</td>
<td>Survey of American Economic History................. 3</td>
</tr>
<tr>
<td>MATH 108</td>
<td>Math of Finance OR MATH 111 Survey of Mathematics.............. 3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>17/18</td>
<td></td>
</tr>
</tbody>
</table>
Students In This Certificate Program:

- Use AutoCAD software to produce drawings that meet industry standards (ANSI).
- Use traditional drafting skills and CAD to complete construction drawings.
- Gain experience producing mechanical drawings through the use of CAD and hand sketching.
- Utilize the latest in computer software to communicate with others via written papers and Internet resources.
- Build upon their math and science skills to promote future opportunities in continued education.
- Will be introduced to a variety of technical careers utilizing CAD such as mechanical, manufacturing, electrical, civil, construction, environmental, and architectural.

Career Opportunities:

- CAD Operator
- Engineering Assistant

Potential Salary:

- Salaries are approximately $18,000 to 28,000 per year.

Potential Employers Of SUNY Canton Graduates:

- General Motors
- Corning, Inc.
- Carrier Corp.
- Acco, Inc.
- Lowe-Gravel & Associates
- Bausch & Lomb, Inc.
- St. Lawrence County
- Black Clawson Corp.
- Cives Steel Co.
- Viking Snow Plow

Transfer Opportunities:

- SUNY Canton—AAS degree programs and other Certificate programs
- SUNY Morrisville
- SUNY Alfred

Program Requirements:

(Curriculum 1167)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 111</td>
<td>3</td>
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<tr>
<td>CONS 151</td>
<td>2</td>
</tr>
<tr>
<td>MFGT 100</td>
<td>1</td>
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<tr>
<td>English (writing)</td>
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<tr>
<td>Mathematics*</td>
<td>3/4</td>
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<tr>
<td>MECH 121</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 112</td>
<td>3</td>
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<tr>
<td>CONS 152</td>
<td>2</td>
</tr>
<tr>
<td>ACHP 108</td>
<td>3</td>
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<tr>
<td>Mathematics*</td>
<td>3/4</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>16/17</td>
<td></td>
</tr>
</tbody>
</table>

*Mathematics level depends on previous preparation. Beginning Algebra (MATH 100) and Intermediate Algebra (MATH 106) are the minimum requirements.

Admission Requirements:

- Refer to pages 7-10 for specific program prerequisites.

Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Social Science courses in the second year.
STUDENTS IN THIS CERTIFICATE PROGRAM:
- One-year certificate program for students wishing to pursue a career in the field of Security.
- Acquire knowledge of basic security techniques and skills.
- Have an opportunity to develop security surveillance and observation skills.

CAREER OPPORTUNITIES:
- Corporate Security
- Mall Security
- Private Security
- Protective Security and Crime Prevention Services

POTENTIAL SALARY:
- The average salary for Security Officers is $33,280 per year.

CAREER OUTLOOK:
- U.S. Department of Labor forecasts faster than average growth for protective service occupations through the year 2008.

TRANSFER OPPORTUNITIES:
- With a minimum cumulative GPA of 2.0 from this program, students may continue into SUNY Canton’s two-year Criminal Justice, AAS degree program. A minimum cumulative GPA of 2.50 is required for progress into the Bachelor of Technology degree in Criminal Investigation.

ADMISSION REQUIREMENTS:
- Refer to pages 7-10 for specific program prerequisites.

PROGRAM REQUIREMENTS:
(Curriculum 1753)
Criminal Justice-Security program participants take 30 credit hours of classroom instruction culminating into a Security Officer Certificate. Students will be able to complete the NY Mandatory Security Guard Training Certification requirements as mandated by the Security Guard Act of 1992. Students graduate when courses have been completed with an overall cumulative average GPA of 1.75.

Fall Semester
- JUST 101 Introduction to Criminal Justice ....3
- JUST 102 Security I ..................................3
- JUST 103 Criminal Justice Freshmen Seminar ........................................1
- JUST 216 Physical Fitness and Self-Defense ....2
- MATH 100 Beginning Algebra* ..................3
- ENGL 101 Expository Writing OR
- ENGL 102 Oral and Written Expression .......3

15

Spring Semester
- JUST 104 Security II .................................3
- JUST 203 Criminal Investigation ...................3
- Criminal Justice Elective ...........................3
- CITA 110 Introduction to Information Technology ........................................3
- SOCI 101 Introduction to Sociology OR
- PSYC 101 Introduction to Psychology ..........3

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* Course will NOT be accepted in the Criminal Justice AAS Degree Program. (To enter the Criminal Justice Degree Program, the Math requirement MUST be at least Intermediate Algebra or higher.)
Students In This Certificate Program:
• Install wiring systems and equipment in buildings.
• Connect electrical devices in accordance with the NEC.
• Perform maintenance on motors and transformers.
• Utilize fiber optic connection techniques.

Career Opportunities:
• Electrical Apprentice
• Electrician
• Plant Maintenance Technician
• Electrical Supply Counter Person and Sales Support Person
• Electrical/Electronic Assembly Worker
• Security Systems Sales and Service Representative
• Power Corporation Service Representative

Potential Salary:
• Average salaries range from $21,000 to $25,000 per year.

Career Outlook:

Recent Employers Of SUNY Canton Graduates:
• Niagara Mohawk Power Corporation
• International Brotherhood of Electrical Workers
• Reynolds Metal
• Smith Building Supply
• Atlantic Testing
• NYSEG

Transfer Opportunities:
• Over 50% of the graduates have continued their education full time at:
• SUNY Canton—AAS degree programs and other Certificate programs
• Rochester Institute of Technology
• SUNY Utica/Rome, Oswego

Admission Requirements:
• Refer to pages 7-10 for specific program prerequisites.
  Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Social Science courses in the second year.

Program Requirements:
(Curriculum 0955)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ELEC 171</td>
<td>Elec. Constr. &amp; Maintenance I</td>
</tr>
<tr>
<td>ELEC 173</td>
<td>Intro. to Nat. Electrical Code</td>
</tr>
<tr>
<td>CONS 151</td>
<td>Building Trades—Blueprint Reading and Drafting</td>
</tr>
<tr>
<td></td>
<td>English (Writing)</td>
</tr>
<tr>
<td></td>
<td>Mathematics*</td>
</tr>
<tr>
<td>SOET 110</td>
<td>Computer Applications for Technicians</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 172</td>
<td>Elec. Constr. &amp; Maintenance II</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Introduction to Physics</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
</tr>
<tr>
<td></td>
<td>Mathematics*</td>
</tr>
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<td><strong>17</strong></td>
</tr>
</tbody>
</table>

*Mathematics levels depend on previous preparation. MATH 100 Beginning Algebra and MATH 106 Intermediate Algebra are the minimum requirement. Those graduates who show sufficient interest and aptitude may qualify for entry into one of the Associate Degree programs.
* Passing ELEC 171 is a prerequisite for ELEC 172.

Additional Graduation Requirements
While at SUNY Canton students must have completed course ELEC 172, earning a minimum HPI of 1.75 for this course.
Health Science Career Studies—Certificate

Students in This Certificate Program:
• Receive a background in chemistry, biology, and math.
• Are prepared for rigorous health degree programs
• Are prepared for entry-level health related jobs

Career Opportunities:
• ER Admit Clerks
• Ward Clerks
• Clinical Receptionist
• Kennel Attendant

Transfer Opportunities:
• SUNY Canton—AAS degree programs in health careers
• SUNY Canton—B. Tech. program in Health Services Management

Admissions Requirements:
• Refer to pages 7-10 for specific program prerequisites.

Program Requirements:
(Curriculum 1774)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HLTH 100</td>
<td>Intro. Med. Sci. w/Terminology OR</td>
</tr>
<tr>
<td>VSCT 103</td>
<td>Intro. to Animal Agriculture.......2</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Beginning Algebra OR</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Intermediate Algebra ...............3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introductory Psychology ...........3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Expository Writing OR</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Oral and Written Expression ........3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Introduction to Biology OR</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Introduction to Human Biology.....3</td>
</tr>
<tr>
<td>BASK 060</td>
<td>Freshman Seminar...................1</td>
</tr>
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<table>
<thead>
<tr>
<th>Semester II</th>
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</thead>
<tbody>
<tr>
<td>HLTH 200</td>
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<tr>
<td>CHEM 101</td>
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<tr>
<td>MATH 106</td>
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<tr>
<td>MATH 111</td>
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<tr>
<td>PSYC 225</td>
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<tr>
<td>SOCI 101</td>
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</tbody>
</table>
STUDENTS IN THIS CERTIFICATE PROGRAM:
• Students may complete their high school diploma through this Certificate Program. Upon completion, they may apply for any program at SUNY Canton.
• Get hands-on experience in well-equipped, small laboratory sections.
• Have access to equipment and laboratories in the Air Conditioning Engineering Technology program.

CAREER OPPORTUNITIES:
• Plumbing and heating contractors and supply houses
• Hardware stores
• Farm supply stores
• Fuel companies
• Plant maintenance

POTENTIAL SALARY:
• Salaries can exceed $30,000 per year.

CAREER OUTLOOK:
• This field is expected to grow by about 5% a year through 2008.

RECENT EMPLOYERS OF SUNY CANTON GRADUATES:
• Central New York Trane
• Self employed
• Hulbert Brothers
• Griffith Oil Co.
• Armani

TRANSFER OPPORTUNITIES:
• SUNY Canton—AAS degree programs and other Certificate programs
• SUNY Potsdam

ADMISSION REQUIREMENTS:
• Refer to pages 7-10 for specific program prerequisites.

Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree by substituting three Social Science courses in the second year.

PROGRAM REQUIREMENTS:
(Curriculum 0921)
Semester I
• ACHP 111 Introduction to Heating .................2
• ACHP 171 Heating & Plumbing Principles and Practice I .................7
• English (Writing) ........................................3
• Mathematics* ........................................3
• SOET 110 Computer Applications for Tech........2

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Semester II
• ACHP 105 Refrigeration System Design ..............2
• ACHP 172 Heating & Plumbing Principles and Practice II .................8
• General Elective ........................................3
• Mathematics* ........................................3

16

*Mathematics level depends on previous preparation. Beginning Algebra (MATH 100) is the minimum requirement. Students are advised to continue mathematics coursework in both semester. Those graduates who show sufficient interest and aptitude may qualify for entry into one of the Associate Degree programs.

Individual Studies—Certificate

STUDENTS IN THIS CERTIFICATE PROGRAM:
• Students may complete their high school diploma through this Certificate Program. Upon completion, they may apply for any program at SUNY Canton.

CAREER OPPORTUNITIES:
• Unlimited since, in consultation with the academic advisor, students can design their own programs to prepare for any program at SUNY Canton.

POTENTIAL SALARY:
• Dependent on field of study

TRANSFER OPPORTUNITIES:
• SUNY Canton—any program
• SUNY Potsdam, Plattsburgh, Oswego, Cortland, Geneseo, and Brockport
• St. Lawrence University
• Clarkson University

ADMISSION REQUIREMENTS:
• Students are offered admission on the basis of a thorough evaluation of their academic qualifications.

PROGRAM REQUIREMENTS:
(Curriculum 0987)
Semester I
• ENGL 101 Expository Writing OR
• ENGL 102 Oral and Written Expression ..........3
• SPCH 104 Introduction to Speech OR
• Literature Elective ........................................3
• Humanities Elective ....................................3
• Social Sciences Elective ...............................3
• Mathematics ..............................................6
• Natural Science .........................................3
• Foreign Language OR Applied Elective ..........3
• General Electives ......................................6

30
Students in this Certificate Program:

- Receive a world-class education in the Power Sports industry.
- Experience the latest technology in an electronics-based curriculum.
- Gain hands-on experience in well-equipped laboratories.
- Benefit from SUNY Canton’s very high equipment/student ratio—no waiting.
- Get special attention from teachers in small laboratory classes.
- Enjoy 100% placement.

Career Opportunities:

- Power Sports Service Technician
- Service Manager
- Service Advisor
- Industrial Research and Development
- Machine Shop
- Parts Manager/Owner
- Technical Representative
- Maintenance Technician
- Marine Maintenance Technician

Potential Salary:

- Graduates average $25,000+ by the third year of employment
- A master technician can earn $50,000-$70,000 a year.

Career Outlook:

- The Power Sports Industry is one of the fastest growing fields in the service industry.
- With the impact of electronic engine management, coupled with the new clean air amendments effective 2007, the need for competent, educated technicians in this field is higher than ever.
- Job prospects are expected to experience continued growth.

Employers of SUNY Canton Graduates:

- Marinas
- Retail Manufacturers
- Federal Government
- Dealerships

Transfer Opportunities:

- SUNY Utica/Rome, Cortland, Plattsburgh, Oswego
- Rochester Institute of Technology
- Indiana State University
- Weber State College (Utah)

Admission Requirements:

- Refer to pages 7-10 for specific program prerequisites.

Program Requirements:

( Curriculum 1632 )

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSPT 101</td>
<td>Motorsports Service 3</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Beginning Algebra 3</td>
</tr>
<tr>
<td></td>
<td>English (Writing) 3</td>
</tr>
<tr>
<td>AUTO 112</td>
<td>Auto. Electrical Systems 3</td>
</tr>
<tr>
<td>AUTO 122</td>
<td>Auto. Electrical Systems Lab 1</td>
</tr>
<tr>
<td>MSPT 130</td>
<td>Marine Propulsion Systems 2</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSPT 110</td>
<td>Engine and Power Transmission Service 4</td>
</tr>
<tr>
<td>MSPT 120</td>
<td>Frame and Suspension Systems 3</td>
</tr>
<tr>
<td>AUTO 113</td>
<td>Engine Performance I 3</td>
</tr>
<tr>
<td>AUTO 114</td>
<td>Engine Performance I Lab 1</td>
</tr>
<tr>
<td></td>
<td>Business Elective 3</td>
</tr>
<tr>
<td></td>
<td>Humanities OR Social Science 3</td>
</tr>
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<td>17</td>
</tr>
</tbody>
</table>

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90
PC and Network Support & Service Technician—Certificate

Students in this Certificate Program:

- Gain the skills to begin a career in PC and Network Support and Service
- Learn how to install operating systems, application software and drivers, and determine and solve conflict-related problems
- Learn how to install peripherals, detect malfunctions, run diagnostic tests and upgrade PC’s and Network components
- Get hands-on experience in well-equipped, small laboratory sessions
- Receive one-on-one instruction from faculty who have experience
- Qualify to take A+ and N+ National Certification exams sponsored by Computing Technology Industries Association

Career Opportunities:

- PC & Network Service Technician
- Sales & Service
- Information Technology Support
- Independent Service Contractors

Potential Salary:

- Salaries range from $25,000 and up depending on the experience.

Career Outlook:

- Proliferation of Digital Technologies in the U.S. economy has created heavy demand for PC & Network Support Technicians. Job prospects are expected to grow continuously.

Potential Employers of SUNY Canton Graduates:

- Computer service companies
- All office environments where PCs and network systems are used.
- Supply and equipment dealers

Transfer Opportunities:

- SUNY Canton - AAS degree programs and other Certificate programs
- Other SUNY University Colleges of Technology, AAS programs

 Students should consult with their advisors/counselors to review math requirements prior to transferring to AAS Degree program.

Admission Requirements:

- Refer to pages 7-10 for specific program prerequisites.

Students completing two one-year Certificate programs in the Canino School of Engineering Technology can graduate with two Certificates and an Associate in Applied Science degree only after they meet the General Ed and math requirements related to AAS Degree.

Program Requirements:

(Curriculum 1654)

<table>
<thead>
<tr>
<th>Semester I Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 100 Introduction to Basic Electricity ..........3</td>
</tr>
<tr>
<td>CITA 120 Computer Concepts &amp; Operating Systems ..........3</td>
</tr>
<tr>
<td>SOET 110 Computer Applications for Technicians ..........2</td>
</tr>
<tr>
<td>SOET 111 Intro. to Computer Programming for Engineering Technicians ..........1</td>
</tr>
<tr>
<td>MATH 100 Beginning Algebra ..........3</td>
</tr>
<tr>
<td>ENGL 101 Expository Writing ..........3</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOET 115 Graphic Communication for Technicians ..........3</td>
</tr>
<tr>
<td>SOET 120 Supporting Microsoft Windows ..........2</td>
</tr>
<tr>
<td>CITA 200 Data Communications and Networking ..........3</td>
</tr>
<tr>
<td>ELEC 182 Computer Maintenance Technician II ..........3</td>
</tr>
<tr>
<td>ELEC 184 PC and Network Internship ..........2</td>
</tr>
<tr>
<td>Humanities or Social Sci. Elective ..........3</td>
</tr>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

Additional Graduation Requirements:

- While at SUNY Canton, students must have completed courses CITA 120 and ELEC 182, earning a minimum GPA of 1.75 for these two courses.
WAYS IN WHICH ONE MAY ENTER THE ACADEMY:

• Become a full-time student at SUNY Canton and enroll in the Criminal Justice curriculum with the Police Academy curriculum coordinator. The Academy is currently offered in the Spring semester only. The academy is worth up to 13 college credits toward the Associate Degree in Criminal Justice for all full time tuition-paying cadets.

• Be hired and sworn as a full-time police officer of a law enforcement agency.

• Be sworn in as a part-time police officer and carried on the Workmen’s Compensation of the employing police agency.

• Enroll as a part-time non degree student in Pre-Employment for Basic Course for Police Officers.

* Attending SUNY Canton is not a guarantee that you may attend the Academy. Entry is competitive, space is limited, and applicants must meet all entry requirements.

ACADEMICS:
Student cadets must meet admission requirements for full-time students and must have the approval of the Academy Director.

APPLICATION:
The application must be completed and returned to the Director of the Police Academy at SUNY Canton. A statement of physical fitness, signed by a physician, must accompany the application. Application for Spring enrollment in the Academy should be submitted by October 1. Any deception on the application is grounds for rejection. A thorough background investigation may be conducted on the applicant after completing an oral interview by the Academy Board of Directors. An applicant may not be admitted to the Academy if the investigation discloses unsuitability for a law enforcement career due to criminal behavior, alcohol or controlled substance abuse, poor driving record, lack of integrity, inappropriate financial problems, or other evidence of a bad attitude. Applying to the Academy is no guarantee of acceptance. If you realize you are not acceptable for hiring as a police officer, do not apply to the Academy. In case of doubt as to your suitability, ask your local police chief.

INTERVIEW:
The applicant will undergo at least one interview conducted by the law enforcement executives of the County. This interview will be conducted prior to completion of the background investigation and determines whether or not the applicant is accepted into the Academy.

PHYSICAL FITNESS:
Physical fitness should be a lifelong goal of a law enforcement officer and is stressed in the Academy. In order to be admitted to the Academy, the cadet must pass the current Cooper testing standards for police officers. If you know you are out of shape, do not wait until the Academy starts to begin to correct the condition.

COSTS:
Cost depends on your status upon entry. Veterans benefits and financial aid may apply. Check with the Financial Aid Office of the College.

• You pay the usual tuition rates as a full-time student including all fees. Costs of books and anticipated lab fees for student manuals totals approximately $400.00 and uniforms approximately $100.00.

AGE:
Please inquire with the Police Academy Director.

MEDICAL FITNESS:
You must be medically fit to be a police officer. Individual police departments determine what is acceptable in regard to eyesight and injuries, such as trick knees and shoulders. It is your responsibility to obtain medical certification that you are fit to perform the physical training in the Academy. It is your responsibility to determine if your eyesight and any disabilities disqualify you from being hired as a police officer. In case of doubt, ask your local police chief.

• Graduation from the Academy is not a guarantee of a job in law enforcement. You must still meet all the criteria of the hiring law enforcement agency (i.e. score well in the civil service exam and be medically and morally fit).

• If you are not hired within two years, you may have to take the refresher course. The Academy will not substitute for the State Police, Environmental Conservation, or Park Police academies, or the academies of larger municipalities such as New York City, however your chances of employment are increased by successfully completing the Police Academy. The Academy curriculum and instructors are approved by the Municipal Police Training Council.

• If you fail in the Academy either academically, physically, or through insufficient attendance, college policies regarding refunds apply. Pre-employment Phase 1 Cadets will not be certified as Police Officers by the State and/or College. If you are in the Academy for college credit and fail, the Criminal Justice curriculum coordinator will evaluate the work completed for credit on a case by case basis.
BUSINESS ADMINISTRATION—BS with SUNY Potsdam

PROGRAM REQUIREMENTS:
(Curriculum 0280)

The Business Administration major is comprised of a total of 53 credit hours. It includes ten (10) required courses, two (2) prerequisites, and one (1) required cognate, plus four (4) courses in approved electives. Twenty-one (21) credit hours of the major courses should be taken at SUNY Potsdam. Eighteen (18) credit hours of the major courses must be upper-division.

Required Courses
- ACCT 101 Accounting Principles I: 4 credits
- ACCT 102 Accounting Principles II: 3 credits
- BSAD 201 Business Law I: 3 credits
- BSAD 301 Principles of Management: 3 credits
- BSAD 310 Human Resource Management: 3 credits
- BSAD 350 Marketing: 3 credits
- FROM POTSDAM:
  - BUEC 330 Operations Management: 3 credits
  - BUEC 381 Information Systems for Business: 3 credits
  - BUEC 451 Strategic Management: 3 credits
  - ECON 401 Corporation Finance: 3 credits

Prerequisites
- ECON 101 Principles of Macroeconomics: 3 credits
- ECON 103 Principles of Microeconomics: 3 credits

Required Cognate
- MATH 141 Statistics: 3 credits

OTHER REQUIREMENTS:
- 120 academic credit hours plus 2 credit hours of physical education
- 75 hours of liberal studies
- 45 hours of upper-division courses
- 65 hours outside the department
- Last 30 hours must be taken at SUNY Potsdam

SPECIAL NOTES:
- Students need to have 75 credit hours of Liberal Arts.
- Students must receive a grade of 2.0 or higher in Principles of Microeconomics and Principles of Macroeconomics before taking any upper-division BUEC courses. Students do not have to take these courses in sequence.
- Business Administration majors must earn a minimum grade of 2.0 in every course counted toward the major (required and elective).

FOREST TECHNOLOGY—One-Plus-One Articulation Agreement with SUNY ESF

SUNY Canton participates in a cooperative one-plus-one program with the Ranger School at the SUNY College of Environmental Science and Forestry at Wanakena. Students who select this career goal complete one year at SUNY Canton and one year at Wanakena, where they will choose between two academic concentrations, Surveying or Forest Technology. The degree of associate in applied science is awarded upon graduation from SUNY College of Environmental Science and Forestry. Graduates are prepared to seek career positions as forest technicians and forest rangers.

Students pursuing this program are admitted to SUNY Canton for the first year of enrollment and application must be made to SUNY ESF for the second year. Application to SUNY College of Environmental Science and Forestry for the Wanakena program can be made prior to SUNY Canton or during the first semester of enrollment at SUNY Canton.

The following is the recommended first-year course of study for transfer to SUNY College of Environmental Science and Forestry at Wanakena.
(Curriculum 0620)

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Expository Writing: 3</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>College Biology I: 3</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Intermediate Algebra OR</td>
</tr>
<tr>
<td>MATH 121</td>
<td>College Algebra: 3/4</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Macroeconomics: 3</td>
</tr>
<tr>
<td>College Elective*: 3</td>
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</tbody>
</table>

Students interested in the surveying option take (MATH 121) in Semester I and (MATH 131) in Semester II, and (PHYS 101) or (PHYS 103) as an elective in Semester I and (ECON 101) in Semester II.

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 221</td>
<td>Creative Writing OR</td>
</tr>
<tr>
<td>BIOL 106</td>
<td>College Biology II: 4</td>
</tr>
<tr>
<td>MATH 131</td>
<td>College Trigonometry OR</td>
</tr>
<tr>
<td>MATH 121</td>
<td>College Algebra: 3/4</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>Physical Geology: 3</td>
</tr>
<tr>
<td>MATH 121</td>
<td>College Algebra OR: 3</td>
</tr>
<tr>
<td>College Elective (GER 3, 4, 5, 6, 7)*</td>
<td>(HIST 105 Modern U.S. History)</td>
</tr>
</tbody>
</table>

Students planning to continue in the B.S. degree program in Forest Resources Management after earning an A.A.S degree in Forest Technology take (ENGL 101), (BIOL 105), (CHEM 105), (PHYS 103) and (MATH 121 in first semester; ENGL 221), (BIOL 106), (MATH 161), (HIST 105) and (ECON 101) in second semester.
ENVIRONMENTAL SCIENCE AND FORESTRY—Two-Plus-Two Articulation Agreement with SUNY ESF  

SUNY Canton participates in a cooperative program with the SUNY College of Environmental Science and Forestry (ESF). By providing all of the required courses needed at ESF, this effort insures an easy transition into a student’s junior (3rd) year at the college. SUNY Canton graduates attending ESF compete extremely well with students from other colleges.

Students enrolled in this program receive an AA degree in Liberal Arts and Sciences: General Studies. A student attending SUNY Canton is able to obtain all the necessary required courses for the various Pre-Environmental programs during two years.

The ESF programs are: Forest Resource Management, Landscape Architecture, Environmental Forest Biology, Forest Chemistry, and Environmental Studies.

Students interested in this program need to apply for the Liberal Arts and Sciences: General Studies (Curriculum 0250) program. Call the Office of Admissions 315-386-7123/800-388-7123 for further details.

UPSTATE MEDICAL UNIVERSITY EARLY ADMISSION PROGRAM—Joint Admission with SUNY Upstate Medical University at Syracuse

Upstate Medical University Early Admissions Program is an early admission program for high school seniors who excel in math and science and are committed to careers in the health professions. Students accepted into the program are guaranteed admission into an upper division bachelor/master’s degree program at the SUNY Upstate Medical University at Syracuse after attending their first two years at SUNY Canton and competing all admission requirements.

The Upstate Medical University Early Admissions programs are:

- Cardiovascular Profusion
- Cytotechnology
- Medical Technology
- Respiratory Care

Interested Students need to apply for Liberal Arts and Sciences: General Studies (Curriculum 0250) program. Call the Office of Admissions 315-386-7123/800-388-7123 for further details.

NOTES:

- All science courses must include laboratories.
- Upstate Medical University Early Admissions Program students are required to complete the Associate Degree and all requirements outlined in the Program acceptance letter.
- Accepted students must demonstrate leadership qualities by getting involved in extracurricular activities at SUNY Canton.
This represents a listing of courses available to the campus at large. Courses fulfilling General Education Requirements of the ten SUNY knowledge and skill areas are designated as: GER 1-Mathematics; GER 2-Natural Sciences; GER 3-Social Sciences; GER 4-American History; GER 5-Western Civilization; GER 6-Other World Civilizations; GER 7-Humanities; GER 8-The Arts; GER 9-Foreign Language; GER 10-Basic Communication

<table>
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<tr>
<th>Academic Development</th>
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<th>Health Services Management</th>
<th>133</th>
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<td>Accounting</td>
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<td>History</td>
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<td>Human Services</td>
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<td>Alternative and Renewable Energy Applications</td>
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<td>Chemistry</td>
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<td>Motorsports</td>
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<td>Civil/Construction</td>
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<td>Nursing</td>
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<tr>
<td>Computer</td>
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<td>Office Technology</td>
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<td>Dental Hygiene</td>
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<td>Physical Education</td>
<td>144</td>
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<tr>
<td>Drafting</td>
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<td>Physical Therapist Assistant</td>
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<tr>
<td>Early Childhood</td>
<td>118</td>
<td>Physics</td>
<td>146</td>
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<tr>
<td>Economics</td>
<td>119</td>
<td>Political Science</td>
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<td>Education</td>
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<td>Psychology</td>
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<td>Electrical</td>
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<td>Science Electives</td>
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<td>Emergency and Disaster Management</td>
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<td>Engineering Science</td>
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<td>Engineering Technology</td>
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<td>Spanish</td>
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<td>Technology Management</td>
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<td>Financial Services Management</td>
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<td>Veterinary</td>
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<tr>
<td>Health-Related Courses</td>
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<td>Women's Studies</td>
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</tr>
</tbody>
</table>

**A C A D E M I C D E V E L O P M E N T**

**MATH 001**

**BASIC MATH SKILLS**

*Fall/Spring, 4 equivalent credits*

This course is designed to teach and/or refresh fundamental computational skills. It provides a clear, informal and nonthreatening means of achieving mastery of operations on whole numbers, decimals and fractions, percent, proportion and word problems. The course will end with an introduction to signed numbers and equations preparing the student for a first Algebra course. Three hours lecture, two hours laboratory per week.

**B A S K 0 5 1**

**COLLEGE SURVIVAL SKILLS**

*Fall/Spring, 1 credit hour*

This course is designed to help students successfully make the transition to college while developing a sense of responsibility for their own learning. Students will practice a set of learning strategies focusing on such topics as time management, note-taking, textbook reading/memory improvement, goal setting, test preparation/taking, and critical thinking. Students will learn and demonstrate basic library research skill, computer skills, and explore/identify personal learning styles, values, career choice, and attitudes toward diversity.

**B A S K 0 6 0**

**FRESHMAN SEMINAR**

*Fall/Spring, 1 credit hour*

This course is designed to help students with the transition into college. Topics will include a study behavior inventory, goal setting, time management, campus resources, learning styles, test taking, note taking, memorization strategies, and other information useful in becoming a successful college student. Two hours laboratory per week. Admission into this class required of all first-time EOP students. Credit in some certificates only.
is by permission of the instructor. Graduation credit for some certificates only.

**BASK 097**
**INTRODUCTION TO ACADEMIC READING AND WRITING**  
*Fall/Spring, 4 equivalent credits*

This course will focus on the development of reading and writing skills which are necessary for comprehending academic material. The reading component requires the student to pursue vocabulary development, recognize main ideas, topics and supporting details, identify organizational patterns, organize material using mapping and outlining strategies and apply skills in a variety of reading/writing experiences (i.e. literary, technical, scientific). The writing component of the course will focus on grammatical proficiency as demonstrated in summary, comparison/contrast, and definition paragraphs, and by developing thesis statements, and writing short, well-developed papers in which arguments are made and defended. The course is competency based and will develop reading and writing strategies which are essential for academic success. Additional tutorials may be required. Four hours lecture per week. Not open to students who have passed a college level literature and writing course.

**BASK 098**
**BASIC WRITING**  
*Fall/Spring, 3 equivalent credits*

This course is competency based and will focus on the development of writing skills which are necessary for academic success, including: developing thesis statements, using specific supporting information, organizing ideas, and demonstrating grammatical proficiency. Written work will be in paragraphs and short compositions (as demonstrated in summary, comparison/contrast, definition, and argument/persuasion papers). Additional tutorials may be required. Three hours lecture per week.

**BASK 291-295, 391-395, OR 491-495**
**SPECIAL TOPICS IN ACADEMIC DEVELOPMENT**  
*Fall/Spring, 1-4 equivalent credit hours*

An introductory or more advanced exploration of topics not covered or only partially covered by other courses currently available. The course will be specified in the semester class schedule. Students may take two special topics courses for preparatory credit/credit as long as the topic is different.

**CRRS 101**
**CAREERS**  
*Fall/Spring, 1 credit hour*

This course will explore the need and process of career exploration and study. Discussion of resources available as well as characteristics of each resource will occur. Students should learn the qualities of careers that make that career suitable to their own special circumstances. Guest speakers will provide presentations based on student interests. General elective credit.

**INDEPENDENT STUDY**  
*Fall/Spring, credits variable*

A planned learning experience accomplished independent of formal classroom and/or laboratory sessions through written contract between a student and a member of the College's faculty. Credits earned may be applied as electives or may be taken in lieu of required subjects under special circumstances. Credits: Variable, not to exceed a total of 12 hours toward the degree or certificate.

**ACCOUNTING**

**ACCT 101**
**ACCOUNTING PRINCIPLES I**  
*Fall/Spring, 4 credit hours*

Basic accounting concepts and principles for sole proprietorship and merchandising company are introduced with a concentrated emphasis on the accounting cycle and the preparation of accounting statements. Four hours lecture per week.

**ACCT 102**
**ACCOUNTING PRINCIPLES II**  
*Fall/Spring, 3 credit hours*

The basic principles of accounting are continued with their application to partnerships and corporations. Topics included are inventories, depreciation, payroll, formation, operation and liquidation of partnerships and corporations. Three hours lecture per week. Prerequisite: Accounting Principles I (ACCT 101) or permission of instructor.

**ACCT 103**
**COMPUTERIZED ACCOUNTING**  
*Fall/Spring/Summer, 3 credit hours*

Computers are a valuable tool used in the collection, formatting and distribution of data. The student will be exposed to the process and procedures of computerized data collection and reporting using a popular accounting software package. Three hours lecture per week. Prerequisites/Corequisites: Intermediate Algebra (MATH 106), Math of Finance (MATH 108), Accounting Principles I (ACCT 101), Introduction to Information Technology (CITA 110), Accounting Principles II (ACCT 102), or permission of instructor.

**ACCT 201**
**COST ACCOUNTING**  
*Fall/Spring/Summer, 3 credit hours*

This course is designed to expose the student to formal systems of data compilation and reporting which are essential to formulating and achieving management goals and objectives in both manufacturing and service enterprises. Three lecture hours per week. Prerequisites: Intermediate Algebra (MATH 106), Math of Finance (MATH 108), or permission of instructor.

**ACCT 202**
**COST ACCOUNTING II**  
*Spring, 3 credit hours*

A continuation of Cost Accounting I. Topics covered include: Cost Behavior; Relevance; Costs and the Decision Process; Pricing and Product Profitability Decisions; Management Control Systems; Cost Allocation; Process Costing Systems; Spoilage, Rework Units and Scrap; Operation Costing, Backflush Costing and Project Control; and Capital Budgeting and Cost Analysis. Problem solving will be done manually and via the computer through the use of spreadsheet applications. Three hours lecture per week. Prerequisite: Cost Accounting I (ACCT 201) or permission of instructor.

**ACCT 203**
**INTERMEDIATE ACCOUNTING I**  
*Fall, 3 credit hours*

An intensive treatment of accounting theory and practice with advanced problems pertaining to the fundamentals processes, working capital and noncurrent assets. Major topics include financial statements, the accounting process, cash and temporary investments, receivables, inventories, current liabilities, investments, plant and equipment and intangibles. Three hours lecture per week. Prerequisite: Accounting Principles II (ACCT 102) or permission of instructor.

**ACCT 204**
**INTERMEDIATE ACCOUNTING II**  
*Spring, 3 credit hours*

A continuation of Intermediate Accounting I with advanced problems pertaining to noncurrent liabilities, stockholders’ equity, the analytical processes and funds-flow and cash-flow reporting. Three hours lecture per week. Prerequisite: Intermediate Accounting I (ACCT 203) or permission of instructor.
Course Descriptions: ACCOUNTING, AIR CONDITIONING

ACCT 301
AUDITING CONCEPTS
Fall/Spring, 3 credit hours
This course is designed to expose the student to the vocabulary, concepts, principles, and techniques of auditing. Emphasis is placed on the use of Generally Accepted Auditing Standards and their practical application to professional standards, ethics, internal controls, legal liability, audit planning, audit evidence, audit sampling, and the production of standard reports. Three hours lecture. Prerequisites: Intermediate Accounting II (ACCT 204), Introduction to Information Technology (CITA 110), and Statistics (MATH 141) or permission of the instructor.

ACCT 305
ACCOUNTING THEORY & PRACTICE
Spring, 3 credit hours
This course is designed to assess and reinforce the skills necessary to enter the workplace as an entry-level employee in the field of Accounting. The students will maintain a complete set of books and related financial statements, through an accounting cycle, both manually and electronically. Students will use previously prepared financial statements to make informed judgments, solve problems, identify and apply ethical positions and effectively communicate this information to others both orally and in writing. Three hours lecture per week. Prerequisites/Corequisites: Intermediate Accounting I (ACCT 203), Management Communications (BSAD 340), Introduction to Information Technology (CITA 110), Introduction to Finance (FSMA 210), Intermediate Algebra (MATH 106), or Math of Finance (MATH 108), or permission of instructor.

ACCT 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN ACCOUNTING
Fall/Spring, 1-4 credit hours
Special topics in Accounting will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

AIR CONDITIONING

ACHP 101
REFRIGERATION I
Fall, 2 credit hours
Basic thermodynamic principles are used to study the vapor compression refrigeration cycle and the function of each of its major components. This includes the evaporator, compressor, condenser, and flow metering devices. Two hours lecture per week.

ACHP 103
REFRIGERATION AND AIR CONDITIONING SERVICES I
Fall, 7 credit hours
The fundamentals of refrigerating and air conditioning equipment are the emphasis of this course. Students study the basic refrigeration cycle and the function of each component; compressor, condenser, evaporator and metering device. Use of hand and power tools will be stressed in laboratory work. Students will cut, bend, solder, braze, flare, and swage copper tubing. Flowing nitrogen will be stressed during brazing operations. Four hours lecture, nine hours laboratory per week.

ACHP 104
REFRIGERATION AND AIR CONDITIONING SERVICES II
Spring, 7 credit hours
Applications of refrigeration and air conditioning systems are presented along with heat gain calculation, air distribution and filtration and controls. Complete systems including split Ds air conditioners and heat pumps and packaged systems will be installed. Some sheet metal layout and fabrication will also be performed. Four hours lecture, nine hours laboratory per week. Prerequisite: Refrigeration and Air Conditioning Services I (ACHP 103) or permission of instructor.

ACHP 105
REFRIGERATION SYSTEM DESIGN
Spring, 2 credit hours
The refrigeration system and its components are studied in detail. Components will be sized and selected to meet application requirements and then system equilibrium will be determined. Two hours lecture per week. Prerequisite: Refrigeration and Air Conditioning Services I (ACHP 103); Corequisite: Refrigeration and Air Conditioning Services II (ACHP 104) or permission of instructor.

ACHP 108
MECHANICAL SYSTEMS DRAFTING AND BLUEPRINT READING
Spring, 3 credit hours
In this course, ACAD software will be used to apply fundamental techniques of mechanical systems drafting. It is intended that the student will be exposed to drawing skills needed for communication of ideas in engineering and/or construction. Emphasis will be on common location and representation of mechanical system components. Elements of domestic, commercial and industrial practices as they apply to HVAC, electrical and piping systems will be reviewed. Two hours lecture, three hours laboratory per week. Prerequisite: Computer Drafting (MECH 111) or permission of instructor.

ACHP 111
INTRODUCTION TO HEATING
Fall, 2 credit hours
This course is an introductory course to oil and gas heating systems used in the air conditioning field. It includes a study of heat transfer principles and the combustion process. Warm air, hydronic and radiant systems along with related equipment and controls are studied. Two hours lecture per week.

ACHP 121
AIR CONDITIONING FRESHMAN LABORATORY I
Fall, 1 credit hour
Laboratory experiments related to Refrigeration I and Heat Laboratory are performed. Laboratory work includes combustion testing, electric controls and servicing, and testing of refrigeration systems and components. A writing intensive course. Three hours laboratory per week.

ACHP 171
HEATING AND PLUMBING PRINCIPLES AND PRACTICE I
Fall, 7 credit hours
The fundamentals of heating equipment and practices; selection, use and care of hand and power tools; piping fabrication of copper, steel, cast iron and plastic pipe; oil burner boiler installation and service; drainage, waste and vent plumbing; basic sheet metal practice; well pumps and accessories. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. Four hours lecture, nine hours laboratory per week.

ACHP 172
HEATING AND PLUMBING PRINCIPLES AND PRACTICE II
Spring, 8 credit hours
Gas burner boiler installations with zoning; furnace installation and service; bathroom and kitchen plumbing installation; sheet metal layout and fabrication; heat loss and gain calculations; electrical schematics, controls, troubleshooting; duct sizing and installation. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. Five hours lecture, nine hours laboratory per week. Prerequisite: Heating & Plumbing Principles and Practice I (ACHP 171) or permission of instructor.

ACHP 181
INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY
Spring, 3 credit hours
This course provides the student without a
technical background an opportunity to explore the broad field of Environmental Technology. This includes basic problem solving as applied to situations occurring in everyday living environments. Current issues such as indoor air quality, CFC’s, radon, and Legionnaires Disease are discussed and solutions presented through proper design. Each student will be introduced to the various phases of building construction and maintenance so he or she will be able to make rational decisions with regard to building environmental conditions. Three hours lecture per week.

ACHP 215
PLUMBING DESIGN
Fall, 3 credit hours
The theory of sizing and design of hot and cold water lines, drainage and vent lines for residential and commercial sanitary systems. Also a study of basic hydraulics and fluid flow with emphasis on application of various types of water pumping devices. Three hours lecture per week.

ACHP 233
PIPE DRAFTING
Fall, 1 credit hour
Projects include isometric, elevation, plan and detail drawings of piping systems. A computer-aided drafting (CAD) project of a piping system is also included in the course. Three hours laboratory per week. Prerequisite: Engineering Drawing (MECH 118) or permission of instructor.

ACHP 243
AIR CONDITIONING I
Fall, 3 credit hours
The properties of air and water vapor mixtures are determined by calculation and by the use of psychometric charts. Air conditioning processes are analyzed by use of the psychometric chart. Heating loads are calculated for commercial and residential structures. The performance of air conditioning systems and the use of instruments is covered in the laboratory. Two hours lecture, three hours laboratory per week. Prerequisite: Refrigeration II (ACHP 243) or permission of instructor.

ACHP 244
AIR CONDITIONING II
Spring, 3 credit hours
Cooling loads are calculated for various types of commercial structures. Computers are used to calculate loads. Air conditioning equipment and systems are studied to determine their application to meet load, comfort and energy conservation requirements. The laboratory portion of the course includes the determination, with instruments, of the performance characteristics of cooling coils, heating coils, a water chiller, cooling tower, etc. Two hours lecture, three hours laboratory per week. Prerequisite: Air Conditioning I (ACHP 243) or permission of instructor.

ACHP 253
DOMESTIC AND COMMERCIAL HEATING I
Fall, 4 credit hours
Basic principles of heating systems are studied including continuity relations, the flow energy equation and duct and piping systems design. The equal friction method for piping system design is presented as well as the modified equal pressure, equal friction and static pressure regain methods of duct design. Solutions of both duct systems and piping systems are calculated by manual methods and also by a computer program. Theories presented in lecture are backed up by experiments in the laboratory portion. Flow measurement of both air and water are also covered. Three hours lecture, three hours laboratory per week. Prerequisite: Introduction to Heating (ACHP 111) or permission of instructor.

ACHP 254
DOMESTIC AND COMMERCIAL HEATING II
Spring, 4 credit hours
The selection and application of heating equipment is presented. Furnaces, boilers, pumps, fans, and heat pumps are among the equipment studied. Integration of layout studied in Domestic and Commercial Heating I (ACHP 253) is stressed. Additional topics covered are: ventilation requirements, proper air distribution, balancing procedures (air & water), primary-secondary pumping, energy cost calculations and air filtration. Laboratory experiments are designed to emphasize the topics covered in lecture. Three hours lecture, three hours laboratory per week. Prerequisite: Domestic and Commercial Heating I (ACHP 253) or permission of instructor.

ACHP 264
AIR CONDITIONING SYSTEMS DESIGN
Spring, 1 credit hour
Air conditioning systems are designed for specific buildings, equipment selected, working drawings made and specifications written. Three hours laboratory per week. Prerequisites: Pipe Drafting (ACHP 233), Air Conditioning I (ACHP 243), Domestic and Commercial Heating I (ACHP 253) or permission of instructor.

ACHP 306
ENERGY SYSTEMS TECHNOLOGY
Fall, 3 credit hours
Cooling, heating, ventilating, humidification, dehumidification, and cleaning equipment and systems as applied to buildings will be studied. Laboratory equipment will be used to demonstrate air conditioning processes, equipment, and systems. Human comfort requirements, indoor air quality, air conditioning loads, equipment maintenance schedules and energy conservation will be studied. Emphasis will be on maintaining a comfortable, healthy environment, economically and efficiently with well-maintained equipment. Topics to be covered will also include pump and fan curves, duct and piping systems design methods, constant volume and VAV systems, and hot water and steam heating systems. Three hours lecture per week. Prerequisites: Basic Calculus (MATH 122), General Physics II (PHYS 102).

ACHP 401
BUILDING AUTOMATION SYSTEMS
Fall, 3 credit hours
This course presents detailed study of building automation controls as applied in our modern facilities. Integration of building environmental control along with life safety, security, and maintenance functions are studied. The various proprietary protocol, as well as BACNET are presented. Digital and analog inputs to central and remote processors which in turn control devices to maintain building environmental conditions, safety, and security will be studied. Networking topics studied in prerequisite courses will be integrated into the application of these automation systems. Students will work with software to operate these systems as well as specify equipment to meet the goals within the facility. Three hours lecture per week. Prerequisite: Data Communications and Networking (CITA 200), and Energy Systems Tech. (ACHP 306) or Air Conditioning II (ACHP 244), or permission from instructor.

ACHP 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN AIR CONDITIONING ENGINEERING TECHNOLOGY
Fall/Spring, 1-4 credit hours
Special topics in Air Conditioning Engineering Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.
ANTHROPOLOGY

ANTH 101
INTRODUCTION TO PHYSICAL ANTHROPOLOGY AND ARCHAEOLOGY
Fall/Spring, 3 credit hours
Introduction to Physical Anthropology and Archaeology provides an overview of the theory of evolution, the genetic basis of variation, the fossil record leading to and including human evolution, basic issues of method and theory in archaeology, selected topics in prehistory. Three hours lecture per week.

ANTH 102
INTRODUCTION TO CULTURAL ANTHROPOLOGY
Fall/Spring, 3 credit hours, GER 3 & GER 6
A global, cross-cultural overview of the diversity of human organization, achievements and institutions. Emphasis will be placed on non-western, nonindustrialized societies and a regional development approach to selected cultural areas. The theory, concepts and methods of cultural anthropology will provide the foundation for understanding this diversity and the historic journey which has produced the mosaic of culture. Three hours lecture per week.

ANTH 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN ANTHROPOLOGY
Fall/Spring, 1-4 credit hours
An introductory or more advanced exploration of subjects not covered or only partially covered by other courses in anthropology.

ALTERNATIVE AND RENEWABLE ENERGY APPLICATIONS

AREA 110
INTRODUCTION TO ALTERNATIVE ENERGY
Fall, 3 credit hours
Students will discuss the usefulness of various types of energies as they relate to the future of this planet. Topics will include passive and active solar systems, fuel cells, hydroelectric power, geothermal heat transfer, and wind energy. Three hours lecture per week.

AREA 320
EXPERIMENTATION & MEASUREMENT I
Fall, 3 credit hours
In this laboratory students will learn experimental methods, instrumentation for engineering measurements, statistical estimates of experimental uncertainty, and calibration techniques. Students will perform laboratory experiments that are applicable to energy systems as well as to broader engineering applications. This course serves as the foundation for higher level lab and design courses in this curriculum. Three two-hour laboratories per week. Prerequisites: Experimentation & Measurement I (AREA 320) or permission of instructor.

AREA 321
SOLAR ENERGY UTILIZATION
Fall, 3 Credit hours
Solar Energy Utilization is an introductory course on solar energy with an emphasis on thermal processes. Topics include solar radiation, heat transfer, flat-plate collectors, thermal energy storage, and solar thermal applications. Three hours lecture per week. Prerequisite: Introduction to Thermodynamics (MECH 225) or permission of instructor.

AREA 322
PASSIVE SOLAR BUILDING
Spring, 3 Credit hours
Passive Solar Building explores the use of solar energy to passively heat and cool buildings. Topics include solar radiation, building heating and cooling loads, energy efficient design and construction, passive solar heating, proper implementation of thermal mass, and passive cooling. Three hours lecture per week. Prerequisites: Introduction to Thermodynamics (MECH 225), Energy Systems Technology (ACHP 306), or permission of instructor.

AREA 323
PHOTOVOLTAIC SYSTEMS
Fall, 3 Credit hours
Photovoltaic Systems examines the direct conversion of solar energy to electricity. Topics include photovoltaic (PV) cell physics, types of PV cells, PV system components, and PV energy storage. Three hours lecture per week. Prerequisite: Introduction to Thermodynamics (MECH 225) or permission of instructor.

AREA 370
EXPERIMENTATION & MEASUREMENT II
Spring, 3 credit hours
In this laboratory course students will perform engineering measurements to acceptable standards. They will also choose the method of measurement to achieve the accuracy necessary for use in alternative energy experiments. A hands-on approach will furnish practical knowledge of the operation of various alternative energy devices and diagnostic tools. The labs will reflect topics discussed in the AREA electives. Three two-hour laboratories per week. Prerequisites: Experimentation & Measurement I (AREA 320) or permission of instructor.

AREA 420
ALTERNATIVE ENERGY DESIGN I
Fall, 3 credit hours
Each student team will be required to apply engineering theory in the design of alternative energy systems for residential and commercial buildings. The experience provided in the laboratory projects will allow teams to assess critical factors affecting real applications in alternative energy. Three two-hour laboratories per week. Prerequisites: Experimentation & Measurement II (AREA 370).

AREA 470
ALTERNATIVE ENERGY DESIGN II
Spring, 3 credit hours
This laboratory is a continuation of AREA 420, Alternative Energy Design I. Student teams will apply design theories to develop alternative energy systems for actual residential or commercial buildings. Using the experience gained from AREA 420, students will go to the site of the proposed alternative energy system to examine the critical factors for design consideration. This course will require periodic interim reports and a final report to be submitted to the instructor and the potential owners of the proposed system. Students will create a complete project design package by the end of the semester. Three two-hour laboratories per week. Prerequisites: Alternative Energy Design I (AREA 420) or permission of instructor.

AUTOMOTIVE

AUTO 101
AUTOMOTIVE SERVICES
Fall, 2 credit hours
Automotive Services is an introductory course in vehicle systems theory of operation and maintenance. Topics include automotive shop procedures involved in general maintenance of vehicles related to suspension, engine, and driveline. Safety and customer relations skills will also be stressed. Students who have successfully completed a high school vocational program in Automotive Mechanics/Technology may be eligible for transfer credit. Two hours lecture per week.

AUTO 102
DIESEL ENGINES
Spring, 2 credit hours (elective)
A course which considers the basic construc-
tion of the diesel engine. Topics will include classification of diesel engines, fuels, turbochargers, injection systems, and pre-heater systems. Laboratory will consist of hands-on experience in engine troubleshooting, parts identification, adjustments and testing. One hour lecture, two hours laboratory per week. Prerequisite: Automotive Services (AUTO 101) and (AUTO 111), or permission of instructor.

AUTO 103 AUTOMOTIVE AIR CONDITIONING Spring, 2 credit hours (elective) A study of the component parts of automotive air conditioning systems, their function and operation. Laboratory will consist of hands-on experience in testing, evacuation, and charging of the system. Refrigerant identification, safety, and environmental issues are addressed, along with fundamentals of manual and automatic controls. One hour lecture, two hours laboratory per week. Prerequisite: Automotive Electric Systems (AUTO 112) and (AUTO 122), or permission of instructor.

AUTO 104 BASIC WELDING Fall/Spring, 2 credit hours This course includes all basic processes and procedures in joining and cutting ferrous and non-ferrous metals found in automotive/industrial applications using the latest tools and equipment. Focus will include safety, proper techniques, and quality control. One hour lecture, two hours laboratory per week.

AUTO 105 APPLICATIONS OF TECHNOLOGY Fall/Spring, 3 credit hours This three hour lecture course is designed for individuals who do not have a technical background. The course will emphasize how technology applies to them, how basic physics concepts determine how machines operate, and how technology affects people. The automobile is the most common example of an advanced technical system used by the general population in modern society. This course will help individuals understand the basic principles which make up this complex system, including mechanical, hydraulic, electrical, and electronic systems. Students will make extensive use of word processing, spread sheets, and graphing to generate reports and create “what if” scenarios. Three hours lecture per week. Prerequisite: Beginning Algebra (MATH 100) or permission of instructor.

AUTO 111 AUTOMOTIVE SERVICES LABORATORY Fall, 1 credit hour Topics include automotive shop procedures involved in general maintenance of vehicles related to suspension, engine, and driveline. Additional information addresses New York State inspection. Students who have successfully completed a high school vocational program in Automotive Mechanics/Technology may be eligible for transfer credit. Two hours laboratory per week. Corequisite: Automotive Services (AUTO 101) or permission of instructor.

AUTO 112 AUTOMOTIVE ELECTRICAL SYSTEMS Fall, 3 credit hours A study of fundamental electrical relations and circuits as applied to the automobile. Topics include series, parallel, and series-parallel circuits; magnetism, direct and alternating current fundamentals; battery, charging, and starting, systems. Three hours lecture per week.

AUTO 113 ENGINE PERFORMANCE I Spring, 3 credit hours The classroom component of this course introduces the student to fuel and ignition systems. Basic electricity/electronic skills and knowledge are applied in addressing the theory involved in sophisticated electronic ignition and fuel-injection systems. Students study primary switching through secondary firing. Topics include basic circuitry, hall-effect and transistor theory, solenoids, fuel injection (both throttle body and multi-port) and electronic engine management (powertrain control). Three hours lecture per week. Prerequisite: Automotive Services (AUTO 101) and (AUTO 111), Automotive Electrical Systems (AUTO 112) and (AUTO 122), or permission of instructor.

AUTO 114 ENGINE PERFORMANCE I LABORATORY Spring, 1 credit hour The laboratory component of this course consists of hands-on activities involving theories learned in the classroom. Students use service information, both hard-copy and electronic (CD-ROM), while testing systems with digital volt/ohm meters and computer scanners. Fuel and powertrain control systems are diagnosed with the latest tools available. Three hours laboratory per week. Prerequisite or Corequisite: Engine Performance I (AUTO 113), or permission of instructor.

AUTO 114 ENGINE PERFORMANCE I LABORATORY Spring, 1 credit hour The laboratory component of this course consists of hands-on activities involving theories learned in the classroom. Students use service information, both hard-copy and electronic (CD-ROM), while testing systems with digital volt/ohm meters and computer scanners. Fuel and powertrain control systems are diagnosed with the latest tools available. Three hours laboratory per week. Prerequisite or Corequisite: Engine Performance I (AUTO 113), or permission of instructor.

AUTO 114 ENGINE PERFORMANCE I LABORATORY Spring, 1 credit hour The laboratory component of this course consists of hands-on activities involving theories learned in the classroom. Students use service information, both hard-copy and electronic (CD-ROM), while testing systems with digital volt/ohm meters and computer scanners. Fuel and powertrain control systems are diagnosed with the latest tools available. Three hours laboratory per week. Prerequisite or Corequisite: Engine Performance I (AUTO 113), or permission of instructor.

AUTO 113 ENGINE PERFORMANCE I Spring, 3 credit hours The classroom component of this course introduces the student to fuel and ignition systems. Basic electricity/electronic skills and knowledge are applied in addressing the theory involved in sophisticated electronic ignition and fuel-injection systems. Students study primary switching through secondary firing. Topics include basic circuitry, hall-effect and transistor theory, solenoids, fuel injection (both throttle body and multi-port) and electronic engine management (powertrain control). Three hours lecture per week. Prerequisite: Automotive Services (AUTO 101) and (AUTO 111), Automotive Electrical Systems (AUTO 112) and (AUTO 122), or permission of instructor.

AUTO 114 ENGINE PERFORMANCE I LABORATORY Spring, 1 credit hour The laboratory component of this course consists of hands-on activities involving theories learned in the classroom. Students use service information, both hard-copy and electronic (CD-ROM), while testing systems with digital volt/ohm meters and computer scanners. Fuel and powertrain control systems are diagnosed with the latest tools available. Three hours laboratory per week. Prerequisite or Corequisite: Engine Performance I (AUTO 113), or permission of instructor.

AUTO 150 PERSONAL MOTORSPORT PERFORMANCE AND REPAIR Fall/Spring, 2 credit hours A study of compact, high performance engine operation, theory and construction with emphasis on performance modifications. Two-stroke theory and repair including carburetor jetting, exhaust tuning, cylinder porting, and crankshaft repair will be included. Laboratory will consist of hands-on application of the
listed topics. One hour lecture, two hours laboratory per week. Prerequisite: approval of the instructor; Automotive Technology seniors will be given priority.

AUTO 198 AUTOMOTIVE SERVICE ADVISOR INTERNSHIP
Spring, 3 credit hours
During the second semester all Automotive Service Advisor students will participate in an internship at an approved site. Under the guidance of a designated mentor in a real-life setting, the students will apply learned theories, develop the necessary skills and attitudes, and observe first hand what it takes to succeed as a Service Advisor. This internship is also designed to create possibilities for summer and permanent employment. Students will work one day per week for 13 weeks at a dealership, automotive business, etc. Prerequisite: 2.0 GPA to enter AUTO 198 or permission of instructor.

AUTO 201 HISTORY OF THE INTERNAL COMBUSTION ENGINE
Fall/Spring, 3 credit hours
An exploration of the history and development of the internal combustion engine from its beginning stages to present design. Three hours lecture per week.

AUTO 202 DEVELOPMENTS IN ALTERNATIVE FUELS AND INTERNAL COMBUSTION ENGINES
Fall/Spring, 3 credit hours
Dependence on fossil fuels in our automobiles has come under a great deal of pressure lately. There is a concerted effort by our government to look into alternative energy sources which are renewable and more environmentally friendly. Topics in the course will include Electric Vehicles, Fuel Cell Power, Alternative Fuels available for current engine designs, Hybrid Power Systems as well as emerging technologies. Prerequisites: Auto 101, Auto 112, Auto 113.

AUTO 213 ENGINE PERFORMANCE II
Fall, 4 credit hours
This course begins where Engine Performance I terminates. Sophisticated engine control systems are studied which include distributorless ignition, electronic spark control and emission controls. The student learns and applies knowledge of the integration of the listed systems and the powertrain/engine control computer (PCM). Diagnosis and repair includes use of the latest tools and test equipment, digital volt/ohm meters, oscilloscopes, and interactive computer scanners.

Students continually utilize the latest automotive reference materials in diagnosis and repair procedures. Three hours lecture, three hours laboratory per week. Prerequisites: Automotive Electrical Systems (AUTO 112) and (AUTO 122), Engine Performance I (AUTO 113) and (AUTO 114), or permission of instructor.

AUTO 214 AUTOMOTIVE COMPUTER SYSTEMS
Spring, 3 credit hours
Review of electrical and electronic devices used in automobiles. Study of on-board diagnostic systems for both domestic and import vehicles. Diagnosis of computerized automotive systems. A writing intensive course. Two hours lecture, two hours laboratory per week. Prerequisites: Automotive Services (AUTO 101) and (AUTO 111), Automotive Electrical Systems (AUTO 112) and (AUTO 122), Engine Performance II (AUTO 213), Internal Combustion Engines (AUTO 220), or permission of instructor.

AUTO 220 INTERNAL COMBUSTION ENGINES
Fall, 4 credit hours
Concerns the principles of operation of the gasoline internal combustion engine. Each student participates in an actual engine overhaul, including measuring to factory specifications and machining operations with the latest tools and equipment. Designed for Automotive Technology majors principally, applicants from other curricula will be interviewed by department personnel. Tool kit required. Two hours lecture, four hours laboratory per week. Prerequisites: Automotive Services (AUTO 101) and (AUTO 111), Automotive Electrical Systems (AUTO 112) and (AUTO 122), Engine Performance I (AUTO 113) and (AUTO 114), or permission of instructor.

AUTO 221 AUTOMATIC TRANSMISSIONS
Spring, 4 credit hours
Fundamental principles of automatic transmissions including adjustments, repairs, and on-vehicle testing. Each student will participate in an actual overhaul of an automatic transmission. This project is tested for operation and efficiency on a transmission dynamometer. Three hours lecture, three hours laboratory per week. Prerequisites: Automotive Electrical Systems (AUTO 112) and (AUTO 122), Engine Performance I (AUTO 113) and (AUTO 114), Engine Performance II (AUTO 213), Automotive Drivelines and Brakes (AUTO 141) and (AUTO 144), or permission of instructor.

AUTO 230 SERVICE MANAGEMENT AND OPERATIONS
Spring, 1 credit hour
This seminar type course will meet to discuss topics such as satisfaction, shop management, management techniques, equipment purchase/utilization and dealership structure. Students will perform interviews and write about their findings. Each student will write five research papers from a list of topics concerning the automotive repair business.

Weekly summaries from trade journals will be completed. These will relate to topics in Automotive Service Management. One hour lecture per week. Prerequisites: Automotive Electrical Systems (AUTO 112) and Engine Performance II (AUTO 213), or permission of instructor.

AUTO 241 SUSPENSION DESIGN AND SERVICES
Fall, 2 credit hours
This course covers theory, diagnostic and service procedures used in suspension and steering systems. Two hours lecture per week. Prerequisite: Automotive Services (AUTO 101), or permission of instructor.

AUTO 282 SUSPENSION DESIGN AND SERVICES LABORATORY
Fall, 1 credit hour
This course covers diagnostic, repair, and adjustment procedures used in suspension and steering systems. Proper use of suspension and steering tools and equipment is covered, including computerized alignment equipment. Three hours laboratory per week. Prerequisite: Automotive Services (AUTO 101) and (AUTO 111), or permission of instructor.

AUTO 291-295, 391-395, OR 491-495 SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY
Fall/Spring, 1-4 credit hours
Special topics in Automotive Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

BIOLOGY

BIOL 101 INTRODUCTION TO BIOLOGY
Fall/Spring, 3 credit hours
GER 2
A study of the major concepts in the life sciences presented for the non-major. The concepts of cell theory, cellular organization
and function, inheritance, and evolution will be covered with the laboratory portion of the course designed to elaborate on these concepts. Two hours lecture, two hours laboratory per week. Conditions: For students scoring less than 75 on the NYS Biology Regents exam or who did not take HS biology OR permission of instructor. Cannot be taken for credit by students with credit in Introduction to Human Biology (BIOL 102).

BIOL 102
INTRODUCTION TO HUMAN BIOLOGY
Fall/Spring, 3 credit hours GER 2
A study of the major concepts in the life sciences presented for the non-major with a focus on the biology of the human organism. Concepts covered include the cell, metabolism, and a review of the systems of the body. Two hours lecture, two hours laboratory per week. For those students receiving less than 75 on the New York Regents Biology examination, or permission of instructor. Cannot be taken for credit by students with credit in Introduction to Biology (BIOL 101).

BIOL 105
COLLEGE BIOLOGY I
Fall, 4 credit hours GER 2
An introduction to the fundamental biological concepts common to plants, animals, and microorganisms. Topics include the chemical and molecular basis of life, metabolism, cell biology, cellular reproduction, mendelian and molecular genetics, gene control, DNA technology, and evolution. The laboratory includes field identification, study of cells, osmosis, enzymes, cellular respiration, genetics, molecular techniques, and the dissection of a representative mammal. Three hours lecture, three hours laboratory per week. Prerequisite: New York State Regents Biology examination grade of 75 or above or Introduction to Biology (BIOL 101) or Introduction to Human Biology (BIOL 102) or permission of instructor.

BIOL 106
COLLEGE BIOLOGY II
Spring, 4 credit hours
This course consists of the study of the evolutionary history of biological diversity, plant form and function, animal development, aspects of animal form and function including the immune system, nerve physiology, homeostasis and chemical signals, and an introduction to ecology and ecosystems. The laboratory includes structural and functional studies of representative plants and animals, bacterial transformation, photosynthesis, plant growth and development, and population dynamics. Three hours lecture, three hours laboratory per week. Prerequisite: College Biology I (BIOL 105) or permission of instructor.

BIOL 117
HUMAN REPRODUCTION
Spring, 3 credit hours GER 2
This course will discuss human reproduction from a biological point of view. Topics of interest will include anatomy, reproductive physiology, genetics, conception, embryology, pregnancy and parturition, and disease states. Consideration will be given to medical, psychological, sociological, and ethical perspectives. Three hours lecture per week.

BIOL 207
HUMAN ANATOMY
Spring, 4 credit hours GER 2
This course is a detailed study of the human body with emphasis on structure and limited to general function. Included topics are cells, tissues, skeletal, muscular, digestive, circulatory, respiratory, reproductive, urinary, nervous, endocrine systems and sense organs. The laboratory includes study of cells, tissues, organ systems, and dissection of a representative mammal. The course is most suitable for students in health-related, biology or Mortuary Science curriculums requiring in-depth knowledge of the human body. Three hours lecture, three hours laboratory per week. Prerequisites: New York State Regents Biology examination score of 75 or above or Introduction to Biology (BIOL 101) or Introduction to Human Biology (BIOL 102) or College Biology I (BIOL 105) or permission of instructor.

BIOL 209
MICROBIOLOGY
Fall/Spring, 4 credit hours GER 2
A study of the basic characteristics of microbes, with an emphasis on disease causing organisms. Includes morphology, growth, physiology, and control. Laboratory techniques including microscopy, staining, aseptic technique, culture media, isolation, and identification of microbes. Three hours lecture, two hours laboratory per week. Prerequisite: Introduction to Biology (BIOL 101) or Introduction to Human Biology (BIOL 102) or College Biology I (BIOL 105) or Human Anatomy & Physiology I (BIOL 217) or permission of instructor.

BIOL 213
FIELD BIOLOGY AND ECOLOGY
Fall, 3 credit hours GER 2
This course provides an introduction to the basic ecological principles underlying the interrelationships of living organisms and their environment. The lecture focuses on principles and theory related to adaptation, competition, predation, trophic structure and energy cycles, populations, and ecosystems. The laboratory consists primarily of field visits to various types of ecosystems in the area to provide experience in many of the various techniques employed in collecting and analyzing ecological data. Two hours lecture, three hours laboratory per week. Prerequisite: Introduction to Biology (BIOL 101) or Introduction to Human Biology (BIOL 102) or College Biology I (BIOL 105) or permission of instructor.

BIOL 217
HUMAN ANATOMY & PHYSIOLOGY I
Fall/Spring, 4 credit hours GER 2
This course is the first course in a sequence which studies the anatomy and physiology of the human body in detail. Topics covered in this first semester course include an introduction to the basic plan and organization of the body, basic biochemistry, basic cell structure and cell physiology and the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. The laboratory sessions will explore detailed anatomy using models and specimens, and experimental physiological concepts. This course is appropriate for students in the nursing, physical therapy assistant, occupational therapy assistant, Dental Hygiene and other health-related fields that require a two-semester Anatomy and Physiology sequence. Three hours lecture, three hours laboratory per week. Prerequisites: High School Biology Regents score of 75 or above, Introduction to Biology (BIOL 101) or Introduction to Human Biology (BIOL 102) and High School Chemistry Regents score of 65 or above or Introduction to Chemistry (CHEM 101) or permission of instructor.

BIOL 218
HUMAN ANATOMY & PHYSIOLOGY II
Fall/Spring, 4 credit hours
This is the second in a sequence of two courses that studies the detailed anatomy and physiology of the human body. Topics include the anatomy and physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Also the subjects of the immune system, metabolism, fluid-electrolyte-acid-base balance, and pregnancy and development will be covered. The laboratory will include a dissection of the cat. Three hours lecture, three hours lab per week. Prerequisite: Anatomy & Physiology I (BIOL 217) or permission of instructor.

BIOL 291-295, 391-495
SPECIAL TOPICS IN BIOLOGY
Fall/Spring, 1-4 credit hours
Special Topics in Biology will generally include topics of current interest or topics not
covered in courses currently offered by the department or in combinations not currently available.

**BUSINESS**

**BSAD 010  BUSINESS FORUM**  
*Fall, 1 credit hour*

This course is required for all beginning full-time business students. Classroom activities are designed to familiarize the students with the world of business, with college transfer and employment opportunities upon completion of this program. One hour lecture per week.

**BSAD 100  BUSINESS ORGANIZATION AND MANAGEMENT**  
*Fall/Spring, 3 credit hours*

A managerial survey of business activity including: business, its nature and opportunities; ownership, organization, and management; marketing; personnel; finance; managerial controls; legal and regulatory environment. Three hours lecture per week.

**BSAD 120  PRINCIPLES OF BANKING**  
*Fall, 3 credit hours*

A comprehensive introduction to the diversified services offered by the banking industry today. This course includes materials on bank accounting, pricing, profitability, bank personnel and security functions. Three hours lecture per week.

**BSAD 200  BUSINESS COMMUNICATIONS**  
*Fall/Spring, 3 credit hours*

This course is designed to help develop strong oral and written communication skills. The student will be given opportunities to practice writing and editing professional correspondence. Additionally, the student will compose and deliver oral presentations. Assignments will include the use of inductive and deductive approaches to conveying a variety of messages and applying the rules for proper grammar and punctuation. Three hours lecture per week. Writing intensive course. Prerequisites: Oral and Written Expression (English 102) or Expository Writing (English 101), or permission of instructor.

**BSAD 201  BUSINESS LAW I**  
*Fall/Spring, 3 credit hours*

Text and case study of court system, origin, nature and classification of law with emphasis on specific laws relating to torts and general contract law. Three hours lecture per week.

**BSAD 202  BUSINESS LAW II**  
*Spring, 3 credit hours*

Continuation of Business Law I. Areas of study include law of sales, commercial paper, agency, partnerships and corporations. Three hours lecture per week. Prerequisite: Business Law I (BSAD 201) or permission of instructor.

**BSAD 215  SMALL BUSINESS MANAGEMENT**  
*Spring, 3 credit hours*

This course will examine the nature of small business and the people who are successful in starting them. Topics will include the requirements steps of organizing a comprehensive pre-business feasibility study, the types of decisions faced by managers of small firms, and the application of business disciplines to these situations. The student will be required to formulate a business plan. Three hours lecture per week. Prerequisite: Accounting Principles I (ACCT 101) or permission of instructor.

**BSAD 220  PRINCIPLES OF RETAILING**  
*Fall, 3 credit hours*

A realistic, pragmatic approach to retailing beginning with a study of the retail customer’s motives and objectives. The operation of a retail store is studied in depth with emphasis on evaluation of the management alternatives in regard to buying, pricing, sales promotion and advertising. The problems of starting a retail business are also explored. Three hours lecture per week.

**BSAD 225  RETAIL ADVERTISING AND SALES PROMOTION**  
*Spring, 3 credit hours*

This course entails a study of the major problems and methods of advertising and sales promotion. The social and economic role of promotion will be explored in its relationship to such established disciplines as psychology and sociology. The role of research and other methods of gathering information will also be covered. Prerequisite: Principles of Retailing (BSAD 220) or permission of instructor.

**BSAD 230  SALES MANAGEMENT**  
*Spring, 3 credit hours*

A comprehensive study of personal selling fundamentals. Emphasis is placed on the role of selling in the American economy. The field of selling, selling principles, consumer motivation, sales promotion, and the management of sales personnel will be explored and analyzed. The course is designed to benefit students in various disciplines throughout the College. Three hours lecture per week.

**BSAD 235  NYS/SBDC BUSINESS INTERNSHIP**  
*Fall/Spring, 3 credit hours*

This internship is designed as an elective course for students on a space-available basis who would like to obtain hands-on experience working with entrepreneurs and small business owners. Interns will be required to work in a team environment with professional business advisors. A typical work week would be 12 hours of flextime. Interns will be required to sign a “Conflict of Interest and Confidentiality Statement”. Twelve hours flextime per week. Prerequisites: Accounting Principles II (ACCT 102) or permission of instructor.

**BSAD 245  ANALYZING FINANCIAL STATEMENTS**  
*Fall, 3 credit hours*

The course teaches the basic skills of financial statement analysis to the prospective bank lender/credit analyst. It examines how financial data are generated and their limitations; techniques for analyzing the flow of business funds; and methods for selecting and interpreting financial ratios. It also presents analytical tools for predicting and testing assumptions about a firm's future performance. Three hours lecture per week. Prerequisite: Accounting Principles II (ACCT 102) or permission of instructor.

**BSAD 250  REAL ESTATE I**  
*Fall, 4 credit hours*

This course is approved by the Licensing Department of New York State for real estate salespersons. A study of general contract law, real estate contracts, mortgages, agencies, licensing of law, land use and real estate mathematics. Four hours lecture per week.

**BSAD 301  PRINCIPLES OF MANAGEMENT**  
*Fall, 3 credit hours*

This course reviews Management theories and practices applicable to all organizations; domestic and international, profit and nonprofit, manufacturing and service. Students will study the functions of planning, organizing, and controlling business along with managerial skills and tools used from an eclectic perspective. Three hours lecture per week. Prerequisite: Business Law I (BSAD 201) or Business Organization and Management (BSAD 100) and minimum 30 credit hours with 2.0 GPA or permission of instructor.
BSAD 305
PUBLIC BUDGETING & FISCAL MANAGEMENT
Fall, 3 credit hours

The purpose of this course is to expose students to the technical, political, and administrative elements of the federal, state, and local budgeting process. Topics will include budget formulation, execution, evaluation, and the theoretical basis for decision making that is integral to that process. Three hours lecture per week. Prerequisites/Corequisites: Introduction to Information Technology (CITA 110); Principles of Macroeconomics (ECON 101) or Principles of Microeconomics (ECON 103) or Introduction to Government and Politics (POLS 101); Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102); Basic Calculus (MATH 122) or Statistics (MATH 141); or permission of instructor.

BSAD 310
HUMAN RESOURCE MANAGEMENT
Fall/Spring, 3 credit hours

Principles and theories of effective organizations, sound management, and effective human relations are examined with emphasis on the psychological aspects of management. Motivation, group behavior, communication, employee adjustment to change, organizational structure, recruitment and selection, budgeting, training and development, wage and salary administration, and labor-management relations are explored. A special project and/or research paper will be assigned. Three hours lecture per week. Prerequisites: Business Organization and Management (BSAD 100) or Business Law I (BSAD 201), Expository Writing (ENGL 101) or junior level status with department approval or permission of instructor.

BSAD 319
PROFESSIONAL ETHICS
Fall/Spring/Summer, 3 credit hours

This course acquaints students with the major frameworks for ethical decision making in the professions based on Kantian, Utilitarian and Contract ethics and principles: consequence, liberty, opportunity, need, justice and distributive justice. It examines ethical questions that can arise in the professional practice, the relationship between professionals and clients as well as the connection between ordinary and professional morality. Students will use analytic tools to recognize and address contemporary ethical dilemmas in the professions. Emphasis is placed on analyzing the central questions of ethics and morality while focusing on utilizing ethical theories and principles to solve problems. Students will analyze and synthesize ethical theories that affect thinking, policy formulation, and professional conduct. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) and junior level status, or the permission of the Instructor.

BSAD 335
ADVANCED BUSINESS INTERNSHIP
Fall/Spring/Summer, 3 credit hours

This advanced business internship program is designed as an elective for students, on a space available basis and Instructor's permission. Offers hands-on experience working with small business entrepreneurs in a confidential and professional environment. Allows the intern the opportunity to apply their educational, organizational and time management skills in solving real life business issues and assist less experienced interns. An intern's typical workweek would consume 12 hours of flextime, internal and/or external to the SBDC office as directed by business advisors. 180 hours of internship. Prerequisite: NYS/SBDC Business Internship (BSAD 235) and permission from the instructor.

BSAD 340
MANAGEMENT COMMUNICATIONS
Fall/Spring, 3 credit hours

This writing intensive course examines the principles and techniques pertinent to the specific types of business communications, acquaints students with the importance of effective communications in modern business and develops students' ability to use the behavioral sciences as an approach to understanding, influencing, and communicating effectively. Emphasis is placed on organizing and developing effective business letters, memoranda, reports, listening, communication styles, effective meeting management, collaborative and cooperative team development, conflict resolution and leadership, and oral presentations. Special Project and/or research paper to be completed. Three hours lecture per week. Prerequisite: Expository Writing (ENGL 101) or Oral & Written Expression (ENGL 102), or junior or senior level status, or permission of instructor.

BSAD 345
TECHNOLOGICAL INNOVATIONS AND ENTREPRENEURSHIP
Fall/Spring, 3 credits

Technology entrepreneurship is a spirited approach to business leadership that involves identifying high-potential, technology-intensive commercial opportunities, gathering and analyzing resources such as talent and capital, and managing rapid growth and significant risks using principled decision-making skills. It is a recent global phenomenon that has driven vital changes in society by empowering individuals to seek opportunity in technological and business solutions when presented with what others see as insurmountable problems. This course will introduce the fundamentals of technology entrepreneurship. It is aimed at guiding students who may be starting their own businesses in the future or working for a high-growth company. Three hours lecture per week. Prerequisites: Principles of Macroeconomics (ECON 101), Introduction to Finance (FSMA 210) and Introduction to Information Technology (CITA 110) or permission of instructor.

BSAD 350
MARKETING
Fall/Spring, 3 credit hours

Problems in marketing management and the marketing mix elements of product, price, promotion, and distribution are presented in the context of a dynamic global environment. The impact of legal, political, social, ethical, technological, economic, and competitive factors upon marketing activities are discussed. Three hours lecture per week. Prerequisites: Accounting I (ACCT 101) and Expository Writing (ENGL 101) or junior level status or permission of instructor.

BSAD 360
EMERGING TECHNOLOGIES
Fall/Spring, 3 credit hours

This course explores emerging technologies such as the internet, biotechnology, nanotechnology and the potential short term disruption and eventual adoption by society are explored. Incumbent organizations, despite their superior resources, often lose out to smaller rivals in developing emerging technologies. Why? This phenomenon as to why these incumbents have so much difficulty with disruptive technologies and they how can anticipate and overcome their handicaps will also be examined. The concept that emerging technologies represent a “different game,” will be explored as relates to critical issues confronting today’s public and private sectors. Three hours lecture per week. Prerequisites: Junior level standing or permission of instructor.

BSAD 355
MANAGEMENT OF TECHNOLOGY
Fall/Spring, 3 credit hours

The aim of this course is to provide a solid grounding to students interested in managing and appraising various aspects of technology within organizations. This course focuses on the strategic management of technology, patterns of technological change, technological transitions and technological innovations within organizations. The course utilizes cases, lectures, readings, and projects. The conceptual framework of the course is an evolutionary
process perspective on technology management. Course examines the scope of technology management in relation to: design, production, finance, marketing, accounting, sales, distribution and human relations. Three hours lecture per week. Prerequisites: junior level standing or permission of the instructor.

**BSAD 372 E-COMMERCE**
*Fall/Spring, 3 credit hours*

In this course, students will examine the infrastructure and application technologies needed to conduct e-commerce. It will include selecting data mining techniques, making appropriate use of encryption technologies, understanding XML, and participating in online transactions and negotiations. Specialized topics such as technical requirements, virus protection, streaming multimedia, and virtual reality technology will be introduced. The course culminates with research on current developments and their applications to e-commerce. Three hours lecture per week. Prerequisites: Introduction to Information Technology (CITA 110), Expository Writing (ENGL 101), and junior level standing, or permission of instructor.

**BSAD 375 LEADERSHIP & DECISION MAKING**
*Fall/Spring, 3 credit hours*

The course will provide the student with the tools, understanding and capability to apply modern leadership principles in management. Current ideas and applications of the qualities and skills needed by leaders are explored as well as the history of Traditional Leadership and the associated theories. Students are enabled to develop ideas for understanding and expanding their own leadership ability through assessment of personal qualities in motivating others and using power and leadership. Three hours lecture per week. Prerequisites: Junior level standing or permission of instructor.

**BSAD 400 OPERATIONS/PRODUCTION MANAGEMENT**
*Fall/Spring, 3 credits*

This course will focus on the study of modern theory and practice relating to the operations function in both manufacturing and service organizations. It will utilize quantitative and qualitative management tools to analyze the operations of business organizations. While surveying the operations of manufacturing and service enterprises, the major focus will be on production management, planning and control. Topics will include forecasting, materials and capacity planning and control. Case studies would be used to examine and analyze the manufacturing and service environments in terms of operational planning, the use of teams and teamwork and decision making problems that confront management. Fundamentals of the analytical method would be introduced early to help solve problems in the design, operation and control of systems. Three hours of lecture per week. Prerequisites/Corequisites: Microeconomics (ECON 103), Principles of Management (BSAD 301), Accounting Principles I (ACCT 101), Statistics (MATH 141), and junior level standing in Business Administration program or permission of instructor.

**BSAD 405 ORIENTATION TO CULMINATING EXPERIENCE**
*Fall/Spring, 1 credit hour*

This course is intended as the precursor to the senior culminating experience in the Bachelor of Business Administration (BBA) program. Seniors will meet with faculty on a weekly basis to discuss resume preparation, job interviewing techniques, on-the-job training, identifying and securing internships, internship requirements and performance assessment/evaluation. This course is a prerequisite to Internship in Business Administration (BSAD 450) and the Senior Project (BSAD 410). One hour lecture per week. Prerequisite: senior status in Bachelor of Business Administration program or permission of instructor.

**BSAD 410 SENIOR PROJECT**
*Fall/Spring, 3-15 credits*

This course is an alternative to BSAD 450. It is designed for students who are unable to complete a 15-credit internship. Students will complete a senior research project specifically addressing issues under the umbrella of technology management or management of technology. Under the guidance of a faculty mentor, the student will submit a research proposal, conduct research, prepare a thesis style report, and present a defense to a thesis committee. 112.5 to 562.5 project hours. Prerequisites: Introduction to Culminating Experience (BSAD 405) and senior status in the Technology Management program or permission of the instructor.

**BSAD 420 APPLIED ORGANIZATIONAL MANAGEMENT**
*Fall/Spring, 3 credit hours*

Applied Organizational Management emphasizes individuals' and groups' behavior in organizations. The rationale for the existence of organizations is discussed with the strategic objectives of improving productivity, performance, effectiveness and efficiency to accomplish missions. Theories of management and organizations will be examined. Additional topics covered will include group development, group decisions making and problem solving, leadership roles, power and politics within organizations. Other important areas of analysis will be the norms and values of groups, group power influence, coalition formulation and organizational culture. Three hours lecture per week. Prerequisites: Business Organizations & Management (BSAD 101) and junior level status or permission of instructor.

**BSAD 449 MANAGEMENT POLICIES and ISSUES**
*Fall, 3 credit hours*

The emphasis is on analyzing the criteria for which ultimate business decisions are made; business strategies in international and domestic operations and the impact of political, economic and legal factors. Focus will be given to actual situation analysis and applying current functional and managerial techniques to a variety of case studies. Three lecture hours per week. Prerequisites: Microeconomics (ECON 103), Introduction to Finance (FSMA 210), Principles of Management (BSAD 301), Marketing (BSAD 350), minimum junior level status (at least 60 credit hours) or permission of instructor.

**BSAD 450 BUSINESS INTERNSHIP**
*Fall/Spring, 15 credits*

The Business Internship is an academic program, which integrates classroom work and practical experience with cooperating businesses. The internship allows seniors the opportunity to apply classroom learning in corporations. It is a structured field experience in which an intern acquires and applies knowledge and skills, while working in a responsible role within a business environment.

Working with a supervisor, the student will perform prescribed work within an administrative setting. The internship will be tailored to the individual student's career interests and the needs of the supervising organization. Internship assignments and activities may include, but not limited to, information gathering, research, data analysis, planning, organization, implementation, evaluation, and other tasks and responsibilities deemed necessary. Forty hours per week as required. Prerequisites: senior status in the Business Administration program or permission of instructor. All business courses must be completed before participating in the internship.
BSAD 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN BUSINESS
Fall/Spring, 1-4 credit hours
Special Topics in Business will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

**Chemistry**

**CHEM 101**
INTRODUCTION TO CHEMISTRY
Fall/Spring, 4 credit hours GER 2
This is an overview of chemistry which will include atomic structure, English-metric unit conversions, chemical nomenclature, the mole concept, stoichiometry, chemical reactions, physical behavior of gases, solutions, acid-base theory, and nuclear chemistry. It is designed for those students who have little or no chemistry background. Three hours lecture, two hours laboratory per week. Conditions: For students who did not pass the NYS Chemistry Regents exam (<65) or who did not take HS chemistry. Prerequisite: Beginning Algebra (MATH 100) or high school equivalent.

**CHEM 103**
GENERAL CHEMISTRY
Fall/Spring, 4 credit hours GER 2
General Chemistry provides an overview of inorganic chemistry including such topics as atomic structure, nomenclature, the mole concept, stoichiometry, chemical reactions, chemical bonding, solutions, equilibrium, gas laws and acid-base theory. It is designed for students who have had high school chemistry previously but need a stronger background. Three hours lecture, two hours laboratory per week. Conditions: Less than 75 on the NYS Chemistry Regents Exam or coursework previously but need a stronger background. Prerequisite: Beginning Algebra (MATH 100) or high school equivalent.

**CHEM 105**
INTRODUCTION TO CHEMISTRY
Fall, 4 credit hours
College Chemistry provides an overview of chemical bonding, solutions, stoichiometry, electrochemistry, and nuclear chemistry. This course will include methods of purification/separation of organic chemicals, chemical kinetics, instrumental analytical techniques, and several organic syntheses. Three hours lecture, three hours laboratory per week. Prerequisite: College Chemistry II (CHEM 105) or permission of instructor.

**CHEM 106**
COLLEGE CHEMISTRY II
Spring, 4 credit hours
The second semester of a two semester college level course in chemistry and the continuation of College Chemistry I (CHEM 105). Topics include: intermolecular forces, solutions, chemical kinetics, chemical equilibrium, acids and base theory, chemical thermodynamics, electrochemistry, and nuclear chemistry. Three hours lecture, three hours laboratory per week. Prerequisite: College Chemistry I (CHEM 105) or permission of instructor.

**CHEM 204**
INTRODUCTION TO ORGANIC CHEMISTRY
Spring, 4 credit hours GER 2
This is a survey course in the basic principles of organic chemistry and biochemistry. Topics include chemical bonding, chemical thermodynamics/kinetics, nomenclature, stereochemistry, the chemical reactivity of commonly encountered organic chemical functional groups (alkanes, olefins, aromatics, alcohols, ethers, phenols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, and amines), carbohydrates, and amino acids/proteins. The laboratory component of the course includes exercises in organic chemistry laboratory techniques, chemical synthesis, infrared and NMR spectroscopy, and qualitative organic analysis. Three hours lecture, three hours laboratory per week. Prerequisites: College Chemistry I (CHEM 105) or General Chemistry (CHEM 201) or Introduction to Chemistry (CHEM 101) or permission of instructor.

**CHEM 301**
ORGANIC CHEMISTRY I
Fall, 4 credit hours
Organic Chemistry I is the first semester of a two semester sequence of organic chemistry which is applicable for Liberal Arts: Science and Engineering Science curricula. The lecture portion of the course will include chemical bonding, acid/base theory, thermodynamics, kinetics, organic structure, isomerism, stereochemistry, infrared spectroscopy, CMR/PMR nuclear magnetic resonance spectroscopy, mass spectroscopy, nomenclature principles, and the chemistry of several organic chemical functional groups. The laboratory portion of the course will include methods of purification/separation of organic chemicals, chemical kinetics, instrumental analytical techniques, and several organic syntheses. Three hours lecture, three hours laboratory per week. Prerequisite: College Chemistry II (CHEM 106) or permission of instructor.

**CHEM 302**
ORGANIC CHEMISTRY II
Spring, 4 credit hours
This course is a continuation of Organic Chemistry I. The lecture portion of the course will include oxygen containing functional groups, aromaticity, benzene and its derivatives, carbonyls, nitrogen containing functional groups, heterocyclics, and nuclear magnetic resonance. The laboratory portion of the course will consist of organic syntheses and qualitative organic analysis. Three hours lecture, three hours laboratory per week. Prerequisite: Organic Chemistry I (CHEM 201) or permission of instructor.

**CONS 101**
ELEME NTARY SURVEYING
Fall, 4 credit hours
Course consists of both lecture and laboratory periods. Lectures include the developmental history of the surveying profession, along with the underlying principles of basic theory and practice. Realistic exercises involving linear and angular measurements, leveling, field-book recording, construction layout, and traversing are performed in the outside laboratory. Computation of errors, adjustments for instrument misalignment and weather are included in the laboratory exercises. Conversion of measurements and use of the Metric (S.I.) system is also included. Students have ample opportunity for hands-on training with the extensive variety of equipment utilized in the course. Field parties are of limited size and offer “one-on-one” instruction opportunity. Three hours lecture, three hours laboratory per week. Prerequisites: completion of Intermediate Algebra (MATH 106) or concurrent enrollment in College Algebra (MATH 121) or Calculus (MATH 122 or 161) plus a beginning Physics Course (PHYS 101, 103 or 105) or permission of instructor.

**CONS 111**
COMMERCIAL STRUCTURES
Spring, 3 credit hours
The study of construction materials, prac-
practices, equipment, and terminology used in the commercial construction field. Lectures and laboratory periods develop theory and practice in excavation; foundation form work; use of reinforcing steel in concrete; erection of steel frame buildings; commercial wall and roof systems; interior and exterior wall finishes; and commercial building materials. Field trips to be arranged when practical. Two hours lecture, three hours laboratory per week.

CONS 112
WOOD STRUCTURES
Fall, 3 credit hours
The study of construction materials, practices, equipment and terminology used in buildings requiring wood framing. Lectures and laboratory periods develop theory and practice in layout and assembly of wood framing of floors, walls, roofs and trusses, and siding materials. Construction of a 2-stall garage and/or small storage shed will serve as an application of wood framing and exterior finish fundamentals. Students will perform an individual research project with a written report. One or more field trips will be arranged.

CONS 115
INTRODUCTION TO COMPUTER DRAWING
Fall/Spring, 1 credit hour
An introductory course in the use of Auto Cad. Topics included for study are file management, object generating and modification, use of layers, dimensioning, and plotting to scale. All topics are incorporated into project assignments which will be printed/plotted. Two hours lab per week for 15 weeks.

CONS 122
HYDRAULICS
Spring, 4 credit hours
The basics of fluid mechanics and their application to Civil Engineering Technology are considered. Fundamental concepts presented are fluid properties, specific weight, density, specific gravity, absolute and kinematic viscosity. Major topic areas covered are: fluids at rest including pressure diagrams and their application to dam design, steady flow of liquids in closed and open conduits, losses in pipe flow, flow measuring devices in open and closed conduits. Three hours lecture, two hours laboratory per week. Prerequisites: College Algebra (MATH 121), General Physics I (PHYS 101) or permission of instructor.

CONS 132
CONSTRUCTION DRAFTING
Spring, 3 credit hours
An introduction to the fundamental principles of engineering and architectural drafting and to the basic idea that all people involved in engineering and/or construction will communicate with drawings of some nature. It is intended that the student will have exposure to orthographic projection, perspective and isometric views, descriptive geometry, good drafting practices and engineering lettering. It is also intended to expose the student to a variety of construction prints so as to create the ability to deal with all varieties of drawings commonly emanating from architectural/engineering firms and found on construction job sites. In conjunction with manual drawing, the student applies CAD (computer aided drafting) throughout the course. One hour lecture, six hours laboratory per week.

CONS 151
BUILDING TRADES—BLUEPRINT READING AND DRAFTING
Fall, 2 credit hours
Instruction includes understanding the fundamental concepts in freehand sketching and instrument drawing needed for communication in the construction industry. Orthographic projection, pictorials and perspective drawing techniques will be introduced. A variety of drawings will be studied in order to become familiar with information contained on them and how they are interpreted. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. One hour lecture, two hours laboratory per week.

CONS 152
BUILDING TRADES—DRAFTING AND DESIGN
Spring, 2 credit hours
This course includes the use and interpretation and drawing of architectural plans, including foundation and floor plans, wall sections, elevations, location of service equipment and schedules. Emphasis on good design features i.e. traffic patterns, room design, area planning, kitchen and bathroom layout. Estimating building materials and costs are explored. A complete set of working drawings of a contemporary or traditional one family home is designed and drawn by each student. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. One hour lecture, two hours laboratory per week. Prerequisite: Building Trades—Blueprint Reading and Drafting (CONS 151) or permission of instructor.

CONS 161
LIGHT CONSTRUCTION I
Fall, 6 credit hours
This course of study consists of instruction in the use of building construction processes, practices and products as it relates to modern theory and techniques used in the residential and light construction industry today. Included is the use of hand and power tools, power equipment, safety procedures, site preparation, building layout, footings, foundations, erection of concrete forms, placing concrete in forms, use of masonry tools, laying concrete block and brick, wood framing techniques and characteristics of building materials. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. Three hours of theory interpretation and nine hours of hands-on laboratory experience per week.

CONS 162
LIGHT CONSTRUCTION II
Spring, 7 credit hours
The course of instruction consists of the continued study of building construction theory, processes, practices and products introduced in Light Construction I (CONS 161). The building of a complete and modern home in the laboratory leads the hands-on-learning experience in this building construction program. Included is experience with: wall, ceiling and roof framing, design of truss rafters, roofing material, stairs, exterior and interior finishing, drywall, tile, insulating materials, kitchen and bathroom fixtures, window and door installation. Also many new and existing products and processes are investigated. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. Three hours of lecture theory, and twelve hours of hands on laboratory experience per week. Prerequisite: Light Construction I (CONS 161) or permission of instructor.

CONS 203
ADVANCED SURVEYING
Fall, 4 credit hours
This course emphasizes fundamentals of field and office procedures used in the construction industry. Major topics covered are: mapping procedures, topographic survey methods, area determinations by coordinates, determination of volumes for earthworks, horizontal and vertical control necessary for mapping and building layout, horizontal (circular) curves, vertical (parabolic) curves, and principles of boundary surveying. The student uses modern surveying equipment in field sessions, including total stations, automatic levels and lasers, geographic positioning satellite receivers and integrated mapping and surveying software for data analysis and map compilation. Two hours lecture, six hours laboratory per week (one field section and one CAD drafting section). Prerequisite: Elementary Surveying (CONS 101).

CONS 204
REINFORCED CONCRETE DESIGN
Spring, 4 credit hours
The fundamentals of reinforced concrete design are taught using the strength design method. Students learn to design slabs, beams,
girders, columns and footings to current ACI code specifications. Laboratory experience is provided in concrete mix design, testing of aggregate and concrete mixes. The laboratory also includes an integrated building design project. Three hours lecture, three hours laboratory per week. Prerequisite: Structural Mechanics (CONS 263) or permission of instructor.

CONS 214
SOIL MECHANICS
Spring, 4 credit hours
A study of soil types and properties, the significance of soil tests, the methods of compaction, consolidation and settlements, soil stabilization and the problems related to the proper design of soil-supported foundations for buildings and structures. Use of laboratory for testing soil samples supplements the classroom instruction and provides experience in the actual testing of soil as performed in industry. The environmental aspects of geotechnology are introduced. A writing intensive course. Three hours lecture, two hours laboratory per week. Prerequisite: Structural Mechanics (CONS 263) or permission of instructor.

CONS 222
CONSTRUCTION ESTIMATING
Fall, 2 credit hours
An introduction to estimating the costs of construction. Includes quantity take-off from construction plans, unit pricing of labor, material, and equipment, and extensions based on unit prices derived from industry accepted resources such as RS Means and Timberline. The CSI Masterformat is introduced as a method of approach and organization. One hour lecture, two hour laboratory per week. Prerequisites: SOET 110 Computer Applications, CONS 111 Commercial Structures, MATH 106 Intermediate Algebra

CONS 224
STRUCTURAL STEEL DESIGN
Spring, 4 credit hours
Theory and design criteria for structural steel buildings is presented. The design methods conform to the AISC specifications as outlined in the “Manual of Steel Construction Load and Resistance Factor Design (LRFD).” Subject areas include truss analysis, tension members, beams, compression members and bolted connections. Three hours lecture, two hours laboratory per week. Prerequisite: Structural Mechanics (CONS 263) or permission of instructor.

CONS 226
BRIDGE BUILDING
Spring, 1 credit hour
Students are challenged to an intercollegiate bridge building competition that includes design, fabrication, and construction. Participating students gain practical experience in structural design, fabrication processes, construction planning, organization, and teamwork. Students will essentially design and construct a 21-foot long steel bridge that is both light and strong, and capable of supporting 2,500 pounds. The class will use their bridge design to represent SUNY Canton’s entry in the regional competition. Students meet for 45 hours per semester with classes scheduled according to the demands of the competition. Prerequisite: enrollment in a Canino School of Engineering Technology curriculum and permission of the instructor.

CONS 233
STRUCTURAL DRAFTING
Fall, 3 credit hours
An acquaintance with the properties, dimensions and characteristics of present-day shapes and forms is achieved by making detail and erection drawings reflecting present-day fabrication and erection procedures for structural steel. Mill practices, tolerances and billings are considered. Proper drafting techniques are observed. Selection and detailing of beams, girders, columns and connections is carried out. Drawing prints are made for checking purposes from the pencil drawings. The AISC handbook is used extensively as a reference. One hour lecture, six hours laboratory per week. Prerequisite: Construction Drafting (CONS 132); Corequisite: Strength of Materials (CONS 243) or permission of instructor.

CONS 253
CONCRETE TECHNOLOGY
Fall, 3 credit hours
The course is designed to provide an in-depth understanding in all steps required to design, produce, transport, place and cure quality concrete. The laboratory is used for the testing of the aggregates and concrete specimens in accordance with ASTM standards and the ACI code, and form design is studied. Two hours lecture, three hours laboratory per week.

CONS 263
STRUCTURAL MECHANICS LECTURE
Fall, 4 credit hours
The basic elements of statics and the propositions of equilibrium comprise the main thrust of the course. The theory of stress/strain is investigated. The basic theories and practices used in designing structural and mechanical members are studied and put to use. The course is designed to complement and supplement the topics in Structural Steel, Reinforced Concrete Design, and Machine Design. Four hours lecture per week. Prerequisites: Basic Calculus (MATH 122), General Physics II (PHYS 102) or permission of instructor.

CONS 273
STRUCTURAL MECHANICS LABORATORY
Fall, 1 credit hour
To provide a forum for calculation and reinforcement of the lecture course. To further reinforce the lecture course by producing hands-on experience in testing procedures and the demonstrating of the various theories presented. Three hours laboratory per week. Prerequisites: Basic Calculus (MATH 122), General Physics II (PHYS 102); Corequisite: Structural Mechanics Lecture (CONS 263); or permission of instructor.

CONS 274
PROJECT MANAGEMENT
Spring, 3 credit hours
Construction management fundamentals and their applications to the conduct of a construction business. The basics of estimating, scheduling methods and expediting field operation, along with construction contracts are studied. Three hours lecture per week.

CONS 284
BUILDING, PLUMBING AND MECHANICAL SYSTEMS
Spring, 3 credit hours
This course emphasizes some of the environmental elements that are associated with modern society and relate to the construction industry. Such areas as water systems, storm and sanitary drainage, treatment of sewage, domestic plumbing systems, indoor environmental comfort, heat loss and heat gain and principal methods of cooling and heating are considered. Electrical systems, lighting design, and security, fire and smoke detection systems are introduced. The course is set up to encourage student participation in class discussions. Three hours lecture per week.

CONS 294
SOIL INVESTIGATION
Spring, 3 credit hours
The basic properties of soil that affect construction activities are presented. Subject areas include physical condition of the soil, soil phase conditions, basic soil tests, soil classification systems, soil and water relationships, soil strength concepts, and settlement and compressibility. The laboratory work consists of standard test procedures including moisture content, specific gravity, sieve analysis, Atterberg Limits tests, compaction tests, percolation tests and in-place density tests. Two hours lecture, three hours laboratory per week. Prerequisite: completion of Intermediate Algebra (MATH 106) or per-
mission of instructor.

CONS 305 BUILDING SYSTEMS TECHNOLOGY
Spring, 3 credit hours
Construction materials, practices, equipment, and terminology will be studied in this course. Proper techniques in concrete work, wood and metal framing, roof systems, and site work will be included. Requirements for safe, high-quality construction and rehabilitation projects, and inspection of completed facilities will be covered. Buildings will be examined for compliance to the New York State Energy Conservation Construction Code. Three hours lecture per week. Prerequisite: Basic Calculus (MATH 122), General Physics II (PHYS 102), or permission of instructor.

CONS 350 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS
Spring, 3 credit hours
The course introduces students to GIS terminology, the concept of relational databases, spatial data models, topology, raster data and vector data. Data entry methods, including quality control and metadata are discussed. The student is introduced to spatial analysis applications including terrain analysis, data manipulation and visualization. Students apply knowledge in the laboratory using GIS software. Prerequisites: Basic Calculus (MATH 122) (or equivalent), SOET 110 or good working knowledge of spreadsheet applications.

CONS 291-295, 391-395, OR 491-495 SPECIAL TOPICS IN CIVIL/CONSTRUCTION ENGINEERING TECHNOLOGY
Fall/Spring, 1-4 credit hours
Special Topics in Civil/Construction Engineering Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

CITA 101 LIBRARY/INFORMATION LITERACY
Fall/Spring, 1 credit hour
This course will focus on the organization, use, and retrieval of information, both within and outside of the library. Students will gain an understanding of the characteristics of information and be able to locate and critically evaluate it. Instruction will focus on both print and electronic information resources. Two hours lecture per week for seven weeks.

CITA 102 KEYBOARDING
Fall/Spring, 1 credit hour
This course is designed to teach keyboarding by touch (without looking at the keys or your fingers) with speed of 30+ words per minute (WPM) and accuracy of no more than five errors per three-minute timed writing. Major emphasis is placed on the alphabetic keyboard mastery using computer based keyboarding software. Proficiency will be demonstrated during a computer delivered and scored keyboarding exercise. The course will also entail the management of files and folders using My Computer and Windows Explorer. One hour per week.

CITA 103 INTRODUCTION TO WORLD WIDE WEB
Fall/Spring, 1 credit hour
This course will introduce students to the World Wide Web (WWW) and Microsoft Outlook. This course will offer instruction on how to use Internet Explorer and Microsoft Outlook for searching information on the Internet, send and receive e-mail, maintain a contact list, keep a calendar, and schedule meetings and events. Two hours lecture per week for seven weeks.

CITA 104 INTRODUCTION TO DATABASE
Fall/Spring, 1 credit hour
This course introduces the student to the fundamentals of database programs. Students will be exposed to the creation, maintenance and organizing of a database. The students will also create listings and reports. Two hours lecture per week for seven weeks.

CITA 105 INTERMEDIATE DATABASE
Fall/Spring, 1 credit hour
This course is designed to help the student attain advanced skills and knowledge needed for effective operation of word processing software and equipment. Major emphasis will be put on hands-on experience. Two hours lecture per week for seven weeks.

CITA 107 INTERMEDIATE WORD PROCESSING
Fall/Spring, 1 credit hour
This course is designed to help the student attain advanced skills and knowledge needed for effective operation of word processing software and equipment. Major emphasis will be put on hands-on experience in learning how to design letterheads and newsletters, understanding the merging process, and creating tables. Prerequisite: Introduction to Word Processing (CITA 106) or permission of instructor. Two hours lecture per week for seven weeks.

CITA 108 INTRODUCTION TO SPREADSHEETS
Fall/Spring, 1 credit hour
This course introduces the student to the fundamentals of spreadsheet programs. Students will create spreadsheets with literal and numeric data. The numeric data will be constants and/or formulas. Printing of spreadsheets will also be covered. Creating line, bar, stacked bar and pie graphs from a spreadsheet will also be included in the course. Two hours lecture per week for seven weeks.

CITA 109 INTERMEDIATE SPREADSHEETS
Fall/Spring, 1 credit hour
This course is designed to increase the students’ knowledge of spreadsheet fundamentals using an industry standard spreadsheet package as the instructional platform. The student will learn to work with lists, pivot tables, object linking and embedding, developing a complete worksheet application and macro writing. Prerequisite: Introduction to Spreadsheets (CITA 108) or permission of instructor. Two hours lecture per week for seven weeks.

CITA 110 INTRODUCTION TO INFORMATION TECHNOLOGY
Fall semester, 3 credit hours
This course is an introduction to information technology focusing on microcomputer applications and application software. Topics will include personal computer terminology, hardware system components, disk operating systems and Microsoft Windows®. The student will learn through hands-on experience the skills necessary to use word processing,
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spreadsheet, database tools and introductory HTML. A student who completes CITA 110 may not receive credit for any of the following one-credit courses in a degree program: Introduction to Database (CITA 104), Introduction to Word Processing (CITA 106), Introduction to Spreadsheets (CITA 108), nor Introduction to Electronic Presentations (CITA 112).

CITA 111 WEB PAGE DEVELOPMENT
Fall/Spring, 2 credit hours
This course will introduce students to the development process of web pages. The student will learn how to create and edit text (HTML) with a web authoring tool. They will learn how to use a draw/graphics software program to create, edit and use various types of graphic images (.GIF & JPEG) to help maintain the “surfer’s” interest. The student will learn how to set up and maintain hyperlinks to various sites and within the original document. Also, the student will learn how to create and use tables, image maps, thumbnails and animated GIFs. Two hours lecture per week. Prerequisite: Introduction to World Wide Web (CITA 103) or permission of instructor.

CITA 112 INTRODUCTION TO ELECTRONIC PRESENTATIONS
Fall/Spring, 1 credit hour
This course is designed to show the student how to use desktop presentation software to prepare professional-looking presentations, combining text, charts and graphics. The students will also learn how to create typical business charts using a spreadsheet and enhancing those charts with additional software. You will experiment with animation using a drawing program, and create a presentation using various types of charts and show it to the entire class. Two hours lecture per week for seven weeks.

CITA 113 SURVEY OF INFORMATION TECHNOLOGY
Fall semester, 3 credit hours
An introductory survey of Information Technology (IT) and IT terminology. Emphasis is given to current and emerging technologies. Topics include: computer system components, communications and networks including the Internet, data processing and presentation methods including databases, basic concepts in programming languages, information system development, and issues of IT impacts on society, security, privacy, and ethics. Three hours lecture per week.

CITA 116 VERIZON COMPUTER APPLICATIONS
Fall, 3 credit hours
This course is an introductory course in basic computer orientation to hardware and implementation of software applications in Telecommunications. Students will use various software packages to create documents, spreadsheets, graphs, and presentations. The student will utilize this knowledge to solve problems and transfer information via electronic medium. Lectures, interactive learning and demonstrations will be employed. Three hours lecture per week. Prerequisites: Permission of instructor.

CITA 115 USING OPERATING SYSTEMS
Fall/Spring/Summer, 2 credit hours
This course provides an overview of computer software and operating system concepts used on computer systems. Fundamentals of the user interface, Windows Operating System (OS) are studied in-depth. Topics include software, manipulating the Windows (OS), using Help, launching applications in Windows (OS), managing files and folders with Explorer and My Computer. Other topics covered include Control Panel, Notepad, WordPad, Paint, Calculator and Character Map, object linking and embedding, printing and fonts. The basics concepts and terminology of networking will be introduced. Two lecture hours per week.

CITA 120 COMPUTER CONCEPTS AND OPERATING SYSTEMS
Fall/Spring, 3 credit hours
This is a study of the terminology and concepts associated with computer systems hardware and software. Topics will include system hardware components, memory organization and management, operating systems, troubleshooting fundamentals, etc. Students will construct PCs and install, configure, test and troubleshoot system software to apply the various concepts covered in the course. Two hours lecture, two hours laboratory per week.

CITA 141 PROGRAM DESIGN II
Spring, 3 credit hours
Algorithm development, structured programming utilizing procedures and functions and programming style, especially as they are related to larger programs will be stressed. The purpose and use of various sorting methods as well as data structures such as linked lists, trees, arrays, and dynamic storage allocation will be introduced. Programs incorporating these topics will be designed and executed. Three hours lecture per week. Prerequisites: Introduction to Programming (CITA 140) or permission of instructor.

CITA 200 DATA COMMUNICATIONS AND NETWORKING
Fall, 3 credit hours
A study of terminology, hardware and software associated with data communication systems. Areas of study will include design principles for human computer dialogue, selection criteria for communications devices, the technology behind data transmission, techniques and message protocols for line control and error processing, local area networks, networking concepts, network topologies and access control, network performance, network services and design issues. Two hours lecture, two hours laboratory per week. Prerequisite: Computer Concepts and Operating Systems (CITA 120) or permission of instructor.

CITA 204 SYSTEMS ANALYSIS AND DESIGN
Spring, 3 credit hours
A course designed to guide the student through the evolution of a system, an analysis of the present flow of information and the specifications, selection and implementation of information processing systems. The scope of a system development study will transcend mere knowledge of specific systems to include a study of the total management system. Three hours lecture per week. Prerequisites: Survey of Information Technology (CITA 113), Introduction to Database (CITA 104), Introduction to Programming (CITA 140), and Database Systems with Web Applications (CITA 215), or permission of instructor.

CITA 211 DESKTOP PUBLISHING
Fall/Spring, 3 credit hours
Students will build professional, high quality desktop publishing documents using a page layout program (Microsoft Publisher). Discussion will center on how the form, content, graphics, and design are tied together with the text for effective communication. Students
will learn how to construct a publication from front to back and will create various hard copy designs. Applications will focus on preparing brochures, newsletters, advertisements, and extended documents. Two hours lecture, two hours laboratory per week. Prerequisites: Introduction to Word Processing (CITA 106) or permission of instructor.

CITA 215 DATABASE SYSTEMS WITH WEB APPLICATIONS
Spring semester, 3 credit hours
Database management systems are studied in the context of an SQL-based product. Topics include: logical organization versus physical organization; relational, network and hierarchical models; normalization; and the creation of a web-based user-interface to manipulate tables. A term project is assigned. Two hours lecture, two hours laboratory per week. Prerequisite: Introduction to Programming (CITA 140) or permission of instructor.

CITA 222 DATA STRUCTURES
Fall, 3 credit hours
Building upon previous topics, record definition, dynamic data structures and methods such as tree search and traversal along with other sophisticated searching and sorting methods will be covered. Programs incorporating these topics will be designed and executed. Three hours lecture per week. Individual Studies/Liberal Arts: Math credit. Prerequisite: Introduction to Programming (CITA 140) or permission of instructor.

CITA 230 NETWORK TECHNOLOGY
Spring semester, 3 credit hours
Survey and evaluation of network media, access methods, and topologies are studied. Design, configuration, operation and maintenance questions are explored. Topics will include end user perspective, network operating systems, cabling, hardware protocols, software, design, and administration. Two hours lecture, two hours laboratory per week. Prerequisite: Data Communications and Networking (CITA 200) or permission of instructor.

CITA 240 COMPUTER SYSTEMS INTERNSHIP
Fall/Spring, 3 credit hours
This course is intended as an elective for Computer Information Systems majors with instructor’s permission. The course is designed to provide on-the-job training for systems analysts in a computer center. The student will be exposed to all phases of systems work from preliminary study through implementation and review. One day a week and scheduled conferences with instructor.

CITA 271 LINUX OPERATING SYSTEM FUNDAMENTALS
Fall/Spring, 1 credit hour
This course is an introduction to the UNIX/Linux computer operating system. The UNIX OS was the first network operating system and is the standard network OS. Acquiring basic skills in UNIX/Linux is essential for students to master client-server development and network management. One hour lecture each week. Prerequisites: CITA 140 Introduction to Programming

CITA 310 WEB SERVER ADMINISTRATION
Fall, 3 credit hours
A comprehensive survey of all aspects of web server administration. Students will gain hands-on experience by actually installing and administering their own web servers in a lab environment. Topics include: server installation and configuration, site planning, supporting dynamic content with CGI’s and ASP’s server maintenance and site security. Two hours lecture, two hours laboratory per week. Prerequisite: Network Technology (CITA 230) or permission of instructor.

CITA 330 WEB PUBLISHING
Fall, 3 credit hours
A comprehensive survey of using Hypertext markup Language (HTML) to create robust and functional web pages. Topics include: HTML standards and browser capabilities, information architecture, bandwidth considerations, image formats, image maps, frames, forms and CGI’s, and introduction to technologies for creating dynamic content including JavaScript, Java, ActiveX, and Active Server Pages. Will also include topic of current interest such as Dynamic HTML and Cascading Style Sheets. Two hours lecture, two hours laboratory per week. Prerequisites: Survey of Information Technology (CITA 113), plus a programming course, or permission of instructor.

CITA 342 VISUAL PROGRAMMING AND DEVELOPMENT TOOLS
Fall, 3 credit hours
An introduction to the development of computer applications using rapid development tools such as Visual Basic or Visual C++. Emphasis will be on designing and managing graphical user interfaces, procedures, file management, debugging and testing. Two hours lecture and two hours lab per week. Prerequisite: Introduction to Programming (CITA 140) or permission of instructor.

CITA 350 INFORMATION SECURITY
Spring, 3 credit hours
This course examines the field of information security and covers both the managerial and the technical aspects of the information security discipline. The course is also designed to recognize mastery of the international standard for information security and understanding of the Common Body of Knowledge (CBK), which is the only international standard for information security. Three hours lecture a week. Prerequisites: Introduction to Information Technology (CITA 110) or Computer Applications for Technicians (SOET 110) or Introduction to Database (CITA 104), Introduction to Word Processing (CITA 106), and Introduction to Spreadsheets (CITA 108), or permission of instructor and Junior status in a four-year program.

CITA 400 QUANTITATIVE APPROACHES TO MANAGEMENT
Spring, 3 credit hours
This is the study of the decision-making process and how quantitative methods are used to find solutions to business problems. Computer software tools will be used to analyze and process data. Opportunities, problems and decisions that confront managers are analyzed and solutions are developed. Topics covered include, but are not limited to: Cost-volume-profit analysis, forecasting, decision theory, linear programming, probability concepts and applications, inventory control, queuing theory, and game theory. Two hours lecture, two hours laboratory per week. Prerequisite: Statistics (Math 141) or permission of department.

CITA 420 PROGRAMMING FOR THE WEB
Fall, 3 credit hours
This is a survey of programming languages and techniques for web development. Topics include CGI’s, client side programming with JavaScript, dynamic content using Java and ActiveX, server side programming using Active Server Pages and VB Script, creating dynamic, database driven content, and developing web based client/server database applications. Two hours lecture, two hours laboratory per week. Prerequisites: Web Server Administration (CITA 310) and Web Publishing (CITA 330), or permission of instructor.
CITA 460
INFORMATION TECHNOLOGY AND NETWORKED ECONOMY
Fall, 3 credit hours
This course will examine the fundamental concepts and components of Information Technology from both managerial and professional end user perspective. The course will also explore the foundations of information systems to the demands of electronic commerce, connectivity, and networked economy. Three hours lecture per week. Prerequisite: Senior status in a four-year program or permission of instructor.

CITA 479
INFORMATION TECHNOLOGY INTERNSHIP ORIENTATION
Fall/Spring, 1 credit hour
This course is designed as the preceptor to the Senior Capstone Experience for seniors in the Information Technology program. Seniors will meet on a weekly basis with faculty to discuss resume preparation, job interviewing, locating and establishing internships, and internship requirements. This course is a prerequisite to CITA 480 Internship. One lecture hour per week. Prerequisites/Corequisites: all upper-level Information Technology core courses.

CITA 480
INTERNSHIP IN INFORMATION TECHNOLOGY
Spring semester, 6 or 12 credit hours
This is supervised field work in a selected business, industry, government or educational setting. Students carry out a planned program of educational experiences under direct supervision of an owner, manager or supervisor of information technology in an organization. Each intern will be supervised by a member of the faculty on a regular basis. Written and oral reports of work experience activities will be required. Evaluation will be based on the quality of experiences gained from the internship. Approximately 600 hours of supervised activity. Prerequisites: Information Technology Internship Orientation (CITA 479) and senior status in the Information Technology program or permission of instructor.

CITA 481
SENIOR PROJECT IN IT
Spring, 6 credit hours
This course is an alternative course for students in Information Technology program who cannot find a 12-credit internship position. The course requires extensive project development work to integrate the specialized skills and knowledge presented throughout other courses in the Information Technology curriculum. Under the guidance of a faculty mentor, the student will prepare a project proposal, conduct literature review and project implementation, submit a project report, and make an oral presentation. At least 225 project activity hours needs to be fulfilled. Prerequisites: Information Technology and Networked Economy (CITA 460), Information Technology Internship Orientation (CITA 479), and senior status in Information Technology program, or permission of the program director.

CITA 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN COMPUTERS
Fall/Spring, 1-4 credit hours
Special Topics in Computers will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

CRIMINAL JUSTICE

JUST 101
INTRODUCTION TO CRIMINAL JUSTICE
Fall/Spring, 3 credit hours
A comprehensive study of the development of criminal justice systems and operations in the United States. Detailed examination, analysis and evaluation of the components of the system will receive major emphasis. Three hours lecture per week. Open to any student.

JUST 102
SECURITY I
Fall, 3 credit hours
This course is a comprehensive study of the history, development, and operations of security in the United States. It will also provide the foundation and impetus for improving the professional competence and image of the security industry. Security I will give students successfully completing this course the education, training, and skills necessary to understand the basics of security in the United States. Three hours lecture per week.

JUST 103
FRESHMEN SEMINAR IN CRIMINAL JUSTICE
Fall, 1 credit hour
This is a one credit hour course to be taught during each Fall semester and mandatory for all entering Criminal Justice and Pre-Criminal Justice students. This course will focus on career orientation and preparation. Classes will be held once a week and each session will be a module which will provide students with an early focus on career opportunities and requisite strategies to accomplish success in a Criminal Justice profession. One hour lecture per week.

JUST 104
SECURITY II
Spring, 3 credit hours
This course is a comprehensive study of crime and the threat environment. This course will cover the Primary, Secondary, and Tertiary Zones of Protection that involve a security officer. Also covered in this course are the numerous legal aspects associated with a security position and pursuing security as a career. Three hours lecture per week. Prerequisites: Security I (JUST 102) or permission of instructor.

JUST 105
CORRECTIONAL PHILOSOPHY
Fall/Spring, 3 credit hours
A survey of the philosophy, theory, and practice involved in the treatment of convicted law violators of all ages within the institutional environment. This course provides an overview of the correctional field: its origins, development, current status, and future prospects. The role of corrections and its importance in the reduction and control of crime and recidivism is evaluated. Three hours lecture per week. Limited to Criminal Justice/Investigation students. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 110
CRIMINAL LAW
Fall/Spring, 3 credit hours
A study of the fundamentals of criminal law: i.e., actus reus, mens rea, distinctions between grades of offenses; criminal responsibility; and the substantive law. Three hours lecture per week. Limited to Criminal Justice/Investigation students. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 111
CRIMINAL PROCEDURE
Fall/Spring, 3 credit hours
A study of the laws of arrest, search and seizure. Other topics include electronic eavesdropping and surveillance as well as the use of informants. Three hours lecture per week. Limited to Criminal Justice/Investigation students. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 201
CRITICAL ISSUES IN CRIMINAL JUSTICE
Fall/Spring, 3 credit hours
A study of the economic, political, ethical and emotional issues in community policing, courts and corrections. Some of the issues
covered are AIDS and criminal justice services, emotional stress and coping skills needed in criminal justice employment, understanding prejudices and functioning in a culturally-diverse society, plea bargaining and the death penalty. Three hours lecture per week. Limited to Criminal Justice/Investigation students. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 203
CRIMINAL INVESTIGATIONS
Spring, 3 credit hours
This course is designed to teach those skills and knowledge necessary to conduct thorough preliminary investigations of crimes. Techniques used to investigate common categories of crimes will be discussed. A major emphasis in this course will be the preparation and execution of investigative plans as they relate to a team approach. Other skills will include interviewing, crime scene processing, and basic forensic examination of evidence. Three hours lecture per week. Limited to Criminal Justice/Investigation students. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 205
CRIMINAL JUSTICE SEMINAR
Fall/Spring, 3 credit hours
As agreed to by the instructor and the student, the course may take one of two forms, either a practicum or library research. In the practicum format, the student engages in volunteer work with a criminal justice agency and attends weekly classroom seminars devoted to comparing theory with practical experience. In the research format, the student engages in library research in specialized criminal justice topics under the supervision of the instructor. The practicum and research culminate in either a paper, a classroom presentation or a classroom demonstration as deemed appropriate by the instructor. Time: Variable with the nature and content of the project.

JUST 207
POLICE SERVICES
Spring, 3 credit hours
A study of the services that police provide to a community along with the knowledge of how to effectively and efficiently perform such duties, including responsibilities, powers and duties of the uniformed patrolman, patrol procedures, field interrogations, mechanics of arrest, transportation of prisoners, crime prevention functions of the officer on patrol and police community relations. Three hours lecture per week. Limited to Criminal Justice/Investigation students. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 209
LAW ENFORCEMENT COMMUNICATIONS
Fall, 3 credit hours
This course will prepare students to write clear, accurate essays and grammatically correct police reports, and other writing assignments in accordance with the University’s Guidelines for Teaching Writing Intensive Courses. Other communications instruments, such as note taking, interviewing, spelling and court testimony will be addressed. Limited to Criminal Justice students. Three hours lecture per week. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 210
INTRODUCTION TO FORENSIC INVESTIGATION
Fall/Spring, 3 credit hours
This course will familiarize the students with crime scene evidence collection, documentation, and preservation, as well as various forensic techniques used by police officers and investigators. Related forensic disciplines will be applied to the criminal investigative process. Two hours lecture and two hours of laboratory per week. Prerequisites/corequisites: JUST 101 Introduction to Criminal Justice.

JUST 211
DIAGNOSTIC EVALUATION OF THE OFFENDER
Spring, 3 credit hours
This course introduces the student to diagnostic report writing with particular emphasis on the presentence investigation conducted by probation officers. Students are guided through a series of graduated steps toward production of a full-fledged assessment of offenders. Three hours lecture per week. Prerequisite: Correctional Philosophy (JUST 105) or permission of instructor. Substitute for Law Enforcement Communications (JUST 209).

JUST 215
COMMUNITY-BASED CORRECTIONS
Spring, 3 credit hours
A study of the methods and philosophy current in probation. This course explores the role of the probation officer, the resources available in the community to aid the probationer and the counseling techniques appropriate for working with juvenile and adult clients. This course presents the role of the probation officer as a human service agent as well as functional part of the criminal justice system. Special emphasis will be placed upon developing communication skills aimed at creating an officer who contributes to the total social welfare and enhancement of human existence. Three hours lecture per week. Limited to Criminal Justice/Investigation students or permission of instructor.

JUST 216
INTRODUCTION TO PHYSICAL FITNESS
Fall, 2 credit hours
Familiarization with police-related, self-defense tactics. One hour lecture, two hours laboratory per week.

JUST 218
CRIME PREVENTION
Fall/Spring, 3 credit hours
This course provides the basis for strategic planning for the prevention of crime. Cooperative relationships are stressed between law enforcement and the community. The various types of crime prevention theories are presented to students who in turn will conduct actual crime prevention surveys. Three hours lecture per week. Prerequisites: Introduction to Criminal Justice (JUST 101), sophomore level status, or permission of instructor.

JUST 250
CIVIL LIABILITY ISSUES FOR THE POLICE ADMINISTRATOR
Spring, 3 credit hours
In this course students will be exposed to civil liability issues at the local, state, and federal law levels. Students will develop better awareness of the liability risks relative to police service. They will learn proactive protocols that may minimize personal and organizational liability risks. Three hours of lecture. Prerequisite: Introduction to Criminal Justice (JUST 101) or permission of instructor.

JUST 300
FORENSIC PHOTOGRAPHY AND LABORATORY
Fall, 3 credit hours
Introduction to basic techniques, equipment, material and other aspects of crime scene photographs. This course will provide theory and practice of photographic image formation and recordings. Laboratory exercises will be conducted with “hands-on” instruction with emphasis on homicide, sex offenses, arson and accident photograph techniques. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.
JUST 301
LATENT PRINTS AND IMPRESSIONS  
*Fall, 3 credit hours*
Introduction to the biological development of fingerprints and identification of the various fingerprint patterns. Lectures and laboratory practices will include physical and chemical development of fingerprints, crime scene processing techniques, the Henry System of fingerprint classification, and the comparison and identification of suspect fingerprints through manual and automated means. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.

JUST 303
INTERVIEWS & INTERROGATIONS  
*Fall, 3 credit hours*
This course will provide students with proven techniques which apply to both accusatory and non-accusatory interviews. Students will develop skills in preparing for the interview and interrogation with emphasis on planning and strategies. Students will train via videotaped practices of mock interviews and interrogations in the interrogation room. Course includes latest information on the legal aspects of interrogation and admissibility of confessions. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.

JUST 304
NARCOTICS INVESTIGATIONS  
*Spring, 3 credit hours*
This course is designed to familiarize students with commonly abused controlled substance, both legal and illegal. This course will emphasize the Controlled Substance Act of 1974, causes, symptoms, recognition and effects of substance abuse. Students will receive instruction in surveillance techniques, search and seizure issues, arrest issues, mission planning, including controlled buys, sting and raid operations; developing and managing informants; interview/interrogation techniques; clandestine laboratories; investigative aids; inter-agency operations; and case preparation for court testimony. Students will execute practical exercises demonstrating proficiency. Ten hours lecture; ten hours laboratory per week. Prerequisites: junior level status in the Criminal Investigation program or permission of the instructor.

JUST 306
ARSON INVESTIGATION  
*Fall/Spring, 3 credit hours*
An analysis of incendiary fire investigation from the viewpoint of the field investigator, with an emphasis on the value of various aids and techniques in the detection of arson, collection and preservation of evidence, investigation, interrogation, related laws of arson, court appearance and testimony. Three hours of lecture per week. Prerequisites: junior level status in the Criminal Investigation program, Forensic Photography (JUST 300), or permission of instructor.

JUST 308
VEHICLE ACCIDENT RECONSTRUCTION  
*Spring, 3 credit hours*
This course provides the student with the investigative methods of processing a motor vehicle accident. The student will learn about locating, recording, and interpreting evidence resulting from accidents. Practicums will include mock motor vehicle accident scenes. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.

JUST 310
THE CAUSES OF CRIME  
*Fall/Spring, 3 credit hours*
Various criminological theories are presented to explain the cause of criminal behavior. The history of crime and punishment will be reviewed, leading to the present day criminal justice system. Statistical data will be used to demonstrate the usefulness or fallacies of crime reporting and surveys. Three hours lecture per week. Prerequisites: Introduction to Criminal Justice (JUST 101), junior level status, or permission of instructor.

JUST 312
SURVEY OF FORENSIC SCIENCE  
*Fall/Spring, 3 credit hours*
This course provides the student with an overview of the various forensic sciences used in the investigation of criminal and civil cases. Disciplines such as firearms and tool marks; questioned documents; fingerprints; forensic odontology; forensic anthropology; trace evidence, illicit drugs; forensic pathology; forensic serology and DNA will be discussed. These are fundamentals for other advanced forensic science classes offered by the College. Three hours lecture per week. Prerequisites: Introduction to Criminal Justice (JUST 101), junior level status, or permission of instructor.

JUST 314
SOCIAL ETHICS AND CRIMINAL INVESTIGATIONS  
*Fall/Spring, 3 credit hours*
This course will provide the student with theories and practices of ethics and professionalism in criminal justice. Public perceptions and expectations of law enforcement will also be addressed. Areas of concentration will be criminal investigations, corrections, courts and criminal justice policymaking. This course will require the student to exercise critical thinking skills to solve issues that test the morals and ethics of criminal justice professionals on a daily basis. Three hours lecture per week. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.
JUST 330
QUESTIONED DOCUMENTS
Fall/Spring, 3 credit hours
An examination of techniques to determine the authenticity of documents through the analysis of handwriting, ink and paper sources, methods of mechanical printing, and the recovery of erasures, obliterations and alterations. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.

JUST 333
MANAGING PATROL FUNCTIONS
Fall or Spring, 3 credit hours
Through group discussions, role playing activities and situational scenarios, students will learn styles and various elements of the patrol function. Some of the topics include scheduling, budgeting, group process/cooperation, team development, police ethics and integrity. Students will also examine issues related to police corruption and abuse of powers by police personnel while on patrol. Three hours lecture per week. Prerequisites: Junior level standing in Law Enforcement Leadership and Management or Criminal Investigation or permission of instructor.

JUST 335
CRIMINAL JUSTICE AGENCY MANAGEMENT
Fall/Spring, 3 credit hours
Description, analysis, solution, and synthesis of contemporary management problems in a criminal justice organization; presentation and exemplary implementation of management concepts significant to criminal justice organizations; review of case studies for management problem recognition; the study of operational systems; analysis of the role of supervisors and managers. Three hours lecture per week. Prerequisites: junior level status in the Criminal Investigation program or permission of instructor.

JUST 340
LEGAL ISSUES OF THE PENAL SYSTEMS
Fall/Spring, 3 credit hours
An examination of the problems and issues of the American penal system including the history of confinement as punishment, issues of visitation, religion, legal assistance, prison discipline, rehabilitation, and the civil and criminal liabilities of corrections officials. Three hours lecture per week. Prerequisites: Introduction to Criminal Justice (JUST 101) and Correctional Philosophy (JUST 105), junior level status or permission of instructor.

JUST 345
COMPARATIVE JUSTICE SYSTEMS
Fall/Spring, 3 credit hours
An examination of crime as a world problem, consideration of the different ways justice systems are organized, comparison of the rights of offenders and an analysis of substantive and procedural law in different legal traditions, and an examination of multi-national efforts to address specific trans-border criminal activity. Three hours lecture per week. Prerequisites: Introduction to Government (POLS 101) or Introduction to Criminal Justice (JUST 101), junior level status, or permission of instructor.

JUST 350
FAMILY VICTIMIZATION
Fall/Spring, 3 credit hours
A study of the various issues involved in family victimization. Victimology, as well as the study of offenders, will be central themes while studying child abuse, spouse abuse, and abuse of the elderly. Three hours lecture per week. Prerequisites: Introduction to Criminal Justice (JUST 101), junior level status, or permission of instructor.

JUST 356
CRIME SCENE INVESTIGATION
Fall, 3 credit hours
This course is designed to familiarize the student with the collection of physical evidence at the scene of the crime. The course will emphasize the crime scene search, the recognition of evidence, the techniques and methods for collection, preservation and transmission for laboratory analysis of visible and latent evidence, and the courtroom presentation of the investigator's actions at the crime scene. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites: junior level status, Forensic Photography and Laboratory (JUST 300) and Latent Prints and Impressions (JUST 301), or permission of instructor.

JUST 408
THE INVESTIGATION OF DEATH
Fall, 3 credit hours
This is the capstone course for the Criminal Investigation curriculum, requiring skills learned in earlier upper-level courses. An in-depth study of the art and science of homicide investigation including the first responding officer's duties, the preliminary investigation at the scene, processing the scene, interviews and interrogations, the autopsy, case management, and court testimony. This course is designed to increase the capability of the experienced law enforcement officer in homicide investigations. For the inexperienced, the course will familiarize the participant with homicide investigation methods. Ten hours lecture, ten hours laboratory per week for three weeks. Prerequisites/Corequisites: senior level status, and all 300 level Criminal Investigation courses or permission of instructor.

JUST 410
Clandestine Graves
Fall/Spring, 3 credit hours
This course presents students with the theories and practices of locating clandestine graves. Lecture addresses grave assessments, the use of experts, evidence recognition and preservation, and case studies. Labs will include grave location, excavation, and recovery techniques. Ten hours lecture and ten hours laboratory per week/three week class. Prerequisites: senior level status, or permission of instructor.

JUST 429
INTRODUCTION TO CULMINATING EXPERIENCE SEMINAR
Fall, 1 credit hour
This course is designed as the precursor to the Senior Culminating Experience for seniors in the Criminal Investigation, BT program. Seniors will meet on a weekly basis with faculty to discuss resume preparation, job interviewing, locating and establishing internships, and internship requirements. This course is a prerequisite to Culminating Experience in Criminal Justice (JUST 430). One hour of lecture, discussion, internship preparation review per week. Prerequisites: junior level status; all upper level Criminal Investigation courses, except Crime Scene Investigation (JUST 406), Investigation of Death (JUST 408), Societal Ethics and Criminal Investigations (JUST 314) and Narcotics Investigation (JUST 304); or permission of instructor.

JUST 430
CULMINATING EXPERIENCE IN CRIMINAL JUSTICE
Spring, 15 credit hours
With consent of the department chair, this course is a monitored field placement with selected federal, state or local criminal justice investigative units or forensic science laboratories subject to academic guidance and review. Forty hours per week. Prerequisites: all required 1359 curriculum courses.

JUST 435
SENIOR PROJECT
Spring, 3-15 credit hours
This course is designed as a substitute for JUST 430 Culminating Experience in Criminal Justice. Students, who are police officers not requiring a culminating experience, will complete a senior research project specifically addressing issues in the criminal justice arena. Under the guidance of a faculty mentor, the
student will submit a research proposal, conduct research, prepare a thesis style paper, and present a defense to a thesis committee. All other students may request to complete a senior project, subject to program director approval or permission of the department chair.

**JUST 291-295, 391-395, OR 491-495 SPECIAL TOPICS IN CRIMINAL JUSTICE**
FALL/SPRING, 1-4 CREDIT HOURS

Special Topics in Criminal Justice will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

## DENTAL HYGIENE

**DHYG 145 DENTAL RADIOLOGY**
FALL, 3 CREDIT HOURS

Students will study the production, characteristics, and legal significance of x-rays and their use in the dental and dental hygiene setting, the safety measures necessary for the protection of the operator and the patient, the exposure, processing, mounting, storage of film, errors in technique and their methods of corrections. A minimum grade of "C" is required. Two hours lecture, two hours laboratory per week. Prerequisite: matriculation in the Dental Hygiene program. Corequisites: Oral Anatomy (DHYG 156) and Pre-Clinical Dental Hygiene (DHYG 157) or permission of instructor.

**DHYG 147 HEAD & NECK ANATOMY**
FALL, 2 CREDIT HOURS

Students study the structure and anatomical systems of the head and neck and are exposed to selected body systems. Emphasis will be placed upon aspects of those systems and structures that have dental significance. This course provides the foundation for conducting a cancer screening exam in the clinical setting; and the administration of local anesthesia as part of dental hygiene care. A minimum grade of "C" is required. Two hours lecture per week. Corequisites: Dental Radiology (DHYG 145), Oral Anatomy (DHYG 156), and Pre-Clinical Dental Hygiene (DHYG 157) or permission of instructor.

**DHYG 155 INFECTION CONTROL**
FALL, 1 CREDIT HOUR

This course provides an introduction to the microbial world. This course will provide an overview of the infectious diseases the dental team is potentially exposed to while providing treatment in the dental office, with a strong emphasis on hepatitis, tuberculosis, HIV, and the herpes viruses. Students will be presented with the rationale for practicing infection control procedures; including the use of appropriate PPE, proper equipment asepsis and instrument processing. Students will also gain experience developing an office safety program and quality assurance logs. OSHA regulations and CDC guidelines provide the foundation for course content. A minimum grade of "C" is required.

**DHYG 156 ORAL ANATOMY**
FALL, 2 CREDIT HOURS

This course examines the structure and function of teeth and associated oral tissues and structures. Laboratory exercises focus on detailed drawings and identification of anatomical landmarks. Students will also practice assessing occlusion and will explain how an individual's occlusion can impact various aspects of dental health. A minimum grade of "C" is required. One hour lecture, two hours laboratory per week. Prerequisites: Students must be matriculated in the Dental Hygiene program. Corequisites: Dental Radiology (DHYG 145) and Head & Neck Anatomy (DHYG 147) or permission of instructor.

**DHYG 157 PRE-CLINICAL DENTAL HYGIENE**
FALL, 4 CREDIT HOURS

This course is an introduction to the Dental Hygiene Process of Care with emphasis on professionalism, infection control mandates, basic instrumentation skills and patient assessment processes. Patient assessment processes include conducting a medical history interview, documentation of vital signs, a head and neck cancer screening exam, carries detection, assessment of deposits and an evaluation of the periodontium. This will be accomplished through lecture, lab demonstrations, and clinical practice on manikin and/or lab partners, culminating with an initial two appointment clinic patient experience. Two hours lecture, eight hours clinical per week. Students must also reserve two hours of additional time once a week to be spent further developing their clinical skills. All students must submit a comprehensive health history to the clinic coordinator prior to sitting as a practice patient in the clinic. A minimum grade of "C" is required. Prerequisites: Dental Hygiene matriculation, CPR and First Aid certification, and current malpractice insurance; Dental Radiology (DHYG 145), Head & Neck Anatomy (DHYG 147), Infection Control (DHYG 155), Oral Anatomy (DHYG 156), Pre-Clinical Dental Hygiene (DHYG 157), and Histology & Embryology (DHYG 161). Corequisites: Dental Health Education (DHYG 159) and Dental Pathology (DHYG 160) or permission of instructor.

**DHYG 158 CLINICAL DENTAL HYGIENE I**
SPRING, 5 CREDIT HOURS

This course is a continuation of Pre-Clinical Dental Hygiene (DHYG 157) and Dental Radiology (DHYG 145). In addition to further developing the skills taught in the first semester, faculty will introduce several new skills. Students will practice dental charting, research medications in a patient's history, differentiate normal from diseased gingival tissues, and will learn to expose panoramic films. Emphasis will be placed on instrument sharpening to aid in effective removal of deposits. Although the department has a database of patients to work with, students are ultimately responsible for finding and treating patients of all ages. Three hours lecture, eight hours clinical per week. Prerequisites: Dental Hygiene matriculation, CPR and First Aid certification, and current malpractice insurance; Dental Radiology (DHYG 145), Head & Neck Anatomy (DHYG 147), Infection Control (DHYG 155), Oral Anatomy (DHYG 156), Pre-Clinical Dental Hygiene (DHYG 157), and Histology & Embryology (DHYG 161). Corequisites: Dental Health Education (DHYG 159) and Dental Pathology (DHYG 160) or permission of instructor.

**DHYG 159 DENTAL HEALTH EDUCATION**
SPRING, 2 CREDIT HOURS

This course provides the necessary background for developing communication skills during individualized instruction in the clinic and group presentations within the community. Students will learn to assess the needs of a diverse population of patients; and will utilize that assessment information to critically develop a dental hygiene diagnosis and appropriate preventative treatment plans for a variety of patients. Throughout this course, students will be exposed to various preventative strategies that can be used to promote and maintain oral health. The student will be expected to develop either a patient education brochure that can be used chairside or design a bulletin board for the clinical area that portrays a preventive message to the observer. Minimum C grade is required. Two hours lecture per week.

**DHYG 160 DENTAL PATHOLOGY**
SPRING, 2 CREDIT HOURS

This course begins with an introduction to the principles of inflammation and repair. The remainder of the course will be devoted to identifying variations of normal and abnormal tissue lesions found on the oral mucosa and surrounding dental tissues, as well as lesions that might be found on the head and neck. Students will be capable of describing the
Clinical Dental Hygiene II (DHYG 257) or permission of instructor.

DHYG 221
DENTAL PHARMACOLOGY
Fall, 2 credit hours
This course covers general concepts of drug therapy, drugs used in dentistry, and drugs that may alter dental treatment. The course also covers specific mechanisms of action and clinical applications of therapeutic agents which affect the central and peripheral nervous systems, the heart, the vascular and renal systems, the respiratory and GI systems and the endocrine system. Chemotherapeutic agents, anti-infective agents and anti-neoplastic agents are also discussed. Drugs used in emergencies in the office and special considerations such as drug interactions, pregnant patients and drug abuse are also covered in this course. Two hours lecture per week. Prerequisites: matriculation in the Dental Hygiene program, Anatomy and Physiology I (BIOL 217) and II (BIOL 218) with a minimum grade of "C", or permission of instructor.

DHYG 230
DENTAL MATERIALS
Fall, 3 credit hours
This course provides a general overview of the chemical and physical properties and structure of materials in dentistry. A combination of lectures, labs and clinical assignments will enable the dental hygiene student to develop the skills outlined in the NYS Dental Hygiene Practice Act. Skills are learned on a typodont in the lab prior to partner and/or patient practice in the clinical setting. Two hours lecture, three hours laboratory per week. Prerequisites: Dental Hygiene matriculation, CPR and First Aid certification, and current malpractice insurance. Corequisite: Dental Hygiene II (DHYG 257) or permission of instructor.

DHYG 220
PERIODONTAL
Fall, 2 credit hours
This course is a continuation of Clinical Dental Hygiene II (DHYG 158) with emphasis on the dental hygiene process of care. The course will provide comprehensive care to a diverse group of patients with special needs, the hygienist's role in recognizing and reporting child, elder and partner abuse. Students will also expand upon the pain management skills taught in DHYG 257 through the administration of nitrous oxide analgesia. One hour lecture, three hours laboratory, and twelve hours clinical per week. Prerequisites: Dental Hygiene matriculation, CPR and First Aid certification, current health form, and current malpractice insurance. Prerequisites: Pain Management (DHYG 215), Peridontology (DHYG 220), Dental Pharmacology (DHYG 221), Dental Materials (DHYG 230), and Clinical Dental Hygiene II (DHYG 257). Corequisites: Community Dental Health (DHYG 260), Dental Nutrition (DHYG 263), and Case Based Studies (DHYG 285), or permission of instructor.

DHYG 260
COMMUNITY DENTAL HEALTH
Spring, 2 credit hours
This course is an introduction to the philosophy of community dental health and explores principles of community based oral health program assessment, planning, implementation, and evaluation. In addition, fluoridation, dental health education, epidemiology of dental diseases, and the use of biostatistical methods and materials for research, program planning, and assessment are discussed. Students are exposed to the community dental health environment through a shadow experience in a school or community-based organization with a public health dental hygienist. Two hours lecture per week. Prerequisite: matriculation in the Dental Hygiene program. Corequisite: Clinical Dental Hygiene III (DHYG 258) or permission of the instructor.
DHYG 263
DENTAL NUTRITION
Spring, 2 credit hours

Study of current topics in nutrition along with basic principles of nutrition. Dietary counseling in relationship to dental health and incorporation of nutrition education in a dental office practice. Diet modifications for clients (patients) with special needs will also be reviewed. Two hours of lecture per week. Prerequisite: matriculation in the Dental Hygiene program. Corequisite: Clinical Dental Hygiene III (DHYG 258) or permission of the instructor.

DHYG 285
CASE BASED STUDIES
Spring, 1 credit hour

This capstone course emphasizes case based learning, which involves the integration of theory, knowledge, and research and its individualized practical application to patient care. Students will review cases and apply the knowledge accumulated in their two years of dental hygiene studies to plan and manage care for the pediatric, geriatric, adult periodontal, and the medically compromised patient. The course is designed to prepare students for the dental hygiene licensing exams. Two hours lecture per week. Prerequisite: matriculation in the Dental Hygiene program, Clinical Dental Hygiene II (DHYG 257). Corequisite: Clinical Dental Hygiene III (DHYG 258) or permission of the instructor.

DRAFTING
MECH 118
ENGINEERING DRAWING
Spring, 2 credit hours

Fundamentals of technical drawing with instruments, freehand orthographic and pictorial sketching, lettering, drafting standards and conventional practices, orthographic drawings, oblique and isometric drawings, sectioning, auxiliary views, intersections and surface developments. Five hours laboratory per week.

MECH 191
MECHANICAL DRAFTING I
Fall, 7 credit hours

This course emphasizes graphic communications and the fundamentals of object definition. Plane geometry constructions are utilized to create orthographic projections, auxiliaries and sectional representations. Isometric, oblique and perspective projections are introduced, as are mechanical and exploded assemblies. Architectural and conventional dimensioning technique are explored. There is use of written tolerances (including geometric and true position) and fastener catalogues. Parallel references are provided in each of these topics using computer-aided drafting with AutoCAD. Use of Windows and word processing will be introduced. A separate emphasis is made in mechanical blueprint reading, and in checking drawings. CERTIFICATE/AAS ELECTIVE CREDIT ONLY. Three hours lecture, eight hours laboratory per week.

MECH 192
MECHANICAL DRAFTING II
Spring, 7 credit hours

This course emphasizes finding graphic solutions to geometric problems and an introduction to principal drafting specializations. Assignments are provided in classic descriptive geometry and their utilization in intersections, surface development, and vectors. The unique capabilities of CAD equipment requires different methods for these solutions which are also examined. Introductory assignments are given in mechanical detailing, contour mapping, structural detailing, electrical-piping-fluid power schematics, tooling fixture development, graphs and linkage motion layouts (kinematics). CERTIFICATE/AAS ELECTIVE CREDIT ONLY. Three hours lecture, eight hours laboratory per week.

EARLY CHILDHOOD
ECHD 101
INTRODUCTION TO EARLY CHILDHOOD
Fall, 3 credit hours

An overview of the history, theories, and philosophies that form the foundation of Early Care and Education. All aspects of development (physical, cognitive, social-emotional, and communication) are presented and studied within an ecological context (family, community, culture, society). Specific emphasis is placed on understanding the various roles/responsibilities primary teachers have in fostering the well-being and development of young children from birth-6 years. Observation of children is an integral part of the learning process in this course. Three hours lecture per week.

ECHD 121
WELLNESS IN YOUNG CHILDREN: PROMOTING HEALTH, SAFETY, NUTRITION, AND DEVELOPMENT
Fall, 3 credit hours

A combination of lecture, discussion, and exercises designed to develop the knowledge and skills necessary for working with young children. This course focuses on integrating health, safety, and nutritional activities into early childhood settings to promote the well-being of children. Three hours lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101) or permission of instructor. Majors only or permission of instructor.

ECHD 123
STUDENT TEACHING ORIENTATION
Spring, 1 credit hour

The Student Teaching Orientation will prepare students for their internship experiences in Early Childhood. Students will become familiar with field work requirements, policies and procedures, professionalism, ECE programs, the role of the college supervisor and site mentor, and the responsibilities and expectations of the student teaching experience. One hour lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101). Corequisite: Curriculum Development (ECHD 125) or permission of instructor. ECHD majors only.

ECHD 125
CURRICULUM DEVELOPMENT
Spring, 3 credits

This course will examine developmentally appropriate practices and curriculum methods in early care and education. Students will create and implement lessons, activities and units that promote the development of the whole-child. Special emphasis will be given to the process of curriculum development, curriculum methods, child-centered planning and active learning experiences for children. ECHD majors only. Three hours lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101). Corequisites: Student Teaching Orientation (ECHD 123) or permission of instructions.

ECHD 131
INFANTS AND TODDLERS
Spring, 3 credit hours

Supporting the social, cognitive, emotional, and physical development of children under the age of 3 years requires that their caregivers have a solid understanding of child development, developmentally appropriate practice, and child guidance for young children. This course will explore these content areas fully and challenge students to integrate their knowledge into a framework for guiding responsible decision-making in providing optimal high quality care for infants and toddlers. Sensitivity to diverse family and cultural perspectives and the needs of children with disabilities is imbedded throughout the course. Three hours lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101) or permission of instructor.
ECON 101
PRINCIPLES OF MACROECONOMICS  
Fall/Spring, 3 credit hours  
GER 3
This course examines the issues of government, income determination, the business cycle, inflation, unemployment, the banking system, monetary and fiscal policy, population, economic growth, and international trade. Three hours lecture per week.

ECON 201
ECONOMICS AND SOCIAL ISSUES  
As Needed, 3 credit hours  
GER 3
This course applies basic economic concepts to contemporary social issues. The current real world public policies surrounding these issues will be examined, as will the impact such policies have on society. Three hours lecture per week.

ECON 314
MANAGERIAL ECONOMICS  
Spring, 3 credit hours  
GER 3
This course will focus on business principles and practices to illustrate the application of economic theory and quantitative methods to managerial decision making. Three hours lecture per week. Prerequisites: Accounting Principles I (ACCT 101) and student must have met the General Education Requirement in Math, or Microeconomics (ECON 103), or permission of instructor.

ECON 315
GLOBAL ECONOMY  
Fall, 3 credit hours  
GER 6
This course will examine the historical development of the global economy and the increasing interdependence of economies, governments,
and public policy. Economic theories in international trade, finance and monetary policy will be explored within the context of globalization. Contemporary global economic issues such as the environment, income distribution, and development will be analyzed using case studies from various nations. Three hours lecture per week. Prerequisites: Microeconomics (ECON 103), or permission of instructor.

ECON 320
ENVIRONMENTAL ECONOMICS
Fall, 3 credit hours
Issues and policies involving renewable and nonrenewable energy, natural resource management, pollution control, global climate change, and sustainable development will be explored through traditional neoclassical economics as well as through the contemporary approach of ecological economics. Three hours lecture per week. Prerequisites/Corequisites: Principles of Macroeconomics (ECON 101) or Principles Microeconomics (ECON 103), GER Math and a minimum of 45 college credits with a GPA of 2.0 or better, or permission of the instructor.

ECON 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN ECONOMICS
Fall/Spring, 1-4 credit hours
An introductory or more advanced exploration of subjects not covered or only partially covered by other courses in economics.

EDUCATION
EDUC 207
LITERACY I
Fall/Spring, 3 credit hours
Designed for preservice teachers responsible for teaching literacy skills to children in Grades 1-6. This is a beginning literacy methods course that teaches the “whys” and “hows” of developmental literacy.

This course is designed to provide prospective elementary classroom teachers with opportunities to develop concepts about reading, language, viewing, listening, and thinking skills and to help students successfully apply their developing skills to many different situations, materials, and ideas. This course is usually the first of two courses in literacy in a childhood education program. Three hours lecture per week. Prerequisite: 30 college credits including Expository Writing/Oral and Written Expression (ENGL 101/102) with a cumulative GPA of 2.0, or permission of instructor.

EDUC 210
PRINCIPLES OF EDUCATION
Fall and Spring, 3 credit hours
A general introduction to education in North America. Topics included: 1) characteristics and needs of learner; 2) goals and objectives of elementary education; 3) nature of knowledge and learning; 4) teaching strategies, based on accepted learning models; 5) educational role of the teacher; 6) attitude and value teaching; 7) nature of evaluation; and 8) nature of curriculum. Includes field work per week. Prerequisites: 30 college credits with a 2.0 GPA.

EDUC 300
THE PEDAGOGY & TECHNOLOGY OF ON-LINE LEARNING
Fall/Spring, 3 credit hours
This course will provide the student with fundamental information with which to design and deliver an effective On-line Distance Learning course. In doing so, aspects of pedagogy, methodology, and technique will be integrated with elements of course design and structure. Three hours lecture per week. Prerequisites: Junior level status and 2.5 GPA with prior education courses or teaching experience, or permission of instructor.

EDUC 291-295, 391-395 OR 491-495
SPECIAL TOPICS: EDUCATION
Fall/Spring, 1–4 credit hours
An introductory or more advanced exploration of subjects not covered by other courses currently available. These courses are designed to expand on topics in specific areas of education or current issues in the professional field of education.

ELECTRICAL
ELEC 100
INTRODUCTION TO BASIC ELECTRICITY
Fall/Spring, 3 credit hours
This course introduces students to foundation of AC and DC electricity and explores electrical quantities, (current, voltage, resistance, power, capacitance and inductance), basic circuit laws with emphasis on electrical measurement through the use of analog and digital devices and building simple circuits from schematics. Additional topics include relays, transformers and motors and electrical safety. Two hours lecture, two hours laboratory per week. Corequisite: Technical Math & Graphing Calculators for Trade (SOET 150) or permission of instructor.

ELEC 101
ELECTRIC CIRCUITS 1
Fall, 3 credit hours
An introductory course stressing the understanding of basic concepts and principles of direct current and alternating current electricity. Students will analyze resistive, capacitive and inductive circuits and develop computational skills. Three hours lecture per week.

ELEC 102
ELECTRIC CIRCUITS 2
Spring, 3 credit hours
A continuation of Electric Circuits 1, stressing the understanding of concepts that involve impedance, resonance, transformers and three phase systems. Students will analyze circuits of various configurations and enhance computational skills. Three hours lecture per week. Prerequisite: Electric Circuits 1 (ELEC 101) or permission of instructor.

ELEC 109
ELECTRIC CIRCUITS 1 LABORATORY
Fall, 1 credit hour
An introductory laboratory course stressing the understanding of basic concepts and principles of direct current and alternating current electric circuits by analyzing resistive, capacitive and inductive circuits through practical laboratory application. Students will also study circuits using circuit analysis software. Two hours laboratory per week.

ELEC 111
DIGITAL CIRCUITS
Fall, 2 credit hours
An introductory course designed to familiarize the student with basic logic circuits and techniques used in all modern digital systems. Topics include number systems, Boolean algebra, DeMorgan's theorem, combinational logic circuits (AND, OR, INVERTER, NOR, NAND, exclusive OR, and NOR gates; adders and subtracters), TWOs complement arithmetic, and introduction to sequential logic circuits (latches, flip-flops, counters and timers). Four hours laboratory per week.

ELEC 129
ELECTRIC CIRCUITS 2 LABORATORY
Spring, 1 credit hour
A continuation of Electric Circuits 1 Laboratory, stressing the understanding of concepts that involve impedance, resonance, transformers and three phase systems. Students will study circuits of various configurations using practical laboratory application. Two hours laboratory per week. Prerequisite: Electric Circuits 1 Laboratory (ELEC 109) or permission of instructor.
ELEC 131
ELECTRONIC CIRCUITS
Fall, 4 credit hours
Basic theory and circuit applications of silicon, germanium, zener, light emitting (LED) and Schottky diodes, bipolar and field effect transistors (FET) is presented. The student is introduced to half wave and full wave single phase DC power supplies and associated ripple filters. Zener and Active Voltage Regulators circuits are studied. The basic operation of Metal oxide; Semiconductor Field Effect Transistors (MOSFET) is also presented. Basic types of bipolar transistor AC amplifiers (CE, CB, CC) and their FET counterparts are discussed. Three hours lecture, three hours laboratory per week. Prerequisite: Electric Circuits 1 and Laboratory, (ELEC 101/109), Electric Circuits 2 and Laboratory (ELEC 102/129) or permission of instructor.

ELEC 132
ELECTRONICS 1
Fall, 4 credit hours
A hands-on study of electronic devices and instruments used in industrial electronics. The student is introduced to the theory and operation of electronic devices such as diodes, power supplies, oscilloscopes and other electronic test equipment. The course is designed to meet the St. Lawrence County Apprentice Program needs. Four hours lecture per week.

ELEC 133
ELECTRONICS 2
Fall, 4 credit hours
A hands-on study of electronic devices and instruments used in the industrial electronics. The student is introduced to the theory and operation of electronic devices such as basic amplifiers, oscillators, special purpose tubes, magnetic amplifiers, transistors, basic transistor circuits and special semiconductor devices. This course is designed to meet the St. Lawrence County Apprentice Program needs. Four hours lecture per week. Prerequisite: Electronics 1 (ELEC 132) or permission of instructor.

ELEC 141
INDUSTRIAL CONTROLS
Spring, 2 credit hours
A hands-on study of devices and systems used in the control of industrial machinery. The student is introduced to the theory and use of electromechanical control circuits by use of traditional “hardwire circuits.” The programming of the Allen-Bradley Micro Logix 1000 type of programmable logic controller (PLC) is practiced. An introduction to sequencer systems that enable complex control and monitoring of machines is given. Emphasis is on learning the ability to program the equipment for effective control. Four hours laboratory per week. Prerequisite: Electric Circuits 1 and Laboratory (ELEC 101/109) OR Electricity (ELEC 261), Digital Circuits (ELEC 111) OR a basic electricity course (i.e. ELEC 261) with an introduction to three phase systems, basic logic gates, binary and hexadecimal number systems or permission of instructor.

ELEC 151
WIRELESS COMMUNICATIONS I
Fall, 2 credit hours
The first course in the Wireless Communication sequence. Topics include the introduction of the RF spectrum and types of wireless services, Semiconductor operating principles, Zener diodes, Bipolar and Field Effect Transistors characteristics. One hour lecture, two hours laboratory per week. Corequisite: Electric Circuits 1 (ELEC 101/109) or permission of instructor.

ELEC 152
WIRELESS COMMUNICATIONS II
Spring, 3 credit hours
The second course in the Wireless Communication sequence. Topics include the fundamentals of amplifier gain and the Decibel unit, introduction to the Frequency Domain concept, linear and non-linear mixing, characteristics of Amplitude and Frequency Modulation, Basic RF transmission line theory, wave propagation, and transmitting and receiving antenna characteristics. Two hour lecture, three hours laboratory per week. Prerequisite: Wireless Communications I (ELEC 151) or permission of instructor. Corequisite: Electric Circuit 2 (ELEC 102/109)

ELEC 161
ELECTRONIC FABRICATION
Fall, 2 credit hours
Stresses practical fabrication techniques used in electronic and communication industries. Focuses on aspects of designing, installing, testing and troubleshooting fabrication methods used in assembly and repair of electronic equipment. One hour lecture, two hours laboratory per week.

ELEC 171
ELECTRICAL CONSTRUCTION AND MAINTENANCE I
Fall, 7 credit hours
Instruction includes fundamentals of AC and DC circuits, magnetism, DC motors and generators, use of electrical test instruments and the National Electric Code. Laboratory projects include cable, conduit and surface raceway wiring installations plus projects related to the theoretical concepts listed above. CERTIFICATE/A.A.S. ELECTIVE CREDIT ONLY. Three hours lecture, eight hours laboratory per week.

ELEC 172
ELECTRICAL CONSTRUCTION AND MAINTENANCE II
Spring, 7 credit hours
Continuation of Electrical Construction and Maintenance I. Includes additional instruction in basic AC system theory, three phase circuits, motors and motor control, transformer theory and connections. Laboratory projects include diagnosis and repair of electrical equipment including major appliances, motors and motor starters, and transformer connections. CERTIFICATE/A.A.S. ELECTIVE CREDIT ONLY. Three hours lecture, eight hours laboratory per week. Prerequisite: Electrical Construction and Maintenance I (ELEC 171).

ELEC 173
INTRODUCTION TO THE ELECTRICAL CODE
Fall, 1 credit hour
This introductory course will cover the basics of understanding the current national electrical code. Topics will include box and wire sizing, conduit calculation, service entrance design and installation requirements. Three hours lecture per week for five weeks.

ELEC 174
ELECTRICIAN’S HAND TOOLS
Fall, 1 credit hour
A hands-on study of the use of hand tools in the installation of electric entrances and electric equipment installation. The identification and use of tools for electric installation will be studied. This course is designed to meet the St. Lawrence County Apprentice Program needs. One hour lecture per week.

ELEC 181
COMPUTER MAINTENANCE TECHNICIAN I
Fall, 3 credit hours
This course introduces students to a brief theory of operations, installation and operation instructions, and testing and diagnostic procedures for personal computers and peripheral hardware including CD-ROM drives, sound cards, scanners, hard drive, motherboards and memory modules. This material is suitable for both new computer owners and experienced technicians. Laboratory experience includes setting, interfacing, testing, diagnosing, and analyzing personal computer equipment to arrive at a repair or replace decision. Two hours lecture, two hours laboratory per week. Corequisite: Introduction to Basic Electricity (ELEC 100) or permission of instructor.
Course Descriptions: ELECTRICAL

ELEC 181 COMPUER MAINTENANCE TECHNICIAN I Spring, 3 credit hours
This course, a continuation of ELEC 181, introduces students to preventive maintenance techniques for maximizing personal computer performance, troubleshooting board components, storage devices, communication hardware and workgroup networks, and diagnosing operating systems conflicts and failures. Laboratory experience includes troubleshooting and diagnosing components, printer maintenance, network components and systems, and building a functioning computer system from components. Two hours lecture; two hours laboratory per week.

ELEC 202 ELECTRONICS DESIGN Spring, 1 credit hour
The continued study of proper drafting techniques. Projects include: substation conductor, grounding, layout plans; elementary power and control diagrams; engineering design problems with attendant use of handbooks and reference materials; and design consideration for safety, environmental and legal issues. Continued use of CAD. Three hours laboratory per week. Prerequisite: ELEC 180 or permission of instructor.

ELEC 212 DIGITAL SYSTEMS Spring, 2 credit hours
Formulation of logical expressions and their simplifications with the use of mapping is presented. Sequential logic circuits and the applications are studied. These include Flip-Flops, Digital Counters, Registers, Latches, Adders, Decoders and Encoders, Multiplexers and Demultiplexers, and Seven Segment Readouts. Semiconductor memories (Eproms, Earoms, and Prom and Drams, etc.) are studied along with application to microprocessors. Comparison of modern logic families used for integrated circuit fabrication. Analog to digital and digital to analog converters are also presented. Two hours lecture per week. Prerequisites: ELEC 181 or permission of instructor.

ELEC 221 ELECTRICAL ENERGY CONVERSION AND POWER SYSTEMS I Fall, 3 credit hours
Integrates the basic principles of electrical power generation, transmission, distribution and utilization by industrial, commercial and residential users. Theory, operation and construction of alternators, transformers, transmission lines and various loads are presented. Included is a study of the characteristics of all aspects of a power system from DC machines to AC alternators; from normal operating conditions to fault conditions; protective and control schemes to harmonics; instrumentation and monitoring elements. Two hours lecture, three hours laboratory per week. Prerequisite: ELEC 181 or permission of instructor.

ELEC 222 ELECTRICAL ENERGY CONVERSION AND POWER SYSTEMS II Spring, 4 credit hours
Continuation of Electrical Energy Conversion and Power Systems I, to finish studying the different types of AC machines, transformers, and transmission lines. Discussion addresses environmental issues and concerns. All the work comes together in a group effort in building a demonstration displaying all aspects of an Electrical Power System. Students make individual presentations on various topics of related material employed by power companies and users. Three hours lecture and three hours laboratory per week. Prerequisite: ELEC 221 or permission of instructor.

ELEC 232 INDUSTRIAL ELECTRONICS Fall, 4 credit hours
The student is introduced to various electronic components and systems used in modern industry. Operational amplifier principles and applications including comparators (zero and non-zero crossing detectors), voltage followers, inverting and non-inverting amplifiers.
Subtraction, summing (mixer), difference and compound amplifiers and active filters. Operational amplifier circuits are configured to make up complex analog circuits. Examples of these include the temperature controller and the pulse width modulation technique of DC motor speed control. The importance of digital computers used in modern industrial processes is stressed. Thyristors, photosensitive devices, optically coupled devices, and timer control circuits and various transducers are introduced. Three hours lecture, three hours laboratory per week. Prerequisite: Electronic Circuits (ELEC 131) or permission of instructor.

ELEC 233
WIRELESS ELECTRONICS
Fall, 5 credit hours
The study of analog and digital communication principles involving amplitude and frequency modulation and detection. Topics including active and switching DC regulators, common base, collector and emitter small signal amplifiers and their FET counterparts, Class A, B, C Power Amplifiers, Crystal oscillators, AM and FM transmitter design, superheterodyne receivers, phase locked loop applications, frequency synthesizers, and digital processing techniques are also presented. Basic troubleshooting techniques are stressed in all of the laboratory work. Four hours lecture, three hours laboratory per week. Prerequisite: Wireless Communications II (ELEC 152) or permission of instructor.

ELEC 242
INTRODUCTION TO COMPUTER AUTOMATION PROGRAMMING
Fall, 2 credit hours
An introduction to some of the control software systems in use in industry. The student is introduced to the C language to the extent that various control functions can be identified and modified. Memory mapped I/O and the relationship of memory location and hardware I/O is introduced. One hour lecture, two hours lab per week. Prerequisite: Industrial Controls (ELEC 141) or permission of instructor.

ELEC 243
COMPUTER-AUTOMATED CONTROL SYSTEMS
Spring, 2 credit hours
An introduction to some of the control software systems in use in industry. The student is introduced to structured PIC 16F877 micro family programs to the extent that various control functions can be identified and modified. Memory addressed I/O and the relationship of memory location access (analog and digital) by a PIC microcontroller program. Several computer interfaces and motor-control circuits including stepper motor interfaces are studied. One hour lecture, three hours laboratory per week. Prerequisite: Electronic Circuits (ELEC 131), Industrial Controls (ELEC 141), Microprocessors (ELEC 213) or permission of instructor.

ELEC 253
WIRELESS COMMUNICATIONS III
Fall, 3 credit hours
The third course in the Wireless Communication sequence. Topics include Applicable FCC Rules and Regulations pertaining to Land Mobile Radio Services, Operational amplifiers and their applications, Digital communication techniques, digital testing techniques and various digital modulation schemes. Two hours lecture, two hours laboratory per week. Prerequisite: Wireless Communication II (ELEC 152) or permission of instructor.

ELEC 254
WIRELESS COMMUNICATIONS IV
Spring, 4 credit hours
The fourth course in the Wireless Communication sequence. Topics explored include paging systems, two-way mobile repeater systems, spread spectrum techniques, troubleshooting radio signal interference problems, personal communication Networks, and military applications in high frequency and VHF bands. The basic operation of the cellular telephone system and microwave transmission systems including active microwave devices are also presented. Basic troubleshooting techniques are stressed in all of the laboratory work. Three hours lecture, two hours laboratory per week. Prerequisite: Wireless Communications III (ELEC 253) and Wireless Electronics (ELEC 233) or permission of instructor.

ELEC 261
ELECTRICITY
Fall/Spring, 4 credit hours
Fundamentals of direct and alternating current circuits, resistance, inductance, capacitance, magnetism are presented. Also basic machine theory as it applies to both direct and alternating current types is covered. The theory of control devices such as relays, contactors and switches is studied. Also, basic number systems and digital logic functions are introduced. Three hours lecture, three hours laboratory per week. Prerequisite: College Algebra (MATH 121) or permission of instructor.

ELEC 263
ELECTRIC CIRCUITS
Spring, 3 credit hours
Electric circuit theory is introduced with emphasis on mathematical definitions of circuit elements. Network analysis techniques are presented within the framework of direct and alternating current theory. Transient forced and complete responses of circuits involving resistance, inductance and capacitance are analyzed via differential and integral calculus. Three hours lecture per week. Prerequisites: Calculus III (MATH 162), University Physics II (PHYS 106) or permission of instructor.

ELEC 281
WIRELESS COMMUNICATIONS FIELD APPLICATIONS
Spring, 2 credit hours
A laboratory course in which the wireless communication student will be required to perform practical skills which provide the student with confidence that he can graduate from the College and start working with a minimum of additional training by his employer. These practical skills which he will master include installation of mobile transceivers and antennas on vehicles, repairing portable and mobile transceivers, performing required FCC tests on transceivers, installation of encoder/decoder and encryption circuits in transceivers. Four hours laboratories per week. Prerequisite: Wireless Communications III (ELEC 253) and Wireless Electronics (ELEC 233) or permission of instructor.

ELEC 286
WIRELESS COMMUNICATIONS TECHNOLOGY INTERNSHIP
Summer, 3 credit hours
Students will receive on-the-job training in many facets of the wireless communications industry. These may include interpersonal relations and group problem solving as well as the more traditional technical training specific to each co-op site. 120-135 hours of supervised experiential work between second and third semesters (or as arranged with employer). Prerequisite: Satisfactory completion of first and second semesters or permission of instructor.

ELEC 407
ELECTRICAL & TELECOMMUNICATION SYSTEMS
Winter, 3 credit hours
Electrical power, telecommunications, and distribution systems as found in building complexes and facilities are studied. Transmission diagrams, line equivalence, faults, circuit interceptive devices, protective relays and instrumentation are all topics covered. Ladder diagrams are studied as part of the equipment power connection requirements. The National Electric will be used as a requirement in this course. Additional topics to be covered include: single and three phase power, telecommunication switch gear, power and LAN wiring, transformers, variable frequency drives, motors
and controls. Three hours lecture per week. Prerequisites: Basic Calculus (Math 122) and General Physics II (PHYS 102) or permission of instructor.

ELEC 292-295, 391-395, OR 491-495 SPECIAL TOPICS IN ELECTRICAL TECHNOLOGY
Fall/Spring, 1-4 credit hours
Special Topics in Electrical Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

EMERGENCY & DISASTER MANAGEMENT

EADM 201 FUNDAMENTALS: HISTORY, PERSPECTIVES, AND THEORIES
Fall, 3 credit hours
This course presents the theories, principles, and approaches to emergency management. The philosophy of Comprehensive Emergency Management (CEM) will be discussed with the four attendant steps which include mitigation, preparedness, response, and recovery. An analysis of past disasters will be presented along with their impacts on policy formation leading up to the current FEMA all-hazards approach. The role, duties, and importance of the Emergency Manager will be discussed throughout the semester. Finally, a brief review of basic legal issues involving emergency management will be presented. Three hours lecture per week. Prerequisites: None

EADM 205 RISK & HAZARD IMPACT STUDIES
Fall, 3 credit hours
The course focuses on a generalized technical understanding and appreciation of various types of natural hazards. Central to the course is the understanding of technical operations that assist in developing hazard and vulnerability assessments. Included in the course are the models of hazard mitigation measures used in the formulation of investment projects, the use of geographic information systems for mapping and analysis, and watershed planning for hazard and resource management. The course includes a variety of viewpoints regarding disaster mitigation and the integration of development planning via the online text Primer on natural Hazard Management in Integrated Regional Developing Planning available at http://WWW.oas.org/usde/publications/Unit/oea666e/begin.htm. Three hours lecture per week. Prerequisites/Corequisites: Fundamentals of EADM (EADM 201), GER Math and Introductions to Information Technology (CITA 110).

EADM 220 DISASTER MANAGEMENT & PREPAREDNESS
Spring, 3 credit hours
The course presents new and innovative methods for preparing communities and organizations to address general and substantial risk of disasters and emergencies in the workplace. It encompasses the tactics used by safety experts and additionally focuses on expanded proactive measures to safeguard lives and assets from natural disasters to acts of terrorism. Focuses of the course include planning, assessing and responding to potential threats, decreasing potential harm and recovery considerations at the community and organizational level. Three hours lecture per week. Prerequisites: EADM 205 Risk & Hazard Impact Studies and EADM 201 Fundamentals of EADM.

EADM 222 COMMUNITIES: PREPAREDNESS & DEFENSE
Spring, 3 credit hours
The course prepares participants to help reduce the growing toll (deaths and injuries, property loss, environmental degradation, etc.) of disasters in the United States by providing an understanding of these process and technologies (the hazards risk management process) that provides a framework that may be applied at all levels of communities and governments. Three hours lecture per week. Prerequisites: EADM 220 Disaster Management & Preparedness.

EADM 225 EMERGENCY MANAGEMENT SKILLS
Fall/Spring, 3 credit hours
The course provides the skills for new and future managers for building emergency management systems. The course builds leadership, communication, decision making and problem solving skills. The course develops basic leadership concepts and skills, explores incident command systems and industrial incident management, and reviews regulatory compliance and regulatory standards for emergency preparedness. Incident management situations are simulated. Simulations consist of both pre-exercise training (orientation seminars and drills), and the exercises themselves: tabletops, functional exercises and full-scale virtual exercises. Three hours lecture per week. Prerequisites: Risk & Hazard Impact Studies (EADM 205) and Fundamentals of EADM (EADM 201).

EADM 307 LEGAL ISSUES IN E&D
Spring, 3 credit hours
This course provides an overview of the major legal and liability issues in emergency management. The focus is on the legal environment within which emergency managers operate, including their roles in rule-making, policy administration, and their potential personal legal liability for discretionary actions. Three hours lecture per week. Prerequisites: J4 Status, ENGL 101 Expository Writing/ENGL 102 Oral & Written Expression, and EADM 222 Communities: Preparedness & Defense.

EADM 400 INCIDENT COMMAND: SYSTEM COORDINATION & ASSESSMENT
Fall, 3 credit hours
The Incident Command System (ICS) is the nationally recognized system for managing emergencies and disasters. Several states and federal agencies have adopted ICS as their standard for emergency management. ICS provides education and training for managers who may be called upon to function in an ICS environment. The course includes a large number of scenarios, examples, and opportunities for students to apply what they have learned. Three hours lecture per week. Prerequisites: EADM 205 Risk & Hazard Impact Studies or permission of the instructor.

EADM 430 VIRTUAL DISASTER: TRAINING EXERCISE I
Fall/Spring, 3 credit hours
This course is designed for students to acquire fundamental knowledge and skills necessary to develop, conduct, evaluate, activities and exercises. The content addresses the fundamental requirements of an overall exercise program and its components. Emphasis is placed on the assessment process and the development of sound evaluation tools for exercises and/or organization performance in actual emergency and/or disaster situations. Three hours lecture per week. Prerequisites: BSAD 340 Management Communications and EADM 400 Incident Command: System Coordination & Assessment.

EADM 435 VIRTUAL DISASTER: TRAINING EXEC. II
Fall/Spring, 6 hours
The course is highly structured through the introduction of interactive training simulation modules that engage participants through sequential exercises focusing on a wide selection of skills for emergency and disaster management through organizational protocols. Par-
participants will be involved in the initial response for effective span of control, implementation or interpretation of the national Incident Management System (NIMS). Simulation modules provide practical challenges for participants and require them to apply the skills, abilities and techniques acquired through the previous series of lecture courses. Lecture 4 hours a week, Lab/Exercises 4 hours a week. Prerequisites: EADM 430 Virtual Disaster Training: Exercise I

EADM 440 CULMINATING EXPERIENCE INTERNSHIP
Fall/Spring, 3-9 credit hours
The EADM internship is an academic program integrating, classroom work and practical experience with cooperating agencies. The internship allows seniors the opportunity to apply classroom learning in emergency and disaster response associated agencies. It is a structured experience in which an intern acquires and applies knowledge and skills, while working in a responsible role. Working with a supervisor at the placement site, the student will perform prescribed work in an agency engaged in emergency and disaster management. The internship is tailored to the individual student's career interests and the needs of the supervising organization. Forty hours per week work week is required. Prerequisites: senior status in the Emergency and Disaster Management program or permission of instructor. All Emergency and Disaster Management courses must be completed before participating in the internship. 112.5 to 450 Internship activity hours in term. Prerequisites: EADM 400 Incident Command: System Coordination & Assessment.

EADM 485 SENIOR PROJECT
Fall/Spring 9 credit hours
Students will complete a senior research project specifically addressing issues in the emergency and disaster management arena. Under the guidance of a faculty mentor, the student will submit a research proposal, conduct research, prepare a thesis style report, and present a defense to a thesis committee. 112.5 to 337.5 project hours in the term. Prerequisite: Incident Command: System Coordination & Assessment (EADM 400) or permission of instructor.

ENGINEERING SCIENCE
ENGS 100 INTRODUCTION TO ENGINEERING CAREERS
Fall/Spring, 3 credit hours
Introduction to Engineering Careers is an introductory course in at least six engineering disciplines. Topics include specific subject matter, educational requirements and typical job experiences in the various disciplines (Ceramic, Chemical, Civil, Computer, Electrical and Mechanical). The course will include guest speakers, projects and work-related skill building. Three hours lecture per week.

ENGS 101 INTRODUCTION TO ENGINEERING
Fall, 2 credit hours
Topics covered include the theory of orthographic projection, sectional views, isometric drawing, auxiliary views, and surface developments. Graphing techniques and empirical equation theory will be presented. All drawings, graphs and data presentations will be produced utilizing available commercial drafting and graphing software. The primary focus of the course is on the utilization of the computer to produce technical drawings and graphs. Two (2), two-hour laboratories per week.

ENGS 102 PROGRAMMING FOR ENGINEERS
Spring, 3 credit hours
This course provides the software skills necessary to create predictive models and solve basic engineering problems. Students will learn to make statistical inferences about the data while creating graphical presentation of the results using engineering related software. The skills taught in this course will assist in the analysis of engineering problems in more advanced course work. Two, 2-hour laboratories per week.

ENGS 201 STATICS
Fall, 3 credit hours
A vector approach to particle equilibrium, equivalent force systems, rigid body equilibrium and analysis of structure. Additional topics include friction, centroids and centers of gravity and moments of inertia. Three hours lecture per week. Prerequisites: Calculus II (MATH 162), University Physics II (PHYS 106) or permission of instructor.

ENGS 202 DYNAMICS
Spring, 3 credit hours
This course is a vector approach to the solution of dynamics problems involving rectilinear motion, curvilinear motion, kinetics of particles, kinematics of rigid bodies, and plane motion of rigid bodies. Newton's laws, work-energy principles and impulse and momentum principles are used in the solutions. Three hours lecture per week. Prerequisite: Statics (ENGS 201) or permission of instructor.

ENGS 203 ENGINEERING STRENGTH OF MATERIALS
Fall, 3 credit hours
This course is designed to introduce elementary analysis of deformable bodies subjected to various loading including strength, deformation and stability analyses. Students will also be introduced to more advanced concepts in order to use sound judgment regarding the design of structures and components. Three hours lecture per week. Prerequisite: Calculus II (MATH 162), University Physics II (PHYS 106) or permission of instructor.

ENGS 205 NATURE AND PROPERTIES OF MATERIALS
Spring, 3 credit hours
Materials will be examined from the point of view of their atomic, molecular and crystalline structure and how these structures effect their engineering properties. Included are mechanical, electrical, chemical, magnetic and thermal characteristics of metals, ceramics and polymers. A writing intensive course. Three hours lecture per week. Prerequisite: Statics (ENGS 201), Dynamics (ENGS 202) or permission of instructor.

ENGS 291-295, 391-395, OR 491-495 SPECIAL TOPICS IN ENGINEERING SCIENCE
Fall/Spring, 1-4 credit hours
Special Topics in Engineering Science will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

ENGINEERING TECHNOLOGY
SOET 100 ENGINEERING TECHNOLOGY FORUM
Fall/Spring, 1 credit hour
A mandatory one-credit hour course for all entering students in the Canino School of Engineering Technology (SOET). This course will focus on orienting students to the academic environment at SUNY Canton and the CSOET, skills necessary to succeed in their curriculum, and careers available in curricula in the Canino School of Engineering Technology. One hour lecture per week.
SOET 110
COMPUTER APPLICATIONS FOR TECHNICIANS
Fall/Spring, 2 credit hours
This course introduces students to the Windows operating environment including creating and manipulating files and folders. Topics pertaining to word processor, spreadsheet and presentation software will be introduced with laboratory assignments and instruction oriented toward meeting the academic and career needs of the Engineering Technology students. Lab reports as well as technical documentation for assembly, disassembly and service procedures will be developed. One hour lecture, two hours laboratory per week. Prerequisite: High School graduation or permission of instructor.

SOET 111
INTRODUCTION TO PROGRAMMING
Fall/Spring, 1 credit hour
This course is an introduction to computer programming with Visual Basic for Applications with a spreadsheet. Emphasis is placed on using these computational tools to perform Engineering Technology related applications. This course is designed for students in ABET accredited programs of the Canino School of Engineering Technology. Two hours of laboratory per week. Prerequisites: completion of One Physics Course (PHYS 101, 103 or 105) plus Intermediate Algebra (MATH 106) or concurrent enrollment in College Algebra (MATH 121) or Calculus (MATH 122 or 161) or permission of instructor.

SOET 115
GRAPHIC COMMUNICATION FOR TECHNICIANS
Fall/Spring, 3 credit hours
Through a unique multi-disciplinary approach, this course introduces students to the combined use of technical writing (with an emphasis on standard usage); current hardware and software technology; and oral communications in the production of text, computer-generated documents, and oral presentations. The laboratory experience includes electronic and traditional research, application of the basic principles of technical writing; preparation and importation of text and graphics; and development of specification sheets, brochures, proposals, manuals, reports, and oral presentations. It also includes demonstration of the latest developments in hardware, software, advanced graphics, video, audio, and computer discs (CDs) relating to technical communications. Two hours lecture, three hours laboratory per week. Prerequisites: Expository Writing (ENGL 101) or Intro. to Academic Reading and Writing (BASK 097) or Basic Writing I (BASK 011), and Computer Applications for the Engineering Technician (SOET 110), or permission of instructor.

SOET 120
SUPPORTING MICROSOFT WINDOWS
Spring, 2 credit hours
This course provides a technical level of understanding and experience in the areas of implementing, supporting and troubleshooting Microsoft Windows. Topics include: setup and installation, Windows networking components and architecture, and the underlying structure of how applications run within a multitasking environment. One hour lecture, three hours laboratory per week. Prerequisite: Computer Applications for the Engineering Technician (SOET 110) or permission of instructor.

SOET 130
MICROSOFT NETWORKING ESSENTIALS
Fall/Spring, 2 credit hours
This course introduces students to Networking in a Microsoft Windows NT environment. It provides the knowledge/techniques necessary for the design, implementation, configuration and troubleshooting at an introductory level. The knowledge is based on providing students with an understanding of the technology, while the techniques come from applying that knowledge via evaluation of issues, and the collection, analyzing, and interpretation of how the technology can be used. One hour lecture, three hours laboratory per week. Prerequisite: Supporting Microsoft Windows (SOET 120) or permission of instructor.

SOET 150
TECHNICAL MATH AND GRAPHING CALCULATORS FOR TRADE
Fall/Spring, 4 credit hours
This course is designed for persons who have minimal background in mathematics or need considerable review, but who plan to enter in technical and trade programs. The course emphasizes the use of graphing calculator to cover basic manipulation of whole numbers, fractions, decimals and percents, systems of measurement, fundamentals of algebra and geometry from basic terminologies through formulas for perimeter, area of volume, as well as practical applications from variety of technical areas. Student’s ability to read and analyze word problems will be stressed. Three hours lecture, two hours lab per week. Prerequisite: High School graduation or permission of instructor.

SOET 361
CONSTRUCTION MANAGEMENT
Fall, 3 credit hours
This course is an introduction to projects and project management as it pertains to the building and manufacturing industries. Students will be introduced to principles of project selection, the duties of a project manager, project organization, implementation and termination. Various case studies unique to the building industry and manufacturing processes are presented. Three hours lecture per week. Prerequisites: Basic Calculus (MATH 122), Business Law I (BSAD 201) and Construction Drafting (CONS 132) or Computer Drafting (MECH 111), or permission from instructor.

SOET 410
ENGINEERING TECHNOLOGY SENIOR SEMINAR
Spring, 3 credit hours
This seminar course provides a forum for the students to present project/internship proposals and results to peers and faculty. Practicing professionals will additionally give presentations on current engineering technology issues facing students upon graduation. This course will serve all students in the Canino School of Engineering Technology’s baccalaureate programs requiring a project or internship and will expose each to the diversity of programs in the School. Three hours lecture per week. Prerequisites: Enrolled in the culminating experience course for major program of study, or permission of instructor.

ENGLISH/HUMANITIES

ENGL 101
EXPOSITORY WRITING
Fall/Spring, 3 credit hours
Ger 10
Expository Writing is a one semester, three credit hour course designed to help the student communicate more effectively through writing various forms of expository prose; i.e. nonfiction writing that informs. These skills will be taught: gathering information, organizing information, recognizing audience and adapting information to specific audiences, and editing and rewriting techniques. Also included are an orientation to the College library and an introduction to basic research skills. This course is an alternate to Oral and Written Expression (ENGL 102). Students cannot take both. Classes are sometimes conducted in individualized and self-paced tutorial sessions.

ENGL 102
ORAL AND WRITTEN EXPRESSION
Fall/Spring, 3 credits
Ger 10
This course is intended to help students
ENGL 201
WRITING IN THE ARTS AND SCIENCES
Spring, 3 credit hours
This course is for students who wish to continue improving their writing skills. They will be given the opportunity to read and write about various topics in Humanities, Social Science, Business, Economics, and Science. Using a variety of materials—advertisements, films, television, imaginative and scientific literature, art, newspapers, and journal articles students will learn to analyze, investigate, interpret, and formulate ideas through their own writing. Students will further familiarize themselves with the library and research techniques. Three hours lecture per week. A Liberal Arts Writing Intensive course. Prerequisite: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) or permission of instructor.

ENGL 202
ADVANCED COMPOSITION
Fall/Spring, 3 credits
This course will provide opportunities for the student to continue developing and refining skills in writing from the basics of Expository Writing or Oral and Written Expression. Emphasis will be on clarity and vigor of style. Each student will design writing situations according to interests and will develop imaginative essays of creative nonfiction. Emphasis will also be made on preparing writing for publication. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) OR Oral and Written Expression (ENGL 102) OR an equivalent course OR permission of instructor.

ENGL 203
WORLD LITERATURE: B.C. TO 16TH CENTURY
Fall, 3 credit hours GER 7
This course examines works of recognized value reflecting human thought and experience prior to the Neo- Classical period. Significant works from the Ancient Western World, including selections from Mid-Eastern writings; the Bible; and the history, literature, philosophy and religion of the Greek and Roman worlds through the Middle Ages and the Renaissance form the basic readings of this course. Three hours lecture per week.

ENGL 204
WORLD LITERATURE: 17TH TO 20TH CENTURIES
Spring, 3 credit hours GER 7
This course examines works of recognized value by tracing literary traditions which show the development of human values and thought in Neoclassicism, Romanticism, Naturalism, Symbolism, and Existentialism. Three hours lecture per week.

ENGL 205
SURVEY OF ENGLISH LITERATURE I
Fall, 3 credit hours GER 7
This is a survey course which will begin with the study of old English literature from 450 AD through 1800 AD. Students will study the important writers, their representative works, the historical, social, and political background for each period and the cultural changes and developments of the eras. Three hours lecture per week.

ENGL 206
SURVEY OF ENGLISH LITERATURE II
Spring, 3 credit hours GER 7
A study of English literature of the Romantic through Post-Victorian period. Students will study the important writers, their representative works, the historical, social, and political background for each period and the cultural changes and developments. Three hours lecture per week.

ENGL 207
LITERATURE OF THE EARLY AMERICAN REPUBLIC:
COLONIZATION AND REVOLUTION, 1640-1830
Fall, 3 credit hours GER 7
This is a survey course which will examine the emergence of a distinctively American literature as it may be seen in significant works of the period from about 1620 to 1840. Students will study important American writers such as Bradford, Franklin, Poe, Hawthorne, Thoreau and others. The historical, social, and political background for each period and the cultural changes and development of the eras will also be examined. Three hours lecture per week.

ENGL 208
AMERICAN LITERATURE COMES OF AGE: 1830-PRESENT
Spring, 3 credit hours GER 7
This is a survey course which studies significant American authors from the pre-Civil War era and continues into the present. Students will study important American writers such as Whitman, Dickinson, Twain, Cather, Fitzgerald, Wright, Oates, Carver, and others. The historical, social, and political background for each period and the cultural changes and developments of the eras will also be examined. Three hours lecture per week.

ENGL 209
APPROACHES TO LITERATURE
Fall/Spring, 3 credit hours GER 7
This course is designed to acquaint students with different kinds of literature - plays, short stories, novels and poems - and with various methods of understanding literature. Students will read a wide variety of literary works and will be encouraged to employ proper literary terminology in writing about them. Emphasis will be on intelligent interpretation and on the relationships between literary themes and everyday life. Three hours lecture per week.

ENGL 210
INTRODUCTION TO MEDIA STUDIES
Spring, 3 credit hours
This course will introduce students to the process of media analysis. Emphasis will be placed on key terms for adopting a critical eye towards mass media and he development of media literacy in both traditional (print, radio, film, television) and emerging (digital and web-based) forms. Three hours of lecture per week.

ENGL 211
THE AMERICAN NOVEL OF THE TWENTIETH CENTURY
Fall/Spring, 3 credit hours GER 7
This course will look at important changes in American attitudes that affected the American way of life in the 20th century as characterized through the eyes of such writers as: Sinclair Lewis, F. Scott Fitzgerald, Ernest Hemingway, John Steinbeck, William Faulkner, Richard Wright, Norman Mailer, Ken Kesey, Toni Morrison and others. In addition to the novels, there will be film, videotape and microfilm resources brought to the course. Three hours lecture per week.
ENGL 212
IMAGES OF RURAL AMERICA
Fall, 3 credit hours GER 7
This course is a study of the portrayal of life in rural America by writers, painters, musicians, and other artists. It is an overview of interpretations of the changes that small town and rural life in America have undergone in the 20th century. All regions are examined, but emphasis is made on rural New York State. Course projects will emphasize family, community, and regional subjects chosen by students participating in the course. Discussions, films, and slides will be featured. Three hours lecture per week.

ENGL 213
WAR AND LITERATURE
Fall/Spring, 3 credit hours GER 7
This course will investigate war from a literary and historical perspective. The course will focus on the significant American and European literature from the period of the Civil War to the Vietnam War. Through writings, recordings, and films, students will be able to examine human response and reaction, as well as various writers’ attitudes, toward the war experience. Three hours lecture per week.

ENGL 214
CONTEMPORARY AMERICAN FICTION
Fall/Spring, 3 credit hours GER 7
Through the writings of current authors, this course will examine literary trends and their relationship to social, political, cultural phenomena in America. Students will be given an opportunity - through their own writing and class discussion - to explore contemporary ideas, values, and attitudes expressed in the literature. Three hours lecture per week.

ENGL 215
MULTICULTURALISM IN AMERICAN LITERATURE
Spring, 3 credit hours GER 7
This course will examine the origins and manifestations of non-western multiculturalism in America as reflected in its literature, both nonfiction and fiction. By exploring recurring themes about such topics as heritage, custom, identity, and discrimination, students should develop a clearer understanding of the multicultural nature of our society while exploring how they, as individuals or as part of a particular group, contribute to it. This course is designed for all students interested in gaining and understanding a multicultural perspective on a variety of issues. Students will be encouraged to supplement the reading material through suggestions and classroom presentations. Three hours lecture per week.

ENGL 216
CHILDREN’S LITERATURE
Spring, 3 credit hours GER 7
This is a survey course of traditional and modern literature written for young children. Emphasis is on critical appreciation and understanding of literary qualities appealing and valuable to children. Three hours lecture per week.

ENGL 217
COMIC BOOKS AS LITERATURE
Fall/Spring, 3 credit hours GER 7 & GER 8
Comic Books as Literature? Understandably, skeptics may scoff at the idea, viewing comics as merely kids’ stuff. However, in recent years, comic books have become accepted as a respected form of art and literature by scholars, critics, and faculty alike. This course will examine the academic value of comics and graphic novels through study of their history, specialized artistic and literary techniques, and development as narratives. Students will be required to learn and apply elements of literature and sequential art as used by noted comic writers and illustrators such as Will Eisner, William Gaines, Scott McCloud, Paul Chadwick, Alan Moore, Art Speigelman, and Alex Ross. Three hours of lecture per week. Prerequisites include Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) AND one literature course or permission of instructor.

ENGL 219
THE ADIRONDACKS: LIFE AND LITERATURE
Fall/Spring, 3 credit hours
This course will provide students with the opportunity to explore various aspects of life and literature set in the Adirondack forest preserve. The Adirondacks, a cultural, recreational, spiritual and intellectual resource, are located in close proximity to SUNY Canton. They beckon us to come and enjoy their many splendors. Through a wide variety of readings, films, slides, and presentations, students will have the opportunity to sharpen their awareness of what the Adirondacks are and how they have shaped and influenced life and literature in America. Three hours lecture per week.

ENGL 221
CREATIVE WRITING
Fall/Spring, 3 credit hours GER 8
This course is an introduction to the study of imaginative expression in order to teach students the value of communication through creative writing, and also to encourage them to develop an appreciation for literary works of art. Students will write short stories and poetry about topics as unique and diverse as they themselves are in order to reveal new dimensions in their own lives and to bring a sense of dignity and respect to themselves and others. Basic technical problems and formal concepts of creative writing will be covered. Emphasis will be placed upon the writing of poems and short stories, but other forms of creative work may be utilized and discussed. Students will also study works by accomplished writers to see how those writers define and master their craft. A Liberal Arts writing intensive course. Three hours lecture per week. Prerequisite: Expository Writing (ENGL 101) OR Oral and Written Expression (ENGL 102) and one lower-level literature course OR permission of instructor.

ENGL 224
SURVEY OF NATIVE AMERICAN LITERATURES
Fall/Spring, 3 credit hours GER 6
Introductory survey of expressive and essayist literature by selected Native American authors from the United States and Canada. Works will be chosen to reflect the diversity of Native American thought and experience as revealed through literature. Emphasis is on contemporary short fiction and poetry, but readings include essays, drama and the novel. Discussion of cultural context encompasses the oral tradition(s) and relevant political and social history. Audio-visual media and Internet resources will supplement lectures and discussions. Three hours lecture per week. Prerequisite: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) or permission of instructor.

ENGL 265
WRITING IN THE HUMANITIES THEMATIC INQUIRY
Fall/Spring, 3 credit hours GER 7
This course will explore questions about the humanities and will introduce students to several disciplines within humanities. Through writing about a common theme, students will analyze, evaluate, and interpret texts, films, art and/or music that reflects this common theme. Citation and integration of external sources will be expected. This is a writing intensive course for students in General Studies or for students interested in transferring to a liberal arts program, especially in the humanities. The hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102); completion of 24 credits towards the major of General Studies; or permission of instructor.

ENGL 301
PROFESSIONAL WRITING AND COMMUNICATION
Fall, 3 credit hours
Professional writing and communication
is specialized writing and communication that helps students respond to the challenges of a technical world. In this course, students, as professionals, will analyze needs and concerns for specific workplace situations, organize effective solutions, and prepare and produce the needed directions, reports, manuals, and/or other items, which will then be assessed and evaluated by other students acting as intended users. Students will create, design, and package these documents, selecting appropriate communication technology to accomplish the task, and will then display the technical data in writing and visually, as well as present such information orally when applicable. Students should be familiar with Desktop Publishing.

Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) and junior status with a 2.0 GPA; or permission of instructor.

ENGL 303
INTRODUCTION TO INTERCULTURAL STUDIES
Fall, 3 credit hours GER 7

The USA is, and has always been, composed of diverse racial and cultural groups. This is a strength as well as a source of conflict. Historically, Americans have a rich experience of intercultural encounter and dialogue. The course will examine some of the evolution of this discourse through literature, film, and theory. Students will be encouraged to locate their own cultural positions in the context of global and multicultural trends. There will be a critical and philosophical analysis of assumptions about identity, culture, ethnicity, history, and pluralism. The class research project, which includes library research and interviews, will explore and analyze the attitudes of various subcultures toward identity and difference. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) and one literature course or permission of instructor.

ENGL 305
PERPETRATORS & VICTIMS: CRIME AND VIOLENCE IN LITERATURE
Fall/Spring, 3 credit hours

In this course, through the study of various forms of literary expression, students will examine the impact of crime and violence in American culture. Analysis will focus on both perpetrators and victims of crime and violence, allowing students the opportunity to explore the influence of such happenings on their own lives and on the society we live in today. Particular sub-topics include true crime, the criminal mentality and youth, crime and individuals, and crime and society. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102), one literature course, and 30 credit hours earned with a cumulative GPA of 2.0, or permission of instructor.

ENGL 310
WRITING YOUR LIFE: FORM & FUNCTION IN MEMOIRS
Fall/Spring, 3 credit hours GER 8

Memoirs are an author’s commentary on his or her life, experiences, and the times he or she lived in. Writers record important events based upon their own observations and knowledge of events and/or personalities that they feel have significantly influenced their lives. In this writing intensive course, students will study a variety of literary forms within the memoir genre, and they will create memoirs of different forms from their own life experiences. Students will recognize that both concrete details and abstract ideas in memoirs represent universal truths and will create poems and stories that reflect both. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102), one literature course, and 30 credit hours earned with a cumulative GPA of 2.0, or permission of instructor.

ENGL 315
SHORT FICTION: THE ART OF THE TALE
Fall/Spring, 3 credit hours GER 8

In this course, students will explore the short story genre by reading selections from various writers around the world in order to gain perspective on both the literary form of the short story and the myriad of ideas expressed within that form. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) OR Oral and Written Expression (ENGL 102) AND one literature course AND 30 credit hours earned with a cumulative GPA of 2.0 or permission of instructor.

ENGL 320
NATIVE AMERICAN AUTOBIOGRAPHY
Fall/Spring, 3 credit hours GER 6

This course is a survey of the means by which Native American people have recorded their lives. Texts will be selected from pre-contact pictorial and oral auto-biographical narratives through contemporary written texts, film, and electronic media. Historical context will be provided in lecture. Emphasis is on works published since 1980. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) OR Oral and Written Expression (ENGL 102) AND one literature course AND Native American Literature (ENGL 224) or Early American History (HIST 103) AND 30 credit hours earned with a cumulative GPA of 2.0. Or permission of instructor.

ENGL 325
CONTEMPORARY YOUNG ADULT LITERATURE
Fall/Spring, 3 credit hours

In this course, students will explore contemporary young adult novels as a genre of literature worthy of study in its own right. To accomplish this, they will examine its historical development, current trends, and enduring characteristics, as well as its influence on readers. As they analyze the works and various critical perspectives, they will formulate their own definition of the genre and see where the form stands both in relation to contemporary adult literature and in relation to recognized elements common to all literary study. In addition, particular themes to be covered include the “new realism” of life and problems; the “old romanticism” of wishing and winning; adventures, mysteries, the supernatural, and humor; fantasy, science fiction, utopias, and dystopias; and the people and places of history including novels about racism and the Holocaust. In the end of the study, by experiencing a young adult fictive world, students will illuminate, gain insight into, and confirm our own life experiences without regard to age restrictions or preconceived notions about the genre of young adult literature. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) OR Oral and Written Expression (ENGL 102), one lower-level literature course, and 30 credit hours earned with a cumulative GPA of 2.0, or permission of instructor.

ENGL 330
WOMEN IN LITERATURE
Fall and Spring, 3 credit hours

This course will examine women in literature through a variety of literary works and genres. Students may explore such themes as female archetypes and stereotypes; the cultural alienation of women of color; female identity in contemporary culture; or other themes pertinent to the female human experience. Students will enrich their understanding of literature and the roles and experiences of women in shaping such literature. Students may read from works and genres of literature as diverse as the Bible, Greek drama, The Canterbury Tales, Romantic and Victorian poetry, and the contemporary novel. Prerequisite: Expository Writing (ENGL 101) OR Oral and Written Expression (ENGL 102), Introduction to Women’s Studies (WMST 201) OR one literature course or permission of instructor.
ENGL 335
CONTEMPORARY THEATER LAB
Fall/Spring, 4 credit hours (GER 8)
This course will examine theatrical texts of the eighteenth-century to the twenty-first century through the medium of non-naturalistic performance. Students will read several plays, critical works and engage in an acting lab which will culminate in a workshop of a play. Three hours lab per week. Prerequisites: English 101 or 102, at least one literature course and at least 30 credit hours or permission of the instructor.

ENGL 340
LEADERSHIP & THE HUMANITIES
Fall/Spring, 3 credit hours
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills through and examination ad exploration of the humanities. Students will gain an understanding of the concept of leadership theory while developing a personal philosophy of leadership, including an awareness of the moral and ethical responsibilities of leadership. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership, which provides students with the opportunity to develop essential leadership skills through study, observation, and application. Three hours lecture per week. Prerequisite: Expository Writing (ENGL 101), or Oral and Written Expression (ENGL 102), and the one literature course with grades of “C” or better and 30 credit hours earned, or permission of the instructor. Due to the interdisciplinary nature of his course, it is strongly recommended that students have a cumulative GPA of 2.0 or better.

SPECIAL TOPICS IN ENGLISH
Fall/Spring, 1–4 credit hours
Special Topics in English will fulfill the general English component of the distribution requirement of the College. It may be repeated for credit depending on the content of the course. It is not a course offered on a regular basis within the department. The intent of a special topics course is to offer an educational experience which is topical, not available within the regular curricular offerings, and may even be offered interdepartmentally depending on the nature of the course.

HUMA 101
INTRODUCTORY DRAWING
Fall/Spring, 3 credit hours (GER 8)
This course is an introduction to the fundamental principles and processes of drawing. Students will begin to develop a facility for the creative process and aesthetic expression. We will work from still-life, nature, the model and the imagination. Specific problems will be assigned to explore various drawing media, promote an understanding of pictorial structure, and cultivate good compositional judgment. Two hours lecture, two hours laboratory per week.

HUMA 196
GOSPEL CHOIR (STUDIO BASED)
Fall/Spring, 1 credit hour
Gospel Choir is designed to bring experiential learning into the academic arena. Students will gain a wide variety of knowledge in the area of African-American history, performance technique and preparation, and music appreciation. Participants of this course will be actively involved in the comprehension and performance of the diverse music of the traditional Black church, specifically anthems, gospels, hymns, ballads, and Negro spirituals. Three hours of rehearsal, performance, and practice per week. May be taken once for credit.

HUMA 201
ART HISTORY: B.C. TO 16TH CENTURY
Fall, 3 credit hours (GER 7 & GER 8)
This course is a study of the history of art from Cave Art to the Renaissance. Emphasis will be placed on the development of the art and architecture and its relationship to the cultural, political, social, and religious climate in which it was produced. Three hours lecture per week.

HUMA 202
ART HISTORY: 16TH TO 20TH CENTURY
Spring, 3 credit hours (GER 7 & GER 8)
This course is a study of the history of art from the Renaissance to modern times. Emphasis will be placed on the development of the art and its relationship to the cultural, political, and social climate of the time in which it was produced. Three hours lecture per week.

HUMA 204
SURVEY OF AMERICAN FOLKLORE
Spring, 3 credit hours (GER 7)
This course is a study of the materials of American culture that qualify as folk or traditional, of the bearers of those traditions, and of common methods used to collect and analyze them. Verbal forms such as speech, proverbs, ballads, legends, and folktales are considered, as are customary forms like superstitions, celebrations, medicine and games. Material culture forms like architecture, foodways, and art are part of the study. Readings, as well as group and individual research projects, will emphasize fieldwork in folk communities already familiar to the student. Three hours lecture per week.

HUMA 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN HUMANITIES
Fall/Spring, 1–4 credit hours
Special Topics in Humanities will fulfill the general humanities component of the distribution requirement of the College. It may be repeated for credit depending on the content of the course. It is not a course offered on a regular basis within the department. The intent of a special topics course is to offer an educational experience which is topical, not available within the regular curricular offerings, and may even be offered interdepartmentally depending on the nature of the course.

PHIL 201
INTRODUCTION TO PHILOSOPHY
Spring, 3 credit hours (GER 7)
Rather than a history of philosophy, this course will focus on a study of personal values, ethics, and self-understanding in relation to life and its challenges. Students will compare traditional and contemporary philosophies and discuss how, when we face issues, we search for answers to life and its problems. Three hours lecture per week.

SPCH 104
INTRODUCTION TO SPEECH
Spring, 3 credit hours
This course is an introduction to the principles of Effective Speech Communication. It includes techniques of audience analysis, establishing credibility as a speaker, planning, organizing and researching material, and delivery and use of audio visual aids. Both informative and persuasive speaking are covered. Three hours lecture per week.

FINANCIAL SERVICES MANAGEMENT
FSMA 201
INTRODUCTION TO FINANCIAL PLANNING
Fall semester, 3 credit hours
This course is an introduction to personal finance planning covering the personal financial planning process. Topics covered will include: developing and analyzing financial statements, plans and budgets; the notion of time value of money; money and credit management; fundamentals of taxes, insurance, investments, retirement planning, major asset accumulation, and estate planning. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral & Written Expression (ENGL 102), Accounting Principles II (ACCT 102),...
and Microeconomics (ECON 103), or permission of instructor.

FSMA 210
INTRODUCTION TO FINANCE
Fall/Spring, 3 credit hours

This introductory course covers basic elements of financial institutions, corporate finance, and investments from both a domestic and international approach. Discussions will include the fundamentals of financial systems and business organizations, valuation concepts and corporate decision making, and investments. Three hours lecture per week. Prerequisites: Math of Finance (MATH 108), or GER Math, or Accounting Principles II (ACCT 102), or permission of instructor.

FSMA 310
GLOBAL FINANCE
Fall/Spring/Summer, 3 credit hours

Global finance has undergone numerous, widespread changes in recent years. This course will focus on the managerial aspects of today's global finance environment. It will examine the major markets utilized to facilitate international business. The course will also examine the relationships between exchange rates and various economic variables and evaluate the forces that influence these relationships. Three contact hours per week. Prerequisite: Macroeconomics (ECON 101) or permission of instructor.

FSMA 410
ESTATE PLANNING
Spring, 3 credit hours

This course will focus on the areas of estate planning that are commonly incurred in the financial planning process. An understanding of the methods of wealth and estate transfer, as well as asset taxation protection will be discussed. Three hours lecture per week. Prerequisites: Introduction to Financial Planning (FSMA 201) and junior/senior standing, or permission of instructor.

FSMA 413
GLOBAL INVESTMENTS
Fall/Spring/Summer, 3 credit hours

This course is an introductory course in the fundamentals of investments and investment vehicles. The topics to be covered include investment information gathering, establishing investment goals, risk and return trade off, topics in investing in common stocks, bonds, and mutual funds, tax aspects of investing, analyzing financial statements, and portfolio management techniques. Three contact hours per week. Prerequisite: Global Finance (FSMA 310) and junior/senior standing or permission of instructor.

FSMA 420
FINANCIAL DERIVATIVES
Fall/Spring/Summer, 3 credits

This course will examine the dramatic growth of the derivatives markets in the last two decades. This growth, triggered by deregulation, globalization, increased uncertainty and volatility, has empowered enterprises to successfully manage their financial price risk. Topics to be covered include: the use of derivatives for risk protection, cash flow modification, arbitrage, and investment. Three hours lecture per week. Prerequisites: Junior level status in Financial Services or permission of instructor.

FSMA 422
RISK MANAGEMENT
Fall/Spring/Summer, 3 credit hours

Proactive management of financial price risk has become possible through the dramatic growth of the derivatives markets. Beginning in the early 1980's, the ability to create new financial products utilizing derivatives inaugurated the process now referred to as Financial Engineering. Through Financial Engineering, risks to the firm can be largely mitigated or reduced using derivatives to offset price, commodity, and cash flow risks. Three hours lecture per week. Prerequisite: Financial Derivatives (FSMA 420) or permission of instructor.

FSMA 429
ORIENTATION TO CULMINATING EXPERIENCE
Fall/Spring, 1 credit hour

This course is intended as the precursor to the Senior Culminating Experience in the Financial Services, BBA program. Seniors will meet with faculty on a weekly basis to discuss resume preparation, job interviewing techniques, identifying and securing internships and internship requirements. This course is a prerequisite to FSMA 480 Internship in Financial Services. Fifteen lecture hours to include: lecture, discussion, internship preparation and review. Prerequisite: senior status in Financial Services program.

FSMA 480
FINANCIAL SERVICE INTERNSHIP
Fall/Spring, 15 credit hours

In conjunction with a field supervisor at the host organization, the student will perform prescribed work within an administrative setting. This is a culminating experience in which the student will be expected to integrate and apply concepts gained in previous course work to actual situations. The internship will be tailored to the individual student's career interests and the needs of the supervising organization. Such internship assignments may include, but are not limited to, information gathering, analysis, planning, implementation, evaluation, and other tasks and responsibilities as required. Fifteen weeks; 37.5-40 hours per week as required. Prerequisites: Senior status in the Financial Services program and Orientation to Culminating Experience (FSMA 429), or permission of instructor.

FSMA 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN FINANCIAL SERVICES MANAGEMENT
Fall/Spring, 1-4 credit hours

Special Topics in Financial Services Management will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

HEALTH-RELATED COURSES

HLTH 100
INTRODUCTION TO MEDICAL SCIENCE WITH TERMINOLOGY
Fall/Spring, 2 credit hours

The course is designed primarily for students interested in an allied health career. The major emphasis will be medical terminology of communicable diseases, but will include professionalism, phone etiquette, confidentiality, and the importance of allied health teamwork. Two hours lecture per week.

HLTH 101
COMMUNITY CARDIOPULMONARY RESUSCITATION
Fall/Spring, 1/2 credit hour

In the Community CPR course, the student will learn how to perform CPR for a victim whose heart has stopped beating. The student will learn a number of other first aid techniques to help prevent a victim's heart from stopping. The student will also learn how to use their community's emergency medical services system more effectively and will learn a plan of action that applies to any medical emergency. In order to learn the first aid skills taught in this course, the student will be practicing on a partner and on a manikin. Two hours of class per week. General Elective Credit.

HLTH 102
STANDARD FIRST AID
Fall/Spring, 1/2 credit hour

The Standard First Aid course will train citizens to help people in emergencies. The course will teach standard first aid skills in individual needs in order to act as the first link in the emergency medical services (EMS) system. The
focus of the course is to prepare participants to respond correctly in emergencies. Two hours of class per week. General Elective Credit.

HLTH 103
HEALTH: CURRENT PERSPECTIVES AND PRACTICAL APPLICATIONS
Fall/Spring, 3 credit hours
This general elective course is designed as an introductory health education course. The course will provide an opportunity for students to explore healthy life styles as well as learn about major health problems in the United States. Members of the teaching team will collaborate to help students become more informed about their rights and responsibilities related to remaining healthy or for accessing health services. Three hours lecture per week.

HLTH 104
INTRODUCTION TO GERONTOLOGY
Fall/Spring, 3 credit hours
This interdisciplinary course is designed to introduce the student to the field of gerontology (the study of aging). The aging person will be viewed in a holistic manner. Topics to be included are demography of aging, social and economic characteristics of aging, biological, psychological and social theories of aging, biomedical aspects of aging and selected issues in health and aging. Persons over 65 and over 85 constitute the fastest growing segment of our population, so the course will be valuable to any student planning to work with people, or anticipate a need to become more involved with the needs of their own aging family members. The course will be conducted using a variety of study methods (independent research, discussion, lecture, films and videos). The student will be required to complete written reports on aspects of aging that will complement their own course of study. Three hours lecture per week.

HLTH 105
PATHOLOGY
Fall, 3 credit hours
This course considers the natural response of the human body to disease, the process and progress of disease, and the implications for community health. Particular emphasis is placed on causes of deaths of interest to the embalmer. Three hours lecture per week. Open to all students.

HLTH 106
PREVENTION AND TREATMENT OF ATHLETIC INJURIES
Fall/Spring, 3 credit hours
This course is a basic course designed to address the following aspects: the profession of athletic training; injury prevention; basic injury management techniques; injury recognition and assessment; basic treatment of athletic injuries. These aspects will be covered in an introductory manner to allow students from all tracks to build a foundation of knowledge which they can use in their chosen field. Three hours lecture per week, twelve hours of laboratory per semester.

HLTH 107
INTRODUCTION TO HEALTH AND MEDICAL TECHNOLOGY
Fall/Spring, 1 credit hour
This course is designed to acquaint the student with various processes and influences that impact on role socialization/role transition, in moving toward a career in health care. The socialization process includes aspects through which the individual learns to interact with the expectations and obligations of various groups within the health care system and society. It is essentially a health careers exploration course. One hour of lecture per week. General Elective Credit.

HLTH 108
BASIC EMERGENCY MEDICAL TECHNICIAN–DEFIBRILLATION
Fall/Spring, 4 credit hours
This course is required of anyone who wishes to take the New York State test for Basic EMT-D certification. The course involves all aspects of pre-hospital emergency care up to the level of the Intermediate EMT. Main topic areas include: basic anatomy and physiology; patient assessment; control of bleeding and shock; evaluation and treatment of tissue, muscular, skeletal, and internal injuries; cardiac arrest; defibrillation; emergency childbirth; environmental emergencies; lifting and moving, extrication, and transportation of patients. Classes typically meet 6 to 12 hours per week. Lecture and practical lab hours per week vary according to schedule. Ten hours of emergency room observation is required in addition to class time. Students must be a member of rescue squad or fire department. If not a member of rescue squad or fire department, they MUST have permission of Sponsor Administrator (Director of Extended Studies).

HLTH 109
CERTIFIED FIRST RESPONDER
Fall/Spring/Summer, 1 credit hour
This course teaches the basics of good patient care and the skills first responders will need to deliver the appropriate care to victims of an accident or sudden illness until more advanced emergency medical help arrives. 30 hours lecture, 21 hours laboratory, and 4 hours testing and practical skills evaluation.

HLTH 110
SURVEY OF COMPLEMENTARY MEDICINE
Fall, 3 credit hours
This is a introductory course, which will survey the eight major areas of complementary medicine. The eight major areas include Chinese medicine, Ayurveda, Naturopathic medicine, Homeopathy, Mind/Body medicine, Osteopathic medicine, Chiropractic medicine, and Massage Therapy/Body works. Three hours lecture per week.

HLTH 200
MEDICAL TERMINOLOGY OF DISEASE
Fall/Spring, 3 credit hours
Medical terminology will be presented from a disease viewpoint. Diseases will include a cross-section of several different areas such as skin, respiratory, blood, and neonatal. Three hours lecture per week.

HLTH 210
ADVANCED EMERGENCY MEDICAL TECHNICIAN–INTERMEDIATE
Fall/Spring, 3 credit hours
This course is required of anyone who wishes to take the New York State test for Advanced EMT-Intermediate certification. The course involves orientation to the EMT-Intermediate program, roles and responsibilities, and the EMS system; medical/legal considerations, medical terminology; EMS communications, general patient assessment and management; airway management & ventilation; pathophysiology of shock; kinetic of trauma, review of expanded primary assessment/resuscitation, abdominal trauma, thoracic trauma, extremities trauma; head trauma, pregnancy and trauma, spinal trauma, demonstration of spinal skills; CPR review; and defibrillation. Lecture and practical lab hours per week vary according to schedule. Forty hours of emergency room observation is required in addition to class time. Students must be a member of a rescue squad or fire department. If not a member of a rescue squad or fire department, they MUST have permission of Sponsor Administrator (Director of Extended Studies).

HLTH 311
ADVANCED EMERGENCY MEDICAL TECHNICIAN–CRITICAL CARE
Spring, 4 credit hours
This course is required of anyone who wishes to take the New York State test for Advanced EMT-Critical Care certification. The course involves all aspects of pre-hospital emergency care up to the level of paramedic. Main topic areas include: role & responsibilities of the EMT-CC, EMS systems, domestic
Course Descriptions: HEALTH SERVICES MANAGEMENT


HLTH 291-295, 391-395, OR 491-495 SPECIAL TOPICS IN HEALTH
Fall/Spring, 1-4 credit hours

Special Topics in Health will include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

HEALTH SERVICES MANAGEMENT

HSMB 101 INTRODUCTION TO HEALTH SERVICES MANAGEMENT
Fall, 4 credit hours

This course introduces the student to the health care system in the United States and to the role of the health services manager. The course describes the fundamentals of health care system components, health care administrative functions, and health care management principles. Throughout the course, the instructor will work with students to develop their research, analytical, and communication skills in the health services management field. The laboratory hours will be incorporated into the weekly class sessions and will give the instructor the opportunity to plan field trips and other observational experiences. Three hours lecture, two hours laboratory per week.

HSMB 301 PUBLIC HEALTH ISSUES
Fall, 3 credit hours

The course begins with an overview of the history and development of public health. The student is then provided with the opportunity to examine the current public health care system. The fundamentals of epidemiology also are covered. Applications to the students’ practice settings are explored. Health planning, health promotion, and global health issues are included. Three hours lecture per week. Prerequisites: Microbiology (BIOL 209) and Survey of Mathematics (MATH 111) OR Statistics (MATH 141), or permission of instructor.

HSMB 302 LEGAL AND ETHICAL ISSUES IN HEALTH CARE
Spring, 3 credit hours

This course prepares the student to examine legal and ethical issues in health care as they impact the health services manager, or others involved in health care decision making. A variety of commonly experienced legal situations and ethical dilemmas will be discussed, including the basics of civil and criminal health care law, professional liability, antitrust, managed care, organizational restructuring, patient rights, scientific research, rationing, health care practices, and other issues. The course also will educate students in legal research methods applied to the health services management field. Three hours lecture per week. Prerequisites: HSMB 301 or junior status.

HSMB 303 OCCUPATIONAL HEALTH AND SAFETY
Spring, 3 credit hours

This course explores health and safety issues related to the workplace. Environmental controls that reduce transmission of communicable diseases, exposure to toxic substances, hazardous working conditions and accidents are included. Public policy decisions and health control program compliance issues are addressed. The effects of human-environmental interactions on physical, mental, and social well-being are explored. Three hours lecture per week. Prerequisites: Junior status or permission of instructor.

HSMB 304 U.S. HEALTH CARE SYSTEM
Fall, 3 credit hours

The United States health care system is a large and vital segment of the United States economy. This course identifies and examines the various components of the U.S. health care system and the interrelationships of those components. Topics covered include health care in a free enterprise system, government regulation, health services access and utilization, health delivery settings, health care personnel, the pharmaceutical industry, public health, health insurance, managed care, quality of care, health policy, and other topics. Three hours lecture per week. Prerequisites: Junior status.

HSMB 305 MANAGED CARE
Spring, 3 credit hours

Managed care is the integration of the delivery and financing of health care. This course identifies and examines the various components of managed care and the interrelationship of those components. Topics covered include insurance and risk management applied to managed care, types of managed care organizations and arrangements, funding options, delivery options, prospective payment systems, quality assurance, outcomes measurement, contracting, provider responses, legal liability, regulation, public managed care programs, and other topics. Three hours lecture per week. Prerequisite: U.S. Health Care System (HSMB 304) or permission of instructor.

HSMB 306 HEALTH CARE FINANCING
Fall, 3 credit hours

This course provides the student with an opportunity to understand the fundamentals of the financial management of health care organizations. The course includes such topics as accounting, financial statement analysis, time value money, cost analysis and budgeting, and agency costs and their effects on financial decision making. Three hours lecture per week. Prerequisites: U.S. Health Care System (HSMB 304) AND Introduction to Finance (FSMA 210), or permission of instructor.

HSMB 307 HEALTH CARE FACILITY ADMINISTRATION

Spring, 3 credit hours

The course explores the overall responsibilities of an administrator in contemporary health care facilities. These responsibilities involve planning, implementation, and other management skills. To contribute to the achievement of these skills, along with a greater knowledge of health operations, the course examines health care organizational structures, operational aspects of clinical and non-clinical departments, delivery and finance system issues, quality improvement, strategic planning, decision-making, evaluation, and other administrative related topics. Three hours lecture per week. Prerequisite: U.S. Health Care System (HSMB 304) or permission of instructor.

HSMB 308 ORIENTATION TO INTERNSHIP
Fall, 1 Credit

An internship is required to complete degree requirements in Health Services Management. The course prepares students for the internship, helps each secure an appropriate internship, describe the contents of a journal and a

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HIS 101
HISTORY OF THE WESTERN HERITAGE
Fall, 3 credit hours
GER 5
This is a basic survey course in European history from early civilizations to approximately 1550 A.D. The focus is on the values, traditions, and changes that have characterized and determined Western culture, political institutions, social structures, and economic systems. Among the topics to be studied are: the Classical civilizations of Greece and Rome, Christianity, Islam, the Middle Ages, the Renaissance, and the Protestant Reformation. Three hours lecture per week.

HIS 102
MODERN EUROPE
Spring, 3 credit hours
GER 5
A study of European history from the Reformation to the present. The focus is on several areas of historical change which have transformed Europe: culture (the Enlightenment, romanticism, contemporary European thought), politics (absolutism, power politics, and imperialism, ideologies liberalism, nationalism, socialism, and fascism), society and the economy (urbanization, industrialization, and the development of a global economy). Three hours lecture per week.

HIST 103
EARLY AMERICAN HISTORY
Fall/Spring, 3 credits
GER 4
This course deals with the leading aspects of American history from discovery through the end of the Civil War. Attention is given to political issues, institutions, political parties, leadership, and diplomatic and constitutional questions; as well as economic, social and intellectual trends. This course also focuses on what is unique in the American historical experience, and relates American history to the broader global setting. Three hours lecture per week.

HIST 105
MODERN U.S. HISTORY
Spring, 3 credit hours
GER 4
This course deals with the leading aspects of American history from the Civil War to the present. Attention is given to political issues, institutions, political parties, leadership, and diplomatic and constitutional questions; as well as economic, social, and intellectual trends. This course also focuses on what is unique in the American historical experience and relates American history to the broader global context. Three hours lecture per week.

HIST 204
U.S. IMMIGRATION HISTORY THROUGH RACE, CLASS, AND GENDER
Fall/Spring, 3 credit hours
GER 4
This course examines the history of immigration to the United States from the mid-19th century through the 20th century. The main themes of the course will include issues of race, class, and gender and how they factor into the immigration process and subsequent settlement period. A plethora of immigrant groups will be studied not exclusive to the following: Eastern and Southern Europeans, Asian and Pacific Islanders, Latin Americans, and Africans. Three hours lecture per week. Prerequisites/Corequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102), and Early American History (HIST 103), or Modern United States History (HIST 105), or Introduction to Women's Studies (WMST 201); or permission of the instructor.

HIST 205
BASEBALL IN AMERICAN SOCIETY
Fall/Spring, 3 credit hours
GER 4
This course examines the historical impact that baseball has had on economic, social and cultural issues in America, particularly in the twentieth century. The main themes include issues of race, class, gender, labor, and immigration and how they factor into the progression
of American society. Particular topics include, but are not limited to, the Negro Leagues, Latino and Japanese participation, women, and free-agency. Three hours of lecture per week. Prerequisites/Corequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102); and Modern United States History (HIST 105); or permission of the instructor.

HIST 217
WORLD HISTORY, FROM 1300 TO THE PRESENT
Fall/Spring, 3 credit hours  GER 6

Using a global perspective, this course will consider how different peoples and civilizations interacted, or failed to, in the last 700 years. Some of the themes that will be emphasized and examined are the roles that conquest, trade, diffusion of ideas and technology played in bringing different parts of the world together. Three hours of lecture per week.

HIST 303
COLONIAL AMERICAN HISTORY
Spring, 3 credit hours

This course explores the important themes in the history of the British American colonies in the seventeenth and eighteenth centuries. Particular attention is devoted to social and cultural developments and to the bringing together of peoples from three different continents in the colonies. Other avenues of inquiry relating to such matters as imperial politics and economic growth will also be pursued. Students will be encouraged to identify arguments and to consider multiple viewpoints. Journal writing will provide the opportunity to hone writing and analytical skills, and encourage students to pull together a broad range of materials and construct coherent arguments. Three hours lecture per week. Prerequisites: Early American History (HIST 103) and Expository Writing (ENGL 101) or Oral & Written Expression (ENGL 102) or permission of instructor.

HIST 304
UNITED STATES WOMEN’S HISTORY
Fall/Spring, 3 credit hours  GER 4

This course explores the social, economic, and political themes in United States Women’s History from pre-European contact through the twentieth century. The diversity of women is emphasized and issues of class, race, national origin, activism, work, and the role of motherhood will be explored. Citizenship and the status of women in relationship to government will be discussed and analyzed. Three hours of lecture per week. Prerequisites: 30 credit hours, Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102), and a 2.50 cumulative GPA, or permission of instructor.

HIST 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN HISTORY
Fall/Spring, 1-4 credit hours

An introductory or more advanced exploration of subjects not covered or only partially covered by other courses in history.

HUMAN SERVICES

HUSV 100
HUMAN SERVICES FORUM
Fall, 1 credit hour

This course will introduce the student to the field of human services and the diversity of choices in this area. The course will emphasize the values and ethics of the profession, self awareness, critical thinking, problem solving, and related skills needed to be successful in academic pursuits. One hour per week. Prerequisite: Interest in Human Services curriculum and required of all students in Human Services.

HUSV 201
INTRODUCTION TO HUMAN SERVICES
Spring, 3 credit hours

A study of the economic, political, psychological and sociological basis of the field of human services and the origin of the historic development of the modern social welfare state. The evolution of social work practice and social service delivery systems will be analyzed. Three hours lecture per week. Prerequisite: Introductory Psychology (PSYC 101) or permission of instructor.

HUSV 202
INTERVENTION STRATEGIES IN HUMAN SERVICES
Fall, 3 credit hours

Overview of therapeutic skills and models of the helping process in Human Services. Covers relationship building, assessment of problems, development of insight, goal setting, solution planning, and implementation for individuals. Also covers crisis intervention and group facilitation. The course draws on theories and applications from the disciplines of psychology, sociology, social work, and counseling. Three hours lecture per week. Prerequisites: Introduction to Human Services (HUSV 201), Abnormal Psychology (PSYC 275) or permission of instructor.

HUSV 210
WORKING IN HUMAN SERVICES AGENCIES
Fall, 3 credit hours

This course will introduce the student to a beginning understanding of the basic skills and knowledge required of entry-level personnel in human service agencies. The course examines the conditions creating human needs and how agencies respond to these needs. Emphasis will be on getting services to people in need and helping clients to function more effectively. Prerequisites: Introduction to Human Services (HUSV 201) or permission of instructor.

HUSV 220
SEMINAR/PRACTICUM IN HUMAN SERVICES
Spring, 6 credit hours

This course will include placement in an area human service agency and a weekly seminar. Issues related to public policy, professional behavior, interpersonal dynamics, and work-related skills will be the focus. Students must obtain instructor’s permission before registering. Three hours lecture per week; nine hours field placement. Prerequisite: Intervention Strategies in Human Services (HUSV 202), Working in Human Service Agencies (HUSV 210) or permission of instructor.

HUSV 291-295
SPECIAL TOPICS IN HUMAN SERVICES
Fall/Spring, 1-4 credit hours

Individual courses of instruction of variable credit (1-4 credits) may be offered each semester. These courses are designed to expand on topics in specific areas of human services. Prerequisite: depends on the nature of each course.

LEGAL STUDIES

LEST 101
THE AMERICAN LEGAL SYSTEM
Fall or Spring, 3 credit hours

A general overview of the American legal system, including federal and state court structures, the roles and responsibilities of various participants in the legal process, and the progress of civil and criminal cases through the courts. Three hours lecture per week.

LEST 310
LEGAL RESEARCH
Spring, 3 credit hours

An overview of the sources of law in the American system and specific instruction in finding and analyzing the sources needed to answer legal questions, including case law, statutes, administrative law, and secondary sources. Three hours lecture per week. Prerequisites: Successful completion of Expository Writing (ENGL 101) or Oral & Written Expression (ENGL 102) and Introduction to Information Technology (CITA 110) or its equivalent or
permission of instructor.

LEST 330
LEGAL WRITING
Spring, 3 credit hours
This writing intensive course instructs in writing documents commonly used in a legal setting, and in analyzing and citing the sources needed to answer legal questions, including case law, statutes, administrative law, and secondary sources. Three hours lecture per week. Prerequisites: Business Communication (OTEC 201), Legal Research (LEST 310), or permission of instructor.

LEST 350
LITIGATION
Fall/Spring, 3 credit hours
Introduces students to substantive and procedural requirements for and philosophical underpinnings of civil litigation in state and federal courts, at both the trial and appellate levels. Three hours lecture per week. Prerequisites: The American Legal System (LEST 101), Business Law II (BSAD 202), or permission of instructor.

LEST 449
ADVANCED LEGAL RESEARCH
Spring, 3 credit hours
Builds on skills acquired in Legal Writing to prepare students for writing more complex types of legal documents; students will analyze, cite, and find the sources needed to answer legal questions, including case law, statutes, administrative law, and secondary sources. Three hours lecture per week. Prerequisites: Legal Writing (LEST 330) or permission of instructor.

LEST 480
INTERNSHIP
Fall/Spring, 3-15 credit hours
The Legal Studies Internship integrates classroom work and practical experience with cooperating businesses or agencies. The Internship allows seniors the opportunity to apply classroom learning in a legal or law enforcement setting. It is a structured field experience in which an Intern, under the guidance of a supervisor, acquires and applies knowledge and skills while working in a responsible role. The Internship will be tailored to the individual student’s career interests and the needs of the supervising organization. Internship assignments and activities may include, but not be limited to, information gathering, research, drafting of documents, office management, and other tasks and responsibilities deemed necessary. Prerequisites: Senior status in Legal Studies Program or permission of instructor.

MANUFACTURING

MFGT 100
MANUFACTURING TOPICS
Fall, 1 credit hour
This is a freshman course designed for students in the Mechanical Engineering Technology and CAD curriculums. Students will be introduced to the use of computers (E-mail, WWW, spreadsheet, word processing) and will begin to assess the skills necessary for success in their curriculum. A review of fundamental calculator and mathematical functions will lead to students solving introductory engineering technology problems. Problem solving, technical graphing and report writing will prepare students for future course work found in their curriculum. One hour lecture per week.

MFGT 101
INTRODUCTION TO CAD/CAM
Fall/Spring, 1 credit hour
This is an introductory course which teaches the students how to use modern CAD/CAM software to produce 2D and 3D products. Students will learn about the career opportunities associated with CAD/CAM technology, use an industrial-accepted software to produce parts on CNC milling machines and lathes, develop the perceptual skills required to visualize CAD geometry used in machining 2D and 3D parts, enhance their creativity skills. Three hours lecture per week for five weeks. Prerequisite: Students should be familiar with operation of Microsoft Windows.

MFGT 120
MANUFACTURING MATERIALS
Spring, 3 credit hours
A study of the wide spectrum of materials used in manufacturing of discrete parts and machines. Material structure, characteristics, mechanical properties and applications will be stressed for ferrous and non-ferrous metals, plastics, and composites. Two hours lecture, three hour laboratory per week. Prerequisites: College Algebra (MATH 121), General Physics I (PHYS 101) Oral and Written Expression (ENGL 102) or permission of instructor.

MFGT 220
INSTRUMENTATION AND CONTROLS
Fall, 3 credit hours
A course designed to focus on instrumentation and process control in an industrial environment. Students will gain an understanding of instrumentation utilized in process control, control loop tuning and the use of automatic controls. Students will calibrate and document results to industrial standards for temperature, pressure, level and flow control loops. Students will be introduced to Labview software and interface with data collection hardware. Two hours lecture, Two hours laboratory per week. Prerequisites: Electricity (ELEC 261) or permission of instructor.

MFGT 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN MANUFACTURING TECHNOLOGY
Fall/Spring, 1-4 credit hours
Special Topics in Manufacturing Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

MATHEMATICS

MATH 100
BEGINNING ALGEBRA
Fall/Spring, 3 equivalent credits
This course is designed to prepare the student for Intermediate Algebra (MATH 106). It assumes a limited algebra background at the secondary level. Topics include: a review of arithmetic operations, signed numbers, exponents, basic geometry concepts (such as angle measure, area and volume formulas), operations with polynomials, solving linear equations, and elementary word problems. Three hours lecture per week.
MATH 106
INTERMEDIATE ALGEBRA
Fall/Spring, 3 credit hours
This course reviews and builds on the basic, fundamental concepts of algebra, which are required in many other courses and areas of study. Topics include: a review of fundamental concepts, first degree equations and inequalities, graphing and systems of equations, rational expressions, factoring, exponents and radicals, quadratic equations. Three hours lecture per week. AAS CREDIT ONLY. Prerequisite: Beginning Algebra (MATH 100) with a grade of C or better recommended or NYS Regents Math A or Course I or permission of instructor.

MATH 108
MATH OF FINANCE
Fall/Spring, 3 credit hours
A study of the applications of mathematics to topics in finance. Topics include: simple interest, bank discount, compound interest, percentages, percents of change, markup and markdown, types of annuities, problem solving, consumer credit, and depreciation. Three hours lecture per week. Nor Math Credit for AA or AS degrees. Prerequisite: Intermediate Algebra (MATH 106) or permission of instructor.

MATH 111
SURVEY OF MATHEMATICS
Fall/Spring, 3 credit hours GER 1
A study of various mathematical topics including an introduction to truth table logic, sets, probability, and matrices. Additional topics may be explored at the discretion of the instructor. This course is designed for non-technical oriented students. It is appropriate for students in liberal arts. Three hours of lecture per week. Prerequisites/Corequisites: Intermediate Algebra (MATH 106) or at least 75 on Test A or permission of instructor.

MATH 115
MATHEMATICS FOR ELEMENTARY TEACHERS I
Fall/Spring, 3 credit hours
The study of the development, meaning, and representations of numeration systems, operations on whole numbers, number theory and the real number system. The focus of the course will be on mathematical representations for K-8 topics via problem solving. This course is only open to students enrolled in the elementary education transfer program. Three hours lecture per week. The majority of the course will be activity-based (exploration of topics through problem solving activities.) Prerequisite: Intermediate Algebra (MATH 106) or Math A plus one additional year of high school mathematics or permission of instructor.

MATH 116
MATHEMATICS FOR ELEMENTARY TEACHERS II
Fall/Spring, 3 credit hours GER 1
The study of the development, meaning, and representations of statistics, patterns and functions, concepts of geometry, and measurement of two- and three-dimensional figures. The focus of the course will be on the construction of mathematical representations for K-8 topics via problem solving. This course is only open to students enrolled in the elementary education transfer program. Three hours lecture per week. Prerequisite: Mathematics for Elementary Teachers I (Math 115) or permission of instructor.

MATH 121
COLLEGE ALGEBRA
Fall/Spring, 4 credit hours GER 1
This course features basic algebraic, trigonometric, and logarithmic concepts necessary to prepare students for College Calculus (MATH 122). Topics include: algebraic fundamentals; rational expressions; exponents and radicals; complex numbers; factoring; linear, quadratic, absolute value, radical, higher degree, and systems of equations; inequalities; functions and graphing; right triangle trigonometry; trigonometric functions of any angle; solution of any triangle; and elementary transcendental functions. Four hours lecture per week. Prerequisite: Intermediate Algebra (MATH 106) with a grade of C or better recommended or NYS Regents Math A plus one year of high school mathematics or Course III or permission of instructor.

MATH 122
BASIC CALCULUS
Fall/Spring, 4 credit hours GER 1
This course is an intuitive introduction to the Calculus. Topics include: review of functions; analytical geometry of the line, properties of limits; the derivative with applications; trigonometric and other transcendental functions; and integrals with applications. Selected additional topics will be offered, as time permits, at the discretion of instructor. Four hours lecture per week. Prerequisite: College Algebra (MATH 121) with a grade of C or better recommended or NYS Regents Math B with grade of 80 or better or Course III plus one year of high school mathematics or permission of instructor.

MATH 131
COLLEGE TRIGONOMETRY
Spring, 3 credit hours GER 1
This course is designed for those students who lack the trigonometry skills needed to perform successfully in Calculus I. Topics include: angle measurement, right triangle trigonometry, trigonometric identities, trigonometric equations, graphs of trigonometric functions, inverse trigonometry functions, vectors and oblique triangles, and exponential and logarithmic functions. Three hours lecture per week. Prerequisite: College Algebra (MATH 121) with a grade of C or better recommended or NYS Regents Math B or Course III or permission of instructor.

MATH 135
TECHNICAL MATH I
Fall, 4 credit hours GER 1
This course is the first of a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics include: review of the fundamental concepts of algebra, units of measurement and approximate numbers, functions and graphs, trigonometry functions, vectors, complex numbers, systems of linear equations, determinants, factoring, rational expressions, quadratics, geometry, (areas and perimeters of common plane figures, volumes and surfaces of common solids). The TI-84 Plus graphing calculator in conjunction with the laptop will be used throughout the course. Four hours of lecture per week. Prerequisites/Corequisites: Beginning Algebra (MATH 100) or High School Equivalent or individuals enrolled in the Verizon Next Step Program.

MATH 136
TECHNICAL MATH II
Fall and Spring, 4 credit hours
This course is the second of a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics include: Review of the graphs of the sine and cosine function, review of complex numbers and their applications, exponents and radicals, exponential and logarithmic functions, ratio, proportion and variation, oblique triangles, inequalities, introduction to statistics and an intuitive approach to calculus. The TI-84 Plus graphing calculator in conjunction with the laptop will be used throughout the course. Four hours of lecture per week. Prerequisites/corequisites: Technical Math I (MATH 135).

MATH 141
STATISTICS
Fall/Spring, 3 credit hours GER 1
This course is an introduction to the standard methods of descriptive statistics, with an emphasis on the applications of inferential statistics. Topics include: organization and presentation of data; the descriptive measures of data, probability; the binomial and normal
Course Descriptions: MATHEMATICS, MECHANICAL

probability distributions, the students “T” distribution, estimation and hypothesis testing, linear correlation and regression analysis. The Chi-square distribution and Chi-square applications are covered if time permits. Three hours lecture per week. Prerequisite: College Algebra (MATH 121) or Survey of Mathematics (MATH 111), Course III or Math B or permission of instructor.

MATH 161
CALCULUS I
Fall, 4 credit hours

This course is the first of a three-semester sequence of Calculus courses developed for students in Engineering Science who expect to transfer to an four-year engineering college upon completion of the program. Other qualified students may also take this sequence. Topics include: quick review of functions and graphs, limit and continuity; the derivative and its properties, differentiation of algebraic and transcendental functions, curve sketching; related rates, applied extreme problems; other applications of differentiation, applications using computer software and/or graphics calculator. Four hours lecture per week. Prerequisite: four years regents level high school math or College Algebra (MATH 121) with indication of strength, NYS Regents Math B with grade 80 or better, Course III with one additional year of high school mathematics or permission of instructor. Recommended: College Trigonometry (MATH 131).

MATH 162
CALCULUS II
Spring, 4 credit hours

This course is the second of a three-semester sequence in Calculus which has been designed for students in Engineering Science. Other qualified students may also take this course. Topics include: differentials; definite integrals and their applications; integration of exponential, logarithmic, trigonometric, and inverse trigonometric functions; techniques of integration; numerical methods; and applications using computer software and/or graphics calculator. Four hours lecture per week. Prerequisite: Calculus I (MATH 161) with a grade of C or better recommended or permission of instructor.

MATH 263
CALCULUS III
Fall, 4 credits

This course is the third of a three-semester sequence of Calculus courses developed for students in Engineering Science who expect to transfer to an engineering program at a four-year institution upon graduation. Other qualified students may also take this course. Topics include conic sections, parametric and polar relationships, vector valued functions and basic differential geometry of plane and space curves, multivariable functions, partial derivatives and their applications, multiple integration and vector analysis (optional). Four hours lecture per week. Prerequisite: Calculus II (MATH 162) with a grade of C or better recommended or permission of instructor.

MATH 264
DIFFERENTIAL EQUATIONS
Spring, 3 credit hours

A course in Ordinary Differential Equations, which is required of the students in the Engineering Science curriculum. It may be taken by qualified students in other curriculums who plan to transfer Mathematics credits to four-year institutions. Topics include: first-order equations, operator notation, higher-order equations with constant and variable coefficients, infinite series solutions, Laplace transforms, systems of differential equations and numerical methods will be interspersed throughout the course. Three hours lecture per week. Prerequisite: Calculus III (MATH 263) with a grade of C or better recommended or permission of instructor.

MATH 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN MATHEMATICS
Fall/Spring, 1-4 credit hours

Individual courses of instruction of variable credit (1-4 credits) may be offered each semester. These courses are designed to expand on topics in specific areas of mathematics. Prerequisite: permission of the instructor.

MECHANICAL

MECH 111
COMPUTER DRAFTING
Fall, 3 credit hours

This course introduces the student to using the computer to produce engineering (mechanical) drawings. In addition to learning the “AUTOCAD” software to create the entities, other topics covered in the course include: orthographic projection, national drafting standards and conventions, applied geometry, sectioning as well as detail and assembly drawings. Instruction also includes freehand sketching. One hour lecture, four hours laboratory per week.

MECH 112
ADVANCED COMPUTER DRAFTING
Spring, 3 credit hours

A continuation of Computer Drafting (MECH 111) wherein major emphasis is placed on the topics of dimensioning, tolerancing, gears, keys and key seats, assembly drawings, and detail drawings. Computer-aided design, systems, concepts, along with standards, will be emphasized. One hour lecture, four hours laboratory per week. Prerequisite: Computer Drafting (MECH 111) or permission of instructor.

MECH 117
COMPUTER DRAFTING FOR NON-TECHNICIANS
Fall, 2 credit hours

A basic computer-oriented drawing course designed for people with little or no engineering background. Students will learn how to create both two dimensional and three dimensional (pictorial) drawings utilizing a computer software package. Upon completion, students will be able to draw and interpret standard working drawings found in business and industry. One hour lecture, two hours laboratory per week.

MECH 121
MANUFACTURING PROCESSES I
Fall/Spring, 3 credit hours

This course provides an overview of material removal, change in form, change in condition, and heat treatment processes. The student begins with a fundamental understanding of machine tools theory and practice. Instruction includes precision layout and measurement, lathe operations and tooling, milling operations and tooling, drills, reamers, and drilling machines. Instruction involves the selection and calculation of proper cutting speeds and feeds for processes involving different materials. Instruction also includes an investigation to the variety of casting processes, products produced through each process and common defects found. Students further investigate material properties and how change can occur through processing and heat treatments. The laboratory provides the opportunity to apply the material from lecture through the hands on operation of the tooling and equipment. Two hours lecture, three hours laboratory per week.

MECH 124
MACHINE TOOLS
Spring, 3 credit hours

A basic course in machine shop theory and practice. Includes theory and related information pertaining to precision and comparative measurement file, hacksaws, indexing, twist drills, cutting speeds, and screw threads. Provides an opportunity for actual practice in
the operation of basic machine tools such as the lathe, milling machine, drill presses, band saw and sand blasting machine. Includes shop safety, layout and measurement and the use of basic hand tools. Two hours lecture, three hours laboratory per week.

MECH 222
MANUFACTURING PROCESSES II
Spring, 3 credit hours

A continuation of Manufacturing Processes I. Includes forging, sawing and cutting processes, grinding operations, cutting tools and fluids, powder metallurgy and non-traditional machining processes. Process planning and determining the equipment to produce parts will lead to a better understanding of different manufacturing processes. Students will learn the fundamentals required to setup, operate and program CNC lathes and milling machines. A major emphasis is placed on the term project that requires each student to research a manufacturing process for the purpose of giving an oral presentation to the class explaining the process. The overall project requires each student submit an outline of their presentation, present their material to the class and submit a formal report to the instructor. One hour lecture, two hours laboratory per week. Prerequisite: Manufacturing Processes I (MECH 121) or permission of instructor.

MECH 223
INTRODUCTION TO CNC
Fall, 3 credit hours

A course designed to introduce students to the capabilities of CNC machine tools used in industry, to teach students the fundamentals in programming CNC lathes and milling machines, to provide students the opportunity to setup and operate CNC equipment and to experience the use of CAD/CAM technology. Two hours lecture, three hours laboratory per week. Prerequisite: Manufacturing Processes I (MECH 121) or permission of instructor.

MECH 224
TOOL DESIGN
Spring, 3 credit hours

Theory design and drawing of tools used in mass production. Cutters, gauges, punches and dies, jigs and fixtures. Introduction to commercial tool steels, nonmetallic tooling materials and process intent of geometric tolerances. Emphasis on the use of component catalogs. One hour lecture, four hours laboratory per week. Prerequisites: Manufacturing Processes I (MECH 121), Advanced Computer Drafting (MECH 112) or equivalent or permission of instructor.

MECH 225
INTRODUCTION TO THERMODYNAMICS
Spring, 3 credit hours

Introduction to Thermodynamics will investigate the first and second laws of thermodynamics and the applications to steam cycles and refrigeration. The properties of liquids and gases will be considered in their application to technology. The ideal gas laws will be explored through the mixture of air-water vapor using the psychometric chart. The energy balance of steam turbines will be evaluated for their efficiencies. The theory of heat transfer will be considered during heat exchange applications. If time permits, the study of the Otto cycle and Diesel cycle will be discussed. Three hours lecture per week. Prerequisites: Physics II and College Algebra (MATH 121) or permission of instructor.

MECH 226
THERMOFLUIDS LABORATORY
Spring, 1 credit hour

The theories of thermodynamics and fluid mechanics will be explored through hands on experimentation. Students will place into practice the theories of fluid mechanics and thermodynamics. These labs will provide emphasis on report preparation and computer-aided data collection and reduction. Two hours laboratory per week. Corequisites: Introduction to Thermodynamics (MECH 225), Fluid Mechanics (MECH 241) or permission of instructor.

MECH 231
MECHANICAL STRUCTURE LABORATORY
Fall, 1 credit hour

This course is designed to complement and supplement the topics in the corequisite course, Structural Mechanics. It will consist primarily of experiments in strength of materials, augmented by occasional lectures. A writing intensive course. Three hours laboratory per week. Prerequisites/Corequisites: Structural Mechanics Lecture (CONS 263) or permission of instructor.

MECH 232
MACHINE DESIGN
Spring, 4 credit hours

Design of machine components subjected to static, dynamic and fluctuating loads. Theory includes design of shafts, v-belt and flat belt drives, gear systems and roller chain mechanical transmissions; gears and springs. Laboratory work involves the design of components of a machine design term project. Three hours lecture, two hours laboratory per week. Prerequisites/Corequisites: Structural Mechanics Lecture (CONS 263), Basic Calculus (MATH 122), or permission of instructor.

MECH 241
FLUID MECHANICS
Spring, 3 credit hours

This course develops a basic knowledge of fluids under static and dynamic applications. Principles of fluid statics, fluid kinematics, fluid kinetics, and continuity theorem will explore applications in the mechanical industry. Flow rate, pipe sizing and minor losses in piping systems are addressed. Compressible flow and gas dynamics are introduced. Three hours lecture per week.

MECH 251
QUALITY CONTROL
Fall, 3 credit hours

Statistical concepts related to quality control. Theory, construction, and interpretation of control charts in an industrial manufactur-
ing environment. Probability as it relates to acceptance sampling and ISO 9000 quality standards. Two hours lecture, two hours laboratory per week.

MECH 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN MECHANICAL ENGINEERING TECHNOLOGY
Fall/Spring, 1-4 credit hours

Special topics in Mechanical Engineering Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

MORTUARY

MORT 111
THE STUDY OF FUNERALS: PAST AND PRESENT
Fall, 3 credit hours

This course discusses the role of the death-related professions in contemporary American society. The duties and responsibilities of the funeral director during the removal of deceased, the wake, the funeral and the committal service are extensively covered. Students will also review historical funeral customs and present funeral customs in other countries. Each student will review their personal death responses and prearrange his/her own funeral. Three hours lecture per week.

MORT 121
ANALYTICAL EMBALMING TECHNIQUES
Spring, 4 credit hours

This is the first of two embalming courses required to graduate from the program. It outlines the definitions of death, the public health considerations, ethical performance, necessary instruments, preparation room design, and the chemical principles involved in decomposition and preservation. Three hours lecture, three hours laboratory per week.

MORT 129
CLINICAL PRACTICUM
2 credit hours

Students are required to work in an assigned funeral home for a minimum period of five weeks. During this period, the students are expected to relate the theoretical background they have acquired to the practical functions of a funeral director. The faculty will contact the student and the funeral director periodically during the practicum. This will be by personal visits and/or phone conversations. The students are expected to serve this practicum without pay. Prerequisite: successful completion of one semester of embalming.

MORT 211
EMBALMING AND ASEPTIC TECHNIQUES
Fall, 4 credit hours

Subsequent to Analytical Embalming Techniques (MORT 121), this course focuses on unique and special problems encountered by the embalmer in professional practice. Microbiology of pathogens and techniques of infection control are a major aspect. Three hours lecture, three hours laboratory per week.

MORT 214
FUNERAL HOME MANAGEMENT
Fall, 3 credit hours

Study of management techniques and procedures necessary for successful operation of a small business with the major emphasis on funeral home management. Three hours lecture per week.

MORT 223
RESTORATIVE ART
Spring, 4 credit hours

This course gives the student a familiarization with instruments, materials, and development of techniques of restoring the dead human body damaged as a result of disease and trauma. Three hours lecture, two hours laboratory per week.

MORT 225
PROFESSIONAL FUNERAL PRACTICE
Spring, 3 credit hours

Study of funeral service law and professional ethics with special attention given to the Federal Trade Commission's Rule. Funeral home merchandising and its proper application also will be extensively covered. Three hours lecture per week.

MORT 227
HUMAN RESPONSE TO DEATH
Spring, 3 credit hours

This course is a survey of the psychological, philosophical, and sociological components of human loss and grief. The understanding of bereavement is central to the development of communication and counseling skills. Laboratory exercises include arranging and conducting mock funerals. Three hours lecture, two hours laboratory per week.

MORT 321
ADVANCED EMBALMING PRACTICE
Fall, 4 credit hours

Designed to improve the skills and knowledge base of practicing licensed personnel, this course focuses on the less common techniques applied in unusual situations. Waterless embalming, regional freezing procedures, mummification, alternative machinery, and special purpose chemicals will be explored. Unique embalming situations are addressed such as long-term storage, entombment vs. burial, decomposed bodies, stillbirths, religious limitations, anatomical embalming, and fragment treatment in anticipation of delayed final disposition. Perfection of techniques of sterile procedure, eye enucleation, terminal disinfection, and personal protection is expected. Three hours lecture, three hours laboratory per week. Prerequisites: Analytical Embalming Techniques (MORT 121), Embalming and Aseptic Techniques (MORT 211), or permission of instructor, and current embalmer's license, access to a funeral home's case flow for embalming practice.

MORT 322
FUNERAL HOME MANAGEMENT II
Spring, 3 credit hours

This course addresses the practical problems facing funeral managers in contemporary society. Marketing strategies, pricing methods, creative personnel management, alternative memorial activities, prearrangement sales, financial assessment techniques, aftercare, transition planning, expansion of facilities, and establishment of consortia of funeral homes. Recruitment and training of non licensed staff, compliance methods, salary incentives, and record keeping which meet legal requirements are included as well. The student will study a particular aspect of the management of the funeral home at which they work as a special project. Three hours lecture per week. Prerequisites: Funeral Home Management (MORT 214), Business Organization and Management (BSAD 100) or permission of instructor.

MORT 401
FUNERAL SERVICE LAW
Fall, 3 credit hours

This course deals with the various regulating agencies which affect the funeral profession. The student will be concerned with the laws which pertain to solicitation of clients, rights of possession, cemeteries, interstate agreements, international shipping, funding vehicles, association rights, lobbying, local ordinances, and employer/employee relationships. Three hours lecture per week. Prerequisite: majors only or permission of instructor.

MORT 420
CURRENT ISSUES IN FUNERAL SERVICE
Spring, 3 credit hours

As the field of funeral service continues to change in response to societal demands, this
class provides the opportunity to keep abreast of these developments. Topic areas will include: public health, government regulation, funeral home management, religious and secular rites and rituals. Major focus will be on the effects that changes might have on the grief process, societal readjustment following death, and creative ways for funeral service practitioners to address the future. Historical perspective will be utilized as a predictive tool in assessing society’s new outlook on loss and recovery. Three major issues, determined by consensus of the class and instructor each semester, will be the primary focus of the course. Three hours lecture per week. Prerequisites: junior status or current licensure as a funeral director.

MORT 440
INTERNSHIP
Fall/Spring, 3 credit hours
This experience allows the student to apply the theories, principles and techniques learned through previous coursework to a project in a private funeral home setting. Under the supervision of the owner, manager, or project coordinator of a deathcare business, the student will identify, propose, plan, research, implement, and evaluate a special project for the benefit of that business and its clientele. The student will also develop in conjunction with the faculty supervisor an evaluation instrument to rate both student performance and success of the project. Prerequisites: Funeral Home Management II (MORT 322), Funeral Service Law (MORT 401) or permission of instructor.

MOTORSPORTS
MSPT 101
MOTORSPORTS SERVICE
Fall, 3 credit hours
An introduction to the general theories of systems and maintenance of motorsports vehicles, including motorcycles, snowmobiles, ATV’s and personal watercraft.

MSPT 110
ENGINE AND POWER
TRANSMISSION SERVICE
Spring, 4 credit hours
This course involves the complete disassembly, inspection, repair and reassembly of modern modular constructed powertrain assemblies. The principles of operations key to high performance, compact engines/transmission assemblies are thoroughly covered. Prerequisite: Motorsports Service (MSPT 101) or permission of instructor.

MSPT 120
FRAME AND SUSPENSION SYSTEMS
Spring, 3 credit hours
This course covers the theory, diagnostic and service procedures used in suspension and frame systems unique to the motorsports arena. Braking and suspension concerns are integrated into frame design theory. Prerequisite: Motorsports Service (MSPT 101) or permission of instructor.

MSPT 130
MARINE PROPULSION
Fall, 2 credit hours
A study of the different types of propulsion systems relative to various types of aquatic craft, including jet and propeller. Theory and construction will be discussed in the context of a one hour lecture followed by a three-hour working laboratory.

NURSING
NURS 101
ADAPTATION NURSING I
Fall/Spring, 6 credits
This course is designed to provide the student with knowledge and skills basic to nursing. This course will enable the student to learn adaptation concepts and the nursing process, with emphasis on assessment and will introduce nursing roles as provider and manager of care and member of a profession. Clinical learning experiences are provided to assist students in applying Adaptation Nursing I theory and are in the long-term care setting. The nursing laboratory on campus is used to facilitate the transfer of knowledge from the classroom to the clinical setting. Three hours lecture, three hours laboratory, and six hours clinical per week. Prerequisites: please refer to program admission requirements. NURSING MAJORS ONLY.

NURS 102
ADAPTATION NURSING II
Fall/Spring 10 credits
This second-level clinical nursing course is designed to assist the student in further developing skills, knowledge, and theories introduced in Adaptation Nursing I (NURS 101), and exposes students to more advanced nursing concepts. The course provides students with opportunities to investigate adaptive and maladaptive behaviors of both mothers/child and psychiatric clients. Clinical learning experiences are provided to assist students in applying Adaptation Nursing II concepts for persons at various levels on the health-illness continuum for which nursing intervention is necessary in both psychiatric and maternal/child settings. The nursing laboratory will be used to facilitate the transfer of knowledge from the classroom to the clinical area. Prerequisites: Human Anatomy and Physiology I (BIOL 217), Adaptation Nursing I (NURS 101), Introduction to Psychology (PSYC 101), all with a grade of “C” or better, or permission of instructor. NURSING MAJORS ONLY.

NURS 200
PHARMACOLOGY
Fall/Spring, 3 credits
This course focuses on concepts required by nurses to make sound decisions in the administration of pharmacotherapeutic agents. The course is a 15-week course with 3 hours of lecture on-line or on-site per week. Prerequisites: Human Anatomy & Physiology I and II, Adaptation Nursing I (NURS 101) and Adaptation Nursing II (NURS 102), all with a grade of “C” or better. NURSING MAJORS ONLY.

NURS 201
ADAPTATION NURSING III
Spring 9 credits
This fourth-level clinical Nursing course is designed to assist the student to further develop the skills, knowledge, and theories introduced in Nursing I (NURS 101) and Nursing II (NURS 102). The course provides students with opportunities to investigate common health problems of persons of all ages. Adaptive and ineffective behaviors of the hospitalized client are identified, as well as basic principles of nutrition and the role that nutrition plays in promoting adaptive behaviors. Clinical learning experiences are provided to assist students in applying Adaptation Nursing III concepts for persons at various levels on the health-illness continuum for which nursing intervention is necessary in acute care settings. The nursing laboratory will be used to facilitate the transfer of knowledge from the classroom to the clinical area. Prerequisites: Human Anatomy and Physiology I (BIOL 217), Human Anatomy & Physiology II (BIOL 218), Human Development (PSYC 225), and Adaptation Nursing II (NURS 102), all with a grade of “C” of better, or permission of instructor. NURSING MAJORS ONLY.

NURS 202
ADAPTATION NURSING IV
Spring, 10 credits
This fourth-level clinical Nursing course is designed to expand upon the skills, knowledge, and concepts presented in Nursing I, II, III and present more advanced nursing concepts along with providing nursing care to the family unit. Concepts of NURS 202 are based on the Nursing program philosophy and conceptual
framework.

This course will enable the student to develop skill in applying adaptation concepts and nursing process with emphasis on evaluation and transition from student to graduate. Specific nursing skills and competencies necessary to implement the nursing process with clients in various stages of the development will be addressed. These clients may manifest maladaptive behavior in the physiologic and psychosocial mode.

Clinical learning experiences are provided to assist students in applying Adaptation Nursing IV theory and are in the hospital and community settings. The Nursing Laboratory is used to facilitate transfer of knowledge from the classroom to the clinical setting. Six hours of lecture, three hours of lab, and nine hours of clinical per week. Prerequisites: Adaptation Nursing III (NURS 201) (minimal grade of C), Microbiology (BIOL 209) (minimal grade of C), or permission of instructor.

NURS 203 PROFESSIONAL ISSUES AND TRENDS IN NURSING

Spring 3 credits

This writing intensive course is designed to increase the awareness of current issues affecting the nursing profession. This course will examine the health care environment, health care finance, the political process and the nursing profession, nursing theorists and conceptual models of nursing, nursing research, nursing licensure, development of nursing as a profession, legal responsibilities for practice, ethical concerns in nursing practice, management and leadership, bioethical issues in healthcare, and nursing practice areas. Three hours lecture per week. Prerequisites: Adaptation Nursing III (NURS 201) (minimal grade of C), Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) (minimal grade of C), or permission of instructor. NURSING MAJORS ONLY.

Course Descriptions: NURSING, OCCUPATIONAL THERAPY

OCCUPATIONAL THERAPY ASSISTANT

COTA 101 FUNDAMENTALS OF OCCUPATIONAL THERAPY I

Fall/Spring, 3 credit hours

This course is designed as an introduction to the profession of occupational therapy. The student will become acquainted with the history of occupational therapy and the role of the occupational therapy assistant (OTA) within the profession. The healthcare system and position of the OTA in that system will be discussed. The student will be oriented to steps in the occupational therapy process using a developmental framework. Three hours lecture or the equivalent per week on-campus (fall only) or web-based (fall/spring).

COTA 102 LEVEL I FIELDWORK: DEVELOPMENTAL

Spring, 1 credit hour

This OTA fieldwork experience will serve as an orientation to developmental practice. Students have the opportunity to observe and assist with developmental practice in a variety of settings. This is an introductory-level experience scheduled to coincide with didactic coursework in developmental practice. Five hours per week in a clinical setting. Prerequisite: Fundamental of Occupational Therapy I (COTA 101), Skills and Application I: Youth (COTA 103); corequisite: Fundamentals of Occupational Therapy II (COTA 106), Developmental Disabilities (COTA 208) or permission of the director.

COTA 103 SKILLS AND APPLICATION I: YOUTH

Fall, 1 credit hour

The role of craft/media and technology skills related to development of sensory-motor, cognitive, and psychosocial skills will be explored. The student will develop skills in task analysis and general application of craft/media and technology for the pediatric population. Two hours laboratory per week. Corequisites: Fundamentals of Occupational Therapy I (COTA 101) or permission of the director.

COTA 106 FUNDAMENTAL OF OCCUPATIONAL THERAPY II

Spring, 3 credit hours

This course is designed to provide the student with the opportunity to explore the screening and evaluation phase of the occupational therapy process. The student will learn techniques of history taking and observation related to assessing the need for OT intervention. Occupational Therapy Assistant students will also learn basic tools and concepts of the evaluation process. Three hours lecture, three hours laboratory per week. Prerequisites: all Semester I courses; corequisites: all Semester II courses or permission of the director.

COTA 108 SKILLS AND APPLICATION II: ADULT

Spring, 1 credit hour

The role of craft/media and technology skills related to development, restoration, or accommodation of work, self-care, and leisure skills will be explored. The student will develop skill in task analysis specific to adult roles and functions. Specific issues related to accessibility, and environmental adaptation will be included. Two hours laboratory per week. Prerequisites: all Semester I courses; corequisites all Semester II courses or permission of the director.

COTA 203 LEVEL I FIELDWORK: PHYSICAL DISABILITIES/Psychiatric

Fall, 1 credit hour

This OTA fieldwork experience will serve as an orientation to physical disabilities and/or psychiatric practice. Students have the opportunity to observe and assist with practice in a variety of settings. This is an introductory-level experience scheduled to coincide with didactic coursework in physical disability and psychiatric practice. Five hours per week in a clinical setting. Prerequisites: all Semester I and II courses; corequisites: all Semester III COTA courses, Abnormal Psychology (PSYC 275) or permission of the director.

COTA 205 SKILLS AND APPLICATION III: MATURE

Fall, 1 credit hour

The role of craft/media and technology skills related to work, self-care, leisure, and psychosocial needs of the mature individual will be explored. The student will analyze skill components for application to individuals and groups. Specific issues related to restoration, maintenance, and long-term care will be included. Two hours laboratory per week. Prerequisites: all Semester I and II courses; corequisites: all Semester III COTA courses, Abnormal Psychology (PSYC 275) or permission of the director.

COTA 207 THERAPEUTIC TECHNIQUES/PSYCHIATRIC OCCUPATIONAL THERAPY

Fall, 6 credit hours

This course is designed to improve oral, written and nonverbal communication skills and interpersonal effectiveness. The therapeutic use of self to enhance the interaction between the OTA, client, and colleague will be emphasized. Concepts related to psychiatric/mental health as they impact on interactions provided by the occupational therapist and OTA are included. Therapeutic adaptation concepts for the accomplishment of purposeful activity will be emphasized. Four hours lecture, six hours laboratory or the equivalent per week. Prerequisites: all Semester I and II courses; corequisites: all Semester III COTA courses, Abnormal Psychology (PSYC 275) or permission of the director.
COTA 208
DEVELOPMENTAL DISABILITIES
Spring, 4 credit hours
This course provides an opportunity for students to explore patterns of growth and development from birth through adolescence and to identify conditions that interfere with normal growth and development. Developmental principles will be reviewed with comparison to pediatric OT treatment theories. Postural, oral-motor, gross and fine motor, cognitive, self-care, psychosocial, work and play/leisure skills will be reviewed as adaptive, meaningful, "occupation" for those with developmental delay. Three hours lecture, three hours laboratory per week. Prerequisites: all Semester I courses; corequisite: all Semester II courses or permission of the director.

COTA 209
PHYSICAL DISABILITIES
Fall, 4 credit hours
This course presents a study of neurological, orthopedic and musculoskeletal conditions with emphasis on assessment, preventative and restorative occupational therapy techniques across the life span. Three hours lecture, three hours laboratory per week. Prerequisites: all Semester I and II courses; corequisite: all Semester III COTA course, Abnormal Psychology (PSYC 275) or permission of the director.

COTA 210
LEVEL II FIELDWORK SETTING I
Spring, 8 credit hours
This fieldwork II session will provide the student with opportunities to practice the steps of the occupational therapy process. Students will be placed with occupational therapists to observe and practice application of concepts of purposeful activity in an OT specialty area. The second Level II Fieldwork experience will focus on a different area of practice. Full-time work schedule in clinical setting for eight weeks. Prerequisites: all didactic coursework from Semesters I, II, III and two Level I Fieldwork courses or permission of the director.

COTA 212
LEVEL II FIELDWORK SETTING II
Spring, 8 credit hours
This Fieldwork II session will provide the student with opportunities to practice the steps of the occupational therapy process. Students will be placed with occupational therapists to observe and practice application of concepts of purposeful activity in an OT specialty area. This second Level II Fieldwork experience will focus on a different area of practice. Full-time work schedule in clinical setting for eight weeks. Prerequisites: all didactic coursework from Semesters I, II, III, two Level I Fieldwork courses, Level II Fieldwork Setting I (COTA 210) or permission of the director.

COTA 214
OCUPATIONAL THERAPY SEMINAR
Spring, 2 credit hours
This writing intensive course is designed to provide for the transition from the student role to the graduate role. It includes concepts related to management of occupational therapy services. The correlation and application of therapeutic and administrative principles related to the entry level of the profession are discussed. Information regarding graduation, certification and placement are included. Web-based during fieldwork with on-campus wrap-up final week. Prerequisites: all Semester I, II, and III coursework, Level II Fieldwork (COTA 210 and COTA 212) or permission of the director.

OFFICE TECHNOLOGY

OTEC 104
SPEEDWRITING
Fall/Spring, 3 credit hours
This is a beginning course designed to teach students an abbreviated writing system for business and personal use. This alphabetic speedwriting system can be applied in note taking, lecture notes, phone messages, and minutes. A reinforcement of basic grammar, spelling, vocabulary, and language skills is taught to transcribe notes. This course is open to all students. Two hours lecture, three hours laboratory per week.

OTEC 110
OFFICE ACCOUNTING
Fall/Spring, 3 credit hours
This course will introduce students to basic manual business transactions and recordkeeping. The major topics include the following: cash receipt, checking account, petty cash, purchase, and payroll records and procedures. Three hours lecture per week.

OTEC 112
ADVANCED WORD PROCESSING
Fall/Spring, 3 credit hours
This course is designed to help students attain the necessary skills and knowledge needed for effective operation of word/information processing equipment. Major hands-on-experience with Microsoft Word will concentrate on the following areas: construction of documents with tables, merging and sorting documents, and creating outlines, tables of contents, and newspaper and parallel columns. The students will also work with macros, styles, and graphics. Three hours lecture per week. Prerequisite: Keyboarding II (CITA 106) or equivalent based on instructor's discretion.

OTEC 202
ELECTRONIC OFFICE ADMINISTRATION
Fall, 3 credit hours
The Administrative Assistant is entering the business world at an exciting and challenging time. This course will provide students with marketable skills and knowledge about the dynamic office environment. Coupled with learning to work in a "virtual" office and having a command of the technology skills (Internet, interactive video, and voice messaging), students will continue to develop excellent oral and written communication skills, teamwork skills, and creativity and critical thinking skills. The course will also focus on "soft skills" such as business ethics, decision making, and employee supervision. Three hours lecture per week.

OTEC 207
OFFICE APPLICATIONS I
Fall, 3 credit hours
This course is designed to provide the student with a variety of advanced office applications using varied business simulations and an introduction to machine transcription. Emphasis is placed on proofreading techniques, problem solving, and decision making in document production. Building keyboarding speed and accuracy is also stressed. Two hours lecture, two hours lab per week. Prerequisites: Keyboarding (CITA 102), Introduction to Word Processing (CITA 106), and Advanced Word Processing (OTEC 112), or permission of instructor.

OTEC 208
OFFICE APPLICATIONS II
Spring, 3 credit hours
This course emphasizes the integration of Microsoft Office software including exchanging information between Word, Excel, Access, PowerPoint, and Internet Explorer. This project-based course includes learning how to link, embed, export, and merge documents between programs; enhance Powerpoint presentations with objects created in Word, Excel, and Access; and create a Web site using files from each Office application. Two hours lecture, two hours laboratory per week. Prerequisite: Business Communications (OTEC 201), Office Applications I (OTEC 207) or permission of instructor.

OTEC 210
CPT PROCEDURAL CODING
Fall/Spring, 3 credit hours
This course is designed to introduce stu-
Course Descriptions: OFFICE TECHNOLOGY, PHYSICAL EDUCATION

OTEC 212
INTERNATIONAL CLASSIFICATION OF DISEASE-9-CM CODING
Fall/Spring, 3 credit hours
This course is designed to introduce students to indexing diagnoses and procedures using the ICD-9-CM (International Classification of Diseases, 9th Revision, and Clinical Modification) coding system. Students will learn to code diagnoses and procedures pertaining to the inpatient setting. Students will be introduced to HIPPA, Fraud and Abuse, the Medicare Prospective Payment System and DRG’s (Diagnoses Related Groups).

OTEC 214
MEDICAL TRANSCRIPTION
Fall/Spring, 3 credit hours
This course is designed to develop knowledge, skills, and understanding needed to perform properly the duties required of a machine transcriptionist in the medical field. Topics included are: medical terminology, punctuation, spelling, English usage, proofreading, listening, and decision making for machine transcription. Two hours lecture, two hours laboratory per week. Prerequisites: Medical Terminology of Disease (HLTH 200) or Intro to Medical Science with Terminology (HLTH 100) or Medical Terminology of Disease (HLTH 200) or permission of instructor.

OTEC 220
PROFESSIONAL DEVELOPMENT
Spring, 3 credit hours
Designed for the office professional, this course entails topics on professional and personal development as well as office management. It is intended to prepare students for employment in the modern office. Three hours lecture per week. Prerequisite: Business Communications (OTEC 201) and Office Applications I (OTEC 207) or permission of instructor.

OTEC 222
OFFICE TECHNOLOGY INTERNSHIP
Fall/S, 3 credit hours
The 120-hour internship/culminating experience is designed to provide the student with applied experience that complements academic learning in a supervised office experience. The student will choose an office setting (on or off campus) with instructor’s approval. Prerequisites: Business Communications (BSAD 200) and Office Applications I (OTEC 207) or permission of the instructor.

OECT 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN OFFICE TECHNOLOGY
Fall/Spring, 1-4 credit hours
Special Topics in Office Technology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of the instructor.

PHED 101
WEIGHT TRAINING
Fall/Spring, 1 credit hour
A study of the scientific principles and practices of progressive resistive weight training. The student will become familiar with sophisticated scientific research relative to weight training. Working with the instructor, the student will meet specific interests and objectives in developing and participating in a weight training program. Two hours of class per week.

PHED 103
AEROBICS
Fall/Spring, 3 credit hours
An examination and implementation of the world’s most popular physical fitness program (walking, jogging, swimming, cycling, etc.). Aerobics is based on a scientifically-developed point system, aimed at the overall fitness and health of your body. This program enables you to test yourself, decide how much activity you need, choose your own individual aerobic plan and measure your progress. The course, developed for both men and women of all ages, will provide opportunities for the students to establish a lifelong program for more healthful living. Three hours lecture per week.

PHED 112
VOLLEYBALL
Fall/Spring, 1/2 credit hour
An examination of the historical, physical, psychological and social implications of volleyball. Emphasis is placed on the biophysical values of this sport and in increasing the individual’s ability to play the game of volleyball. Two hours of class per week.

PHED 113
JOGGING
Fall/Spring, 1/2 credit hour
This course is designed to identify the physical benefits of jogging and to encourage the students to become active participants in the newest sport craze—jogging. Instruction in both competitive jogging and jogging for fun are included in the course content. Alternative forms of aerobic activities as lifelong activity experiences will also be mentioned. Areas such as weight training, exercising, running form, diet, etc. will be discussed and practiced. The effects of temperature, altitude and other environmental factors will be covered. Two hours of class per week.

PHED 206
BEGINNING SKATING
Spring, 1/2 credit hour
An examination of the historical, physical, and sociological implications of skating. Emphasis will be placed on the physiological and sociological values that skating can offer to its participants. No students with high school or organized team hockey experience are permitted. Student provides own skates and pays an ice rink fee. Two hours of class per week. Required: ice skates, $15 fee to cover cost of ice rental.

PHED 207
PHYSICAL FITNESS AND WELLNESS
Spring, 2 credit hours
The course is designed to provide each student with a conceptual and practical exposure to the principles of wellness and fitness that lead to a healthy lifestyle. The intent of the course is to provide the knowledge and skills with...
which to make appropriate life-style choices in a self-directed manner. Emphasis will be focused on the benefits of physical activity and the serious hazards of being inactive. Two hours lecture per week. Prerequisites: RECL students have priority, others by permission of the instructor.

**PHYSICAL THERAPIST ASSISTANT**

**PHTA 100**
**INTRODUCTION TO PHYSICAL THERAPY**
*Fall, 3 credit hours*

Physical Therapist Assistant students are introduced to the discipline of physical therapy including history and philosophies. They receive introduction to a variety of practice settings and the team approach to rehabilitation. Scope of practice, the New York State Practice Act, and ethical standards of conduct of the physical therapist assistant are identified. Medical terminology is introduced as an on-line self-tutorial. Students are introduced to basic physical therapy documentation and reimbursement issues and are socialized into the physical therapy profession through a comprehensive study of patient practitioner interactions. Two hours lecture, one hour on-line per week. (This course may be taken by any student investigating their interest in the physical therapy profession.)

**PHTA 101**
**FUNDAMENTAL PHYSICAL THERAPY SKILLS AND MODALITIES**
*Fall, 3 credit hours*

Physical Therapist Assistant students are introduced to fundamental patient care skills including patient preparation, positioning, transfers and dependent mobility, assistive ambulation and aseptic techniques. Thermal modalities are studied and applied. The PTA student begins learning patient data collection and related to specific musculoskeletal pathologies. The student will learn to apply a variety of exercise techniques when given the physical therapy plan and goals. There will be a focus on educating the patient and/or caregiver throughout the course. Some lab time will be spent in the Fitness Center to introduce students to various types of exercise equipment and promote an awareness of wellness and prevention of injury/illness. Students will participate in a community project to educate others re: therapeutic exercise. Students will also begin to read and understand professional literature. Three hours lecture, three hours laboratory per week. Prerequisites: All first semester PTA curriculum or permission of instructor. For PHTA majors only.

**PHTA 103**
**MUSCULOSKELETAL PATHOLOGIES**
*Spring, 4 credit hours*

The principles and techniques of therapeutic exercise are presented and related to specific musculoskeletal pathologies. The student will learn to apply a variety of exercise techniques when given the physical therapy plan and goals. There will be a focus on educating the patient and/or caregiver throughout the course. Some lab time will be spent in the Fitness Center to introduce students to various types of exercise equipment and promote an awareness of wellness and prevention of injury/illness. Students will participate in a community project to educate others re: therapeutic exercise. Students will also begin to read and understand professional literature. Three hours lecture, three hours laboratory per week. Prerequisites: All first semester PTA curriculum or permission of instructor. For PHTA majors only.

**PHTA 104**
**CLINICAL I**
*Summer, 4 credit hours*

The student is assigned to a physical therapy clinical site where they will work under the direct supervision of a licensed physical therapist or a registered physical therapist assistant. This will provide the student with the opportunity to put the knowledge and skills they have acquired in the classroom and laboratory into practice in a clinical setting. Strong emphasis is placed on communication/professional behaviors. This experience will take place at the end of the second semester and will last for four full-time weeks. Prerequisites: Successful completion of first two semesters of PTA curriculum or permission of instructor. For PHTA majors only.

**PHTA 204**
**CARDIOPULMONARY AND INTEGUMENTARY PATHOLOGIES**
*Fall, 3 credit hours*

In the first half of the semester students will study the cardiopulmonary system and related pathologies. Cardio pulmonary rehabilitation principles and management will be discussed and applied. Students will learn about diabetes and peripheral vascular disease as a lead-in to the integumentary system for the second half of the semester. Students will study interventions as related to the rehabilitation of integumentary injuries, including rehabilitation of amputees. Students will complete a community education project related to course content for national physical therapy month. They will also participate in a community service project with the local NYSARC. Two hours lecture, three hours laboratory per week. Prerequisites: All first year PTA curriculum and or permission of instructor. For PHTA majors only.

**PHTA 205**
**NEUROMUSCULAR PATHOLOGIES**
*Fall, 4 credit hours*

Neuroanatomy will be presented in preparation for the study of neurological assessments and facilitation techniques used in treatment of persons with neuro muscular pathologies. Normal, fine, and gross motor development and neuropathologies, both central and peripheral, throughout the life span will be discussed and treatment techniques practiced. Students will be involved in wellness programs at local agencies caring for persons with neurological conditions, analyze settings as they pertain to the American's with Disabilities Act and examine the manifestations of living with a disability. Two hours lecture, four hours laboratory per week. Prerequisites: Successful completion of all coursework in the first two semesters of the PTA curriculum and Clinical I (PHTA 104) or permission of instructor. PHTA majors only.

**PHTA 206**
**ADVANCED PHYSICAL THERAPY MODALITIES**
*Fall, 2 credit hours*

Students will learn basic principles of electricity and electrotherapy. Application of electrotherapeutic agents for pain control, neuromuscular stimulation, and tissue/wound healing will be studied and applied. Students will be introduced to spinal traction as a therapeutic modality. Students will enhance their research skills by reviewing and critiquing current professional literature related to various course topics. One hour lecture, three hours laboratory per week. Prerequisites: All first year PTA curriculum and Clinical I (PHTA 104) or permission of instructor. For PHTA majors only.

**PHTA 207**
**CLINICAL II**
*Spring, 6 credit hours*

This clinical practicum correlates with content taught in courses PHTA 100 through PHTA 206. The student is assigned to a physical therapy clinical site where they will work under the direct supervision of a licensed physi-
cal therapist or registered physical therapist assistant. This will provide the student with the opportunity to put the knowledge and skills they have learned in the classroom and laboratory into practice in a clinical setting. The PTA student will demonstrate clinical problem solving skills based on their academic knowledge. This experience will begin the fourth semester and will last six full-time weeks. Prerequisites: Successful completion of first three semesters of PTA curriculum or permission of instructor. For PHTA majors only.

PHYS 100
INTRODUCTION TO PHYSICS
Spring, 4 credit hours
GER 2
Topics covered in the course are measurement, area and volume, problem-solving, graphical analysis, scalars and vectors, describing motion, Newton’s Laws, vector components, equilibrium and work. This course is for students with a very limited math and science background and will not fulfill the physics requirement for a degree in Engineering Technology. Three hours lecture, two hours laboratory per week. AAS CREDIT ONLY

PHYS 101
GENERAL PHYSICS I
Fall/Spring, 4 credit hours
GER 2
Systems of units, scientific mathematics including basic trig functions, vectors, friction, forces and equilibrium, torques and equilibrium, uniform acceleration, force and Newton’s Laws, work energy, power, and momentum. General Physics is designed specifically for students in technical curriculums. Emphasis is on development of laboratory and problem-solving skills including description, organization, analysis, summarization, and criticism. Three hours lecture, two hours laboratory per week. For students who do not meet the prerequisites for University Physics I (PHYS 105) or College Physics I (PHYS 103).

PHYS 102
GENERAL PHYSICS II
Fall/Spring, 4 credit hours
Uniform circular motion, torques and rotational motion, simple machines, simple harmonic motion, properties of solids, fluids, and gases, temperature, heat, thermal expansion, phase changes, atomic and nuclear models, and basic radioactivity theory and measurement. Three hours lecture, two hours laboratory per week. Prerequisite: General Physics I (PHYS 101) or permission of instructor.

PHYS 103
COLLEGE PHYSICS I
Fall, 4 credit hours
GER 2
This is an introductory college physics course which uses basic calculus in developing some of the fundamental concepts of classical physics. Topics covered are: measurement, vector manipulation (including unit vector notation), linear kinematics and dynamics, motion in a plane, conservation of energy, and conservation of linear momentum. Three hours lecture, two hours laboratory per week. Prerequisite: 80% combined average in NYS Regents Physics and Math B (Courses I-III) and Calculus I (MATH 161) as a prerequisite or corequisite or permission of instructor.

PHYS 106
UNIVERSITY PHYSICS II
Spring, 4 credit hours
This is the second semester of the University Physics sequence. Basic calculus will be used to develop fundamental physical concepts. Topics covered are rotation of rigid objects, rolling motion and angular momentum, static equilibrium and elasticity, oscillatory motion, gravity, fluid mechanics, temperature, heat and the laws of thermodynamics, and kinetic theory of gases. Three hours lecture, two hours laboratory per week. Prerequisites: University Physics I (PHYS 105), Calculus I (MATH 161) and Calculus II (MATH 162) as a prerequisite or corequisite or permission of instructor.

PHYS 111
MECHANICS I
Fall, 3 credit hours
A study of some of the basic ideas in physics and their application to mechanical and fluid devices. Topics will include force and vectors, equilibrium, torque, rotating systems, uniform
acceleration, work, energy and power, simple machines, properties of solids, properties of fluids. Three hours lecture per week. Prerequisite: Intermediate Algebra (MATH 106) or equivalent or permission of instructor.

PHYS 112
MECHANICS 2
Fall, 3 credit hours
A study of some of the basic ideas in physics and their application to mechanical and fluid devices. Topics will include hydraulics, work, resolution of force systems, strength of materials, physical properties, center of gravity, wheels and pulleys, centrifugal force and flywheels, section modules and area and deflection. Three hours lecture per week. Prerequisite: Mechanics 1 (PHYS 111) or permission of instructor.

PHYS 201
UNIVERSITY PHYSICS III
Fall, 4 credit hours
This is the third semester of the University Physics sequence. Basic calculus will be used to develop fundamental physical concepts. Topics covered are: Coulomb’s Law, the electric field, Gauss’ Law, electrical potential, capacitance, properties of dielectrics, current, resistance and electromotive force, direct current instruments, magnetic fields and forces, induced electromotive forces, magnetic properties of matter, and alternating currents. Three hours lecture, two hours laboratory per week. Prerequisites: University Physics II (PHYS 106), Calculus II (MATH 162), and Calculus III (MATH 263) as a prerequisite or corequisite or permission of instructor.

PHYS 202
UNIVERSITY PHYSICS IV
Spring, 3 credit hours
The atomic view of matter, electricity and radiation, Bohr model, relativity, particle properties of waves, wave properties of particles, introduction to quantum mechanics, quantum theory of the hydrogen atom, the solid state, introduction to Fourier series and integrals and statistical mechanics. Three hours lecture per week. Prerequisite: University Physics III (PHYS 201) or permission of instructor.

PHYS 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN PHYSICS
Fall/Spring, 1–4 credit hours
Special Topics in Physics will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available. Prerequisite: permission of instructor.

POLITICAL SCIENCE

POL 101
INTRODUCTION TO GOVERNMENT AND POLITICS
Fall/Spring, 3 credit hours
GER 3
A study of major political concepts and approaches with emphasis on origin and nature of political systems. This course will also focus on structures and functions of political systems, rights and responsibilities of individuals, institutions, and political organizations such as interest groups, political parties, etc. Three hours lecture per week.

POL 105
NATIONAL GOVERNMENT AND POLITICS
Spring, 3 credit hours
GER 3
Continuation of the analysis of the United States political system, national government and politics, historical and current issues, the United States and international law and politics. Three hours lecture per week.

POL 120
COMPARATIVE POLITICS AND GOVERNMENT
Spring, 3 credit hours
GER 3
This course presents a comparative analysis of historical development of key institutions of government, operations of government, political leadership, process, and change, policy making process and present evaluation of political performance in selected democratic, socialist, and third world countries. Three hours lecture per week.

POL 201
CONSTITUTIONAL LAW AND CIVIL LIBERTIES
Fall, 3 credit hours
An examination of the principles and processes of the American judicial system, constitutional issues defining the relationship between law enforcement and civil rights and liberties will be discussed to acquaint the student with the special problems of justice in a democratic society. Three hours lecture per week. Recommended prerequisite: Introduction to Government and Politics (POL 101).

PSYCHOLOGY

PSY 101
INTRODUCTORY PSYCHOLOGY
Fall/Spring, 3 credit hours
GER 3
An introduction to the scientific analysis of behavior. Attention is given to the historical background of present-day psychology, scientific methodology, the physiological basis of behavior, perception, learning, motivation, emotion, personality and the analysis and measurement of individual difference. Three hours lecture per week.

PSY 111
APPLIED PSYCHOLOGY
Fall/Spring, 3 credit hours
GER 3
A survey of psychological principles and research-supported findings in the following applied areas: psychology applied to human adjustment; applications of psychology to business and industry, and consumer psychology. An additional option might include the topic of psychology applied to criminal behavior. Three hours lecture per week.

PSY 220
CHILD DEVELOPMENT
Fall/Spring, 3 credit hours
GER 3
An eclectic approach to the growth and development of the child from conception to adolescence. Various theories and research will be covered to give a balanced picture of the changes that occur in areas such as cognition, personality, social relationships, behavior, physical development, and sociocultural factors throughout the life of a child. Three hours lecture per week (with optional placement at a day care center). This course is an alternate to Human Development (PSYC 225). Students may receive credit for only one developmental psychology course. Prerequisite: Introductory Psychology (PSYC 101) or permission of instructor.

PSY 225
HUMAN DEVELOPMENT
Fall/Spring, 3 credit hours
GER 3
A systematic study of behavior from conception through death with emphasis on the psychosocial, biosocial, cognitive development and sociocultural factors affecting humans during various stages of development. Special emphasis is placed on scientific methods of human study and the understanding and treatment of common behavioral problems. Three hours lecture per week. This course is an alternate to Child Development (PSYC 220). Students cannot receive credit for both. Prerequisite: Introductory Psychology (PSYC 101), or permission of instructor.

PSY 275
ABNORMAL PSYCHOLOGY
Fall/Spring, 3 credit hours
GER 3
An overview and critical study of the types and symptoms of mental and emotional disorders, emphasizing their causes, classification, and treatment from a variety of perspectives. This course will present the major theoretical approaches to understand-
ing abnormality including psychodynamic, behavioral, cognitive, humanistic, existential, family systems, sociocultural, and medical. The course will include a critique of historical and current trends, myths, controversies, and misunderstandings surrounding psychological abnormality. Three hours lecture per week. Prerequisite: Introductory Psychology (PSYC 101) or Applied Psychology (PSYC 111) or permission of instructor.

PSYC 360
ORGANIZATIONAL PSYCHOLOGY
Fall/Spring, 3 credit hours

An examination of the behavior of people in organizations. Topics include learning in organizations, motivating people, giving performance feedback, group processes, enhancing organizational effectiveness, personnel issues, morality and ethics in organizations, and helping people deal with stress. Three hours lecture per week. Prerequisite: Introduction to Psychology (PSYC 101) or Introduction to Sociology (SOCI 101) or Introduction to the Science and Technology of Behavior (SSCI 245) or permission of instructor.

PSYC 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN PSYCHOLOGY
Fall/Spring, 1–4 credit hours

Individual courses of instruction of variable credit (1–4 credits) may be offered each semester. These courses are designed to expand on topics in specific areas of psychology. Prerequisite: depends on the nature of each course.

SCIENCE ELECTIVES

ASTR 101-Lecture, 3 credit hours
ASTR 102-Lab, 1 credit hour
ASTRONOMY OF THE SOLAR SYSTEM
Fall, GER 2

This course is an introduction to the science of astronomy and is a study of our immediate neighborhood in the universe, the solar system. Topics included are the appearance of the sky, the earth as a planet, light, telescopes and their applications, the physics nature of the planets, the motion and surface of the moon, lesser bodies in the solar system, evolution of the solar system and the possibilities for extraterrestrial life. Three hours lecture per week. If lab is elected, an additional two hours laboratory per week is required. Recommended prerequisite: high school algebra or equivalent.

ASTR 103-Lecture, 3 credit hours
ASTR 104-Lab, 1 credit hour
STEEL ASTRONOMY
Spring, GER 2

This is a survey course examining the structure, evolution and classification of stars. Topics covered will include the history of astronomy, the sun, classification of stars, multiple star systems, birth and death of stars, gravitational collapse, pulsars, black holes, galaxies, quasars, special theory of relativity, and cosmology. An observation project is also required. Three hours lecture per week. If lab is elected, an additional two hours laboratory per week is required. Recommended prerequisite: high school algebra or equivalent.

ASTR 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN ASTRONOMY
Fall/Spring, 1–3 credit hours

Special Topics in Astronomy will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available.

ESCI 101
INTRODUCTION TO ENVIRONMENTAL SCIENCE
Fall/Spring, 3 credit hours, GER 2

This course is divided into five major sections: Resources/Human Population, Matter/Energy, Ecology, Environmental Law/Economics and Risk, and Environmental Degradation. Resources/Human Population will include resources types, alternative energy sources, and human population dynamics. Matter/Energy will include the basic principles of matter and energy from a physics and/or chemistry perspective in preparation for the Ecology and Environmental Degradation sections. Ecology will include ecosystem basics, land ecosystems, and aquatic ecosystems. Environmental Law/Economics and Risk will include major laws dealing with pollution discharge/cleanup, treatment of pollution and an economic commodity, risk, and toxicology principles. Environmental Degradation will include water resources, sewage treatment, air pollution, and hazardous/solid waste. Three hours lecture per week.

ESCI 102
INTRODUCTION TO ENVIRONMENTAL SCIENCE LABORATORY
Fall/Spring, 1 credit hour, GER 2

This laboratory is designed to provide scientific laboratory experiences using environmental issues as a data source or focus. Each exercise involves the collection of data, manipulation of the collected data, and analysis of the data. The experiments include energy conservation, chemical toxicology, river/stream attributes, pond morphology, design of private sewage systems, evaluation of solar/wind power potential, solid waste/composting, and the evaluation of the distribution of an environmental contaminant. Two hours per week. Corequisite: Introduction to Environmental Science (ESCI 101) or permission of instructor. Recommended Math Level—Intermediate Algebra (MATH 106).

ESCI 105-LECTURE
ESCI 106-LAB
ENERGY RESOURCES
Spring, 3–4 credit hours, GER 2

This course examines the physical, economic, and political interactions of the following energy resources: fossil fuel, nuclear power, biomass and solar energy. Three hours lecture per week. If lab is elected, an additional two hours laboratory per week is required. Recommended prerequisite: students have high school algebra or equivalent.

ESCI 107
EARTH SCIENCE
Fall/Spring, 3 credit hours, GER 2

This course examines the physical, economic, and political interactions of the following energy resources: fossil fuel, nuclear power, biomass and solar energy. Three hours lecture per week. If lab is elected, an additional two hours laboratory per week is required. Recommended prerequisite: students have high school algebra or equivalent.

ESCI 108
EARTH SCIENCE LABORATORY
Fall/Spring, 1 credit hour, GER 2

This course consists of a series of laboratory exercises concerning the earth's interaction with other members of the solar system, atmosphere and meteorology, rocks and minerals, plate tectonics, erosive processes, and ocean features. Two hours laboratory per week. Pre- or corequisite: Earth Science (ESCI 107) or permission of instructor.

ESCI 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE
Fall/Spring, 1–4 credit hours

Special Topics in Environmental Science will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available.
GEOL 101
PHYSICAL GEOLOGY
Fall/Spring, 3 credit hours GER 2
This course includes a general look at the earth including its composition and structure on a large scale. The processes which cause changes in and on the earth will also be studied. Topics will include: the study of minerals and rocks, the origin and type of rocks, the rock cycle and the identification of many of the common rocks and minerals. Other major topics include: geologic time, weathering, erosion, glaciers, running water, volcanoes, earthquakes and plate tectonics. Three hours lecture per week.

GEOL 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN GEOLOGY
Fall/Spring, 1–4 credit hours
Special Topics in Geology will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available.

PHSC 101-LECTURE
PHSC 102-LAB
PHYSICAL SCIENCE
Fall/Spring, 3–4 credit hours GER 2
The major concepts of many of the physical sciences are presented, with physics and chemistry being covered extensively. Special emphasis is placed on how these concepts are related to the society and environment in which the students operate. No science background is assumed. Basic math skills are desirable but not essential. Three hours lecture per week. If lab is elected, an additional two hours laboratory per week is required.

SOCIAL SCIENCE—
GENERAL

SSCI 135
PARENTING KNOWLEDGE AND SKILLS
Fall/Spring, 3 credit hours
This course examines the application of the natural science and technology of behavior to improvements both in knowledge of parenting and in child rearing skills. The range of advances in behaviorally-based child rearing practices discovered since the 1950’s is covered after reviewing scientifically uninformed practices used earlier. Behavior management-related skills for application in everyday public and personal situations involving children and their care givers is included. Three hours lecture per week.

SSCI 181
ALCOHOL, DRUGS, AND SOCIETY
Fall/Spring, 3 credit hours GER 3
This course examines the various theories and models of drug abuse and addiction. The pharmacology of drugs and alcohol and the behavioral and social consequences of drug abuse are studied. Students will have an opportunity to explore the scope of and impact on American Society by the abuse of alcohol and drugs. Topics will include: the impact on family systems, treatment, prevention and social control and public policy in the United States. Three hours lecture per week.

SSCI 221
INTRODUCTION TO CHINESE HISTORY AND CULTURE
Fall/Spring, 3 credit hours GER 6
This course introduces students to the major aspects of Chinese history and culture. The broad outlines of the interaction between history and culture are developed through coverage of the major Chinese dynasties together with coverage of the influence of Chinese literature, language, and art, in the context of current social life. Three hours lecture per week.

SSCI 245
INTRODUCTION TO THE SCIENCE AND TECHNOLOGY OF BEHAVIOR
Fall/Spring, 3 credit hours GER 3
An introduction to the natural science and technology of behavior, encompassing the areas of fundamental principles, basic methods and measurements, and elementary technologies of behaviorology including techniques applied in prevention and intervention settings, plus historical and philosophical perspectives, ethics, and current trends. Three hours lecture per week.

SSCI 271
CONTEMPORARY global issues
Fall/Spring, 3 credit hours GER 6
This course introduces the students to global economic and political issues. The primary focus is on the global interplay between the changing resource base, dynamics of needs and concerns of human beings, and the economic, social, and political systems. The intent is to examine the extent to which our economics, social and political systems are successfully adjusting to changes in the underlying natural resource base (ecology), and contributing toward global sustain ability of modernization and development. Specific topics covered each semester may vary. Three hours lecture per week.

SSCI 275
INTRODUCTION TO UKRAINIAN CULTURE AND HISTORY
Fall/Spring, 3 credit hours GER 5
Introduction to major aspects of Ukrainian culture and history. Cultural topics related to family, religion, population demographics, government, arts, music, literature and education will be included. Contemporary life in Ukraine and the broad sweep of historical forces contributing to today’s culture will be the focus of the course. The recent events in Ukraine will be discussed, such as the election of October-December 2004 and the “Orange Revolution.” Ukraine gained its independence in 1991 and is fiercely proud of this independence from the Soviet Union. Three hours lecture per week.

SSCI 315
DEATH, DYING, AND BEREAVEMENT
Fall/Spring, 3 credit hours
This course is designed to present various ways in which social science views the human experience of death, dying, and bereavement. Drawing from sociology and psychology, this course will introduce macro and micro level theories and associated concepts. Micro-level concepts and theories about the interaction patterns between the dying patients and the family, medical staff and others involved will be examined. Also discussed will be: societal (or macrolevel) theories of social change, the ethical problem of euthanasia, and the needs of the dying; the biological, social, and psychological factors in the lengthening of life; and the consequences of death, dying, and bereavement. Cross-cultural experiences with these phenomena will also be examined. Three hours lecture per week. Prerequisites: Introduction to Psychology (PSYC 101) or Introduction to Sociology (SOCI 101) and 30 credit hours, or permission of instructor.

SSCI 345
APPLIED SCIENCE AND TECHNOLOGY OF BEHAVIOR
Fall/Spring, 3 credit hours
Common problematic human behaviors from a range of ordinary settings are analyzed along with the accessible independent variables of which these behaviors are a function as discovered by the natural science of behavior. Together, these are examined for prevention and solutions through the basic behavior/environment engineering applications that are derived from the basic principles and techniques of behaviorology. Also considered are (a) the historical circumstances leading to these applications, (b) the value in design over accident or chance in the control of individual behavior and cultural practices, and (c) the place of ethics in considering and solving be-
behavior problems. Three hours lecture per week. Prerequisite: Introduction to the Science and Technology of Behavior (SSCI 245) or permission of instructor.

SSCI 365
BEHAVIOR ENGINEERING: REHABILITATION
Fall/Spring, 3 credit hours
This course examines the application of the natural science and technology of behavior to foster improvements in human interactions and success rates in institutional rehabilitation settings such as hospitals and prisons. The scientific basis of punishment that often informs many practices in such settings is covered along with rehabilitation considerations focused on both adult and youth clients or offenders. The course takes a systematic and data-based behaviorological orientation to the organization and management of hospital or corrections personnel and institutions, and patient/prisoner rehabilitation. The development of behavior management-related knowledge and skills for application in everyday situations in institutional rehabilitation settings is an integral course component. Three hours lecture per week. Prerequisite: Introduction to the Science and Technology of Behavior (SSCI 245) or Correclional Philosophy (Just 105) or permission of instructor.

SSCI 375
BASIC AUTISM ABA METHODS
Fall/Spring, 3 credit hours
This course examines the application of the natural science and technology of behavior to the interventions for children with autism using basic Applied Behavior Analysis (ABA) methods. Exercising a systematic and data-based behaviorological orientation, the course topics include: (a) the evaluation of different approaches for effectiveness, (b) the skills to be taught to children with autism, (c) the behavior engineering practices and skills needed to teach autistic children effectively, (d) the different roles of professionals and paraprofessionals involved in autism intervention efforts, (e) the organizational and legal supports available to autistic children and their families, (f) the roles of different autism treatment team members, (g) the organizational and legal interactions between families with autistic children and their local schools, and (h) the answers to the most common questions asked by parents of autistic children. Examination of actual autism training curricula, programs, practices, data sheets, settings, and case histories are also integral parts of the course. Three hours lecture per week. Prerequisites: For undergraduates: Introduction to the Science and Technology of Behavior (SSCI 245) with Applied Science and Technology of Behavior (SSCI 345) recommended or permission of instructor.

SSCI 380
INTRODUCTION TO VERBAL BEHAVIORAL ANALYSIS AND APPLICATIONS
Fall/Spring, 3 credit hours
Based on natural science principles and practices, this course introduces students to (a) the behaviorological analysis of verbal behavior/language, (b) the historical context in which verbal behavior analysis arose, and (c) some applications of verbal behavior analysis especially as it is applied to enhance the acquisition of verbal behavior/language, by foreign language learners or students with developmental disabilities.

Covered analysis topics include such fundamental concepts as (a) differentiating verbal and nonverbal behavior, (b) the verbal community, (c) mediated reinforcement, (d) the basic verbal behaviors called mands, tacts, intraverbals, codics, and duplcs, (e) various extensions of these elementary verbal operants, (f) the most common variables of which verbal operants are a function, (g) some of the ways these variables combine in the multiple control of complex verbal behaviors, (h) response products, (i) point-to-point correspondence, (j) formal similarity, (k) thematic and formal controls over verbal behavior and (l) the ways the verbal community teaches speakers to respond verbally to their private experiences. Three hours lecture per week. Prerequisites: Introduction to the Science and Technology of Behavior (SSCI 245) and 30 credit hours earned or permission of instructor.

SSCI 455
PERFORMANCE MANAGEMENT AND PREVENTING WORKPLACE VIOLENCE
Fall/Spring, 3 credit hours
This course examines the application of the natural science and technology of behavior to the understanding, prevention, and deterrence of workplace violence, and does so on three levels: The course examines the scientific analysis of punishment as punishment informs many practices present in workplace settings that match the violence-prone profile. Next, the course emphasizes the acquisition and application of behavior management-related knowledge and skills relevant to changing the circumstances that lead to workplace violence so as to prevent its possible occurrence. Then, the course extends its systematic and data-based behaviorological orientation from the understanding of workplace violence, and its prevention, to developing, comparing, applying, and evaluating policies and procedures to intervene in the dynamics, indicators, types, and triggers of workplace violence to deter its imminent occurrence. These three levels are considered for all workplaces including those in industrial/manufacturing, organizational, marketing, financial, institutional, or retail business settings. Three hours lecture per week. Prerequisites: For undergraduates: Introduction to the Science and Technology of Behavior (SSCI 245) or Human Resource Management (BSAD 310) or Organization Communications (BSAD 340) or Organization Psychology (PSYC 360) or permission of instructor.

SSCI 465
CLASSROOM MANAGEMENT AND PREVENTING SCHOOL VIOLENCE
Fall/Spring, 3 credit hours
This course covers the application of the natural science and technology of behavior to classroom management practices to prevent school violence. This course first examines the scientific understanding of punishment and coercion, because these provide the bases of many school practices that, unintentionally, promote violence. Through a systematic and data-based behavioriological orientation, the course next examines the positive, proactive, non-coercive classroom management practices that school teachers and staff can personally implement especially in the classroom but also in the cafeteria, in the gym, on the bus, and on the playground—to reduce and prevent the occurrence of all kinds of school violence while also enhancing the effectiveness of instruction. Then, the course examines the school-wide policies and procedures (as encouraged by legislation such as the New York State Safe Schools Act) that can be implemented to deter incipient school violence. Developing behavior management-related skills, especially those applicable to changing the circumstances that lead to school violence so as to reduce that violence, is an integral course component. Three hours lecture per week. Prerequisites/Corequisites: [For Undergraduates] Introduction to the Science and Technology of Behavior (SSCI 245) or Principles of Education (EDUC 210) or permission of instructor.

SSCI 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN SOCIAL SCIENCE
Fall/Spring, 1–4 credit hours
An introductory or more advanced exploration of subjects not covered or only partially covered by other courses in any social science discipline. The course is specified in the semester class schedule. The course will address topics which require a broader scope or an examination in greater depth. Providing a different topic is selected, the student may take this course twice for credit.
GEOG 101
INTRODUCTION TO GEOGRAPHY
*Spring, 3 credit hours*  
GER 3
This course provides a survey of two major themes in geography—the physical landscape and the distribution and interrelationships of human activities over the globe. Special emphasis is given to developing a geographical perspective to address economic, population and social problems at local, regional and global levels. Three lecture hours per week. Social Science elective.

SOCIOLGY

SOC 101
INTRODUCTION TO SOCIOLOGY  
*Fall/Spring, 3 credit hours*  
GER 3
This course provides an introduction to the discipline of sociology, including historic development, reliance on scientific method, core concepts and theories, and units of analysis from the dyad to society. Three hours lecture per week.

SOC 105
AMERICAN SOCIAL PROBLEMS  
*Fall/Spring, 3 credit hours*  
GER 3
A sociological perspective on the origins, nature, impact and policies which address contemporary problems. Emphasis will be placed on institutional/macro sociological analysis of interrelationships, and the global context of American problems. Three hours lecture per week.

SOC 205
SOCIAL DEVIANCE AND CONTROL  
*Fall/Spring, 3 credit hours*  
GER 3
Social deviance is the study of actions, attitudes and attributes which are disvalued and violate societal norms. Deviance includes such state-sanctioned activities as criminal behavior and delinquency to a range of actions and attitudes that challenge the normative order of society. This course will provide a detailed examination of the general theories, and range of empirical data, that attempt to explain the existence and occurrence of deviance. Three hours lecture per week. Prerequisite: Introduction to Sociology (SOCI 101) or permission of instructor.

SOC 210
SOCIOLOGY OF THE FAMILY  
*Fall, 3 credit hours*  
GER 3
The study of family as a key social unit with the emphasis on structure, functions, problems and future of the institution. Cross-cultural comparisons, the relationship between the family and other institutions, and family-related policies also will be discussed. Three hours lecture per week. Prerequisite: Introduction to Sociology (SOCI 101) or permission of instructor.

SOC 250
SOCIOLOGY OF THE MASS MEDIA  
*Fall/Spring, 3 Credit hours*

The course will begin by exploring the component and basic concepts of mass media. Special emphasis is on social construction power of the mass media. The positive role of the mass media will be explored as well as the negative impact. The social control function of the mass media will be explained. The course is aimed at providing a critical assessment of the social construction power of the mass media with an emphasis on images, content and context as presented in the mass media. The course will explore the images of various segments of American society as presented in the mass media including racial/ethnic groups, gender and sexual orientation, age and class. Three hours lecture per week. Prerequisite: Introduction to Sociology (SOCI 101) or permission of instructor.

SOC 300
RACE AND ETHNIC RELATIONS: AMERICAN AND GLOBAL PERSPECTIVES  
*Spring, 3 credit hours*

This course provides an overview and critical assessment of racial and ethnic relations. The student will be exposed to theories and research that explore the nature of ethnic stratification, incorporation, exclusion, and identity. Focusing on the United States, the course will survey key institutions and identify issues that reflect on inclusion/exclusion/identity. In addition, the course will briefly overview critical issues in racial and ethnic relations from a global context. Three hours lecture per week. Prerequisite: Introduction to Sociology (SOCI 101) or permission of instructor.

SOC 305
GENDER IN THE MEDIA  
*Fall/Spring, 3 credit hours*

The course will begin by reviewing the components and the basic concepts of mass media. The course will focus on the power of social construction of the mass media in creating appropriate images of masculinity and femininity including sexual orientation. The course will survey the various theoretical traditions coming from sociology, psychology and gender studies exploring gender dynamics as portrayed in the media. The course will examine research exploring the impact and the ideological consequences of the power of the mass media within the arena of gender dynamics. Three hours lecture per week. Prerequisites: Introduction to Sociology (SOCI 101) (with a grade of C or better) or permission of instructor and junior level status with a GPA 2.00.

SOC 291-295, 391-395, OR 491-495
SPECIAL TOPICS IN SOCIOLOGY  
*Fall/Spring, 1-4 credit hours*

An introductory or more advanced exploration of subjects not covered or only partially covered by other courses in sociology.

SPANISH

SPAN 101
CONTEMPORARY SPANISH I  
*Fall/Spring, 3 credit hours*  
GER 9
This course will introduce the student to the sound system and grammatical structure of the Spanish language. The focus will be on developing and increasing skill levels in the areas of aural comprehension, speaking, reading, and writing. At the end of one semester, the student will have a basic understanding of grammar, including word formation, verb conjugations, idiomatic expressions, and will recognize cognates. This course will also discuss various cultural aspects of the Spanish-speaking world. Three hours lecture, one hour laboratory per week. This course is only for the true beginner or for a student who has had less than two years of high school Spanish.

SPAN 102
CONTEMPORARY SPANISH II  
*Fall/Spring, 3 credit hours*  
GER 9
This course will build upon the grammatical structure of the Spanish language learned in first-semester Spanish 101. The focus will be on developing and increasing skill levels in the areas of aural comprehension, speaking, reading and writing with a reasonable degree of proficiency in situations taking place in the present, past and speculating on future events. At the end of one semester, the student will have an intermediate understanding of grammar, including word formation, increasingly complex verb conjugations, and idiomatic expressions. This course will also discuss various cultural aspects of the Spanish-speaking world. Three hours lecture, one hour laboratory per week. Prerequisite: Spanish 1 (Spanish 101) or had two or three years of high school Spanish or permission of instructor. Students who have had four or more years of high school Spanish may not take the class.
TECHNOLOGY MANAGEMENT
TMMA 310
ENERGY MANAGEMENT
Fall or Spring, 3 credit hours
Energy Management is an overview course on managing energy use in buildings. Topics include energy audits, energy bills, economic analysis, and specific energy saving techniques. Three hours lecture per week. Prerequisites: MATH 122 Basic Calculus, PHYS 102 General Physics II

TMMA 380
TECHNOLOGY MANAGEMENT: FACILITIES OPERATION INTERNSHIP ORIENTATION
Fall, 1 credit hour
An internship in industry is required to complete degree requirements in the Technology Management: Facilities Operation Program. The course prepares students for the internship and helps each secure an appropriate internship location. One hour lecture per week. Prerequisites: Satisfactory completion of fifth and sixth semesters of Technology Management: Facilities Operation program or permission of instructor.

TMMA 480
TECHNOLOGY MANAGEMENT: FACILITIES OPERATION INTERNSHIP
Spring, 3 to 12 credit hours
This is the required internship phase of the Technology Management: Facilities Operation Program. Students receive on-the-job training in many facets of the workplace. These include interpersonal relations, group problem solving as well as the more traditional training specific to each site. Three-twelve weeks at 36-40 hours per week or part-time equivalent. Prerequisites: Completion of the first seven semesters of the Technology Management: Facilities Operation program; Technology Management in Facilities Operation Internship Orientation (TMMA 380) or permission of instructor.

TMMA 409
FACILITIES OPERATION SENIOR PROJECT
Spring, 3 to 9 credit hours
This course is required for students who are unable to complete 12 credits of internship. Depending on the number of internship credits, students will be required to complete 3-9 credits of a senior project. The senior project requires extensive research and analysis on a facilities management topic that is approved and supervised by the program director. The topic can include a project with a facilities manager. The proposal will be evaluated for content specific and appropriate credits. Upon completion of a project, the student will submit a written study and also be prepared to respond to questions on the study's methodology, findings, and conclusions. Three to nine weeks full-time or part-time equivalent, 108-324 project hours. Prerequisite: Technology Management: Facilities Operation Internship Orientation (TMMA 380) or permission of instructor.

TMMA 410
FACILITIES OPERATION SENIOR SEMINAR
Spring, 3 credit hours
Senior Seminar serves as a capstone course for Facilities Operation program students who are completing or have completed their internship/project experiences. The course, which examines advanced issues and contemporary developments in Facilities Management, utilizes the training students have received in their prior courses and in their internship/project experiences. Three hours lecture per week. Prerequisite: Technology Management: Facilities Operation Internship Orientation (TMMA 380). Corequisite: Technology Management: Facilities Operation Internship Orientation (TMMA 380) or permission of instructor.

VETERINARY
VSCT 100
HUMAN COMPANION ANIMAL BOND
Fall, 1 credit hour
The Human Companion Animal Bond course is an interdisciplinary approach to understanding human-animal relationships. Topics include mechanisms of attachment, social and psychological aspects of human-animal interactions, pet loss and bereavement, and animal assistance therapy programs. Major focus will be on developing the student's interdisciplinary knowledge and understanding of the issues surrounding animals in society. Two hours laboratory per week.

VSCT 101
FUNDAMENTAL VETERINARY NURSING SKILLS I
Fall, 2 credit hour
This course introduces students to fundamental animal care nursing skills. Students learn how to properly restrain animals, administer parenteral injections, take a patient history, conduct a physical examination, and perform clinical procedures related to primary patient care. Competencies related to basic nursing care are conducted at the end of the course. Course is limited to freshman students in the Veterinary Science Technology curriculum. One hour lecture, two hours laboratory per week. This course is a prerequisite to all other required VSCT courses.

VSCT 102
COMPANION ANIMAL BEHAVIOR
Spring, 2 credit hours
This course is designed to help veterinary technicians gain insight and understanding into normal canine and feline behavior. The first unit of the course explores canine behavior, discussing such topics as domestication, social behavior, communication, and principles of learning. The second unit investigates feline behavior, and includes such topics as feline domestication, social behavior and communication. Students learn how to take a behavioral history, analyze problem behavior, perform appropriate behavior modification techniques, and educate clients on common pet behavior problems. Two lecture hours per week. Limited to veterinary science students.

VSCT 103
INTRODUCTION TO ANIMAL AGRICULTURE
Fall, 2 credit hours
An introductory course designed to familiarize the student with the use of animals to produce food, fiber, or profit. Beef cattle, dairy cattle, horses, sheep, swine, goats, and other animals will be discussed. The intent of this course is to provide the student with insight as to the functions and needs of the animal owner/producer. Common production schemes, terminology, and animal breeds will be addressed. Two hours lecture per week.

VSCT 112
VETERINARY CLINICAL PATHOLOGY I
Spring, 3 credit hours
An introduction to Veterinary Clinical Pathology as it relates to normal and abnormal physiology of animal species. Emphasis will be placed on techniques and sample handling rather than diagnosis. This course includes instruction in general laboratory equipment and the proper preparation of biological samples. Students will learn basic diagnostic techniques that include complete blood count, urinalysis, and examination of feces for internal parasites. Enrollment limited to Veterinary Science Technology students. Two hours lecture, two hours laboratory per week. Prerequisite: VSCT 101 or permission of instructor.
Course Descriptions: VETERINARY

VSCT 114
ANIMAL ANATOMY AND PHYSIOLOGY
Spring, 3 credit hours
An introduction to the fundamental understanding of animal structure and function. Emphasis placed on the practical aspects of anatomy and physiology of different species. Discussion will include tissues, organs, and body systems which make up the living mammalian organism. Two hours lecture, two hours laboratory per week. Prerequisite: College Biology I (BIOL 105) or permission of instructor.

VSCT 115
FUNDAMENTAL VETERINARY NURSING SKILLS II
Spring, 2 credit hour
This course is a continuation of material and information covered in Fundamental Veterinary Nursing Skills I. Students will review and perform handling and restraint techniques on dogs, cats, horses, livestock, laboratory species, birds and selected exotic species. Students will perform nursing techniques, including diagnostic sampling, wound care and management, more advanced therapeutic procedures and injection techniques. Management and communication skills as well as client education will be developed. One hour lecture, two hours laboratory per week. Prerequisite: VSCT 101 or permission of instructor.

VSCT 116
COMPETENCY SKILLS FOR VETERINARY TECHNICIANS
Fall, 1 credit hour
This course is provided to students enrolled in the SUNY Canton/Adirondack Community College Articulation in Veterinary Science. Enrollment is limited to these students only. Students will review material and techniques taught in the Veterinary Science courses from Adirondack Community College. Students will also be introduced to laboratory protocols and kennel procedures used at SUNY Canton in an effort to help ensure their success in the Veterinary Science program. Three hours lecture per day for one week. Prerequisite: Successful completion of all courses in the first two semesters at Adirondack Community College Veterinary Science program as described in the articulation agreement.

VSCT 202
VETERINARY CLINICAL PATHOLOGY II
Fall, 3 credit hours
A course of continued study (Veterinary Clinical Pathology I) dealing with diagnostic laboratory procedures and their correlation with pathological conditions. Laboratory practice in hematology, chemistry, parasitology, urinalysis, etc. of all the domestic species of animals. Limited to Veterinary Science Technology students who have satisfactorily completed the course VSCT 112. Two hours lecture, two hours laboratory per week.

VSCT 203
SMALL ANIMAL MEDICINE AND THERAPEUTIC TECHNIQUES
Fall, 3 credit hours
This course is designed to introduce the student to many of the common procedures performed by Licensed Veterinary Technicians in a small animal clinic situation. The student will be instructed on many of the common canine and feline diseases and will become familiar with the signs, therapeutic treatments, and methods of prevention. Small animal zoo-notic diseases will be discussed to familiarize the student with topics that veterinary practices are frequently called upon to answer. The student will demonstrate how to perform multiple techniques such as intravenous catheter placement, cystocentesis, the care and wrapping of surgical instruments, and stomach tube placement. Enrollment limited to Veterinary Science Technology students. Two hours lecture, two hours laboratory per week. Prerequisite: VSCT 101, VSCT 112, and VSCT 115, or permission of instructor.

VSCT 204
LARGE ANIMAL MEDICINE AND THERAPEUTIC TECHNIQUES
Fall, 2 credit hours
A course designed to prepare the Veterinary Science student for a role in a large animal veterinary practice. The course includes records and legal forms commonly associated with large animal practice. Students will learn and practice skills associated with assisting the large animal practitioner. Presented material will focus upon areas of technician responsibility in the facility operations and management and methods for relieving the doctor of the more routine duties in favor of professional functions. Enrollment limited to Veterinary Science Technology students. One hour lecture, two hours laboratory per week. Prerequisite: VSCT 101, VSCT 112, and VSCT 115, or permission of instructor.

VSCT 205
RADIOPHIC TECHNIQUES
Fall, 2 credit hours
This course is designed as an introduction to radiological techniques. Students will be required to position patients, calculate exposure values, expose radiographic film, and process films both manually and automatically. Students will examine radiographs taken by their groups and critique them for their diagnostic quality. Students will be instructed on radiation hazards and how to avoid them. Enrollment is limited to second year Veterinary Science Technology students. One hour lecture, two hours laboratory per week. Prerequisite: VSCT 101, VSCT 114, and VSCT 115, or permission of instructor.

VSCT 206
ANESTHETIC PRINCIPLES
Fall, 3 credit hours
An introduction to anesthetic principles as they relate to animal medical and surgical care. The student will be presented with information on basic preanesthetic agents, anesthetic agents, and anesthetic monitoring devices. The students will have hands-on experience with preanesthetic, anesthesia, and postanesthetic evaluation/monitoring techniques and devices. Students will be presented with the potential human and animal hazards associated with anesthetic drugs. CPR and the recognition and treatment of emergency situations will be addressed. In the laboratory, the student will mediate patients with many of the commonly used anesthetic drugs and compare/contrast their effects. Enrollment limited to Veterinary Science Technology students. Two hours lecture, two hours laboratory per week. Prerequisite: VSCT 101, VSCT 112, and VSCT 115, or permission of instructor.

VSCT 207
HEALTH AND DISEASES OF FARM ANIMALS
Fall, 3 credit hours
This course will acquaint students with the causes, development, control, eradication, and prevention of diseases of economic importance to the farm animal owner. Three hours lecture per week. Prerequisite: College-level biology or permission of instructor.

VSCT 210
VETERINARY MICROBIOLOGY
Spring, 3 credit hours
The focus of this course is the isolation and identification of pathogenic organisms encountered in animals and the diseases that they cause. Two hours lecture, two hours laboratory per week. Prerequisite: BIOL 209 VSCT 112 and VSCT 202 or permission of instructor.

VSCT 211
ANIMAL HOSPITAL PRACTICES AND PROCEDURES
Spring, 3 credit hours
A course designed for students in Veterinary Science Technology. Skills required for animal care, animal diagnostic procedures, office procedures, client relationships, surgical proce-
Course Descriptions: VETERINARY, WOMEN’S STUDIES

VSCT 212
RESEARCH ANIMAL TECHNIQUES
Spring, 1 credit hour
This course is a foundation course in developing skills necessary for employment in an animal research facility. Husbandry and clinical techniques specific to laboratory animals will be discussed. Emphasis will be on providing quality animal care, monitoring the health and well-being of laboratory animals, and understanding ethical issues surrounding animal research. Enrollment limited to Veterinary Science Technology seniors. Two hours laboratory per week.

VSCT 213
PRACTICAL NUTRITION
Spring, 2 credit hours
This course is designed for Veterinary Science Technology majors. It will cover the feeding of animals in health and disease during various stages of the life cycle. Of prime concern will be the dietary management of specific diseases that affect small animals. Two hours lecture per week. This course is only open to fourth semester Veterinary Science Technology students who have successfully completed all prior Veterinary Science courses.

VSCT 214
VETERINARY PHARMACOLOGY
Spring, 2 credit hours
This course is designed for Veterinary Science Technology students as an introduction to Pharmacology. The various classes of drugs used in Veterinary medicine will be discussed in regard to use, side effects, contraindications, method of administration, etc. Upon completion of this course, a student should have a working knowledge of the commonly used drugs in a veterinary hospital. One hour lecture, two hours laboratory per week. This course is only open to fourth semester Veterinary Science Technology students who have successfully completed all prior Veterinary Science courses.

VSCT 301
VETERINARY HOSPITAL MANAGEMENT I
Spring, 3 credit hours
The purpose of this course is to provide the student with current information in areas of veterinary practice management. Students will apply concepts, principles and skills they have learned in previous business and management courses to situations more specific to veterinary practice management. Topics include: Hospital Human Resources Management, Veterinary Law, Veterinary Hospital Revenue and Financial Control, Management of Veterinary Medical Records and Inventory Control. Prerequisite: Principles of Management (BSAD 301), Human Resources Management (BSAD 310), & Management Communications (BSAD 340), or permission of instructor.

VSCT 302
VETERINARY HOSPITAL MANAGEMENT II
Fall, 3 credit hours
The course is a continuation of, Veterinary Hospital Management I (VSCT 301). This course will address issues facing a practice manager today. Topics include: veterinary hospital design, equipment acquisition, insurance, tax compliance, personal finance and investment. The course will also address the management of specific practice types and how they might differ from the conventional companion animal practice. Facilities such as: mobile clinics, large animal clinics, research animal facilities and animal shelter management will be considered. Prerequisite: Veterinary Hospital Management I (VSCT 301), or permission of instructor.

VSCT 308
VETERINARY SERVICES MANAGEMENT INTERNSHIP ORIENTATION
Spring, 1 credit hour
This course prepares students for the internship, helps each secure an appropriate internship location and establishes contacts for SUNY approval as well as appropriate liability insurance documentation. Prerequisite: Senior status in the Veterinary Services Management program or permission of instructor.

VSCT 401
ISSUES AND PERSPECTIVES IN VETERINARY MEDICINE
Fall, 3 credit hours
This course will allow the student to explore new technologies as they apply to veterinary medicine and animal industries. Legal, ethical, and ecological issues, as they pertain to these technologies, will be discussed. Students will be required to thoroughly research topics and present their own thoughts and conclusions. Student research, debate, case studies, and other modalities will be used. Three hours lecture per week. Corequisites: Veterinary Hospital Management II (VSCT 302), and Veterinary Services Management Internship Orientation (VSCT 308) or permission of instructor.

WMST 201
INTRODUCTION TO WOMEN’S STUDIES
Fall and Spring, 3 credit hours
This course provides a broad introduction to the field of Women’s Studies. From an interdisciplinary approach, this course explores past and present theories and issues about women including, but not exclusive to, class, race, social justice, emancipation, economics, and education. Through a global perspective, students will be introduced to feminist ideology and methodology, as well as the causes and effects of gender inequality. Prerequisite: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102); 30 credit hours earned; or permission of the instructor.
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Established in 1973, the Canton College Foundation Inc. was founded for the purpose of soliciting and receiving gifts for scholarships, work grants, equipment, and all types of real or personal property to support the College’s mission by promoting progress, encouraging professional growth, and cultivating a sense of community dedicated to the highest quality education.

The Canton College Foundation Inc. is a not-for-profit educational and charitable corporation organized and existing in the State of New York. Its Certificate of Incorporation has been filed in the Secretary of State’s Office and approved by the Commissioner of Education.

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**LOCAL PROCEDURE**

Any person who believes he/she has been aggrieved by the College may file a complaint with the Dean of Students within ninety (90) days of the alleged occurrence or event giving rise to the grievance. Complaints may be made in person, by telephone or in writing. You will be asked to discuss your problem with a responsible college representative, one who may best be able to resolve your concerns. Students are also reminded of specific procedures for filing academic complaints or allegations of sexual harassment found in the Student Handbook.

In response to a written complaint, the College shall investigate the allegations and respond to the grievant in a timely manner. The College may contact the grievant for further information or clarification of the complaint should the need arise. The complaint may be referred to a responsible campus official for resolution; any final determination of a formal complaint will be made by an individual not directly involved in the alleged problem.

No adverse action will be taken by the College against the student or other complainant.

The College will maintain a written record of the complaint and its resolution or disposition, including appropriate documentation, for a period of six years. Such file shall be retained in the Office of the Dean of Students.

If a grievant wishes, he/she may file a formal written complaint with the State Education Department in accordance with their guidelines (see below). An official complaint form and guidelines are available in the Office of the Dean of Students.

**STATE EDUCATION DEPARTMENT PROCEDURES**

Section 494C(i) of the Higher Education Act of 1965, as amended, provides that a student, faculty member or any other person who believes he/she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he/she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

**HOW TO FILE A COMPLAINT**

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedure listed above. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. (The Department suggests that the complainant keep copies of all correspondence with the institution.)
2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he/she may write or telephone the Postsecondary Complaint Registry to request a complaint form. Telephone (212) 951-6493 or write to: New York State Education Department, Postsecondary Complaint Registry, One Park Avenue, 6th Floor, New York, NY 10016.
3. The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint process. Copies of all relevant documents should be included.
4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The Department will make every effort to address and resolve complaints within ninety days of receipt of the complaint form.

**COMPLAINT RESOLUTION**

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the department will refer the complainant to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.
A.A. DEGREE
Associate in Arts degree. A transfer degree requiring at least 45 hours of liberal arts courses. Students in the Liberal Arts and Sciences: General Studies program have an option of enrolling in the A.A. or the A.S. degree program.

A.A.S. DEGREE
Associate in Applied Science degree. A career degree preparing students for employment upon completion of the SUNY Canton program or enrollment in an applied baccalaureate degree. Requirements include at least 20 hours of liberal arts courses while the remaining courses provide the training needed for the student's chosen career field. Many four-year colleges accept graduates with A.A.S. degrees.

ACADEMIC PROBATION
A designation by the Dean of the appropriate School for a student with less than satisfactory academic progress. Students on academic probation must follow a plan designed to improve their performance.

APPLIED ELECTIVE
A college course outside of the liberal arts and sciences disciplines.

ARTICULATION AGREEMENTS
Formal agreements between SUNY Canton and bachelor degree-granting colleges, community colleges, or high schools describing conditions for transfer such as GPA and program or course requirements.

A.S. DEGREE
Associate in Science degree. A transfer degree requiring at least 30 credit hours of liberal arts courses. The remainder of the courses selected are based on the student's intended transfer major.

ASSOCIATE DEGREES
Degrees which require a minimum of 60 credit hours (excluding physical education) and may be completed in two years of full-time study.

BACCALAUREATE DEGREES
Degrees which are completed in approximately four years of full-time study, generally including 120 to 128 credit hours. They require two years of study at a transfer college after graduating from Canton or enrollment in a Canton Bachelor of Technology or Bachelor of Business Administration program, designed for graduates of an A.A.S. program or freshmen interested in an applied baccalaureate degree.

CERTIFICATE PROGRAMS
Students completing an organized program of courses, approved by SUNY and registered by the State Education Department, are awarded certificate diplomas. These programs develop skills in a particular discipline or occupational specialty, or lead to completion of General Education Development (GED). Certificate programs have minimum credit hour and GPA requirements specific to each program. Certificate programs may require some course work in mathematics, humanities, and science.

Local Certificates: SUNY Canton may recognize students who successfully complete a specified sequence or cluster of approved, credit courses by awarding a local certificate of completion. Such awards of themselves are not registered, aid-eligible programs and are not transcripted. Local certificates shall be subject to review and approval by the established faculty governance process for curricular matters.

COURSE OUTLINE
Detailed description and content of a course. Copies are housed in the School Deans' Offices.

CREDIT HOUR
Courses are assigned one or more credit hours or equivalent credit hours. A credit hour is defined as three hours work per week in any combination of class, laboratory and outside study time. Equivalent credit hours are awarded in courses which are not applicable to an associate or baccalaureate degree.

CURRICULUM (also Program or Major)
All courses offered. Also refers to an academic program and the full scope of courses needed to complete it.

EQUIVALENT CREDIT HOURS
When the content of a course is developmental and not considered college level, equivalent credit hours are earned and are not counted toward degree requirement. They may count toward certificate requirements.

FRESHMAN
A student who has completed 0 - 30 credit hours, all of which must be a part of a degree program offered by the College.

FULL-TIME STUDENT
Anyone enrolled for twelve or more credit hours or equivalent credit in a semester. A typical course load would be 15 credit hours per semester or approximately five courses.

GENERAL EDUCATION REQUIREMENTS
The ten Knowledge and Skills Areas (GER 1-10) and the two Competencies designated by SUNY as required for graduation with a baccalaureate degree. Knowledge and Skill Areas: Mathematics; Natural Sciences; Social Sciences; American History; Western Civilization; Other World Civilizations; Humanities; The Arts; Foreign Language; Basic Communication. Competencies: Critical Thinking and Information Management.

GENERAL ELECTIVE
Any college course may serve as a general elective if it meets the minimum requirements of a curriculum. Exceptions may include physical education courses, equivalent credit courses, or courses designated for a particular program only.
GOOD STANDING
Students who meet the minimum requirements of the Student Progress Policy are considered to be students in good standing.

GPA (Grade Point Average)
For each credit hour, points are assigned based on the grade received. This average is calculated by dividing the total grade points earned by the number of credit hours taken.

HUMANITIES
Art; music; foreign languages; philosophy; most 200-level English, media communication, speech, or theater courses; and courses with the prefix HUMA.

JUNIOR
A student who has completed 61 - 90 credit hours, all of which must be a part of a degree program offered by the College.

LABORATORY SCIENCE
Any science course which has a laboratory experience along with lectures. Examples include biology, chemistry environmental science, and physics.

LIBERAL ARTS ELECTIVE
Any course from the areas of humanities, sciences, mathematics, and social sciences.

LOAD
The total number of credit and equivalent credit courses for which a student has registered. Example: a registration of 9 credit hours and 4 equivalent credit hours equals a load of 13 hours.

MATRICULATION
This is a process that involves application to the College, admission to a specific academic program and enrollment in courses. An advantage of matriculation is that you officially come under the set of regulations described in the catalog in effect at the date of your matriculation. You must be matriculated to receive financial aid.

OCCUPATIONAL
A.A.S. degrees are generally considered occupational degrees. Students in these programs are preparing for a career or job upon graduation from SUNY Canton or to continue in a bachelor of technology degree program.

PART-TIME STUDENT
Anyone who is enrolled in fewer than twelve credit hours in a semester.

PEDAGOGY
The science or art of teaching or education.

PREREQUISITE
A requirement that must be met before a student may take a course. Each course description indicates whether there is a prerequisite.

RECITATION
In addition to lectures and laboratories, some courses require a recitation, which is an individual or small group meeting with an instructor.

SENIOR
A student who has completed 91+ credit hours, all of which must be part of a degree program offered by the College.

SOCIAL SCIENCES
Anthropology, economics, geography, government, history, psychology, sociology, or political science.

SUSPENSION
Students who do not meet minimum academic requirements for returning and are dismissed from the college for at least one semester.

SUNY
All of the units of the State University of New York, including Canton.

SYLLABUS
A statement of the requirements in a course and the course material to be covered. Each professor should distribute a syllabus in the first week of class.

TRANSCRIPT
An official copy of the permanent record of every course taken and the resulting grades. This permanent record is maintained in the Registrar's Office.

TRANSFER PROGRAM
Programs which are generally designed for students who want to continue their studies toward a baccalaureate degree. Programs which lead to the A.A. (Associate in Arts) and the A.S. (Associate in Science) degrees transfer easily into bachelors’ of arts or bachelors’ of science degrees.

WITHDRAWAL FROM THE COLLEGE
Official notification to the College that a student will not complete the semester. A form obtained at the Registrar's Office must be completed. Grades of “W” are recorded for all courses in progress at the time of the withdrawal.
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