

# ACADEMIC CATALOG

2007-2008



## SUNY CANTON

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# Academic Calendar 2007-2008

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## **FALL SEMESTER**

Students May Check into Residence Halls .....	August 26, 2007 ( <i>Sunday, Noon</i> )
Add/Drop Sessions .....	August 27 ( <i>Monday, 1 p.m.</i> )
Classes Begin .....	August 28 ( <i>Tuesday, 8 a.m.</i> )
Last Day for Late Registrants .....	August 30 ( <i>Thursday</i> )
Change Period Ends (Five Class Days) .....	September 3 ( <i>Monday</i> )
Family and Community Weekend .....	September 28–30 ( <i>Friday-Sunday</i> )
Last Day to Withdraw from First Seven-Week Courses .....	October 5 ( <i>Friday</i> )
Fall Recess—NO CLASSES .....	October 8–9 ( <i>Monday-Tuesday</i> )
Second Seven-Week Courses Begin .....	October 18 ( <i>Thursday</i> )
Midterm Grades Available for Students Online .....	October 19 ( <i>Friday, Noon</i> )
Prescheduling .....	November 5–9 ( <i>Monday-Friday</i> )
Thanksgiving Recess—NO CLASSES .....	November 21–25 ( <i>Wednesday-Sunday</i> )
Last Day to Withdraw Without Academic Penalty .....	November 26 ( <i>Monday</i> )
Instruction Ends .....	December 10 ( <i>Monday</i> )
Final Exams .....	December 11–15 ( <i>Tuesday-Saturday</i> )
Residence Halls Close .....	December 15 ( <i>Saturday, Noon</i> )
Final Grades Available for Students Online .....	December 19 ( <i>Wednesday, Noon</i> )
Semester Ends .....	December 21 ( <i>Friday</i> )
Last Day to Make Up Incompletes .....	February 4, 2008 ( <i>Monday</i> )

## **SPRING SEMESTER**

Residence Halls Open (Returning Students) .....	January 20, 2008 ( <i>Sunday, Noon</i> )
Add/Drop Sessions .....	January 20 ( <i>Sun. 1:00–4:00 p.m.</i> ) Jan. 21–23 ( <i>Mon.-Wed.</i> )
Classes Begin .....	January 21 ( <i>Monday</i> )
Last Day for Late Registrants .....	January 23 ( <i>Wednesday</i> )
Change Period Ends (Five Class Days) .....	January 25 ( <i>Friday</i> )
Winter Break—NO CLASSES .....	February 16–24 ( <i>Saturday, Noon-Sunday</i> )
Last Day to Withdraw from First Seven-Week Courses .....	March 7 ( <i>Friday</i> )
Second Seven-Week Courses Begin .....	March 17 ( <i>Monday</i> )
Midterm Grades Available for Students Online .....	March 18 ( <i>Tuesday, Noon</i> )
Spring Break—NO CLASSES .....	March 29–April 6 ( <i>Saturday, Noon-Sunday</i> )
Prescheduling .....	April 7–11 ( <i>Monday-Friday</i> )
Last Day to Withdraw Without Academic Penalty .....	April 25 ( <i>Friday</i> )
Honors Convocation .....	April 30 ( <i>Wednesday</i> )
Instruction Ends .....	May 10 ( <i>Saturday, Noon</i> )
Final Exams .....	May 12–16 ( <i>Monday-Friday</i> )
Commencement .....	May 17 ( <i>Saturday, 10:30 a.m.</i> )
Residence Halls Close .....	May 17 ( <i>Saturday, 3:00 p.m.</i> )
Final Grades Available for Students Online .....	May 21 ( <i>Wednesday</i> )
Semester Ends .....	May 23 ( <i>Friday</i> )
Last Day to Make Up Incompletes .....	September 9, 2008 ( <i>Tuesday</i> )



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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.*

## *Cultivating the Minds of Tomorrow*

### MISSION STATEMENT

Building upon a century of commitment to academic excellence, SUNY Canton offers bachelor's 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.



# About SUNY Canton

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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

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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 more than a dozen majors leading to bachelor's degrees, more than 20 programs leading to associate degrees, and 10 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 are encouraged to stay and continue in one of the bachelor's degree programs 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 ENVIRONMENT

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Academic facilities include eight classroom buildings containing many specialized labs for practice in technology-based disciplines. Southworth Library houses more than 65,000 books, 6,000 microforms, 300 periodical subscriptions and 1,500 video and audio recordings. The library provides access to more than 25 electronic information research databases.

The Computer Center, located in Wicks Hall, provides access for all students in open

computer labs and networked computer classrooms. All students receive an e-mail account and can access the Internet in the computer labs or via wireless network access in most areas of campus, including all residence hall rooms. Tutoring services were rated #1 among similar institutions in a student survey and are offered free of charge, enabling students to successfully adjust to college-level academic demands.

Athletic facilities include the Dana Athletic Center with a gymnasium and fitness center, the new Campus Center with a recreational gymnasium, and several high-quality outdoor fields. Athletic teams compete in: men's and women's basketball, cross country, and soccer; men's ice hockey and baseball; and women's softball and volleyball.

The four residence halls house 950 students in single rooms, doubles, triples and suites. Special theme floors allow students to select living and learning options best suited to their interests. There's even a residence hall that allows small pets. Chaney Dining Center provides meals for residential students, and snack bars located around the campus make it easy to grab a quick bite to eat.

There are numerous student clubs, and the Campus Center serves as the hub for a wide range of cultural and recreational activities. Since the campus is located in a residential community that welcomes college/community interaction, students find that SUNY Canton provides a fine blend of college learning and community involvement.

Many SUNY Canton alumni pursue careers in the technologies. Some, two-thirds of each graduating class, choose to enter productive careers directly after graduation. Each year, nearly 100 percent of these graduates are successful in finding jobs for which SUNY Canton prepared them. The remaining third of the graduating class transfers to bachelor's programs at SUNY Canton or other institutions, or to graduate schools.

## CAMPUS HISTORY

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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 bachelor's degree granting approval from the SUNY Trustees and the Governor of New York State. Since 1997, more than a dozen bachelor's degrees have been approved, and several others are in development.

## LOCATION

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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). The Dental Hygiene program is accredited by The American Dental Association (ADA) Commission on Dental Accreditation (CODA).

## 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.

## 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

CODE	PAGE	PROGRAM TITLE	Prerequisite Regents Exams (NYS)						
			MATH A EXAM (ALGEBRA)	MATH A EXAM + 1 YEAR	MATH A & B EXAMS	BIOLOGY	CHEMISTRY	PHYSICS	SCIENCE - TWO YEARS
<b>BACHELOR'S DEGREES (ACT/SAT required)</b>									
1865	52	Alternative & Renewable Energy Applications, <i>B. Tech.</i>		•				•	
1359	53	Criminal Investigation (Public Safety Tech.), <i>B. Tech.</i>		•					
1864	54	Emergency & Disaster Management, <i>B. Tech.</i>		•					
0253	55	Health Services Management, <i>B. Tech.</i>		•		•	•		
1935	56	Industrial Technology Management, <i>B. Tech.</i>		•					
1506	57	Information Technology, <i>B. Tech.</i>		•					
1911	58	Law Enforcement Leadership & Management, <i>B. Tech.</i>		•					
0818	59	Legal Studies, <i>B. Tech.</i>		•					
1525	60	Mortuary Services Management, 2 + 2, <i>B. Tech.</i>		•		•	•		
1318	61	Technology Management, <i>BBA</i>		•					
1629	62	Technology Mgmt.: Facilities Operation, <i>BBA</i>		•					
1623	63	Technology Mgmt.: Financial Services, <i>BBA</i>		•					
1672	64	Veterinary Services Management, 2 + 2, <i>B. Tech.</i>		•		•	•		

## ASSOCIATE DEGREES (ACT/SAT recommended)

0630	65	Accounting, <i>AAS</i>	•						
0444	66	Air Conditioning Engineering Technology, <i>AAS</i>		•					
0473	67	Apprentice Training: Industrial Trades, <i>AAS</i>	must have or be working on BOCES Journeyman's Cert.						
0525	68	Automotive Technology, <i>AAS</i>		•					
0632	69	Business Administration, <i>AAS</i>	•						
0671	69	Business Administration-Transfer, <i>AS</i>		•					•
0517	70	Civil Engineering Technology, <i>AAS</i>		•					
0581	71	Computer Information Systems, <i>AAS</i>		•					
1162	72	Construction Tech.: Management, <i>AAS</i>		•					
0640	73	Criminal Justice, <i>AAS</i>	•						
0545	74	**Dental Hygiene, <i>AAS</i>		•		•	•		
1327	75	Early Childhood, <i>AS</i>		•					
0699	76	Electrical Engineering Technology, <i>AAS</i>		•					
0530	77	Engineering Science, <i>AS</i>			•		•	•	
0688	78	Individual Studies, <i>AAS</i>							
0250	79	Liberal Arts & Sciences: General Studies, <i>AA, AS</i>	•						
0493	80	Mechanical Engineering Technology, <i>AAS</i>		•					
0599	81	Mortuary Science, <i>AAS</i>	•			•			
0622	82	**Nursing, <i>AAS</i>		•		•	•		
0667	83	Office Technology	•						
0489	84	Physical Therapist Assistant, <i>AAS</i>		•		•	•		
1179		Telecommunications Technology: Verizon, <i>AAS</i>	Verizon employees only						
0521	85	Veterinary Science Technology, <i>AAS</i>		•		•	•		

\*\* Selective Admission (see page 74 and 82 for more information).

## ARTICULATION AGREEMENTS

0250/varies	98	Environmental Science & Forestry, 2+2 w/SUNY ESF			•	•	•		
0620/1086	98	Forestry Technology, 1+1 w/SUNY ESF		•		•			
0250	98	Upstate Medical Univ. Early Admissions Program			•	•	•		

## CERTIFICATE PROGRAMS

1387-Air Conditioning Maintenance & Repair, p. 86	0955-Electrical Construction & Maintenance, p. 91
0920-Building Construction, p. 87	1774-Health Science Career Studies, p. 92
1778-Business Office Technology, p. 88	0921-Heating & Plumbing Service, p. 93
1167-Computer-Aided Drafting, p. 89	0987-Individual Studies, p. 94
1753-Criminal Justice-Security, p. 90	1632-Motorsports Performance and Repair, p. 95

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 each degree program. 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

### SUNY

#### Code Bachelor's Degrees

1865	Alternative & Renewable Energy Applications	<b>Required:</b> Math A exam plus an additional year of defined math, Chemistry R with a 65 or better
1359	Criminal Investigation	<b>Required:</b> 80 high school average, Math A exam plus an additional year of defined math, SAT/ACT score, transfer GPA 2.5 or better
1864	Emergency & Disaster Mgmt.	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score
0253	Health Services Management	<b>Required:</b> 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
1935	Industrial Technology	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score
1506	Information Technology	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score, transfer GPA of 2.2 or better
1911	Law Enforcement Leadership and Management	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score
1818	Legal Studies	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score
1525	Mortuary Services Management (2 + 2)	<b>Required:</b> Current Funeral Director and Embalming license, Associate degree from an ABFSE accredited college
1318	Technology Management	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score, transfer GPA of 2.0 or better
1629	Tech. Mgmt: Facilities Operation	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score
1623	Tech. Mgmt: Financial Services	<b>Required:</b> Math A exam plus additional year of defined math, SAT/ACT score, transfer GPA 2.0 or better
1672	Veterinary Services Management (2 + 2)	<b>Required:</b> Graduation from an AVMA accredited Veterinary Technology program, Veterinary Technology license or license eligible through the State Education Department

## Admissions

### **Code Associate Degrees**

630	Accounting	<b>Required:</b> Math A exam
444	Air Conditioning Engineering Technology	<b>Required:</b> Math A exam plus an additional year of defined math
0473	Apprentice Training: Industrial Trades	<b>Required:</b> Must have or be working on BOCES Journeyman's Certificate
0525	Automotive Technology	<b>Required:</b> Math A exam plus an additional year of defined math. Minimum High School average of 70.
0632	Business Administration	<b>Required:</b> Math A exam
0517	Civil Engineering Technology	<b>Required:</b> Math A exam plus an additional year of defined math
0581	Computer Information Systems	<b>Required:</b> Math A exam plus an additional year of defined math
1162	Construction Technology: Management	<b>Required:</b> Math A exam plus an additional year of defined math
0640	Criminal Justice	<b>Required:</b> Math A exam, transfer GPA of 2.0 or better
0545	Dental Hygiene <i>*selective admission, deadline March 1st</i>	<b>Required:</b> Math A exam plus additional year of defined math, Biology R exam with 75 or better, Chem R exam, transfer GPA of 2.75 or better or discretion of the Office of Admissions.
1327	Early Childhood	<b>Required:</b> 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).
0699	Electrical Engineering Technology	<b>Required:</b> Math A exam plus an additional year of defined math
0530	Engineering Science	<b>Required:</b> Math A & B exams with 80 or better, Chemistry R exam with 80 or better, Physics R exam with 80 or better
0688	Individual Studies	Applicants are placed in this program at the discretion of the Office of Admissions.
0250	Liberal Arts & Sciences: General Studies	<b>Required:</b> Math A exam
0493	Mechanical Engineering Technology	<b>Required:</b> Math A exam plus an additional year of defined math
0599	Mortuary Science	<b>Required:</b> 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).
0622	Nursing <i>*selective admission, deadline March 15th</i>	<b>Required:</b> 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 or discretion of the Office of Admissions.

## Admissions

0667	Office Technology	<b>Required:</b> Math A exam
0489	Physical Therapist Assistant	<b>Required:</b> 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
0521	Veterinary Science Technology	<b>Required:</b> 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

### **Code Articulation Agreement**

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

### **Code Certificate Programs**

1387	Air Conditioning Maintenance & Repair	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
0920	Building Construction	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
1778	Business Office Technology	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
1167	Computer-Aided Drafting	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
1753	Criminal Justice-Security	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
0955	Electrical Construction & Maintenance	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
1774	Health Science Career Studies	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
0921	Heating & Plumbing Service	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400
1632	Motorsports Performance & Repair	<b>Required:</b> high school diploma, minimum 70 cumulative high school average or GED with a minimum score of 240/2400

### 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 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](http://www.canton.edu).

### HOW TO APPLY FOR ADMISSION

An application for admission may be completed online at [www.canton.edu](http://www.canton.edu) or [www.suny.edu/student](http://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. All secondary school transcripts, GED score reports, and college transcripts should be sent directly to the Office of Admissions at SUNY Canton.

### 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 October 15

for candidates to either semester. However, it is recommended that students apply as early as possible. Selective admission for Nursing and Dental Hygiene will have application deadlines of March 15th and March 1st respectively. It is encouraged to still apply after these deadlines as classes may not be full.

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.** Stu-

dents 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 of 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 Di-



ploma 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 prior to admission consideration and complete an admissions interview. The successful completion of very specific 24 credit hours of college-level study will qualify the applicant for the GED (see p. 89 for specific details).

### HOME-SCHOOLED STUDENTS

Home-schooled students must provide one of the following as part of their application for admission to SUNY Canton:

Students of compulsory school age must provide one of the following:

1. A high school diploma from an accredited state secondary school.
2. Letter from Superintendent of Schools certifying that the student has completed the substantial equivalent of a four-year high school course.

Students beyond compulsory school age must provide one of the following:

1. Option #1 as stated above.
2. Option #2 as stated above.
3. GED with a score of 240/2400.
4. Proof of passing and completing all requirements for the required five Regents examinations or approved alternative assessments for these examinations.
5. Completing 24 semester hours or the equivalent as a recognized college-level or certificate at a degree-granting institution (SUNY Canton's Individual Studies Certificate).
6. Proof of previously earning and been granted a degree from a degree-granting institution.

The above is in compliance with section 3.47 of the Rules of Regents and with section 100.10 of the Regulations of the Commissioner of Education.

In addition to submitting the above, students are required to take the COMPASS exam for placement purposes.

### PLACEMENT TESTING

SUNY Canton does not require, but strongly encourages, prospective associate degree students to take the SAT or ACT exams. Prospective bachelor degree students are required to take either the SAT or ACT exams. All new matriculated students **except** for those meeting the criteria listed below are required to take the COMPASS Placement exam. The test results are used to aid in determining appropriate level classes, thereby enhancing student success.

Students may be exempt from the COMPASS test if they demonstrate having met one of the following criteria:

1. "C" or better in college level English course.
2. AP score of 3 or better in English.
3. COMPASS scores from another institution.
4. English Regents score or ACT/SAT scores exceeding College minimums.

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 and/or GED score report. 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 at 1-800-388-7123.

For all transfer students, equivalency credit for course work shall be determined by the respective Academic 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 (3) planning to graduate from SUNY Canton and continue in a different degree program (i.e. associate degree to bachelor's degree).

Students must complete a Readmission Application available at the Office of Admissions or online at [www.canton.edu](http://www.canton.edu).



### ADMISSION INTERVIEWS

Prospective students and their families are strongly encouraged to visit the campus and discuss college plans with an admissions counselor. Admissions Interviews are offered Mon.-Fri., as well as 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.

If a day of the week does not work, we will be glad to set up a visit on the weekend.

Please contact the Office of Admissions at 800-388-7123 to schedule a visit.

### 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, the Advanced Placement Program, both administered by the College Entrance Examination Board, and the International Baccalaureate (IB) examinations. Further, the College participates in selected Excelsior College Examinations (ECE) sponsored by the New York State Education Department. Interested students should check with the Office of Admissions regarding credits awarded for these examinations.

### 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 demonstrate 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 the amount of credit granted and the courses for which the credit will be counted in the student's program.
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.
6. Forty dollars per credit hour will be charged for prior learning credit granted.

Fees must be paid prior to the granting of credit.

- 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 courses provided by the Armed Forces may be the equivalent of college courses and transfer credit may be obtained. When 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**

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's 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 not-

ing 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 (011) 315-386-7123 or visit [www.canton.edu](http://www.canton.edu), and request the International Student Application. The application must be completed 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) or 61 (Internet Based) is required for admission

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consideration. Other tests will be looked at for admission if the TOEFL is not offered in your area. Please contact admissions regarding any questions.

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's degree programs at SUNYIT. These agreements provide graduates of SUNY Canton's baccalaureate degrees advanced standing in master's degree programs. Once admitted by SUNYIT, some of the courses taken in the student's baccalaureate degree program will transfer

into the master's degree program. For more information regarding this program, please contact the Dean of Business and Public Service.

SUNY COLLEGE	SUNYIT
Financial Services Technology Mgmt. Health Services Mgmt. Information Tech. Facilities Operation	Masters of Science in Health Services Admin. (MSHSA)
Financial Services Technology Mgmt. Health Services Mgmt. Information Tech. Facilities Operation	Masters in Business Administration (MBA)
Financial Services Technology Mgmt.	Masters of Science in Accountancy (MSA)

### 2+2 PROGRAMS

SUNY Canton has established articulation agreements with community colleges, whereby students, upon completion of an Associate Degree at the community college, can transfer into a SUNY Canton baccalaureate program.

ADIRONDACK COMM. COLLEGE	SUNY CANTON BACHELOR DEGREE
Accounting	Financial Services or Technology Management
Business Admin., AS & AAS	Financial Services or Technology Management
Radiologic Technician	Health Services Mgmt.
Nursing	Health Services Mgmt.
Criminal Justice: Police Science	Criminal Investigation

FULTON- MONTGOMERY COMM. COLLEGE	SUNY CANTON BACHELOR DEGREE
Accounting	Financial Services or Technology Management
Business Admin., AS & AAS	Financial Services or Technology Management
Liberal Arts & Sci.: General Studies	Technology Management
Criminal Justice	Criminal Investigation

HERKIMER COMM. COLLEGE	SUNY CANTON BACHELOR DEGREE
Accounting	Financial Services or Technology Management
Business Admin., AS & AAS	Financial Services or Technology Management
Small Business Mgmt.	Financial Services
International Business	Technology Management
Marketing	Technology Management
Criminal Justice	Criminal Investigation

HUDSON VALLEY COMM. COLLEGE	SUNY CANTON BACHELOR DEGREE
Business Admin., AS & AAS	Financial Services or Technology Management

JEFFERSON COMM. COLLEGE	SUNY CANTON BACHELOR DEGREE
EMT-Paramedic	Health Services Mgmt.
Nursing	Health Services Mgmt.
Individual Studies	Health Services Mgmt.

JOHNSON COLLEGE	SUNY CANTON BACHELOR DEGREE
Veterinary Sci. Tech.	Veterinary Services Mgmt.

SUNY Canton has also established articulation agreements with several four-year colleges whereby a SUNY Canton student, upon completion of the Associate Degree and specified courses, can transfer to a participating four-year college in a parallel program with junior-level status.

The colleges which participate with SUNY Canton in the 2+2 Programs are:

COLLEGE	BACHELOR DEGREE CURRICULA
SUNY College of Agriculture and Life Sciences at Cornell	All parallel programs
SUNY Upstate Medical University at Syracuse	Cardiovascular Perfusion Cytotechnology Medical Imaging Science Medical Technology Nursing Radiation Therapy Respiratory Care

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SUNY College of Environmental Science & Forestry at Syracuse	All parallel programs
SUNY Institute of Technology at Utica-Rome	Engineering Technology Business & Public Mgmt. Nursing All parallel programs
SUNY Oswego	All parallel programs
SUNY Plattsburgh	All parallel programs Nursing Child Family Services Human Services Environmental Science
SUNY Potsdam	All parallel programs
SUNY Alfred	Mechanical Eng. Tech. Electrical Eng. Tech. Electro-Mech. Eng. Tech.
Empire State College	All parallel programs
SUNY Cobleskill	Child Care: Developmt.
Mercy College	Veterinary Technology
Clarkson University	N.H. Biomedical transfer program (biology, chemistry, other sciences)
Paul Smiths College	Natural Resources: Management & Policy Nat. Resources: Env. Sci. Fisheries and Wildlife Sci.
Houghton College	Parallel Programs
SUNY Morrisville	Automotive Technology

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.

### 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.

COMMUNITY OR SUNY COLLEGE	ASSOCIATE DEGREE CURRICULA
Adirondack	Mortuary Science Veterinary Sci. Tech.
Erie	Mortuary Science
Fulton-Montgomery	Mortuary Science
Herkimer County	Mortuary Science
Niagara County	Mortuary Science
Tompkins Cortland	Mortuary Science

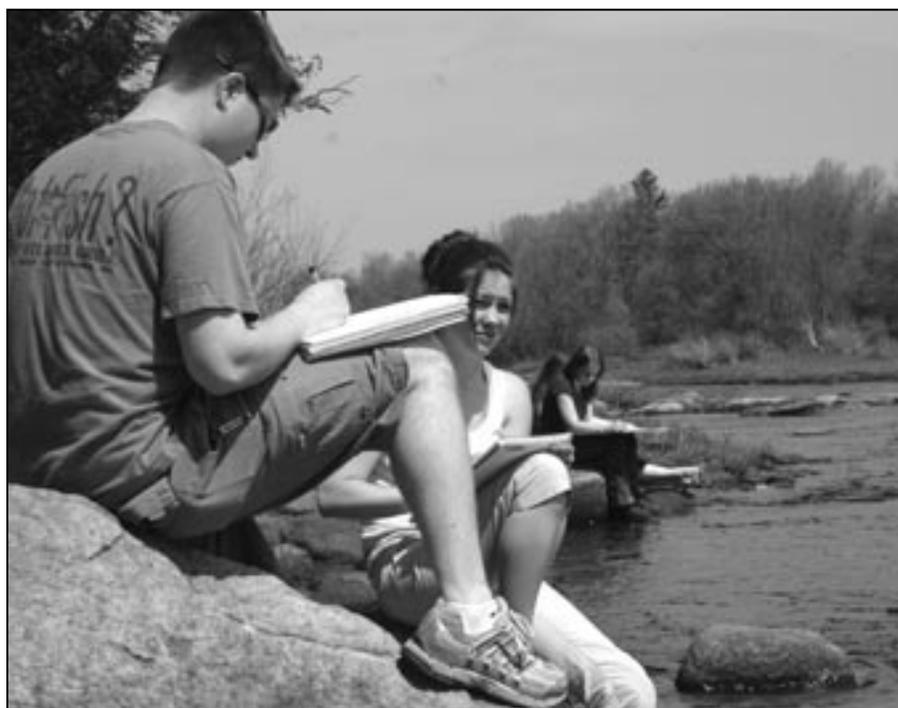
Arrangements have been made with College of Environmental Science and Forestry/Wanakena whereby students take the first year at SUNY Canton and the final year at the appropriate college. For further information concerning these programs, please contact the Office of Admissions.

COLLEGE 2nd YEAR	ASSOCIATE DEGREE CURRICULA
SUNY EFS, Wanakena	Forest Technology

### 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 Educational 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



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- 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
- Onondaga-Cortland-Madison, Cortland
- Oneida-Herkimer-Madison
- Potter Road Occupational Center
- Rensselaer Educational Center
- Robert W. Harrold Education Campus
- John W. Harrold Education Campus
- Yandon - Dillion Education Center
- Seaway Tech
- Southern Adirondack Education Center
- Southwest Tech
- Sullivan County Vocational Technical Center
- TEC Center
- Vocational Educational Center

<sup>1</sup> Proficiency Exam and Portfolio required.

<sup>2</sup> Proficiency Exam required.

<sup>3</sup> Challenge Exam option – Applicants who have completed a practical nursing education program may enter the RN program at the 2nd semester by passing the Excelsior College Fundamentals of Nursing exam with a score of “C” or better. The student must also have completed the other courses required during the first semester.

<sup>4</sup> Must meet entrance requirements to program and all other articulated criteria.

## PLANET CANTON

### UNITED STATES PARTNERSHIPS

In addition to articulation agreements, SUNY Canton has partnerships with several U.S. colleges. These partnerships allow students to remain at their home college and complete a bachelor's degree with SUNY Canton. The upper division courses in the programs are taught through SUNY Canton OnLine (SUNY Canton OL), through distance learning video technologies, from the partner college's campus faculty, or through a combination of the three methods. Students may be able to complete additional classes beyond their associate degree program at their home institution in order to successfully complete SUNY Canton's bachelor's degree. Students are provided with a recommended plan of study so that they may ensure that the degree can be completed within a timely manner.

For up-to-date information regarding the partnerships with the colleges below or new partnerships, see our website at [www.canton.edu](http://www.canton.edu).

Sheridan College, Sheridan, Wyoming	–Technology Mgmt. –Financial Services –Law Enforcement Leadership & Mgmt.
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### INTERNATIONAL PARTNERSHIPS

SUNY Canton provides students outside the United States with the ability to earn a bachelor's degree from the College through dual degree programs. As with the partnerships with U.S. colleges, the classes are taught using different methods of technology, including SUNY Canton OnLine (SUNY Canton OL) and distance learning video technologies. Students at these institutions earn a bachelor's degree from both their home institution and SUNY Canton.

Additional dual degree partnerships are currently under review. Please visit our website at [www.canton.edu](http://www.canton.edu) for updated information.

BOCES Program	SUNY CANTON Curriculum Course—Credits	
Auto Tech./ Auto Mech Auto Service	Auto Tech.	Auto Services—2
Building Trades/ Carpentry I & II	Construction Tech.: Mgmt.	Wood Structures—3
Precision Machining/ Machine Trades I & II	Mechanical Auto Tech.	Manuf. Process I—3 and Manuf. Process II—3
CAD/CAM (Computer Drafting)	Mechanical Construction Air Cond. Civil Build. Const.	<sup>1</sup> Computer Draft.—5 <sup>1</sup> Computer Draft.—5 <sup>2</sup> Blueprt Reading & Drafting—2
Electronics I & II	Electrical	<sup>2</sup> Digital Circuits—3
Early Childhood Occupations	Early Childhood	<sup>4</sup> Wellness in Young Children—3
Office Tech.	Office Tech. Bus. Admin. Compu. info.	<sup>2</sup> Intro. Word Proc.—1 <sup>2</sup> Intro. Sprdshts.—1 <sup>2</sup> Intro. Database—1 <sup>2</sup> Elec. Keybrding—1 <sup>2</sup> Bus. Communica—4
Practical Nursing	Nursing	<sup>3</sup> Adaptation Nursing I—6

INTERNATIONAL PARTNER COLLEGE	DUAL DEGREE PROGRAM
Moscow State Univ., Moscow, Russia	–Technology Mgmt. –Financial Services
American University in Bosnia and Herze- govina	–Financial Services
Kherson State Univ., Kherson, Ukraine	–Technology Mgmt.

U.S. PARTNER COLLEGE	SUNY CANTON BACHELOR PROGRAM
Fulton-Montgomery Community College, Johnstown, NY	–Technology Mgmt. –Financial Services –Law Enforcement Leadership & Mgmt.
Gillette College, Gillette, Wyoming	–Technology Mgmt. –Financial Services –Law Enforcement Leadership & Mgmt.

## 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 currently has SOCAD agreements with the Department of Defense for the Automotive, Criminal Investigation and Health Services Management programs.

### **CONCURRENT ADMISSIONS PROGRAM (CON AP)**

The Concurrent Admissions Program (CON AP) is conducted by colleges and universities that are members of Servicemembers 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.

### **AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)**

#### ***AEROSPACE STUDIES***

The Air Force Reserve Officer Training Corps (AFROTC) at Clarkson University, in 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. Scholar-

ships 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 for 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 devised 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

## Admissions

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. It is normally held the summer between the junior and senior years, and cadets are paid at the rate of one-half a second lieutenant's pay. The final year is spent on topics in military officership 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.

### **STUDENT RIGHT-TO-KNOW**

On July 1, 1992, the Student Right-to-Know and Campus Security Act went into effect requiring institutions receiving federal student aid funds to make available to prospective students graduation, retention, and attrition rates beginning in July, 1993. Successful outcomes of students' academic

performance are measured by graduates, transfers, persisters, and those receiving a certificate.

Of the 710 associate-level students who entered SUNY Canton in the Fall of 2003, 199 (28.02%) graduated within three years; 123 (17.32%) graduated within two years; 5 (.7%) received only a certificate; 206 (29.0%) transferred to another institution without a degree; and 63 (8.9%) were still enrolled in the Fall of 2006.

In summary, 473 of the 710 students (66.7%) who enrolled at SUNY Canton in the Fall of 2003 achieved a successful outcome. If you have any questions about this report, please contact the Office of Admissions at (315) 386-7123.

<b>Disclosure of Completion, Persistence, and Transfer Rates for Full-time, First-Time Associate Level Students Entering in Fall 2003, Pursuant to Terms of the Student Right-to-Know Act</b>											
<i>Institution: Canton (Status as of the Fall 2006 Semester)</i>											
SEX	RACE	INITIAL COHORT ENTERING FALL 2003 (1)	ENTERING INST.		TRANSFERS TO A SUNY (WITHOUT A DEGREE)		TRANSFERS TO A NON-SUNY (WITHOUT A DEGREE)		NUMBER PERSISTERS ENROLLED FALL 2006 (8)	ATTRITION (9)	RECEIVED CERTIFICATE OR DIPLOMA ONLY (10)
			GRADS WITHIN TWO YEARS (2)	GRADS WITHIN THREE YRS. (3)	FOUR YEAR INST. (4)	TWO YEAR INST. (5)	FOUR YEAR INST. (6)	TWO YEAR INST. (7)			
Female	Wht	280	54	86	14	36	12	4	32	95	1
	Blk	28	2	5	4	2	5	2	4	6	0
	Hsp	8	0	3	0	2	0	0	0	3	0
	Api	2	0	0	1	0	0	0	0	1	0
	Aia	9	0	0	0	0	0	0	0	9	0
	Nra	4	1	1	0	0	0	0	0	3	0
	<b>Subtotal</b>	<b>331</b>	<b>57</b>	<b>95</b>	<b>19</b>	<b>40</b>	<b>17</b>	<b>6</b>	<b>36</b>	<b>117</b>	<b>1</b>
Male	Wht	304	62	91	22	44	8	9	22	105	0
	Blk	54	1	7	5	12	10	7	5	8	1
	Hsp	9	1	2	0	1	1	2	0	2	0
	Api	4	0	1	0	1	0	0	0	2	0
	Aia	3	2	3	0	0	0	0	0	0	0
	Nra	5	0	0	1	0	1	0	0	3	0
	<b>Subtotal</b>	<b>379</b>	<b>66</b>	<b>104</b>	<b>28</b>	<b>58</b>	<b>20</b>	<b>18</b>	<b>27</b>	<b>120</b>	<b>4</b>
	<b>Total</b>	<b>710</b>	<b>123</b>	<b>199</b>	<b>47</b>	<b>98</b>	<b>37</b>	<b>24</b>	<b>63</b>	<b>237</b>	<b>5</b>

# Tuition and Fees

The following are costs of attending SUNY Canton for 2007-08. All costs are subject to change without notice.

	1st SEMESTER	2nd SEMESTER	TOTAL
<b>TUITION</b>			
NYS Resident .....	\$2,175.00	\$2,175.00	\$4,350.00
Out-of-State Resident (Bachelor) .....	5,305.00	5,305.00	10,610.00
Out-of-State Resident (Associate) .....	3,605.00	3,605.00	7,210.00
<b>FEES</b>			
SUNY College Fee .....	12.50	12.50	25.00
SCA Activity Fee .....	100.00	100.00	200.00
Orientation .....	60.00	—	60.00
Graduation Fee ( <i>seniors optional</i> ) .....	—	10.00	10.00
Accident & Sickness Insurance .....	207.00	207.00	414.00
International Health Insurance .....	396.25	554.75	951.00
<i>(foreign students only)</i>			
Alumni Dues ( <i>optional</i> ) .....	15.00	15.00	30.00
Placement Fee ( <i>freshmen</i> ) .....	20.00	—	20.00
Intercollegiate Athletic Fee .....	154.00	154.00	308.00
Student Health Fee .....	130.00	130.00	260.00
Parking & Vehicle Registration Fee .....	74.90	74.90	149.80
<i>(includes NYS sales tax)</i>			
Recreational Facilities Fee .....	30.00	30.00	60.00
Educational Technology Fee .....	132.50	132.50	265.00
Transcript Fee .....	5.00	5.00	10.00
<b>MEALS*</b>			
Commuter Meal Plan .....	609.00	609.00	1,218.00
<b>HOUSING</b>			
Residence Halls			
Double Room (standard) .....	2,375.00	2,375.00	4,750.00
Suite .....	2,775.00	2,775.00	5,550.00
Single Room .....	3,562.50	3,562.50	7,125.00
Suite Single .....	4,162.50	4,162.50	8,325.00
Laundry Fee .....	35.00	35.00	70.00

\* 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.

### 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 Cen-

ter 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.

### 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*.

### IDENTIFICATION CARD REPLACEMENT CHARGE

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

### 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 submitted to the Student Service Center before the end of the first week of school. Waivers must be completed each semester.

## TUITION/FEE REDUCTIONS DUE TO WITHDRAWAL

### TUITION

Reduce as follows:

<i>Cancellation During</i>	<i>Reduction</i>
First week	100%
Second week	70%
Third week	50%
Fourth week	30%
Fifth week	0%

The first day of class session shall be

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## Tuition and Fees

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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:

<b>Cancellation During</b>	<b>Reduction</b>
First week	100%
Second week	70%
Third week	50%
Fourth week	30%
Fifth week	0%

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:

Percent earned = Number of days completed up to the withdrawal date\*\*/total days in the semester (including weekends and breaks under five days).

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

Aid to be returned = (100% – percent earned) X 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, Direct PLUS Loan, and ACG SMART Grants.*

\*\**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](http://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.

# Financial Assistance

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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 independence 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 independence 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 independence criteria. We do recognize, however, that there are special cases in which students may not meet the federal independence criteria but may have extenuating circumstances. These students should contact the Student Service Center, prior to completing the aid application.

Independence 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 four 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, or with scholarship or loan funds that the College has raised. 4) private sources- there are several scholarship and loan programs available to assist students. Refer to the financial aid page of [www.canton.edu](http://www.canton.edu) for more information.

### 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](http://www.fafsa.ed.gov). For an electronic signature you and your parents should get a PIN at [www.pin.ed.gov](http://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 2007-2008 year, a family may be asked for signed copies of the 2006 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 complete and send their form to the processor by March 15.*

### 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 \$4310. 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's 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's 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 associate 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***

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 usually 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 \$3500 as a freshman and no more than \$4500 at the sophomore level. Once full junior status is achieved in a bachelor program you may borrow up to \$5500/year. . The interest rate is currently fixed at 6.8% as of 7/1/06. Principal and interest are deferred 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 promis-

sory 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 \$3500 in a combination of subsidized and unsubsidized, while a dependent sophomore cannot borrow more than \$4500, and a dependent junior/senior cannot borrow \$5500. An independent freshman cannot borrow more than \$7500 between the subsidized and unsubsidized Stafford Loans. An independent sophomore cannot borrow more than \$8500 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. 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) certain 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 2006-2007 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 Bud-



get. 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 student's 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. Funding for this program is very limited so students are encouraged to apply early. Application can be found in the part time students link on the Financial Aid page of [www.canton.edu](http://www.canton.edu).

## **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 award criteria 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

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## Financial Assistance

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### **Timothy M. and Mary Lou Ashley Family Endowed 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
- St. Lawrence County resident
- Non-traditional student
- Financial need

### **Alice Westaway Bagley Endowed Scholarship**

- Nursing and allied health
- St. Lawrence County resident

### **Rachael M. and Leon E. Bagley Endowed Scholarship**

- Freshman to be retained
- Preference to, but not restricted to, students from Madrid-Waddington or Edwards-Knox Central 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
- Nursing curriculum
- Minimum 2.75 GPA
- Financial need

### **Agnes & John N. Burns Family Endowed 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
- Resident of Town of Canton or, secondly, St. Lawrence County

- 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

### **The Centennial Scholarship Endowment**

- No curriculum restrictions
- Awarded at the discretion of the Scholarship Award Committee
- Financial need may be considered

### **Alden C. Chadwick Endowed Scholarship**

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

### **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
- Preference to Automotive curriculum or curriculum 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 Endowed 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 Technology curriculum
- Graduate of a St. Lawrence County high school
- Preference to women and minorities

### **The Criminal Justice Endowed Alumni Award**

- Must be a Criminal Justice student with financial need
- Determined by Criminal Justice department chair

### **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

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## Financial Assistance

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- 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 Endowed Scholarship**

- Veterinary Science Technology major
- Graduate from a Section X high school
- Must demonstrate sportsmanship, leadership, compassion, and a love for animals and athletics

### **David A. Frary and Family Endowed Scholarship**

- Returning senior student
- Graduate of a St. Lawrence County high school
- Business curriculum
- Financial need
- Preference to candidates intending to pursue a baccalaureate degree

### **Albert E. French Endowed Scholarship**

- Returning senior student
- Service to college community
- Financial need

### **Lawrence Germain Endowed Scholarship**

- Veterinary Science Technology curriculum
- Financial need

### **John A. Goetze Endowed Scholarship**

- Returning senior student
- Construction Engineering Technology or Engineering

### **Cleo J. Golding Endowed Scholarship**

- Entering freshman student
- Meritorious academic record
- Financial need

### **Goolden Family Endowed Scholarship**

- Entering freshman student
- St. Lawrence, Jefferson, or Franklin County resident
- Mortuary Science or Business curriculum
- Preference to candidates from Madrid or Waddington
- Leadership potential and ethical values

### **John L. Halford, Sr. Endowed**

#### **Scholarship**

- Entering freshman student, to be retained with 2.5 GPA
- Good academic standing
- Financial need

### **Hahn-Kalberer Endowed Scholarship**

- Second-year student, must be in 2-year curriculum
- Non-traditional, 23 years or older
- Must have at least a 3.0 GPA
- Full tuition
- Application only

### **Dr. Harry E. Howe Endowed**

#### **Scholarship**

- Returning senior student
- Nursing curriculum
- Minimum 3.0 GPA
- Demonstrates Nursing professionalism

### **Henry Lawrence Howe V Endowed**

#### **Scholarship**

- Returning senior student
- Learning disabled
- Preference to graduate from St. Lawrence County pursuing careers in technical fields, especially in computers or electrical/electronics

### **Harold K. Hughes Endowed 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 prior to commencement

### **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 Endowed Scholarship**

- Second-, third-, or fourth-year students in Veterinary Science Technology 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 Technology curriculum

### **Catherine M. Kelly Endowed Award for Excellence in Psychiatric Nursing**

- Presented annually by the Nursing faculty to a graduating senior Nursing 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 Engineering Technology 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

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## Financial Assistance

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### **Edwin Krenceski Memorial Scholarship**

- Second-year student
- Electrical Engineering Technology curriculum
- Financial need

### **Aaron J. Lasher Endowed Scholarship**

- Awarded annually to a deserving student
- One-year Heating & Plumbing certificate, returning student in Air Conditioning two-year program, or the Technology Management/Facilities Operation four-year 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

### **Gordon and Beatrice Lawrence Endowed Scholarship**

- Entering freshman student
- St. Lawrence Central School graduate
- B average through first three and one-half years of high school
- Have good relationship with teachers and peers
- Have no history of alcohol or drug use
- Financial need secondary

### **The Leadership Institute Endowed Scholarship**

- Entering freshman student
- Graduate of a St. Lawrence County 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 Endowed Scholarship**

- May be awarded to first-year or second-year student
- Awarded to Construction majors first, then to engineering curriculum

### **C. Ernest and Dorothy B. Lowery Endowed Scholarship**

- Returning senior student
- Demonstrate academic excellence
- Financial need

### **Albert F. and Agnes Powers Luck Endowed Scholarship**

- Entering freshman student
- 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 Technology 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 diocese 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 and continuing students
- Electrical Engineering Technology curriculum

### **Modell Family Endowed Scholarship**

- Returning student Electrical Engineering Technology curriculum
- Preference to student from Onondaga County

### **Peter Nevaldine Endowed Scholarship**

- Entering freshman student
- Engineering Technology or one-year certificate program in Canino School of Engineering Technology
- High academic standing
- Participation in extracurricular activities
- Financial need secondary
- A 3.0 GPA is required first semester to receive the second semester award

### **Allan P. & Catherine Barnett Newell Endowed 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

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## Financial Assistance

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semester of study  
—Financial need is to be considered

### **Elwood J. Nicholson, Jr. Endowed Scholarship**

—Entering freshman student  
—Recipient shall be Engineering Technology and 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 nursing  
—Returning senior student  
—Electrical Engineering Technology or Nursing curriculum  
—Vermont or North Country resident

### **John P. Ouderkirk Endowed Scholarship**

—Returning senior student  
—Canino School of Engineering Technology  
—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**

—Returning senior student  
—Nursing curriculum  
—Demonstrates academic excellence  
—Financial need

### **Plumbing, Heating, and Piping Contractors of Northern New York Endowed Scholarship**

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

### **Harry & Ella Winslow Podgurski**

#### **Endowed Scholarship**

—Entering freshman student  
—Canino School of Engineering Technology  
—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**

—Entering freshman student  
—Electrical Engineering Technology curriculum  
—Good academic potential  
—Participation in extracurricular activities  
—Financial need

### **Bernard Creighton Regan Endowed 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  
—Canino School of Engineering Technology  
—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 Technology 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. Lawrence 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 Endowed Scholarship**

—Entering freshmen student  
—Air Conditioning Engineering Technology  
—Financial need may be considered

### **John H. & Eunice B. Stone Endowed 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 County 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

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## Financial Assistance

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- 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
- Meritorious 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**

- Returning senior student
- Criminal Justice curriculum

- Resident of St. Lawrence County

### **John H. Wells Memorial Endowed Scholarship**

- Entering freshman student
- Air Conditioning curriculum
- Second preference to Heating & Plumbing curriculum

### **Arthur S. Wheeler Endowed Scholarship**

- Freshman or senior student
- Veterinary-related curriculum
- Preference to student from town of Oswegatchie

### **Woodcock Family Endowed Scholarship**

- Financial need
- Preference to students from St. Lawrence County then Onondaga County
- Mechanical Engineering Technology curriculum
- Additionally, to students in any curriculum with special preference to women

### **Woodside Family Endowed Scholarship**

- Entering freshman or returning senior
- Air Conditioning Engineering Technology curriculum
- Preference to students from St. Lawrence or Erie County

- Financial need

### **The Peter and Katherine '77 Wyckoff Scholarship**

- Either entering or continuing Nursing student
- Non-traditional student

## GUIDELINES FOR SATISFACTORY ACADEMIC PROGRESS

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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. Also, **federal regulations require students to complete degree requirements within ninety (90) attempted hours or 150% of**



## Financial Assistance

### Certificate Programs

SEMESTERS COMPLETED	EARNED CREDITS	CUMULATIVE GPA
1 STATE	3	0.5
FEDERAL	9	1.25
2 STATE	9	0.75
FEDERAL	18	1.5
3 STATE	18	1.3
FEDERAL	27	1.75

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

### Associate Degree Programs

SEMESTERS COMPLETED	EARNED CREDITS	CUMULATIVE GPA
1 STATE	3	0.5
FEDERAL	9	1.25
2 STATE	9	0.75
FEDERAL	18	1.5
3 STATE	18	1.3
FEDERAL	27	1.75
4 STATE	30	2.0
FEDERAL	39	2.0*
5 STATE	45	2.0
FEDERAL	51	2.0*
6 STATE	60	2.0
FEDERAL	63	2.0*

\* Semester or cumulative Grade Point Average

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.

### Bachelor of Technology Degree Programs

SEMESTERS COMPLETED	EARNED CREDITS	CUMULATIVE GPA
1 STATE	3	1.1
FEDERAL	9	1.25
2 STATE	9	1.2
FEDERAL	18	1.5
3 STATE	21	1.3
FEDERAL	27	1.75
4 STATE	33	2.0
FEDERAL	39	2.0*
5 STATE	45	2.0
FEDERAL	51	2.0*
6 STATE	60	2.0
FEDERAL	63	2.0*
7 STATE	75	2.0
FEDERAL	75	2.0*
8** STATE	90	2.0
FEDERAL	90	2.0*
9** STATE	105	2.0
FEDERAL	105	2.0*

\* Semester or cumulative Grade Point Average

\*\* EOP students only for state criteria

### 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.



# The Academic Program

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## RESPONSIBILITIES

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### 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

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### 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. At the beginning of each semester, faculty will state clearly its attendance policy in their course syllabus. 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.

### DEVIANT ACADEMIC CONDUCT

The instructor may impose a penalty upon a student evidencing prohibited academic behavior. When there is evidence of plagiarism a student may be assigned a grade of "F" for the assignment and/or course. These consequences should be included in a class syllabus. 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. These consequences should be included in the class syllabus. 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).

Letter Grade	Grade Pts. per Credit Hr.
A	4.0-Excellent
B+	3.5-Very Good
B	3.0-Good
C+	2.5-Above Average
C	2.0-Average
D+	1.5-Below Average
D	1.0 Minimally Passing
F	0.0-Failing

### 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 GPA's 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 GPA's 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 and Registrar's website. 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 sub-

mit student grades electronically 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. All mid-term grades are available to students electronically through secure access to Northstar Web. 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 or Registrar's website. In the case of non-matriculated students, the form is to be obtained from the office of the Registrar.

Matriculated 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 Hall Director 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.
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 in a student's college career at SUNY Canton.
9. Implementation of Academic Forgiveness does not alter financial aid eligibility.

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**

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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. **Faculty and 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 curricula. 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**

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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, without matriculation in that 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. No student may be awarded two degrees within the same minimum time span.

### ***AWARDING TWO ASSOCIATE DEGREES***

No student may be awarded two associate degrees simultaneously within the same minimum time span. In order to qualify for a second associate degree from SUNY Canton, a student must satisfactorily complete at least 15 semester credit hours beyond the first degree requirements and also meet the specific curriculum requirements of the

second program, **all of the subsequent work to be taken in an essentially different area of specialization.**

A student who wishes to earn an additional associate 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 earned 0–30 credit hours, all of which must be a part of a degree program offered by the College.

**SOPHOMORE:** a student who has earned 31–60 credit hours, all of which must be a part of a degree program offered by the College.

**JUNIOR:** a student who has earned 61–90 credit hours, all of which must be a part of a degree program offered by the College.

**SENIOR:** a student who has earned 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. Additional assistance is available at the Help Desk.

Each student receives an e-mail account and has full access to the Internet from any public computer. All residence halls have access to the Internet.

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.

# Online Learning

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## TAKING AN ONLINE COURSE

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In an online course, students connect with their teacher and classmates via the computer using the Internet. Course materials, tests, assignments, and discussions are delivered via the college's learning platform called Blackboard®. Students can virtual chat with their instructor, collaborate with other students, and participate in classroom discussions in their online courses. Online courses provide students with the flexibility and convenience of studying anytime, anywhere in an interactive and innovative learning environment.

## COURSE EXPECTATIONS

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SUNY Canton's online courses provide the same quality experience as our traditional campus-based courses and have the same credits and requirements as face-to-face courses. All of SUNY Canton's online courses and academic programs are designed to produce the same learning outcomes as traditional courses. To ensure quality, online courses undergo a vigorous course review process before they are offered online.

The majority of online classes are not self-paced and active online participation is often mandatory. Additionally, many online courses have extensive reading and writing demands.

## REQUIREMENTS

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Students in online courses are required to be more responsible for their learning. Strong time-management skills and study

habits are essential in this learner-centered environment.

To participate in an online course, students need to have access to a working computer and connection to the Internet. Broadband connection, such as Roadrunner or DSL, is preferred. Students should check the course syllabus for broadband requirements before registering for a course. Additional technical requirements include:

- Operating System (Windows 2000, XP, or Vista; Macintosh OSX-10.3 or higher)
- The latest browser available (Internet Explorer 6 or higher, Safari 1.2 or FireFox)

## LEARNER SUPPORT

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SUNY Canton is dedicated to helping students achieve their educational goals by supporting and promoting initiatives that enhance student accessibility and academic excellence in online learning environments. SUNY Canton online students have access to the same advisement, registration, financial aid, library, academic and

support services as on-campus students. Our library provides online tutorials on Internet research and links to databases and electronic journals. Academic Support and Accommodative Services offer tutoring, academic assistance, and various resources and materials online. Learner resources and support services are available online through the [www.canton.edu](http://www.canton.edu) website.

On a technical level, Information Services offers on-going technical support to students during normal institutional working hours for hardware, software, and course management issues through their Help Desk. *NorthStar Web* provides access to various student services such as financial aid, registration, course schedules, grades, and unofficial transcripts.

## ACCREDITATION

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SUNY Canton is approved to offer distance learning through the Middle States Commission on Higher Education (MSCHE). Some programs are SUNY and SED approved to be offered online. See individual academic programs for more information.



# Academic Support Services

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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](http://www.canton.edu) and click on Academic Support Services. All academic support services are free of charge to SUNY Canton students.

## PLACEMENT TESTING

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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 to be exempt.

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

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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

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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

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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

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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

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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



math skills to calculus. 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.



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.

### 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

### 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

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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

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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

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### 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 bath-

room. 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 life-style 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 Residence Life. Any student who is officially enrolled in a bachelor's 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](mailto:reslife@canton.edu), or visit us at: [www.canton.edu](http://www.canton.edu)

## TELEPHONES

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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

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As a health care team, the Davis Student Health Center 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

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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;
- Students who are part-time non-degree.

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 immunization within the past ten years;
- OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal 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

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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

- International Student Advisement
- Personal Counseling
- Mentoring/ Tutoring/ Advising
- Advocacy

### 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](http://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
- NY State Police
- Snap-On Tools
- The Trane Company
- Schlumberger
- Novelis
- University Hospital in Syracuse
- IBEW
- 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 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

The start of the 2007-08 academic year marks an exciting and historic step for intercollegiate athletics at SUNY Canton as it begins competition as a four-year athletic program. After over 30 years of competing as a two-year program within the



National Junior College Athletic Association (NJCAA), SUNY Canton has become a full-member of the National Association of Intercollegiate Athletics (NAIA) and the Sunrise Conference and will begin competing against four-year institutions for the first time in the college's existence. SUNY Canton will offer four-year athletic programs in men's & women's cross-country, men's & women's soccer, women's volleyball, men's & women's basketball, women's softball and baseball. Men's lacrosse is offered as a competitive club sport and men's ice hockey will remain in the NJCAA for the 2007-08 academic year before joining the American College Hockey Association as a four-year program in 2008-09. To be eligible to participate as a freshman coming in, students must meet two of the following three eligibility requirements: overall 2.0 high school G.P.A. on a 4.0 scale; graduate in the top half of their class; score a minimum of 18 on the ACT exam or 860 on the SAT exam (math and critical reading only). 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. Information can also be retrieved from the athletic link on the college web site ([www.canton.edu/athletics](http://www.canton.edu/athletics)).

In addition to the excitement of our four-year transition, the college is also looking forward to the construction of a new lighted, turf sport field and new baseball field which will be ready for competition fall 2007 along with the construction of a new multi-million dollar athletic facility complete with an ice rink and field house. Construction is slated to begin in 2008.

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 work out at the fitness center or a competitive experience on an intramural sports team, there is something for you.

With a college ID, students are welcomed 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 provides space 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 five nights 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. Programs subject to change throughout any given 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

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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

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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

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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

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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 from any campus phone. Among the services provided are:

- Vehicle registration, firearms registration and storage;
- Loan of motorist aids such as jumper cables, gas, vehicle unlocks;
- 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://www.canton.edu/clery\\_act](http://www.canton.edu/clery_act). 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

The College Association provides SUNY Canton ID's for all students, faculty and staff. The College Association also provides accounting and banking services for the Student Activities program, College Foun-

ation, as well as many campus groups.

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
- Provide resource contacts and/or assistance for those with critical needs.

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 many churches in the area. In

Canton, there are various Christian churches of both Roman Catholic and Protestant denominations. In the nearby vicinity, there are Jewish synagogues and a mosque. For a list of individual denominations/churches, please see the Campus Ministry webpage.

## **STUDENTS UNABLE BECAUSE OF RELIGIOUS BELIEFS TO ATTEND CLASSES ON CERTAIN DAYS**

*(As required by Section 224-A New York Education Law)*

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made

available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provision of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the 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.*

	PAGE	SUNY Code	HEGIS Code
<b>BACHELOR DEGREES</b>			
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Criminal Investigation (Public Safety Technology), <i>B. Tech.</i> .....	53	1359	2105
Emergency and Disaster Management, <i>B. Tech.</i> .....	54	1864	0599
Health Services Management, <i>B. Tech.</i> .....	55	0253	1202
Industrial Technology Management, <i>B. Tech.</i> .....	56	1935	0925
Information Technology, <i>B. Tech.</i> .....	57	1506	0799
Law Enforcement Leadership and Management, <i>B. Tech.</i> .....	58	1911	2105
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Technology Management, <i>BBA</i> .....	61	1318	0599
Technology Management: Facilities Operation, <i>BBA</i> .....	62	1629	0599
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Mortuary Science, <i>AAS</i> .....	81	0599	5299.20

	PAGE	SUNY Code	HEGIS Code
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Office Technology, <i>AAS</i> .....	83	0667	5005
Physical Therapist Assistant, <i>AAS</i> .....	84	0489	5219
Veterinary Science Technology, <i>AAS</i> .....	85	0521	5402

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## OTHER PROGRAMS

Business Administration, <i>BS with SUNY Potsdam</i> .....	97	0280	5004/0506
Environmental Science & Forestry, <i>2+2 w/SUNY ESF, Syracuse</i> .....	98	0250/various	
Forest Technology, <i>1+1 w/SUNY ESF, Wanakena</i> .....	98	0620/1086	
Upstate Medical Univ. Early Admissions Program, <i>Joint admission w/SUNY Upstate Medical University at Syracuse</i> .....	98	0250	
Police Academy.....	96		
Telecommunications Technology: Verizon <i>Verizon Employees Only</i>	1179	5310	

## Deactivated Programs

Automotive Advisor, *Certificate*; Automotive Service Technician, *Certificate*; Computer Information Systems, *AS*; 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*; Occupational Therapy Assistant, *AAS*; Office Technology: Executive Secretary, *AAS*; PC and Network Support, *Certificate*; Recreation Leadership, *AS*; Wireless Communications (Electrical Technology), *AAS*; Early Childhood, *Certificate*.

# Alternative and Renewable Energy Applications—*B. Tech.*

The Alternative and Renewable Energy Applications (AREA) curriculum introduces students to alternative methods of energy production and principles of energy efficiency. This academic program is appropriate for students seeking careers related to the production and use of alternative energy systems. Fundamental topics such as thermodynamics, heat transfer, fluid mechanics, electricity, power generation, energy conversion and storage enable students to assess wind, solar and geothermal energy systems. Along with the technical course content, students also learn to apply project and financial management skills and address regulatory requirements. Graduates may work in technical support, systems design, sales and marketing, new product development, green energy production, or eventually consulting. Other employment opportunities exist with engineering, architectural and construction firms, particularly those incorporating green building technology.

## STUDENTS IN THIS MAJOR:

- Will be able to formulate solutions to the needs of the public for alternative and renewable sources of energy.
- Can be effective project planners and managers of alternative and renewable energy projects.
- Will be prepared to respond to the dynamic needs of the alternative energy market.
- 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 and lead a team-based effort.

## CAREER OPPORTUNITIES:

The increasing desire for alternatives to fossil fuel drives the demand for graduates who are able to function and compete in this rapidly expanding industry. Opportunities in this market include:

- Designers for engineering firms
- Manufacturer's representatives
- Field managers for contracting firms
- Contractors
- Sales representatives

## ADMISSION REQUIREMENTS:

Incoming 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 be evaluated individually by the program academic advisor. The mathematics requirements will ensure that entering students are prepared to commence studies at a minimum level of College Algebra and College Physics I.

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

## PROGRAM REQUIREMENTS:

*(Curriculum 1865)*

Semester I		Credits
AREA 110	Intro. to Alternative Energy .....	3
ENGL 102	Oral and Written Expression .....	3
MATH 121	College Algebra .....	4
SOET 110	Computer Applications .....	2
PHYS 121	College Physics I.....	3
PHYS 125	Physics Lab I .....	1
		<u>16</u>
Semester II		
ECON 103	Microeconomics .....	3
MATH 122	Basic Calculus .....	4
MECH 241	Fluid Mechanics .....	3
PHYS 122	College Physics II .....	3
PHYS 126	Physics Lab II.....	1
	Literature/Humanities (GER 7).....	3
		<u>17</u>

## Semester III

CHEM 105	College Chemistry I .....	4
ELEC 261	Electricity .....	4
ESCI 101	Intro. to Environmental Science .....	3
MECH 111	Computer-Aided Drafting.....	3
	GER Elective.....	3
		<u>17</u>

## Semester IV

ELEC 141	Industrial Controls .....	2
ELEC 221	Power Generation Systems .....	3
ENGS 102	Programming for Engineers.....	2
MATH 141	Statistics .....	3
MECH 225	Intro. to Thermodynamics.....	3
MECH 226	Thermo/Fluid Lab .....	1
	GER Elective.....	3
		<u>17</u>

## Semester V

AREA 320	Experimentation & Meas. Lab I.....	3
	AREA Electives.....	6
BSAD 340	Management Communications .....	3
	GER Elective.....	3
		<u>15</u>

## Semester VI

AREA 370	Experimentation & Meas. Lab II* .....	3
	AREA Electives.....	6
ECON 320	Environmental Economics.....	3
SOET 370	Engineering Project Analysis.....	3
		<u>15</u>

## Semester VII

AREA 420	Alt. Energy Design I.....	3
	AREA Electives.....	6
ACHP 401	Building Automation Systems .....	3
SOET 361	Project Management .....	3
		<u>15</u>

## Semester VIII

AREA 470	Alt. Energy Design II .....	3
	AREA Elective .....	3
CONS 350	Geographic Information Systems.....	3
SOET 410	Engineering Technology Senior Seminar .....	3
	Technical Elective .....	3
		<u>15</u>

\* *Fulfills writing intensive requirement.*

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

*GER=General Education Requirement*

*NOTE: The AREA program has to meet eight of the ten General Education Requirements.*

# 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 successfully pass three units of science and pass one living science Regents examination.
- 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)*

Semester I		Credits
JUST 101	Intro. to Criminal Justice .....	3
JUST 103	Freshman Seminar in Crim. Just. ....	1
ENGL 101	Expository Writing OR	
ENGL 102	Oral & Written Expression .....	3
PSYC 101	Introductory Psychology .....	3
SOCI 101	Introduction to Sociology .....	3
	Math Elective (GER 1) .....	4
		17
Semester II		
JUST 105	Correctional Philosophy .....	3
JUST 110	Criminal Law .....	3
	Natural Science Elective (GER 2) ....	4
	Humanities Elective (GER 7) .....	3

CITA 110	Intro. to Info Technology .....	3
		16

### Semester III

JUST 111	Criminal Procedure .....	3
JUST 201	Critical Issues in Crim. Justice .....	3
JUST 209	Law Enforc. Communications * .....	3
JUST 210	Intro. to Forensic Inv. ....	3
	American History Elective (GER 4) ..	3
		15

### Semester IV

JUST 203	Criminal Investigations .....	3
JUST 207	Police Services .....	3
	General Electives .....	9
		15

### Semester V

JUST 300	Forensic Photography .....	3
JUST 301	Latent Prints and Impressions .....	3
JUST 303	Interviews and Interrogations .....	3
	U/L Liberal Arts Elective .....	3
	General Education Elective (GER 5, 6, 8, or 9) .....	3
		15

### Semester VI

JUST 304	Narcotics Investigations .....	3
JUST 314	Societal Ethics and Crim. Invest. ....	3
	U/L Liberal Arts Elective .....	3
	General Electives .....	6
		15

### Semester VII

JUST 406	Crime Scene Investigation .....	3
JUST 408	The Investigation of Death .....	3
JUST 429	Intro. to Culminating Experience ....	1
	U/L Crim. Investigation Elective .....	3
	General Electives .....	6
		16

### Semester VIII

JUST 430	Culminating Exper. in Crim. Justice OR	
JUST 435	Senior Project .....	15
		15

\* *Fulfills writing intensive requirement.*

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

*GER=General Education Requirement*

*NOTE: Public Safety Technology: Criminal Investigation program has to meet seven of the ten General Education Requirements.*

# Emergency and Disaster Management—*B. Tech.*

The Bachelor of Technology degree in Emergency and Disaster Management focuses on development of emergency and disaster supervisors, managers and administrators responsible for the mitigation of, 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 exercise activities 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)

Semester I		Credits
CITA 110	Intro. to Information Technology	3
ENGL 101	Expository Writing	3
MATH 111	Survey of Math OR	3
MATH 121	College Algebra	4
PSYC 101	Introductory Psychology	3
	American History (GER 4)	3
		<u>15/16</u>

Semester II		Credits
MATH 141	Statistics	3
POLS 101	Intro. Gov't and Politics OR	
POLS 105	Nat'l Gov't and Politics	3
	Foreign Language (GER 9)	3
	Arts Elective (GER 8)	
	General Elective	<u>3</u>
		<u>15</u>

Semester III		Credits
EADM 201	Fundamentals of EADM	3
EADM 205	Risk & Hazard Impact Studies	3
SOCI 101	Introduction to Sociology	3

Other World Civil Elect (GER 6)	3
General Elective	<u>3</u>
	<u>15/16</u>

### Semester IV

EADM 220	Disaster Mgmt. & Preparedness	3
EADM 222	Communities: Preparedness Defense	3
	Humanities Elective (GER 7)	3
	Science Elective (GER 2)	3-4
	Western Civil Elect (GER 5)	<u>3</u>
		<u>15</u>

### Semester V

ACCT 315	Public Budgeting & Fiscal Mgmt.	3
BSAD 301	Principles of Management	3
BSAD 319	Professional Ethics	3
BSAD 375	Leadership & Change	3
	U/L Liberal Arts	<u>3</u>
		<u>15</u>

### Semester VI

BSAD 310	Human Resource Management	3
BSAD 340	Management Communications	3
EADM 307	Legal Issues in E&D	3
	U/L General Elective	3
	U/L Liberal Arts	3
	U/L Core Elective	<u>3</u>
		<u>18</u>

### Semester VII

CITA 400	Quantitative Approach to Mgmt.	3
EADM 400	Incident Command: System	
	Coord. & Assessment	3
EADM 430	Virtual Disaster: Training	
	Exercise I	3
	U/L Core Elective	3
	General Elective	<u>3</u>
		<u>15</u>

### Semester VIII

EADM 435	Virtual Disaster: Training Exec. II	6
EADM 480	Internship in Emergency	
	and Disaster Management OR	
EADM 485	Senior Project OR	
	Additional EADM electives	<u>9</u>
		<u>15</u>

### 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

NOTE: Emergency and Disaster Management program meets all ten General Education Requirements.

# Health Services Management—B. Tech.

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 passing grade 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.

## PROGRAM REQUIREMENTS:

*(Curriculum 0253)*

Semester I	Credits
BIOL 105 College Biology I OR	
ESCI 101 Intro. to Env. Science AND	
ESCI 102 Intro. to Envi. Sci. Lab .....	4
HSMB 101 Intro. to Health Services Mgmt. ....	4
ENGL 102 Oral & Written Expression.....	3
PSYC 101 Introductory Psychology.....	3
CITA 110 Intro. to Information Tech.....	3
	17
<b>Semester II</b>	
BIOL 207 Human Anatomy OR	
BIOL 217 Human Anat. & Physiology I.....	4
HLTH 100 Intro. to Med. Sci. w/Terminology*..	2

MATH 111 Survey of Math OR	
MATH 141 Statistics .....	3
PSYC 225 Human Development.....	3
Humanities Elective (GER 7) .....	3
	15

### Semester III

BIOL 218 Human Anat. & Physiology II OR...4	
Liberal Arts Elective.....	3
HLTH 103 Health: Current Perspectives & Practical Applications* .....	3
HLTH 104 Introduction to Gerontology .....	3
HLTH 105 Pathology .....	3
HLTH 110 Survey Complementary Medicine.....	3
	15-16

### Semester IV

ACCT 101 Accounting Principles I .....	4
BIOL 209 Microbiology .....	4
HLTH 200 Medical Terminology of Disease .....	3
Social Sci. Elective (GER 4, 5, 6).....	3
General Elective.....	3
	17

### Semester V

ACCT 102 Accounting Principles II .....	3
BSAD 201 Business Law I.....	3
HSMB 301 Public Health Issues.....	3
HSMB 304 U.S. Health Care System .....	3
U/L Liberal Arts Elective (GER 4, 5, 6, 8) .....	3
	15

### 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
	15

### 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 .....	1
U/L Liberal Arts Elective (GER 4, 5, 6, 8) .....	3
	16

### Semester VIII

HSMB 408 Internship.....	12
HSMB 410 Senior Seminar .....	3
	15

*\* An applied course, which includes business courses, may be substituted.*

*\*\* Writing Intensive*

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

*GER=General Education Requirement*

*NOTE: Health Services Management program has to meet seven of the ten General Education Requirements.*

# Industrial Technology Management—*B. Tech.*

The Industrial Technology Management (ITM) curriculum provides students with the opportunity to blend technical interests with management and leadership aspirations. This academic program is appropriate for students seeking to build upon a background in engineering technology (e.g. electrical, mechanical, civil, or construction) with an emphasis on developing abilities for project management, financial analysis of project alternatives, entrepreneurship, and business development. This broad based program is ideal for individuals with analytical capabilities and a desire to compete effectively in the market place.

## STUDENTS IN THIS MAJOR:

- Will be able to plan and manage technical projects.
- Will be prepared to contribute to business development activities such as field services, technical marketing, product development and operational support.
- 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 and lead a team based effort.

## CAREER OPPORTUNITIES:

Employment opportunities are broad and span the range of industry and commerce. Opportunities in this market include:

- Manufacturing
- Industrial distribution
- Field managers for contracting firms
- Planning and scheduling
- Sales representatives

## ADMISSION REQUIREMENTS:

Incoming 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. Transfer students will be evaluated on individually by the program academic advisor. The mathematics requirements will ensure that entering students are prepared to commence studies at a minimum level of College Algebra and College Physics I.

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

## PROGRAM REQUIREMENTS:

### (Curriculum 0935)

Semester I	Credits
ENGL 102 Oral & Written Expression.....	3
MATH 121 College Algebra .....	4
PHYS 121 College Physics I.....	3
PHYS 125 Physics Lab I .....	1
SOET 110 Computer Applications .....	2
Discipline Elective .....	3
	<u>16</u>

### Semester II

MATH 122 Basic Calculus .....	4
MECH 111 Computer Drafting .....	3
PHYS 122 College Physics II .....	3
PHYS 126 Physics Lab II .....	1
Elective (GER 4, 5, 6, 7, 8, 9) .....	3
Discipline Elective .....	3
	<u>17</u>

### Semester III

ACCT 101 Accounting I.....	4
ECON 103 Microeconomics.....	3
MATH 141 Statistics OR	
MECH 251 Quality Control.....	3
Discipline Electives.....	6
	<u>16</u>

### Semester IV

ELEC 261 Electricity .....	4
BSAD 201 Business Law I.....	3
FSMA 210 Intro. to Finance.....	3
Discipline Electives.....	6
	<u>16</u>

### Semester V

BSAD 355 Management of Technology.....	3
BSAD 340 Management Communications .....	3
Discipline Elective (U/L) .....	3
Elective (GER 4, 5, 6, 7, 8, 9) .....	3
U/L Liberal Arts: Science Elective.....	3
	<u>15</u>

### Semester VI

MECH 351 Design of Experiments .....	3
BSAD 319 Professional Ethics .....	3
SOET 370 Engineering Project Analysis.....	3
Discipline Elective (U/L) .....	3
Elective (GER 4, 5, 6, 7, 8, 9) .....	3
	<u>15</u>

### Semester VII

SOET 451 Quality Assurance.....	3
BSAD 449 Management Policies .....	3
General Elective (U/L).....	3
Elective (GER 4, 5, 6, 7, 8, 9) .....	3
U/L Liberal Arts: Science Elective.....	3
	<u>15</u>

### Semester VIII

SOET 408 Engineering Technology Capstone Project.....	6
SOET 410 Engineering Technology Semester.....	3
General Elective (U/L).....	3
Elective (GER 4, 5, 6, 7, 8, 9, .....	3
	<u>15</u>

\* *Fulfills writing intensive requirement.*

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

*GER=General Education Requirement*

*NOTE: Industrial Technology Management program has to meet seven of the ten General Education Requirements.*

# Information Technology—B. Tech.

The Information Technology (IT) curriculum introduces the student to computer systems, networks, and communications. This academic program is appropriate for students seeking careers in information technology including network administration, operations, systems design, troubleshooting and management. Along with the technical course content, students learn programming, web development, systems design, and managerial topics. Graduates may work in technical support, systems design, sales and marketing, or eventually consulting.

## 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.
- Are 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:

Placement opportunities are significant with an array of functional opportunities:

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

## 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 grade 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	Credits
CITA 113 Survey of Information Tech. ....	3
CITA 120 Computer Concepts & Opera. Sys. ...	3
ACCT 101 Accounting Principles I .....	4
ENGL 101 Expository Writing .....	3
MATH 121 College Algebra .....	4
	17

Semester II	Credits
CITA 140 Introduction to Programming .....	4
ACCT 102 Accounting Principles II .....	3
MATH 141 Statistics .....	3
General Elective.....	3
GER Course.....	3-4
	16-17

Semester III	Credits
CITA 215 Database Concepts & Apps .....	3
CITA 200 Data Comm. & Networking .....	3
BSAD 100 Business Org. & Management OR	
BSAD 201 Business Law I.....	3
GER Course.....	6
	15

Semester IV	Credits
CITA 204 Systems Analysis and Design .....	3
CITA 230 Network Technology .....	3

ECON 101 Macroeconomics OR	
ECON 102 Microeconomics .....	3
GER Course .....	3
General Elective.....	3
	15

Semester V	Credits
BSAD 301 Principles of Management .....	3
CITA 310 Web Server Administration.....	3
CITA 342 Visual Prog. & Dev. Tools .....	3
Concentration Elective .....	3
U/L Liberal Arts/Science .....	3
U/L Professional Elective.....	3
	18

Semester VI	Credits
CITA 330 Web Publishing .....	3
CITA 400 Quantitative Approaches to Mgmt. ...	3
U/L Professional Elective .....	3
U/L Liberal Arts/Science .....	3
GER Course .....	3
General Elective.....	3
	18

Semester VII	Credits
BSAD 310 Human Resource Management .....	3
CITA 420 Programming for the Web .....	3
CITA 460 IT and Networked Economy .....	3
CITA 479 IT Internship Orientation .....	1
Concentration Elective .....	3
U/L General Elective .....	3
	16

Semester VIII	Credits
CITA 480 Internship in Information	
Technology .....	12
	12

\* Fulfills writing intensive requirement.

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: Information Technology program has to meet eight of the ten General Education Requirements.

## ADDITIONAL GRADUATION REQUIREMENTS

Students must take at least four upper level CITA courses, including CITA 480, from SUNY Canton. Each CITA course used to meet graduation requirements must have a grade of C or higher; one grade of D or D+ may be waived upon the recommendation of the student's advisor and department chair.

# Law Enforcement Leadership and Management—*B. Tech.*

The Law Enforcement Leadership and Management program blends the disciplines of criminal justice, law and management. It provides the elements to allow graduates to seek entry to mid level supervisory positions in law enforcement agencies. Graduates of this program may find employment in law enforcement agencies and security firms. Since the program provides ample opportunities for electives, students may choose electives that may help them to develop or hone management skills, legal specialties or law enforcement techniques.

## STUDENTS IN THIS MAJOR:

- Develop leadership, managerial and financial skills to manage law enforcement agencies
- Learn tactical skills to resolve high profile issues in law enforcement
- Study under the tutelage of experienced law enforcement professionals
- Are exposed to current issues and state of the art technology
- Culminate their education with a semester-long internship or senior project

## CAREER OPPORTUNITIES

- Law enforcement officers at local, state and federal level
- Law enforcement management for local, state, and federal agencies
- District Attorney, Sheriff and Probation offices

- Security consultants
- College and University campuses

## CAREER OUTLOOK

- Jobs for graduates in Law enforcement are projected to increase by 24.7% through 2012 according to the US Department of Labor Bureau of Labor Statistics.
- Approximately 15% of local police departments and 11% of sheriffs' offices have some type of college education requirement for new officers.

## ADMISSION REQUIREMENTS:

- In order to declare Law Enforcement Leadership and Management as a major, a student must have successfully completed Math A and Math B. Prerequisite courses may be needed prior to declaring this major. Transfer students must meet re-registration requirements to be considered for admission.

## PROGRAM REQUIREMENTS

### (Curriculum 1911)

Semester I	Credits
JUST 101 Introduction to Criminal Justice.....	3
JUST 103 Freshman Seminar in CJ.....	1
BSAD 100 Intro. to Business.....	3
ENGL 101 Expository Writing OR	
ENGL 102 Oral and Written Expression .....	3
PSYC 101 Introduction to Psychology.....	3
Math (GER 1).....	4
	17
<b>Semester II</b>	
JUST 110 Criminal Law .....	3
JUST 111 Criminal Procedure .....	3
SOCI 101 Introduction to Sociology.....	3
Amer. History Elective (GER 4) .....	3
Humanities Elective (GER 7) .....	3
	15

## Semester III

JUST 201 Critical Issues in CJ .....	3
CITA 110 Intro to Information Technology .....	3
MATH 141 Statistics .....	3
Science w/Lab (GER 2) .....	3-4
General Elective (GER 5, 6, 8, 9) .....	3
	15-16

## Semester IV

JUST 207 Police Services.....	3
JUST 250 Civil Liability for Law Enforce. * .....	3
ACCT 101 Principles of Accounting I .....	4
General Elective.....	6
	16

## Semester V

LELM 317 Police Tactical Seminar .....	3
JUST 333 Managing Patrol Function .....	3
JUST 334 Community Oriented Policing .....	3
BSAD 301 Principles of Management .....	3
ACCT 305 Public Budgeting & Fiscal Mgmt .....	3
	15

## Semester VI

LELM 320 Managing Law Enforce. Training.....	3
BSAD 319 Professional Ethics .....	3
U/L BSAD or JUST Elective .....	3
General Elective.....	6
	15

## Semester VII

LELM 429 Intro. to Culminating Experience .....	1
LELM 449 Current Issues in Law Enforce. ....	3
JUST 335 CJ Agency Management .....	3
BSAD 375 Leadership & Change.....	3
General Elective (GER 5, 6, 8, 9) .....	3
General Elective .....	3
	16

## Semester VIII

LELM 430 Culminating Experience OR	
LELM 435 Senior Project AND/OR	
Core Electives.....	3-15
	15

\* *Fulfills writing intensive requirement.*

*U/L=Upper Level*

*GER=General Education Requirement*

*NOTE: Law Enforcement Leadership and Management program has to meet eight of the ten General Education Requirements.*

# Legal Studies—*B. Tech.*

According to the US Department of Labor, Bureau of Labor Statistics, “The legal system affects nearly every aspect of our society, from buying a home to crossing the street.” Such a profound impact suggests that there are a variety of opportunities for individuals with an education in Legal Studies. The Department of Labor states that employers prefer graduates of postsecondary education programs. A graduate of SUNY Canton’s Legal Studies program may find employment in law firms, corporations, hospitals, and local, state or federal government offices. Since the program covers many legal specialties, students may choose electives that may help them to specialize in one or more areas.

## STUDENTS IN THIS MAJOR:

- Spend a significant amount of time doing legal research and legal writing
- May also take courses in management and criminal investigations
- Receive an interdisciplinary education
- Culminate their education with a semester long internship

## CAREER OPPORTUNITIES

- Paralegals or legal assistants in law firms
- Real estate and mortgage preparation
- District Attorney, Sheriff and Probation offices
- Freelance Paralegal

## CAREER OUTLOOK

- Jobs for graduates in Legal Studies are projected to grow faster than average for all occupations through 2012 according to the US Department of Labor Bureau of Labor Statistics.

## ADMISSION REQUIREMENTS:

- In order to declare Legal Studies as a major, a student must be at the following math level: College Algebra. Prerequisite courses may be needed prior to declaring this major. Transfer students must re-registration requirements to be considered for admission.

## PROGRAM REQUIREMENTS

### (Curriculum 0818)

Semester I	Credits
LEST 101 American Legal System.....	3
BSAD 201 Business Law I.....	3
JUST 101 Intro. to Criminal Justice.....	3
CITA 101 Library/Information Literacy.....	1
CITA 110 Intro. to Information Technology.....	3
ENGL 101 Expository Writing OR	
ENGL 102 Oral & Written Expression.....	3
	16
<b>Semester II</b>	
BSAD 200 Business Communications.....	3
BSAD 202 Business Law II.....	3
Math Elective (GER 1).....	3-4
Social Science Elective (GER 3).....	3
American History Elective (GER 4).....	3
	15-16
<b>Semester III</b>	
JUST 110 Criminal Law.....	3
ACCT 101 Accounting Principles I.....	4
Foreign Language (GER 9).....	3
Science w/Lab Elec. (GER 2).....	3-4
West. Civilization Elec. (GER 5).....	3
	16-17
<b>Semester IV</b>	
ACCT 102 Accounting Principles II.....	3
JUST 111 Criminal Procedure.....	3
Humanities Elective (GER 7).....	3
Other World Civilization (GER 6).....	3
General Elective.....	3
	15

### Semester V

LEST 310 Legal Research.....	3
JUST 315 Constitutional Law.....	3
U/L Core/Professional Elective.....	3
Core/Professional Elective.....	6
	15

### Semester VI

LEST 330 Legal Writing *.....	3
BSAD 319 Professional Ethics.....	3
Arts Elective (GER 8).....	3
U/L Core/Professional Elective.....	6
	15

### Semester VII

LEST 350 Litigation.....	3
LEST 429 Orientation to Culminating Experience Legal Studies.....	1
LEST 449 Advanced Legal Writing.....	3
BSAD 355 Management of Technology.....	3
Core Professional Elective.....	3
General Elective.....	3
	16

### Semester VIII

LEST 480 Legal Studies Internship OR U/L Core/Professional Electives..	3-15
	15

\* *Fulfills writing intensive requirement.*

*U/L=Upper Level*

*GER=General Education Requirement*

*NOTE: Legal Studies program meets all ten General Education Requirements.*

# Mortuary Services Management—B. Tech.

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The Bachelor of Technology in Mortuary Services 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's 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)*

### Semester V

MORT 321	Adv. Embalming Practice.....	4
BIOL 209	Microbiology.....	4
BSAD 301	Principles of Management .....	3
BSAD 310	Human Resource Management .....	3
MATH 111	Survey of Mathematics OR	
MATH 141	Statistics .....	3
		17

### Semester VI

MORT 322	Funeral Home Management II .....	3
HSMB 302	Legal & Ethical Issues in Health Care .....	3
HSMB 303	Occupational Health & Safety.....	3
BSAD 202	Business Law II.....	3
SOCI 210	Sociology of the Family .....	3
		15

### Semester VII

MORT 401	Funeral Service Law.....	3
HSMB 301	Public Health Issues.....	3
BSAD 350	Marketing.....	3
	U/L Elective (GER 4, 5, 6, 8).....	3
	U/L Elective .....	3
		15

### Semester VIII

MORT 420	Current Issues in Funeral Service* ....	3
HSMB 406	Bereavement Counseling .....	3
HSMB 440	Internship.....	3
BSAD 215	Small Business Management.....	3
	U/L Liberal Arts Elective (GER 4, 5, 6, 8) .....	3
		15

\* *Fulfills writing intensive requirement.*

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

*GER=General Education Requirement*

*NOTE: Mortuary Services Management program has to meet seven of the ten General Education Requirements.*

# Technology Management—BBA

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

## 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

## 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)*

Semester I	Credits
BSAD 100 Intro. to Business .....	3
CITA 110 Intro. to Information Technology .....	3
ENGL 101 Expository Writing (GER 10).....	3
Math (GER 1).....	3-4
Western Civilization (GER 5).....	3
	15-16
<b>Semester II</b>	
ACCT 101 Principles of Accounting I .....	4
ECON 101 Macroeconomics (GER 3) .....	3
BSAD 200 Business Communications.....	3
General Elective.....	3
Humanities (GER 7) .....	3
	16
<b>Semester III</b>	
ACCT 102 Principles of Accounting II .....	3
BSAD 201 Business Law I.....	3
ECON 103 Microeconomics .....	3
Art (GER 8) .....	3
Core Elective .....	3
	15

## Semester IV

BSAD 202 Business Law II.....	3
FSMA 210 Introduction to Finance.....	3
MATH 141 Statistics .....	3
Natural Science (GER 2) .....	3-4
L/L Core or Professional Elective.....	3
	15-16

## Semester V

BSAD 301 Principles of Management .....	3
BSAD 310 Human Resource Management .....	3
BSAD 355 Management of Technology.....	3
U/L Core or Professional Elective .....	3
Foreign Language (GER 9).....	3
	15

## Semester VI

BSAD 319 Professional Ethics .....	3
BSAD 340 Management Communications * .....	3
BSAD 350 Marketing.....	3
ECON 314 Managerial Economics.....	3
American History (GER 4).....	3
	15

## Semester VII

BSAD 400 Operations Management .....	3
BSAD 405 Business Internship Orientation .....	1
BSAD 449 Strategic Policies and Issues.....	3
General Elective.....	3
Other World Civilization (GER 6) .....	3
U/L Core or Professional Elective .....	3
	16

## Semester VIII

BSAD 450 Business Internship AND/OR... 6-15	
BSAD 410 Senior Project AND/OR .....	3-15
U/L Professional Elective.....	3-15
	15

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

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

*GER=General Education Requirement*

*\*Fulfills writing intensive requirement.*

*NOTE: Technology Management program meets all ten General Education Requirements.*

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

**Professional Electives:** (CITA, JUST, HSMB or Technology Electives from the Canino School of Engineering Technology and all Core Electives)

# Technology Management: Facilities Operations—BBA

The Facilities Operations curriculum applies to the buildings in which we work and live. It addresses the indoor environmental control, security and communications systems, maintenance management, building renovation, and space utilization. Example facilities include apartment complexes, office buildings, hotels, factories, high rises, hospitals, and school campuses. This program serves graduates with a two-year education in Engineering Technology programs such as Air Conditioning, Civil, Construction, Mechanical, and Electrical Engineering Technology. Transfer students from other programs will be evaluated on an individual basis.

## STUDENTS IN THIS MAJOR:

- Have received a fundamental preparation in Air Conditioning, Civil, Construction, Electrical, and Mechanical Engineering Technology or a related field.
- Graduate with the skills required for employment in a variety of fields related to managing major facilities.
- Spend a semester in industry an intern working in the field using the knowledge gained through classroom and laboratory experiences.
- Are prepared to work with computer-based building and energy management systems.

## CAREER OPPORTUNITIES:

Major employers include hotel chains, manufacturers, shopping malls, apartment complexes, hospitals and schools. Positions include:

- Facility Operation Managers
- Directors of Operations
- Sales Engineers for Manufacturer's Rep.
- Managers for Building Controls firms
- Managers for plants such as District Steam and Chilled Water Plants
- Designers in Engineering Firms
- Field Managers for Contracting Co.

## 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 at least 60 transfer semester credit hours. Others from similar non-TAC ABET accredited programs will be evaluated individually for course credit transfer. Accepted transfer students with course deficiencies may require more than two additional years to complete the baccalaureate degree.

## 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.

Semester I		Credits
MECH 111	Computer-Aided Drafting.....	3
ENGL 102	Oral & Written Expression.....	3
MATH 121	College Algebra .....	4
PHYS 121	College Physics I.....	3
PHYS 125	Physics Lab I .....	1
	Technology Elective.....	3
		17
Semester II		
SOET 110	Computer App. for Technicians.....	2
SOET 111	Intro. to Computer Programming for Engineering Technicians.....	1
MATH 122	Basic Calculus .....	4
PHYS 122	College Physics II .....	3
PHYS 126	Physics Lab II .....	1
	Technology Elective.....	3
	Other World Civiliz.(GER 6) .....	3
		17

Semester III		
ELEC 261	Electricity .....	4
BSAD 201	Business Law I.....	3
	Technology Electives.....	8
	Western Civilization (GER 5).....	3
		18

Semester IV		
ELEC 141	Industrial Controls .....	2
	Technology Elective.....	8
	Humanities Elective (GER 7) .....	3
	American History (GER 4).....	3
		16

Semester V		
ACCT 101	Accounting Principles I .....	4
BSAD 301	Principles of Management .....	3
ECON 103	Microeconomics (GER3).....	3
	U/L Professional Elective .....	3
CITA 200	Data Com. & Networking.....	3
		16

Semester VI		
ECON 314	Managerial Economics.....	3
FSMA 210	Intro. to Finance.....	3
	U/L Management Elective.....	3
	U/L Professional Elective .....	3
	U/L Liberal Arts & Sci. Elective .....	3
		15

Semester VII		
ACHP 401	Building Automation Systems .....	3
SOET 361	Project Management.....	3
BSAD 340	Management Communications .....	3
TMMA 380	Tech. Mgt: Facilities Operations Internship Orientation .....	1
	U/L Liberal Arts & Sci. Elective .....	3
	U/L Management Elective .....	3
		16

Semester VIII		
TMMA 480	Tech. Mgmt: Facilities Operations Internship.....	12
SOET 410	Eng. Technology Senior Seminar .....	3
		15

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

GER=General Education Requirement

\* Fulfills writing intensive requirement.

NOTE: The Tech.Mgmt.:Facilities Operation program has to meet seven of the ten General Education Requirements.

## 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.
- Train 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 entrepreneurs. 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 Federal Credit Union
- SUNY Canton
- North Franklin Federal Credit Union

## 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)

Semester I		Credits
ACCT 101	Accounting Principles I .....	4
ECON 101	Macroeconomics .....	3
CITA 110	Intro. to Information Technology .....	3
ENGL 101	Expository Writing .....	3
	Mathematics Elective (GER 1) .....	3-4
		<u>16-17</u>
<b>Semester II</b>		
ACCT 102	Accounting Principles II .....	3
ECON 103	Microeconomics .....	3
MATH 141	Statistics .....	3
BSAD 200	Business Communications .....	3
	Humanities Elective (GER 7) .....	3
		<u>15</u>
<b>Semester III</b>		
FSMA 210	Introduction to Finance .....	3
BSAD 120	Principles of Banking .....	3
BSAD 201	Business Law I .....	3
	Arts Elective (GER 8) .....	3
	General Elective .....	3
		<u>15</u>

## Semester IV

BSAD 202	Business Law II .....	3
FSMA 312	Financial Management .....	3
	Core Elective .....	3
	Natural Science Elective (GER 2) .....	3
	American History Elective (GER 4) .....	3
		<u>15</u>

## Semester V

BSAD 301	Principles of Management .....	3
ECON 315	Global Economy (GER 6) .....	3
FSMA 315	Global Investments .....	3
BSAD 340	Management Communications * .....	3
	Foreign Language Elective (GER 9) .....	3
		<u>15</u>

## Semester VI

BSAD 319	Professional Ethics .....	3
BSAD 350	Marketing .....	3
FSMA 415	Global Finance .....	3
FSMA 420	Financial Derivatives .....	3
	Western Civilization Elect (GER 5) .....	3
		<u>15</u>

## Semester VII

JUST 325	Financial Compliance & Regulations .....	3
BSAD 310	Human Resource Management .....	3
FSMA 422	Risk Management .....	3
FSMA 429	Orientation to Culminating Experience .....	1
BSAD 449	Strategic Policies & Issues .....	3
	Core Elective U/L .....	3
		<u>16</u>

## Semester VIII

FSMA 480	Fin. Ser. Internship AND/OR ...	6-15
FSMA 460	Senior Project AND/OR .....	6-15
	U/L Professional Electives .....	3-15
		<u>15</u>

\* *Fulfills writing intensive requirement.*

\*\* *Core Electives are ACCT, BSAD, ECON, or FSMA designated courses.*

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

*GER=General Education Requirement*

*NOTE: Technology Management: Financial Services program meets all ten General Education Requirements.*

# Veterinary Services Management—*B. Tech.*

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 Management
- Research Facility Management
- Diagnostic Laboratory Management
- Animal Shelter Management
- Herd Health Management
- Zoo Management

## 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 I ...	3
BSAD 310	Human Resource 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

VSCT 408	Internship for Veterinary Services Management .....	12
HSMB 410	Senior Seminar .....	3
		15

\* *Fulfills writing intensive requirement.*

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

*GER=General Education Requirement*

*NOTE: Veterinary Services Management program has to meet eight of the ten General Education Requirements.*

# Accounting—AAS

## STUDENTS IN THIS MAJOR:

- Learn accounting theory, financial, managerial and cost accounting systems.
- Learn how accountants track, report, and interpret activity 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

## CAREER OUTLOOK:

- According to the Bureau of Labor Statistics, the changing role of accountants and auditors will spur job growth.

## TYPICAL JOBS UPON GRADUATION:

- Associate Accountant
- Claims Agent
- Project Manager
- Credit Analyst
- Loan Specialist
- Revenue Administration
- Tax Preparer
- Business Manager

## RECENT 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 Albany, SUNY Canton, SUNY IT, SUNY Plattsburgh, SUNY Potsdam, SUNY Oswego
- 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)*

Semester I		Credits
ACCT 101	Accounting Principles I .....	4
ECON 101	Macroeconomics .....	3
CITA 110	Intro. to Information Technology .....	3
ENGL 101	Expository Writing .....	3
	Mathematics* .....	3-4
		16-17
Semester II		
ACCT 102	Accounting Principles II .....	3
BSAD 200	Business Communications** .....	3
ECON 103	Microeconomics .....	3
	Humanities Elective (GER 7) .....	3
	Mathematics (GER 1) .....	3-4
		15-16
Semester III		
BSAD 201	Business Law I .....	3
ACCT 201	Cost Accounting I .....	3
ACCT 203	Intermediate Accounting I .....	3
FSMA 210	Intro. Finance .....	3
	Core Elective .....	3
		15
Semester IV		
ACCT 204	Intermediate Accounting II .....	3
	Accounting Elective .....	3
	Core Elective or GER .....	3
	Core Elective or GER .....	3
	General Elective or GER (2, 4, 5, 6, 8, 9) .....	3
		15

\* Intermediate Algebra (MATH 106); Math of Finance (MATH 108) or higher.

\*\* Fulfills writing intensive requirement.

GER = General Education Requirement

# Air Conditioning Engineering Technology—AAS

SUNY Canton is a leader in Air Conditioning education and this program is well-suited for individuals with an interest in energy and technology. With energy costs at their current level, this program leads to employment opportunities across the US and around the globe. It also provides excellent preparation for entry into baccalaureate programs such as Alternative and Renewable Energy Applications, Industrial Technology Management and Facilities Operations at SUNY Canton. Students also transfer credit for pursuing baccalaureate degrees at other institutions.

## STUDENTS IN THIS MAJOR:

- Prepare for employment as a air conditioning technician upon graduation.
- Study under experienced HVAC engineers.
- Work in spacious, well-equipped laboratories.
- Work on community service projects related to their curriculum.
- Are introduced to the current trends and future directions of the HVAC industry.
- Are active participants in ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers).
- Have the opportunity to shadow employers in the field during the freshman year.
- Have opportunities for summer work and internships in the field.

## CAREER OPPORTUNITIES:

- Service Technicians
- HVAC Contractors
- Designers
- HVAC Sales
- Controls Specialists

## CAREER OUTLOOK:

- All graduating students seeking employment in the past two years have accepted employment by the first of June after graduation.

## 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

## 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.*

## PROGRAM REQUIREMENTS:

### (Curriculum 0444)

Semester I	Credits
ACHP 101 Refrigeration I .....	2
ACHP 121 Air Conditioning Fresh. Lab. I .....	1
MECH 111 Computer Drafting .....	3
ENGL 102 Oral & Written Expression .....	3
MATH 121 College Algebra .....	4
PHYS 121 College Physics I.....	3
PHYS 125 Physics Lab I .....	1
	17
<b>Semester II</b>	
MECH 241 Fluid Mechanics .....	3
MATH 122 Basic Calculus .....	4
SOET 110 Computer Applications for Technicians.....	2
SOET 111 Intro. to Computer Programming ...	1
PHYS 122 College Physics II .....	3
PHYS 126 Physics Lab II .....	1
English (Literature) .....	3
	17
<b>Semester III</b>	
ACHP 233 Pipe Drafting.....	1
ACHP 243 Air Conditioning I .....	3
ACHP 253 Domestic & Commercial Heating I* .....	4
ELEC 261 Electricity .....	4
MFGT 220 Instrumentation & Controls.....	3
Social Science Elective .....	3
	18
<b>Semester IV</b>	
ACHP 244 Air Conditioning II .....	3
ACHP 254 Domestic & Commercial Heating II.....	4
ACHP 264 Air Conditioning Syst. Design.....	1
ELEC 141 Industrial Controls .....	2
MECH 225 Intro. to Thermodynamics .....	3
MECH 226 Thermofluid Lab .....	1
	14

*\*Fulfills writing intensive requirement.*

## 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

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## 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)*

### Credits

Related Technical Instruction and Supervised On-the-Job Training .....30

*(Represented by satisfactory completion of Journeyman's Certificate\* with related instruction provided by St. Lawrence-Lewis Counties BOCES)*

English/Humanities .....6

Social Sciences .....6

Mathematics/Science..... 6-8

Liberal Arts & Science Elective.....3

General Electives .....9

30-32

*\* Fulfills writing intensive requirement.*

# Automotive Technology—AAS

Graduates of the Automotive Technology program will experience an exciting period of transition as technologies continue their shift toward much higher fuel efficiency. Recruiters and employers of SUNY Canton's graduates include dealerships, service industries, automobile manufacturers, and parts suppliers. Graduates learn how to troubleshoot, diagnose and repair all aspects of the automobile power train, suspension, steering, breaking and air conditioning.

## STUDENTS IN THIS MAJOR:

- Utilize the latest technology in an electronics-based curriculum.
- Acquire extensive hands-on experience in well-equipped laboratories.
- Receive a world class education in automotive electrical, mechanical, technical, and services areas.
- Learn on late model cars donated by automotive manufacturers.
- Get special attention from faculty in small laboratory classes.
- Are encouraged to take the Automotive Service Excellence certification test upon completion of course work.
- Enjoy outstanding career 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.

## CAREER OUTLOOK:

- The U.S. Department of Labor cites a strong demand for qualified automotive technicians and master technicians.

## 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, Oswego
- Indiana State University

## 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.

## PROGRAM REQUIREMENTS: (Curriculum 0525)

Semester I		Credits
SOET 110	Computer Applications for Tech.....	2
AUTO 101	Automotive Services .....	2
AUTO 104	Basic Welding .....	2
AUTO 111	Automotive Services Laboratory .....	1
AUTO 112	Automotive Electrical Systems .....	3
AUTO 122	Automotive Electrical Syst. Lab. ....	1
ENGL 102	Oral and Written Expression .....	3
	Mathematics.....	3
		17

Semester II		
AUTO 113	Engine Performance I .....	3
AUTO 114	Engine Performance I Laboratory.....	1
AUTO 141	Automotive Drivelines & Brakes .....	3
AUTO 144	Auto. Drivelines & Brakes Lab. ....	1
MECH 121	Manufacturing Processes I OR	
MECH 124	Machine Tools .....	3
PHYS 101	Basic Physics OR.....	4
PHYS 121	College Physics I AND .....	3
PHYS 125	Physics Lab I .....	1
	—Automotive Elective Choose One—	
AUTO 102	Diesel Engines .....	2
AUTO 103	Automotive Air Conditioning.....	2
		17

Semester III		
AUTO 212	Automotive Electrical Systems II .....	4
AUTO 213	Engine Performance II.....	4
AUTO 241	Suspension Design and Services.....	2
AUTO 282	Suspension Design and Serv. Lab.....	1
	Social Science Elective .....	3
PHYS 121	College Physics I AND .....	3
PHYS 125	Physics Lab I .....	1
	—OR—	
PHYS 122	College Physics II ** AND .....	3
PHYS 126	Physcs Lab II .....	1
		18

Semester IV		
AUTO 214	Automotive Computer Systems .....	3
AUTO 220	Internal Combustion Engines * .....	4
AUTO 230	Service Mgt. and Operations .....	1
	Business Elective.....	3
	English (Literature) .....	3
		14

\* *Fulfills writing intensive requirement.*

\*\**Other four credit hour laboratory science course may be substituted with permission of the advisor from a list of approved course offerings.*

## 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.

# Business Administration—AS, AAS

## 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

## 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.

## RECENT EMPLOYERS OF SUNY CANTON GRADUATES:

- Community Bank
- Consumer Marketing Service
- Wal-Mart
- Ward Real Estate
- American Red Cross
- Malone Telegram
- Self-employed (oil company)
- J. Riggings
- Kaman Industrial Technologies
- C. E. Brooks Investments
- New York State
- Mid-Valley Oil Company
- Cohoes Fashions

## TRANSFER OPPORTUNITIES:

- Eligible students may enroll in SUNY Canton's BBA—Technology Mgmt: Financial Services.

## ADMISSION REQUIREMENTS:

- Refer to pages 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:

### AS DEGREE—Transfer Program (Curriculum 0671)

Semester I	Credits
ACCT 101 Accounting Principles I .....	4
BSAD 201 Business Law I .....	3
ECON 101 Macroeconomics .....	3
ENGL 101 Expository Writing .....	3
Mathematics* (GER 1) .....	3-4
	17-18

Semester II	Credits
ACCT 102 Accounting Principles II .....	3
CITA 110 Intro. to Information Technology .....	3
ECON 103 Microeconomics .....	3
Humanities Elective (GER 7) .....	3
Mathematics* (GER 1) .....	3-4
	15-16

Semester III	Credits
FSMA 210 Introduction to Finance .....	3
BSAD 200 Business Communications** .....	3
Core Elective .....	3
Science Elective (GER 2) .....	3-4
GER (4, 5, 6, 8, 9) .....	3
	15-16

Semester IV	Credits
Core Elective .....	3
Core Elective .....	3
GER (4, 5, 6, 8, 9) .....	9-10
	15-16

*\*College Algebra (MATH 121), Survey of Mathematics (MATH 111), Calculus (MATH 161), and Statistics (MATH 141).*

*\*\*Fulfills writing intensive requirement.*

*GER = General Education Requirement recommended (Refer to GER Sheet for breakdown of courses) Students need 7 of the 10 required GER courses to graduate.*

## AAS DEGREE (Curriculum 632)

Semester I	Credits
ACCT 101 Accounting Principles I .....	4
BSAD 100 Intro. to Business .....	3
ECON 101 Macroeconomics .....	3
ENGL 101 Expository Writing .....	3
Mathematics* .....	3-4
	16-17

Semester II	Credits
ACCT 102 Accounting Principles II .....	3
CITA 110 Intro. to Information Technology .....	3
ECON 103 Microeconomics .....	3
Humanities Elective (GER 7) .....	3
Mathematics* (GER 1) .....	3-4
	15-16

Semester III	Credits
BSAD 200 Business Communications** .....	3
BSAD 201 Business Law I .....	3
Core Elective .....	3
GER (2, 4, 5, 6, 8, 9) OR	
General Elective .....	6
	15

Semester IV	Credits
FSMA 210 Introduction to Finance .....	3
Core Electives .....	6
General Elective .....	3
GER (2, 4, 5, 6, 8, 9) OR	
General Elective .....	3
	15

*\*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).*

*\*\*Fulfills writing intensive requirement.*

*GER = General Education Requirement*

# Civil Engineering Technology—AAS

Graduates of the Civil Engineering Technology program receive the Associate of Applied Science degree and face a wide array of employment opportunities in construction, design, materials and related industries. In addition to a variety of career opportunities, graduates also have options for pursuing a baccalaureate degree at SUNY Canton or elsewhere in Facilities Operations or Industrial Technology Management. Hands-on experience is extensive and those who have completed the program compete very successfully in industry.

## STUDENTS IN THIS MAJOR:

- Are prepared to meet the career challenges of civil engineering technology and construction industry.
- Receive extensive, practical hands-on experience in well-equipped laboratories.
- Learn computer drafting with Auto-Cad.
- Participate with remarkable success in a national collegiate competition for building steel bridges.
- Enroll in design-oriented courses.
- Utilize 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

## 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's 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: Alternative & Renewable Energy, Facilities Operations, and Industrial Technology Management programs
- SUNY Utica/Rome (Civil Engineering Technology-BCET)
- SUNY ESF at Syracuse University
- Rochester Institute of Technology (BCET)

## 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 may still be admitted to the college, but completing the program may require more than two years.*

## PROGRAM REQUIREMENTS:

*(Curriculum 0517)*

Semester I	Credits
CONS 101 Elementary Surveying.....	4
CONS 115 Intro. to Computer Drawing.....	1
MATH 121 College Algebra.....	4
SOET 110 Computer Applications for Tech.....	2
PHYS 121 College Physics I.....	3
PHYS 125 Physics Lab I.....	1
	<u>15</u>

Semester II	Credits
CONS 122 Hydraulics.....	4
CONS 132 Construction Drafting.....	3
ENGL 102 Oral and Written Expression.....	3
MATH 122 Basic Calculus.....	4
PHYS 122 College Physics II.....	3
PHYS 126 Physics Lab II.....	1
	<u>18</u>

Semester III	Credits
CONS 203 Advanced Surveying.....	4
CONS 214 Soil Mechanics*.....	4
CONS 263 Structural Mechanics.....	4
CONS 273 Structural Mechanics Laboratory.....	1
English (Literature).....	3
Computer Elective.....	1
	<u>17</u>

Semester IV	Credits
CONS 204 Reinforced Concrete Design.....	4
CONS 224 Structural Steel Design.....	4
CONS 274 Construction Management.....	3
Social Science Elective.....	3
	<u>14</u>

*—Commercial Structures (CONS 111) is recommended as an elective in the second or fourth semester.*

*\*Fulfills writing intensive requirements.*

## 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.

# Computer Information Systems—AAS

Computer Information Systems (CIS) students develop abilities for working with computer systems, databases and web development. Students are strongly encouraged to participate in the internship program where they will receive considerable experience in the industry and business applications of their knowledge. Qualified graduates also have the opportunity of completing a four-year program in Information Technology with two additional years of study and would earn Bachelor of Technology degree.

## STUDENTS IN THIS MAJOR:

- Develop the knowledge and experience for a successful career in the computer industry.
- Acquire hands-on experience in small, well-equipped laboratories.
- Work with qualified faculty in small class sizes solving real-world problems.
- Are encouraged to pursue an internship.

## CAREER OPPORTUNITIES:

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

## CAREER OUTLOOK:

- Computer Information Systems is expected to continue as a strong growth area for career opportunities.

## RECENT 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: Information Technology

## ADMISSION REQUIREMENTS:

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

*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 0581-01)*

Semester I	Credits
CITA 113 Survey of Information Technology ...	3
CITA 120 Computer Concepts & Operating Systems.....	3
ACCT 101 Accounting Principles I .....	4
ENGL 101 Expository Writing .....	3
MATH 121 College Algebra .....	4
	<u>17</u>

## Semester II

CITA 140 Intro. to Programming.....	4
ACCT 102 Accounting Principles II .....	3
MATH 141 Statistics .....	3
GER Course.....	3-4
General Elective.....	3
	<u>16-17</u>

## Semester III

CITA 200 Data Comm. & Networking .....	3
CITA 215 Database Concepts & App's.....	3
GER Course.....	6
General Elective.....	3
	<u>15</u>

## Semester IV

CITA 204 Systems Analysis and Design .....	3
CITA 230 Network Technology .....	3
ECON 101 Macroeconomics OR	
ECON 102 Microeconomics .....	3
GER Course.....	3
General Elective.....	3
	<u>15</u>

*\*Fulfills writing intensive requirement.*

*GER=General Education Requirement*

*Although there are several modern well-equipped computer labs on campus, it is expected each student has a personal computer.*

## ADDITIONAL GRADUATION REQUIREMENTS

A student must complete at least two CITA courses (six credit 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.

# Construction Technology: Management—AAS

This program prepares students for careers in construction by blending hands-on skills with project planning, management and accomplishment skills. Students are also exposed to accounting, bidding, drafting, and business organization. Graduates with the Technology Management AAS (Associate of Applied Science) degree have the option of completing a four-year degree with two more years of study; Industrial Technology Management (B. Tech) and Facilities Operations (BBA) are two possible tracks.

## STUDENTS IN THIS MAJOR:

- Learn fundamental construction techniques via hands-on experience.
- Conduct construction material analysis and testing (eg: steel, soils, concrete) using industry-standard equipment.
- Experience an academic program that blends the fields of construction, business, and management.
- Develop computer software skills, project scheduling techniques, and construction methods utilized in the management of construction projects.

## CAREER OPPORTUNITIES:

- Construction Project Manager Assistant
- Estimator
- Project planning & scheduling
- Salesperson for Construction Equipment
- Residential Contractor

- Commercial Contractor
- Purchasing Agent
- Code Enforcement Officer
- Insurance Adjustor

## CAREER OUTLOOK:

- Although employment in the construction industry is traditionally volatile, career opportunities currently exist at all levels.
- Recently, Construction management graduates have recently received employment offers for assistant project management and site supervision with heavy construction companies.

## RECENT 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

## TRANSFER OPPORTUNITIES:

- SUNY Canton (B. Tech. in Industrial Technology Management, BBA in Facilities Operations)
- 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)*

Semester I	Credits
SOET 110 Computer Applications for Technicians.....	2
CONS 112 Wood Structures.....	3
CONS 115 Intro. to Computer Drawing.....	1
BSAD 100 Business Organization & Management .....	3
ENGL 102 Oral and Written Expression .....	3
MATH 106 Intermediate Algebra .....	3
	15
<b>Semester II</b>	
CONS 111 Commercial Structures .....	3
CONS 132 Construction Drafting.....	3
BSAD 201 Business Law I.....	3
ACCT 101 Accounting Principles.....	4
MATH 121 College Algebra .....	4
	17
<b>Semester III</b>	
CONS 101 Elementary Surveying.....	4
CONS 222 Construction Estimating .....	2
CONS 253 Concrete Technology.....	3
CITA 104 Introduction to Database.....	1
PHYS 121 College Physics 1 .....	3
PHYS 125 Physics Lab I .....	1
Business Elective.....	3
	17
<b>Semester IV</b>	
CONS 274 Construction Management.....	3
CONS 294 Soil Investigation * .....	3
Business or Construction Elective.....	3
Humanities Elective.....	3
Soc. Science Elective (ECON 101 or 103 recommended) .....	3
	15

*\* 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.

# Criminal Justice—AAS

## 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

## CAREER OUTLOOK:

- U.S. Department of Labor forecasts faster than average growth for protective service occupations through the year 2008.

## RECENT 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

## 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).

## ADMISSION REQUIREMENTS:

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

## PROGRAM REQUIREMENTS:

### (Curriculum 0640)

Semester I	Credits
JUST 101 Intro. to Criminal Justice <sup>1</sup> .....	3
JUST 103 Freshman Seminar in Crim. Just. <sup>1</sup> ....	1
ENGL 101 Expository Writing OR	
ENGL 102 Oral & Written Expression.....	3
PSYC 101 Introductory Psychology.....	3
SOCI 101 Introduction to Sociology.....	3
Mathematics Elective.....	3-4
	16-17

Semester II	
JUST 105 Correctional Philosophy <sup>1</sup> .....	3
JUST 110 Criminal Law <sup>1</sup> .....	3
CITA 110 Introduction to Information Technology.....	3
Science Elective (GER 2).....	3-4
Humanities Elective (GER 7) .....	3
	15-16

## Semester III

JUST 111 Criminal Procedure <sup>1</sup> .....	3
JUST 201 Critical Issues in Crim. Justice <sup>1</sup> .....	3
JUST 209 Law Enforce. Communications <sup>2</sup> * OR College Elective .....	3
JUST 210 Intro. to Forensic Inv. ....	3
American History Elective (GER 4).....	3
	15

## Semester IV

JUST 207 Police Services <sup>2</sup> OR	
JUST 211 Diagnostic Eval. of Offender <sup>3</sup> * .....	3
JUST 203 Criminal Investigations <sup>2</sup> OR	
JUST 215 Community Based Corrections <sup>3</sup> .....	3
JUST 213 Pre-Employment for Police Basic Training <sup>2</sup> OR	
College Electives <sup>3</sup> .....	6
HLTH 109 Certified First Responder <sup>2</sup> .....	1
College Electives <sup>2</sup> OR .....	2
College Electives <sup>3</sup> .....	3
	15

<sup>1</sup> Required CJ course for all CJ students

<sup>2</sup> Required for Law Enforcement students

<sup>3</sup> Required for non-Police CJ students

\* *Fulfills writing intensive requirement.*

# Dental Hygiene—AAS

## STUDENTS IN THIS MAJOR:

- Perform all phases of dental hygiene care, including assessment, planning, implementation, and evaluation, based on accepted scientific theories and research.
- 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, 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.
- Develop critical thinking skills and are prepared to pass the National Dental Hygiene Exam and the North East Regional Board with 75% proficiency.
- 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.

## 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

## 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. Admission is selective based on academic credentials. A committee will review qualified applicants beginning in early February.
- 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 2.75, the student may apply for admission into the Dental Hygiene Program.

## PROGRAM REQUIREMENTS:

*(Curriculum 0545)*

Semester I	Credits
BIOL 217 Anatomy & Physiology I .....	4
DHYG 145 Dental Radiology .....	3
DHYG 155 Infection Control .....	1
DHYG 156 Oral Anatomy .....	2
DHYG 157 Pre-Clinical Dental Hygiene .....	4
DHYG 161 Histology & Embryology .....	1
ENGL 102 Oral & Written Expression.....	3
	18
Semester II	
BIOL 218 Anatomy & Physiology II.....	4
BIOL 209 Microbiology.....	4
DHYG 160 Dental Pathology.....	2
DHYG 158 Clinical Dental Hygiene I.....	5
DHYG 159 Dental Health Education.....	2
DHYG 147 Head & Neck Anatomy.....	2
	19
Semester III	
PSYC 101 Introduction to Psychology.....	3
DHYG 215 Pain Management.....	1

DHYG 220 Periodontology .....	2
DHYG 221 Dental Pharmacology .....	2
DHYG 230 Dental Materials.....	3
DHYG 257 Clinical Dental Hygiene II .....	6
	17

## Semester IV

ANTH 102 Intro. to Cultural Anthropology .....	3
DHYG 260 Community Dental Health* .....	2
DHYG 258 Clinical Dental Hygiene III .....	6
DHYG 263 Dental Nutrition .....	2
DHYG 285 Case Based Studies.....	1
SOCI 101 Introduction to Sociology.....	3
	17

\* *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; and 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. Completion of coursework does not guarantee NYS License. For additional information you can visit the NYS Education Department, Office of Professions website at [www.op.nysed.gov/dent.htm](http://www.op.nysed.gov/dent.htm).

**Residency Requirement:** Students must complete Clinical Dental Hygiene II (DHYG 257) and Clinical Dental Hygiene III (DHYG 258).

# Early Childhood—AS

## STUDENTS IN THIS MAJOR:

- 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.
- Prepare for rewarding careers in Early Care & Education or transfer to 4-year Teacher Ed. Degree Programs.

## CAREER OPPORTUNITIES:

- Pre-school & Child Care Center Lead Teacher, Assistant Teacher
- Public School: Teacher Assistant
- Head Start: Lead Teacher, Asst. Teacher
- Self Employed: Child Care or Nursery School Owner
- Family Child Care Provider

## CAREER OUTLOOK:

- U.S. Department of Labor lists Child Caregiver as a “fastest growing occupation 1992-2006.”
- U.S. Department of Labor lists Teacher Assistants among the largest growing occupations for 1998-2008.
- 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 Brockport

\* *Articulation agreements 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 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 courses in Identification of Child Abuse & Neglect, First Aid, & CPR.
- 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)

Semester I		Credits
ECHD 101	Introduction to Early Childhood.....	3
ENGL 101	Expository Writing .....	3
PSYC 101	Introduction to Psychology.....	3
SOCI 101	Introduction to Sociology.....	3
	Science Elec. w/lab (GER 2)** .....	3-4
		15-16

Semester II		
ECHD 123	Student Teaching Orientation.....	1
ECHD 125	Curriculum Development .....	3
ECHD 131	Infants and Toddlers .....	3
ENGL 216	Children's Literature .....	3
PSYC 220	Child Development.....	3
	Math Elective (GER 1)** .....	3
		16

Semester III		
ECHD 201	E.C. Field Placement w/seminar .....	3
ECHD 121	Wellness in Young Children.....	3
ECHD 250	Children with Special Needs.....	3
SOCI 210	Sociology of the Family .....	3
	History Elective (GER 4, 5 or 6) .....	3
		15

Semester IV		
ECHD 202	Internship in E.C. w/ seminar .....	4
ECHD 200	Planning Prog. for Young Children...	3
ECHD 285	Iss. & Policies in Early Care & Ed.*..	3
	Arts Elective (GER 8) .....	3
	General Elective (GER 1-9).....	3
		15

\* *Fulfills writing intensive requirement.*

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

GER=General Education Requirement

NOTE: *Students must meet seven of ten General Education Requirements.*

# Electrical Engineering Technology—AAS

The Electrical Engineering Technology (EET) program prepares students for a wide range of opportunities ranging from manufacturing and defense to power generation and computing. At completion, graduates receive the Associate in Applied Science degree and have considerable flexibility for continuing their education or commencing their career directly. Math skills and an interest in science is expected, and the student will receive extensive hands-on experience in a small class setting. EET graduates have the option of completing a four-year degree with two more years of study; Alternative & Renewable Energy (B. Tech.), Industrial Technology Management (B. Tech) and Facilities Operations (BBA) are three possible baccalaureate tracks.

## STUDENTS IN THIS MAJOR:

- Will utilize their computer in all of the major courses to enhance employability upon graduation.
- Acquire hands-on experience with programmable controllers, motors, generators, power systems, industrial electronics, and other related areas.
- Study under experienced faculty members in small class settings.
- Are required to have a laptop computer their senior year.

## 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
- Quality Assurance Technician
- Field Project Engineer
- Engineering Consultant

## CAREER OUTLOOK:

- The demand for Electrical Engineering Technicians is immense. There simply are not enough qualified technicians entering the market place, and a large number of working technicians are approaching retirement age.

## RECENT EMPLOYERS OF SUNY CANTON GRADUATES:

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

## TRANSFER OPPORTUNITIES:

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

- SUNY Canton: Alternative & Renewable Energy, Facilities Operations, Industrial Technology Management
- 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)

Semester I		Credits
ELEC 101	Electric Circuits 1 .....	3
ELEC 109	Electric Circuits 1 Laboratory.....	1
ELEC 111	Digital Circuits.....	2
ELEC 161	Electronic Fabrication.....	2
SOET 111	Intro. to Computer Programming for Engineering Technicians .....	1
ENGL 102	Oral & Written Expression.....	3
MATH 121	College Algebra .....	4
		16
Semester II		
ELEC 102	Electric Circuits 2.....	3
ELEC 129	Electric Circuits 2 Laboratory.....	1
ELEC 141	Industrial Controls .....	2
ELEC 212	Digital Systems.....	2
ELEC 219	Digital Systems Laboratory.....	1
	English (Literature) .....	3
MATH 122	Basic Calculus .....	4
		16
Semester III		
ELEC 131	Electronic Circuits.....	4
ELEC 201	Electrical Drafting .....	2
ELEC 213	Microprocessors * .....	3
ELEC 221	Electrical Energy Conversion and Power Systems 1 .....	3
PHYS 121	College Physics I.....	3
PHYS 125	Physics Lab I .....	1
		16
Semester IV		
ELEC 202	Electrical Design.....	1
ELEC 222	Electrical Energy Conversion and Power Systems 2 .....	4
ELEC 232	Industrial Electronics.....	4
ELEC 243	Automated Control Systems .....	2
PHYS 122	College Physics II .....	3
PHYS 126	Physics Lab II .....	1
	Social Science Elective .....	3
		18

\* *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.

# Engineering Science—AS

The Engineering Science program prepares its graduates to complete engineering degrees with another two years of study. Applicable areas include mechanical, electrical, civil, and aeronautical engineering to mention several. A key difference with Engineering Science, as differentiated from other programs in the Canino School of Engineering Technology, is that this program provides a strong theoretical preparation rooted in calculus for students who seek to prepare for engineering design responsibilities. Graduates have typically performed exceptionally well when transferring to engineering schools such as Clarkson, Cornell and RPI.

## STUDENTS IN THIS MAJOR:

- Complete their first two years at SUNY 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.
- Are accepted by most four-year engineering 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 include:

- Aeronautical Engineer
- Civil Engineer
- Computer Engineer

- Electrical Engineer
- Engineering Management
- Mechanical Engineer

## CAREER OUTLOOK:

- There are favorable job opportunities in the North Country for 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
- 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	Credits
ENGS 101 Introduction to Engineering.....	2
CHEM 105 College Chemistry I .....	4
English (Writing).....	3
MATH 161 Calculus I .....	4
PHYS 131 University Physics I .....	3
PHYS 125 Physics Lab I .....	1
	<u>17</u>

Semester II	Credits
ENGS 102 Programming For Engineers .....	2
CHEM 106 College Chemistry II .....	4
English (Literature) .....	3
MATH 162 Calculus II.....	4
PHYS 132 University Physics II .....	3
PHYS 126 Physics Lab II .....	1
	<u>17</u>

Semester III	Credits
ENGS 201 Statics .....	3
ENGS 203 Engineering Strength of Materials (optional) .....	(3)
MATH 263 Calculus III .....	4
PHYS 133 University Physics III .....	3
PHYS 127 Physics Lab III.....	1
General Elective .....	3
	<u>14 (17)</u>

Semester IV	Credits
ENGS 202 Dynamics .....	3
ENGS 205 Nature & Properties of Materials.....	3
ELEC 263 Electric Circuits.....	3
ECON 103 Principles of Microeconomics.....	3
MATH 264 Differential Equations .....	3
	<u>15</u>

*\*Fulfills writing intensive requirement.*

# Individual Studies—AAS

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## 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.
- Often Transfer to baccalaureate institutions.

## CAREER OPPORTUNITIES:

- Unlimited, since in consultation with the academic advisor, students can design their own programs.

## 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)

English/Humanities .....	6
Social Sciences .....	9
Natural Sciences and/or Mathematics.....	6
Applied Electives * .....	30
General Electives .....	9
	<u>60*</u>

*\*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 one credit hour. All students must take a writing intensive applied elective.*

# Liberal Arts and Sciences: General Studies—AA, AS

## 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.
- Transfer to baccalaureate institutions.

## CAREER OPPORTUNITIES:

- Unlimited, since in consultation with the academic advisor, students can design their own programs.

## RECENT 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:

### DEGREE PROGRAMS

#### (Curriculum 0250)

AA DEGREE	Credits
ENGL 101 Expository Writing OR	
ENGL 102 Oral & Written Expression .....	3
Humanities (GER 7) .....	3
Humanities Elective .....	3
Fine Arts OR Language (GER 8, 9) .....	3
American History (GER 4) .....	3
Western Civilization OR World History (GER 5, 6) .....	3
Mathematics (GER 1) <sup>1</sup> .....	3
Science (GER 2) <sup>2</sup> .....	6
Math or Science .....	3
Social Science ( <i>other than history</i> ) (GER 3) .....	3
Social Science Elective .....	3
General Electives .....	12
Liberal Arts Electives .....	12
	<u>60<sup>3</sup></u>

#### AS DEGREE

ENGL 101 Expository Writing OR .....	3
ENGL 102 Oral & Written Expression	
Humanities (GER 7) .....	3
Fine Arts or Language (GER 8, 9) .....	3
American History (GER 4) .....	3
Western Civilization OR World History (GER 5, 6) .....	3
Mathematics (GER 1) <sup>1</sup> .....	3
Science (GER 2) <sup>2</sup> .....	6
Math or Science .....	3
Social Science ( <i>other than History</i> ) (GER 3) .....	3
General Electives .....	30
	<u>60<sup>3</sup></u>

<sup>1</sup>Minimum level College Algebra (MATH 141) or Survey of Math (MATH 111)

<sup>2</sup>One science course must be a laboratory science

<sup>3</sup>Required: One Writing Intensive Course in a Liberal Arts or Science Discipline

# Mechanical Engineering Technology—AAS

Graduates of Mechanical Engineering Technology (MET) work in a wide range of industries with a broad array of career opportunities. From manufacturing and construction to equipment testing and power generation, employment opportunities exist in production, product/system testing, quality improvement, and technical services support. The MET program is appropriate for individuals who like hands-on experience, enjoy technology, and want to use their heads. Math ability is important and students will center much of their effort on experimentation and problem solving.

## STUDENTS IN THIS MAJOR:

- Learn about technologies associated with manufacturing.
- Receive a strong core preparation in math and science to facilitate success in engineering technology.
- Experience learning in an environment that closely models the workplace.
- Have the flexibility to commence their career immediately upon graduation, or to continue with the pursuit of a baccalaureate degree in any of several areas including Alternative and Renewable Energy Applications, Industrial Technology Management, or Technology Management: Facilities Operations.
- 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 Assistant
- Computer-Aided Drafting
- Designer
- Quality Management Technician

- Lab Technician
- Instructional Assistant
- Field Service Technician

## 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:

- All graduates during the past five years have either started their careers or continued their education. Forty percent in industry, and sixty percent elected to continue their education with the pursuit of a baccalaureate degree.

## TRANSFER OPPORTUNITIES:

- SUNY Canton (Technology Management: Facilities Operation; Alternative and Renewable Energy Applications, Industrial Technology Management)
- 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	Credits
MECH 111 Computer Drafting .....	3
MFGT 100 Manufacturing Topics.....	1
MECH 121 Manufacturing Processes I .....	3
ENGL 102 Oral & Written Expression.....	3
MATH 121 College Algebra .....	4
PHYS 121 College Physics I.....	3
PHYS 125 Physics Lab I .....	1
	<b>18</b>

### Semester II

MECH 112 Advanced Computer Drafting .....	3
MECH 222 Manufacturing Processes II.....	2
MFGT 120 Manufacturing Materials * .....	3
MATH 122 Basic Calculus .....	4
SOET 110 Computer Applications for Tech.....	2
PHYS 122 College Physics II .....	3
PHYS 126 Physics Lab II .....	1
	<b>18</b>

### Semester III

CONS 263 Structural Mechanics .....	4
ELEC 261 Electricity .....	4
MFGT 220 Instrumentation & Controls.....	3
Social Science Elective .....	3
<i>Elective (CHOOSE ONE OF TWO)</i>	
MECH 223 Intro. to Comp. Numerical Contrl ...	3
MECH 251 Quality Control.....	3
	<b>17</b>

### Semester IV

MECH 225 Intro. to Thermodynamics .....	3
MECH 226 Thermo Fluid Lab .....	1
MECH 232 Machine Design .....	4
MECH 241 Fluid Mechanics .....	3
ELEC 141 Industrial Controls .....	2
English (Literature) .....	3
	<b>16</b>

*\* 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.

# Mortuary Science—AAS

## STUDENTS IN THIS MAJOR:

- Complete work in biological science, introductory business, computer and accounting courses.
- Are eligible to take the National Board Exam.
- Work in a funeral home for five weeks as a summer practicum.
- Are often seeking a second career in human services.
- Utilize an on-site embalming facility, laboratory space, and an informal chapel.

## 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.

## 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.

## TRANSFER OPPORTUNITIES:

- Allows transfer into the college's mortuary services management, B .Tech program.

## ACCREDITATIONS:

- Accredited by American Board of Funeral Service Education, 3432 Ashland Ave., Suite U, St, Joseph, MO 64506. (816) 233-3747.

## VISION STATEMENT:

- Funeral rites and ceremonies have the greatest value to society when they meet the wide ranging needs of bereaved individuals in personalized, relevant, sensitive, ethical, and supportive ways. The program intends to provide the setting where students become aware of the value of each aspect of the funeral process and appreciate the efficacy of performing at the highest level of professional competence. The educational style intends to be personalized, relevant, sensitive, and supportive echoing the features of effective funeralization.

## ADMISSION REQUIREMENTS:

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

*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.*

## NATIONAL BOARD STATISTICS:

Pass rates for the National Board Examination for all Mortuary Colleges are posted at [www.ABFSE.org](http://www.ABFSE.org).

## PROGRAM REQUIREMENTS:

*(Curriculum 0599)*

	Credits
<b>Semester I</b>	
MORT 111 The Study of Funerals: Past and Present.....	3
ACCT 101 Accounting Principles I .....	4
BIOL 101 Introduction to Biology OR	
BIOL 102 Introduction to Human Biology .....	3
ENGL 102 Oral & Written Expression .....	3
PSYC 101 Introductory Psychology .....	3
	16

### Semester II

MORT 121 Analytical Embalming Techniques ...	4
BIOL 207 Human Anatomy .....	4
Literature/Humanities Elective .....	3
Social Science Elective .....	3
CITA 110 Intro. to Information Tech OR.....	3

### CHOOSE THREE:

CITA 103 Introduction to World Wide Web.....	1
CITA 104 Introduction to Database.....	1
CITA 106 Intro. to Word Processing .....	1
CITA 108 Introduction to Spreadsheets .....	1
	17

### Summer Residency

MORT 129 Clinical Practicum** .....	2
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### 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
	16

### Semester IV

MORT 223 Restorative Art.....	4
MORT 225 Professional Funeral Practice.....	3
MORT 227 Human Responses to Death* .....	4
BSAD 201 Business Law I.....	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.*

# Nursing—AAS

## STUDENTS IN THIS MAJOR:

- Are prepared to think critically, communicate effectively, provide therapeutic nursing interventions in a culturally diverse society, and function as providers and managers 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

## CAREER OUTLOOK:

- 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 and outpatient clinics
- Long-term care facilities
- Community health agencies
- Hospices
- 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:

- National League for Nursing Accrediting Commission, 61 Broadway, NY, NY 10006. 212-363-5555, ext. 153.
- 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.
- Beginning Fall 2007, students seeking admission to the Nursing Program will be required to take Assessment Technology Institute's Test for Essential Academic Skills. This test, along with the other admissions requirements, will be used to determine admission.

*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.*

Licensed Practical Nurses have the opportunity to challenge the first nursing course for exemption by satisfactorily completing the Excelsior College Exam "Fundamentals of Nursing."

## 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
	16

### Semester II

NURS 102 Adaptation Nursing II.....	10
BIOL 218 Human Anatomy & Physiology II....	4
PSYC 225 Human Development.....	3
	17

### Semester III

NURS 201 Adaptation Nursing III.....	9
BIOL 209 Microbiology.....	4
NURS 200 Intro. to Pharmacology.....	3
	16

### Semester IV

NURS 202 Adaptation Nursing IV.....	10
NURS 203 Profes. Issues & Trends in Nursing*..	3
SOCI 101 Introduction to Sociology.....	3
Literature/Humanities Elective .....	3
	19

\* *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.

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.

—The New York State Education Department, Office of the Professions 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.

# Office Technology—AAS

## 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
- May transfer into bachelor degree programs

## CAREER OPPORTUNITIES:

### BUSINESS/INDUSTRY/

### \*GOVERNMENT

- 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

## 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.

- Introduction to Database
- Introduction to Word Processing
- Introduction to Spreadsheets
- Introduction to Electronic Presentations
- Office Accounting

Other credits may be obtained through distance learning.

## PROGRAM REQUIREMENTS:

### (Curriculum 0667)

Semester I	Credits
BSAD 100 Intro. to Business .....	3
CITA 110 Intro. to Info. Tech. ....	3
ENGL 101 Expository Writing OR	
ENGL 102 Oral & Written Expression .....	3
MATH 106 Intermediate Algebra .....	3
	12

### Semester II

BSAD 200 Business Communications** .....	3
OTEC 110 Office Accounting OR.....	3
ACCT 101 Accounting Principles I .....	4
OTEC 112 Advanced Word Processing .....	3
CITA 105 Intermediate Database .....	1
CITA 109 Intermediate Spreadsheet.....	1
Mathematics Elective.....	3
Applied Elective* .....	3
	17/18

### Semester III

OTEC 207 Office Applications I.....	3
OTEC 202 Electronic Office Admin. OR	
OTEC 216 Medical Office Admin. ....	3
ECON 101 Prin. of Macroeconomics OR	
ECON 105 Survey of American Economic	
History .....	3
PSYC 101 Introductory Psychology.....	3
Applied Elective* .....	3
	15

### Semester IV

OTEC 208 Office Applications II OR	
Applied Elective* .....	3
OTEC 220 Professional Development .....	3
OTEC 222 Office Technology Internship .....	3
CITA 211 Desktop Publishing OR	
Applied Elective* .....	3
General Elective OR	
GER (2,4,5,6,8,9) .....	3
	15

\* Upon Advisor's approval

\*\* Fulfills writing intensive requirement

## APPLIED ELECTIVES (STUDENT'S CHOICE OF CONCENTRATION):

- *Accounting Option*—ACCT 101, ACCT 102, ACCT 201
- *Business Administration Option*—BSAD 201, BSAD 202, BSAD 215, BSAD 310, BSAD 340
- *Computer Option*—CITA 103, CITA 111, CITA 113
- *Financial Option*—BSAD 120, BSAD 125, FSMA 201
- *Legal Option*—JUST 101, JUST 110, LEST 101, BSAD 201, BSAD 202
- *Medical Option*—HLTH 100, HLTH 200, OTEC 210, OTEC 212, OTEC 214, OTEC 216

### 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 take 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.

## CAREER OUTLOOK:

- 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.
- 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.
- Listed as one of the "Top 10 Fastest Growing Career Fields" in Money Magazine.

## 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.

*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 Physical Therapist Assistant curriculum. The student must also have completed 15 observation hours in a physical therapy setting before admission to the program.*

## PROGRAM REQUIREMENTS:

Students are required to independently earn CPR 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 must be achieved.

### (Curriculum 0489)

Semester I		Credits
PHTA 100	Intro. to Physical Therapy .....	3
PHTA 101	Fundamental PT Skills & Modalities..3	
BIOL 217	Human Anatomy & Physiology I.....4	
ENGL 101	Expository Writing OR	
ENGL 102	Oral & Written Expression .....	3
PSYC 101	Introductory Psychology.....	3
		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
		19

Semester III		
PHTA 204	Cardio. & Integumentary Pathologies..3	
PHTA 205	Neuromuscular Pathologies .....	4
PHTA 206	Advanced PT Modalities.....	2
CITA 106	Intro. to Word Processing.....	1
	Liberal Arts Electives (2).....	6

### CHOOSE ONE

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
		17

Semester IV		
PHTA 207	** Clinical II.....	6
PHTA 209	** Clinical III * .....	8
PHTA 210	Senior Seminar .....	2
		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.

# Veterinary Science Technology—AAS

## STUDENTS IN THIS MAJOR:

- Gain 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 2007, there were about ten jobs available per graduate.
- At the present time, there is a serious shortage of veterinary technicians throughout the country.

## 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.Tech.)

## 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 may 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.

*Students who do not meet necessary prerequisites may enroll in a preparatory curriculum. Once a grade of 2.0 or better has been achieved in each of the prerequisites of BIOL 101 or 102, CHEM 101 and MATH 106; and an overall 2.5 grade point average has been achieved, the student may apply for admission to the Veterinary Science Technology curriculum.*

A pre-exposure rabies vaccination series (3 injections) is strongly recommended for all Veterinary Science Technology students. This can usually be arranged through your local health department or personal physician. Unless the student has signed a waiver stating s/he has chosen not to be vaccinated,

proof of immunization will be required prior to performing the mandatory 80 hour preceptorship between Semesters 3 and 4.

## PROGRAM REQUIREMENTS:

(Curriculum 0521)

Semester I		Credits
VSCT 101	Fundamental Vet. Nursing Skills I	2
VSCT 103	Intro. to Animal Agriculture	2
BIOL 105	College Biology I	4
CHEM 102	General, Organic & Biochemistry	4
ENGL 101	Expository Writing OR	
ENGL 102	Oral & Written Expression	3
PSYC 101	Introductory to Psychology	3
		<u>18</u>

### Semester II

VSCT 102	Companion Animal Behavior	2
VSCT 112	Veterinary Clinical Pathology I	3
VSCT 114	Animal Anatomy & Physiology	3
VSCT 115	Fundamental Vet. Nursing Skills II	2
BIOL 209	Microbiology	4
	English or Humanities Elective	3
		<u>17</u>

### Semester III

VSCT 202	Veterinary Clinical Pathology II	3
VSCT 203	Small Animal Medicine & Therapeutic Techniques	3
VSCT 204	Large Animal Medicine & Therapeutic Techniques	2
VSCT 205	Radiographic Techniques	2
VSCT 206	Anesthetic Principles	3
VSCT 207	Animal Health & Disease	3
		<u>16</u>

### Semester IV

VSCT 210	Veterinary Microbiology	3
VSCT 211	Animal Hospital Practices and Procedures *	3
VSCT 212	Research Animal Techniques	1
VSCT 213	Practical Nutrition	2
VSCT 214	Veterinary Pharmacology	2
CITA 104	Introduction to Database	1
	Liberal Arts Elective (GER 4, 5, 6, 8, or 9)	3
		<u>15</u>

\* Fulfills writing intensive requirement.

## RESIDENCY REQUIREMENT:

- 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

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## 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

## CAREER OUTLOOK:

- Job prospects are expected to be very good.

## RECENT 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.

## 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.*

## PROGRAM REQUIREMENTS:

*(Curriculum 1387)*

Semester I	Credits
ACHP 103 Refrigeration & Air Conditioning Service I.....	7
Mathematics * .....	3
ENGL 102 Oral and Written Expression .....	3
CONS 151 Building Trades Blueprint Reading & Drafting .....	2
SOET 110 Computer Applications for Technicians.....	2
	17
Semester II	
ACHP 104 Refrigeration & Air Conditioning Service II .....	7
ACHP 105 Refrigeration System Design.....	2
Business Elective (by advisement) .....	3
General Elective (by advisement) .....	3
	15

*\* 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.*

# Building Construction—Certificate

The Building Construction Certificate program prepares students for a career in the building trades with the assembly of houses and small commercial properties, with an emphasis placed on residential construction applications. In addition to framing, students will learn about wiring, plumbing and heating installation. This is a one-year program with options to either enter the workforce or pursue other degrees.

## 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.

## CAREER OPPORTUNITIES:

- Carpenters
- Building contractors
- Building materials retailers
- Self-employed contractors

## CAREER OUTLOOK:

- Carpentry has been one of the NYS Department of Labor list of 25 occupations with the most projected openings.

## RECENT EMPLOYERS OF SUNY CANTON GRADUATES:

- Curtis Furniture
- New York Power Authority
- Crocker's Roofing
- Davis-Fetch Acoustical

## TRANSFER OPPORTUNITIES:

- SUNY Canton—AAS degree programs and other certificate programs including: Construction Engineering Technology—AAS, Air Conditioning—AAS, Electrical Construction & Maintenance—Certificate, Heating & Plumbing—Certificate.

## ADMISSION REQUIREMENTS:

- Students are expected to have demonstrated academic success in high school and/or prior college experience.

*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)

Semester I		Credits
CONS 151	Building Trades—Blueprint Reading & Drafting .....	2
CONS 161	Light Construction I .....	6
	English (Writing).....	3
	Mathematics* .....	3
SOET 110	Computer Applications for Technicians.....	2
		16
Semester II		
CONS 152	Building Trades—Drafting & Design .....	2
CONS 162	Light Construction II .....	7
PHYS 115	Basic Physics .....	4
	General Elective.....	3
		16

*\* 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.

# Business Office Technology—Certificate

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## STUDENTS IN THIS CERTIFICATE PROGRAM:

- The certificate's educational objectives are to prepare students for entry 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 in careers such as:

- Sales Representative
- Receptionist
- Office Clerk
- Keyboard Specialist
- Data-Entry Clerk
- Help Desk Support

## CAREER OUTLOOK:

- U.S. Department of Labor forecasts continued growth in this area.

## TRANSFER OPPORTUNITIES:

- Enroll in a SUNY Canton 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.

Semester 1	Credits
BSAD 100 Intro. to Business.....	3
CITA 110 Intro. to Info. Technology.....	3
CITA 103 Intro. to World Wide Web.....	1
ENGL 101 Expository Writing OR	
ENGL 102 Oral and Written Expression .....	3
MATH 106 Intermediate Algebra .....	3
	<hr/>
	13

### Spring Semester

OTEC 110 Office Accounting OR.....	3
ACCT 101 Accounting Principles I .....	4
CITA 111 Web Page Development (online) .....	2
ECON 105 Survey of American Economic	
History .....	3
Humanities/English.....	3
MATH 108 Math of Finance OR	
MATH 111 Survey of Mathematics .....	3
General Elective.....	3
	<hr/>
	17/18

# Computer-Aided Drafting—Certificate

This certificate program prepares students to work in the architectural/engineering/construction domain as a draftsman. At the successful completion of this one-year program students will earn the CAD certificate and will have the flexibility to commence their career or continue with their education.

## STUDENTS IN THIS CERTIFICATE PROGRAM:

- Are able to utilize AutoCAD software to produce drawings that meet industry standards (ANSI).
- Are able to assemble construction drawings using traditional drafting skills and CAD.
- 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.
- Develop further math and science skills to enhance opportunities for further 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

## RECENT EMPLOYERS OF SUNY CANTON GRADUATES:

- General Motors
- Corning, Inc.
- Carrier Corp.
- Acco, Inc.
- Lowe-Gravell & 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

## ADMISSION REQUIREMENTS:

- Students are expected to have demonstrated academic success in high school and/or prior college experience.

*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 1167)*

Semester I	Credits
MECH 111 Computer Drafting .....	3
CONS 151 Bldg. Trades Blueprint Reading & Drafting .....	2
MFGT 100 Manufacturing Topics.....	1
English (writing) .....	3
Mathematics* .....	3
MECH 121 Manufacturing Processes I .....	3
	15
<b>Semester II</b>	
MECH 112 Advanced Computer Drafting .....	3
CONS 152 Bldg. Trades Drafting & Design .....	2
ACHP 108 Mech. Sys. Drafting & Blueprint Reading .....	3
SOET 110 Computer Applications for Technicians.....	2
Mathematics* .....	3/4
General Elective.....	3
	16/17

*\*Mathematics level depends on previous preparation. Beginning Algebra (MATH 100) and Intermediate Algebra (MATH 106) are the minimum requirements.*

# Criminal Justice-Security—Certificate

## 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

## 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		Credits
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 <b>OR</b>	
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 <b>OR</b>	
PSYC 101	Introduction to Psychology.....	3
		15

*\* 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.) MATH 106 (Intermediate Algebra) may be substituted for MATH 100.*

# Electrical Construction & Maintenance—Certificate

EC&M (Electrical Construction & Maintenance) prepares students to work in the building trades with the installation and testing of electrical power distribution with an emphasis placed on residential construction applications. Some students are also introduced to commercial applications and building codes. At the successful completion of this one-year program students will earn the EC&M certificate.

## STUDENTS IN THIS CERTIFICATE PROGRAM:

- Install wiring systems and equipment in buildings.
- Connect electrical devices in accordance with the NEC (National Electrical Code).
- Perform routine 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

## CAREER OUTLOOK:

- U.S. Department of Labor projects 10% annual growth over the next several years.

## RECENT EMPLOYERS OF SUNY CANTON GRADUATES:

- Atlantic Testing
- International Brotherhood of Electrical Workers
- Niagara Mohawk Power Corporation
- Novelis
- Smith Building Supply
- NYSEG

## TRANSFER OPPORTUNITIES:

- Approximately 50% of EC&M graduates choose to pursue further education full time at:
- SUNY Canton—AAS degree programs and other Certificate programs
- Rochester Institute of Technology
- SUNY Utica/Rome, Oswego

## ADMISSION REQUIREMENTS:

- Students are expected to have demonstrated academic success in high school and/or prior college experience.

*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)*

Semester I		Credits
ELEC 171	Elec. Constr. & Maintenance I.....	7
ELEC 173	Intro. to Nat. Electrical Code.....	1
CONS 151	Building Trades—Blueprint Reading and Drafting.....	2
	English (Writing).....	3
	Mathematics*.....	3
SOET 110	Computer Applications for Technicians.....	2
		<b>18</b>
Semester II		Credits
ELEC 172	Elec. Constr. & Maintenance II.....	7
PHYS 100	Introduction to Physics.....	4
	General Elective.....	3
	Mathematics*.....	3
		<b>17</b>

*\*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

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## 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)*

Semester I		Credits
HLTH 100	Intro. Med. Sci. w/Terminology OR	
VSCT 103	Intro. to Animal Agriculture .....	2
MATH 100	Beginning Algebra OR	
MATH 106	Intermediate Algebra .....	3
PSYC 101	Introductory Psychology .....	3
ENGL 101	Expository Writing OR	
ENGL 102	Oral and Written Expression .....	3
BIOL 101	Introduction to Biology OR	
BIOL 102	Introduction to Human Biology .....	3
BASK 060	Freshman Seminar .....	1
		15

### Semester II

HLTH 200	Medical Terminology of Disease .....	3
CHEM 101	Introduction to Chemistry .....	4
MATH 106	Intermediate Algebra OR	
MATH 111	Survey of Mathematics .....	3
PSYC 225	Human Development OR	
SOCI 101	Introduction to Sociology OR	
	History Elective .....	3
	English/Humanities Elective .....	3
		16

# Heating and Plumbing Service—Certificate

The Heating & Plumbing Service program (H&PS) prepares students to work in the building trades with the installation, maintenance and repair of plumbing equipment, furnaces and boilers. Emphasis is placed on residential installation and maintenance, but students are introduced to commercial applications as well. At the successful completion of this one-year program students will earn the H&PS certificate.

## STUDENTS IN THIS CERTIFICATE PROGRAM:

- Learn how to install and service plumbing and heating equipment for residential and commercial buildings.
- Obtain hands-on experience in well-equipped, small laboratory sections.
- Also utilize laboratories and equipment 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

## CAREER OUTLOOK:

- This field is expected to grow by about 5% annually for the next several years.

## 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
- AAS degree programs at other colleges of technology

## ADMISSION REQUIREMENTS:

- Students are expected to have demonstrated academic success in high school and/or prior college experience.

*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		Credits
CONS 151	Bldg Trades-Blueprint Reading & Drafting .....	2
ACHP 171	Heating & Plumbing Principles and Practice I.....	7
	English (Writing).....	3
	Mathematics* .....	3
SOET 110	Computer Applications for Tech.....	2
		17
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

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## 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.

## 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	Credits
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
	<u>30</u>

# Motorsports Performance and Repair— Certificate

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Students completing the Motorsports Certificate program are well prepared to commence a career in the service of motorcycles, ATV's and watercraft. SUNY Canton's unique program continues to place graduates with manufacturers and dealers alike. This program is well suited for individuals who like to work with their hands, enjoy recreational power equipment, and desire the knowledge to service state-of-art engine technologies. At the successful completion of this one-year program students will earn the Motorsports certificate.

## 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.
- Have access to obtaining Polaris/Victory service certifications.
- Continue to enjoy 100% placement in the workforce.

## 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

## 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.
- Career opportunities are expected to grow rapidly for those who are familiar with current technologies.

## RECENT EMPLOYERS OF SUNY CANTON GRADUATES:

- Polaris/Victory
- Retail Manufacturers
- Federal Government
- Dealerships

## TRANSFER OPPORTUNITIES:

- SUNY Canton, Utica/Rome, and Oswego
- Rochester Institute of Technology
- Indiana State University
- Weber State College (Utah)

## PROGRAM REQUIREMENTS:

### (Curriculum 1632)

Semester I	Credits
MSPT 101 Motorsports Service .....	3
MATH 100 Beginning Algebra .....	3
English (Writing).....	3
AUTO 112 Auto. Electrical Systems.....	3
AUTO 122 Auto. Electrical Systems Lab.....	1
MSPT 130 Marine Propulsion Systems.....	<u>2</u>
	15
<b>Semester II</b>	
MSPT 110 Engine and Power Transmission Service.....	4
MSPT 120 Frame and Suspension Systems.....	3
AUTO 113 Engine Performance I.....	3
AUTO 114 Engine Performance I Lab .....	1
Business Elective.....	3
Humanities OR Social Science .....	<u>3</u>
	17

## ADDITIONAL GRADUATION REQUIREMENTS

- While at SUNY Canton, students must have completed courses MSPT 110 and MSPT 120, earning a minimum GPA of 2.00 for these two courses.

# Academic Minors

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A minor is a course sequence within an area of study providing a degree of specialization within that area, a specialty within a discipline, or a specialty integrating several disciplines. Minors will contain a balance of introductory and advanced coursework. Provided the minor is declared in a timely manner (before there is less than 45 credits left to take before graduation), minors are designed to be completed within the same time frame allowed for the completion of the baccalaureate degree. After matriculating in a program, students wishing to obtain

a minor shall contact the coordinator of the minor to initiate the process.

## WOMEN'S STUDIES

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The Women's Studies Minor is committed to broadening women's and men's knowledge and awareness of issues concerning or related to women. From an interdisciplinary approach, the minor provides a variety of courses that emphasize the female experience from both national and global perspectives.

### MINOR REQUIREMENTS:

	CREDITS
WMST 201 Intro to Women's Studies.....	3
WMST 401 Capstone Project in Women's Studies.....	3
<i>SELECT FOUR COURSES</i>	
SOCI 305 Gender in the Media .....	3
ECON 301 Gender and Development in Africa .. <i>(approval pending)</i>	3
ENGL 330 Women in Literature .....	3
HIST 204 US Immigration History Through Race, Class and Gender .....	3
HIST 304 US Women's History .....	3
SOCI 313 Women and Aging.....	3

# Other Programs

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## POLICE ACADEMY PROGRAM

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### 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 Police Academy. Entry is competitive, space is limited, and applicants must meet all entry requirements.*

### ACADEMICS:

Student cadets must meet admissions 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,

## Other Programs

### POLICE ACADEMY PROGRAM (CONTINUED)

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 you 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.

The Academy information along with the application form can be obtained from the college website: [www.canton.edu/academy](http://www.canton.edu/academy).

## 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	Credits
ACCT 101 Accounting Principles I .....	4
ACCT 102 Accounting Principles II .....	3
BSAD 201 Business Law I .....	3
BSAD 301 Principles of Management .....	3
BSAD 310 Human Resource Management .....	3
BSAD 350 Marketing.....	3

#### FROM POTSDAM

BUEC 330 Operations Management .....	3
BUEC 381 Information Systems for Business .....	3
BUEC 451 Strategic Management .....	3
ECON 401 Corporation Finance .....	3

#### Prerequisites

ECON 101 Principles of Macroeconomics .....	3
ECON 103 Principles of Microeconomics .....	3

#### Required Cognate

MATH 141 Statistics .....	3
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### 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).

## Other Programs

### 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 Chemis-

try, 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.

### 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)*

Semester I	Credits
ENGL 101 Expository Writing .....	3
BIOL 105 College Biology I .....	4
MATH 106 Intermediate Algebra OR	
MATH 121 College Algebra .....	3/4
ECON 101 Principles of Macroeconomics * .....	3
College Elective* .....	3
(HIST 103 American History)	16-17

**Semester II**

ENGL 221 Creative Writing OR	
WI English .....	3
BIOL 106 College Biology II .....	4
MATH 131 College Trigonometry OR	
MATH 121 College Algebra .....	3/4
GEOL 101 Physical Geology .....	3
MATH 121 College Algebra OR	
College Elective (GER 3,4,5,6,7)* .....	3
(HIST 105 Modern U.S. History)	16-17

\* 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.

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.

### 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 completing 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.

# Course Descriptions

*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*

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Academic Development .....	99	Health Services Management .....	139
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Air Conditioning.....	101	Law Enforcement Leadership and Management .....	141
Alternative and Renewable Energy Applications .....	103	Legal Studies .....	141
Anthropology.....	103	Manufacturing .....	142
Automotive .....	104	Mathematics.....	142
Biology.....	106	Mechanical.....	144
Business .....	107	Mortuary.....	145
Chemistry .....	110	Motorsports .....	147
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Computer .....	113	Occupational Therapy Assistant .....	148
Criminal Justice/Investigation .....	117	Office Technology .....	149
Dental Hygiene .....	121	Physical Education .....	150
Drafting .....	123	Physical Therapist Assistant.....	150
Early Childhood.....	123	Physics .....	152
Economics.....	124	Political Science.....	153
Education.....	125	Psychology .....	153
Electrical .....	125	Science Electives.....	154
Emergency and Disaster Management.....	129	Social Science—General.....	155
Engineering Science .....	130	Sociology.....	157
Engineering Technology .....	131	Spanish.....	158
English/Humanities/Philosophy/Speech.....	132	Technology Management .....	158
Financial Services Management .....	136	Veterinary.....	158
Graphic and Multimedia Design .....	137	Women's Studies .....	161
Health-Related Courses.....	137		

## ACADEMIC DEVELOPMENT

### 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.

### BASK 051

#### COLLEGE SUCCESS STRATEGIES

*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. Two hours lecture per week for seven weeks. Required of all first-time EOP students. Credit in some certificates only.

### BASK 060

#### 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 be-

coming a successful college student. Two hours laboratory per week. Admission into this class 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**

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### **ACCT 101**

#### **ACCOUNTING PRINCIPLES I**

*Fall/Spring, 4 credit hours*

Basic accounting concepts and principles for the sole proprietorship and merchandising company are introduced with a concentrated emphasis on the accounting cycle and the preparation of financial 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 104**

#### **SURVEY OF ACCOUNTING**

*Fall/Spring, 4 credit hours*

This course is designed for non-business majors who need to develop an understanding of fundamental accounting principles and their application in the business environment. The content surveys both financial and managerial accounting with an emphasis placed on how the information is used in decision making and problem solving. (Course may not be used for credit in any one of the following programs: Accounting, Business Administration, Office Technology, Financial Services, Legal Studies, and Technology Management.) Four hours lecture per week.

### **ACCT 125**

#### **FUNDAMENTALS OF INCOME TAX**

*Fall, 2 credit hours*

This course is designed to introduce students to the Internal Revenue Code, preparation of tax returns for individuals and small businesses. The course prepares students to participate in the IRS Volunteer Income Tax Assistance (VITA) program. Two hours lecture per week. Prerequisites: Intermediate Algebra (MATH 106) and Introduction to Information Technology (CITA 110) or permission of the 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 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.

**ACCT 242**  
**ACCOUNTING FOR GOVERNMENT AND NONPROFIT ORGANIZATIONS**  
*Fall/Spring 3 credits hours*

A study of governmental, not-for-profit, healthcare and university entities with emphasis on fund accounting, budgets and financial reporting. Three hours lecture per week. Prerequisites: Accounting Principles I (ACCT 101) and knowledge of spreadsheets.

**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

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**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 cooper tubing. Flowing nitrogen will be stressed during brazing operations. Fours 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 Dx 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.

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## Course Descriptions: AIR CONDITIONING

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### 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 102) 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.

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**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.

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**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 300  
FUEL CELLS**

*Fall/Spring, 3 credit hours*

Students will discover the science involved in the operation of fuel cells and technical applications of a fuel cell in providing electricity and heat. Topics explored are hydrogen as a fuel, energy efficiency, and operational characteristics of a fuel cell. In depth studies of proton exchange membrane, alkaline electrolyte fuel cells, and direct methanol fuel cells will teach students about the conversion of hydrogen fuel to useable forms of energy. Prerequisites: Intro. to Thermodynamics (MECH 225), College Chemistry I (CHEM 105) and junior level status or permission of instructor.

**AREA 303  
WIND TURBINES**

*Fall/Spring, 3 credit hours*

This course is an introduction to issues related to the production of electricity from wind power. The study of the atmospheric science necessary to locate wind turbines for the production of electricity will teach students how to interpret data. In addition, the study of design and control will allow for a comprehensive knowledge of all sub-components of a wind turbine. A complete analysis of all the technology utilized in the production of electricity will assist students in knowing the details involved in sizing and citing of wind turbines. Prerequisites: Electricity (ELEC 261) and Electrical Energy Conversion and Power Systems I (ELEC 221) or permission of instructor.

**AREA 310  
BIOFUELS**

*Fall/Spring, 3 credit hours*

This course covers alternative, renewable fuels derived from biological sources and their applications as an energy source for homes, industry and transportation. Wood, urban, and agricultural solid waste are discussed as poten-

tial sources of energy conversion. In addition, the production of methane and alcohol based fuels and their roles as a transportation fuel will lead to a re-discovery of opportunities to replace fossil-based fuels. Bio-diesel and vegetable oil topics are necessary to show a true alternate energy source for internal combustion engines. Throughout this course, students will examine both advantage and disadvantage of Biofuels as an energy source. Prerequisites: Intro. to Chemistry (CHEM 101) and junior level status or permission of instructor.

**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: Computer Applications for Technicians (SOET 110), Basic Calculus (MATH 122), College Physics II (PHYS 104), Fluid Mechanics (MECH 241), Programming for Engineers (ENGS 102) 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 400**  
**AUTOMOTIVE APPLICATIONS FOR FUEL CELLS**  
*Fall/Spring, 3 credit hours*

This course addresses the fundamentals of Fuel Cell Technology as it applies to the Transportation Industry, and the reforming of hydrocarbon fuels to hydrogen. It includes the coverage of all Fuel Cell technologies viable for mobile applications as well as an in depth look at major automotive manufacturers' research into practical vehicles. Students will build small-scale fuel cell powered cars as a final project. Prerequisites: Fuel Cells (AREA 300), Intro. to Thermodynamics (MECH 225).

**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.

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## 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 construction 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 Electrical 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.

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## Course Descriptions: AUTOMOTIVE

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### **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.

With the completion of both components of Engine Performance I, (AUTO 113 and AUTO 114) students will be able to diagnose and repair a vehicle with a no-start condition resulting from a fuel or ignition problem. The student will be able to access vehicle computer information, including inputs, outputs, and miscellaneous tests.

### **AUTO 122 AUTOMOTIVE ELECTRICAL SYSTEMS LABORATORY** *Fall, 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). Testing involves batteries; series, parallel, and series-parallel circuits, as well as charging and starting systems component identification and service. Three hours laboratory per week. Prerequisite or Corequisite: Automotive Electrical Systems (AUTO 112), or permission of instructor.

### **AUTO 141 AUTOMOTIVE DRIVELINES AND BRAKES** *Spring, 3 credit hours*

This course consists of theory and operation in the following automotive areas: clutch, manual transmissions, drivelines, and rear axle, as well as basic disc and drum braking systems. Three hours lecture per week. Prerequisite: Automotive Services (AUTO 101), or permission of instructor.

### **AUTO 144 AUTOMOTIVE DRIVELINES AND BRAKES LABORATORY** *Spring, 1 credit hour*

This course consists of service and repair in the following automotive areas: clutch, manual transmissions, drivelines, and rear axle, as well as basic disc and drum braking systems. Use of specialized service equipment and procedures is stressed in the laboratories. Three hours laboratory per week. Prerequisite or Corequisite: Automotive Services (AUTO 101) and (AUTO 111), Automotive Drivelines and Brakes (AUTO 141), 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.

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## 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 the 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, and aspects of animal form and function including the immune system, nerve physiology, homeostasis and chemical signals. 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 legal and ethical perspectives. Three hours lecture per week.

**BIOL 207**  
**HUMAN ANATOMY**  
*Spring, 4 credit hours*

This course is a detailed study of the human body with emphasis on structure with limited 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 therapist

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 covered will be the immune system, metabolism, fluid-electrolyte-acid-base balance, and pregnancy and development. 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 225**

#### **BIOLOGY IN SOCIETY**

*Spring, 3 credit hours*

This course is designed to develop critical thinking concerning the growing presence of biology in society. Students will apply biological principles and the scientific method to problems and decisions confronting society. Students will use and expand upon their basic biological knowledge of DNA, molecular biology and physiology to discuss the importance and ethical impact of the use of biology in society. General topics will include DNA technology, stem cells, medicine and forensic applications, specific topics discussed may vary from one semester to the next as new issues or developments warrant. The central goal of the course is to have students leave as highly informed citizens with a greater understanding of the science behind current biological applications. Prerequisites: a grade of C or higher for one of the following courses or its equivalent: Introduction to Biology (BIOL 101), Introduction to Human Biology (BIOL 102), College Biology I (BIOL 105), Human Anatomy and Physiology I or II (BIOL 217/218), or permission of instructor.

### **BIOL 291-295, 391-395, OR 491-495**

#### **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**

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### **BSAD 100**

#### **INTRODUCTION TO BUSINESS**

*Fall/Spring, 3 credit hours*

This course is a survey of business, introducing the major operations of a business, including production, marketing, finance, and human resources management. The course also examines the economic, social, and political environment of business. This course will expose students to speakers from varying business disciplines throughout the semester. 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

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## Course Descriptions: BUSINESS

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hours lecture per week. Prerequisite: Business Law I (BSAD 201) or permission of instructor.

### **BSAD 215** **SMALL BUSINESS MANAGEMENT** *Fall/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 and steps of conducting 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 study of the sales management structure, process and 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, management of sales personnel and organizational structure are explored and analyzed. The course is designed to be of fundamental benefit to 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 260** **FOUNDATIONS OF SPORTS MANAGEMENT** *Fall/Spring, 3 credit hours*

This course is designed to provide students with an overview of sports management issues, trends and career opportunities. The course will examine marketing, financial, ethical, and legal management principles and apply those principles to amateur, professional and lifestyle sport settings. Three hours lecture per week. Prerequisite: Introduction to Business (BSAD 100) or permission of instructor.

### **BSAD 301** **PRINCIPLES OF MANAGEMENT** *Fall, 3 credit hours*

This course employs all key Management topics and concepts applicable to all organiza-

tions; domestic and international, profit and non-profit, manufacturing and service. It provides instruction in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling with managerial skills and tools used, from an eclectic perspective. It allows a student to transfer this knowledge to practical applications. Prerequisites: Introduction to Business (BSAD 100) or Business Law I (BSAD 201) or Fundamentals of Emergency and Disaster Management (EADM 201) 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: 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*

This course provides a foundation for the study of human capital management. Topics include job analysis and design, recruiting, training, motivating employees, performance appraisals, current doctrine on employee's rights, responsibilities, and compensation issues. Prerequisites: Introduction to Business (BSAD 100) or Business Law I (BSAD 201) or Fundamentals of Emergency and Disaster Management (EADM 201) 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 ques-

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tions that can arise in professional practice, the relationship between professionals and clients as well as the connection between ordinary and professional morality.

Students will use analytical tools to recognize and address contemporary ethical dilemmas in the professions: business, criminal justice and computer information systems. Emphasis is placed on utilizing 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 permission of 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 of instructor.

### **BSAD 340** **MANAGEMENT COMMUNICATIONS** *Fall/Spring, 3 credit hours*

This course introduces students to the foundations of effective management communication. It focuses on communicating strategically and persuasively in a professional environment. Skills such as advocacy, framing issues clearly and strategically, preparing a team for communicating in a competitive environment, facilitating meetings, and adapting arguments to audiences' needs will be developed. Three hours lecture per week. Prerequisites: Business Communications (BSAD 200) or another program specific writing intensive course, 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 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 AND CHANGE** *Fall/Spring, 3 credit hours*

The course will provide the student with the tools, understanding and capability to apply modern leadership principles in a changing environment. This course will explore the changing corporate environment, corporate culture, and overcoming resistance to change. Three hours lecture per week. Prerequisites: Principles of Management (BSAD 301) 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. 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 the 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 level 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 level 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 decision 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: Intro. to Business (BSAD 100) and junior level status or permission of instructor.

### **BSAD 449** **STRATEGIC POLICIES & ISSUES** *Fall, 3 credit hours*

This course defines the criteria for ultimate decision making. Students will examine business strategies in international and domestic operations, and assess the impact of political, economic, and legal factors on business operations and strategies. Focus will be given to actual situation analysis and application of current functional and managerial techniques to a variety of case studies. Three lecture hours per week. Prerequisite: Minimum junior level status (at least 60 credit hours) or permission of instructor.

### **BSAD 450** **BUSINESS INTERNSHIP** *Fall/Spring, 6-15 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 level 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**

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### **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, or permission of instructor.

### **CHEM 102** **GENERAL, ORGANIC, AND** **BIOCHEMISTRY**

*Fall/Spring, 4 Credit Hours* **GER 2**

The course is an integration of general chemistry, organic chemistry and biochemistry providing the student with a basic understanding of chemical processes and knowledge useful in a variety of degree programs. Topics include matter/atomic structure review, chemical bonding, intermolecular forces, physical behavior of gases, solutions, chemical kinetics, chemical equilibrium, acid/base equilibrium including buffers, and overview of organic chemistry, and an overview of biochemistry. The course is particularly useful to students in health related curricula, where an understanding of life processes at the molecular level is essential. Three hours lecture, three hours laboratory per week. Prerequisites: high school Chemistry Regents (65 grade minimum) or Introduction to Chemistry (CHEM 101) and high school Algebra or Intermediate Algebra (MATH 106), or permission of instructor.

### **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 Introduction to Chemistry (CHEM 101); passing grade on NYS Regents Math A (Course I) or Intermediate Algebra (MATH 106) as a pre or corequisite.

### **CHEM 105** **COLLEGE CHEMISTRY I** *Fall, 4 credit hours* **GER 2**

The first semester of a two semester college-level course in chemistry. Topics include atomic structure, the periodic table, moles, chemical reactions, stoichiometry, aqueous solutions, the gas laws, thermochemistry, and chemical bonding theory. Three hours lecture, three hours laboratory per week. Prerequisites: NYS Chemistry Regents Exam of 65 or above OR Introduction to Chemistry (CHEM 101) OR General Chemistry (CHEM 103), and Intermediate Algebra (MATH 106) or high school equivalent 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 a 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 103) 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, carbanions, 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.

**CHEM 2291-295, 391-395, OR 491-495**  
**SPECIAL TOPICS IN CHEMISTRY**  
*Fall/Spring, 1-4 credit hours*

Special Topics in Chemistry will generally include topics of current interest or topics not covered in courses currently offered by the department or in combinations not currently available.

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**CIVIL/CONSTRUCTION**

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**CONS 101**  
**ELEMENTARY 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, 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 com-

municate 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 prepara-

tion, 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) or permission of instructor.

### **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 hours laboratory per week. Prerequisites: Computer Applications for Technicians (SOET 110), Commercial Structures (CONS 111), Intermediate Algebra (MATH 106) or permission of instructor.

### **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** **CONSTRUCTION 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 permission 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), Computer Applications for Technicians (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.

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## COMPUTER

### **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 increase the students' knowledge of database fundamentals using an industry standard database package as the instructional platform. The student will learn to do more advanced querying of the database, create and use custom forms, create and use custom reports, use the briefcase wizard, create action queries and macro writing. Prerequisite: Introduction to Database (CITA 104) or permission of instructor. Two hours lecture per week for seven weeks.

### **CITA 106 INTRODUCTION TO WORD PROCESSING**

*Fall/Spring, 1 credit hour*

This course is designed to help the student attain the necessary skills and knowledge needed for effective operation of word processing software and equipment. This course will introduce concepts of word processing equipment, input, output, storage and retrieval, distribution and software. 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, 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 setup 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 140** **INTRODUCTION TO PROGRAMMING** *Fall/Spring, 4 credit hours*

This course develops methodologies and techniques for program creation and implementation. Writing high-quality, internally-documented, well-structured programs utilizing appropriate data structures is emphasized.

Prerequisite: Survey of Information Technology (CITA 113) 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 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 260** **INTRODUCTION TO WIRELESS TECHNOLOGY** *Spring, 3 credit hours*

This course introduces various aspects of wireless technology including wireless networks, authentication, protocols, security, installation considerations, and standards. Projects to determine signal strengths from different antenna types and locations are assigned. Three hours lecture per week. Prerequisites/corequisites: Data Communications and Networking (CITA 200) or permission of 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 EMERGING INFORMATION TECHNOLOGY APPLICATIONS**

*Spring, 3 credit hours*

An advanced study of emerging information technology applications. This course covers web application development with XML, multimedia technologies including graphics, audio, animation, video, presentations, desktop publishing, web publishing, and input technologies including speech, and writing recognitions. The course will also include additional topics on most current state-of-the-art IT applications. Two hours lecture, two hours laboratory per week. Prerequisite: junior level status 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 level 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 440 NETWORK MANAGEMENT**

*Spring, 3 credit hours*

An advanced study of network management concepts, architectures, protocols, models, tools, systems, and applications. The course concentrates on the implementation of the Simple Network Management Protocol (SNMP). Students are also introduced to the use of the Desktop Management Interface (DMI) standard and Web-based Management. Three hours lecture per week. Prerequisites/corequisites: Network Technology (CITA 230) 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 precursor to the Senior Culminating 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 Internship in Information Technology (CITA 480). One hour lecture per week. Prerequisites/Corequisites: all upper-level Information Technology core courses.

### **CITA 480 INTERNSHIP IN INFORMATION TECHNOLOGY**

*Spring, 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 INFORMATION TECHNOLOGY**

*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

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### 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 evaluations 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

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## Course Descriptions: CRIMINAL JUSTICE

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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 design 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: Introduction to Criminal Justice (JUST 101) or permission of instructor.

### **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. Co-operative 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 221 WOMEN AND CRIMINAL JUSTICE**

*Fall/Spring, 3 credit hours*

A study of the female's role in the criminal justice system. Some issues covered are women working in the fields of law enforcement, corrections, and the court system. The course will also cover female offenders, prisoners, victims and other related topics. Three hours lecture per week. Prerequisites: Students will have successfully completed 24 college credit hours, including Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) and an intensive writing course, or by 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 practicums 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 credits 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 practicums 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,

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## Course Descriptions: CRIMINAL JUSTICE

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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 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 SOCIETAL 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 315 CONSTITUTIONAL LAW**

*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 the people, civil rights and liberties, the powers of Congress, federalism and the role of the chief executive. 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 320 MEDICOLEGAL INVESTIGATIONS OF DEATH**

*Fall/Spring, 3 credit hours*

This course provides an in-depth look into the medicolegal aspect of death investigation. The manners, mechanisms, and causes of death are explored, as well as the postmortem changes. Wound interpretation is explored. The student will learn how to apply postmortem conditions to criminal investigations to confirm or refute evidence of wrongful deaths. Three hours lecture per week. Prerequisites: Introduction to Criminal Justice (JUST 101), junior level status, or permission of instructor.

### **JUST 325 FINANCIAL COMPLIANCE**

*Fall/Spring, 3 credit hours*

The role of regulatory and compliance professionals in the financial service industry is currently undergoing enormous change and development. This course will take an interdisciplinary approach incorporating economics, ethics, finance, law and public policy in analyzing the specific goals and objectives of the financial regulatory and compliance function. The course is designed with the practitioner in mind with an emphasis on the anticipation and prevention of regulatory and compliance problems before they occur. Three hours lecture per week. Prerequisites/Corequisites: Suggested Prerequisites (ACCT 101, BSAD 201, ECON 101) or (JUST 101, JUST 110) or permission of the 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 334 IMPLEMENTING AND MANAGING COMMUNITY ORIENTED POLICING PROGRAMS**

*Fall/Spring, 3 credit hours*

This course provides students with insight into the meaning of community policing and presents many dimensions necessary to consider when developing and designing a community policing strategy. Students will understand that, community policing involves problem solving skills, community engagement and

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## Course Descriptions: CRIMINAL JUSTICE

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organizational transformation, can contribute significantly to the satisfaction of the community policed and to those policing. Students will be able to understand the strategies associated in developing a positive working relationship with local community leaders and establishing meaningful communications where there is a partnership and commonality of interests. This course will help students write clear and concise community-policing programs. Writing assignments and projects will be completed in accordance with the *University's Guidelines for Teaching Writing Intensive Courses*. Three hours lecture per week. Prerequisite: junior level status in the LELM or CI programs, or permission of the 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 406** **CRIME SCENE INVESTIGATION** *Fall, 3 credits 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 physical 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/Corequisite: 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 preserva-

tion, 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 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 CI curriculum courses.

### **JUST 435** **SENIOR PROJECT** *Fall/Spring 3-15 credit hours*

This course is designed as a substitute for Culminating Experience in Criminal Justice (JUST 430). Students who are a police officer 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. This course is also offered to students who have displayed a specific hardship procuring or performing an internship. Students may request, in writing, to complete a senior project subject to approval by the Department Chair. Prerequisite: All required CI curriculum courses or permission of 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.

## 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

*Spring, 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: Clinical Dental Hygiene I (DHYG 158) 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) 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, caries detection, assessment of deposits and an evaluation of the periodontium. This will be accomplished through lectures, 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. Corequisites: Dental Radiology (DHYG 145) and Oral Anatomy (DHYG 156) 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), Infection Control (DHYG 155), Oral Anatomy (DHYG 156), Pre-Clinical Dental Hygiene (DHYG 157), and Histology & Embryology (DHYG 161). Corequisites: Head & Neck Anatomy (DHYG 147), 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 preventive treatment plans for a variety of patients. Throughout this course, students will be exposed to various preventive 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. Corequisite: Clinical Dental Hygiene (DHYG 158) or permission of instructor.

### 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 features of each lesion and will identify the lesions on a slide. This course provides the foundation for identifying and documenting pathology when providing dental hygiene care to patients in the clinical setting. Two hours lecture per week. Prerequisites: matriculation in the Dental Hygiene program; Oral Anatomy (DHYG 156) with a minimum grade of "C".

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## Course Descriptions: DENTAL HYGIENE

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Corequisite: Clinical Dental Hygiene I (DHYG 158) or permission of instructor.

### DHYG 161 HISTOLOGY & EMBRYOLOGY

*Fall, 1 credit hour*

This course provides the foundation for assessing a patient's oral health status in the clinical setting. During the assessment phase of care, the hygiene student must be capable of distinguishing normal, a variant of normal or a developmental abnormality from a pathology. This course contains basic, general histologic information with a focus on oral tissue components and oral facial development. One hour lecture per week. Prerequisite: matriculation in the Dental Hygiene program or permission of instructor.

### DHYG 215 PAIN MANAGEMENT

*Fall, 1 credit hour*

This course is designed to prepare the dental hygiene student with the necessary theory to appropriately carry out treatment plans and successfully administer topical anesthesia, local infiltration anesthesia and/or nitrous oxide analgesia to increase patient comfort and control pain when providing dental hygiene services. One hour lecture per week. Prerequisite: matriculation in the Dental Hygiene program, Oral Anatomy (DHYG 156), Head & Neck Anatomy (DHYG 147), and Infection Control (DHYG 155) with a minimum C grade. Corequisites: Dental Pharmacology (DHYG 221) and Clinical Dental Hygiene II (DHYG 257) or permission of instructor.

### DHYG 220 PERIODONTOLOGY

*Fall, 2 credit hours*

Emphasis is placed on the structural anatomy of the periodontium, microbiology of plaque, and the pathology of periodontal disease. The student will learn to identify risk factors for periodontal disease, the various components of a comprehensive periodontal chart, treatment modalities utilized in the management of periodontally involved patients, appropriate maintenance intervals, as well as the criteria for determining appropriate referral to a periodontal specialist. Two hours lecture per week. Prerequisites: matriculation in the Dental Hygiene program. Corequisite: 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 clinic 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: Clinical Dental Hygiene II (DHYG 257) or permission of instructor.

### DHYG 257 CLINICAL DENTAL HYGIENE II

*Fall, 6 credit hours*

This course is a continuation of Clinical Dental Hygiene I (DHYG 158) with emphasis on the dental hygiene process of care. Theory will include extrinsic stain removal with the air polisher, dental hypersensitivity, anxiety and pain control, instruments and principles for nonsurgical periodontal therapy including use of the slim line ultrasonic tips, and prevention and management of medical and dental emergencies in the clinical setting. Students will not only provide continued care for patients treated in the second semester but will also procure and treat patients with advanced periodontal disease. Students are ultimately responsible for finding and scheduling their patients. Two hours lecture, three hours laboratory, and twelve hours clinical per week. Prerequisites: matriculation in the Dental Hygiene program, CPR and First Aid certification, a current health form, and current malpractice insurance, Clinical Dental Hygiene I (DHYG 158), Dental Health Education (DHYG 159), Dental Pathology (DHYG 160), Histology &

Embryology (DHYG 161). Corequisites: Periodontology (DHYG 220), Dental Pharmacology (DHYG 221), and Dental Materials (DHYG 230), or permission of instructor.

### DHYG 258 CLINICAL DENTAL HYGIENE III

*Spring, 6 credit hours*

This course is a continuation of Clinical Dental Hygiene II (DHYG 257). Students will provide comprehensive care to a diverse group of patients to prepare the student for entry level dental hygiene practice. Emphasis will be placed on time management, care 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, a current health form, and current malpractice insurance. Prerequisites: Pain Management (DHYG 215), Periodontology (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 writing intensive 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 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.

### ECHD 200 PLANNING PROGRAMS FOR YOUNG CHILDREN *Spring, 3 credit hours*

Students apply concepts of developmentally appropriate practice as they relate to the design of programs for young children. The curriculum will be viewed from the perspective

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## Course Descriptions: EARLY CHILDHOOD, ECONOMICS

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of program philosophy, physical environment, materials selection/arrangement, learning centers and scheduling. Principles of program planning related to high quality early care and education, administration and leadership will be applied. Three hours lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101). Majors only or permission of instructor.

### **ECHD 201 EARLY CHILDHOOD FIELD PLACEMENT W/ SEMINAR** *Fall, 3 credit hour*

The Early Child Field Placement is an off-campus student teaching experience. Students are assigned to a child care, Head Start, pre-k or kindergarten setting and work under the direct supervision of a classroom teacher. Students are required to complete an 80-hour student teaching experience applying the knowledge and skills acquired through coursework. Students will observe, participate, plan, and implement lessons and activities throughout their experience. Students are required to attend one-hour weekly seminars to reflect on their development and field experiences. Prerequisites: Introduction to Early Childhood (ECHD 101), Student Teaching Orientation (ECHD 123), Curriculum Development (ECHD 125) or permission of instructor. Minimum 2.0 GPA.

### **ECHD 202 INTERNSHIP IN EARLY CHILDHOOD W/ SEMINAR** *Spring, 4 credit hours*

The internship in early childhood is an off-campus student teaching experience. Students will further develop and apply their knowledge and skills in an early childhood classroom. Students are responsible for planning and implementing weekly child-centered curriculum. Training and supervision are provided during the internship by an on-site mentor and the college supervisor. One hundred twenty clock hours of supervised fieldwork at an assigned early childhood program; weekly seminars/workshops lead by the college supervisor. Prerequisite: Early Childhood Field Placement (ECHD 201) with a minimum Grade of C+ or permission of instructor. ECHD majors only.

### **ECHD 250 CHILDREN WITH SPECIAL NEEDS** *Fall, 3 credit hours*

This course will explore various special needs of young children. Students will gain knowledge of inclusive practices, teaching modifications, prevention and intervention strategies and support services for children, families and the community. Assessment, identification and general knowledge of the special

needs of all children will be examined as well as social policies and initiatives to support teachers and children. Three hours lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101) and Child Development (PSYC 220) or permission of the instructor.

### **ECHD 285 ISSUES & POLICIES IN EARLY CARE & EDUCATION** *Spring, 3 credit hours*

Students will draw from academic, life and student teaching experiences to explore current issues and policies in the field of early education and care. Social issues impacting the well-being of children, families and the community will be explored. Students will research issues and investigate approaches to resolving some of these challenges. Three hours lecture per week. Prerequisite: Introduction to Early Childhood (ECHD 101) or Introduction to Sociology (SOCI 101) or Introduction to Psychology (PSYC 101) and have earned more than 30 credit hours or permission of instructor. Writing intensive course.

### **ECHD 291-295, 391-395, OR 491-495 SPECIAL TOPICS IN EARLY CHILDHOOD**

*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 early childhood. Prerequisite: depends on the nature of each course.

## **ECONOMICS**

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### **ECON 101 PRINCIPLES OF MACROECONOMICS** *Fall/Spring, 3 credit hours* **GER 3**

A study of the market economy, the role 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 103 PRINCIPLES OF MICROECONOMICS** *Fall/Spring, 3 credit hours* **GER 3**

A study of supply, demand, elasticity, theory of the firm, market structures, government regulation, marginal productivity theory, and selected contemporary economic issues. Three hours lecture per week. Prerequisite: Macroeconomics (ECON 101) or GER Math or permission of instructor.

### **ECON 105 SURVEY OF AMERICAN ECONOMIC HISTORY** *Spring, 3 credit hours* **GER 4**

Fundamental tools of economics will be used to explain important events and issues in the history of the United States. Topics to be surveyed include the United States' growth and transformation into an industrialized nation, development and transitions in American labor, consumers and culture, the rise of corporate America, changes in the role of government, economic regulations, monetary and fiscal policy, the origins of major institutions and their economic impact, and increased global awareness. Three hours lecture per week.

### **ECON 120 INTRODUCTION TO LABOR STUDIES** *Fall/Spring, 3 credit hours*

Within an historical context, this course examines the economic, social and technical forces that shape labor conditions in the USA. Among the topics covered are: the changing nature of work under capitalism, collective bargaining, theory and value of workplace skills, and the impact of economic globalization on labor. 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**

Global case studies from the private, public and nonprofit sectors will be utilized to illustrate the application of economic theory and quantitative methods to managerial decision making. Students will engage in problem solving exercises that will integrate various principles of business, statistics and economics to determine market forecast, pricing strategy, resource usage, and production level. 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**

Students will examine the historical devel-

opment of the global economy and the increase 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.

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## 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/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.

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## 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 subtractors), TWOs compliment 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 bi-polar 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.

### **ELEC146 INTRODUCTION TO ELECTRONICS**

*Fall, 4 credit hours*

In this course students are presented the characteristics of amplifiers using opamps with respect to amplification, dB, frequency response, and input and output impedance. Opamp applications such as inverting and non-inverting amps, summing amps, averaging amps, and comparators are introduced with emphasis on the uses of these devices in the telecom industry. Electro-optical devices, such as LEDs, laser diodes, and photodiodes, are studied including uses in the telecom industry. Diodes and transistors are conceptually introduced. Transformers are introduced in connection with power supplies. Diodes are applied as switches in linear and switching power supplies. The frequency response of passive networks and amplifiers is measured. Cutoff frequencies, rolloff, bandwidth, and magnitude and phase are discussed and visualized via Bode plots. Troubleshooting and analysis by computer simulation software is stressed throughout. Four hours lecture per week. Prerequisites/corequisites: Electrical Circuits (ELEC 125), Telecommunications Physics (PHYS 125) 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.

### **ELEC 182 COMPUTER MAINTENANCE TECHNICIAN II**

*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 184 PC AND NETWORK INTERNSHIP**

*Spring, 2 credit hours*

This is the required internship phase of the PC & Network Support Technician program. Students shall receive on-the-job training in many facets of the workplace including interpersonal relations, group problem solving as well as the more traditional technical training specific to each site. Hours varies by internship, but will total at least 80 hours scheduled on individual student basis. Prerequisite: Computer Maintenance Technician I (ELEC 181)

or permission of instructor.

### **ELEC 189 COMPUTER HARDWARE MAINTENANCE LABORATORY**

*Fall/Spring, 3 credit hours*

A hands-on course designed to train the student in several important aspects of computer maintenance. Software and hardware installation, use and troubleshooting will be explored and practiced by the student. A local area network will be set up in the laboratory. Three hours laboratory per week. Corequisite: Computer Maintenance Technician I (ELEC 181) or permission of instructor.

### **ELEC 201 ELECTRICAL DRAFTING**

*Fall, 2 credit hour*

The study and practice of drawing standard electrical and electronic symbols, connection diagrams (point to point, highway, base-line); logic diagrams; schematic diagrams; elementary diagrams for industrial control circuits; and one line diagrams. Introduction to computer drafting (AutoCAD). Four hours laboratory per week. Prerequisites: Industrial Controls (ELEC 141) or permission of instructor.

### **ELEC 202 ELECTRICAL DESIGN**

*Spring, 1 credit hour*

The continued study of proper drafting techniques. Projects include: substation conduit, 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: Electrical Drafting (ELEC 201) 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: Digital Circuits (ELEC 111) or permission of instructor.

### **ELEC 213 MICROPROCESSORS**

*Spring, 3 credit hours*

The 8085 8-bit microprocessor instruction set and the internal hardware register structure are studied. The basic operations of the Fetch and Execute operations are examined. The student will generate several machine programs for interfacing input and output devices to the microprocessor. The PIC micro family or the STAMP family microcontrollers will be introduced to provide the student with hardware and software experience in working with these devices. The student will use a cross-assembler to generate the software programs to be written for the microcontrollers. The RS-232C Serial data transmission interface is also studied. A writing intensive course. Two hours lecture, three hours laboratory per week. Prerequisite: Digital Systems and Laboratory (ELEC 212/219) or permission of instructor.

### **ELEC 219 DIGITAL SYSTEMS LABORATORY**

*Spring, 1 credit hour*

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 laboratory per week. Prerequisites: Digital Circuits (ELEC 111) 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: Electric Circuits 2 (ELEC 102) or permission of instructor.

### **ELEC 222 ELECTRICAL ENERGY CONVERSION AND POWER SYSTEMS 2**

*Spring, 4 credit hours*

Continuation of Electrical Energy Conversion and Power Systems 1, 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: Electrical Energy Conversion and Power Systems 1 (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 235 TELECOMMUNICATIONS 1**

*Fall, 4 credit hours*

An introduction to the techniques, principles, and terminology of voice telecommunications will be presented. Public and private telecommunication networks will be examined. Telecommunication equipment, switching and transmission technology will be demonstrated. The frequency spectrum, modulation schemes and multiplexing techniques will be explored. Lectures, interactive learning and demonstrations will be employed. Laboratory exercises will be required. Four hours lecture per week. Pre-requisites/co-courses: ELEC 145-Electrical Circuits and ELEC 146-Introduction to Electronics.

### **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 255 ELECTRONIC COMMUNICATION**

*Fall/Spring, 4 credit hours*

Students practice the analysis and application of advanced electronic circuits as applied to the telecommunications industry. Topics include frequency response of active filters, oscillators; amplitude modulation, frequency modulation, phase locked loops; pulse modulation concepts; and introduction to television; theoretical and hands-on troubleshooting of test circuits, and analysis by computer simulation. Four hours lecture per week. Prerequisites/corequisites: Introduction to Electronics (ELEC 146) 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 II (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/decoders 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**

*Spring, 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.

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**EMERGENCY & DISASTER MANAGEMENT**

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**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.

**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. Three hours lecture per week. Prerequisites/corequisites: Fundamentals of Emergency and Disaster Management (EADM 201), GER Math and Introductions to Information Technology (CITA 110) or permission of instructor.

**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: Fundamentals: History, Perspectives, and Theories (EADM 201), Risk & Hazard Impact Studies (EADM 205) or permission of instructor.

**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: Disaster Management & Preparedness (EADM 220) or permission of instructor.

**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.

**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 envi-

ronment 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: Expository Writing (ENGL 101) or Oral & Written Expression (ENGL 102), and Risk and Hazard Impact Studies (EADM 205) or permission of instructor.

**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: Risk & Hazard Impact Studies (EADM 205) 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/corequisites: Management Communications (BSAD 340) and Incident Command: System Coordination & Assessment (EADM 400) or permission of instructor.

**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. 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. Four hours lecture, four hours laboratory/exercises per week. Prerequisite: Virtual Disaster Training: Exercise I (EADM 430) or permission of instructor.

**EADM 480**  
**INTERNSHIP IN EMERGENCY AND DISASTER MANAGEMENT**  
*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 work week is required. Prerequisites: Incident Command: System Coordination & Assessment (EADM 400), senior level status in the Emergency and Disaster Management program, or permission of instructor.

**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. Prerequisite: Incident Command: System Coordination & Assessment (EADM 400) or permission of instructor.

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## ENGINEERING SCIENCE

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**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 build-

ing. 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 product technical drawings and graphs. Two, 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, two-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**  
**MATERIALS SCIENCE**  
*Spring, 3 credit hours*

The underlying atomic and crystalline structure of materials is studied and how these structure affect their engineering properties. The mechanical, electric, chemical, magnetic and thermal properties of metals, ceramics, polymers and composites are examined. Three hours lecture per week. Prerequisite: Statics (ENGS 201) 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.

## ENGINEERING TECHNOLOGY

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**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.

**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 Technicians (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 in a multitasking environment. One hour lecture, three hours laboratory per week. Prerequisite: Computer Applications for Technicians (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.

**SOET 361**  
**PROJECT 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 of instructor.

**SOET 370  
ENGINEERING PROJECT ANALYSIS**

*Fall/Spring, 3 credit hours*

This course will focus on engineering project analysis of plans, design, and systems, including taking no action, in consideration of life cycle costs, user costs, and cash flow. Each engineering project will consider cost of funds (interest) depreciation, amortization, salvage value, taxation, capital cost, operational and maintenance costs. Evaluations of uncertainties are also considered on a probabilistic basis. Analysis techniques include parameter estimating, benefit/cost analysis, compound interest calculations and probabilistic modeling. Applications to actual manufacturing, construction, and software case histories are stressed throughout the course. Three hours lecture per week. Prerequisite/corequisite: College Algebra (MATH 121) or permission of instructor.

**SOET 410  
ENGINEERING TECHNOLOGY  
SENIOR SEMINAR**

*Spring, 3 credit hours*

This seminar course provides a forum in which students will 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/  
PHILOSOPHY/SPEECH**

**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 individual-

ized and self-paced tutorial sessions.

**ENGL 102  
ORAL AND WRITTEN EXPRESSION**

*Fall/Spring, 3 credits*

*GER 10*

This course is intended to help students develop more effective skills in speaking and writing and will serve the needs of students in curriculum areas where such well-developed skills are required. The speech component is meant to make the student aware of the many elements common to both speech and writing and to provide students with an opportunity to present written ideas orally. By the end of the term students will be proficient in the following areas: gathering information (including library research), organizing information, recognizing audience and adapting information to specific audiences, as well as writing, editing, and re-writing techniques. Students will be required to demonstrate proficiency in writing and in speaking before an appropriate audience. This course is an alternate to Expository Writing (ENGL 101); students cannot take both. The course fulfills the college writing requirement. Three hours lecture per week.

**ENGL 202  
CREATIVE NON-FICTION**

*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. Through their study of Creative Non-fiction forms—memoirs, nature writing, lyrical essays, magazine features, webpage content, etc.—students will learn to write essays that are not only persuasive but enjoyable. Each student will design writing situations according to interests and will develop imaginative essays of creative nonfiction. A Liberal Arts Writing Intensive course. 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 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 present. 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 Spiegelman, and Alex Ross. Three

hours 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 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* **GER7**

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. Three 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 lives 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 AUTO/**  
**BIOGRAPHY**

*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 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 examination and 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 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.

**ENGL 291-295, 391-395 OR 491-495**  
**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. Students will learn how to inquire into complex problems using effective methods of inquiry, analysis, and criticism, in order to begin to formulate their own philosophy. 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**

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### **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 fundamental elements of business finance. Discussions will include the concepts of financial analysis, time value of money, security evaluations, risk and return, capital budgeting, and other issues in corporate decision making. Three hours lecture per week. Prerequisites: Introduction to Information Technology (CITA 110), GER Math OR Accounting Principles I (ACCT 101), or permission of instructor.

### **FSMA 312 FINANCIAL MANAGEMENT**

*Fall, 3 credit hours*

This course is a continuation of Introduction to Finance (FSMA 210). Topics on portfo-

lio theory, efficient market theories, and Capital Asset Pricing Model will be further elaborated and applied to make capital budgeting, capital structure, and dividend policy decisions within corporations. Special topics on agency conflicts, mergers and acquisitions, and corporate risk management will also be discussed. Three hours lecture per week. Prerequisite: A minimum grade of C in Introduction to Finance (FSMA 210) is required or permission of instructor.

### **FSMA 315 GLOBAL INVESTMENT**

*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 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 415 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. Prerequisites: Accounting Principles I (ACCT 101), Macroeconomics (ECON 101), Business Law I (BSAD 201), 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. Prerequisite: 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 Financial Service Internship (FSMA 480). Fifteen lecture hours to include: lecture, discussion, internship preparation and review. Prerequisite: senior level status in Financial Services program.

### **FSMA 460 SENIOR PROJECT**

*Fall/Spring, 3-15 credit hours*

This course is an alternative to FSMA 480. 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 financial services management. 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. This course may be repeated for credit up to a maximum of 15 credit hours. 37.5 project hours per credit hour. Prerequisites/Corequisites: Introduction to Culminating Experience (FSMA 429) and senior level status in the Financial Services program or permission of instructor.

**FSMA 480**  
**FINANCIAL SERVICE INTERNSHIP**  
*Fall/Spring, 6-15 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: Orientation to Culminating Experience (FSMA 429) and senior level status in the Financial Services program, 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.

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## GRAPHIC AND MULTIMEDIA DESIGN

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**GMMD 101**  
**INTRODUCTION TO MEDIA STUDIES**  
*Fall/Spring, 3 credit hours* **GER 7**

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 the development of media literacy in both traditional (print, radio, film, television) and emerging (digital and web-based) forms. Three hours lecture per week.

**GMMD 102**  
**INTRODUCTION TO DESIGN**  
*Fall/Spring, 3 credit hours*

Introduction to Design is a studio-based class investigating the tools, materials, and foundational concepts of design. Introduction to Design will present the methodology and critical awareness for problem solving inherent in all design fields. Through the discussion, examination and execution of a variety of design exercises, students will develop their understanding of visual composition and design theory. While the course exercises focus on 2-D graphic design, this broad introduction

to design theory develops the creative problem solving skills integral to all fields of design. Three hours lecture per week.

**GMMD 201**  
**DIGITAL PHOTOGRAPHY**  
*Fall, 3 credit hours* **GER 8**

Students will develop competency in digital image capture, processing, and critical evaluation. Hands-on activities and studio/lab will permit each student to investigate the applications of applied digital and hybrid photography. Through technical studio assignments, critiques, and presentations, students will increase their skills in image printing, camera operation and using computer imaging software. Students will also develop critical awareness of composition and the relationship of digital photography to other media. Three hours lecture per week.

**GMMD 211**  
**FILM ANALYSIS**  
*Fall/Spring, 3 credit hours* **GER 8**

As an introduction to the art of film, this course will present the concepts of film form, film aesthetics, and film style, while remaining attentive to the various ways in which cinema also involves an interaction with audiences and larger social structures. Throughout the course, we will closely examine the construction of a variety of film forms and styles-including the classical Hollywood style, new wave cinemas, experimental films, and contemporary independent and global cinemas. We will pay particular attention to the construction of film images, systems of film editing, film sound, and the various ways in which film systems can be organized (narrative, non-narrative, genres, etc.) There is a required weekly film screening. Three hours lecture per week. Prerequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) or permission of instructor.

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## HEALTH-RELATED COURSES

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**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, 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, 3 credit hours* **GER 3**

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.

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## Course Descriptions: HEALTH-RELATED

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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 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 varies according to schedule. Ten hours of emergency room observation and/or ambulance ride time 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.

### **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. Forty-eight hours lecture, laboratory, testing and practical skills evaluation per semester.

### **HLTH 110 SURVEY OF COMPLEMENTARY MEDICINE**

*Fall, 3 credit hours*

This is an introductory course, which will survey 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; patho-

physiology 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, ambulance ride time, and critical care time are 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.

### **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 violence, medical/legal considerations, medical terminology, EMS communications, general patient assessment, airway & ventilation, pathophysiology of shock, kinetics of trauma, review of expanded primary survey, abdominal trauma, thoracic trauma, extremity trauma, head trauma, pregnancy & trauma, spinal trauma, infection control & the EMT-CC, cardiology, CPR Refresher (must issue AHA/ARC certification card), general pharmacology, burn trauma, respiratory, patient medical history taking, communications skills, cardiovascular anatomy & physiology, cardiovascular assessment, cardiovascular emergencies, endocrine emergencies, central nervous system emergencies, anaphylaxis, poisoning, drug abuse, overdose, ALS treatment, protocol review, NYS EMT-CC Practical Skills Exam, NYS Written EMT-CC Certification Exam.

### **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 writing intensive 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 interrelationship 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 the degree in Health Services Management. The course prepares students for the internship by: securing an appropriate site and establishing learning objectives, describing journal contents and a portfolio, establishing contracts for SUNY approval and appropriate liability insurance documentation.

### HSMB 408

#### INTERNSHIP FOR HEALTH SERVICES MANAGEMENT

*Spring, 3-12 credit hours*

Working in conjunction with a field supervisor, the student performs delegated work within an administrative setting. This is a culminating experience in which the student is expected to integrate concepts gained in previous program course work. The internship will be individualized according to the career interests of the student and the needs of the supervising organization. Internship assignments may include information gathering, analysis, planning, implementation, evaluation, budget and other responsibilities. A minimum grade of "B" is required. Three to twelve weeks at 40-45 hours per week or part-time equivalent. Prerequisite: completion of all program requirements or permission of the program director.

**HSMB 409**  
**SENIOR PROJECT**  
*Spring, 3–9 credit hours*

This course is required for students who opt for 3–9 credits of internship instead of 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 health services management topic that is approved and supervised by the program director. The topic can include a project with a health care organization. Senior project may be repeated with different projects for a maximum of 9.0 credits. The student will be required to submit a written proposal of study for each project. The proposal will be evaluated for content specifics 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. Project hours: 108–324. Prerequisite: completion of all program requirements and permission of the program director.

**HSMB 410**  
**SENIOR SEMINAR**  
*Spring, 3 credit hours*

Senior Seminar serves as a capstone course for HSM program students who are completing their internship. The course, which examines advanced issues and contemporary developments in health services management, utilizes the training students have received in their prior courses and in their internship experiences. A minimum grade of “B” is required. Three hours lecture per week. Prerequisite/Corequisite: Internship for Health Services Management (HSMB 408) or Internship for Veterinary Services Management or permission of the program director.

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## HISTORY

**HIST 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.

**HIST 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 lecture per week. Prerequisites/Corequisites: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102), and Modern U.S. History (HIST 105), or permission of 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 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 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 305**

**HISTORY OF THE VIETNAM WAR**  
*Fall/Spring, 3 credit hours*

This course provides an in-depth examination of the 20<sup>th</sup> century conflict in Vietnam through the lens of American involvement and interaction. Ideological, political, social, and economic contexts will be utilized as the events of the war are analyzed from both American and Vietnamese perspectives. The impact of the Vietnam War on American society, politics, and its Cold War foreign policy and conduct will also be scrutinized. Three hours lecture per week. Prerequisite: Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102); and Modern United States History (HIST 105) or World History (HIST 217); or permission of the 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.

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**LAW ENFORCEMENT**

**LELM 317**

**POLICE TACTICAL SEMINAR**

*Fall/Spring, 3 credit hours*

This course is designed to assist students in analyzing the methods and techniques recognized by law enforcement professionals as necessary to a career in criminal justice. Students will learn mental and physical techniques needed to handle dangerous and stressful police situations in a legal, positive manner. Two hours lecture, two hours laboratory per week. Prerequisite: Introduction to Criminal Justice (JUST 101) and junior level status or permission of instructor.

**LELM 430**

**LAW ENFORCEMENT LEADERSHIP AND MANAGEMENT INTERNSHIP PROGRAM**

*Fall/Spring, 3-15 credit hours*

With consent of the program director, this course is a monitored placement in the law enforcement management support field subject to academic guidance and review. 600 internship activity hours. Prerequisites/corequisites: all upper-level justice courses relative to the LELM degree program.

**LELM 435**

**SENIOR PROJECT**

*Fall, 3-15 credit hours*

Students will complete a senior research project specifically addressing issues in the law enforcement arena. Under the guidance of a faculty mentor, the student will submit a research proposal, conduct research, prepare a thesis style report, and present an oral defense to a thesis committee. 120 to 600 project hours. There will be a minimum of 40 project hours per one credit hour. Prerequisites/corequisites: completion of all LELM core classes.

**LELM 449**

**CURRENT ISSUES IN LAW ENFORCEMENT**

*Fall Semester, 3 credit hours*

This course identifies current and emerging issues that may have an impact on a police manager. Students will integrate concepts such as, ethical conduct, morality, violations of civil liberties, political correctness and corruption in law enforcement. Current U.S. Supreme Court decision and opinions, federal and state mandates affecting agency policies and procedures, and community activism and involvement will be used to help students evaluate their decisions. Prerequisites/Corequisites: Introduction to Criminal Justice (JUST 101) and junior status or permission of instructor.

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**LEGAL STUDIES**

**LEST 101**

**THE AMERICAN LEGAL SYSTEM**

*Fall/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*

Instruction covers 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 Communications (BSAD 200), 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 429**

**ORIENTATION TO CULMINATING EXPERIENCE IN LEGAL STUDIES**

*Fall/Spring, 1 credit hour*

This course is intended as the precursor to the senior culminating experience in the Legal Studies (LEST) 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 Legal Studies Internship (LEST 480). Prerequisite: senior level status in the Legal Studies program or permission of instructor.

**LEST 449**

**ADVANCED LEGAL WRITING**

*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. Prerequisite: Legal Writing

(LEST 330) or permission of instructor.

### LEST 480 LEGAL STUDIES INTERNSHIP *Fall/Spring, 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 level status in Legal Studies and all required courses must be completed before participating in the Internship. Students need permission of the program director or dean.

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## 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 200 CADD/CAM *Spring, 3 credit hours*

Students will study and use the tools associated with manufacturing and automation. They will learn the use of commercially accepted CAD/CAM software to generate computerized models and CNC programs. Touch probes will be used to demonstrate the principles of reverse engineering. Students will learn and practice many major elements associated with manufacturing a product using computer control. Using a team approach, students will design a product, develop the process plan, generate a CNC program and manufacture the product. One hour lecture, four hours laboratory per week. Prerequisites/Corequisite: College Algebra (MATH 121), General Physics I (PHYS 101), Computer Drafting (MECH 111), Manufacturing Processes I (MECH 121), Introduction to Computer Numerical Control (MECH 223), or permission of instructor.

### MFGT 220 INSTRUMENTATION AND CONTROLS *Fall, 3 credit hours*

A course designed to focus on instrumentation and process control used 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 Technol-

ogy 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.

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## 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 high school equivalent, 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 mark down, types of annuities, problem solving, consumer credit, and depreciation. Three hours lecture per week. Not 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

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## Course Descriptions: MATHEMATICS

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for students in liberal arts. Three hours of lecture per week. Prerequisite: 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. 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. 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 Basic 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 a fourth 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 lecture per week. Prerequisites/Corequisite: 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 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 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* *GER 1*

This course is the first of a three-semester sequence of Calculus courses developed for students in Engineering Science who expect to transfer to a 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 extrema problems; other applications of differentiation, numerical methods, and anti differentiation. 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 75 or better, Course III with a fourth year of high school mathematics or permission of instructor.

### 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; series; parametric equations and

polar coordinates. 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 differential equations, operator notation, higher-order differential equations with constant and variable coefficients, applications of first and second order linear equations, Laplace transforms, systems of linear differential equations, and numerical methods for ordinary differential equations (optional). 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.

## **MECHANICAL**

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### **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, 2 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 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 manufacturing 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.

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## 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. Final grade of "C" or better is required to continue in or graduate from Mortuary Science.

### **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. Final grade of "C" or better is required to continue in or graduate from Mortuary Science.

### **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, 4 credit hours*

This writing intensive 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 arrang-

ing 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 406 BEREAVEMENT COUNSELING**

*Spring, 3 credit hours*

Building upon the rudimentary counseling skills developed in MORT 227 this course addresses deeper and more varied emotional problems stemming from loss. Utilization of theories of grief from several authorities and applying a range of counseling techniques to individual situations makes this a useful approach to delivery of human services. Anticipatory grief, hospice, disenfranchised loss, child death, suicide, homicide, absent grief, and extended grief are major topics. Application of the skills developed is limited to the funeral home setting. The student will observe and describe the progress of a person who has suffered a recent loss as an original research project. Three hours lecture per week. Prerequisite: Human Response to Death (MORT 227) 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. Writing Intensive.

### **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 su-

pervisor 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: Motorsport 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 in both maternal/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" of 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 *Fall/Spring, 9 credits*

This 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 *Fall/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 lecture, three hours lab, and nine hours 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 *Fall/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.**

### **SSCI 370/NURS 370 RESEARCH METHODS IN THE SOCIAL AND HEALTH SCIENCES** *Fall/Spring, 3 credit hours*

This course provides an intense comprehensive study of the scientific research process utilized in the social and health sciences. Students will be trained to be critical consumers of published research and will be expected to complete a research project. Topics that will be covered include the underlying theory of research; critically evaluating research; measurement; sampling techniques, establishing causation, surveys, qualitative approaches, field research, and data management and presentation. Three hours lecture per week. Prerequisite: Introduction to Psychology (PSYC 101) or Introduction to Sociology (SOCL 101) or Introduction to the Science and Technology of Behavior (SSCI 245) or Principles of Macroeconomics (ECON 101) or Principles of Microeconomics (ECON 103) or permission of instructor. Statistics (MATH 141) or equivalent coursework is a Prerequisite/Corequisite. Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) are prerequisites for this writing intensive course. Additionally, students must have at least junior level status or permission of instructor.

## **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 will 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 therapist 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 OCCUPATIONAL 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. Prerequisites: Proof of keyboarding proficiency (at least 30 wpm with 5 or fewer errors on 3-minute timing) and Introduction to Word Processing

(CITA 106) or Introduction to Information Processing (CITA 110) or equivalent at the discretion of the instructor.

### **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 laboratory per week. Prerequisite: 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 (BSAD 200), 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 students to indexing conditions and procedures using the Current Procedural Terminology.

Students will learn to code from actual medical records and be introduced to the current prospective payment system(s). HCPCS (Healthcare Common Procedures Coding Systems) coding assignments, LMRP's (Local Medical Review Policies), CMS (Centers for Medicare/Medicaid Services), and APC (All Payers Classification) assignments will also be included. Three hours lecture per week. Prerequisites: Intro. to Medical Science with Terminology (HLTH 100) or Medical Terminology of Disease (HLTH 200), or permission of instructor.

### **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, 9<sup>th</sup> 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 Sci. w/Terminology (HLTH 100), Business Communications (BSAD 200), Office Applications I (Otec 207), or permission of instructor.

### **Otec 216 MEDICAL OFFICE ADMINISTRATION**

*F/S, 3 credit hours*

The course encompasses the administration and financial responsibilities in the medical office. Through simulations and a patient accounting software program, students will have hands-on experience with patient records, financial records, scheduling appointments, professional activities, records management, and health insurance. Three hours lecture per week. Prerequisites: Introduction to Word Processing (CITA 106) or Introduction to Information Technology (CITA 110), and Introduction to Medical Science with Termi-

nology (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 (BSAD 200) and Office Applications I (Otec 207), or permission of instructor.

### **Otec 222 OFFICE TECHNOLOGY INTERNSHIP**

*F/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.

### **Otec 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.

## **PHYSICAL EDUCATION**

### **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 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 life-style. 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.

## **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

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## Course Descriptions: PHYSICAL THERAPY

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modalities are studied and applied. The PTA student begins learning patient data collection including standard vital signs and anthropometric measurements, describes the safety status and progression of patients while engaged in gait, locomotion, balance, wheelchair management and mobility and recognizes functional status. Two hours lecture, three hours laboratory per week. Prerequisite: acceptance into the PTA curriculum. PHTA majors only.

### **PHTA 102 KINESIOLOGY**

*Spring, 4 credit hours*

Study and application of human motion is covered beginning with general anatomic terminology and concepts, types and laws of motion, bone, joint and muscle structure and function. Origins, insertions, actions and innervations of extremity and trunk musculature and palpable surfaces of same are discussed. Functional movement analysis and assessment of posture is stressed. Three hours lecture, three hours laboratory per week in the second semester of the physical therapist assistant curriculum. Prerequisites: All first semester coursework in the PTA curriculum or permission of instructor. 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 care giver 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. A 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. Cardiopulmonary 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 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 neuromuscular 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 physical 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.

### **PHTA 209 CLINICAL III**

*Spring, 8 credit hours*

This clinical practicum correlates with content taught in courses PHTA 100 through PHTA 207. The student is assigned to a physical therapy clinical site where they will work under the direct supervision of a licensed physical 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 as well as expand their practical knowledge learned in prior clinical courses I and II. This course is writing intensive such that the student will have assigned papers, research projects and case studies to complete during their clinical experience utilizing computer technology. Students will submit drafts of writing assignments and will receive ongoing feedback utilizing asynchronous learning media. This experience will begin in mid fourth semester and will last eight full time weeks. Prerequisites: Successful completion of first three semesters of PTA curriculum and Clinical II (PHTA 207) or permission of instructor. For PHTA majors only.

### **PHTA 210 SENIOR SEMINAR**

*Spring, 2 credit hours*

This course is designed to provide for the transition from the student role to the graduate role. Web-based review of national exam mate-

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## Course Descriptions: PHYSICAL THERAPY, PHYSICS

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rial will occur throughout the fourth semester of the PTA curriculum. Once back on campus students will participate in transitional preparation by performing licensing and interviewing procedures and sit for a mock national exam. Guest lecturers will present students with information on specialty areas in physical therapy to complete their academic experience. A student/director conference is required for each student prior to graduation. Twelve hours lecture, three hours laboratory per week for one week, and one hour online per week for 15 weeks. Prerequisites: First three semesters PTA curriculum, Clinical II (PHTA 207) and Clinical III (PHTA 209) or permission of instructor. PHTA majors only.

### PHYSICS

#### PHYS 111 MECHANICS 1

*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, centripetal force and flywheels, section modules and area, stresses and deflection. Three hours lecture per week. Prerequisite: Mechanics 1 (PHYS 111) or permission of instructor.

#### PHYS 115 BASIC PHYSICS

*Fall/Spring, 4 credit hours*

Topical coverage includes systems of units, scientific method, scientific mathematics (including basic trigonometric functions), vectors, friction, forces and translational equilibrium, torques and rotational equilibrium, uniformly accelerated motion, Newton's Laws, work, energy, power. Emphasis is on development of laboratory and problem-solving skills including description, organization, analysis, summarization, and criticism in accordance with the scientific method. Four hours lecture per week. Prerequisites: An understanding of

elementary algebra and the trigonometry of a right triangle is highly desirable. No science background is assumed.

#### PHYS 121 COLLEGE PHYSICS I

*Fall/Spring, 3 credit hours*

This is an introductory college physics course which uses algebra and trigonometry in developing some of the fundamental concepts of classical physics. Topics covered are units of measurement, vectors, velocity, acceleration, force, Newton's Laws of Motion, gravity, momentum, work, energy, power, circular motion, rotational motion and thermodynamics. Usually taken concurrently with Physics Lab I (PHYS 125). Three to four hours lecture per week. Prerequisites: 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. Corequisite: College Algebra (MATH 121).

#### PHYS 122 COLLEGE PHYSICS II

*Spring, 3 credit hours*

This is the second semester of an introductory college physics course which uses algebra and trigonometry in developing some of the fundamental concepts of classical physics. Topics covered are properties of solids and fluids, temperature, heat, laws of thermodynamics, electric forces and fields, electrical energy, capacitance and resistance, direct current circuits, reflection and refraction of light, wave optics. Usually taken concurrently with Physics Lab II (PHYS 126). Three to four hours of lecture per week. Prerequisites: College Physics I (PHYS 121) or permission of instructor.

#### PHYS 125 PHYSICS LAB I

*Fall/Spring, 1 credit hour*

Physics Laboratory I is a laboratory course to accompany College Physics I (PHYS 121) or University Physics I (PHYS 131). Students in these two courses will have common laboratory experiments concerning translational mechanics, rotational mechanics and graphical analysis. This course is designated as writing intensive. Two hours laboratory per week. Prerequisite/corequisite: College Physics I (PHYS 121) or University Physics I (PHYS 131) or permission of instructor.

#### PHYS 126 PHYSICS LAB II

*Spring, 1 credit hour*

This is a laboratory course to accompany College Physics II (PHYS 122) or University Physics II (PHYS 132). Experiments examine

electricity, DC circuits, AC circuits and optics. This course is designated as writing intensive. Two hours laboratory per week. Prerequisite/corequisite: College Physics II (PHYS 122) or University Physics II (PHYS 132) or permission of instructor.

#### PHYS 127 PHYSICS LAB III

*Fall, 1 credit hour*

This laboratory course is to accompany University Physics III (PHYS 133). The student will perform experiments related to collisions, properties of materials, rotational motion and thermal physics. This course is designated as writing intensive. Two hours laboratory per week. Prerequisite/corequisite: University Physics III (PHYS 133) or permission of instructor.

#### PHYS 131 UNIVERSITY PHYSICS I

*Fall/Spring, 3 credit hours*

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, and conservation of energy and linear momentum. Usually taken concurrently with Physics Lab I (PHYS 125). Three to four hours of lecture per week. Prerequisites: Same as for enrollment in Calculus I (MATH 161). Prior exposure to physics recommended. In some unusual situations, permission of instructor may be given. Corequisite: Calculus I (MATH 161) or permission of instructor.

#### PHYS 132 UNIVERSITY PHYSICS II

*Spring, 3 credit hours*

This calculus based course covers topics in the area of electricity, magnetism and optics. Topics include electric fields, electric potential, conductivity, capacitance, magnetic fields, inductance, AC and DC circuits, EM waves, geometric optics and physical optics. Usually taken concurrently with Physics Lab II (PHYS 126). Three hours lecture per week. Prerequisites: University Physics I (PHYS 131) and Calculus I (MATH 161); corequisite: Calculus II (MATH 162); or permission of instructor.

#### PHYS 133 UNIVERSITY PHYSICS III

*Fall, 3 credit hours*

This is the third semester of an introductory college physics course which uses basic calculus in developing some of the fundamental concepts of classical physics. Topics covered are rotation of rigid objects, static equilibrium

of extended bodies, simple harmonic motion, gravitation, fluid mechanics, the laws of thermodynamics and kinetic theory of gases. Usually taken concurrently with Physics Lab III (PHYS 127). Three to four hours of lecture per week. Prerequisites: University Physics I (PHYS 131) and Calculus I (MATH 161); Corequisite: Calculus II (MATH 162) 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 II (PHYS 132) 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**

**POLS 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.

**POLS 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.

**POLS 120**  
**COMPARATIVE POLITICS AND GOVERNMENT**  
*Spring, 3 credit hours*

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.

**POLS 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 (POLS 101).

**PSYCHOLOGY**

**PSYC 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.

**PSYC 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.

**PSYC 220**  
**CHILD DEVELOPMENT**  
*Fall/Spring, 3 credit hours*

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 cogni-

tion, 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.

**PSYC 225**  
**HUMAN DEVELOPMENT**  
*Fall/Spring, 3 credit hours*

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.

**PSYC 275**  
**ABNORMAL PSYCHOLOGY**  
*Fall/Spring, 3 credit hours*

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 understanding 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 340**  
**SOCIAL PSYCHOLOGY**  
*Fall/Spring or online, 3 credit hours*

An introduction to the scientific study of how thoughts, feelings, and behaviors are influenced by other people. The course encompasses fundamental principles and theories including attitude formation and change, persuasion, perceptions of the self and other people, conformity, group dynamics, romantic and close relationships, prejudice, aggression, and helping behaviors. Application of theories to real-world settings will be emphasized, the role of culture will be incorporated into the course,

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## Course Descriptions: PSYCHOLOGY, SCIENCE ELECTIVES

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and historical as well as current trends in the field will be discussed. Three hours lecture per week. Prerequisites: Introduction to Psychology (PSYC 101) or Introduction to Sociology (SOCI 101) or Introduction to the Science and Technology of Behavior (SSCI 245), junior level status, 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*

### STELLAR 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 structure, dynamics and history of the earth using interactive WWW materials through top-class software. Topics include: the earth as a member of the solar system, interaction with other members of the solar system, structure of the atmosphere, meteorology, geology, glaciers, deserts, seashores and ocean dynamics. Three hours lecture per week.

### 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 behaviorologically-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 223**

**CHINESE CULTURAL EXPERIENCE**

*Summer, 3 credit hours*

Students will spend three weeks traveling to sites of cultural and historical interest in China (Xi'an and Beijing) and meeting with students and faculty at Chinese universities as well as local populations. They will learn about language, literature, fine arts, and ancient and modern historical trends and events. All instruction will be given in English. Students will also produce several writings about their experiences, including an introductory essay which will discuss their preconceptions about China, journals which record specific experiences and impressions, and a final essay in which they will synthesize their preconceptions with their experiences, discuss information they have assimilated, and explain how their views have changed as a result of the experience. Students will spend approximately one week in and around Beijing and approximately two weeks in and around Xi'an. Thirty-six hours lecture, thirty-two hours laboratory (lecture and tours) plus individual cultural interaction. Prerequisite: Introduction to Chinese History and Culture (SSCI 221) or permission of instructor.

**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 sustainability 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 (SOC 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 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 Correctional Philosophy (JUST 105), or permission of instructor.

**SSCI 370/NURS 370**  
**RESEARCH METHODS IN THE**  
**SOCIAL AND HEALTH SCIENCES**

*Fall/Spring or online, 3 credit hours*

This course provides an intense comprehensive study of the scientific research process utilized in the social and health sciences. Students will be trained to be critical consumers of published research and will be expected to complete a research project. Topics that will be covered include the underlying theory of research;

critically evaluating research; measurement; sampling techniques, establishing causation, surveys, qualitative approaches, field research, and data management and presentation. Three hours lecture per week. Prerequisite: Introduction to Psychology (PSYC 101) or Introduction to Sociology (SOC 101) or Introduction to the Science and Technology of Behavior (SSCI 245) or Principles of Macroeconomics (ECON 101) or Principles of Microeconomics (ECON 103) or permission of instructor. Statistics (MATH 141) or equivalent coursework is a Prerequisite/Corequisite. Expository Writing (ENGL 101) or Oral and Written Expression (ENGL 102) are prerequisites for this writing intensive course. Additionally, students must have at least junior level status 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**  
**BEHAVIOR 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 Management 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 behaviorological 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.

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**SOCIOLOGY**

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**SOCI 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.

**SOCI 105**

**AMERICAN SOCIAL PROBLEMS**

*Fall/Spring, 3 credit hours*

*GER 3*

A sociological perspective on the origin, nature, impact and policies which address contemporary problems. Emphasis will be placed on institutional/macro sociological analysis interrelationships, and the global context of American problems. Three hours lecture per week.

**SOCI 205**

**SOCIAL DEVIANCE AND CONTROL**

*Fall/Spring, 3 credit hours*

Social deviance is the study of actions, attitudes and attributes which are devalued 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.

**SOCI 210**

**SOCIOLOGY OF THE FAMILY**

*Fall, 3 credit hours*

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.

**SOCI 250**

**SOCIOLOGY OF THE MASS MEDIA**

*Fall/Spring, 3 Credit hours*

The course will begin by exploring the component and the basic concepts of mass media. Special emphasis is on the 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.

**SOCI 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.

**SOCI 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) and junior level status with a GPA 2.00, or permission of instructor.

**SOCI 313**

**WOMEN AND AGING**

*Fall/Spring, 3 credit hours*

This course provides an extensive exploration of the impact of aging on women. Topics include the social construction of older women; historical and theoretical perspectives on midlife and older women; relationships with family and friends; racial, ethnic, and demo-

graphic issues; spirituality; economic issues; and living arrangements and care giving. Three hours lecture per week. Prerequisite: Introduction to Sociology (SOCI 101). Additionally, students must have at least junior level status or permission of instructor.

**SOCI 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.

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## SPANISH

**SPAN 101  
CONTEMPORARY SPANISH I  
Fall/Spring, 3 credit hours** *GER 3*

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 I (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.

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## TECHNOLOGY MANAGEMENT: FACILITIES OPERATION

**TMMA 310  
ENERGY MANAGEMENT  
Fall/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: Basic Calculus (MATH 122), General Physics II (PHYS 102) or permission of instructor.

**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 409  
FACILITIES OPERATION SENIOR  
PROJECT  
Spring, 3-9 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 specifics 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 (TMMA 480) 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.

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## 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, physical and mental health benefits of animals, 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 the Veterinary Technology profession and fundamental animal care nursing skills. Students learn how to properly restrain cats and dogs, administer parenteral injections on models, take a patient history, complete medical re-

cords, conduct a physical examination, and perform clinical procedures related to primary patient care. Students also learn to identify cat and dog breeds and surgical instruments. 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.

### **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 I**

*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 and cats, and will recognize, handle, and discuss husbandry of birds, small mammals, and selected exotic species. Students will discuss instrumentation and restraint techniques for horses and livestock. Students will perform nursing procedures including diagnostic techniques, wound care and management, more advanced therapeutic procedures and injection techniques. Management and communication skills as well as client education will be further developed. One hour lecture, two hours laboratory per week. Prerequisite: Fundamental Veterinary Nursing Skills I (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 Veterinary Clinical Pathology I (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 zoonotic 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. Prerequisites: Fundamental Veterinary Nursing Skills I (VSCT 101), Veterinary Clinical Pathology I (VSCT 112), and Fundamental Veterinary Nursing Skills II (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. Prerequisites: Fundamental Veteri-

nary Nursing Skills I (VSCT 101), Veterinary Clinical Pathology I (VSCT 112), and Fundamental Veterinary Nursing Skills II (VSCT 115), or permission of instructor.

### **VSCT 205 RADIOGRAPHIC 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. Prerequisites: Fundamental Veterinary Nursing Skills I (VSCT 101), Animal Anatomy and Physiology (VSCT 114), and Fundamental Veterinary Nursing Skills II (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 medicate 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. Prerequisites: Fundamental Veterinary Nursing Skills I (VSCT 101), Veterinary Clinical Pathology I (VSCT 112), and Fundamental Veterinary Nursing Skills II (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. Prerequisites: Microbiology (BIOL 209), Veterinary Clinical Pathology I (VSCT 112) and Veterinary Clinical Pathology II (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 procedures, record keeping, and aseptic technique in a laboratory or veterinary hospital are presented in simulated working conditions. This course is only open to fourth semester Veterinary Science Technology students who have successfully completed all prior Veterinary Science courses. Students must successfully complete this writing intensive class to comply with the residency requirement. Six hours laboratory per week.

### **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 primary 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 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 Resource Management, Veterinary Law, Veterinary Hospital Revenue and Financial Control, Management of Veterinary Medical Records and Inventory Control. Three hours lecture per week. Prerequisite: Junior level status and 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*

This course is a continuation of Veterinary Hospital Management I (VSCT 301). The 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 shelters will be considered. Prerequisite: Veterinary Hospital Management I (VSCT 301) or permission of instructor.

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## Course Descriptions: VETERINARY WOMEN'S STUDIES

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### VSCT 308 VETERINARY SERVICES MANAGEMENT INTERNSHIP ORIENTATION

*Spring, 1 credit hour*

This course prepares students for the Internship for Veterinary Services Management, helps each student secure an appropriate internship location and establishes a contract between SUNY Canton, the internship site, and the student. One hour lecture per week. 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 writing intensive course will allow the student to explore legal, ethical, and ecological issues as they pertain to veterinary medicine and animal industries. 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/recitation per week. Corequisites: Veterinary Hospital Management II (VSCT 302) and Veterinary Services Management Internship Orientation (VSCT 308), or permission of instructor.

### VSCT 408 INTERNSHIP FOR VETERINARY SERVICES MANAGEMENT

*Spring, 12 credit hours*

This course is intended to be a culminating experience for the student, building upon and reinforcing material of previous course work. Working in conjunction with a field supervisor, the student will perform delegated duties associated with that of a veterinary hospital manager or administrator. The internship will be individualized according to the career interests of the student and the needs of the supervising organization. Internship assignments may include information gathering, analysis, planning, implementation, evaluation, and other responsibilities. The student must complete 40 hours of internship experience to receive one credit hour of course work (for a minimum of 12 credits). Prerequisite: completion of other program requirements or permission of the Program Director or Dean. Corequisite: Senior Seminar (HSMB 410).

## WOMEN'S STUDIES

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### 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.

### WMST 401 CAPSTONE PROJECT IN WOMEN'S STUDIES

*Fall/Spring, 3 credit hours*

In this course, students will complete a senior research paper in the field of Women's Studies. With the guidance of the Women's Studies Coordinator and a committee of three faculty, students will accomplish numerous research components including, but not limited to, a research proposal, a literature review, rough draft, and final product. Three hours lecture per week. Prerequisites: Introduction to Women's Studies (WMST 201) and twelve credit hours earned toward Women's Studies Minor or permission of instructor.





# The State University of New York

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 Columbia-Greene Community College at Hudson  
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 Dutchess Community College at Poughkeepsie  
 Erie Community College at Williamsville, Buffalo and Orchard Park  
 Fashion Institute of Technology at New York City  
 Finger Lakes Community College at Canandaigua  
 Fulton-Montgomery Community College at Johnstown  
 Genesee Community College at Batavia  
 Herkimer Community College at Herkimer  
 Hudson Valley Community College at Troy  
 Jamestown Community College at Jamestown  
 Jefferson Community College at Watertown  
 Mohawk Valley Community College at Utica  
 Monroe Community College at Rochester  
 Nassau Community College at Garden City  
 Niagara Community College at Sanborn  
 North Country Community College at Saranac Lake  
 Onondaga Community College at Syracuse  
 Orange County Community College at Middletown  
 Rockland County Community College at Suffern  
 Schenectady County Community College at Schenectady  
 Suffolk County Community College at Selden, Riverhead and Brentwood  
 Sullivan County Community College at Loch Sheldrake  
 Tompkins Cortland Community College at Dryden  
 Ulster County Community College at Stone Ridge  
 Westchester Community College at Valhalla



## ABOUT SUNY

The State University of New York's 64 geographically-dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education.

- The State University of New York's 64 campuses are divided into four categories, based on educational mission, the kinds of academic opportunities available, and degrees offered.
- The State University offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees and post-doctoral studies. The University offers access to almost every field of academic or professional study somewhere within the system—some 6,688 degree and certificate programs overall.
- With a total enrollment of more than 413,000, students are pursuing traditional study in classrooms and laboratories or

are working at home, at their own pace, through such innovative institutions as the SUNY Learning Network and Empire State College.

- The State University's students are predominantly New York State residents, representing every one of the state's 62 counties. State University of New York students also come from every other state in the United States, from four U.S. territories or possessions, and 171 foreign countries.
- The State University enrolls 40 percent of all New York State high school graduates, and; its total enrollment of 413,000 (full-time and part-time) is approximately 37 percent of the state's entire higher education student population.
- SUNY students represent the society that surrounds them. In Fall 2003, 18.6 percent of all students were minorities. In Fall 2003, full-time minority faculty members made up more than 12 percent of all full-time SUNY faculty.
- As of Fall 2003, the University numbers

2.2 million graduates on its rolls. The majority of the University's alumni reside and pursue careers in communities across New York State, contributing to the economic and social vitality of its people.

- SUNY is committed to bringing its students the very best and brightest scholars, scientists, artists and professionals. State University campuses boast nationally and internationally-recognized figures in all the major disciplines. Their efforts are regularly recognized in numerous prestigious awards and honors.

### *THE BOARD OF TRUSTEES*

The Board of Trustees is the governing body of the State University of New York. It consists of sixteen members, fifteen of whom are appointed by the Governor, by and with consent of the New York State Senate. The President of the Student Assembly serves as Student Trustee.

Among the authorities of the Board of Trustees is the power to:

- Appoint its own officers, the Chancellor, and System Administration senior staff.
- Appoint the President of each state-operated institution, and approve the appointment of statutory and community college presidents by their respective boards.
- Grant all degrees, diplomas and certificates for the completion of studies at any state-operated campus, including honorary degrees.
- Regulate the admission of students, and prescribe qualifications for their continued attendance.
- Regulate tuition, fees and charges, curricula and all other matters pertaining to the operation and administration of each state-operated campus.
- Establish new campuses.

For additional information about the State University of New York, visit [www.suny.edu](http://www.suny.edu).



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BERNARD C. REGAN '65,  
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MARILYN D. SCOZZAFAVA,  
Gouverneur

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ROSELLA T. VALENTINE '68,  
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GRACE VESPER '88, Lisbon

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Morristown

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GLENN E. WRIGHT, Fulton

# Consumer Complaint Procedure

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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(j) 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 pro-

cess. 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 transcribed. 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 earned 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.

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## Glossary

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### 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 earned 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 earned 91+ credit hours, all of which must be part of a degree program offered by the College.

### SOPHOMORE

A student who has earned 31 - 60 credit hours, all of which must be a 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 for 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

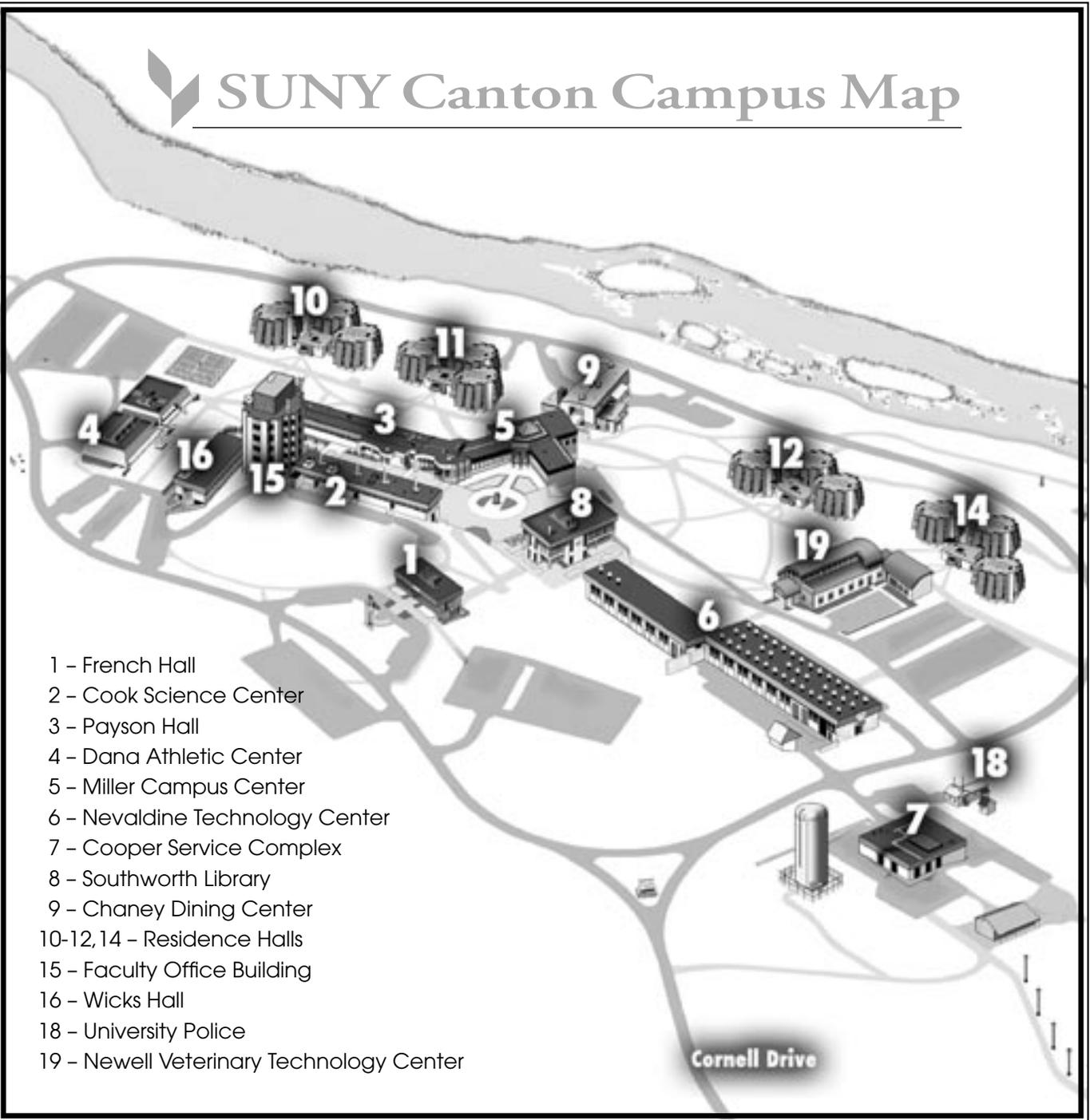
Official notification to the College that a student will not complete the semester. A form obtained at the Registrar's Office must be completed. Grades of "W" are recorded for all courses in progress at the time of the withdrawal.

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# SUNY Canton Campus Map



*The State University of New York at Canton is a public institution with a long-standing commitment to equal opportunity for all. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Executive Order #28, Rehabilitation Act of 1973 Section 504, and the Americans with Disabilities Act of 1990, SUNY Canton does not discriminate on the basis of color, race, religion, sex, national origin, age, veteran's status, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs. Persons inquiring about Section 504 of the Rehabilitation Act of 1973 should contact the following: for student centered concerns-Veigh Lee, Coordinator 315-386-7392; for other than student concerns 315-386-7122. Persons inquiring about Title IX of the Educational Amendment of 1972 should contact-Elizabeth Connolly, Coordinator 315-386-7013.*