### TELEPHONE DIRECTORY

**SUNY Schenectady**

78 Washington Avenue
Schenectady, NY 12305-2215
www.sunysccc.edu

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>General Information</td>
<td>518-381-1200</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>518-381-1277</td>
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<tr>
<td>Academic Affairs</td>
<td>518-381-1382</td>
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<td>Academic Computing</td>
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</tr>
<tr>
<td>ADA Transition Services</td>
<td>518-381-1344</td>
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<td>Administrative Services</td>
<td>518-381-1210</td>
</tr>
<tr>
<td>Admissions</td>
<td>518-381-1366</td>
</tr>
<tr>
<td>Athletics</td>
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<tr>
<td>Bookstore (College Store)</td>
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</tr>
<tr>
<td>Business, Criminal Justice and Law</td>
<td>518-381-1386</td>
</tr>
<tr>
<td>Business Office, Student Accounts</td>
<td>518-381-1346</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>518-381-1330</td>
</tr>
<tr>
<td>Career Services</td>
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</tr>
<tr>
<td>Casola Dining Room</td>
<td>518-381-1391</td>
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<tr>
<td>College Store, (Bookstore)</td>
<td>518-377-1606</td>
</tr>
<tr>
<td>CLEP Information</td>
<td>518-381-1293</td>
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<td>Computer Help Desk</td>
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<td>Computer Lab</td>
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<tr>
<td>Daycare Center, YWCA</td>
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<tr>
<td>Educational Opportunity Program</td>
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<td>Faculty Student Association</td>
<td>518-381-1281</td>
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<td>Financial Aid</td>
<td>518-381-1468</td>
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<td>Foundation, Alumni</td>
<td>518-381-1324</td>
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<tr>
<td>Hotel, Culinary Arts and Tourism</td>
<td>518-381-1361</td>
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<td>Music</td>
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<td>Public Relations</td>
<td>518-381-1250</td>
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<td>Registration and Records</td>
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<td>Security and Parking Information</td>
<td>518-381-1308/1309</td>
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<td>Student Activities</td>
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<tr>
<td>Student Affairs</td>
<td>518-381-1344/1365</td>
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<tr>
<td>Success Center</td>
<td>518-836-2840</td>
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<td>SUNY College Career Counseling Center</td>
<td>518-631-2257</td>
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<td>SUNY Schenectady Montessori Preschool</td>
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<td>TRIO Program</td>
<td>518-381-1465</td>
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<td>Veterans Affairs</td>
<td>518-381-1185</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>518-595-1101</td>
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</tbody>
</table>

Be sure to visit the College’s website at www.sunysccc.edu for the latest information on programs, courses, and schedules.
How to Use this Catalog

This publication is a guide for students about the programs, courses, services, policies and procedures at SUNY Schenectady.

If you are considering applying to SUNY Schenectady, you will need to read about admissions requirements and financial aid as well as the instructions for applying to the College. You will also want to review the program and course information to learn about the offerings at the College. You may refer to these sections as you apply for admission, meet with your academic advisor and make decisions about your program and course selections.

As a SUNY Schenectady student, you are responsible for knowing and complying with College policies. Refer to this Catalog as a reference for College policies and procedures, to learn how to drop a course, transfer to a four-year institution, or apply for graduation or readmission, for example.

Finally, we recommend you read the sections about services, student activities, clubs and athletics that will tell you how to get the most out of your college education. We encourage you to learn more about SUNY Schenectady by contacting the Office of Admissions directly for more information at (518) 381-1366.
Student Consumer Information. The dissemination of general information regarding academic and financial aid programs as required under Title I of the Education Amendment of 1976, Public Law 94-482, is provided for in the appropriate sections of this Catalog. Also, information is available at www.sunysccc.edu/About-Us/Consumer-Information.

Information about credit and non-credit day and evening courses, along with registration information, is available on the College’s website, www.sunysccc.edu.

Prospective and enrolled students who wish more specific data regarding academic and placement information may contact the Admissions Office, (518) 381-1366, or Student Affairs, (518) 381-1344. Detailed information regarding financial aid is available from the Financial Aid Office at (518) 381-1352 or 381-1354. Information is also available on the College’s website at www.sunysccc.edu.

Student Obligations. All SUNY Schenectady students have the responsibility for being fully aware of College policies and regulations affecting students.

Upon acceptance and/or registration, each student becomes a member of the academic community at SUNY Schenectady. Participation in this community is dependent upon the student's understanding of rights, privileges, and responsibilities. It is understood that each student accepts the obligations of this relationship.

In addition to this Catalog, students should consult the SUNY Schenectady Student Handbook for complete documentation of the Student Code of Conduct, discrimination complaint procedures, and policies and regulations that relate to students. This document makes reference to current policies and practices of the College. The Handbook is available online at sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Handbook. Students are responsible for familiarity with and observance of the Code of Conduct. The Student Code of Conduct is found in its entirety on the SUNY Schenectady website: www.sunysccc.edu/Portals/1/PDF/AboutSCCC/PoliciesandProcedures/Student/3.1-StudentCodeOfConduct.pdf.

Commitment to Cultural Diversity. SUNY Schenectady seeks to achieve a culturally diverse environment where the contributions of all individuals are recognized and valued. It is our goal to work toward achieving an appreciation for cultures and contemporary issues related to the inclusion of multicultural experiences. The College continues to strengthen avenues for better understanding and appreciation of individual differences.

SUNY Schenectady affirms that bias-related incidents related to race, creed, gender, national origin, age, disability, sexual orientation, veteran status, or marital status will not be tolerated on campus. Every effort is made to provide opportunities for prevention and awareness programs to the College community that foster a climate inclusive of all people and to minimize bias-related incidents.

The College’s Affirmative Action Officer and its Title IX Coordinator can answer questions or concerns related to cultural diversity, affirmative action and sexual discrimination. The office locations and telephone numbers of the Affirmative Action Officer and Title IX Coordinator may be found on page 5 and in the Compliance Officer’s section of the College Administration, Faculty and Staff listing in this Catalog.

Organization and Support. The College receives operating funds from three primary sources: student tuition and fees, the county in which the student resides and the State of New York.

The College is governed by a 10-member Board of Trustees. Five are appointed by the Schenectady County Legislature and four by the Governor of New York. One trustee is elected by the student body each year.
Note:

The College reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication. This Catalog is not intended as a listing of course offerings, but rather as a reference document containing approved curricula, programs and courses that may be offered. Updated information can be found on the College's website at www.sunysccc.edu.

The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment and to change times and/or instructor assignments. Students who matriculated prior to Fall 2019 should refer to the Catalog of the year in which they enrolled for program requirements.

SUNY Schenectady does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, veteran status, gender or gender identity, disability, or age in admissions, employment, programs and activities.

The following person has been designated to respond to reports and inquiries regarding sex, gender or gender related non-discrimination policies:

Theresa Hobbs
Chief Diversity Officer and Title IX Coordinator
78 Washington Avenue, Schenectady, NY 12305
(518) 381-1440

The following person has been designated to respond to reports and inquiries regarding all other non-discrimination policies:

Edmund J. McTernan
Executive Director of Human Resources and Affirmative Action Officer
78 Washington Avenue, Schenectady, NY 12305
(518) 381-1331

Reports of civil rights violations at SUNY Schenectady may also be made by contacting the U.S. Department of Education Office of Civil Rights at http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or by calling 1-800-421-3481.

78 Washington Avenue
Schenectady, New York 12305
(518) 381-1200
www.sunysccc.edu
### Academic Calendar 2019-2020

*To view the refund calendar, please refer to “Refund Dates” on page 16.

#### Fall Semester 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Fall Tuition Due</td>
</tr>
<tr>
<td>August 26-30</td>
<td>Faculty Institute Week</td>
</tr>
<tr>
<td><strong>September 2</strong></td>
<td>College Closed</td>
</tr>
<tr>
<td><strong>September 3</strong></td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 3-9</td>
<td>Late Registration/Add</td>
</tr>
<tr>
<td>September 9</td>
<td>Last Day to Add</td>
</tr>
<tr>
<td>September 13</td>
<td>Fall Session II Tuition Due</td>
</tr>
<tr>
<td>September 16</td>
<td>Last Day to Drop*</td>
</tr>
<tr>
<td><strong>September 23</strong></td>
<td>Fall Session II Classes Begin</td>
</tr>
<tr>
<td>September 23-27</td>
<td>Fall Session II</td>
</tr>
<tr>
<td>September 23</td>
<td>December Graduation</td>
</tr>
<tr>
<td>September 27</td>
<td>Fall II: Last Day to Add</td>
</tr>
<tr>
<td>October 4</td>
<td>Fall II: Last Day to Drop*</td>
</tr>
<tr>
<td>October 21-Nov. 1</td>
<td>Advising Weeks</td>
</tr>
<tr>
<td>October 21 (8:30 a.m.)</td>
<td>Winter Session and Spring 2020 Priority Online Registration Begins for President’s List, Dean’s List and Veteran Students</td>
</tr>
<tr>
<td>October 22 (8:30 a.m.)</td>
<td>Winter Session and Spring 2020 Online Registration Begins for Continuing Students</td>
</tr>
<tr>
<td>October 28</td>
<td>Winter Session and Spring 2020 New Student Registration Begins</td>
</tr>
<tr>
<td>November 12</td>
<td>Winter Session and Spring 2020 General Registration Begins</td>
</tr>
<tr>
<td>November 18</td>
<td>Last Day to Withdraw from Regular or Fall II</td>
</tr>
<tr>
<td><strong>November 27 (5 p.m.)-30</strong></td>
<td>College Closed</td>
</tr>
<tr>
<td>December 14</td>
<td>Last Day of Classes</td>
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<tr>
<td>December 16-21</td>
<td>Finals Week (See Finals Week Class Schedule)</td>
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<tr>
<td><strong>December 25</strong></td>
<td>College Closed</td>
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<tr>
<td>December 26 (noon)</td>
<td>Final Grades Due</td>
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<tr>
<td><strong>January 1</strong></td>
<td>College Closed</td>
</tr>
<tr>
<td>January 3 (noon)</td>
<td>Final Grades Posted</td>
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#### Winter Session 2019/2020

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<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>December 26</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>December 26</td>
<td>Last Day to Add/Drop*</td>
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<tr>
<td>January 4</td>
<td>Last Day to Withdraw</td>
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<tr>
<td>January 17</td>
<td>Last Day of Classes</td>
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<td>January 21 (noon)</td>
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<tr>
<td>January 23</td>
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#### Spring Semester 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 13</td>
<td>Spring Tuition Due</td>
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<td>January 6</td>
<td>Spring Session II Registration Begins</td>
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<td>January 13-17</td>
<td>Faculty Institute Week</td>
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<td>January 21-27</td>
<td>Late Registration/Add</td>
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<td>January 27</td>
<td>Last Day to Add</td>
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<tr>
<td>February 3</td>
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<td>February 7</td>
<td>May Graduation Applications Due</td>
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<td><strong>February 10</strong></td>
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<td>February 10-14</td>
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<td>February 14</td>
<td>Spring II: Last Day to Add</td>
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<td>February 21</td>
<td>Spring II: Last Day to Drop*</td>
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<tr>
<td>March 9-27</td>
<td>Advising Weeks</td>
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<tr>
<td>March 9</td>
<td>Summer 2020 General Registration Begins</td>
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<tr>
<td>March 9 (8:30 a.m.)</td>
<td>Fall 2020 Priority Online Registration Begins for President’s List, Dean’s List and Veteran Students</td>
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<tr>
<td>March 10 (8:30 a.m.)</td>
<td>Fall 2020 Online Registration Begins for Continuing Students</td>
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<tr>
<td>March 16-21</td>
<td>Spring Break</td>
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<td>March 30</td>
<td>Fall 2020 New Student Registration Begins</td>
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<td>March 31</td>
<td>Fall 2020 General Registration Begins</td>
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<td>April 13</td>
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<td>May 12</td>
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<td>May 13-19</td>
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#### Summer Session 2020

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<tr>
<td>May 8</td>
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<td>May 25</td>
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<tr>
<td><strong>May 26-August 14</strong></td>
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<td>May 26-June 1</td>
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<td>June 8</td>
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<td><strong>July 3</strong></td>
<td>College Closed</td>
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<td>July 21</td>
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<tr>
<td>August 14</td>
<td>Last Day of Classes</td>
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<td>August 17 (noon)</td>
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<tr>
<td><strong>May 26-July 17</strong></td>
<td>Summer 8 Week Session</td>
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<td>May 26-28</td>
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<td>June 1</td>
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<td>July 1</td>
<td>Last Day to Withdraw</td>
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<td><strong>May 26-June 26</strong></td>
<td>Summer 5 Week Session I</td>
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<td>July 6-7</td>
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History and Facilities

SUNY Schenectady was officially established by the Schenectady County Board of Representatives on January 26, 1967, after a study made by a citizens committee that showed a need for a community college in the County. Following approvals by the State University of New York and the appointment of Trustees for SUNY Schenectady, the Van Curler Hotel was purchased by the County and designated as the site for the College.

Located on the eastern edge of the City of Schenectady, the extensively renovated Van Curler Hotel was transformed into a college, and classes began in September 1969. The building was subsequently renamed Elston Hall in honor of Charles W. Elston. Mr. Elston was a member of the original Board of Trustees and served as chairperson of that board for eight years. Elston Hall houses traditional and electronic classrooms, computer, learning and language labs, science and culinary arts laboratories, the Casola Dining Room, the Van Curler Room, the Lally Mohawk Room, meeting rooms, the College Store, a cafeteria and offices.

The Campus

In 1978, a multi-purpose building was constructed on campus that houses the Begley Library and the Carl B. Taylor Community Auditorium, home to musical performances and special events.

The campus was further enhanced in 1987 when the Center for Science and Technology (CST) opened. This unique facility contains the College’s nanoscale materials technology classrooms and labs, physics and chemistry laboratories, specialized laboratory facilities for circuits, electronics, vacuum science, and computer networking, and faculty offices.

A campus development project was completed in 1992. This added a new Student Center in Elston Hall, which includes a cafeteria, the College Store, student lounge, recreational space, biology and geology laboratories and 15 classrooms. The South Wing addition to Elston Hall added four new culinary arts laboratories and an expanded restaurant facility, the Casola Dining Room. An enclosed pedestrian bridge connecting Elston Hall with the Center for Science and Technology was also added, providing improved access to the CST.

In Spring 2000, SUNY Schenectady’s Gateway Building officially opened. The colorful one-story building houses general classrooms, a child-care center, the SUNY Schenectady Montessori Preschool and offices.

Construction was completed in Fall 2001 on the Stockade Building, a three-story academic building that houses computer classrooms, traditional classrooms, lecture halls, conference rooms, offices and specialty programs. The Stockade Building is connected to Elston Hall and the Begley Library through an enclosed walkway in the heart of campus.

An impressive Culinary Arts Expansion in Elston Hall, completed in August 2007, houses the Casola Dining Room, two culinary arts laboratories, a dedicated kitchen for the Casola Dining Room, a bakery outlet, and a seminar room.

In Fall 2011, SUNY Schenectady began offering classes at Center City in downtown Schenectady and expanded at Center City in Fall 2012.

Also in Fall 2012, the College opened a $3.9 million, 12,600-square-foot, two-story addition to the Begley Building for the SUNY Schenectady School of Music. The School of Music includes teaching studios, an industry-standard live recording studio, two specialized music classrooms, practice rooms, recital space, teaching studios, faculty offices and a student lounge.

In Fall 2015, the Office of Workforce Development and Community Education moved to the Kindl Building, 201 State St. in Schenectady.

In January 2017, the Biotechnology Laboratory and Research Facility opened on the sixth floor of Elston Hall. The facility supports two degree programs – the Biotechnology (A.S.) and the Biological Technician (A.A.S.). The 3,800-square-foot facility houses two teaching laboratories, a research space dedicated to original scientific investigation in the fields of biology and biotechnology, a microscopic imaging room, and a student collaboration area.

An outside quad area with attractive landscaping, benches, and trees, provides recreational and study space for students. A portion of Schenectady County’s bike-hike trail is located on the campus along the edge of the Mohawk River for use by students and the general public.

Directions to Campus

The College’s address is 78 Washington Ave., Schenectady, N.Y. 12305.

- FROM THE NORTH AND EAST via State Street, Route 5, turn left at Washington Avenue in front of the College. Turn right into main parking lot.
- FROM THE WEST (SCOTIA/ GLENVILLE), via Route 5, turn right at the “SUNY Schenectady County Community College” exit ramp off the Western Gateway Bridge. Turn left at stop sign into main parking lot.
- FROM THE WEST, via New York State Thruway Exit 26, take I-890 East to Exit 4B “Erie Boulevard.” Stay to the left and follow ramp “To Route 5 Scotia.” At the traffic light, turn left on to State Street, (Route 5 West Western Gateway Bridge) for 1/4 mile. Take the “SUNY Schenectady County Community College” exit ramp on the right. At stop sign (Columbus Drive), turn right; at the next stop sign, turn left into main parking lot.
- FROM THE SOUTH AND EAST via New York State Thruway, I-90, Exit 25, take I-890 West to Exit 4C “To Route 5, Scotia.” At the traffic light, turn left on to State Street, (Route 5 West Western Gateway Bridge) for 1/4 mile. Take the “SUNY Schenectady County Community College” exit ramp on the right. At stop sign (Columbus Drive), turn right; at the next stop sign, turn left into main parking lot.
- FROM THE SOUTH (SCOTIA/ GLENVILLE), via Route 5, turn right at the Western Gateway Bridge. Turn left at stop sign into main parking lot.

Visitors may park in “Faculty/Staff” rows and register with the Campus Safety guard in Elston Hall.

Campus Location

SUNY Schenectady is centrally located in downtown Schenectady at the corner of State Street (Route 5) and Washington Avenue. SUNY Schenectady is easily accessible from all points in the Northeast. Bus and Amtrak train terminals are within easy walking distance, and Albany International Airport is 25 minutes by car or taxi. The College is also served by CDTA local bus service. Parking is available on campus.

The Schenectady area has much to offer including cultural activities, from museums and art exhibits to theaters and music halls. Nationally-known performers in music, dance and theater make regular appearances in the area at the historic Proctors, the famed Saratoga Performing Arts Center, and numerous other sites.

Recreational opportunities are equally numerous. Several golf courses, downhill and cross-country ski centers, camping facilities and resorts are within easy traveling distance from Schenectady.
The College
SUNY Schenectady operates as a comprehensive community college under the programs and standards of the State University of New York. Sponsored by the County of Schenectady, the College's programs are approved by, and registered with, the New York State Education Department, and the College is authorized by the Regents of the University of the State of New York to award certificates and Associate's degrees.

Mission Statement
We are an inclusive, collaborative community, built on a foundation of excellence in teaching and learning, quality support services, and a personalized approach to education, which empowers our students and engages our communities.

College Vision Statement
We will be the regional leader in supporting and expanding innovative and collaborative educational programs that transform our students and communities.

Our College. Our Future.
SUNY Schenectady's 2015-20 Strategic Plan "Our College. Our Future." is available online at www.sunysccc.edu/About-Us/College-Leadership-Vision/-Strategic-Plan.

General Education Program
Consistent with Standard III, Criterion 5 (a and b), of the Middle States Commission on Higher Education, all graduates of SUNY Schenectady's A.A., A.S., and A.A.S. programs complete the College's general education curriculum, designed to foster foundational skills that support the intellectual development, critical thinking, creativity, and cultural and historic understanding. The general education curriculum, the College's Institutional Learning Outcomes (ILOs), are referred to as the S-CORE on campus.

Learning Goals
(General Education Statement of Principles)
The S-CORE is focused on five distinct areas as indicated below:

COMMUNICATION
- demonstrate an awareness of audience and purpose;
- use appropriate conventions of format, structure, and language;
- create, analyze, and evaluate arguments; and
- prepare and deliver an oral presentation.

SCIENTIFIC LITERACY
- understand the underlying causes and effects of natural and human-created phenomena; and
- demonstrate valid and reliable scientific approaches to solving problems.

MATHEMATICAL REASONING AND LITERACY
- perform accurate numeric and symbolic computations using traditional and technological techniques and explain the results;
- create, interpret, analyze, and explain graphical presentations or models; and
- apply general mathematical principles and reasoning to solve problems.

CULTURAL AND HISTORICAL UNDERSTANDING
- use discipline appropriate theories and methodologies to form relevant and reasonable conclusions about diverse human perspectives or behaviors

INFORMATION LITERACY
- locate, and ethically select, evaluate, and incorporate research material from library databases and other appropriate sources;
- apply citation standards to document sources; and
- competently use information in a digital environment.

SUNY General Education Requirement for all SUNY Schenectady A.A. and A.S. Programs
The SUNY General Education Requirement (GER) states that baccalaureate degree candidates, as a condition of graduation, must complete an academically rigorous and comprehensive core General Education curriculum of no fewer than 30 credit hours. To meet the requirement, students must complete courses in at least seven (7) of the ten (10) GER subject areas of which Mathematics and Basic Communications are required. Additionally, students must demonstrate two competencies, Critical Thinking and Information Management. Your academic advisor can help you plan a path to meet the GER requirement.

SUNY General Education Requirement - Knowledge and Skill Areas
A minimum of one course from seven of ten different knowledge and skill areas needs to be completed.

Basic Communication (required) - ENG 123; ENG 125
Mathematics (required) - MAT 145; MAT 147; MAT 148; MAT 149; MAT 154; MAT 160; MAT 165; MAT 166; MAT 167; MAT 180, MAT 181; PSY 200; SOC 200
Natural Sciences - AST 123; AST 125; AST 127; BIO 111; BIO 112; BIO 115; BIO 121; BIO 122; BIO 141; BIO 142; BIO 151; BIO 152; CHM 113; CHM 115; CHM 121; CHM 122; ENV 100; ENV 260; GEO 143; GEO 145; GHY 121; NMT 150; PHY 106; PHY 120; PHY 121; PHY 153; PHY 154; PHY 221; PHY 222
Social Sciences - ECO 211; ECO 221; ECO 223; HIS 130*; POL 123; PSY 121; PSY 222; PSY 223; PSY 224; PSY 226; PSY 230; SOC 121; SOC 122; SOC 127; SOC 222; SOC 224; SOC 228;
American History - HIS 130*; HIS 227; HIS 229; HIS 233
Western Civilization - HIS 125; HIS 127; HIS 231*; HIS 241*; HIS 243*; PHI 141*; PHI 143*
Other World Civilizations - HIS 231*; HIS 232; HIS 234; HIS 237; REL 121*
Humanities - ENG 124; ENG 200; ENG 205; HIS 241*; HIS 243*; HON 124; LIT 210; LIT 211; LIT 214; LIT 215; LIT 216; LIT 220; LIT 221; LIT 225; LIT 231; LIT 233; LIT 252; LIT 254; LIT 256; LIT 258; LIT 260; LIT 266; PHI 141*; PHI 143*; REL 121*
Arts - ART 127; ART 128; ART 129; ART 133; ART 135; MUS 115; MUS 120; MUS 121; MUS 127; MUS 131; MUS 147; MUS 151; MUS 152; MUS 155; MUS 156; MUS 257; MUS 258; MUS 283; MUS 284
Foreign Languages - ASL 121; ASL 122; FRE 121; FRE 122; ITA 121; ITA 122; SPA 121; SPA 122; SPA 222; SPA 224
*Courses that fulfill multiple general education categories.

Accreditations
SUNY Schenectady is accredited by the Middle States Commission on Higher Education. 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 College is also an accredited institutional member of the National Association of Schools of Music. The Paralegal program is approved by the American Bar Association. The Culinary Arts A.O.S. degree program is approved by the American Culinary Federation. The College's dual
enrollment program, College in the High School, is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Student Body Profile
The student body of SUNY Schenectady is diverse in gender, ethnicity, age and area of residence. Students come to SUNY Schenectady with backgrounds ranging from those who have not completed high school to advanced degree holders. Their goals are diverse as well. More than 41% of students are working on a degree with plans to transfer to a four-year institution after graduation, or they may be taking courses to upgrade their job skills. Many students are employed while they attend classes and many are parents. Enrollment is split between full-time (57%) and part-time (43%) students. Within these two areas there is a greatly diverse population of students. Based on enrollment statistics from the Fall 2018 semester, 53% of full-time and 61% of part-time students are female. The average age of full-time students is 24 years old and the average age of part-time students is 31 years old.

In the Fall 2018 semester, students from ethnic minorities comprised 40% of the full-time student population and 36% of the part-time student population. The SUNY Schenectady African American population represented 17% of the full-time and 18% of the part-time student body. Hispanic students represented 10% of the full-time and 8% of the part-time student body.

The majority of students (52%) are residents of Schenectady County. The remainder are from the Capital District (36%) and other areas of New York and other states (12%). In addition to these students who take courses on campus and through the distance learning network, 2,218 area high school students earned college credit for courses offered by SUNY Schenectady in their high schools.

The diversity of educational and life experiences that students bring to SUNY Schenectady results in a richness of viewpoints that provides the opportunity for dynamic exchange. SUNY Schenectady strives to provide programs and services to facilitate that experience for all.

An Integral Part of the Community
As stated in the College mission, SUNY Schenectady strives to meet the educational needs of its local and surrounding communities. The College seeks input from a variety of advisory committees, provides programming through Academic Affairs and the Office of Workforce Development and Community Education, and endeavors to reach all segments of the community through a variety of avenues, including the SUNY College and Career Counseling Center, administered by SUNY Schenectady and located in Schenectady.

Partnerships
High School Articulation
A variety of articulation arrangements have been established with regional high schools and BOCES Career and Technical Centers to facilitate the seamless transition from secondary to postsecondary studies. For further information contact the Dean in the appropriate division (see page 2 for phone numbers).

Early College High School Programs
College in the High School
The College in the High School (CHS) program is a collaboration among 25 local school districts and SUNY Schenectady. High school students simultaneously earn SUNY Schenectady college credit while fulfilling their high school requirements by taking approved advanced high school courses.

The courses are taught by qualified high school teachers, who meet the rigorous SUNY Schenectady standard for faculty. Teachers work closely with College Deans and faculty to ensure the work that students perform in the high school course is equivalent to the college course.

Benefits of College in the High School
- Earn both college and high school credit for each course students take.
- Credit earned can be applied to an applicable SUNY Schenectady degree or certificate.
- Transfer credit to other colleges and universities (check with the college admissions office).
- The opportunity for students to challenge themselves and develop skills to excel academically.

For more information visit: www.sunysccc.edu/chs.

Capital Region Pathways in Technology
A new innovative high school program, led by Capital Region BOCES, is partnering business and industry with higher education and K-12 education to help the Capital Region address two issues that adversely impact the regional economy: rising student loan debt and employers struggling to find qualified workers.

Capital Region Pathways in Technology Early College High School (P-TECH) is a four- to six-year program (grades 9-14) focused on engaging students in hands-on, project-based learning to be successful in careers in Science, Technology, Engineering, and Math (STEM).

Students who successfully complete the program earn a high school diploma and an associate's degree at no cost in a high-tech field from SUNY Schenectady. Graduates are first in line for a job with industry partners in the growing field of information technology. For more information visit: www.sunysccc.edu/potech.

Schenectady Smart Scholars Early College High School
Schenectady Smart Scholars Early College High School (Schenectady SSECHS) is a partnership among the New York State Department of Education, SUNY Schenectady, and the Schenectady City School District. The intent is to establish a collaborative learning and teaching environment for our students. All partners are committed to facilitating positive, transformational changes for a targeted student population that is traditionally under-represented in college. The program aims to increase the number of students who complete post-secondary credentials/degrees while closing our national achievement gap. The purpose of the program is to provide the opportunity for students enrolled in Smart Scholars to graduate from high school and successfully transition into college with at least 24 credit hours earned and transferred. Information about this program is available at www.sunysccc.edu/smartscholars.

Smart Transfer Early College High School Program
Schenectady Smart Transfer Early College High School is a grant-funded program which allows high school students to pursue and obtain associate's degrees while earning their high school diplomas and then automatically transfer to a four-year institution to complete their bachelor’s degrees. Funded by a grant for more than $1 million from the New York State Education Department, Smart Transfer ECHS is a partnership among SUNY Schenectady, University at Albany, SUNY Delhi and Schenectady High School. Students residing in the Schenectady City School District are selected to apply while in 8th grade and undergo a multi-stage application process to compete for selective admission. All Smart Transfer ECHS students participate in a rigorous 6-week program at SUNY Schenectady during the summers after their 8th-11th grade years. Smart Transfer ECHS students will spend their first two years of high school full-time at SHS and their junior and senior years primarily at SUNY Schenectady. Modeled after existing Early College High Schools in the country, Schenectady Smart Transfer ECHS
SUNY College and Career Counseling Center

Administered by SUNY Schenectady and one of two career, counseling, and outreach centers falling under the auspices of the SUNY University Center for Academic and Workforce Development (SUNY UCAWD) that consists of 10 statewide Educational Opportunity Center’s (EOC’s) and two career, counseling, and outreach centers, the SUNY College and Career Counseling Center (SUNY CCC) serves Capital District residents (not currently enrolled college students), ages 16 years and older as the first point of access for those who are looking to jump start their educational or employment aspirations. The SUNY CCC is located on the first floor of Center City in downtown Schenectady.

The SUNY CCC provides advisement, preparation, referral, and placement services to various education, employment, and training opportunities across the Capital District and across New York State. Our services include:

- Assistance with the college application process
- Career and educational advising
- Community resources and referrals
- Employment and education enrichment programs and workshops
- Financial Literacy programs
- Individual cover letter assistance
- Individual résumé preparation assistance
- Job fairs, college fairs, and community agency fairs
- Job leads and vacancy listings
- On-site hiring and interviews with local employers
- On-line skills connection modules that contain:
  - Test prep for High School Equivalency Exam/TASC
- Personal development and life skills
- Career exploration
- Skills building for the workplace
- “Opportunity Room” housing computers for job searching, preparing résumés, applying to college, and applying for financial aid.

Office of Workforce Development and Community Education

The Office of Workforce Development and Community Education (WFD&CE), headquartered in the Kindl Building located at 201 State St. in Schenectady, demonstrates its commitment to learning as a lifelong process by providing educational opportunities that range from craft beer to healthcare to computers and art with a focus on career and personal development programs, as well as enrichment offerings.

Program offerings include professional/career development, business education and training, online offerings, healthcare training, and community education in a non-credit environment. Flexible scheduling of a broad range of programs allows students and program participants to pursue their goals during daytime, evening or weekend hours at on-campus and off-campus sites. Instructors are recruited from the College’s faculty and the professional community, providing an excellent range of experience and expertise.

WFD&CE offers a variety of diverse trainings aligned with current business and industry needs to allow individuals to increase their competitive edge and improve the odds of acquiring a new job. There are also numerous offerings that tap into an individual’s creative side, teach new skills, and open up new possibilities. Topics include, but are not limited to archaeology, notary public, culinary, music and a Kids & Teen Academy.

The Office also assists local businesses to remain competitive and meet their training needs by customizing cost-effective programs that are designed to increase productivity and upgrade employee skills. Employers are provided with the opportunity to participate in workforce development training through SUNY state and federal workforce training grants. As a partner with the Capital Region Workforce Development Board and the regional One Stop Career Centers, WFD&CE develops courses, seminars, workshops, conferences, and training programs.

The Allied Healthcare Training courses offer a full range of options for individuals interested in the growing healthcare industry. Training is provided for a variety of positions including Community Health Worker. WFD&CE received a grant that allows qualifying individuals to train for free and enter a recession proof field. SUNY Schenectady was awarded the Health Profession Opportunity Grants as leader of a consortium of three community colleges – SUNY Schenectady, Fulton Montgomery Community College and SUNY Adirondack – along with two Community Action groups - Albany Community Action Partnership and Schenectady Community Action Program. Together, the partnership offers courses ranging from Personal Care Assistant to Nursing and Phlebotomy. This demonstration project is part of a national study and requires participation in a lottery prior to admission. WFD&CE also offers training to local healthcare providers in need of updating staff certifications to meet New York State Department of Health requirements.

The Office of Workforce Development and Community Education assists the College in meeting its comprehensive mission by developing partnerships with other educational institutions, economic development organizations, business and industry partners, and not-for-profit agencies. Through collaborative delivery of programs, the College and its partners play a major role in serving the diverse educational and training needs of Schenectady County and the greater Capital Region. For example, WFD&CE is the primary contact for businesses interested in the START-UP NY program, a ground-breaking initiative from Governor Andrew M. Cuomo that provides major incentives for businesses to relocate, start up or significantly expand in New York State through affiliations with public and private universities, colleges, and community colleges. Businesses have the opportunity to operate state and local tax-free on or near academic campuses, and newly-hired employees pay no state or personal income taxes. Businesses must align with the academic mission of the College and provide opportunities for internships and employment for students as well as partner with the college in other areas.

Online Courses

The College offers courses in both fully online and hybrid modes through Open SUNY. Students are able to enter their online courses to complete assignments and/or readings at any time of day or night, seven days a week, using the College’s learning management system, Blackboard. The term hybrid means that the course will meet periodically in the traditional classroom with the remainder online. Online and hybrid courses adhere to the same academic calendar and academic policies as courses utilizing traditional modes. Online course offerings vary by semester and are indicated in each semester’s list of courses. More than half of the College’s academic programs can be completed at least 50% online. Further information about the College’s online offerings and special informational tutorials about online instruction may be found on the SUNY Schenectady website at www.sunysscc.edu.
Servicemembers Opportunity College

SUNY Schenectady is an approved Service-members Opportunity College (SOC). To enhance access to undergraduate educational opportunities for servicemembers, participating institutions maintain a necessary flexibility of programs and procedures, particularly in admissions, credit transfer, academic residency requirements and recognition of other applicable learning, including that gained in the military. For further information about the SOC program, please contact your SOC representative or the SUNY Schenectady Veteran's Certifying Official in the Office of Student Affairs. The College is a designated Military Friendly School®.

College Advisory Committees

Advisory Committees comprised of community experts have been established by the College. These Advisory Committees (listed below) meet with faculty and administrators to discuss matters related to programs and services. SUNY Schenectady benefits greatly by drawing upon the collective experience and judgment of the Advisory Committees. The committees submit a report to the Board of Trustees through the President of the College each year.

- Academic Advisement
- ADA Transition Services
- Admissions
- Allied Healthcare
- Biotechnology
- Business
- Career Services
- Computer Science
- Criminal Justice
- Diversity and Inclusion
- Early Childhood
- Educational Opportunity Program
- Health Professions Opportunity Grant
- Hotel, Culinary Arts and Tourism
- Human Services/Chemical Dependency Counseling
- Intercollegiate Athletics
- Learning Commons
- Music
- Paralegal
- SUNY College and Career Counseling Center
- Technology
- Workforce Development and Community Education

Schenectady County Community College Foundation, Inc.

The Schenectady County Community College Foundation raises funds and provides stewardship of those funds to support and advance the College's mission. The Foundation's Board of Directors, comprised of business and community leaders, identifies and cultivates relationships to generate private and public funding, initiates campaigns to grow opportunities for students, and invests in programs, faculty development, facilities, and capital improvements. Gifts to the Foundation, a separate 501(c)3 charitable organization, allow it to advance and support the College's mission to ensure student success.
Full Opportunity/Open Admissions

SUNY Schenectady participates in the Full Opportunity Program of the State University of New York. Under this plan, SUNY Schenectady guarantees open admission to all applicants who reside in Schenectady County who graduated from high school within the prior year and to applicants who were released from active duty with the Armed Forces of the United States within the prior year. Additionally, the College admits previous high school graduates and residents of other counties who can profit from its programs and services, to the limits of the College’s capacity, and subject to compliance with any deadlines or requirements established by the College in its admissions procedures. All students must follow the admissions guidelines outlined later in this section. Applicants who are enrolled in high school as juniors should refer to the Early Admission Program information in this section of the Catalog.

The College admits students with a wide variety of academic backgrounds. The College seeks to evaluate each student as an individual and to provide appropriate courses and services through testing; advisement; developmental courses in reading, writing and mathematics; tutoring services; and provide support services through the Learning Center, Mathematics Lab, TRIO, EOP program, CSTEP, and Student Success Coaches. It does not claim to guarantee academic success. It can only provide the full opportunity for academic success. Furthermore, admission under the Full Opportunity Program does not guarantee students that they will be able to complete the curriculum to which they applied in two years of full-time study. Applicants entering in the spring or summer semesters and those needing to complete prerequisite courses may require five or more semesters to complete degree requirements.

Admission Requirements

SUNY Schenectady emphasizes flexibility and opportunity in its Full Opportunity admissions policy. Because the College accepts not only students of demonstrated ability, but also those of less developed talent, individuals who feel that they can benefit from college level instruction are invited to apply for admission. Applicants for a degree or certificate program must possess either a local or Regent’s high school diploma or a New York state TASC passing score or a GED (TASC). An I.E.P. diploma, CDOS credential, or its equivalent, is not a recognized diploma. An official high school transcript is required for all applicants who graduated from secondary school within the United States or its territories. Similarly, a student holding a TASC/GED will be required to submit the transcript of scores and/or the TASC/GED diploma.

Public colleges in New York state currently do not recognize the completion of any out of state correspondence online school program by state residents as a valid credential for admission. Students who attended high school outside of the United States or its territories may be required to have their records evaluated by an evaluation agency. Official transcripts may be required for the purposes of evaluation and internal review.

In accordance with the policy set forth by the State University of New York (SUNY), students who are home-schooled must satisfy one of the following to be eligible for consideration for admission into SUNY Schenectady:

1. The student must have a passing score on the state high school equivalency diploma (GED/TASC) test. (Only students who have reached the maximum compulsory age of school attendance are eligible to take this test.)
2. The student must provide a letter from the superintendent of the school district in which the student resides attesting to the student’s completion of home instruction meeting the requirements of Section 100.10 of the regulations of the Commissioner of Education, having earned the substantial equivalent of a graduate in their home district (or equivalent for students who reside outside of New York state).
3. The student must have previously earned, and been granted, a degree from a regionally-accredited degree granting institution.

Questions regarding the necessary documentation required of home-schooled students should be addressed to the Director of Admissions.

Applicants who have studied at other colleges prior to matriculating at SUNY Schenectady will need to submit an official transcript from each of the educational institutions previously attended in order for potential transfer credit to be evaluated.

Admission Procedures

Students are encouraged to apply to SUNY Schenectady by using the College’s Free Application for Admission. The application can be obtained from the Admissions Office (518) 381-1366 or the College website (www.sunysccc.edu). Students may also submit an application electronically through our website.

Students may also apply through the SUNY Application, found online at www.suny.edu.

All applicants are encouraged to apply as early as possible, beginning in the fall preceding the year they wish to attend SUNY Schenectady. Applicants without a high school diploma, GED/TASC passing score should make arrangements to earn a high school diploma, a passing TASC score or GED. Applications are evaluated upon the receipt of all required documents and transcripts. If additional information is required before a decision can be reached, the applicant will be notified.

Transfer Admission

The College’s philosophy of Full Opportunity also applies to transfer applicants. Transfer applicants should submit the College’s Free Application for Admission, and request that an official high school or equivalent transcript be forwarded to the Office of Admissions. Additionally, applicants who wish to have previous college work evaluated for potential transfer credit must request that official transcripts from previously attended colleges be sent directly to the Office of Admissions. Transfer applicants will be considered for admission in any term for which they are eligible. However, the College cannot guarantee the availability of required courses in sequence or that the curriculum can be completed in less than two years. Generally, courses to be considered for transfer credit must carry a grade of “C” or better from an accredited college. Credit for courses taken in the armed services will be evaluated on an individual basis. Students desiring credit for courses on the basis of military service experience only should refer to the section of the Catalog pertaining to Credit by Examination.

Courses that are applicable to the student’s chosen curriculum will be determined by the Registrar’s Office.

Immunization Requirement

New York State Public Law requires that all matriculated students whose birth dates are on or after January 1, 1957, show the following proof of immunity against measles, mumps and rubella:

Measles. Two doses of live measles vaccine administered after 12 months of age, or physician’s documentation of measles disease, or a blood test showing immunity.
Mumps. One dose of live mumps vaccine administered after 12 months of age, or a physician’s documentation of mumps disease, or a blood test showing immunity.

Rubella. One dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Meningitis. A dose or signed waiver required.

Proof of immunization is to be submitted to the Division of Student Affairs prior to the first day of classes. For the complete Procedures and Implementation of New York State Public Health Laws on Immunizations and Meningococcal Meningitis and for any other immunization information, please visit the SUNY Schenectady website at www.sunysccc.edu or call the Division of Student Affairs at (518) 381-1344, Elston Hall 222 or e-mail immunizations@sunysccc.edu.

Immunization Information Requests. A request for a copy of one’s immunization records (specifically measles, mumps and rubella) may be made to the Student Affairs Division. All requests must be in writing and bear the student’s signature authorizing release of this personal health information.

Early Admission Program

The College has established an Early Admission Program in accordance with State Education Department guidelines to provide selected high school seniors a meaningful educational experience with opportunities most suited to individual needs and capabilities.

Two options are available following the junior year in high school:

1. The student enrolls full time at SUNY Schenectady before completing formal coursework for the diploma at the high school level. An admissions application should be filed along with appropriate recommendations from selected high school personnel.

2. The student retains high school status and starts SUNY Schenectady in September of the senior year. The student will take high school courses concurrently while enrolled as a part-time student at SUNY Schenectady.

All Early Admission applicants must satisfy the following requirements:

1. Successful completion of 11th grade;

2. Evidence of a level of academic achievement that promises successful completion of college work; either a cumulative academic average of approximately 85 or a rank that is in the top 25% of the class. Early admission into certificate programs is not available.

3. Recommendation from a high school guidance counselor or principal;

4. Completion of an interview involving a parent (or legal guardian), student and admissions officer, the purpose of which is to explain the responsibilities and implications of the Early Admission Program; and

5. All Early Admission students must take a placement exam.

The following statements pertain to full-time Early Admission students:

- Students will be classified as matriculated freshmen.
- Students must arrange for their SUNY Schenectady transcripts to be sent to the high school last attended so that these grades can be made a part of their permanent record. Successful completion of the freshman year should entitle students to a high school diploma. If they desire that the diploma be granted by their own high school, they must obtain approval prior to their high school graduation, since this decision lies with the local boards of education.
- Students may take up to five courses at a time, counting those taken concurrently in college and high school.
- The College reserves the right to restrict students to fewer than five courses concurrently, if it is deemed to be in their best interest.

Financial Aid

Since Early Admission students are considered to be in college and high school at the same time, federal regulations state that they are NOT eligible for any form of Federal financial aid (grants or loans).

High School Course Preparation

For a student enrolled full time to complete the requirements of a degree program in four semesters as specified in the “Curricula and Programs” section of the Catalog, it is essential that the student be adequately prepared in the stated course prerequisites. The College provides opportunities for students who may need to obtain necessary prerequisites. The need of such course prerequisites may, however, require a student to complete additional credit hours and/or semesters to complete the specified degree program requirements.

International Student Admissions

SUNY Schenectady accepts applications for admission from international students for the fall and spring semesters. Students attending the College on a student visa (F-1) as authorized by a SEVIS I-20 Certificate of Eligibility are considered to be international students. Applicants who are permanent residents of the United States should follow the normal admissions procedures and are not considered to be international students. Acceptance of international students is based on the following factors:

1. The test of English as a Foreign Language (TOEFL) is required prior to admission. The minimum acceptable score on the computer-based TOEFL is 213; the minimum score on the Internet-based TOEFL is 79. These are equivalent to a paper-based TOEFL score of 550. The TOEFL requirement may be waived for students from countries where English is the primary language or when a student has successfully completed an English Composition course with a grade of “C” or better at a regionally accredited U.S. college.

2. Students must have academic credentials at a level appropriate for entrance to college level study. The Full Opportunity Program regarding admission to the College does not apply to international students.

3. Application Deadline for International Students: Due to the amount of time required to process international student applications and evaluate academic credentials, the State University of New York International Student Application for Admission (available from the Admissions Office) should be processed as early as possible to ensure adequate time for acceptance to the College. For international students, the application process should be totally completed with all documentation prior to July 15 for the fall semester and December 1 for the spring semester.

4. Normally, all written credentials from outside the U.S. need to be evaluated by an evaluating agency at the expense of the applicant (e.g., secondary and post-secondary transcripts).

5. Students must be able to certify the availability of $24,700 (U.S. currency) for each 12-month period to support their cost of tuition, fees, books, room, board and other living costs while in attendance at the College.

6. Health insurance coverage is required. International students will be billed for health insurance premiums each semester.

7. International students are not eligible for any form of financial aid for attendance at SUNY Schenectady. Students attending the College on a student visa must pay non-resident tuition (double the resident tuition) regardless of the length of time that they have resided in New York State. (See section on Tuition and Fees in the Catalog).
8. If an international student is accepted at SUNY Schenectady, the student will be mailed a SEVIS I-20 Certificate of Eligibility. Students residing outside of the United States must pay all applicable Federal SEVIS fees and have a printed receipt that proves payment prior to the visa interview at the U.S. Consulate. Updated information is available on the SUNY Schenectady website at www.sunysccc.edu.

9. International students who entered the country with an F-1 Visa or who changed their immigration status to F-1 while in the United States are strongly recommended to report to the Division of Student Affairs (Elston Hall 222) every semester to assure maintenance of status. All F-1 students who transfer to SUNY Schenectady must also apply for a SUNY Schenectady SEVIS I-20 (certificate of eligibility) within 15 days of registering for classes.

Additional Admissions Information

Music Applicants. Admission to the Performing Arts–Music and the Music Audio Technology degree programs is on a selective basis. Applicants are required to audition successfully in music reading and applied music before acceptance into either program.

Applicants should schedule an audition appointment and request audition information by contacting the School of Music at (518) 381-1231.

As a result of course scheduling, students initiating either music degree program in a term other than the fall semester may require more than four semesters for completion.

Transfer Relationships

Under the transfer policies of the SUNY Board of Trustees, New York state residents who are graduates of A.A. and A.S. degree programs at SUNY Schenectady are guaranteed an opportunity to continue their education on a full-time basis at a SUNY baccalaureate campus. In order to be eligible for transfer under this guarantee, students must file an application and complete supplemental material by specified deadline dates. Please see a SUNY Schenectady Academic Advisor or the SUNY Application and Viewbook for details.

SUNY Schenectady has developed a number of formal transfer agreements with many four-year public and private colleges and universities. These agreements identify those institutions and indicate the patterns of study at SUNY Schenectady that will maximize the transfer of credit to the desired four-year institution.

Among those schools having transfer agreements with specific departments at SUNY Schenectady are: Albany College of Pharmacy; Bellevue University; Cazenovia College; Charter Oak College; College of St. Joseph; College of Saint Rose; Cornell University College of Agriculture and Life Sciences; Dowling College; Eastern Kentucky University; Embry-Riddle Aeronautical University; Excelsior College; Hartwick College; Ithaca College; Kaplan University; New England Culinary Institute; New York University School of Professional Studies; Rochester Institute of Technology; Russell Sage College; Sage College of Albany; Siena College; Skidmore College; Paul Smith’s College; SUNY College at Buffalo; SUNY Canton; SUNY at Cobleskill; SUNY at Delhi; SUNY Empire State College; SUNY Environmental Science and Forestry; SUNY at Farmingdale; SUNY at Fredonia; SUNY Polytechnic Institute; SUNY Maritime; SUNY Oswego; SUNY Plattsburgh; SUNY Postdam; SUNY Upstate Medical; and University at Albany.

These colleges and universities have specific requirements for admission in conjunction with completion of the SUNY Schenectady programs involved in the various transfer agreements. Students wishing to investigate the possibility of transferring should consult an Academic Advisor or the Division Dean responsible for their program early in their studies at SUNY Schenectady.

SUNY Delhi Programs at SUNY Schenectady

Through a jointly registered, inter-institutional program, SUNY Delhi offer courses leading to the degrees of Bachelor of Business Administration (B.B.A.) in Hospitality Management, and Business and Technology Management, and a Bachelor of Science (B.S.) in Criminal Justice on the SUNY Schenectady campus. All upper division courses necessary to satisfactorily complete the degrees are offered either online or on the SUNY Schenectady campus, enabling students to attain a degree without leaving the Capital District. The Hotel and Resort Management core offers instruction in lodging management, recreation and club management, strategic marketing processes, research methods and applications, and human resources management. The Event Management core includes meeting; event and convention management; risk management; wedding and social event management; and domestic and international business management.

The Business and Technology Management degree focuses on building skills sets in management, communication, leadership and technology, allowing students to enter a variety of fields after graduation.

The Criminal Justice degree provides students with a variety of options in the field and the curriculum will include studies of corrections, criminology theory, law adjudication, law enforcement, and research and analytical methods.

For more information about SUNY Delhi’s degree programs at SUNY Schenectady, please call (518) 381-1317.

Belanger School of Nursing/ SUNY Schenectady Joint Program Applicants

The College cooperates with the Belanger School of Nursing in offering an Associate in Science degree in Nursing that is jointly registered by the New York State Education Department. Under this 21-month program, students prepare for professional registered nurse licensure by enrolling in the Health Studies program at the College and in nursing courses at the School of Nursing. Graduates of this program have historically ranked very high on the New York state licensing examination.

Prospective students should apply through the Admissions Office of the Belanger School of Nursing (518) 243-4471. Belanger maintains different admissions criteria than SUNY Schenectady and students are encouraged to contact Belanger about their admission requirements. Prerequisites for the Belanger Nursing program must be completed prior to enrollment.
Tuition and Fees

The tuition and fees for full-time and part-time students are given on Pages 17 and 18. Students carrying 12 or more credits in any given semester are considered full time, although an average of at least 15 credit hours per semester is required to complete any associate's degree program on a normal two-year schedule.

The tuition, fees and charges published in the Tuition and Fee Schedule are in effect at the time of the printing of this Catalog. The College reserves the right, however, to make changes in tuition, fees and charges at the discretion of the Board of Trustees.

Full-time tuition covers all credit courses, day or evening, offered by SUNY Schenectady, including cross-registration agreements. It does not cover tuition for non-credit courses or courses in other locations for which no prior cross-registration approval has been obtained.

Student Activity Fee

In accordance with SUNY policy adopted by the College and approved by the Board of Trustees, a mandatory non-refundable Student Activity Fee for students is charged by the College at each registration. Fee varies based on status (part-time vs. full-time). The Student Government Association budget is funded by the Student Activity Fee and supports the total activities program, all clubs and organizations and sponsors all intercollegiate athletic programs of the College. It is the responsibility of the College, through the appropriate College officials, to ensure that all fees are expended for purposes determined to be cultural, educational, recreational and social.

A formal audit review is conducted annually of the Student Government Association budget. This report is available to the public.

For more information on the Activity Fee, visit www.sunysccc.edu, or stop by the Division of Student Affairs, Elston Hall 222.

Certificate of Residence

The county of legal residence for a New York state resident attending a community college contributes to the College a portion of the College's cost for providing services to the student. The basis for assessing counties for this funding is the Certificate of Residence.

To qualify for in-state tuition, a student must submit a Certificate of Residence from their home county annually. Failure to submit a Certificate of Residence will result in the student being billed out-of-state tuition charges. The application for Certificate of Residence (Form B-80) is available at the Student Business Office and on the SUNY Schenectady website (www.sunysccc.edu). Schenectady County residents will be required to provide a proof of residency with their Affirmation of Schenectady County Residence, at the Student Business Office.

To qualify as a New York state resident, a student must currently live in New York state and have lived within the state continuously for a period of at least one year prior to the date that the Form B-80 is completed. To qualify as a New York state resident, a student must also be a U.S. citizen, a permanent resident or have a valid immigrant status. Non-immigrants who currently are in the U.S. on any type of visa are not eligible for resident tuition.

New York state residents who have lived in more than one county during the past six months MUST complete the Form B-80 for each county in which they have resided.

Refunds

Refunds to students are made by check through the mail, only to the address shown on the student's registration form. Full refunds will be made for each course canceled by the College. However, if a course is canceled, it is the student's responsibility to add other courses, if necessary, to maintain full-time status. Fees are non-refundable unless the course is dropped prior to the first day of the semester.

For Credit Courses. Students who drop all of their courses or reduce their credit load, either from full-time to part-time or within part-time status, will receive a refund, provided the drop is done in accordance with College policy according to the SUNY Community College Liability Schedule as written below.

Semester Liability Schedule

For specific dates, please consult the “Refund Dates” on page 16.

Classes More than Eight Weeks in Length

- Prior to first day of classes for the term
  - No liability
  - 100% refund of tuition and fees
- During 1st week
  - 25% liability
  - 75% refund of tuition
- During 2nd week
  - 50% liability
  - 50% refund of tuition
- During 3rd week
  - 75% liability
  - 25% refund of tuition
- After 3rd week
  - Full liability
  - No refund

Classes in Terms of Eight Weeks in Length or Less

- Prior to first day of classes for the term
  - No liability
  - 100% refund of tuition and fees
- During 1st week
  - 75% liability
  - 25% refund of tuition
- During 2nd week 100%
  - Full liability
  - No refund
- During 3rd week 100%
  - Full liability
  - No refund
- After 3rd week 100%
  - Full liability
  - No refund

No refunds are made for fees with the possible exception of aviation fees.

Please see refund dates for 2019-2020 academic year on the next page.

Workforce Development and Community Education Withdrawal and Cancellation Policy. Courses may be canceled due to insufficient enrollment. A 100% refund will be made for any course canceled by SUNY Schenectady. Every effort will be made to notify students so it is essential the WFD&CE office has correct contact information.

If a student must withdraw from a non-credit course, a written request must be received TWO business days prior to the course start date via mail to SUNY Schenectady Office of Workforce Development and Community Education, 201 State Street, Schenectady, NY 12305 or email at noncreditreg@sunysccc.edu. Cancellations received within this time frame are eligible for a full refund.

- No refunds will be granted for non-attendance of a course(s).
- Once you are registered for a course(s) you are responsible for payment (tuition, fees) for the course(s) regardless of whether you attend unless you withdraw at least two business days prior to the course(s) start date.

Beginning two business days prior to the start of class the refund policy is as follows:

- For courses eight weeks or less no refund is available.
- For courses nine weeks or longer:
Between two business days prior to the start of class and 8 hours of scheduled class time a 75% refund will be issued.*

Between 9 hours and 16 hours of scheduled class time a 50% refund will be issued.*

After 17 hours of scheduled class time no refund is available. *Refunds do not include the cost of materials, textbooks or administrative fees and will be issued in the form of a check that may take up to 21 business days to process.


Outstanding Financial Obligations

Students with outstanding obligations to the College through the Library, Business Office, College Store, Financial Aid Office and Student Services Office will not be permitted to register for subsequent terms, receive diplomas, have official or unofficial transcripts sent or view grades. The College uses a collection agency and/or attorney as a means of debt collection. The student will be liable for any and all costs and disbursements associated with collecting outstanding obligations and interest including reasonable attorney fees.

Outstanding Veteran Affairs Financial Obligations

In accordance with Title 38 US Code 3679 subsection (e), SUNY Schenectady adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. SUNY Schenectady will not:

- Prevent nor delay the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

For more information please contact Anna Barth at 518-381-1185.
## 2019-2020 Tuition and Fee Schedule

### Tuition

**New York State residents who present a Certificate(s) of Residence** from their home county or Schenectady County residents who submit a signed affidavit of residency:

- **Full-Time (per semester)**: $2,196.00
- **Full-Time (per academic year)**: $4,392.00
- **Part-Time (per semester credit hour or equivalent)**: $183.00*
- **Full-Time Excelsior (per semester)**: $1,860.00

*Part-time tuition for students enrolled through the College in the High School Program is $61.00 per credit hour.

**Non-New York State residents and residents who do not present a Certificate(s) of Residence**

- **Full-Time (per semester)**: $4,392.00
- **Full-Time (per academic year)**: $8,784.00
- **Part-Time (per semester credit hour or equivalent)**: $366.00

### Student Service Fee

<table>
<thead>
<tr>
<th>Charge</th>
<th>Per</th>
<th>Service Rendered</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td>Full-Time</td>
<td>Student Activity Fee (Required)</td>
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<tr>
<td>9.00</td>
<td>Part-Time</td>
<td>Student Activity Fee (Required)</td>
</tr>
<tr>
<td>228.00</td>
<td>Full-Time</td>
<td>Technology Fee (Required)</td>
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<tr>
<td>19.00</td>
<td>Part-Time</td>
<td>Technology Fee (Required)</td>
</tr>
<tr>
<td>82.00</td>
<td>Full-Time</td>
<td>Transportation Fee (Required)</td>
</tr>
<tr>
<td>10.00</td>
<td>Part-Time</td>
<td>Transportation Fee (Required)</td>
</tr>
<tr>
<td>10.00</td>
<td>FT/PT</td>
<td>Capital Facilities Fee up to a maximum of $300/year</td>
</tr>
</tbody>
</table>

**1577.28 FT/PT Annual**
- International Student/Scholar Health Insurance – Inbound

**657.45 FT/PT Fall Semester**
- International Student/Scholar Health Insurance - Inbound

**655.45 FT/PT Spring Semester**
- International Student/Scholar Health Insurance - Inbound

**396.07 FT/PT Summer**
- International Student/Scholar Health Insurance - Inbound

**131.69 FT/PT Monthly**
- International Student/Scholar Health Insurance - Inbound

**69.45 FT/PT Short Term**
- International Student/Scholar Health Insurance – Inbound, Up to 16 days

**597.04 FT/PT Annual**
- International Student/Scholar Health Insurance – Outbound, Study Abroad

**249.60 FT/PT Fall Semester**
- International Student/Scholar Health Insurance – Outbound, Study Abroad

**248.60 FT/PT Spring Semester**
- International Student/Scholar Health Insurance – Outbound, Study Abroad

**347.44 FT/PT Summer**
- International Student/Scholar Health Insurance – Outbound, Study Abroad

**49.92 FT/PT Monthly**
- International Student/Scholar Health Insurance – Outbound, Study Abroad

**26.38 FT/PT Short Term rate**
- International Student/Scholar Health Insurance – Outbound, Study Abroad, Up to 16 days

**80.52 FT/PT Annual**
- International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only

**40.26 FT/PT 6 Months**
- International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only

**6.71 FT/PT Monthly**
- International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only

**Fees shown for International Student/Scholar Health Insurance are based on the 2019-2020 school year.**
<table>
<thead>
<tr>
<th>Student Service Fee</th>
<th>Charge</th>
<th>Per</th>
<th>Service Rendered</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.00</td>
<td>FT/PT</td>
<td>Credit</td>
<td>Online Course Fee</td>
</tr>
<tr>
<td>35.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Course Fee – Level Ai</td>
</tr>
<tr>
<td>55.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Course Fee – Level Bi</td>
</tr>
<tr>
<td>80.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Course Fee – Level Ci</td>
</tr>
<tr>
<td>100.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Course Fee – Level Di</td>
</tr>
<tr>
<td>250.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Course Fee – Level Fi</td>
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<tr>
<td>40.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>HOT 276</td>
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<td>490.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Music Lesson Fee (MUS 135, 136, 163, 164, 263, 264)</td>
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<td>9,400.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Flight Laboratory Fee (AER 101)</td>
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<tr>
<td>10,500.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Flight Laboratory Fee (AER 141)</td>
</tr>
<tr>
<td>6,700.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Flight Laboratory Fee (AER 228)</td>
</tr>
<tr>
<td>7,300.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Flight Laboratory Fee (AER 229)</td>
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<td>2,700.00</td>
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<td>Course</td>
<td>Air Traffic Control Fee (ATC 101)</td>
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<tr>
<td>2,500.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Air Traffic Control Fee (ATC 141)</td>
</tr>
<tr>
<td>2,000.00</td>
<td>FT/PT</td>
<td>Course</td>
<td>Air Traffic Control Fee (ATC 205)</td>
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<tr>
<td>2,500.00</td>
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<td>Course</td>
<td>Air Traffic Control Fee (ATC 255)</td>
</tr>
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<td>5,200.00</td>
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<td>Course</td>
<td>Air Traffic Control Fee (ATC 280)</td>
</tr>
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<td>25.00</td>
<td>Full-Time, Semester</td>
<td>Course</td>
<td>Late Registration Fee</td>
</tr>
<tr>
<td>10.00</td>
<td>Part-Time, Course</td>
<td>Course</td>
<td>Late Registration Fee (Maximum $25.00)</td>
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<td>20.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Return Check Fee</td>
</tr>
<tr>
<td>8.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Online Ordered Transcript Fee</td>
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<tr>
<td>10.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>In-Person Ordered Transcript Fee</td>
</tr>
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<td>12.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>In-Person Same Day Transcript Fee</td>
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<td>FT/PT</td>
<td>Each</td>
<td>Overnight Delivery Transcript Fee</td>
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<td>15.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>2- 3 Day Transcript Delivery Fee</td>
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<td>50.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Diploma Re-Print Fee</td>
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<td>5.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Enrollment Verification Letter</td>
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<td>10.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Apostille or Authentication Fee</td>
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<tr>
<td>55.00</td>
<td>FT/PT</td>
<td>Exam</td>
<td>Credit by Examination (Challenge)</td>
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<td>30.00</td>
<td>FT/PT</td>
<td>Credit</td>
<td>Credit for Previous Experience</td>
</tr>
<tr>
<td>50.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Graduation Cap &amp; Gown</td>
</tr>
<tr>
<td>10.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Parking Fine (First Offense)</td>
</tr>
<tr>
<td>20.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Parking Fine (Additional Offense)</td>
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<tr>
<td>50.00</td>
<td>FT/PT</td>
<td>Each</td>
<td>Parking Fine (Unauthorized parking in Disabled parking area)</td>
</tr>
</tbody>
</table>

Fees are non-refundable with the exception of Flight Laboratory fees where refund options may apply.

i  CIS 261, ELT 110, ELT 231, ELT 261, GEO 143, PHY 153, PHY 154, PHY 221, PHY 222, PHY 223

ii BIO 111, BIO 112, BIO 141, BIO 142, BIO 151, BIO 152, BIO 241, BMT 102, BMT 104, CHM 113, CHM 121, CHM 122, CHM 200, CHM 228, CHM 229, CIS 110, CIS 111, CIS 256, CIS 257, ELT 256, MUS 155, MUS 156, MUS 253, MUS 256, NMT 252, NMT 225, NMT 280, MUS 278 Audio III

iii CBB 102, CBB 103, CBB 104, DST 102, DST 103, DST 104

iv BIO 170, BIO 171, BIO 172, BIO 174, BIO 261, BIO 263

v HOT 111, HOT 112, HOT 119, HOT 125, HOT 220, HOT 225, HOT 226, HOT 238, HOT 251, HOT 253, HOT 255, HOT 256, HOT 257, HOT 258, HOT 259, HOT 260, HOT 268, HOT 269, MFS 101, MUS 278 Audio IV

vi MFS 102, MFS 103
Determining Financial Need and Eligibility for Financial Aid

The financial aid program at SUNY Schenectady provides monetary assistance to matriculated students who can benefit from further education, but who cannot do so without such assistance. Amounts of awards vary and depend upon the student's demonstrated financial need, as well as the amount of government funds available for distribution. The primary responsibility for meeting the expenses of a college education rests with the student and family.

An estimated family contribution toward college is determined through a process called "need analysis," which measures family financial circumstances. Financial need is then defined as the difference between family contribution and the cost to attend SUNY Schenectady.

To apply for most types of financial aid, a student must complete a Free Application for Federal Student Aid (FAFSA). Using this information, the SUNY Schenectady Financial Aid staff will determine eligibility for federal financial assistance. A New York state Express TAP Grant application and Excelsior Scholarship application are available to all New York state residents who complete a FAFSA. More information about TAP and Excelsior is available on our website www.sunysccc.edu/financialaid.

Federal Financial Aid Criteria To Be An Independent Student

For the 2019-2020 academic year, the questions below are the federal criteria for independence.

You are independent, and do not require parent information on the FAFSA, if you answer “yes” to any of the following questions:

- Were you born before January 1, 1996?
- As of today are you married or separated?
- Are you currently on active duty with the U.S. Armed Forces?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who live with you and receive more than half of their support from you?
- Do you have dependents, other than children or spouse, who live with you and that you provide more than half of their support?
- Since the age of 13, were both parents deceased, were you in foster care, or were you a ward of the court?
- Are you or were you an emancipated minor as determined by a court?
- Are you or were you in legal guardianship as determined by a court?
- At any time on or after July 1, 2017, were you considered to be an unaccompanied youth or homeless?

If you answered “no” to every question, you are dependent on your parents for federal financial aid purposes.

If you answered “yes” to any question, you are independent of your parents for federal financial aid purposes.

Campus-Based Aid

The three programs listed are the major sources of aid available based on the financial need analysis as documented through the FAFSA:

1. Federal Supplemental Educational Opportunity Grants (FSEOG)
2. Educational Opportunity Program (EOP)
3. Federal Work Study (FWS)

To be considered for one or all of these programs, a student must be currently matriculated in a degree or certificate program.

Preference will be given to aid applicants whose completed financial aid materials have been received by the College's Financial Aid Office prior to May 1. Students may be required to document taxable and non-taxable income, household size and other information reported on the FAFSA.

Applications received after May 1 will be considered as long as funds are available.

Federal Financial Aid Refund Policy

The U.S. Department of Education has implemented a refund policy for federal financial aid programs (Pell, SEOG, and Student Loans). When a student withdraws from or stops attending all classes in the first 60% of a term, federal regulations require that the college calculate the percentage and amount of federal financial aid the student did not “earn” by their attendance and return those funds to the federal programs. For example, if a student withdraws after attending only 30% of the term, then that student is only entitled to 30% of his federal financial aid (grants and loans). Students who attend classes after the 60% point in the term are considered to have earned all federal funds.

A student is considered to have officially withdrawn from their classes after providing official notification of their intent to withdraw in accordance with the SUNY Schenectady Withdrawal Policy. For official withdrawals, the withdrawal date will be the date the student notifies the College of their intent to withdraw. A student who began attendance, has not officially withdrawn, and fails to earn a passing grade in at least one course offered over the period will be considered an unofficial withdrawal for Title IV purposes. For unofficial withdrawals, the withdrawal date will be the last date of an academically related activity, as reported by their instructor(s), in which the student participated. If a last date of participation in an academically related activity is not available the withdrawal date will be the midpoint of the period. The College will use the best information available when making this determination.

If a student received more federal financial aid than the amount earned, the College is required to return the unearned funds to the U.S. Department of Education. Students need to be aware that if this unearned federal assistance was used to pay college charges for tuition, fees, and books, the student may now owe the College for the portion of tuition, fees, and books that was previously covered by the unearned portion of their federal financial aid. If students received a cash disbursement of a Federal Pell Grant and/or Federal SEOG grant funds, the student may also be required to repay a portion of these unearned federal grants to the U.S. Department of Education.

Students who owe an outstanding balance to the U.S. Department of Education will be notified of any outstanding balances owed within 30 days of the date that they withdrew from all of their classes or 30 days from the date the College learned that they were not attending all of their classes. The students will then have 45 days to repay the overpayments or to reach satisfactory repayment arrangements with the College or the U.S. Department of Education. If a student does not repay the overpayment or make satisfactory repayment arrangements within the 45 days, he/she will be considered to have a federal financial aid over award, and the student's account will be referred to the U.S. Department of Education for collection. Students will not be eligible for federal financial aid at any college until the over award has been cleared.
Students who owe the College a balance for tuition, fees and/or bookstore charges due to the reduction in their federal financial aid eligibility, must make payment with the Student Business Office.

When an overpayment for institutional costs has occurred, a return of funds to the federal financial aid programs will be made in the following order:

1. Unsubsidized Federal Direct Stafford Loans.
2. Subsidized Federal Direct Stafford Loans.
3. Federal Direct PLUS Loans.
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

Federal Government Grants

Federal Pell Grant Program. Undergraduates enrolled in a degree or certificate program may apply. Eligibility for a Federal Pell Grant is determined by family income and assets, size of family, number of family members in college and other factors.

For an eligible student, the amount of the award for 2019-2020 is determined by family income and assets, size of family, number of family dependants of deceased or disabled veterans and members of the Selected Reserves.

For an eligible student, the amount of the award for 2019-2020 is expected to range from $328 to $6,195, depending on level of eligibility and total college costs.

Students should apply directly to the federal government for this grant using the FAFSA on the Web at fafsa.ed.gov. Students enrolled less than half time may be eligible for a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant Program. (SEOG) These grants are available to eligible students in the amounts of $100 to $4,000 per academic year. Priority is given to Federal Pell Grant recipients with the lowest estimated family contributions. Priority for the highest funding level is given to students in high cost programs.

Veteran's Benefits. Service veterans, disabled service veterans, certain dependants of deceased or disabled veterans and members of the Selected Reserves, who are matriculated students, may be eligible to receive education assistance from the Veterans Administration.

Benefits are applied for and awarded by academic term, and the amount of the award is based on the student's credit load.

Students are advised to contact Academic Advising, Elston Hall, Room 222, regarding possible eligibility and are urged to file the necessary application forms through that office at least two months before the beginning of the academic term.

Applicants for VA education benefits are encouraged to file for federal and New York state financial aid as well.

There are two very helpful websites which provide up-to-date information about veterans’ education benefits. They are: https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/veterans-tuition-awards.html and www.gibill.va.gov.

Federal Tax Credits

American Opportunity Tax Credit

Eligibility Criteria: Single taxpayers with adjusted gross income under $80,000, and married taxpayers with adjusted gross income under $160,000, are eligible for the maximum credit. Eligibility for single taxpayers decreases with adjusted gross income $80,000 - $90,000 ($160,000 to $180,000 for married couples filing a joint return). Tax payers with incomes over $90,000 (or $180,000 if filing joint) are not eligible.

- A student who has paid for his/her tuition, fees and course materials (textbooks, supplies, software and equipment needed for a course of study) by cash, check, credit card or a student loan may be eligible to receive a federal tax credit. The tax credit is for tuition, fees and course materials less any financial aid grants (TAP, Pell, APTS, EOP, and SEOG, etc.), scholarships, veterans educational assistance or any type of tuition reimbursement.
- The American Opportunity Tax Credit of up to $2,500 per year would cover 100% of the first $2,000 and 25% of the second $2,000 in tuition, fees and course materials paid in that tax year. This credit can be used for attendance in any of the first four years of postsecondary college (freshman through senior year).
- Students must be enrolled for at least six credits per semester and matriculated in a degree or certificate program.

Lifetime Learning Tuition Tax Credit

- Students who paid tuition by cash, check, credit card or student loan may be eligible to receive a tax credit in that year. The tax credit is for tuition less any financial aid grants (TAP, Pell, ACG, APTS and SEOG), scholarships or tuition reimbursement received.
- The Lifetime Learning Tuition Tax Credit is equal to 20 percent of the first $10,000 in tuition for a maximum annual tax credit of $2,000. There is no limit on the number of years that a student can claim the credit.
- Students could be eligible for the tax credit when taking one or more undergraduate or graduate courses.

Financial Aid Recipients' Rights and Responsibilities

As per the Higher Education Opportunity Act, financial literacy information is to be provided to students. To meet this requirement, the College offers a variety of programs throughout the year. In addition, information can be obtained from the Financial Aid website, www.sunysccc.edu/financialaid. Federal regulations require that to maintain any form of federal aid, such as a Federal Pell Grant, a Federal Supplemental Education Opportunity Grant, a Federal Stafford Loan or Federal Work Study, the student must be in good academic standing as determined by the College.

Students will be notified of these conditions of award via the SUNY Schenectady website. In accepting these awards, students are indicating they understand, accept and agree to abide by these stated conditions. Upon satisfactory payment of tuition, fees and all other financial obligations due the College, all semester awards and grants, or balance of same, will be disbursed to aid recipients according to the disbursement schedule for that term.

The Federal Tax Reform Act of 1986 requires that all financial aid grant assistance (Pell, TAP, EOP, FSEOG, scholarships, etc.) minus the cost of tuition, fees, books and supplies must be considered taxable income for the recipient. It is the student's responsibility to keep appropriate records and receipts. Questions should be addressed to the Internal Revenue Service or other tax professionals.

Verification Procedures

The College will comply with all verification requirements as required in the current year U.S. Department of Education Verification Guide. If an application has been selected for verification, no disbursement for any Title IV program will be given until verification has been completed.

Deadline Dates for Verification. All applicants for whom the College has received a valid Student Aid Report (SAR or ISIR) while the student
was enrolled must submit all required documentation by the deadline date. The deadline date for completing the verification process is Aug. 31, at the end of each academic year, or no later than 120 days after the student’s last day of enrollment, whichever is earlier. Any applicant who does not complete the verification process by the deadline date will forfeit all right to payment.

Notification to Student of Required Documentation of Verification. When a student’s financial aid application indicates a need for verification, the student will be informed by e-mail, or through the SUNY Schenectady Student Portal, in a timely manner what documentation is needed to satisfy the verification requirements.

Any student who does not respond to requests for documentation will be informed about the appropriate deadlines for verification and the consequences of failing to complete the verification process.

Notification to Student of Results of Verification. If as a result of verification, there are no errors discovered or the errors are within the approved tolerances, the student will be offered a financial aid award package indicating his/her eligibility. After verification has been completed, any loan applications on file will be processed. If as a result of verification significant errors are discovered, the College will notify the student and corrections will be submitted through either the electronic financial aid processing system or through the mail. The College must receive a valid student aid report (SAR or ISIR) by the student’s last day of enrollment of the award year. Any student aid report received after that time will not be eligible for payment except in the case of students who were previously selected for verification.

Publicizing Verification Requirements and Procedures.
The verification procedures and requirements published here will also be available to the students on the College website, www.sunysccc.edu.

Satisfactory Academic Progress

The standards of Satisfactory Academic Progress (SAP), including Satisfactory Progress and Pursuit of Program, for federal financial aid eligibility are the same as the College’s standards for matriculation as per the SUNY Schenectady Academic Code. The academic status of a matriculated student is determined by the total credit hours attempted, semester and cumulative grade point averages, and the number of credit hours completed as prescribed by the Academic Standing Tables. Such determination will be made at the end of each semester/payment period. The student’s status will be indicated on the student’s transcript.

The following are the requirements for a student to make SAP:

Satisfactory Academic Progress. A matriculated student is considered to be in Satisfactory Academic Progress (SAP) at the end of a term and for the subsequent term if the student meets the criteria for Satisfactory Progress and Pursuit of Program. These standards are cumulative and include ALL terms of the student’s enrollment even if federal financial aid was not received for all terms.

Satisfactory Progress (Qualitative Component). A student is considered to be making Satisfactory Progress if he/she maintains a cumulative G.P.A. above the level of dismissal defined in the table below.

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted</th>
<th>Dismissal Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>0.00</td>
</tr>
<tr>
<td>12-23</td>
<td>Below 1.00</td>
</tr>
<tr>
<td>24-35</td>
<td>Below 1.50</td>
</tr>
<tr>
<td>36-47</td>
<td>Below 1.80</td>
</tr>
<tr>
<td>48 and above</td>
<td>Below 2.00</td>
</tr>
</tbody>
</table>

Total credit hours above include all credit hours attempted in residence at SUNY Schenectady County Community College. In addition, applicable transfer credits and remedial coursework are included in the Total Credit Hours attempted, but they are not included in the calculation of the G.P.A.

Pursuit of Program (Quantitative Component). A student is considered to be in pursuit of program if he/she has successfully completed the specified number of hours within each category as indicated in the table below. These are the credits at which the student must progress through their program to ensure that they will graduate within the maximum time frame. Successful completion is defined as receiving a grade of “A,” “B,” “C,” “D,” “I,” or “P” for any course taken in residence (including the corresponding plus/minus grades).

<table>
<thead>
<tr>
<th>Minimum Number of Total Semester Hours Registered</th>
<th>Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-22</td>
<td>0</td>
</tr>
<tr>
<td>23-35</td>
<td>12</td>
</tr>
<tr>
<td>36-47</td>
<td>21</td>
</tr>
<tr>
<td>48-59</td>
<td>30</td>
</tr>
<tr>
<td>60-71</td>
<td>42</td>
</tr>
<tr>
<td>72-83</td>
<td>54</td>
</tr>
<tr>
<td>84 and above</td>
<td>66</td>
</tr>
</tbody>
</table>

When a student has not met the requirements of Satisfactory Academic Progress he/she will be dismissed from his/her degree program and will lose all eligibility for federal, state, and institutional financial aid (grants, scholarships, and loans).

Required “C” Average After Second Year. Federal regulations require that a student has a “C” average after his/her second academic year. The student must have a G.P.A. of at least 2.0 or have academic standing consistent with the College’s graduation requirements. Second academic year status is defined as a student having attempted 48 credits or more not including remedial classes.

Academic Warning (Financial Aid Warning). If a review at the end of a term determines that the student does not meet the requirements of Satisfactory Academic Progress, the student will be placed on Academic Warning for one term (fall, spring or summer). During the Academic Warning period, the student is limited to enrollment of no more than 13 credits. A student who does not meet the SAP standards after the warning period will be academically dismissed unless he/she successfully appeals and is placed on Academic Probation. A student who is academically dismissed is not eligible for any federal or state financial aid.

Academic Probation (Financial Aid Probation). A student who does not meet the Satisfactory Academic Progress (SAP) standards after the warning period is academically dismissed. The student will have to submit an appeal for readmission and an academic plan to the readmission committee. The academic plan must be developed with the assistance of an academic advisor and will outline the process the student will need to complete and return to the status of SAP. If an appeal is approved, the student will be given the status of Academic Probation for one term (fall or spring).

If the student fails to return to SAP status or to meet the conditions outlined in the academic plan at the end of the term in which he/she was readmitted, the student will be academically dismissed. A student who is academically dismissed is not eligible for any financial aid.

Appeal Process. If a student fails to make Satisfactory Academic Progress (SAP) after the Academic Warning term, he/she may file an appeal on the basis of: injury, illness, the death of a relative, or other special circumstances with appropriate documentation. The appeal must explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. A record of the appeal and the final determination will be maintained in the student’s file. Appeals are submitted to the Registrar’s Office.

The Readmission Committee will review the student’s appeal and special circumstances. If the appeal is granted, a student will be considered to be making satisfactory academic progress and he/she will be reinstated to
### Minimum Eligibility Standards for New York State TAP Awards

This table illustrates SUNY’s minimum standards for pursuit of program and satisfactory progress for purposes of determining eligibility for New York state financial aid. To be eligible for state awards, both standards must be satisfied. In addition, the student must be matriculated and in good academic standing as defined by the College, and the student must be taking a minimum of 12 credits per semester in courses that satisfy requirements in the student’s academic program. If a student is repeating a course that was previously completed with a passing grade, that course cannot be counted for purposes of New York state awards.

1. **TAP Standards of Satisfactory Academic Progress for 2015-16.** Applies to non-remedial Associate's degree students who first received TAP or other NYS Aid in 2010-11 and thereafter.

#### Before Being Certified for This Semester Payment

<table>
<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
</tr>
</tbody>
</table>

2. **For Satisfactory Progress**

A student must have earned at least this many credit hours with at least this grade point average (G.P.A.)

<table>
<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

2. **TAP Standards of Satisfactory Academic Progress for Associate's degree students first receiving TAP in 2007-08 through and including 2009-10 and remedial students first receiving TAP or other NYS Aid in 2007-08 and thereafter**

#### Before Being Certified for This Semester Payment

<table>
<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
</tr>
</tbody>
</table>

2. **For Satisfactory Progress**

A student must have earned at least this many credit hours with at least this grade point average (G.P.A.)

<table>
<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0.5</td>
<td>0.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

* A grade of W or AW does not constitute credit completed. The requirements above are for full-time students and would be pro-rated for part-time students eligible for APTS or part time TAP.

** Under certain circumstances, students may qualify for the TAP Standards of Satisfactory Academic Progress 2 if they meet the criteria to be considered a “remedial student.” A “remedial student” is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the State Education Department (SED); or (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program (EOP, HEOP, SEEK). Students who meet the definition of “remedial student” will need to meet the academic standards in chart 2.

### Waiver

Provisions have been made for students who do not meet the requirement for program pursuit and/or academic progress to apply for a one-time only waiver. According to SED waiver guidelines, a student may ask for and receive a one-time waiver if the student can document that extraordinary or unusual circumstances prevented him/her from achieving the above described minimum standards. Waiver requests are available in the Financial Aid Office.

A matriculated status in a degree or certificate program. The readmitted student will have a status of Academic Probation, and he/she will be eligible for Federal Financial Aid. New York State awards also have other criteria for reinstatement.

In some cases, the student will require more than one term to meet the SAP standards. If the student has been placed on Academic Probation, an academic plan can be developed that would ensure that the student will be able to meet the College’s SAP standards by a specific point in time. The College will review the student’s progress at the end of each payment period. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV federal financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

### Maximum Time Frame for Completion

Federal regulations require a maximum time frame for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. Within the guidelines set forth below:

(a) All terms of the student's enrollment count when assessing the maximum time frame even in which the student did not receive federal financial aid funds.

(b) Once it becomes mathematically impossible for a student to complete their program within the maximum time frame the student will be ineligible for Title IV federal financial aid.

For Title IV federal financial aid purposes only, the College has defined a maximum number of attempted credit hours for completion as 150% of the required credits for that particular degree or certificate. For example, if a program is 62 credits in length the maximum time frame for completion would be 91 credits (i.e. 62 x 1.5 = 91).

The College will review each student's eligibility at the end of each term. If due to withdrawals, failed courses, repeated courses, or transfer credit evaluation the student has exceeded the maximum number of attempted credits for his/her program, he/she will no longer be eligible for federal financial aid programs at SUNY Schenectady unless an appeal of the maximum time frame has been approved.

For the purpose of determining a student's current status for the maximum time frame for completion only, the following criteria will be used in the evaluation of the student coursework:

### Major Changing, and Multi-Degree Seeking, Students

For the 150% maximum time frame calculation only, a student is permitted to “reset” their academic progress a maximum of three times. During the first three degrees attempted in the College, only courses attempted while enrolled in the degree program will be included in the maximum time frame calculation. Once a student has attempted a fourth program all credits attempted in the College, regardless of degree applicability, will be included in the maximum time frame calculation.

### Remedial Courses

If after individual testing and evaluation a student is required to take non-credit remedial course work, those courses will not be counted in the 150% maximum number of attempted credits based upon the individual circumstances of the student.

### Repeated Courses

A student may repeat a previously passed course once, and receive federal financial aid for that course a second time. If a previously passed course is repeated, the student will not be able to receive New York State financial aid for that course. Repeated coursework will count in the maximum number of attempted credits each time the course was taken whether or not there was a passing grade.

### Transfer Credit

Only transfer credit that counts towards a student's current program, regardless of the number of times a student has "reset" their progress, will be counted in the maximum time frame calculation as both attempted and completed credit hours.

### Courses Dropped in a Refund Period

If a student drops courses in...
the 100 percent, 75 percent or 50 percent refund periods, those courses are removed from the transcript and they will not be included in the count of credits attempted.

**Student Appeal of Maximum Time Frame.** A student who has exceeded the maximum time frame may appeal that status if he/she believes that there are special circumstances. Examples of special circumstances would be: injury, illness, death of a relative, or other special circumstances. A student may submit an application for appeal, with supporting documentation, to the Financial Aid Office. The Financial Aid Office will notify the student of the outcome of the appeal and if he/she will be eligible for any additional time.

**New York State Awards**

**Excelsior Scholarship.** Under this ground-breaking initiative, the Excelsior Scholarship, in combination with other student-financial aid programs, allows students to attend a SUNY or CUNY college tuition-free. Recipients of the Excelsior Scholarship may receive up to $5,500 or actual tuition, whichever is less. The maximum Excelsior Scholarship will be reduced by the amount of certain other student financial aid awards which an applicant has or will receive for the academic year including a New York State Tuition Assistance Program (TAP) award and/or federal Pell grant. A recipient of an Excelsior Scholarship is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an associate's degree and be on track for on-time graduation.

**Educational Opportunity Program (EOP).** This program is available to New York state residents who are both academically and economically disadvantaged and who demonstrate financial need. This is a limited enrollment program. Students must be admitted to EOP their first semester. Transfer to a four-year school and EOP is contingent on being accepted into EOP at SUNY Schenectady. If eligible, full-time students may receive an EOP award for up to six semesters.

**Tuition Assistance Program (TAP).** TAP is a New York State grant for full-time students who are New York State residents and it does not have to be repaid. Eligibility is based on New York State NET TAXABLE INCOME (after deductions). Students must complete the both the FAFSA and the TAP application in order to apply for this program.

**Aid for Part-Time Study (APTS).** Applicants must be undergraduate New York state residents enrolled for 3 to 11 semester credits. Students must be in good academic standing, which includes at least a 2.00 cumulative grade point average. In addition, students are not eligible for APTS if they have utilized all semesters of eligibility in the TAP program. If a student was claimed or was eligible to be claimed as a tax dependent, the New York state net taxable income of the student and spouse) can be up to $50,550. If a student was not eligible to be claimed as a tax dependent, the New York state net taxable income of the student and spouse together can be as much as $34,250.

Annual awards at SUNY Schenectady can range up to $2,000. Students seeking assistance for part-time study must complete the FAFSA and the APTS application.

**New York National Guard Tuition Incentive Program.** The New York National Guard Tuition Incentive program will pay up to the full cost of tuition at the College to eligible Army or Air National Guard members who meet the following conditions:

- New York state resident;
- Matriculated student in a degree program;
- Enrolled for at least 6 credits per semester;
- Maintain a minimum G.P.A. of 2.0;
- Apply for all available tuition assistance grants;
- Approved by their National Guard units.

**Assistance for Native Americans.** Students who are members of one of the several Native American tribes located within New York state, and who are residents of a reservation, may be eligible to apply for one of these grants. Information and/or applications may be obtained from the Native American Education Unit, New York State Education Department, Education Building Unit, Albany, N.Y., 12234.

Important: All students who receive state awards must be pursuing a program of study and making satisfactory progress toward the completion of the program's academic requirements.

**Educational Loans**

**William D Ford Federal Direct Stafford Loan Program.** SUNY Schenectady participates in the William D. Ford Federal Direct Stafford Loan Program. Under this program, students borrow money from the federal government to pay for their college costs. The U.S. Department of Education makes the loans, through the College, directly to students. The College will use the student's Direct Loan to pay College charges and will give the student any remaining money for living expenses.

There are three types of Federal Direct Loans:

- **Federal Direct Subsidized Stafford Loans.** Students can obtain Federal Direct Subsidized Stafford Loans based on financial need. The government will pay the interest on the loan while the student is in school.
- **Federal Direct Unsubsidized Stafford Loans.** Students can obtain Federal Direct Unsubsidized Stafford Loans regardless of need, but will be responsible for all interest charges.
- **Federal Direct PLUS Loans.** Parents of dependent students can borrow a Federal Direct PLUS Loan to help pay for their child's education.

**Application Procedures.** Students must complete the Free Application for Federal Student Aid (FAFSA). Students must submit a Request for a Federal Direct Student Loan form to the Financial Aid Office. Students will be required to sign a master promissory note and complete entrance counseling.

**Eligibility Criteria.** To be eligible for a Federal Direct Stafford Loan a student must:

1. be a U.S. citizen or permanent resident alien;
2. be taking at least six degree applicable credit hours and be matriculated in a degree program;
3. not owe any refunds on a Federal Pell Grant or other awards received and not be in default of repayment on any type of student loan.

Each new student loan recipient will be required to complete entrance counseling before receiving a loan check and exit counseling when graduating or terminating from the College.

**Maximum Loan Amounts**

**Dependent Student.** A first year dependent student (parent information is required on the FAFSA), with less than 31 earned or transfer credits, may borrow up to $5,500 per year with a maximum of $3,500 of that amount being in a subsidized loan. Second year dependent students, with at least 31 earned or transfer credits, may borrow up to a maximum of $6,500 per year with a maximum of $4,500 of that amount in a subsidized loan. A dependent undergraduate student may only borrow up to an aggregate limit of $31,000.

**Independent Student.** Independent students (parent information is not required on the FAFSA), may have up to an additional $4,000 in unsubsidized loans per year. A first year independent student, with less than 31 earned or transfer credits, may be eligible to borrow up to $9,500 per year with a maximum of $3,500 of that amount being in a subsidized...
loan. Second year independent students, with at least 31 earned or transfer credits, may be eligible to borrow up to $10,500 per year with a maximum of $4,500 in a subsidized loan. An independent undergraduate student may borrow up to an aggregate limit of $57,500.

The maximum amount that a student can borrow is the Cost of Attendance minus other financial aid. (See Page 26 for amount.)

**Repayment Terms.** The fixed interest rate for a Federal Direct Stafford Loan is 4.53 percent in 2019-2020. For a Federal Direct PLUS Loan, the maximum interest rate is 7.08 percent. In addition, all Federal Direct Loan borrowers are charged an origination fee.

There are several ways to repay a Federal Direct Loan:

A **standard repayment plan** has a fixed monthly repayment amount for a fixed period of time, usually 10 years.

An **extended repayment plan** has a lower fixed monthly payment amount, and loan repayment can be extended beyond the usual 10 years.

A **graduated repayment plan** usually begins with lower monthly payments, and payment amounts increase at specified times. Payments may be for the usual 10 year period, or they may be extended beyond 10 years.

There are four **income driven payment plans**. These plans are designed to make your monthly payment more affordable. For more information, visit www.studentloans.gov.

Your Federal Direct Loan Servicer will be responsible for maintaining the loan account and repayments. It is the student’s responsibility to maintain contact with that servicer.

**Loan Consolidation.** Students who have previously borrowed federal student loans through a lending institution and who are now borrowing a Federal Direct Loan are encouraged to consolidate all of their student loans into one Consolidation Loan. This will help the borrower avoid the situation of a student owing two separate loans to two different lenders.

**Institutional Scholarships**

The SUNY Schenectady County Community College Foundation, Inc. raises funds each year to support scholarships for students. A complete list of available scholarships is available online at www.sunysccc.edu/Alumni-Give/Scholarships.

**Employment**

**Federal Work-Study Program.** This program makes part-time jobs available to students who demonstrate financial need. Work assignments are, for the most part, located on campus. The number of hours a student may work is determined by the amount of financial need and the level of funding. Students are paid at least the minimum wage. A percentage of federal work study funds will be allocated to off-campus community service jobs. Anyone who is interested in a community service job should contact the Career and Transfer Services Office.

**General Part-Time Employment.** The Career and Transfer Services Office (Elston Hall, Room 223) maintains an online career management system, Electronic Access for Students and Employers, EASE, that students can access to view various job opportunities, search for local employers, and find on-campus offices that hire students who do not receive Federal Work Study. Students need an e-mail address to access the system. Visit the office website for additional information at www.sunysccc.edu/cts.

**Other Assistance**

**Tuition Deferrals.** Students who will be receiving financial assistance from scholarships, grants or loans may be eligible for a tuition deferral or a postponement of payment until the funds have arrived. Contact the Financial Aid Office for more information.

**Book Deferrals.** Students who will be receiving financial assistance from scholarships, grants or loans may be eligible for credit at the College Store for books and supplies after classes begin. Contact the Financial Aid Office for more information.

**Emergency Loans.** The SUNY Schenectady Foundation sponsors an Emergency Loan Fund through the Financial Aid Office for short-term loans (usually up to $50 for up to 30 days) to assist in an emergency situation. Contact the Financial Aid Office for more information.

**SUNY Schenectady and New York State Scholarships.** SUNY Schenectady and New York State offer a variety of Grants and Scholarships. Each of these programs have additional applications you must complete. We strongly encourage students to apply for as many Grants and Scholarships as possible. Go to www.sunysccc.edu/financialaid to learn more:

- Excelsior Scholarship
- SUNY Schenectady Foundation Scholarships
- Educational Opportunity Program (EOP)
- New York State Part-Time Scholarship
- Aid for Part-Time Study
- NYS Child Welfare Worker Incentive Scholarship
- NYS Scholarships for Academic Excellence
- NYS STEM Incentive Program
- NYS Math & Science Teaching Incentive Scholarship
- NYS World Trade Center Memorial Scholarship
- Military Service Recognition Scholarship
- NYS Memorial Scholarship
- Veterans Tuition Awards
- NYS Regents Awards for Child of a Deceased or Disabled Veteran
- NYS Aid to Native Americans
- Segal AmeriCorps Education Award
2019/2020 Estimated Cost of Attendance

These are estimated charges for a full-time student for the Fall and Spring semesters for a nine-month school year. The charges for room and board, transportation, and personal expenses are estimates, and they are not actual charges to the student. The Financial Aid Office uses these estimated costs of an average student as a basis for determining financial aid eligibility.

<table>
<thead>
<tr>
<th>Students Living With Parents/Relatives</th>
<th>Students in Off-Campus Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4,392</td>
</tr>
<tr>
<td>Fees</td>
<td>820</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,200</td>
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<td>Room and Board</td>
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<td>Transportation</td>
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<td>Personal Expenses</td>
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<tr>
<td>Average Student Loan Origination Fee</td>
<td>59</td>
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<tr>
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<td>$12,371</td>
</tr>
</tbody>
</table>

- An additional $475 Music Laboratory fee is charged to students taking courses which include private music lessons.
- Students in the Hotel and Restaurant Management, Culinary Arts and Assistant Chef programs should anticipate higher costs for uniforms and supplies in their first year.
- An additional Aviation fee is charged to students taking courses which include private instruction ranging from $2,000 to $10,500 per semester.
- Learn more about our fees on pages 17 and 18.
- Tuition estimate is for New York state residents who present a Certificate(s) of Residency from their home county or Schenectady County residents who submit a signed affidavit of residency.

The Financial Aid Office may use professional judgment to adjust these budgets based on the individual circumstances of the student.

2017-2018 Summary of Financial Aid Awards

During 2017-2018, SUNY Schenectady students received approximately $16,191,957 in financial assistance. The number of recipients is not unduplicated, since students may receive aid from more than one source:

<table>
<thead>
<tr>
<th>Estimated Amounts</th>
<th>Number of Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grants</td>
<td>$7,513,174</td>
</tr>
<tr>
<td>Student Loans</td>
<td>6,205,966</td>
</tr>
<tr>
<td>Tuition Assistance Program</td>
<td>1,891,376</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grants</td>
<td>74,000</td>
</tr>
<tr>
<td>Educational Opportunity Program</td>
<td>84,609</td>
</tr>
<tr>
<td>TRIO Program</td>
<td>32,000</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>126,453</td>
</tr>
<tr>
<td>Aid for Part-Time Study</td>
<td>87,584</td>
</tr>
<tr>
<td>Scholarships</td>
<td>176,795</td>
</tr>
<tr>
<td>Total</td>
<td>$16,191,957</td>
</tr>
</tbody>
</table>
SUPPORT SERVICES

Student Affairs Division
The Student Affairs Division, located on the second floor of Elston Hall, provides a diversity of programs and services focused on assisting SUNY Schenectady students in successfully fulfilling their dreams and aspirations. Student Affairs fosters the principle that a student's total educational experience embraces quality instruction shared with valuable opportunities that facilitate intellectual and personal growth, fulfillment, and a sense of community. Dedicated Student Affairs staff advance institutional efforts to maintain a safe, positive, respectful, and healthy community. The Student Affairs staff encourages students to explore the different aspects of student life while building their own personal and remarkable SUNY Schenectady experience.

Visit SUNY Schenectady Student Affairs at: www.sunysccc.edu/Current-Students/Student-Life-and-Resources.

Admissions and Matriculated Enrollment
The Admissions Office is a starting point for all new degree and certificate-seeking students. The Office processes applications for admission, accepts qualified applicants, and assists students in signing up for new student registration programs. Professional staff is continually traveling, visiting high schools, human service agencies, fairs, and festivals to promote SUNY Schenectady, its quality programs and dynamic campus life.

Academic Advisement
Academic Advisors help students evaluate their educational plans, provide general information about academic policies and procedures, and refer students to appropriate resources. Academic Advisors also assist students with program choice and class selections and discuss degree requirements. Services are designed to assist students in achieving academic and personal success through informed decision-making and academic planning.

Americans with Disability Act (ADA) Transition Services
Americans with Disability Act (ADA) Transition Services provides a variety of resources and services for students with permanent and/or temporary disabilities. Collaborative efforts ensure programs and opportunities are accessible. Those individuals who would benefit from accommodations due to their disabilities must meet with the ADA Transition Coordinator. Accommodations are personalized for each student. Some students, for example, may perform best if they take exams in a distraction-reduced location. Others might benefit if educationally relevant information about their disability is communicated to their instructors and others may require some form of assistance during a fire drill or other times of evacuation.

Athletics
The Athletics Office seeks to foster an environment that will provide student athletes with the opportunity to develop their full potential academically, athletically and physically. Athletics strives to teach lifelong skills such as discipline, teamwork, sportsmanship, self-control, cooperation, hard work, playing by the rules and respect for authority through athletic competition and recreational activity. Intercollegiate athletics is open to all students meeting the eligibility requirements of the National Junior College of Athletics Association (NJCAA), the College and the Athletics Office. SUNY Schenectady has varsity teams in basketball (men and women), baseball (men), bowling (men and women) and crew (women). The campus community is invited to cheer on the SUNY Schenectady Royals at all events. A full schedule of athletic events is found at www.sunysccc.com/Current-Students/Student-Life-and-Resources/Athletics.

Campus Life and Safety
SUNY Schenectady strives to advance a safe and intellectually challenging environment through the College's Code of Conduct, academic integrity, student rights and responsibilities, the Critical Incident Management Plan and policies and procedures. The annual Safety and Security Report can be found on the College's website at www.sunysccc.edu/About-Us/Campus-Safety.

Career Services
Completing coursework alone does not guarantee employment after graduation. Employers seek to recruit people who have invested time and energy in perfecting their skills, achieving goals, and working successfully with others. Career Services helps students discover, explore, and take action on their educational and employment goals. Come see us during your first semester to better understand how we can connect you to related opportunities before and after graduation.

The office is located in Elston Hall, Room 221-i. Visit us online at www.sunysccc.edu/cts

Educational Opportunity Program and Access
The Educational Opportunity Program (EOP) provides college access to first-time, full-time students and assists talented students whose educational and economic circumstances present a challenge to goal achievement by opening the door to a lifetime of career options, professional advancement, and personal enrichment. EOP serves students who have the potential and motivation for academic success by providing advisement and a variety of student support services.

Financial Aid
The primary purpose of this office is to provide financial assistance within available resources to those students who, without such assistance, would be unable to attend SUNY Schenectady. The dedicated staff works with students to develop an understanding of financial aid and navigate through the application process.

Registrar's Office
The Registrar's Office provides assistance with all registration activities, as well as enrollment confirmation, transcripts, change of program, and reactivation.

Student Activities
Student Activities complements students’ academic experiences by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Staff are committed to providing quality advising, resource materials, leadership development and governance opportunities, and administrative support services to impact students’ growth and development and enhance the success of each student organization.
The Student and College Governance

The Faculty of SUNY Schenectady, in its bylaws, has made provisions for student membership on every standing committee of the Faculty. Through this formal representation, the goal is that the student body will play an active role in the conduct of the affairs of the College.

A student member is elected annually to the Board of Trustees by the student body of the College. The Student Trustee attends all meetings of the Board of Trustees as a representative of the students, participates as a full voting member of the Board of Trustees and serves in a liaison capacity with the Student Government Association. Elections are conducted each year during the spring semester. Candidates for that office may be enrolled either as a full-time or part-time student, have a minimum 2.25 Grade Point Average and have paid the Activity Fee.

The Student Government Association (SGA)

The Student Government Association (SGA) is the student governing organization of the College. Students who pay the Student Activity Fee are members of the Association. SGA is the established organization representing a responsible student viewpoint to the administration of the College. Through elected government representatives, students have a voice in matters pertaining to their organization and activities, and share responsibility for decisions that affect the student body.

SGA is represented by four officers: President, Vice President, Treasurer and Student Trustee, elected annually by direct vote of the SGA membership. In addition, 11 senators are elected and represent the students in conducting the affairs of SGA. Elections are held every April and September.

The Student Government Association is designed to promote the interests of the entire student body and to integrate these interests to further improve the College. SGA sponsors and supports intercollegiate athletics, special interest clubs and organizations and a variety of other College events. Further information can be obtained by contacting the SGA Office at (518) 381-1338, Elston Hall, Room 220G, or accessing the website at www.sunysccc.edu.

Veterans Affairs

SUNY Schenectady is recognized on the Military Friendly Schools® list by Victory Media, the premier media entity for military personnel transitioning into civilian life. The Military Friendly Schools® list honors the top 15 percent of colleges, universities and trade schools that are doing the most to embrace America’s military service members, veterans, and spouses as students and ensure their success on campus.

The Veterans Resource Office provides information about benefits, resources, and services to past and current members of the armed forces as well as their family members. The unique feature of this office is that staffing is done with veterans who are students at the College. The Office, consequently, provides a space where military service members and their family members attending SUNY Schenectady are not only able to obtain important information, but can also link up with others on campus who may have similar experiences and concerns.

SUNY Schenectady’s Veterans Office partners with community agencies and organizations to provide informative programs especially geared for military families. Programs have included veteran-specific student orientations, veterans’ resource fairs, and presentations about transitioning to civilian life. The Veterans Resource Office is located on the second floor of Elston Hall.

Wellness and Support Services

SUNY Schenectady’s Wellness and Support Services includes ADA Transition Services (i.e., disability resources and services) and Counseling Services. All programs are designed to facilitate personal and academic success. They are founded on a model that regards wellness as an active process that includes the self-awareness and choices one makes when interacting with the world on the quest towards a meaningful and successful life.

Wellness and Support Services seeks to fulfill its purpose by partnering with faculty, students, staff, and community members. All our programs embrace diversity, respect, access, and equality, along with a sense of individual and shared responsibility.

Student Resources

Alumni

SUNY Schenectady Alumni are encouraged to stay in touch after graduating. With a valid Alumni ID Card, Alumni have access to special discounts at a variety of local establishments, as well as College resources that include the Academic Computing Lab, Begley Library and Career and Transfer Services. In addition, Alumni are invited to attend special gatherings throughout the year, including sporting events and shows. E-mail alumni@sunysccc.edu to obtain your Alumni ID Card. For the latest news, check out the website which contains information on Alumni events and more.

For more information, please contact the Foundation, located in Elston Hall 120, or call (518) 381-1324.

Canal Side Convenience Store

The Canal Side Convenience Store, owned and operated by the Faculty Student Association of SUNY Schenectady County Community College Inc., provides groceries (including grab-and-go, microwavable items, ice cream and frozen dinners), electronics, personal care items, snacks, beverages, school supplies, and postage stamps. A microwave is available for use. The convenience store is located on the first floor of Elston Hall next to the Canal Side Café. The hours of operation are Monday through Thursday from 8 a.m. to 6 p.m. and Fridays from 8 a.m. to 2 p.m. Hours of operation are reduced during school breaks and summer. Please visit the website at www.sacollegestore.com. The store accepts cash, debit, credit cards, and EBT benefits.

Child Care

An on-campus Early Learning Center operated by YWCA NorthEastern NY is available for children of students, faculty, staff and community members. The center enrolls children between six weeks and five years of age and is open year round, Monday through Friday, 7:30 a.m. to 5:30 p.m. The center is licensed by the NYS Office of Children and Family Services, NAEYC accredited, and is a participant in the Quality Stars
NY program. The curriculum is developmentally appropriate with a learning environment focused on the emotional, physical, and cognitive development of children. All staff are CPR and First Aid certified; some are MAT (Medication Administration Training) certified and all teachers have Early Childhood Education degrees or certification. The YWCA Early Learning Center is a peanut/nut controlled environment that serves nutritionally healthy meals and snacks.

The center has DSS child care approval as well as grant money available to qualified students. Early Head Start is offered for children starting at 6 weeks old. Space is limited. Please call (518) 381-1375 or e-mail scccdaycare@sunysccc.edu.

The College Store

The College Store, located in Elston Hall, provides a complete selection of course materials (new, used, rental, ebooks, and OER materials), school and culinary supplies, imprinted sportswear, gifts, and other available items. The friendly and knowledgeable College Store staff is happy to help students find the correct course materials for classes, assist with returned course materials and answer student questions. A “Used Book Buyback” is conducted both at the beginning and end of each semester. Throughout the academic year, various contests and drawings make The College Store an exciting place to shop.

The College Store “Online”

The College Store “Online” offers all available textbooks and course material information. Direct links are also provided for ordering computers, laptops and software/hardware at educational discount pricing. The College Store website also includes important information such as store hours, special promotions, important dates for student accounts and textbook buy-back. Visit www.fsacollegestore.com.

College-Wide Publications

A variety of SUNY Schenectady publications including the Binnekill – the College’s monthly newsletter, the Student Handbook, College Catalog, Academic Code and Data Book, among others, are available online at www.sunysccc.edu/News/Publications and at http://issuu.com/sunysccc.

SUNY Schenectady Emergency Closing Procedures

Classes at SUNY Schenectady will be held as scheduled unless noted on the SUNY Schenectady home page, www.sunysccc.edu, and/or via a message sent by e-mail or School Messenger.

The decision to cancel daytime classes is made by 6 a.m. The decision to cancel evening classes is made by 2 p.m. However, if the weather worsens between 2 and 4 p.m., the College will reassess conditions and may cancel evening classes by 4 p.m. The College in situations of inclement weather will monitor and may cancel classes at other times in the interest of student safety.

As a public service, the College notifies the Schools Closings Network, which includes the following radio and TV stations: WROW-AM 590, WGY-AM 810, WOFX-AM 980, WFLY-FM 92.3, WJBJ-FM 95.5, JAMZ-FM 96.3, WTRY-FM 98.3, WRWE-FM 99.5, MAGIC-FM 100.9, WKKS-FM 102.3, WHRL-FM 103.1, PYX-FM 106.5, WGNA-FM 107.7, WRGB-TV Channel 6, SPECTRUM NEWS 9-TV Channel 9, WTNJ-TV Channel 10, WNYT-TV Channel 13 and WXXA-TV FOX 23.

The stations are asked to announce the following: “Daytime/Evening classes at SUNY Schenectady County Community College are canceled/delayed. The College is open for other business.”

If classes are delayed, a specific start time will be announced. An announcement regarding class cancellation and delays is also provided on the College phone system, (518) 381-1200.

Food Service - SUNY Schenectady Main Cafeteria

The College Commons, referred to as the Main Dining Center, is operated by Chartwells Dining Services and the Faculty-Student Association of SUNY Schenectady, serving breakfast, lunch and dinner as well as a variety of short-order and snack items. The food service is available from morning through evening when classes are in session, and on a selected basis at other times. Look for daily specials. Vending machines are located in the College Commons, Elston Hall, the Center for Science and Technology Building lobby and Center City. A microwave is available for use in the College Commons. Gift cards are available for purchase. Students can put funds on their SUNY Schenectady Student ID card online at https://www.sccroyaldollars.com to make purchases in the main cafeteria or Canalside Cafe. Please see the College website under Cafeteria/FSA or www.fsasccc.org for weekly menus.

Canal Side Wi-Fi Café. The Canal Side Wi-Fi Café is operated by Chartwells Dining Services and the Faculty-Student Association of SUNY Schenectady County Community College, Inc. serving handcrafted beverages, (espresso, lattes, cappuccinos, blended and iced beverages), Panini sandwiches, baked goods, grab and go items and soups. The café is available from morning through evening when classes are in session and reduced hours at other times. The Canal Side Café features an outdoor patio.

SUNY Schenectady Montessori Integrated Laboratory Preschool at SUNY Schenectady

SUNY Schenectady Montessori is the Early Childhood Program’s Integrated Laboratory Preschool located in the Gateway Building on the SUNY Schenectady campus. The curriculum demonstrates best practices in Early Childhood Education and Preschool Special Education. The preschool operates eight hours per day, Monday through Friday, and follows the Capital District Beginnings academic calendar, which includes a summer program component for six weeks in July and August. SUNY Schenectady Montessori enrolls children ages 3 to 4 years. SUNY Schenectady Montessori, through a collaboration with Schenectady Day Nursery, is eligible to offer Temporary Assistance to Needy Families (TANF) for child care subsidies which will assist qualified families in paying children’s tuition. Since SUNY Schenectady Montessori is on a State University of New York campus, SUNY Child Care Block Grant monies may be available for qualified SUNY Schenectady student families in paying children’s tuition.

For more information, please contact the SUNY Schenectady Montessori Classroom at (518) 381-1455, or montessori@sunysccc.edu.

Parking

All motor vehicles parked on campus by students, faculty or staff (full- and part-time) must be registered with Campus Security (Security Desk located at the main entrance of Elston Hall) and the appropriate hang tag mounted on the vehicle’s rear view mirror. Motorcycles should be registered - no hang tag will be issued.

Failure to register your vehicle and properly affix your College hang tag will result in the ticketing and/or towing of your vehicle. Cars parked in unauthorized areas will be ticketed. Cars parked in fire lanes, disabled parking areas without appropriate hang tag, driveways or loading zones will be towed away at the owner’s expense. The College maintains a general security staff for surveillance of the parking areas, but it is not responsible for preventing theft or damage to cars. Complete parking regulations are provided upon vehicle registration and are published in the SUNY Schenectady Student Handbook.

Student ID Cards

All students are required to obtain a SUNY Schenectady Student ID Card at the onset of their first semester. The Student ID Card is a permanent identification card for SUNY Schenectady students. This card is also used
for library purposes, access to the Computer Lab, bus transportation and for admission to athletic events, lectures, student activities and to use the facilities.

Student ID Cards can be obtained in the College Store. See the website for details, www.fsacollegestore.com. Replacement fee for proximity cards is $35.00. Lost cards must be reported immediately to Security.

The use of another student's ID Card is a violation of the Student Code of Conduct. Properly validated ID Cards are to be carried at all times and must be produced, upon request, to any authorized College authority (administrators, faculty member or security personnel). Students may also be requested to show photo identification such as a driver's license.

Academic Support
A variety of courses, laboratories, workshops and support services are offered by the College to help students achieve academic success. Students are encouraged to explore these services upon enrollment at the College and to make use of all appropriate programs.

Academic Computing and Networking Services Facilities
SUNY Schenectady is committed to providing student access to computers. College academic facilities continue to expand and provide students with diversified computing environments and applications. More than 900 personal computers and 375 laptops of various kinds are available for student use through the main campus and satellite sites, and a variety of software has been incorporated into college coursework. SUNY Schenectady maintains several different computer labs that utilize PCs and networked laser printers. In addition to computer workstations, the College has a fully integrated campus Local Area Network (LAN) on which the TCP/IP network stack is supported. Internet access is available campus-wide through the use of laboratory computers or the Wireless LAN. Information Technology (IT) provides helpdesk support to students five days a week, which can be accessed through the helpdesk phone number (518) 381-1487, the IT Helpdesk Ticketing System located in the yellow banner at the bottom of the homepage, or by visiting the IT offices, located in the main computer lab in Elston Hall on the fifth floor during normal College operating hours. For concerns other than User ID and passwords, with the Blackboard Course Management System, students are encouraged to contact the OPEN SUNY helpdesk at 1-844-OPENSUNY (1-844-673-6786) or fill out a ticket at open.suny.edu/help.

SUNY Schenectady uses an array of commercially successful Windows applications, programming language compilers and curriculum-specific computing tools in order to expose students to contemporary computer technology. Network or workstation applications on campus include Microsoft Office, Microsoft Visual Studio, Maple mathematics software, Java Development tools, HTML authoring tools, graphics editing software, and music production development software. Special computer labs are available for students preparing for careers in the music industry and various scientific fields such as biology, chemistry, computer networking and systems, and nanotechnology. The labs consist of PCs with network facilities to parallel current computerized business practices.

The Academic Computing Lab. The Elston Hall main computer laboratory, located in Rooms 529 and 530, is open weekdays, evenings and Saturdays when classes are in session. Lab assistants are on duty during all available lab hours to help students with hardware and software problems. In addition, workshops are provided to orient new students to the operations of the computer facilities and equipment. Access to additional computer facilities is available in the library, division labs, Math lab, Language lab, Learning Center and TRIO. Personalized instruction in the use of the systems is highly emphasized. The Center for Science and Technology (CST), Begley Building, Elston Hall, the Stockade Building, Center City, the Kindl Building and the downtown Albany extension site contain electronic classrooms with Internet access, allowing students to utilize new e-learning environments in conjunction with in-class work. Scanners are available in the Begley Library, the Elston Hall main computer lab and the Learning Center.

Wireless Services. Wireless Internet access is provided in the Commons and the Culinary Arts wing in Elston Hall, the Begley Library, the Begley lobby, Carl B. Taylor Auditorium, the Center for Science and Technology, the Stockade Building and the main Computer Lab in Elston Hall, Room 529.

Registered students are automatically assigned an e-mail account upon registration and remain valid during the period of enrollment. The campus electronic portal, located at https://mysccc.sunysccc.edu, allows students to access campus resources including Blackboard, e-mail, registration, grades, Financial Aid tax forms and the campus activities calendar. Students are strongly advised to use these resources for campus communications.

Academic Services
Accounting Lab. Elston Hall, Room 330. Professional and peer tutors provide individualized tutoring on a drop-in basis in most accounting and computer courses in the ACC/CIS Labs. More information including hours can be found by connecting to the Accounting Lab link.

The Learning Center/Writing Lab. Elston Hall, Room 523. The Learning Center provides academic assistance to students in reading, writing, study skills, presentation design and information literacy. Assistance is available through individual sessions with professional and peer tutors, computer assisted instruction, study groups in content areas, and workshops. The Learning Center also serves as a writing center to students who request feedback and guidance on written assignments including research papers and presentations. Additional content areas, such as science and psychology, are also provided on a daily basis.

Adaptive computer technology is available for students with disabilities, as well as computers, scanners, and printers for student use.

For additional information, contact the Learning Center or connect to the Learning Center link.

Math Lab. Elston Hall, Room 518. The Math Lab offers individualized tutoring on a drop-in basis in most mathematics courses. Professional and peer tutors help students who need assistance with homework or need to refresh their mathematics skills. In addition to tutors, computer- software tutorials and Maple software are available.

The Math Lab is open more than 50 hours per week during the academic year. For additional information including hours, connect to the Math Lab link.

Tutor Services. Elston Hall, Room 522. One-to-one tutoring services are offered to enhance classroom instruction by providing quality tutoring that fosters active and independent learning. Tutor services provides free tutoring for one hour per week for up to three (3) SUNY Schenectady courses for both part-and full-time SUNY Schenectady students enrolled at the College. Directions on how to sign up for tutoring are available in the Tutor Services Office, Elston Hall, 522 and online.

Begley Library
Note: Library Services have been relocated to Elston Hall, Room 132 for the 2019-2020 academic year. Through its online and in-person services; print and online collections; and cooperative borrowing agreements, Begley Library helps SUNY Schenectady students, faculty and staff to pursue their academic and lifelong learning goals.
Quick Collection Statistics.
- 53,523 Print books
- 102,674 ebooks
- 121,040 Online magazine and journal titles
- 89 Print magazine and journal titles
- 24,830 Media items (hard copy and streaming)

Personal Assistance. All SUNY Schenectady students are encouraged to consult with a librarian in-person or online for help finding and using information. Librarians specialize in helping students engage with information online, in Begley Library and in libraries worldwide. Students consulting a librarian will find assistance with any part of the research process; from choosing a topic, to finding sources, to creating a works-cited page. Librarians offer non-judgmental assistance to all students.

In the Library. Students visit the library for:
- Walk-in research assistance
- Computer workstations, printers and scanners

Online Library. Students use the library website to:
- Get online help from college librarians
- Get help finding and using information from the library's Research Guides
- Find books and eBooks in the Begley Library Catalog
- Access online magazines, newspapers and scholarly journals through the Databases
- Find and request articles, books and media from other libraries using Illiad
- Watch online tutorials on how to do research
- Find information on citing sources
- And more

Cooperative Borrowing. Students may borrow materials from libraries within SUNY as well as elsewhere in the region, state, nation and world. Print materials are delivered to the library for student pick-up; online content is delivered through e-mail. Students may also borrow in-person from area libraries that participate in the Direct Access Program.

College Success: First Year Seminar
First Year Seminar. FYS 100, is an orientation course designed to enhance the success of first-year college students by introducing such topics as time management, learning styles, classroom expectations, support services and resources, major/career planning, stress management, and personal wellness. For more information, refer to the course description for FYS 100.

Computer Use Policy
Users of the College's computing facilities, including the College e-mail system, are required to abide by the SUNY Schenectady Computer Use Policies and Procedures. Copies of this policy, which outlines both appropriate and inappropriate uses of the College's systems, responsibilities of users and privacy policies relating to SUNY Schenectady's website, are available in the Main Computer Lab, Begley Library and on the SUNY Schenectady website, www.sunysccc.edu.

Developmental Studies
Developmental Studies courses provide students with quality developmental education in reading and writing, mathematics and study skills to acquire the requisite skills needed to attain academic success in college level work. Courses in Integrated Reading and Writing and mathematics are offered for students who need to strengthen prerequisite skills for academic success. Students are expected to enroll in prerequisite reading, writing and mathematics courses as recommended. Even though developmental course credits do not satisfy degree requirements, these credits contribute to full-time status and eligibility for financial aid. Integrated reading and writing courses are listed under the CSS prefix and mathematics courses are listed with the MAT prefix and numbers less than 100. The college also offers a co-requisite developmental English, ENG 96 (ALP –Accelerated Learning Project) course that pairs with ENG 123 College Composition (3 cr.) so that students get the support they need to pass the credit bearing course.

Liberty Partnerships Program
Funded by the New York State Education Department, the Liberty Partnerships Program (LPP) offers services to students and families to maximize the successful transition of middle and high school students into graduates who are fully prepared for the rigors of higher education and the competitive demands of the workplace. LPP provides research-based programming and services to students in grades 6th through 12th enrolled in the Schenectady City School District who may be at risk of not graduating.

The SUNY Schenectady LPP partners with community-based organizations, local businesses, and the Schenectady City School District to enhance students' access to community resources, develop professional networks, and foster leadership and civic engagement. LPP provides: Assessments & Personal Learning Planning; Academic Assistance; Counseling & Case Management; College and Career Readiness; Recreational & Cultural Activities and Parental Engagement.

TRIO Student Support Services
The TRIO Program's mission is to assist students who are first generation, financially qualified, and/or students with disabilities to find success in their college experience. TRIO serves to motivate students toward successful completion of their post-secondary education. TRIO enhances, promotes, and develops tutoring and academic success programs, and is committed to creating an inclusive, supportive, student-centered learning environment, which stimulates critical thinking and productive learning. TRIO is a federally funded, five year grant program through the U.S. Department of Education with an annual budget of $281,511 which serves 175 eligible students.

TRIO students are offered the following services:
- Academic coaching and course planning
- Tutoring
- Grant Aid to financially qualified individuals
- Assessment of study and learning skills
- Basic computer skills guidance
- Workshops and seminars
- Financial literacy programming
- Assistance with FAFSA
- Help finding scholarships
- Self-advocacy programming
- Leadership opportunities
- Computer lab with FREE printing capabilities
- Fun, inclusive environment
- Career exploration
- Transfer counseling
- And much more!
Academic Standards and Regulations

Academic standards and regulations are based on The Academic Code of SUNY Schenectady, as adopted by the Academic Senate. The portions of the Code included in this Catalog are those particularly relevant to students.

All students are subject to the policies of the Code and to other procedural or financial policies that may be enacted by appropriate College officials or agencies. The Code, in its entirety, is available online.

Student Classifications

All students have either matriculated or non-matriculated status:

Matriculated. Individuals have matriculated status in a program if they have been formally admitted to a degree or certificate program of the College under standard College and State University of New York admissions procedures, who have completed placement tests in basic skills administered by the College (if required), and who continue to pursue their program successfully.

Non-matriculated. Individuals are non-matriculated if they are enrolled in a course or courses and have not been formally accepted in a degree or certificate program, or have had their matriculation terminated for any reason. Only matriculated students are eligible for a degree or certificate from the College. Non-matriculated students should be aware of the need to matriculate if they plan to earn a degree or certificate.

Full-Time. Full-time study requires a minimum of 12 semester credit hours. Students are classified as having full-time or part-time status on the basis of their current load. One semester credit hour is awarded for the equivalent of 15, 50-minute class periods, with a normal expectation of 30 hours of supplementary assignments.

Registration

Registration is conducted prior to each semester as indicated in the official College Calendar on page 6. Continuing students have the opportunity to advance register for classes.

New Student Registration

New student registration is held on a rolling basis to assist entering students with the registration process. New student registration includes:

- Testing to determine proficiency in reading, writing and mathematics skills for proper course placement, and in order to provide academic assistance as needed;
- An introduction to the advising and registration process;
- An opportunity to talk with an advisor regarding program and course selection; and
- Registration for courses.

Students will receive information about new student registration following their acceptance to the College.

Academic Advisement

The goal of academic advising is to assist students in planning academic programs consistent with their degree and/or career objectives. The academic advisement team is responsible for providing students with adequate information and for being accessible; however, each student is responsible for decisions related to satisfying certificate and/or degree requirements.

- Academic advisement is available to all students and is provided by professional advisors in the Advisement Center in collaboration with the Deans, faculty, and the Registrar’s Office.
- Following acceptance into a program, each student is assigned to a professional advisor in the Advisement Center. This assignment is intended to be continuous throughout the student’s college career with changes only made in limited circumstances.
- All Music students are advised by the School of Music Dean and faculty.
- Each matriculated student is expected to arrange at least one meeting every semester with their academic advisor for purposes of course and program planning, class scheduling assistance, and individual consultation. Subsequent to a student’s first semester, advisors will provide matriculated students with an advisor PIN and/or signature for the fall and spring registration.

Course Selection Approval. All students must have their planned schedules reviewed, approved, and signed by an Academic Advisor prior to registration. Students planning to register online will need to obtain a PIN number from an Academic Advisor prior to their Web registration. Exceptions to this review are granted to non-matriculated students who may choose to self-advise.

Cross Registration

Through SUNY Schenectady’s Registrar’s Office, Matriculated students may cross register for courses offered at participating colleges and universities. There are multiple cross registration agreements; some require full time study at SUNY Schenectady. Approval must be granted by the Registrar and, depending on the cross registration program, the Provost. In order to qualify, students must have already earned at least 12 credits at SUNY Schenectady. Enrollment restrictions are based on the cross registration agreement SUNY Schenectady has with other colleges, specific need to enroll in the class, and course availability.

Requirements to participate are as follows:

1. Approval in writing must be given on the cross registration form from the student’s academic advisor and the Registrar.
2. Students must have a 2.0 GPA and be registered for at least 12 credits to be eligible for cross registration.
3. Students may cross register only during the Fall and Spring semesters.
4. Cross registered courses are considered resident credit and are entered as such on the student’s permanent record.
5. The student must take the course for a letter grade unless the only option offered by the institution is Pass/Fail.
6. The student is responsible for notifying both campuses when dropping or withdrawing from a cross registered course. Failure to do so may result in an academic F grade from the host institution.

Students may also be able to cross register with any SUNY college or university. Additional information is available from the Registrar’s Office.
Registration Policies

Course Load Restrictions. A student may register for no more than a total of 19 semester credit hours during any regular semester, including those taken through cross-registration agreements.

During sessions of eight weeks or less in duration, a student shall be limited to enrollment in courses generating credits at the rate of 1.25 semester credit hours per week, unless an overload has been authorized in advance.

Auditing. A student may register as a paid auditor only during late registration period, as indicated in the Academic Calendar, on a space-available basis. Distance learning courses with available seats are available for audit only with the permission of the instructor.

State and County residents 60 years and older may register for a “Senior Citizen Audit,” without a fee or tuition, only during the late registration period as indicated in the Academic Calendar, on a space available basis. Online courses are not available for “Senior Citizen Audit.”

Not all courses are available for audit.

An auditor need not participate in class activities, take tests, or submit homework assignments. The degree to which the auditor may do these things is to be determined by the instructor.

All courses audited will be recorded on a student’s transcript as audits. However, if an auditor ceases to attend class without withdrawing from the class, the instructor may indicate that a grade of NR be recorded.

Waiver of Requirement. A specific course may be waived for appropriate reasons, but the total credit requirements for any degree cannot be altered. A waived course does not decrease the number of credit hours required for graduation. A waiver must maintain the goals of the program as well as the policies/requirements of the College, SUNY and New York State Education Department (SED) and be approved by the appropriate Division Dean.

Repeating Courses. A student may repeat a course three times, with no additional credit earned. Only the highest grade will be used in all future cumulative grade point average computations; however, all grades will be retained on the transcript. Once the highest possible grade has been achieved, a student may not repeat the course.

Withdrawal. A student may officially withdraw from a class without a grade penalty anytime up to the end of the 11th week of full semester classes by completing the appropriate course withdrawal form in the Registrar’s Office. For summer and time-shortened courses, refer to the appropriate schedule for withdrawal dates. For such withdrawal, a grade of “W” is assigned. Students who stop attending without officially withdrawing receive the academic grade earned at the completion of the term.

The student is encouraged to discuss this action with his or her instructor and academic advisor. The student is responsible for determining how this withdrawal may affect his or her financial aid and academic status.

Administrative Withdrawal. SUNY Schenectady permits an instructor to request an administrative withdrawal of a student from a course when the student has failed to attend classes for at least two consecutive weeks.

Academic Leave. Matriculated students in good academic standing who find it necessary to interrupt their program of study at the College are automatically granted an academic leave for a period not to exceed two semesters. Such students maintain their matriculated status and, upon return, may choose to pursue program requirements in effect at the time of their matriculation provided that the College continues to offer those courses and/or that program. Coursework completed while on academic leave is subject to the policies and procedures governing non-residence credit.

Students who fail to register for the first semester after the academic leave has expired will have their matriculation suspended. Such students will, on return, be required to reactivate their status with the Registrar’s Office.

Residence Credit. Residence credit is obtained by registering for and successfully completing credit bearing courses offered by the College. Residence credit may also be obtained through participation in the College’s cross-registration program, as outlined.

Residence Requirements – Associate’s Degree. At least 30 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for an Associate’s degree.

Residence Requirements – Certificate. At least 15 semester credit hours in residence applied to the certificate program must be successfully completed in order to be eligible for a certificate.

Non-Residence Credit. Non-residence credit is defined as credit earned at other academic institutions or certain non-collegiate organizations or credit earned by examination or for previous experience. Non-resident credit does not generate grade points for the purpose of calculating grade-point averages.

External Transfer Credit. Accredited post-secondary transfer credit may be accepted for coursework taken at academic institutions if approved by the Division Dean. Courses of equivalent quality and content taken at other academic institutions will be accepted if passed with a grade of “C” or better, if such courses are applicable to the student’s program. Transfer credit may be awarded by the Vice President of Academic and Student Affairs/Provost upon recommendation of the Division Dean for coursework taken in certain non-collegiate organizations when published guides are available to evaluate such coursework and the Academic Senate has approved the use of those guides. The Academic Senate has approved the use of A Guide to Educational Programs in Non-Collegiate Organizations for making such evaluations. Guidelines have been established for granting non-residence credit for certain courses taken through the American Institute of Banking. Any coursework older than 10 years will transfer only at the discretion of the Division Dean.

Credit by Examination/Credit for Previous Experience. Matriculated students may earn credit by examination for individual courses required in their program of study. Credit by examination may be awarded for a passing grade on an externally published proficiency examination or an internally developed challenge examination. The availability of internally developed challenge examinations for selected courses is determined by individual academic departments. The challenge examination request, including a justification statement, must be submitted prior to the end of the seventh week of the student’s final semester preceding graduation. The request must be approved by the Faculty member, the Division Dean and the Vice President of Academic and Student Affairs/Provost (application available from the Division Dean’s Office) and the test administration fee paid prior to the administration of the challenge examination.

Matriculated students may earn credit based on previous experience for individual courses required in their program of study. To initiate the process, the student should petition the division responsible for the specific course(s), listing each course and a brief statement justifying its consideration.

Credit earned by examination or through previous experience is not considered as earned in residence. Credit earned by examination or through previous experience will be recorded as “credit” (CR) on transcripts, and will not affect a student’s grade point average (G.P.A.). Students must accumulate 12 or more semester hours of residence credits before credit by examination or credit for previous experience is noted on transcripts.

College Level Examination Program (CLEP). Under the College
Level Examination Program, SUNY Schenectady County Community College awards credit by examination for certain specific courses. In order to ensure selection of the appropriate examination(s) and to learn of potential additional requirements, students are advised to consult the appropriate Division Dean prior to registering for CLEP examinations. Information for CLEP examinations is available online at celp.org.

**Academic Placement Testing.** The placement tests in reading, writing and/or mathematics skills must be completed prior to the first day of classes of the term in which the student is matriculated. The results will determine appropriate placement in English and mathematics courses.

English test exemptions from reading and writing placement tests are for students who:

1. achieved a score of 75 or better on the ELA (English Language Assessment) Regents exam;
2. have presented evidence of transferable credit for ENG 123;
3. have scored 450 on the SAT (Scholastic Aptitude Test) in Writing; OR
4. have a score of at least 18 on the verbal ACT (American College Testing).

Mathematics placement test exemptions are for students who:

1. graduated within 5 years and have achieved a score of 75 or above on the Integrated Algebra Regents;
2. have presented evidence of transferable credit for college level mathematics;
3. have scored 440 on the SAT in Mathematics; OR
4. have a score of at least 18 on the mathematics section of the ACT.

An individual may submit a written request for a re-test on the placement test (for the current semester) within 14 days of the original testing, based on any one of the following criteria:

- Illness or injury made known to the test administrator during the test
- Previously undisclosed documented disability (re-test in the ADA Transition Office)
- Irregularity in test situation made known to the test administrator at the time of the test

The request will be reviewed by the Vice President of Academic and Student Affairs/Provost or designee. The individual will be notified of the decision within seven days.

Any individual may re-test for placement during scheduled testing times. Otherwise, placement test scores of high school graduates and HSE recipients are valid for three years from the date of testing.

**Transcript Requests.** Transcripts may be requested in person, by mail, or via our website using Transcripts Plus. All written requests must bear the student's signature authorizing release of the academic information. Transcript request forms can be found on the College website (www.sunysccc.edu). Transcript requests cannot be accepted over the phone. Unofficial transcripts may be accessed through Banner. Students who wish to transfer to other colleges are normally required to submit official copies of transcripts. Fees vary. Please see our website for current fees.

**Classroom Expectations**

**Course Requirements.** Students will be provided a syllabus by their individual instructors during the first class session. This statement shall include the approved Student Learning Outcomes, a grading policy stating the relative weighting of the course requirements, and attendance-related policies used in determining the student’s final grade. If an instructor will not be using the full range of letter grades provided in section 7.1 of the Academic Code this shall be put in writing in the statement of the course requirements.

Students are responsible for meeting course prerequisites and for promptly equipping themselves with such texts or materials as may be required for the course.

Instructors shall adhere to the course content as approved by the Academic Senate and reflected in the course outline supplied by the division responsible for the course.

All students must do their own work; cheating, plagiarism and other forms of academic dishonesty can result in a failing grade or another penalty as set forth in the code of conduct. Plagiarism is representing another person’s work or ideas from any source as one’s own without attributing credit.

**Attendance Policy.** Students are responsible for maintaining prompt and continuous attendance in all classes and continue to be responsible for any assignments or materials presented in their absence.

The degree to which absences and lateness affect a student’s final grade will be determined by the individual instructor and stated in his/her course syllabus.

**Use of Electronic Devices in the Classroom and Other Campus Facilities.** Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment may be prohibited by the instructor. Any use of technology that promotes dishonesty or illegal activities is prohibited. Professional staff members in charge of academic facilities may also make rules concerning appropriate use of electronic devices. Consistent with College policy, it is the course instructor or the professional staff member who determines whether such usage is inappropriate.

**Education Law State of New York 244-a.**

**Students Unable Because of Religious Beliefs to Attend Classes on Certain Days**

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

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

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

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

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

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

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

**Academic Integrity**

Academic integrity is the foundation of institutions of higher learning, and students will act in accordance with the academic integrity guidelines of the College. The following guidelines apply to all courses offered by the College.

- Each student's work will be her/his own work.
- Each student will appropriately identify the work of others when it is incorporated into the writing of her/his papers, examinations, or oral presentations. This includes both direct quotations and paraphrased opinions and ideas.
- Each student will follow the directions of the instructor with regard to permissible materials in a room at the times of tests and examinations.
- Each student will proceed during examinations without any assistance whatsoever and without communicating in any way with another student while an examination is being conducted.
- Each student will refrain from obtaining or disseminating the content of any examination prior to distribution by the instructor.
- Except as directed by the instructor, students enrolled in laboratory sections will complete all observations and reports based solely on their own processing of the experiment or demonstration.
- Each student will submit her/his work to only one instructor, unless she/he has the prior approval of all instructors involved.
- Students will represent data and sources appropriately and honestly.

Violations of academic integrity include, but are not limited to:

- **Plagiarism:** The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to:
  - Quoting, paraphrasing, or summarizing another's work without appropriately acknowledging the source;
  - Using another's research without acknowledging the source;
  - Submitting another's paper, purchased or otherwise obtained, as one's own.

- **Cheating on Examinations:** Looking at another's work, using or bringing materials not permitted by the instructor during the exam, communicating with another student, receiving any kind of assistance including but not limited to assistance from electronic devices, during an examination, and obtaining or disseminating the content of an examination prior to its distribution by the instructor.

- **Multiple Submission:** Submitting any work, even one's own, to more than one instructor, without the permission of those instructors.

- **Facilitating Academic Dishonesty:** Knowingly allowing another student to use one's work or cheat from one's exam.

- **Fabrication:** Falsifying or inventing information in any situation, including but not limited to data for lab or researched project.

The following are the College's guidelines for consequences for violating academic integrity, but the student must consult the course syllabus, since the instructor will determine the consequences for each course. Consequences may include, but are not limited to, one or a combination of the following penalties:

- Oral or written warning. Deduction of points, grade of “F” or “O” for the assignment, project, or exam.

- Failure of the course. Disciplinary action by the Student Affairs Office. Results of disciplinary actions are outlined in the Student Code of Conduct.

**Student Code of Conduct**

The SUNY Schenectady County Community College Student Code of Conduct was updated and approved by the College's Board of Trustees in June 2016. The Student Code of Conduct is included in the College's 'Student Handbook' found on the College's website at www.sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Handbook.

The Student Code of Conduct and the accompanying student disciplinary processes are intended to assist students in their personal development by providing a fair conduct review procedure that issues consistent responses for behaviors that are incongruent with the College's expectations. In furthering the educational aims of the college and maintaining compliance with the provisions of Article 129-A of the Education Law of the State of New York, the Student Code of Conduct outlines the practices to be utilized in administering the student disciplinary process.

The Student Code of Conduct includes the following policies and procedures: the Students’ Bill of Rights, Student Amnesty Policy, Behavior Subject to Discipline, Disciplinary Processes, Appeal Process, Records Retention for Student Disciplinary and Transcript Notation.

Cases involving sexual offense or crime of violence charges: if a student is suspended or expelled after being found responsible for a crime of violence (including but not limited to a sexual offense), the College must make a notation on the student's transcript that they were "suspended after a finding of responsibility for a code of conduct violation or expelled after a finding of responsibility for a code of conduct violation. Should a student withdraw from the College while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, the College must make a notation on the student's transcript that he or she withdrew with conduct charges pending. Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason; however, the transcript notation will be removed.

**Student Code of Conduct Violation: Transcript Notation.** For crimes of violence, including but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092 (f) (1) (F) (i) (I) – (VIII), SUNY Schenectady County Community College (SUNY Schenectady) will make a notation on the transcript of students found responsible after a conduct process that they were suspended after a finding of responsibility for a code of conduct violation or expelled after a finding of responsibility for a code of conduct violation. Should a student withdraw from the College while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, the College must make a notation on the student's transcript that he or she withdrew with conduct charges pending. Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason; however, the transcript notation will be removed.

**Behavior Subject to Discipline.** The Student Code of Conduct outlines the practices to be utilized in administering the student disciplinary process.

The Student Code of Conduct includes the following penalties:

- **SUSPENSION**: Students who are found responsible for a code of conduct violation or expelled after a finding of responsibility for a code of conduct violation shall mean schools under the control of the Board of Trustees of the State University of New York, or the Board of Trustees of Higher Education of the City of New York or any community college.

- **EXPULSION**: SUNY Schenectady County Community College (SUNY Schenectady) will make a notation on the transcript of students found responsible after a conduct process that they were suspended after a finding of responsibility for a code of conduct violation or expelled after a finding of responsibility for a code of conduct violation. Should a student withdraw from the College while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, the College must make a notation on the student's transcript that he or she withdrew with conduct charges pending. Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason; however, the transcript notation will be removed.

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Independent Study
An independent study project is an organized experience independently pursued by a student under the direction of a faculty member. Matriculated students with a cumulative grade point average of at least 2.50 are eligible to request an independent study course through a faculty member willing and able to supervise the project. An independent study proposal must be recommended by the appropriate Division Dean and subsequently approved by the Vice President of Academic and Student Affairs/Provost prior to the student registering for the course.

Final Examinations
A final examination, if required, will be specified in the course requirement as determined by the academic department. All final examinations will be held during the final exam week. Students will not be held liable for more than two final examinations during a single day.

Academic Status
Grading System. The following grades are assigned by course instructors and carry the grade points indicated.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Meaning</th>
<th>Grade Points/ Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
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<td>D</td>
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<tr>
<td>D-</td>
<td></td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grades are not counted in determining the grade point average:
- I: Incomplete
- W: Withdrawal
- AW: Administrative Withdrawal
- MW: Military Withdrawal
- AU: Audit
- NC: No Credit
- NR: Not Reported
- P: Pass
- CR: Credit for previous experience or by examination
- T: Transfer

Grade Point Average (G.P.A.). A student’s cumulative grade point average is determined by dividing the total grade points earned by the total credit hours attempted. All grades from repeated courses are included in the student transcript, although only the highest grade achieved is calculated in the G.P.A.

Credit hours attempted by students include all those taken in residence credit-bearing courses. Pass/fail grades are not calculated in the G.P.A.

Incomplete Courses. Course requirements are expected to be met within the time limits established for the term. An instructor may grant a student an extension, not to exceed 60 calendar days from the last day of final examinations, by submitting a grade of “I” for that student. The temporary grade of “I” implies that the student has successfully completed a significant portion of the course. Grades of “I” automatically become “Fs” after 60 calendar days from the end of the final exam period if not otherwise changed by the instructor.

Term Honors. Only matriculated students are eligible for term honors. Students who receive a grade of “I” will not be considered for term honors in that semester.

A full-time student’s name is placed on the President’s List for each term in which the student has earned a G.P.A. of 3.70 or higher while earning at least 12 credit hours for that term. Part-time students earning six credit hours in a term and having accumulated 12 credit hours are also eligible. A full-time student’s name is placed on the Dean’s List each term in which the student has earned a G.P.A. from 3.20 to up to 3.70 while earning at least 12 credit hours that term. Part-time students earning six credit hours in a term and having accumulated 12 credit hours are also eligible.

Graduation Honors. Degree recipients with a cumulative G.P.A. of 3.70 or higher graduate with High Honors. Degree recipients with a cumulative grade point average from 3.20 to up to 3.69 graduate with Honors.

Mid-Term Grades. All faculty must submit midterm grades at the end of the seventh week of classes in the fall and spring semesters.

Academic Standing. The academic status of matriculated students is determined by the total credit hours attempted, semester and cumulative grade point averages and number of credit hours completed as prescribed by the Academic Standing Tables below and on the following page. Such determination will be made at the end of each semester of study. The action described will be assigned to the student's transcript, and the information regarding this status will be transmitted to the student.

Satisfactory Academic Progress (SAP). A matriculated student is considered to be in good academic standing at the end of a term and for the subsequent term if the student meets the criteria for Satisfactory Progress and Pursuit of Program.

Satisfactory Progress. A student is considered to be making satisfactory progress if he/she maintains a cumulative G.P.A. above the level of dismissal defined in the table below.

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted</th>
<th>Dismissal Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>NA</td>
</tr>
<tr>
<td>12-23</td>
<td>Below 1.00</td>
</tr>
<tr>
<td>24-35</td>
<td>Below 1.50</td>
</tr>
<tr>
<td>36-47</td>
<td>Below 1.80</td>
</tr>
<tr>
<td>48 and Above</td>
<td>Below 2.00</td>
</tr>
</tbody>
</table>

Total Credit Hours above include all credit hours attempted in residence at SUNY Schenectady County Community College. In addition, applicable transfer credits and remedial coursework are included in the Total Credit Hours Attempted, but they are not included in the calculation of the G.P.A.

Pursuit of Program (POP). Students are considered to be in pursuit of program if they maintain a level above the point of dismissal by completing the specified number of hours indicated in the table below. Successful completion is defined as receiving a grade of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “I” or “P” for any course taken in residence. Transfer coursework is also included in POP calculation.
When a student has not met the requirements of Good Academic Standing, he/she will be notified by mail. Registration does not become official until the College determines whether the student meets the requirements for Good Academic Standing.

**Academic Warning, Dismissal and Probation.** If a review at the end of a term indicates that the student does not meet the requirements of Satisfactory Academic Progress, the student will be placed on Academic Warning for one term (fall, spring or summer). During the Academic Warning period, the student is limited to enrollment of no more than 13 credits. A student who still does not meet the Satisfactory Academic Progress or Pursuit of Program standards at the end of the warning period will be dismissed from his/her program.

A student who is dismissed from his/her program will need to submit an application for readmission (by December 15 for spring; by August 15 for fall) and an academic plan for approval by the Readmission Committee. The academic plan must be developed with the assistance of an academic advisor and will outline the process the student will need to complete and return to the status of SAP. Those students readmitted will have the status of Academic Probation.

Such students remain eligible to register for courses, but lose eligibility to hold student office, participate in intercollegiate functions or serve as public representatives of the College. During the probationary period, these students are limited to enrollment in 13 credit hours.

If the student fails either to return to SAP status or to meet the conditions outlined in the academic plan, the student will be dismissed from his/her program.

**Dismissal and Readmission.** Students who have lost their matriculation through Academic Dismissal may apply for readmission to the College no later than December 15 for the spring semester and no later than August 15 for the fall semester.

In cases where students are dismissed based on Pursuit of Program requirements, application for readmission may be allowed after the December/August 15 deadline in which case the application process must be completed at least ten days before the start of the term in which readmission is to take place.

In cases where students are dismissed after a term with a semester G.P.A. of 3.0 or higher, application for readmission may be allowed after the December/August 15 deadline in which case the application process must be completed at least ten days before the start of the term in which readmission is to take place.

Students initiate the process by completing the application form provided by the Registrar’s Office.

Readmission must be approved by the Assistant Vice President of Academic Affairs. This approval is based on the decision of an ad hoc committee appointed by the Assistant Vice President (whose membership is kept confidential). The committee is responsible for: (1) reviewing each applicant’s academic progress and (2) evaluating each applicant's potential for successful continuation and program completion, and (3) making a determination to grant or deny the student's readmission.

The committee may also determine conditions to serve as a guide for successful continuation as well as a basis for future readmission decisions. The Assistant Vice President of Academic Affairs will notify the student of the committee's decision, including any restrictions.

Readmitted students will be subject to the program requirements in effect at the time they are reinstated as matriculated students. Any change in program requirements resulting from the readmission process is subject to evaluation by the Division Dean.

If a student is not readmitted, a written appeal may be submitted to the Vice President of Academic Affairs no later than 10 days after the decision has been made. The Vice President of Academic Affairs will review the readmission application, documentation, any other pertinent information that may include an oral statement from the student, and will then render a decision. The decision of the Vice President will be final.

Dismissed students registered for the upcoming term will be dropped. Students may not submit a readmission application before the official academic standing has been determined.

**Fresh Start Policy.** The Fresh Start Policy applies to students who return to SUNY Schenectady after an absence of five or more years and successfully complete 12 credits with a G.P.A. of at least 2.00. Students may petition the Registrar to have their former academic record before the five-year absence accepted in the same manner as if the credits were transfer credits. That is, earned credits are carried forward for up to 30 hours of credit in which a grade of “C” or higher was earned. The cumulative G.P.A. is based only on credits earned subsequent to the student's re-entry. The student's complete record, before and after academic forgiveness, remains on the transcript. This Fresh Start Policy can be made only once during a student's career at SUNY Schenectady.

Regulations for federal and state financial aid eligibility require that the credits attempted and G.P.A. from all previous SUNY Schenectady coursework are included in the calculation of Satisfactory Academic Progress for financial aid eligibility.

**Graduation Requirements**

**Application for Graduation.** In order to establish eligibility for graduation from either a certificate or degree program, each student must meet each of the following academic requirements to be eligible for an Associate's degree or certificate:

1. Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative G.P.A. of at least 2.00.
2. Candidates must be matriculated in the program from which they wish to graduate at least one semester prior to graduation and meet the residence requirements for degree and/or certificate programs.
3. Candidates must be recommended for graduation by vote of the Academic Senate or be approved by the President of the College when the Academic Senate vote is based on incorrect information.
4. Candidates for a degree must hold a high school diploma or its equivalent.

**Additional Degree or Certificate.** Students may earn an additional degree or certificate provided that the secondary program is essentially different from the primary program (e.g., the secondary program includes at least 15 credit hours of requirements not in common with the primary program) and that all degree or certificate requirements for both programs have been met.

**Discounting Grade Policy.** For the purpose of meeting the minimum graduation grade point average (G.P.A.) requirement, a student may petition the Vice President of Academic and Student Affairs/Provost to discount grades of “C-” or lower from the cumulative grade point average. For the petition to be considered, the courses must not be
required in the program in which the student is matriculated for graduation. Any courses which may serve as specific electives in the program of matriculation cannot be discounted.

Petition for discount must be made in writing during the semester of graduation and requires the recommendation of the appropriate Department Dean. Petitions will be considered at the time of final graduation audit and may be granted at the discretion of the Vice President of Academic and Student Affairs/Provost the transcript will remain unchanged. The Registrar will report to the Faculty each year the number of proposed graduates who have been affected by the implementation of this policy.

**Attendance at Graduation Ceremony.** Candidates for degrees and certificates can participate in SUNY Schenectady's Commencement ceremony in May if they have applied to graduate and are expected to complete their degree and/or certificate program requirements in August, December or May of the current academic year. Final clearance for degrees and certificates will be completed after the Fall, Spring, and Summer terms. Identification of Honors candidates at the commencement ceremony will be based on the students' cumulative grade point averages excluding the final Spring semester grades. Participation in the Commencement ceremony does not ensure the degree or certificate will actually be awarded.

**FERPA and Confidentiality**

**Student Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA).** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student's educational records** within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) that they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the College official will advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records** that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. Students should write to the College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of their decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records,** except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee).

4. **The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

A student may choose to waive their FERPA rights and allow information to be shared with certain people by completing a waiver form. This waiver allows SUNY Schenectady to share information from the student's education records with the persons listed on the completed form when they provide the student's SUNY Schenectady ID and the correct password. This form can be downloaded from the Registrar's webpage, completed and presented in person at the Registrar's Office, Admissions, or the Student Business Office. Alternatively, the student may complete the form, have their signature notarized, and return the original, notarized form to:

- Registrar's Office
- Elston 212
- SUNY Schenectady County Community College
- 78 Washington Avenue
- Schenectady, NY 12305

**Directory Information** Institutions are permitted to release directory information on students unless the student has notified the institution to withhold this information. Directory information is "public" information, which may be released without the student's consent to persons making inquiry. SUNY Schenectady County Community College has designated directory information to include:

- Student's full name
- Local and permanent address and phone number
- Dates of attendance
- Degrees awarded
- E-mail address
- Enrollment status
- Major
- Degrees and awards received
- Participation in officially recognized sports and activities.

Students have the right to restrict the disclosure of 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. Students wishing to restrict the release of the items identified as directory information must notify the Registrar's Office within 30 days of the beginning of the term by completing a Confidentiality Request form and returning it to the Registrar's Office. This form is available at the Registrar's office or online.

**Student Complaint Procedures for Academic and Administrative Matters**

**Academic Matters**

A student wishing to file a complaint regarding an academic matter should begin the following process within six months after the end of the semester in which the grade for the course was issued:

1. Consult with the instructor of the course in question. If an understanding or resolution is not achieved, or if this step is not feasible, the student may then:

2. Consult with the appropriate Dean. The Dean will consult with the involved faculty member and with the student and attempt to reach a mutually agreeable resolution. If an understanding or resolution is not achieved, the student may then:
3. Appeal in writing to the Vice President of Academic and Student Affairs/Provost. The written appeal, detailing both the complaint and the results of their consultations with the instructor and with the Dean, should be delivered to the Office of the Vice President of Academic and Student Affairs/Provost. An appointment for consultation with the Vice President or Vice President’s designee may be scheduled at that time. The faculty member involved will be notified that the student has appealed to the Vice President of Academic and Student Affairs/Provost, and be given a copy of the student’s written appeal.

Within 15 days of notification via memo from the Vice President of Academic and Student Affairs/Provost, the faculty member may choose to provide a written reply which shall be considered in the disposition of the complaint. The faculty member may also schedule an appointment to consult with the Vice President of Academic and Student Affairs/Provost.

**Determination and Disposition of a Complaint.** Determinations and dispositions of complaints will be made by the Vice President of Academic Affairs of SUNY Schenectady County Community College within 30 days of receipt of the written complaint. The Vice President will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

**Administrative Matters**

A student wishing to file a complaint regarding an administrative matter should complete the following steps:

- Consult with the staff member who has responsibility for the matter in question. If an understanding or resolution is not achieved, the student may then:
- consult with the supervisor of the office or unit for a resolution of the complaint. If a resolution is to be appealed, the student may then:
- appeal in writing to the Vice President of the division that has administrative responsibility for that office or unit. The written appeal, detailing both the complaint and the results of the consultations with the staff member and supervisor should be delivered to the Office of the Vice President. An appointment for consultation with the Vice President may be scheduled at that time.

**Determination and Disposition of a Complaint.** The Vice President will respond to a written complaint within 30 days of receipt. The Vice President will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

**Complaint Resolution for Online Students**

Students taking courses through an online format may also file a complaint with their home state agency. The State Higher Education Executive Office (SHEEO) has provided a directory of Student Complaint Information by State and Agency at the following link: [http://www.sheeo.org/sites/default/files/Complaint Process Links 12-2012.pdf](http://www.sheeo.org/sites/default/files/Complaint Process Links 12-2012.pdf).

**All Other Matters**

A student who wishes to file a complaint regarding a College matter but is uncertain where to begin the process should begin with the Division of Student Affairs for referral to the appropriate office.
### SUNY Schenectady County Community College | Retention/Graduation/Transfer and Placement Statistics

#### Retention/Graduation Rates

<table>
<thead>
<tr>
<th>DEGREE PROGRAMS</th>
<th>Entered Fall 2015</th>
<th>% Enrolled Spring 2016</th>
<th>% Enrolled Fall 2017</th>
<th>% Graduated by May 2018</th>
<th>% Transferred without Graduating</th>
<th>% Still at SUNY Schen. after May 2018</th>
<th>Number of Graduates</th>
<th>Continuing their Education (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfer Degree Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Aviation Science AS Pilot</td>
<td>11</td>
<td>73%</td>
<td>64%</td>
<td>18%</td>
<td>18%</td>
<td>9%</td>
<td>4</td>
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<tr>
<td>Business Administration AS</td>
<td>62</td>
<td>81%</td>
<td>52%</td>
<td>24%</td>
<td>11%</td>
<td>6%</td>
<td>55</td>
<td>47%</td>
</tr>
<tr>
<td>Computer Science</td>
<td>17</td>
<td>76%</td>
<td>71%</td>
<td>41%</td>
<td>12%</td>
<td>6%</td>
<td>15</td>
<td>27%</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>38</td>
<td>84%</td>
<td>58%</td>
<td>24%</td>
<td>26%</td>
<td>8%</td>
<td>25</td>
<td>53%</td>
</tr>
<tr>
<td>Humanities and Social Sciences: Communication</td>
<td>5</td>
<td>100%</td>
<td>60%</td>
<td>60%</td>
<td>20%</td>
<td>0%</td>
<td>5</td>
<td>60%</td>
</tr>
<tr>
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<td>0%</td>
<td>0%</td>
<td>40%</td>
<td>3</td>
<td>67%</td>
</tr>
<tr>
<td>Humanities and Social Sciences: English</td>
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<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Humanities and Social Sciences: Honors</td>
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<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Human Services AS</td>
<td>23</td>
<td>78%</td>
<td>57%</td>
<td>13%</td>
<td>22%</td>
<td>0%</td>
<td>28</td>
<td>57%</td>
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<tr>
<td>Humanities and Social Sciences</td>
<td>74</td>
<td>84%</td>
<td>53%</td>
<td>18%</td>
<td>23%</td>
<td>15%</td>
<td>34</td>
<td>38%</td>
</tr>
<tr>
<td>Math and Science</td>
<td>11</td>
<td>55%</td>
<td>9%</td>
<td>9%</td>
<td>36%</td>
<td>9%</td>
<td>3</td>
<td>0%</td>
</tr>
<tr>
<td>Math and Science: Nanoscale</td>
<td>1</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
<td>1</td>
<td>100%</td>
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<tr>
<td>Nutrition</td>
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<td>83%</td>
<td>17%</td>
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<td>17%</td>
<td>11</td>
<td>36%</td>
</tr>
<tr>
<td>Performing Arts: Music</td>
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<td>92%</td>
<td>92%</td>
<td>54%</td>
<td>23%</td>
<td>0%</td>
<td>9</td>
<td>89%</td>
</tr>
<tr>
<td>Science</td>
<td>26</td>
<td>81%</td>
<td>65%</td>
<td>15%</td>
<td>31%</td>
<td>8%</td>
<td>9</td>
<td>56%</td>
</tr>
<tr>
<td>Science: Biology</td>
<td>11</td>
<td>73%</td>
<td>45%</td>
<td>9%</td>
<td>36%</td>
<td>0%</td>
<td>2</td>
<td>50%</td>
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<tr>
<td>Teacher Education</td>
<td>22</td>
<td>64%</td>
<td>41%</td>
<td>18%</td>
<td>36%</td>
<td>0%</td>
<td>14</td>
<td>93%</td>
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<tr>
<td><strong>Subtotal - Transfer Degree Programs</strong></td>
<td>328</td>
<td>80%</td>
<td>56%</td>
<td>22%</td>
<td>23%</td>
<td>9%</td>
<td>219</td>
<td>51%</td>
</tr>
</tbody>
</table>

#### Career Degree Programs

<table>
<thead>
<tr>
<th>DEGREE PROGRAMS</th>
<th>Entered Fall 2015</th>
<th>% Enrolled Spring 2016</th>
<th>% Enrolled Fall 2017</th>
<th>% Graduated by May 2018</th>
<th>% Transferred without Graduating</th>
<th>% Still at SUNY Schen. after May 2018</th>
<th>Number of Graduates</th>
<th>Continuing their Education (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting AAS</td>
<td>10</td>
<td>80%</td>
<td>80%</td>
<td>30%</td>
<td>10%</td>
<td>10%</td>
<td>5</td>
<td>0%</td>
</tr>
<tr>
<td>Air Traffic Control</td>
<td>1</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>2</td>
<td>0%</td>
</tr>
<tr>
<td>Business Administration AAS</td>
<td>19</td>
<td>79%</td>
<td>47%</td>
<td>11%</td>
<td>11%</td>
<td>5%</td>
<td>25</td>
<td>48%</td>
</tr>
<tr>
<td>Casino and Gaming Management</td>
<td>13</td>
<td>77%</td>
<td>38%</td>
<td>15%</td>
<td>15%</td>
<td>3%</td>
<td>3</td>
<td>33%</td>
</tr>
<tr>
<td>Chemical Dependency Counseling</td>
<td>8</td>
<td>88%</td>
<td>50%</td>
<td>13%</td>
<td>25%</td>
<td>0%</td>
<td>5</td>
<td>60%</td>
</tr>
<tr>
<td>Computer Information Systems AAS</td>
<td>7</td>
<td>86%</td>
<td>71%</td>
<td>43%</td>
<td>0%</td>
<td>0%</td>
<td>9</td>
<td>33%</td>
</tr>
<tr>
<td>Computer Networking Systems and Cyber Security</td>
<td>16</td>
<td>94%</td>
<td>44%</td>
<td>31%</td>
<td>6%</td>
<td>13%</td>
<td>16</td>
<td>31%</td>
</tr>
<tr>
<td>Criminal Justice AAS</td>
<td>29</td>
<td>79%</td>
<td>55%</td>
<td>28%</td>
<td>14%</td>
<td>7%</td>
<td>17</td>
<td>18%</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>86</td>
<td>81%</td>
<td>57%</td>
<td>26%</td>
<td>6%</td>
<td>8%</td>
<td>37</td>
<td>16%</td>
</tr>
<tr>
<td>Early Childhood AAS</td>
<td>16</td>
<td>69%</td>
<td>63%</td>
<td>19%</td>
<td>6%</td>
<td>0%</td>
<td>7</td>
<td>57%</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>3</td>
<td>67%</td>
<td>67%</td>
<td>33%</td>
<td>33%</td>
<td>0%</td>
<td>2</td>
<td>0%</td>
</tr>
<tr>
<td>Fire Protection Technology AAS</td>
<td>12</td>
<td>92%</td>
<td>67%</td>
<td>33%</td>
<td>8%</td>
<td>0%</td>
<td>8</td>
<td>88%</td>
</tr>
<tr>
<td>Hospitality and Tourism Management</td>
<td>4</td>
<td>100%</td>
<td>75%</td>
<td>50%</td>
<td>0%</td>
<td>10%</td>
<td>90</td>
<td>90%</td>
</tr>
<tr>
<td>Hotel and Restaurant Management</td>
<td>10</td>
<td>80%</td>
<td>60%</td>
<td>30%</td>
<td>30%</td>
<td>10%</td>
<td>19</td>
<td>58%</td>
</tr>
<tr>
<td>Hotel and Restaurant Management: Beverage Mgmt.</td>
<td>3</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>67</td>
<td>2%</td>
</tr>
<tr>
<td>Human Services AAS</td>
<td>4</td>
<td>75%</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>7</td>
<td>14%</td>
</tr>
<tr>
<td>Music Audio Technology</td>
<td>2</td>
<td>100%</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>9</td>
<td>33%</td>
</tr>
<tr>
<td>Nanoscale Materials Technology</td>
<td>3</td>
<td>100%</td>
<td>33%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>33%</td>
<td>2%</td>
</tr>
<tr>
<td>Paralegal</td>
<td>8</td>
<td>75%</td>
<td>63%</td>
<td>38%</td>
<td>13%</td>
<td>0%</td>
<td>20</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Subtotal - Career Degree Programs</strong></td>
<td>254</td>
<td>82%</td>
<td>57%</td>
<td>27%</td>
<td>10%</td>
<td>7%</td>
<td>205</td>
<td>38%</td>
</tr>
</tbody>
</table>

**TOTAL (2):** 582 81% 56% 24% 17% 8% 424 45%

* "First-Time Full-Time" includes students enrolled full-time in the fall semester who were first time students.
1. Continuing Education means students are enrolled at a post-secondary institution in the Fall of 2018, according to the National Student Clearinghouse.
2. Excludes Certificate programs.
### Curricula Offered at SUNY Schenectady County Community College

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>HEGIS Code</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting*</td>
<td>A.A.S.</td>
<td>5002</td>
<td>67</td>
</tr>
<tr>
<td>Air Traffic Control</td>
<td>A.A.S.</td>
<td>5302</td>
<td>68</td>
</tr>
<tr>
<td>Assistant Chef*</td>
<td>Certificate</td>
<td>5404</td>
<td>91</td>
</tr>
<tr>
<td>Aviation Science</td>
<td>A.S.</td>
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<td>Biotechnology***</td>
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<td>Craft Spirit Distillation</td>
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<td>Direct Support Professional</td>
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<td>Mechatronics</td>
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<td>Teacher Education Transfer</td>
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Jointly registered, inter-institutional programs with SUNY Delhi

- Bachelor of Business Administration in Hospitality Management (B.B.A.) | 0508 | 86
- Business and Technology Management (B.B.A.) | 0599 | 45, 71
- Criminal Justice (B.S.) | 2105 | ***

Enrollment in other than registered or otherwise approved programs may jeopardize the student's eligibility for certain financial aid awards. All degree and certificate programs offered at SUNY Schenectady County Community College have been registered with the State Education Department and approved by the State University of New York.

* Program may also be completed by attending evening classes on a part-time basis.

** The Nursing A.S. degree is granted by the Belanger School of Nursing in conjunction with SUNY Schenectady. See Page 14 for further information about this program.

*** Contact the Delhi liaison at (518) 381-1416.
CURRICULA AND PROGRAMS

TRANSFER CURRICULA
The Associate in Arts degree (A.A.) is awarded in Humanities and Social Sciences and is designed to transfer primarily to a Bachelor of Arts degree curriculum at a four-year institution.

The Associate in Science degree (A.S.) is awarded in Science and professionally-related programs and is designed to transfer primarily to a Bachelor of Science degree curriculum or, in the case of Performing Arts–Music, to a Bachelor of Music degree curriculum.

Transfer Degree Programs
- Aviation Science
- Biotechnology
- Business Administration
- Computer Science
- Criminal Justice
- Human Services
- Liberal Arts: Humanities and Social Sciences
  - Communication Concentration
  - English Concentration
  - History Concentration
  - Psychology Concentration
  - Sociology Concentration
- Mathematics and Science
  - Nanoscale Science Concentration
- Nutrition
- Performing Arts: Music
- Programming for Game Development
- Science
  - Biology Concentration
- Teacher Education Transfer

Aviation Science
Associate in Science (A.S.)
The Aviation Science A.S. degree program provides students with a pilot or non-pilot option that will enable successful transfer into a baccalaureate program in the field of aviation. The pilot option provides students with substantial experience in actual flight training toward a Private Pilot Certificate and Instrument Rating, a Commercial Pilot Certificate and a Flight Instructor Certificate in conjunction with their A.S. degree. Flight laboratories are provided by Richmor School of Aviation at the Schenectady County Airport. Laboratory fees can be found with tuition and fees on pages 17-18.

Mission
The Aviation Science A.S. degree program allows students to investigate various career options in the aviation industry and prepares graduates to transfer to a baccalaureate program by providing knowledge of basic science and mathematics principles and a solid foundation in aviation theory and practice, safety and management. The program prepares graduates to:

Goal I: Demonstrate knowledge of the fundamental principles of aviation.
Objective 1 Identify the essential elements of the national airspace system
Objective 2 Apply federal aviation regulations
Objective 3 Identify the role of airport operations and safety
Objective 4 Identify how history and culture have affected aviation advancements

Goal II: Demonstrate an understanding of aviation theory and practice.
Objective 1 Apply flight safety principles
Objective 2 Use scientific principles including physics and aerodynamics to solve aviation-based problems
Objective 3 Use mathematical reasoning and problem solving to navigate

Goal III: Demonstrate the ability to communicate effectively.
Objective 1 Select and use appropriate professional conventions in oral and written communication
Objective 2 Formulate, analyze and evaluate arguments
Objective 3 Locate, select, evaluate and use information in an ethical manner

For Students in the Pilot Option
Goal IV: Complete flight training.
Objective 1 Acquire a Private Pilot’s Certificate, Aircraft, Single Engine Land (SEL)
Objective 2 Acquire an Instrument Rating
Objective 3 Acquire a Commercial Pilot’s Certificate, Airplane, SEL

Admission Requirements: All Pilot-Option students must have an FAA Second Class Medical Certificate (required), FAA First Class Medical Certificate (recommended), proof of U.S. citizenship or completion of the U.S. Office of Homeland Security, Terminal Security Administration background check requirements. To locate an FAA-authorized aviation medical examiner, please visit the FAA Web site at www.faa.gov.
# Pilot Option

## First Year

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<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>AER 103</td>
<td>Introduction to Flight</td>
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<tr>
<td>AER 101</td>
<td>Introduction to Flight Lab</td>
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<tr>
<td>ETH 221</td>
<td>Technical and Applied Ethics</td>
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<tr>
<td>ENG 123</td>
<td>College Composition</td>
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<td>FYS 100</td>
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<tr>
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<tbody>
<tr>
<td>AER 140</td>
<td>Elements of Instrument Flight</td>
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<tr>
<td>AER 141</td>
<td>Elements of Instrument Flight Lab</td>
</tr>
<tr>
<td>ENG 124</td>
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<td>Mathematics GEN ED Elective (c)</td>
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## Second Year

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<tr>
<td>AER 200</td>
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</tr>
<tr>
<td>AER 228</td>
<td>Commercial Operations Lab I</td>
</tr>
<tr>
<td>AER 236</td>
<td>Flight Safety</td>
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<tr>
<td>PHY 153</td>
<td>General Physics I</td>
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<tr>
<td>Social Science Gen Ed Elective</td>
<td>CR 3</td>
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<tr>
<td>Foreign Language Gen Ed Elective; OR</td>
<td>CR 3-4</td>
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<tr>
<td>Western Civ Gen Ed Elective; OR</td>
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<tr>
<td>Arts Gen Ed Elective</td>
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<tr>
<td>AER 210</td>
<td>Aviation Law</td>
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<td>AER 229</td>
<td>Commercial Operations Lab II</td>
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<tr>
<td>PHY 154</td>
<td>General Physics II</td>
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<td>Aviation Elective (a)</td>
<td>CR 3</td>
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<tr>
<td>Amer History Gen Ed Elective; OR</td>
<td>CR 3</td>
</tr>
<tr>
<td>Other World Civ Gen Ed Elective</td>
<td>CR 3</td>
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<tr>
<td>Social Science Gen Ed Elective; OR</td>
<td>CR 3</td>
</tr>
<tr>
<td>Amer History Gen Ed; or HUM Gen Ed</td>
<td>CR T3-17</td>
</tr>
</tbody>
</table>

## Minimum Credit Hours required for degree: 61

### Notes:

(a) Aviation Electives: AER 102, AER 150, AER 214, AER 232, AER/ATC 280 (with permission of instructor), ATC 110

(b) Math Electives: MAT 147, 154 or Higher (if needed for MAT 167); PSY/SOC 200 does not satisfy the MAT Gen Ed for this program.

(c) Math Electives: MAT 167 or Higher

# Non-Pilot Option

## First Year

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<tbody>
<tr>
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<td>Intro to Flight</td>
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<td>AER Elective</td>
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<td>ENG 123</td>
<td>College Composition</td>
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<td>FYS 100</td>
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<td>Restricted Elective (d)</td>
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<tr>
<td>AER 210</td>
<td>Aviation Law</td>
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<td>ENG 124</td>
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<td>Restricted Elective (d)</td>
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<tr>
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## Second Year

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<tbody>
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<td>Airport Management &amp; Security</td>
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<tr>
<td>AER 236</td>
<td>Flight Safety</td>
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<tr>
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<td>CR 3-4</td>
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<tr>
<td>Foreign Language Gen Ed Elective</td>
<td>CR 3</td>
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<tr>
<td>Or Western Civ Gen Ed Elective</td>
<td>CR 3</td>
</tr>
<tr>
<td>ARTS Gen Ed Elective</td>
<td>CR T5-17</td>
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<tr>
<td>General Elective</td>
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<tr>
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<td>CR 3-4</td>
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<tr>
<td>Amer. History Gen Ed Elective; OR</td>
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</tr>
<tr>
<td>Other World Civ Gen Ed Elective</td>
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<tr>
<td>American History Gen Ed; OR</td>
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<tr>
<td>Humanities Gen Ed</td>
<td>CR T5-16</td>
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## Minimum Credit Hours required for degree: 62

### Notes:

1) Electives should be chosen in conjunction with the student's academic advisor, based upon major/program of study, transfer/articulation, and interest. Though students may develop an individualized sequence following program guidelines, the following courses are RECOMMENDED to facilitate ease of transfer:

- Business/Management Majors:
  - (a) Math Electives: MAT 147, 154 or higher
  - PSY/SOC 200 does not satisfy the MAT Gen Ed for this program

- Science Elective: Lab or Non-Lab Science

- (c) CIS Electives: CIS 121 or Higher

- (d) Restricted Elective: AER, ATC, ACC, BUS, MGT

- Engineering, Math and Science Majors:
  - (a) Math Electives: MAT 167 or higher
  - PSY/SOC 200 does not satisfy the MAT Gen Ed for this program

- Science Electives: PHY 221/222

- (c) CIS 129, 133, 134, or 246

- (d) Restricted Elective: AER, ATC, CHM 121 or higher, MAT 180 or higher
**Biotechnology**

**Associate in Science (A.S.)**

The Biotechnology Applied Science degree prepares students for transfer to a baccalaureate program in Biotechnology and related fields by providing Liberal Arts courses and foundational coursework in biology, biotechnology laboratory techniques, and mathematics.

The program prepares graduates to:

**Goal I:** Demonstrate an understanding of fundamental principles of biology, cell and molecular biology, and chemistry.

- **Objective 1** Demonstrate the ability to use the scientific method to develop and test a hypothesis.
- **Objective 2** Explain biological and cellular phenomena using scientific concepts and principles.
- **Objective 3** Analyze and solve quantitative problems in cellular and molecular biology using mathematical reasoning and representation.
- **Objective 4** Demonstrate an understanding of the historical development of and cultural influences on the development of biotechnology and on their applications.

**Goal II:** Demonstrate an understanding of the methods of research and analysis.

- **Objective 1** Perform laboratory experiments following a written protocol.
- **Objective 2** Utilize appropriate scientific instruments and technology to make accurate measurements and to collect data.

**Goal III:** Demonstrate effective written and oral communication skills.

- **Objective 1** Maintain appropriate laboratory and technical documentation.
- **Objective 2** Write a laboratory report that accurately represents experimental outcomes and utilizes appropriate literature resources and citations.
- **Objective 3** Prepare and deliver oral presentations of scientific and technical information and experimental results.

### First Year

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<thead>
<tr>
<th>Semester</th>
<th>CR</th>
<th>Subject</th>
<th>Courses</th>
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<td><strong>BIO 141</strong></td>
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<td><strong>CHM 121</strong></td>
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### Second Year

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<td><strong>BIO 262</strong></td>
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**Minimum Credit Hours required for degree:** 62

**Notes:**

(a) Depending upon mathematics background, students may take MAT 167 Precalculus with Analytic Geometry as a liberal arts elective as a prerequisite to Calculus I with no loss in course sequence or credits.
### Business Administration Associate in Science (A.S.)

#### Mission
The Business Administration A.S. program prepares students for transfer in business administration at a baccalaureate degree-granting institution. Students complete a solid core of general education courses to facilitate transfer. The program prepares graduates to:

Goal I: Demonstrate analytical and creative problem solving through liberal arts courses from the SUNY General Education Course list.

Objective 1: Write a variety of texts using Formal Standard English
Objective 2: Formulate, analyze and evaluate arguments
Objective 3: Apply information literacy skills to locate, select, evaluate and use information in an ethical manner from a variety of sources
Objective 4: Identify the methods natural scientists and social scientists use to explore natural and social phenomena
Objective 5: Use mathematical reasoning

Goal II: Demonstrate a commitment to business ethics.

Objective 1: Identify the framework and concepts of legal and ethical business practice
Objective 2: Examine ethical issues as they pertain to the business environment

Goal III: Demonstrate an understanding of fundamental business practices.

Objective 1: Analyze the theories and structures of economic markets and the framework of the national economy
Objective 2: Identify the essential elements of planning and analyze their impact on producing outcomes
Objective 3: Analyze business transactions and identify basic accounting principles
Objective 4: Identify and utilize appropriate technologies and software
Objective 5: Define the fundamentals of entrepreneurship in terms of mission, structure, profitability and sustainability
Objective 6: Identify various cultural perspectives as they apply to business applications
Objective 7: Examine the effects of the global market on the contemporary world

#### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>ACC 121 Financial Accounting</td>
<td>4</td>
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<tr>
<td>BUS 121 Business Law I</td>
<td>3</td>
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<td>CIS 221 Computer Applications</td>
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<td>ENG 123 College Composition</td>
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<tr>
<td>FYS 100 First Year Sem</td>
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<td>SOC 121 Sociology</td>
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<thead>
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<th>Spring Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>ACC 122 Managerial Accounting</td>
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<tr>
<td>BUS 123 Business Law II</td>
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<tr>
<td>BUS 127 Business Computer App</td>
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<tr>
<td>BUS 223 Business Statistics OR</td>
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<tr>
<td>ENG 124 Literature and Writing</td>
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#### Second Year

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<thead>
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<th>Fall Semester</th>
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<tr>
<td>ECO 221 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>MAT 167 PreCalculus w/Analytic Geometry</td>
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<tr>
<td>PSY 121 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Gen Ed Science Elective (b)</td>
<td>3-5</td>
</tr>
<tr>
<td>Restricted Elective (a)</td>
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<tbody>
<tr>
<td>ECO 223 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 180 Calculus I OR</td>
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</tr>
<tr>
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<tr>
<td>General Ed American History</td>
<td>3</td>
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<tr>
<td>General Ed (World Civ, Other World Civ, Art, or Foreign Language)</td>
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</tr>
<tr>
<td>Restricted Elective (a)</td>
<td>3-4</td>
</tr>
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<td></td>
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</tr>
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</table>

#### Minimum Credit Hours required for degree: 64

**Notes:**

(a) A Restricted Elective is to be chosen from among non-required courses BUS 212 and MKT 223. Students may select a Management Internship (MGT 250) as one of the Restricted Electives. In their selection of Restricted Electives, students should become familiar with the specific requirements of the colleges to which they plan to apply for transfer.

(b) Students should become familiar with the particular requirements of the colleges to which they plan to apply for transfer. Course work in calculus is becoming an increasingly frequent requirement. Should science be chosen, students should be aware that some four-year colleges require a two-term sequence of the same science or laboratory science courses.
Business Administration
Associate in Applied Science (A.A.S.)

Business Administration
Associate in Science (A.S.)

And

B.B.A. in Business and Technology Management (SUNY Delhi)

The jointly registered, Inter-Institutional Program with SUNY Delhi, approved by the State University of New York and the New York State Education Department is designed for students who plan to pursue the SUNY Delhi B.B.A. in Business and Technology Management Program offered at SUNY Schenectady. Upon successful completion of the corresponding A.A.S. or A.S. degree at SUNY Schenectady, admission to SUNY Delhi's program may be guaranteed under this joint program.

SUNY Application Code: 2207

The purpose of the Business and Technology Management program is to prepare students for employment in business or information technology as a manager, supervisor, and/or project team leader. With today’s businesses building a strong alliance between information systems and the functional areas of the business, graduates with skills in both these areas will be in great demand.

This program will provide students with professional training by combining information technology management with other disciplines including operations, marketing, sales, financial management, or human resources. The combination of technology and a broad-based business background provides increasing opportunities for graduates in a wide range of industries. Students can take electives to improve their expertise in various areas of business or technology to prepare them for various career opportunities.

Third Year/SUNY Delhi

Suggested sequence of classes (depending on courses that transfer into the Delhi program). This will vary with each program:

Fall Semester

<table>
<thead>
<tr>
<th>CR</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>129</td>
<td>(SUNY Schenectady Intro to Programming)</td>
<td>3</td>
</tr>
<tr>
<td>212</td>
<td>(SUNY Schenectady Business Communication)</td>
<td>3</td>
</tr>
<tr>
<td>343</td>
<td>Individual Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>385</td>
<td>Business Ethics</td>
<td>3</td>
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<td>General Education Course (Silo 5, 6 or 7)</td>
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Spring Semester

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<tr>
<th>CR</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>240</td>
<td>Data Communications (SUNY Schenectady)</td>
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<tr>
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<td>Lower Division Technology Elective</td>
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<tr>
<td>345</td>
<td>Risk Management</td>
<td>3</td>
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<tr>
<td>310</td>
<td>Technical Writing</td>
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<tr>
<td>300</td>
<td>Organizational Comm.</td>
<td>3</td>
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</table>

Minimum total credits required for B.B.A. degree: 121

Fourth Year/SUNY Delhi

Suggested sequence of classes:

Fall Semester

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<thead>
<tr>
<th>CR</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>223</td>
<td>Intro to Database Systems (SUNY Schenectady)</td>
<td>3</td>
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<tr>
<td>360</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>310</td>
<td>Strategic Management</td>
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<td>325</td>
<td>Systems Analysis</td>
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<td>405</td>
<td>Project Management</td>
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<td>315</td>
<td>Microsoft Excel</td>
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Spring Semester

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<th>CR</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>475</td>
<td>Management of Info. Technology</td>
<td>3</td>
</tr>
<tr>
<td>370</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>300</td>
<td>Public Policy</td>
<td>3</td>
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<tr>
<td></td>
<td>Upper Division Business Elective</td>
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<td></td>
<td>Upper Division Technology Elective</td>
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</table>

Minimum total credits required for B.B.A. degree: 121
Computer Science Associate in Science (A.S.)

Mission
The mission of the Computer Science A.S. program is to provide a rigorous and comprehensive foundation in computer science as well as a solid liberal arts curriculum, in accordance with the principles of the SUNY Schenectady's mission. The computer science curriculum is designed primarily for the student who anticipates transfer to a four-year institution to complete a baccalaureate in computer science or software engineering.

Goal I: Program effectively in an object-oriented language
  Objective 1  Perform a software requirements analysis.
  Objective 2  Design a solution employing effective programming techniques.
  Objective 3  Implement and test software.

Goal II: Demonstrate effective teamwork skills
  Objective 1  Employ teamwork skills to solve a programming problem.
  Objective 2  Demonstrate the capacity to interact and collaborate with others effectively.
  Objective 3  Demonstrate the ability to make a significant contribution to a software development team.

Goal III: Demonstrate effective oral and written communications skills
  Objective 1  Develop a written analysis of a computer-based problem.
  Objective 2  Demonstrate a finished software project.

First Year

Fall Semester  CR
CIS 134  C++/UNIX................................................................. 4
ENG 123  College Composition.............................................. 3
FYS 100  First Year Seminar................................................ 1
MAT 180  Calculus I............................................................... 4
General Education Elective (e).............................................. 3
T5-T6

Spring Semester  CR
CIS 246  Data Structures....................................................... 3
ENG 124  Literature and Writing............................................ 3
MAT 181  Calculus II............................................................... 4
American History OR Arts OR Foreign Lang. Gen Ed Elective........ 3
General Education Elective.................................................. 3
16

Second Year

Fall Semester  CR
CIS 133  JAVA........................................................................... 3
MAT/CIS Elective (d)............................................................... 3-4
Lab Science Elective (a)......................................................... 4
Social Science Gen Ed Elective (e)......................................... 3
Humanities Elective.............................................................. 3
T6-T7

Spring Semester  CR
MAT 210  Discrete Structures: Logic and Proof...................... 3
CIS Elective (c)....................................................................... 3
Lab Science Elective (a)......................................................... 4
Western Civ OR Other World Civ Gen Ed Elective.................. 3
Mathematics Elective (b)......................................................... 3-4
T6-T7

Minimum Credit Hours required for degree: 62

Notes:
(a) Laboratory Science Electives: BIO 141-142, BIO 241, CHM 121-122, PHY 221-222.
(b) Mathematics Elective: Some institutions require Linear Algebra (MAT 242) to achieve junior status. Students should contact intended transfer institution for mathematics requirements. Other mathematics elective may include MAT 222 or MAT 240.
(c) Computer Science Electives: CIS 129 (if taken as a prerequisite for CIS 134), CIS 135, CIS 136, CIS 221, CIS 223, CIS 225, CIS 229, CIS 236, CIS 237, CIS 238, CIS 240, CIS 259.
(d) Students should carefully review the MAT/CIS requirements of the college to which they plan to transfer before selecting either a MAT or CIS course from those in (b) or (c) above.
(e) This may be any course with the exception of courses designated in the SUNY Schenectady Catalog as not satisfying A.A. or A.S. degree program requirements. However, students need to consider the transferability of the course to particular colleges. Depending upon math background, students may take MAT 167 Precalculus with Analytic Geometry as a general elective in the first semester as a prerequisite to the Calculus sequence with no loss in course sequence or credits.
(f) May be chosen from any approved course in a General Education area.

Humanities elective should be taken to supplement General Education Principles. Electives should be chosen based upon concentration, transfer school prerequisite and interest. Advisor should be consulted.
Criminal Justice
Associate in Science (A.S.)

Mission
The Criminal Justice A.S. degree prepares students for transfer into related programs at a four-year college or university. This degree provides introductory level instruction in the six course areas designated by the Academy of Criminal Justice Sciences needed for program accreditation including: a) Administration of Justice; b) Corrections; c) Criminological Theory; d) Law Adjudication; e) Law Enforcement; and f) Research and Analytic Methods.

The program prepares graduates to:

Goal I: Understand the concepts of the Rule of Law.
Objective 1: Identify important concepts and the influence of the American justice system.
Objective 2: Discuss the importance of due process of those accused within our legal system.
Objective 3: Demonstrate their understanding about the restrictions on the arbitrary exercise of government power to enforce established laws.

Goal II: Prepare for a career field or educational pursuit of criminal justice.
Objective 1: Demonstrate effective communication, both orally and in writing, in regards to select criminal justice issues.
Objective 2: Discuss important Supreme Court cases in regards to 4th amendment search and seizure issues.
Objective 3: Discuss the importance of core courses in regards to the criminal justice field.

Goal III: Understand ethical and moral responsibility of the public trust engendered within the American justice system.
Objective 1: Identify the financial and other associated costs incurred when inappropriate enforcement actions or inactions are taken.
Objective 2: Discuss the results of abuse of power in regards to the use of force and arrests.
Objective 3: Identify the importance of community policing in regards to effective communication between the criminal justice system and the community they serve.

First Year
Fall Semester

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CRJ 113</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CRJ 131</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>PSY 121</td>
<td>Introduction to Psychology</td>
<td>3</td>
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Spring Semester

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<tr>
<td>CRJ 133</td>
<td>Criminology</td>
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<tr>
<td>CRJ 143</td>
<td>Criminal Evidence &amp; Procedure</td>
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<tr>
<td>ENG 124</td>
<td>Literature and Writing</td>
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<td>SOC 121</td>
<td>Sociology</td>
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Second Year

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<td>CRJ 133</td>
<td>Criminology</td>
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<td>MAT 147</td>
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<td>CRJ 147</td>
<td>Terrorism and Public Security</td>
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<td>CRJ 147</td>
<td>Criminal Justice Elective (a)</td>
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<td>Liberal Arts Elective (b)</td>
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<td>General Elective (b)</td>
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<td><strong>15-19</strong></td>
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</tbody>
</table>

Minimum Credit Hours required for degree: 62

Notes:
(a) Criminal Justice electives should be selected based on transfer considerations and student interest. An advisor should be consulted.
(b) Liberal Arts and General Electives should be selected based on transfer considerations and student interest. An advisor should be consulted.
(c) Restricted Liberal Arts Electives should be chosen to satisfy SUNY General Education Requirements.
Human Services
Associate in Science (A.S.)

Mission
The mission of the Human Services A.S. degree program is to prepare students for academic success in baccalaureate transfer programs in social work, human services, and related professional areas of study. Based on best practices developed by the National Association of Social Work, the Human Services program emphasizes the acquisition of knowledge from social science disciplines, the development of core social work theory and skills, ethical conduct, and preparation for future professional careers. The program prepares graduates to:

Goal I: Demonstrate a core of knowledge from liberal arts courses from the approved SUNY General Education Courses List.

Objective 1 Analyze different cultural perspectives in the humanities and social sciences
Objective 2 Analyze different theoretical perspectives in the humanities and social sciences
Objective 3 Demonstrate information literacy skills to locate and evaluate information from a variety of print and electronic resources
Objective 4 Demonstrate the ability to write a variety of texts using Formal Standard English
Objective 5 Identify the methods natural and social scientists use to explore natural and social phenomena
Objective 6 Utilize mathematical reasoning

Goal II: Demonstrate Human Services professional skills and abilities.

Objective 1 Analyze the impact of social policies on individuals, clients, systems and agencies
Objective 2 Apply the history of social welfare institutions to current institutions
Objective 3 Research discipline specific topics and issues
Objective 4 Communicate effectively within professional and academic environments both orally and in writing
Objective 5 Connect course student learning outcomes and community needs through service learning

Goal III: Demonstrate a commitment to ethical practice.

Objective 1 Identify and analyze the NASW Code of Ethics
Objective 2 Apply the NASW code of ethics in a professional environment

Goal IV: Utilize cultural competence to recognize diversity in understanding human behavior and society.

Objective 1 Identify diverse identities in the lives of people in their community and beyond
Objective 2 Identify the traditions, values, artistic expressions and family systems of various populations
Objective 3 Apply appropriate strategies in working with diverse populations

First Year
Fall Semester
ENG 123 College Composition .......................................................... 3
FYS 100 First Year Seminar ................................................................. 1
PSY 121 Introduction to Psychology .................................................. 3
SOC 121 Sociology ........................................................................... 3
SOC 125 Introduction to Social Work and Social Welfare ................. 3
SOC 127 Interpersonal & Group Dynamics ........................................ 3

Spring Semester
ENG 124 Literature and Writing OR Social Work Theory and Skills ...... 3
Restricted Elective (e) .................................................................... 3
SOC 122 Social Problems ................................................................... 3
Biological Elective (d) ..................................................................... 4
Mathematics Elective (c) ................................................................. 3

Second Year
Fall Semester
HUS 221 Field Instruction I (a) ............................................................ 3
HIS 125 Western Civilization to 1650 OR
HIS 127 Western Civilization Since 1650 ......................................... 3
PSY 224 Abnormal Psychology ......................................................... 3
POL 123 US Government and Politics ............................................... 3
Science Elective ................................................................................ 3

Spring Semester
HIS 232 World Civilizations to 1600 OR
HIS 234 World Civilization Since 1600 OR
Other World Civilizations ................................................................. 3
SOC 226 Social Psychology ................................................................. 3
Foreign Language (b) ..................................................................... 3
Restricted Elective (e) .................................................................... 3
Liberal Arts OR Studio OR Performance
Arts Elective .................................................................................. 3

Minimum Credit Hours required for degree: 62

Notes:
(a) Admission to HUS 221 requires SOC 125, SOC 127, a minimum GPA of 2.0 and consent of the department as a pre-requisite.
(b) Students must take a SUNY GEN ED language.
(c) Students must select from MAT 147 or higher or PSY/SOC 200.
(d) Students must take one semester of biology. Choices include any of the following: BIO 112, BIO 141, or BIO 142.
(e) Restricted Electives are required to be selected from the following:
Any course with a CRJ, PSY or SOC prefix
ECO 211 Introduction to Economics
ECO 221 Principles of Macroeconomics
ECO 223 Principles of Microeconomics
HIS 130 Introduction to Black History in U.S.
HIS 231 Russian History
HIS 233 Minority-Majority Relations in the U.S.
HIS 237 Introduction to Chinese History
HIS 241 European Witch Trials
HUS 133 Child Maltreatment: Prevention, Investigation and Treatment
Secondary Program Exclusion
Section 8.6 of the Academic Code provides that students may earn an additional degree or certificate provided that the secondary program includes at least 15 credit hours of requirements not in common with the primary program. Students who are enrolled in both the Human Services A.A.S. and the Chemical Dependency Counseling A.A.S. programs will need to work carefully with their advisors when choosing electives to meet this secondary program exclusion.

Human Services students may be subject to a fingerprint check or be asked about criminal convictions before working in the field. Individuals who have a criminal history may have difficulty obtaining a field placement and/or employment in the field of Human Services and may want to consult an advisor or College counselor before pursuing the program.

Liberal Arts: Humanities and Social Sciences
Associate in Arts (A.A.)

Mission
The Liberal Arts: Humanities and Social Sciences A.A. program prepares students for academic success in baccalaureate transfer programs in liberal arts disciplines. By offering students courses that reflect a diverse set of global and cultural perspectives, the program expects students to explore and reflect on human experience. The program develops its graduates:

Goal I: Proficiency in communication
Objective 1 Proficiency at writing a variety of texts
Objective 2 Proficiency at communicating orally
Objective 3 Proficiency at communicating in a language other than English

Goal II: Proficiency in reading and analyzing a variety of types of discourse
Objective 1 Proficiency at reading and analyzing imaginative literature
Objective 2 Proficiency at reading and analyzing descriptive prose (informational literature)
Objective 3 Proficiency at reading and analyzing argumentative literature

Goal III: Information Literacy Skills
Objective 1 Proficiency at locating, and ethically selecting, evaluating, and incorporating research material from library databases and other appropriate sources;
Objective 2 Proficiency at applying citation standards to document sources
Objective 3 Proficiency at distinguishing between primary and secondary sources
Objective 4 Competence using information in a digital environment

Goal IV: Proficiency at developing, analyzing, and evaluating arguments
Objective 1 Proficiency at recognizing the elements of arguments
Objective 2 Proficiency at distinguishing between sound & unsound arguments

Goal V: Cultural & Historical Understanding
Objective 1 Using discipline-appropriate theories and methodologies to form relevant and reasonable conclusions about diverse historical and contemporary human perspectives and behaviors

Goal VI: Understanding of Civic Responsibility
Objective 1 Understanding of the structures, processes, and relevance of political, social, and economic institutions
Objective 2 Understanding of the roles and responsibilities of citizens in their societies

Goal VII: Appreciation of Arts
Objective 1 Understanding of how different forms of artistic expression inform and enrich the human experience
**First Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>CR</th>
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<tbody>
<tr>
<td>ENG 123</td>
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<td>FYS 100</td>
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<tr>
<td>Civilization (a)</td>
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<tr>
<td>Language Other Than English (c)</td>
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<tr>
<td>Behavioral Social Science Elective (e)</td>
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<tr>
<td>MAT 145</td>
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**Spring Semester**

<table>
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<td>ENG 124</td>
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**Second Year**

**Fall Semester**

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**Spring Semester**

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<tr>
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<tr>
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**Minimum Credit Hours required for degree: 61**

**Notes:**

(a) To fulfill the Civilization requirement, students must take one of the following sets of courses:

1. HIS 125 Western Civilization to 1650 and HIS 234 World Civilizations Since 1600;
2. HIS 232 World Civilizations to 1600 and HIS 127 Western Civilization Since 1650;
3. HIS 125 Western Civilization to 1650 and HIS 127 Western Civilization Since 1650; or
4. HIS 232 World Civilizations to 1600 and HIS 234 World Civilizations Since 1600.

Students who are intending to transfer to a SUNY school are advised to take either set (1) or (2).

(b) Students are required to take two courses with the LIT prefix.

(c) One semester of a language other than English is required, though a second semester is strongly recommended.

(d) The Restricted Arts elective can be satisfied by any course with the ART or MUS prefix, except for MUS 231.

(e) Courses with the PSY, and SOC prefix satisfy this requirement.

(f) All courses with ECO, HIS, PHI and POL prefix satisfy this requirement. Students intending to transfer to a SUNY school are advised to take a semester of American History.

(g) Students should carefully review the science requirements of the college to which they plan to transfer before selecting science courses.

(h) This may be any course with the exception of courses designated in the SUNY Schenectady Catalog as not satisfying A.A. or A.S. degree program requirements. However, students need to consider the transferability of the course to particular colleges.
**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
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<td>COM 100</td>
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<td>COM 231 Digital Culture</td>
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| T5-16 |

**Second Year**

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| T5-17 |

**Minimum Credit Hours required for degree: 61**

**Notes:**

(a) To fulfill the Civilization requirement, students must take one of the following sets of courses:

1. HIS 125 Western Civilization to 1650 and HIS 234 World Civilizations Since 1650;
2. HIS 232 World Civilizations to 1600 and HIS 127 Western Civilization Since 1650;

(b) One semester of a language other than English is required, though a second semester is strongly recommended.

(c) This requirement can be satisfied by any PSY and SOC course from the SUNY Schenectady SUNY General Education list in the Social Science category.

(d) All courses with the SUNY Schenectady SUNY General Education list with the ECO, HIS, PHI, and POL prefix satisfy this requirement. Students intending to transfer to a SUNY school are advised to take a semester of American History.

(e) Courses chosen from the Natural Science category on the SUNY Schenectady SUNY General Education list satisfy this requirement. Students should carefully review the science requirements of the college to which they plan to transfer before selecting science courses.

(f) Restricted electives can be selected from any of the following: ASL, COM, ENG, LIT, POL 123, CIS 121, CIS 136, BUS 212 or SOC 127.

(g) The Restricted Arts elective can be satisfied by any course from the SUNY Schenectady SUNY General Education list in the Arts category.
Liberal Arts: Humanities and Social Sciences
English Concentration Associate in Arts (A.A.)

The Liberal Arts: Humanities and Social Sciences A.A. program prepares students for academic success in baccalaureate transfer programs in liberal arts disciplines. By offering students courses that reflect a diverse set of global and cultural perspectives, the program expects students to explore and reflect on human experience. The program develops in its graduates:

Goal I: Proficiency in communication
Objective 1  Proficiency at writing a variety of texts
Objective 2  Proficiency at communicating orally
Objective 3  Proficiency at communicating in a language other than English

Goal II: Proficiency in reading and analyzing a variety of types of discourse
Objective 1  Proficiency at reading and analyzing imaginative literature
Objective 2  Proficiency at reading and analyzing descriptive prose (informational literature)
Objective 3  Proficiency at reading and analyzing argumentative literature

Goal III: Information Literacy Skills
Objective 1  Proficiency at locating, and ethically selecting, evaluating, and incorporating research material from library databases and other appropriate sources;
Objective 2  Proficiency at applying citation standards to document sources
Objective 3  Proficiency at distinguishing between primary and secondary sources
Objective 4  Competence using information in a digital environment

Goal IV: Proficiency at developing, analyzing, and evaluating arguments
Objective 1  Proficiency at recognizing the elements of arguments
Objective 2  Proficiency at distinguishing between sound & unsound arguments

Goal V: Cultural & Historical Understanding
Objective 1  Using discipline-appropriate theories and methodologies to form relevant and reasonable conclusions about diverse historical and contemporary human perspectives and behaviors

Goal VI: Understanding of Civic Responsibility
Objective 1  Understanding of the structures, processes, and relevance of political, social, and economic institutions
Objective 2  Understanding of the roles and responsibilities of citizens in their societies

Goal VII: Appreciation of Arts
Objective 1  Understanding of how different forms of artistic expression inform and enrich the human experience

Goal VIII: Prepare students for transfer as an English major at a 4-year SUNY institution
Objective 1  Developing written literacy, research and reasoning skills beyond the college composition level
Objective 2  Enhancing familiarity with diverse topics in English literature and writing

First Year

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<th>Fall Semester</th>
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<tr>
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<td>Foreign Language (f)</td>
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<tr>
<td>Behavioral Social Science Elective (h)</td>
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<td>ENG 125 College Composition I</td>
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<td>General Elective (l)</td>
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Second Year

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<td>Survey and Period Elective (d)</td>
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<td>Social Science Elective</td>
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<td>Science Elective (k)</td>
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<td>Restricted Elective (e)</td>
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<td>Restricted Social Science Elective (i)</td>
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<td>Science Elective (k)</td>
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<tr>
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<td>15-16</td>
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</table>

Minimum Credit Hours required for degree: 61

Notes:
(a) To fulfill the Civilization requirement, students must take one of the following sets of courses:
(1) HIS 125 Western Civilization to 1650 and HIS 234 World Civilizations Since 1600;
(2) HIS 232 World Civilizations to 1600 and HIS 127 Western Civilization Since 1650;
(3) HIS 125 Western Civilization to 1650 and HIS 127 Western Civilization Since 1650; or
(4) HIS 232 World Civilizations to 1600 and HIS 234 World Civilizations Since 1600.

(b) Students should choose from the following courses which meet the SUNY English Transfer Pathways Category of Literature and Identity, LIT 211 Native American Literature, LIT 214 African American Literature, LIT 220 Women’s Literature, and LIT 221 Hispanic Literature.

(c) Students should choose from courses which meet the SUNY Transfer Pathways Category of Major Genre and Author Courses, LIT 216 Mythology, LIT 232 Introduction to Dramatic Literature, LIT 233 The Detective in Fiction and Film, LIT 215 Introduction to Poetry, LIT 260 The American Short Story, LIT 266 Science Fiction and Fantasy, and LIT 270 The Bible as Literature.

(d) Students should choose from courses which meet the SUNY Transfer Pathway category of Survey and Period Courses, LIT 225 Contemporary World Fiction, LIT 252 British Literature before 1800, LIT 254 British Literature since 1800, LIT 256
American Literature to 1865, and LIT 258 American Literature Since 1850.

(e) Students should choose from any course with a LIT prefix, OR from one of the following, ENG 200 Introduction to Creative Writing, ENG 205 Writing Poetry, ENG 211 Technical and Professional Writing or COM 200 Introduction to Media Writing.

(f) One semester of a foreign language is required, though a second semester is strongly recommended.

(g) The Restricted Arts elective can be satisfied by any course with the ART or MUS prefix.

(h) Only courses with the prefix PSY, and SOC from the Social Science column on the SUNY GER list satisfy this requirement.

(i) Only courses with the prefix PSY, and SOC from the Social Science column on the SUNY GER list satisfy this requirement.

(j) The Restricted Arts elective can be satisfied by any course with the ART or MUS prefix.

(k) Students should carefully review the science requirements of the college to which they plan to transfer before selecting science courses. One elective must be chosen from the Natural Science column on the SUNY GER list.

(l) This may be any course with the exception of courses designated in the SUNY Schenectady catalog as not satisfying A.A. or A.S. degree program requirements. However, students need to consider the transferability of the course.

Liberal Arts: Humanities and Social Sciences

History Concentration

Associate in Arts (A.A.)

The Liberal Arts: Humanities and Social Sciences A.A. program prepares students for academic success in baccalaureate transfer programs in liberal arts disciplines. By offering students courses that reflect a diverse set of global and cultural perspectives, the program expects students to explore and reflect on human experience. The program develops in its graduates:

Goal I: Proficiency in communication

Objective 1 Proficiency at writing a variety of texts
Objective 2 Proficiency at communicating orally
Objective 3 Proficiency at communicating in a language other than English

Goal II: Proficiency in reading and analyzing a variety of types of discourse

Objective 1 Proficiency at reading and analyzing imaginative literature
Objective 2 Proficiency at reading and analyzing descriptive prose (informational literature)
Objective 3 Proficiency at reading and analyzing argumentative literature

Goal III: Information Literacy Skills

Objective 1 Proficiency at locating, and ethically selecting, evaluating, and incorporating research material from library databases and other appropriate sources;
Objective 2 Proficiency at applying citation standards to document sources
Objective 3 Proficiency at distinguishing between primary and secondary sources
Objective 4 Competence using information in a digital environment

Goal IV: Proficiency at developing, analyzing, and evaluating arguments

Objective 1 Proficiency at recognizing the elements of arguments
Objective 2 Proficiency at distinguishing between sound & unsound arguments

Goal V: Cultural & Historical Understanding

Objective 1 Using discipline-appropriate theories and methodologies to form relevant and reasonable conclusions about diverse historical and contemporary human perspectives and behaviors

Goal VI: Understanding of Civic Responsibility

Objective 1 Understanding of the structures, processes, and relevance of political, social, and economic institutions
Objective 2 Understanding of the roles and responsibilities of citizens in their societies

Goal VII: Appreciation of Arts

Objective 1 Understanding of how different forms of artistic expression inform and enrich the human experience

Goal VIII: Prepare students for transfer as a History major at a 4-year SUNY institution

Objective 1 Introducing students to the discipline of History
Objective 2 Introducing students to major historiographical debates
Objective 3 Identifying and analyzing primary and secondary sources
Objective 4 Presenting sound historical arguments
First Year

Fall Semester

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<tr>
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<td>First Year Seminar ........................................................................</td>
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<td>Foreign Language (b) .............................................................</td>
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<td>HIS 227</td>
<td>American History to 1877 OR ................................................................</td>
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<td>American History Since 1877 .........................................................</td>
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<td>Mathematical Topics OR Higher .......................................................</td>
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(Total: 16-17)

Spring Semester

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(Total: 15)

Second Year

Fall Semester

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(Total: 15-16)

Spring Semester

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<td>Science Elective (h) ..................................................................</td>
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(Total: 15-16)

Minimum Credit Hours required for degree: 62

Notes:

(a) To fulfill the Civilization requirement, students must take one of the following sets of courses:
   (1) HIS 125 Western Civilization to 1650 and
       HIS 234 World Civilizations since 1600;
   (2) HIS 232 World Civilizations to 1600 and
       HIS 127 Western Civilization since 1650.

(b) One semester of a Foreign Language is required, though a second semester is recommended. Students should choose a foreign language from the SUNY GER* list.

(c) Students must choose a course with the ART or MUS prefix from the Arts column on the SUNY GER* list.

(d) Students must choose a course with the PSY, or SOC prefix from the Social Science column on the SUNY GER* list.

(e) Courses that meet the Diversity Elective requirement are: HIS 130 (Introduction to Black History in the US), HIS 231 (Introduction to Russian History), HIS 233 (Women and Gender in the US), HIS 237 (Introduction to Chinese History), HIS 241 (European With Trials), LIT 211 (Native American Literature), LIT 214 (Black Literature), LIT 220 (Women’s Literature), LIT 221 (Hispanic Literature of the Western Hemisphere), MUS 115 (Rock Music Style and Development), MUS 120 (World Music Styles), MUS 127 (Jazz Styles and Development), MUS 131 (African American Music Survey), SOC 228 (Minority Groups), or REL 121 (World Religions).

(f) Courses with the COM, ECO, PHI, POL, and REL prefix satisfy this requirement. COM 231 (Digital Culture) is recommended.

(g) Students must choose a course from the Math column on the SUNY GER* list.

(h) Both Science electives must be chosen from the Natural Science column on the SUNY GER* list. At least one must be a lab course.
Liberal Arts: Humanities and Social Sciences
Psychology Concentration
Associate in Arts (A.A.)

The Liberal Arts: Humanities and Social Sciences A.A. program prepares students for academic success in baccalaureate transfer programs in liberal arts disciplines. By offering students courses that reflect a diverse set of global and cultural perspectives, the program expects students to explore and reflect on human experience. The program develops in its graduates:

Goal I: Proficiency in communication
Objective 1  Proficiency at writing a variety of texts
Objective 2  Proficiency at communicating orally
Objective 3  Proficiency at communicating in a language other than English

Goal II: Proficiency in reading and analyzing a variety of types of discourse
Objective 1  Proficiency at reading and analyzing imaginative literature
Objective 2  Proficiency at reading and analyzing descriptive prose (informational literature)
Objective 3  Proficiency at reading and analyzing argumentative literature

Goal III: Information Literacy Skills
Objective 1  Proficiency at locating, and ethically selecting, evaluating, and incorporating research material from library databases and other appropriate sources;
Objective 2  Proficiency at applying citation standards to document sources
Objective 3  Proficiency at distinguishing between primary and secondary sources
Objective 4  Competence using information in a digital environment

Goal IV: Proficiency at developing, analyzing, and evaluating arguments
Objective 1  Proficiency at recognizing the elements of arguments
Objective 2  Proficiency at distinguishing between sound & unsound arguments

Goal V: Cultural & Historical Understanding
Objective 1  Using discipline-appropriate theories and methodologies to form relevant and reasonable conclusions about diverse historical and contemporary human perspectives and behaviors

Goal VI: Understanding of Civic Responsibility
Objective 1  Understanding of the structures, processes, and relevance of political, social, and economic institutions
Objective 2  Understanding of the roles and responsibilities of citizens in their societies

Goal VII: Appreciation of Arts
Objective 1  Understanding of how different forms of artistic expression inform and enrich the human experience

Goal VIII: Prepare students to transfer as a psychology major at a 4-year SUNY institution
Objective 1  Developing written, basic social science research literacy, research and reasoning skills
Objective 2  Enhancing familiarity with diverse topics in Psychology

**First Year**

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<tr>
<th>Semester</th>
<th>Course</th>
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<td>FYS 100</td>
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<tr>
<td>ENG 124</td>
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<td>Abnormal Psychology</td>
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<td><strong>Fall Semester</strong></td>
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<td>Science Elective (f)</td>
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<td>3-4</td>
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<td><strong>Spring Semester</strong></td>
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<td>Minimum Credit Hours</td>
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**Minimum Credit Hours required for degree:** 62

**Notes:**
- * Indicates a REQUIRED course in a SUNY College and/or University Psychology Major.
- (a) To fulfill the Civilization requirement, students must take one of the following sets of courses:
  1. HIS 125 Western Civilization to 1650 and HIS 234 World Civilizations since 1600;
  2. HIS 232 World Civilizations to 1600 and HIS 127 Western Civilization since 1650;
  3. HIS 125 Western Civilization to 1650 and HIS 127 Western Civilization since 1650; or
  4. HIS 232 World Civilizations to 1600 and HIS 234 World Civilizations since 1600.
  Students who are intending to transfer to a SUNY school are advised to take either set (1) or (2).
- (b) Students are required to choose two of three courses from the following list. Please be advised of specific requirements for your individual SUNY campus psychology program.
  1. PSY 230 Child Development; or
  2. PSY 222 Lifespan Psychology; or
  3. PSY 223 Adolescent Psychology.
- (c) One semester of a language other than English is required, though a second semester is strongly recommended.
- (d) Courses with the PSY and SOC prefix satisfy this requirement.
(e) All courses with the ECO, HIS, PHI, and POL prefix satisfy this requirement. Students intending to transfer to a SUNY school are advised to take a semester of American History.

(f) Students are required to take two semesters of a natural science, one of which is a lab. BIO 141 and BIO 142 are encouraged. Science requirements of the college to which students plan to transfer should be carefully reviewed before selecting science course work.

(g) Math requirements of the college to which students plan to transfer should be carefully reviewed before selecting general electives.

(h) The Restricted Arts elective can be satisfied by any course from the SUNY Schenectady SUNY General Education list in the Arts category.

Liberal Arts: Humanities and Social Sciences

Sociology Concentration

Associate in Arts (A.A.)

The Liberal Arts: Humanities and Social Sciences A.A. program prepares students for academic success in baccalaureate transfer programs in liberal arts disciplines. By offering students courses that reflect a diverse set of global and cultural perspectives, the program expects students to explore and reflect on human experience. The program develops in its graduates:

Goal I: Proficiency in communication
- Objective 1 Proficiency at writing a variety of texts
- Objective 2 Proficiency at communicating orally
- Objective 3 Proficiency at communicating in a language other than English

Goal II: Proficiency in reading and analyzing a variety of types of discourse
- Objective 1 Proficiency at reading and analyzing imaginative literature
- Objective 2 Proficiency at reading and analyzing descriptive prose (informational literature)
- Objective 3 Proficiency at reading and analyzing argumentative literature

Goal III: Information Literacy Skills
- Objective 1 Proficiency at locating, and ethically selecting, evaluating, and incorporating research material from library databases and other appropriate sources;
- Objective 2 Proficiency at applying citation standards to document sources
- Objective 3 Proficiency at distinguishing between primary and secondary sources
- Objective 4 Competence using information in a digital environment

Goal IV: Proficiency at developing, analyzing, and evaluating arguments
- Objective 1 Proficiency at recognizing the elements of arguments
- Objective 2 Proficiency at distinguishing between sound & unsound arguments

Goal V: Cultural & Historical Understanding
- Objective 1 Using discipline-appropriate theories and methodologies to form relevant and reasonable conclusions about diverse historical and contemporary human perspectives and behaviors

Goal VI: Understanding of Civic Responsibility
- Objective 1 Understanding of the structures, processes, and relevance of political, social, and economic institutions
- Objective 2 Understanding of the roles and responsibilities of citizens in their societies

Goal VII: Appreciation of Arts
- Objective 1 Understanding of how different forms of artistic expression inform and enrich the human experience

Goal VIII: Prepare students to transfer as a sociology major at a 4-year SUNY institution
- Objective 1 Developing written, basic social science research literacy, research and reasoning skills
- Objective 2 Enhancing familiarity with diverse topics in Sociology
First Year

Fall Semester

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<thead>
<tr>
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<td>FYS 100</td>
<td>First Year Seminar</td>
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<td>SOC 121</td>
<td>Introduction to Sociology</td>
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<td>Arts Elective (f)</td>
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<td>Foreign Language Elective (e)</td>
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Spring Semester

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<td>PSY 121</td>
<td>Psychology</td>
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<td>SOC 122</td>
<td>Social Problems</td>
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Second Year

Fall Semester

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<td>Social Science Elective (c)</td>
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Spring Semester

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</table>

Minimum Credit Hours required for degree: 63

Notes:

Requirements of the college to which students plan to transfer should be carefully reviewed before selecting electives.

(a) To fulfill the Western and Other World Civilization requirements, students must take one of the following sets of courses:
   (1) HIS 125 Western Civilization to 1650 and HIS 234 World Civilizations since 1600;
   (2) HIS 232 World Civilizations to 1600 and HIS 127 Western Civilization since 1650; or
   (b) Students are required to choose one of three from the following list.
      (1) SOC 222 Sociology of Family; or
      (2) SOC 232 Social Deviance, or
      (3) SOC 228 Minority Groups, or
   (c) This requirement can be satisfied by any PSY and SOC course from the SUNY Schenectady SUNY General Education list in the Social Science category.
   (d) All courses with the ECO, HIS, PHI, and POL prefix satisfy this requirement. Students can also satisfy this requirement by registering for:
      (1) CRJ 133 Criminology
      (2) CRJ 147 Terrorism and Public Safety
      (3) CRJ 215 Juvenile Delinquency
      (4) COM 100 Introduction to Communication
      (5) COM 121 Mass Media
   (6) COM 231 Digital Culture
   (e) Students must take a SUNY GEN ED language.
   (f) The Restricted Arts elective can be satisfied by any course from the SUNY Schenectady SUNY General Education list in the Arts category.
   (g) Students are required to take two semesters of a natural science. Choices include any of the following: BIO 112, BIO 141, or BIO 142.

Students intending to transfer to a SUNY school are advised to take a semester of American History.
Goal III: Demonstrate effective oral and written communications.

MAT ENG CHM
Spring Semester
FYS ENG CHM
First Year
and scientific principles.

Goal II: Demonstrate an understanding of fundamental mathematical

graduates to solid foundation in both mathematics and science. The program prepares

sciences, engineering, or related disciplines by providing students with a

The Mathematics and Science A.S. transfer program prepares graduates

to transfer to baccalaureate programs in mathematics, one of the physical

Mission

courses, engineering, or related disciplines by providing students with a

The Mathematics and Science A.S. transfer program prepares graduates
to transfer to baccalaureate programs in mathematics, one of the physical

sciences, engineering, or related disciplines by providing students with a

solid foundation in both mathematics and science. The program prepares

Goal I: Demonstrate logical and critical reasoning skills.

Objective 1 Apply inductive or deductive reasoning to solve problems

Objective 2 Analyze phenomena using appropriate mathematical models

Objective 3 Formulate, analyze and evaluate hypotheses

Goal II: Demonstrate an understanding of fundamental mathematical and scientific principles.

Objective 1 Use scientific principles to explain phenomena

Objective 2 Use mathematical principles to devise and prove solutions to practical and theoretical problems

Objective 3 Extrapolate mathematical or scientific principles for the solution of problems

Objective 4 Identify how history and culture have influenced mathematical and scientific advances

Goal III: Demonstrate effective oral and written communications.

Objective 1 Organize and maintain clear, concise and accurate laboratory reports and notebooks

Objective 2 Select and use appropriate mathematical or scientific language in oral and written communications with appropriate citations

Objective 3 Apply ethical principles and professional standards to guide mathematical or scientific communications

First Year

Fall Semester

CHM 121 General Chemistry I................................. 4
ENG 123 College Composition............................... 3
FYS 100 First Year Seminar ...................................... 1
Math Elective (b).................................................. 3-4
CIS Elective (a)..................................................... 3-4
Social Science Gen Ed Elective OR
American History Gen Ed Elective.......................... 3

T7-19

Spring Semester

CHM 122 General Chemistry II............................... 4
ENG 124 Literature and Writing............................... 3
MAT 180 Calculus I................................................. 4
Arts Gen Ed Elective OR........................................ 4
Foreign Language Gen Ed....................................... 3
Liberal Arts Elective............................................. 3-4

T7-18

Second Year

Fall Semester

PHY 221 College Physics I...................................... 4
MAT 181 Calculus II............................................. 4
Math, Lab Science OR CIS Elective (c)...................... 3-5
Restricted Elective (d)........................................... 3-5

T4-18

Spring Semester

PHY 222 College Physics II................................. 4
Western Civilization Gen Ed Elec. OR
Other World Civ. Gen Ed Elec................................ 3
Mathematics Elective (b)...................................... 3-4
Math, Lab Science OR CIS Elective (c)...................... 3-5

T3-16

Minimum Credit Hours required for degree: 61

Notes:

Humanities and Social Science electives should be chosen to supplement General Education Principles. Electives should be chosen based upon concentration, transfer school prerequisite, and interest. Advisor should be consulted.

(a) CIS Electives: CIS 129 or higher.

(b) Mathematics electives: MAT 147, MAT 167 (if taken as a prerequisite to MAT 180), MAT 210, MAT 222, MAT 240, MAT 242.

(c) Math or Lab Science Electives: Any of (b) above, BIO 141-142, BIO 203, BIO 241, BIO 261, CHM 228-229, GEO 143, GEO 145, PHY 223.

(d) Restricted Electives: Any of (a), (b), (c) above.

1) An advanced course taken via cross-registration may be approved in any of the four elective categories.

2) Electives should be chosen in conjunction with the student’s academic advisor, based upon major/program of study, transfer/ articulation, and interest. Though students may develop an individualized sequence following program guidelines, the following course sequences are RECOMMENDED to facilitate ease of transfer:

**Students interested in pursuing physics should take College Physics I & II and Calculus I & II in the first year and General Chemistry I & II in the second year.

Chemistry

CHM 228
CHM 229
MAT 222
MAT 240

Mathematics

MAT 210
MAT 222
MAT 240
MAT 242

Engineering

MAT 222
MAT 240
MAT 242
CIS 129, 133, 134 or 246

Physics**

MAT 222
MAT 224, 240, 242
MAT 240
PHY 223
CIS Elective
Mathematics and Science
Nanoscale Science Concentration
Associate in Science (A.S.)

First Year
Fall Semester
CHM 121 General Chemistry I ........................................ 4
FYS 100 First Year Seminar ............................................. 1
MAT 180 Calculus I ...................................................... 4
PHY 221 College Physics I .............................................. 4
NMT 150 Introduction to Materials Science ....................... 3

16

Spring Semester
CHM 122 General Chemistry II ....................................... 4
MAT 181 Calculus II ..................................................... 4
NMT 152 Introduction to Nanoscale Materials .................... 3
PHY 222 College Physics II .......................................... 4

15

Second Year
Fall Semester
ENG 123 English Composition ......................................... 3
MAT 240 Calculus II ..................................................... 4
PHY 223 College Physics III .......................................... 4
General Education Language .......................................... 3
NENG 203 Intro to Naneng. Electronics (a) ...................... 3

17

Spring Semester
ENG 124 Literature & Writing ......................................... 3
MAT 222 Differential Equations ...................................... 3
NENG 202 Intro to Nanoscale Engineering
Design and Manufacturing (a) ....................................... 3
General Education History, Western Civ
or Other World Civilizations .......................................... 3
General Education Social Science .................................... 3

15

Minimum Credit Hours required for degree: 63

Notes:
(a) These courses are cross-registered with SUNY Polytechnic’s College of Nanoscale Science and Engineering, Albany Campus, where classes will take place. Students must maintain a GPA of 3.3/4.0 to enroll.

Nutrition
Associate in Science (A.S.)

Mission
The Nutrition Associates degree program prepares graduates for acceptance in to a baccalaureate nutrition program by providing the coursework required in the first two years of a baccalaureate nutrition program. The program prepares graduates to:

Goal I: Identify the role of nutrients in human health.
Objective 1 Identify the four major biological compounds and the non-biological molecules found in different types of food and how these are used in the body
Objective 2 Identify nutritional issues and concerns across the lifespan
Objective 3 Demonstrate the ability to create a healthy menu based on best current nutritional principles taking into consideration cultural, economic, and available resources

Goal II: Demonstrate an understanding of food safety and sanitation.
Objective 1 Demonstrate the appropriate techniques for safely preparing, serving and storing food
Objective 2 Explain the role of microbes in food contamination and food production

Goal III: Demonstrate effective written communications.
Objective 1 Create a written menu plan using traditional professional literature or online resources from accredited academic, governmental regulatory or professional association sites

First Year
Fall Semester
CHM 113 Fundamentals of Chemistry OR
CHM 121 General Chemistry I (a) ......................... 4
ENG 123 English Composition ..................................... 3
Liberal Arts Elective (b) ............................................. 3
FYS 100 First Year Seminar ........................................ 1
PSY 121 Intro to Psychology ....................................... 3
Restricted Elective (c) .............................................. 3-4

17-18

Spring Semester
BIO 112 Human Biology OR
BIO 141 Biology I ..................................................... 4
ENG 124 Literature and Writing .................................... 3
MAT 147 Statistics .................................................... 3
NTR 161 Intro to Human Nutrition ................................ 3
Restricted Elective (c) .............................................. 3-4

16-17

Second Year
Fall Semester
BIO 151 Anatomy & Physiology I ................................ 4
American History OR Arts OR
Foreign Language Gen Ed Elec ............................... 3
HOT 135 Sanitation Techniques .................................. 1
Humanities Elective ............................................... 3
Restricted Elective (c) .............................................. 3-4

14-15
Spring Semester

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<td>Microbiology</td>
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<tr>
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<td>Western Civ OR Other</td>
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<td>3-4</td>
<td>Restricted Elective (c)</td>
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**Minimum Credits required for degree: 61**

**Notes:**

Check with your transfer institution to determine the correct Restricted Electives and Liberal Arts Electives to maximize credit transfer.

(a) CHM 121 General Chemistry I or CHM 113 Fundamentals of Chemistry (Students seeking transfer to Russell Sage College should take CHM 113, all other students should take CHM 121.)

(b) Liberal Arts Electives should be chosen with consideration of transfer school requirements.

(c) Restricted Electives:

- CHM 122 General Chemistry II
- ACC 121 Financial Accounting
- HOT 111 Food Preparation I
- ECO 223 Microeconomics
- HOT 117 Food and Beverage Control
- HOT 218 Human Resource Management in the Hospitality and Food Industry
- HOT 251 Quantitative Foods
- COM 105 Public Speaking

All students seeking to transfer should consult with the receiving institution when selecting courses.

---

### Performing Arts–Music Associate in Science (A.S.)

The Performing Arts: Music degree program is primarily for students who wish to transfer to a four-year institution to complete a baccalaureate degree in music. Students in the program may select electives to support transfer into music education, performance, jazz studies, or other fields. Students take approved SUNY General Education courses in at least seven of the ten SUNY General Education Requirement subject areas to facilitate transfer and advanced study within a discipline. The School of Music features state-of-the-art facilities including performance and rehearsal spaces, recording studios, digital classrooms and labs. **An entrance audition is required for admission to this program. Contact the School of Music at (518) 381-1231 for further information.**

### Mission

The Performing Arts: Music program provides rigorous training in music performance skills, theory, and history comparable to the first two years of a baccalaureate degree. Students in the program select electives to support transfer into music education, performance, jazz studies and other programs. The program prepares graduates to

Goal I: Achieve musicianship with a concentration in voice, piano, organ, guitar, or an orchestral instrument.

- **Objective 1** Attain musicianship competencies through four semesters of private study
- **Objective 2** Display attainment of School of Music repertory and recital standards through performances in classes and recitals
- **Objective 3** Complete an annual performance examination
- **Objective 4** Study a minimum of one semester of foreign language to attain competency in text and diction (Voice majors only)

Goal II: Demonstrate ensemble musicianship.

- **Objective 1** Perform in a major ensemble for a minimum of four semesters
- **Objective 2** Demonstrate ensemble performance skills in rhythm, intonation, balance, and timbre
- **Objective 3** Demonstrate effective communication skills in music rehearsal and teaching environments

Goal III: Acquire technical competency in music theoretical and analytical skills.

- **Objective 1** Identify and analyze the technical components of musical compositions
- **Objective 2** Acquire keyboard skills for teaching, accompaniment, and analysis
- **Objective 3** Apply analytical skills as a conductor in score study and rehearsal techniques
- **Objective 4** Aurally identify melodic and harmonic components in music and demonstrate the ability to sing varied styles of music from notation

Goal IV: Achieve aesthetic awareness for a broad range of musical literature and style periods from antiquity to the present.

- **Objective 1** Examine, identify and describe western art music from all style periods through study in two semesters of Literature and Style
Goal V: Demonstrate a core of knowledge from a minimum of seven liberal arts courses from the approved SUNY General Education course list to facilitate transfer and advanced study within a discipline.

Objective 1  Analyze, identify and describe different cultural perspectives in the humanities, social sciences, and the arts through study of their impact and influence on music styles development

Objective 2  Analyze, identify and describe different theoretical perspectives in the humanities, social sciences, and arts and their impact on the development of western music

Objective 4  Demonstrate metaliteracy by locating, evaluating and utilizing music related information from a variety of sources, including online and other electronic media

For Students Planning to Transfer in Music Education

Goal I: Acquire foundation for transfer to a music education program.

Objective 1  Define current methods and practice of school music teaching

Objective 2  Complete 60 hours of observation in elementary and secondary school settings

SUNY Schenectady County Community College is an accredited institutional member of the National Association of Schools of Music.

First Year

Fall Semester

ENG 123  College Composition ........................................... 3
FYS 100  First Year Seminar .............................................. 1
MUS 163  Performance Organization (a)............................ 1
MUS 156  Aural Skills II .................................................. 2
MAT 145  Mathematical Topics OR Higher ......................... 3-4

Basic Musicianship I:
MUS 151  Theory I ......................................................... 2
MUS 155  Aural Skills I ................................................... 1
MUS 257  Literature & Style I ........................................... 3
MUS 287  Keyboard Techniques I ...................................... 1

Spring Semester

ENG 124  Literature and Writing ......................................... 3
MUS 164  Performance Concentration II (a)................... 1
Science Elective .......................................................... 2

Basic Musicianship II:
MUS 152  Theory II ......................................................... 2
MUS 156  Aural Skills II ................................................... 1
MUS 258  Literature & Style II ........................................... 3
MUS 288  Keyboard Techniques II ..................................... 1

Second Year

Fall Semester

HIS 125  Western Civilization to 1650 OR
HIS 127  West. Civ. Since 1650 ......................................... 3
MUS 163  Performance Organization (a)............................ 1
MUS 263  Performance Concentration III (a)................... 2
MUS 289  Keyboard Techniques III .................................... 1

Basic Musicianship III:
MUS 157  Conducting I ................................................... 1
MUS 251  Theory III ......................................................... 2
MUS 255  Aural Skills III ................................................... 1
Restricted Music Electives (b) ........................................... 5

Spring Semester

MUS  Performance Organization (a) .................................. 1
MUS 264  Performance Concentration IV (a) ..................... 2
Social Science Elective ................................................... 3

Basic Musicianship IV:
MUS 158  Conducting II ................................................... 1
MUS 252  Theory IV ......................................................... 2
MUS 256  Aural Skills IV ................................................... 1
Restricted Music Electives (b) ........................................... 5

Minimum credit hours required for degree: 64

Notes:

(a) All students enrolled in Performance Concentration (MUS 163, 164, 263, 264) are required to also be enrolled in the appropriate major ensemble.

Performance Organization requirements are as follows:

• All brass and woodwind concentration students will complete four semesters of MUS 114 Wind Ensemble.
• All percussion concentration students will complete a minimum of two semesters of MUS 126 Percussion Ensemble and two semesters of MUS 114 Wind Ensemble.
• All organ, piano, and vocal concentration students will complete four semesters of MUS 132 Chorus.
• All guitar concentration students will complete four semesters of MUS 122 Guitar Ensemble or MUS 124 Classical Guitar Ensemble
• All string concentration students will complete four semesters of SUNY Schenectady or off-campus ensembles with appropriate registration, as advised by the Department.

(b) RESTRICTED ELECTIVES:

Second Year: Fall (Select 5 credits from Restricted Electives)

MUS 115  Rock Music: Style and Development .................. 3
MUS 127  Jazz Styles and Development ............................ 3
MUS 120  World Music Styles ........................................... 3
MUS 135/136  Applied Music I or II .................................... 2
(Secondary instrument or voice, two semesters maximum towards graduation requirements.)
MUS additional Performance Organization ........................ 1
(A Maximum of two additional performance organization credits may be used as credit toward fulfilling degree requirements.)
MUS 180  Introduction to Music Therapy .......................... 1
MUS 231  Music Business I ............................................... 3
MUS 232  Jazz Improvisation I .......................................... 2
MUS 270  Studio Literature ............................................... 1
MUS 283  Music in Contemporary Education I* ................. 3
MUS 285  Brass Techniques* ............................................. 2
Foreign Language (vocal concentrations only) ..................... 3

Spring (Select 5 credits from Restricted Electives)

MUS 115  Rock Music: Style and Development .................. 3
MUS 112  Music Notation Software Basics ......................... 1
MUS 135/136, Applied Music I or II .................................... 2
(Secondary instrument or voice, two semesters maximum towards graduation requirements.)
Programming for Game Development
Associate in Science (A.S.)

This program prepares graduates to:

Goal I: An Ability to Communicate Effectively in a Group Setting

Objective 1: Adhere to time-critical benchmarks and deadlines.
Objective 2: Demonstrate the ability to make significant contributions to a design team.
Objective 3: Express oneself clearly during small group and team collaborations.

Goal II: Critical Thinking and Problem Solving Skills

Objective 1: Program effectively in an object-oriented language.
Objective 2: Apply computational thinking-based problem-solving and logic to programming.
Objective 3: Implement, test, and troubleshoot computer programs.

Goal III: Knowledge and Use of Programming Technology for Game Development

Objective 1: Select the appropriate technological tools for a given task.
Objective 2: Design and code websites which include elements such as graphics, functional links, audio and videos.
Objective 3: Learn current technologies and programming skills.

Goal IV: Development of a Portfolio of Game Design Elements and Programming Samples

Objective 1: Create work products, for example coding and web programming, to build an electronic portfolio.
Objective 2: Demonstrate the ability to design both computer- and web-based programs.

First Year

Fall Semester

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<th>Course Title</th>
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<td>ART 133</td>
<td>History of Art I</td>
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<td>CIS 129</td>
<td>Programming Fundamentals</td>
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<td>MAT 154</td>
<td>College Algebra &amp; Trigonometry</td>
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<td>PSY 121</td>
<td>Introduction to Psychology</td>
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Spring Semester

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<td>HIS 227</td>
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<td>PHY 153</td>
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<td>CIS 133</td>
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Second Year

Fall Semester

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<td>HIS 232</td>
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Spring Semester

CR
MGT 242  Entrepreneurship ................................................. 3
ENG 124  Literature and Writing........................................... 3
PHI 143  Introduction to Philosophical Problems................ 3
CIS 229  Systems Analysis and Design................................. 3
CIS 246  Data Structures................................................... 3

Minimum credit hours required for degree: 63

Science
Associate in Science (A.S.)

Mission
The Science Associate of Science degree program provides graduates the basic understanding of the concepts of science and prepares them to transfer to a baccalaureate program in science or allied health. The program prepares graduates to:

Goal I: Demonstrate an understanding of fundamental science concepts and principles.

Objective 1  Demonstrate the ability to use the scientific method to develop and test a hypothesis
Objective 2  Explain physical phenomena using scientific concepts and principles
Objective 3  Analyze and solve quantitative problems in science using mathematical reasoning and representation
Objective 4  Demonstrate an understanding of the historical development of and cultural influences on science

Goal II: Demonstrate an understanding of the methods of research and analysis.

Objective 1  Perform laboratory experiments following a written protocol
Objective 2  Utilize appropriate scientific instruments and technology to make accurate measurements and to collect data

Goal III: Demonstrate effective oral and written communications skills.

Objective 1  Maintain appropriate laboratory and technical documentation
Objective 2  Write a laboratory report that accurately represent experimental outcomes and utilizes appropriate literature resources and citations
Objective 3  Prepare and deliver oral presentations of scientific and technical information and experimental results

First Year

Fall Semester

CR
CHM 121  General Chemistry I ........................................... 4
ENG 123  College Composition............................................. 3
FYS 100  First Year Seminar.............................................. 1
Restricted Mathematics Gen Ed Elective (a)................... 3-4
Restricted Science Elective (b) ................................... 3-4
Humanities Elective..................................................... 3

17-19

Spring Semester

CR
CHM 122  General Chemistry II........................................ 4
ENG 124  Literature and Writing......................................... 3
Restricted Mathematics Elective (b)......................... 3-4
Restricted Science Elective (c)................................. 3-5
Social Science Gen Ed Elective ................................. 3

16-18
Second Year
Fall Semester

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</table>

| Minimum Credit Hours required for degree: 62 |

Notes:

(a) Math General Education Electives: MAT 147, MAT 167, MAT 180, MAT 181. Depending upon math background, students may take MAT 167 Precalculus with Analytic Geometry in the first semester as a prerequisite to Calculus.

(b) Math Electives: MAT 180 or higher.

(c) Science Electives: AST 123, AST 125, AST 127, BIO 141-142, BIO 151-152, BIO 154, BIO 203, BIO 241, BIO 261, BIO 263, CHM 115, GEO 143, GEO 145, NMT 150, PHY 106.

(d) CIS Electives: CIS 121 or higher.

(e) Restricted Electives: Any of (a), (b), (c) above, CHM 228, CHM 229 or NTR 161.

(f) Sequence Selection: Select PHY 153-154 or PHY 221-222.

Electives should be chosen in conjunction with the student's academic advisor based upon career goals, transfer/articulation, and interest. An advanced course taken via cross-registration is encouraged especially if a local college is the student's transfer choice.

Spring Semester

<table>
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<tr>
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<tbody>
<tr>
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<td>PHY Sequence</td>
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</table>

| Minimum Credit Hours required for degree: 16-19 |

Science

Biology Concentration
Associate in Science (A.S.)

Mission

The mission of the Biology A.S. degree program is to prepare students for transfer to a baccalaureate program in Biology by providing foundational coursework in biological, chemical and physical sciences and mathematics.

Goal I: Demonstrate an understanding of fundamental biological, chemical and physical sciences concepts and principles.

Objective 1 Demonstrate the ability to use the scientific method to develop and test hypotheses.

Objective 2 Explain biological and physical phenomena using scientific concepts and principles.

Objective 3 Analyze and solve quantitative problems in science using mathematical reasoning and representation.

Objective 4 Demonstrate an understanding of the historical and cultural influences on the development of biological sciences.

Goal II: Demonstrate an understanding of the methods of research and analysis.

Objective 1 Perform laboratory experiments following a written protocol.

Objective 2 Utilize appropriate scientific instruments and technology to make accurate measurement and to collect data.

Goal III: Demonstrate effective oral and written communications skills.

Objective 1 Maintain appropriate laboratory and technical documentation.

Objective 2 Write a laboratory report that accurately represents experimental outcomes and utilizes appropriate literature resources and citations.

Objective 3 Prepare and deliver oral and/or poster presentations of scientific and technical information and experimental results.

First Year
Fall Semester

<table>
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<tr>
<th>Course</th>
<th>CR</th>
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<tbody>
<tr>
<td>BIO 141</td>
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<td>CHM 121</td>
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<td>ENG 123</td>
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<td>FYS 100</td>
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<td>MAT 180</td>
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| Minimum Credit Hours required for degree: 16 |

Spring Semester

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<td>ENG 124</td>
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<tr>
<td>BIO 142</td>
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<tr>
<td>CHM 122</td>
<td></td>
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<tr>
<td>MAT 181</td>
<td></td>
</tr>
</tbody>
</table>

| Minimum Credit Hours required for degree: 15 |
Teacher Education Transfer
Associate in Science (A.S.)

Mission
The mission of the Teacher Education Transfer A.S. program is to assist in the preparation of highly qualified, trained professionals for public service in the field of education. The program will prepare students for transfer and eventual licensure by providing a solid liberal arts foundation and pre-professional courses. The program prepares graduates to:

Goal I: Demonstrate a liberal arts foundation for transfer to a 4-year pre-professional teaching program.

Objective 1 Explore the social, historical, and philosophical origins of the American Educational System
Objective 2 Locate and analyze research and written texts in the field using a variety of electronic and print sources
Objective 3 Produce oral and written arguments
Objective 4 Utilize mathematical and scientific reasoning
Objective 5 Demonstrate the concepts of human learning

Goal II: Demonstrate an understanding of factors that contribute to professional status.

Objective 1 Complete a minimum of 30 observation hours in educational settings
Objective 2 Demonstrate effective reflective practice on observation experiences
Objective 3 Create and select academic and professional artifacts to support a pre-professional portfolio

Goal III: Demonstrate an understanding of the role of the teaching professional dedicated to ethical practice and cultural responsiveness.

Objective 1 Identify the requirements for teacher preparation and certification, following SUNY, SED, and NCATE guidelines
Objective 2 Demonstrate an awareness of the conceptual framework of the NCATE standards
Objective 3 Identify culturally responsive practices in teacher education in terms of faculty, curriculum and students
Objective 4 Define service learning and create a service learning unit plan

Before working in a public educational setting, prospective employees will be required to undergo a fingerprint check. Individuals with a criminal history should be aware that they may have difficulty obtaining clearance for student teaching and/or New York State Teacher Licensing. Student with questions in this area may want to consult an advisor or counselor before pursuing the TET program.

The Teacher Education Transfer A.S. curriculum is designed for students who want to transfer to a teacher education program at a four-year college or university. The program serves those interested in teaching in a public pre-school through high school setting. The curriculum is compliant with all SUNY and New York State Education Department (SED) requirements for transfer to a baccalaureate program leading to teacher certification.
First Year

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<tr>
<th>Fall Semester</th>
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<td>ENG 123</td>
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<td>PSY 121</td>
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<td>TET 221</td>
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<td>MAT 145</td>
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Second Year

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<tbody>
<tr>
<td>TET 252</td>
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Minimum Credits Hours for degree: 62

Notes:

When choosing courses, students should become familiar with the particular requirements of the college to which they plan to transfer.

(a) Students will select ENG 124 or ENG 125 depending on the requirement of their transferring institution.

(b) Students must select one of the following sequences, which will ensure coverage of both an early and later historical period as well as fulfill two SUNY General Education requirements: HIS 125 and HIS 234 or HIS 232 and HIS 127.

(c) Students should carefully review the science requirements of the college to which they plan to transfer before selecting science courses. One science elective should satisfy the SUNY General Education requirement for the natural sciences from the SUNY GER list which may be accessed at: www.sunysccc.edu/News/Publications.

(d) Completion of one year of study in a single language other than English is the minimum requirement. ASL may fulfill the language requirement for this program.

(e) Restricted Arts Elective: three credits of course work in ART, MUS as listed on the SUNY Schenectady SUNY General Education Knowledge and Skill Areas course list

(f) Students intending to teach Early Childhood, Birth through Grade 2 and/or Childhood Grades 1-6 should take PSY 230 Child Development. Those intending to teach Middle/Adolescent Grades 5-8 and/pr 7-12 should take PSY 223 Adolescent Psychology.

(g) Students should choose a concentration based on their teaching goals and transfer needs. Students may choose courses to begin primary or secondary teaching concentration areas of English, social studies, math or science, or they may create a liberal arts core of courses to meet the requirements of their intended transfer institution(s). Students interested in other specialized areas of teaching such as art, foreign languages or technology should consult the SED certification requirements for their area of interest and work in concert with their transfer institution to find the best SUNY Schenectady course transfer options. Concentrations consist of a minimum of 12 credits; 15 credits are possible if a student does not need a CIS course. Students are encouraged to consult their academic advisor, a transfer counselor, and the requirements of their transfer institution(s) when planning their concentration. Students may consider the following courses as helpful to teacher education transfer: ECH 225, HUS 133, PSY 230, PSY 223, or PSY 225.

(h) TET 252 Pre-professional Seminar is a capstone course intended for the final semester of study.

Students may find the following resources helpful:

SUNY Transfer Pathways website: www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/.

New York State teacher certification information: www.highered.nysed.gov/tcert/

College of St. Rose articulation agreements: http://www.strose.edu/admissions/transfer-students/transferring-credits/articulation-agreements/

Before working in a public educational setting, prospective employees will be required to undergo a fingerprint check. Individuals with a criminal history should be aware that they may have difficulty obtaining clearance for student teaching and/or New York State Teacher Licensing. Students with questions in this area may want to consult an advisor or counselor before pursuing the TET program.
CAREER CURRICULA

The Associate in Applied Science degree (A.A.S.) is primarily occupationally oriented. In addition to preparing the student for entry into the field, some programs may also be appropriate as transfer degrees into certain specialized baccalaureate programs.

The Associate in Occupational Studies degree (A.O.S.) is awarded for programs that are occupationally oriented, preparing the student for immediate entry into the field.

Career Degree Programs

- Accounting
- Air Traffic Control
- Biological Technician
- Business Administration
- Business Administration - Casino
- Chemical Dependency Counseling
- Computer Information Systems
- Computer Networking Systems and Cyber Security
- Craft Beer Brewing
- Craft Spirit Distillation
- Criminal Justice
- Culinary Arts
- Early Childhood
- Hospitality and Tourism Management
- Hotel and Restaurant Management
- Hotel and Restaurant Management, - Beverage Management Concentration
- Human Services
- Music Audio Technology
- Nanoscale Materials Technology
- Paralegal

Accounting

Associate in Applied Science (A.A.S.)

Mission

The A.A.S. program in Accounting prepares students with the accounting knowledge and skills, technical competencies, and communication skills for successful careers in the public and private sectors. The program prepares graduates to:

Goal 1: Demonstrate an understanding of accounting principles and theory.

Objective 1 Identify generally accepted accounting principles and methods to collect, organize, report and interpret financial information.

Objective 2 Identify the concepts underlying the preparation of financial statements.

Objective 3 Analyze the components of an effective internal control system.

Goal II: Demonstrate knowledge of accounting in the contemporary business context.

Objective 1 Apply logical and critical reasoning in evaluation and problem solving.

Objective 2 Utilize technology to research and illustrate accounting and financial information.

Objective 3 Examine the effects of the global environment on the accounting field.

Goal III: Demonstrate accounting knowledge and skills for success in accounting positions.

Objective 1 Apply fundamental accounting procedures.

Objective 2 Apply the appropriate AICPA professional and ethical standards.

Objective 3 Express ideas in an organized and coherent fashion, both orally and in writing.

Objective 4 Interpret and apply quantitative data.

First Year

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<td>BUS 121</td>
<td>Business Law I.......................................3</td>
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<td>ENG 123</td>
<td>College Composition...............................3</td>
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<td>BUS 123</td>
<td>Business Law II....................................3</td>
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<td>MAT 126</td>
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#### Fall Semester

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### Minimum Credit Hours required for degree: 62

**Notes:**

(a) Students must complete CIS 102 Computing Basics or higher CIS course to fulfill this requirement.

(b) It is urged that a course with the prefix HIS be taken as the Humanities elective. The Humanities elective is to be chosen from non-required courses, applicable to the appropriate degree program, in the following areas: Art Appreciation, Communication, Drama, ENG 211, ENG 220, Foreign Language, History, Literature, Music (appreciation and literature) and Philosophy.

(c) Accounting Electives are limited to ACC 246 Auditing, ACC 248 Government Accounting, ACC 250 Accounting Internship, MGT 221 Managerial Finance or MGT 250 Business Internship.

### Air Traffic Control Associate in Applied Science (A.A.S.)

The Air Traffic Control A.A.S. degree program will provide students with a foundation in air traffic control basics and skills for the continuous safe flow of aircraft in the airspace system. Students will effectively handle normal and emergency situations through simulated scenarios and actual control of live aircraft traffic at the Schenectady County Airport Control Tower.

The College developed this new program to help fill a need locally and nationally for qualified air traffic controllers as identified by the Federal Aviation Administration (FAA), with an expected shortage of qualified controllers over the next decade.

The Air Traffic Control A.A.S. degree program provides training in the application of air traffic control procedures and simulator and over-the-shoulder control tower operation training and experience.

### Admission Requirements

Applicants must:

- Possess a current, Class-2 medical certificate issued through an FAA certified examiner;
- Be a U.S. citizen;
- Have a record free of any convictions that may disqualify them from obtaining an FAA security clearance, and
- Have no speech impediments.

Students enrolled in the Air Traffic Control A.A.S. program will receive instruction to prepare for the:

- FAA Control Tower Operator written exam;
- Schenectady Airport FAA Facility Rating, and
- FAA Air Traffic Aptitude Test (AT-SAT) entrance exam to the FAA ATC Training Facility in Oklahoma City, Okla.

The FAA Control Tower Operator exam will be administered at the end of the ATC 110 – Air Traffic Basics course. Students must pass this Certified Tower Operator written exam with a grade of 70 percent or higher and pass a pre-training drug screen (and are subject to random testing) to continue training in ATC 205 Ground Control Laboratory and ATC 255 Local Control Laboratory. Students must also be 18 years of age in order to participate in the over-the-shoulder, hands-on tower training included in ATC 205 and ATC 255.

During their second year of the program, students will prepare for the FAA Facility Rating at the Schenectady County Airport Control Tower. In order to complete the program requirements for the A.A.S. program at SUNY Schenectady, students will be required to successfully complete their Facility Rating for Schenectady County Non-Federal Control Tower (NFCT) and/or successfully complete the FAA AT-SAT exam with a score of 85 percent or higher.

The Facility Rating for Schenectady County NFCT meets established hiring requirements for NFCT control towers only. NFCT towers have no maximum age restriction for initial hire; whereas, the entrance exam requirement for employment in FAA control towers is restricted to those 18 to 31 years of age.

Completion of the Air Traffic Control degree program is not a requirement to take the FAA AT-SAT exam, which is required for entrance in the FAA ATC Training program in Oklahoma City, Okla.

- Students who do not successfully complete any one of the these exams but are in good academic standing at the College may transfer into SUNY Schenectady’s Aviation Science (non-pilot option) A.S. degree program and receive up to 45 credits of completed course work toward the Aviation Science degree.
First Year

Fall Semester

AER 103 Intro to Flight .............................................. 4
ATC 101 Flight for Controllers OR
AER 101 Intro to Flight Lab (a) .............................. 1
ATC 110 Air Traffic Basics ..................................... 3
ENG 123 College Composition ............................... 3
FYS 100 First Year Seminar .................................... 1
MAT Elective (c) .................................................... 3-4

T5-16

Spring Semester

PHY 106 Meteorology ........................................... 3
AER 140 Elements of Instrument ................................ 4
ATC 141 Instrument for Controllers OR
AER 141 Elements of Instrument Lab (b) .............. 1
ATC 200 Ground Control Operation ........................ 3
ATC 205 Ground Control Lab .................................. 2
MAT Elective (c) .................................................... 3-4

T6-17

Second Year

Fall Semester

AER 150 Airport Mgt & Security .............................. 3
AER 236 Flight Safety .............................................. 3
ATC 250 Local Control Operation ............................ 3
ATC 255 Local Control Lab ..................................... 2
PSY 121 Intro to Psychology ..................................... 3

T4-15

Spring Semester

AER 210 Aviation Law ............................................ 3
CIS Elective ......................................................... 3
ENG 211 Technical Writing ...................................... 3
ETH 221 Professional & Applied Ethics ...................... 1
Humanities Elective ............................................... 3
Restricted Elective (d) ............................................. 3

16

Minimum Credit Hours required for degree: 61

Notes:

(a) ATC 101/AER 101 Laboratory: Students have the option of completing either AER 101 Intro to Flight to achieve their private pilot’s license or completing a minimum of ATC 101 Flight for Controllers at reduced flight time and experience. A private license is not a requirement for the program, but is highly recommended.

(b) ATC 141/AER 141 Laboratory: Students have the option of completing either AER 141 Elements of Instrument Lab to achieve their instrument rating, or completing a minimum of ATC 141 Instrument for Controllers at reduced flight time and experience. An instrument rating is not a requirement for the program, but is recommended.

(c) MAT Elective: MAT 118, MAT 134 or higher

(d) Restricted Elective: Students may apply for ATC/AER 280 – Aviation Internship or substitute an AER, CIS, MAT or MGT.

Biological Technician Associate in Applied Science (A.A.S.)

Mission

The Biological Technician program is designed to meet the rapidly growing need for trained personnel in biotechnology and related fields. The Biological Technician program provides the education and laboratory training necessary in specific areas such as biology, chemistry, microbiology, cell biology, and genetics. Graduates will be qualified for entry-level employment as lab assistants, research assistants, and technicians in the biotechnology, medical, pharmaceutical, food, and agricultural industries. The program prepares graduates to:

Goal I: Demonstrate competency in the fundamental protocols used in biological laboratories.

Objective 1 Exhibit proficiency in fundamental laboratory skills and methods, including collecting, testing and examining specimens, used in biological labs

Objective 2 Demonstrate proficiency in the execution of experimental approaches, protocols and tools for scientific research.

Goal II: Prepare graduates for employment as biological technicians.

Objective 1 Set up, adjust, calibrate, clean, maintain and troubleshoot laboratory and/or field equipment.

Objective 2 Maintain, prepare, and clean supplies and work areas.

Objective 3 Demonstrate the ability to be an effective member of an interdisciplinary scientific team.

Goal III: Demonstrate effective written and oral communication skills.

Objective 1 Explain basic laboratory processes.

Objective 2 Maintain accurate records of laboratory methods and findings in laboratory reports and notebooks

Objective 3 Communicate technical information and experimental findings in oral presentations.

First Year

Fall Semester

FYS 100 First Year Seminar ..................................... 1
BIO 141 Biology I .................................................. 4
MAT 118 Technical Math OR
MAT 154 College Algebra and Trigonometry OR Higher .................... 3
ENG 123 English Composition .................................. 3
BIO 149 Intro to Biotechnology ................................ 3
CIS 221 Advanced Computer App ................................ 3

17

Spring Semester

CHM 121 General Chemistry I ................................ 4
BIO 142 Biology II .................................................. 4
MAT 147 Statistics .................................................. 3
BIO 241 Microbiology ............................................. 4

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### Second Year

#### Fall Semester

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<tr>
<td>ENG 211</td>
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#### Spring Semester

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BIO 172</td>
<td>General Toxicology</td>
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<tr>
<td>BIO 173</td>
<td>Principles of Immunology</td>
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<td>BIO 174</td>
<td>Immunohistochemistry</td>
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<td>Social Science Elective</td>
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<td>16</td>
</tr>
</tbody>
</table>

### Minimum Credit Hours required for degree: 62

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### Business Administration

#### Associate in Applied Science (A.A.S.)

#### Mission

The Business Administration A.A.S. program prepares students for employment in an entry-level management position. Course work fosters practical workforce skills and business ethical principles and practices. The program prepares graduates to:

#### Goal I: Demonstrate a proficiency in workforce skills.

- **Objective 1** Communicate within professional and academic environments, both orally and in writing, using the appropriate English conventions
- **Objective 2** Analyze business transactions and identify basic accounting principles
- **Objective 3** Identify and utilize appropriate technologies and software
- **Objective 4** Locate and evaluate information from a variety of print and electronic resources
- **Objective 5** Analyze and present statistical data in a variety of formats

#### Goal II: Demonstrate a commitment to business ethics.

- **Objective 1** Identify the framework and concepts of legal and ethical business practice
- **Objective 2** Examine ethical issues as they pertain to the business environment

#### Goal III: Demonstrate an understanding of fundamental business practices.

- **Objective 1** Examine the theories and structures of economic markets
- **Objective 2** Identify the essential elements of planning and analyze their impact on producing outcomes
- **Objective 3** Define the fundamentals of entrepreneurship in terms of mission, structure, profitability and sustainability
- **Objective 4** Identify various cultural perspectives as they apply to business applications
- **Objective 5** Examine the effects of the global market on the contemporary world

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### First Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR</th>
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<tbody>
<tr>
<td>BUS 121</td>
<td>Business Law I</td>
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<td>BUS 127</td>
<td>Business Computer Applications</td>
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#### Spring Semester

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<td>Business Math</td>
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<td>BUS 123</td>
<td>Business Law II</td>
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<td>COM 105</td>
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### Second Year

#### Fall Semester

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<td>MAT 145</td>
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<td>MGT 242</td>
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<td>MKT 223</td>
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#### Spring Semester

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<td>Science Elective (b)</td>
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#### Minimum Credit Hours required for degree: 60

### Notes:

- Students should select Restricted Electives with the guidance of a Faculty Advisor.

  Restricted Elective options include:
  - BUS 118 Document Formatting
  - BUS 252 Business Plan Development
  - MGT 215 Sales and Service
  - MGT 250 Business Internship
  - MGT 251 Disney Cooperative

- Students should select the Science Elective with the guidance of a Faculty Advisor.

**Special Note:** Students that successfully complete the Disney program may use MGT 126 in place of Human Resource Management (MGT 127). Students may take the Disney Cooperative (MGT 251) for 6 credits with divisional permission.

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### Business Administration

#### Associate in Applied Science (A.A.S.)

### Business Administration

#### Associate in Science (A.S.)

### And

#### B.B.A. in Business and Technology Management (SUNY Delhi)

The jointly registered, Inter-Institutional Program with SUNY Delhi, approved by the State University of New York and the New York State Education Department is designed for students who plan to pursue the SUNY Delhi B.B.A. in Business and Technology Management Program offered at SUNY Schenectady. Upon successful completion of the corresponding A.A.S. or A.S. degree at SUNY Schenectady, admission to SUNY Delhi’s program may be guaranteed under this joint program.

**SUNY Application Code: 2207**

The purpose of the Business and Technology Management program is to prepare students for employment in business or information technology as a manager, supervisor, and/or project team leader. With today’s businesses building a strong alliance between information systems and the functional areas of the business, graduates with skills in both these areas will be in great demand.

This program will provide students with professional training by combining information technology management with other disciplines including operations, marketing, sales, financial management, or human resources. The combination of technology and a broad-based business background provides increasing opportunities for graduates in a wide range of industries. Students can take electives to improve their expertise in various areas of business or technology to prepare them for various career opportunities.

### Third Year/SUNY Delhi

Suggested sequence of classes (depending on courses that transfer into the Delhi program). This will vary with each program:

#### Fall Semester

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 129</td>
<td>(SUNY Schenectady Intro to Programming) 3</td>
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<tr>
<td>BUSI 212</td>
<td>(SUNY Schenectady Business Communication) 3</td>
</tr>
<tr>
<td>BUSI 343</td>
<td>Individual Behavior in Organizations 3</td>
</tr>
<tr>
<td>BUSI 385</td>
<td>Business Ethics 3</td>
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<td>General Education Course (Silo 5, 6 or 7)</td>
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#### Spring Semester

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<th>Course</th>
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<td>CIS 240</td>
<td>Data Communications (SUNY Schenectady) 3</td>
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<tr>
<td>Lower Division Technology Elective</td>
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<tr>
<td>BUSI 345</td>
<td>Risk Management 3</td>
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<tr>
<td>ENGL 310</td>
<td>Technical Writing 3</td>
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<td>COMM 300/310</td>
<td>Organizational Comm. 3</td>
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**Total Credits: 60-61**
Fourth Year/SUNY Delhi

Suggested sequence of classes:

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<tr>
<td>CIS 223</td>
<td>Intro to Database Systems (SUNY Schenectady)</td>
</tr>
<tr>
<td>BUSI 360</td>
<td>International Business</td>
</tr>
<tr>
<td>BUSI 310</td>
<td>Strategic Management</td>
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<tr>
<td>CITA 325</td>
<td>Systems Analysis</td>
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<td>CITA 405</td>
<td>Project Management</td>
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<td>CITA 315</td>
<td>Microsoft Excel</td>
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<tbody>
<tr>
<td>CITA 475</td>
<td>Management of Info. Technology</td>
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<tr>
<td>BUSI 370</td>
<td>Financial Management</td>
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<td>GOVT 300</td>
<td>Public Policy</td>
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**Minimum total credits required for B.B.A. degree: 121**

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Business Administration - Casino Associate in Applied Science (A.A.S.)

**Mission**

To prepare students for entry-level management positions within the complex and challenging casino industry.

Goal I: Demonstrate knowledge in the areas of organizational behavior, human resource management, information technology and various sectors of management.

Goal II: Develop and apply basic quantitative skills as called for in the casino industry.

Goal III: Identify legal and ethical issues associated with the casino industry.

Goal IV: Communicate effectively in writing, and in large presentation and face-to-face situations.

Goal V: Work effectively in small groups and in teams.

**First Year**

<table>
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<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>CGM 101</td>
<td>Intro to Gaming Industry</td>
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<tr>
<td>ENG 123</td>
<td>College Composition</td>
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<tr>
<td>MAT 126</td>
<td>Descriptive Statistics</td>
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<td>MGT123</td>
<td>Introduction to Business</td>
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<td>FYS 100</td>
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<table>
<thead>
<tr>
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<th>CR</th>
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<tbody>
<tr>
<td>ACC 121</td>
<td>Financial Accounting</td>
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<tr>
<td>BUS 212</td>
<td>Business Communications</td>
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<tr>
<td>ENG 125</td>
<td>English Composition II</td>
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<td>MKT 223</td>
<td>Marketing</td>
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**Second Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>ACC 122</td>
<td>Managerial Accounting</td>
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<tr>
<td>CIS 221</td>
<td>Advanced Computer Appl</td>
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<td>COM 105</td>
<td>Public Speaking</td>
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<td>MGT 215</td>
<td>Sales and Service</td>
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<table>
<thead>
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<th>Spring Semester</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>BUS 121</td>
<td>Business Law I</td>
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<tr>
<td>MGT 127</td>
<td>Human Resource Management</td>
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<td>MGT213</td>
<td>Principles of Management</td>
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<tr>
<td>MGT 250</td>
<td>Business Internship Or Business Elective (c)</td>
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<td>PSY 121</td>
<td>Intro to Psychology</td>
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**Minimum Credit Hours required for degree: 60**

**Notes:**

(a) Students should select Restrictive Electives with the guidance of a faculty adviser. Restricted Electives include:

- CGM 102 Casino Gaming Operations
- CGM 103 Gaming Regulations and Laws
- CGM 104 Non-Casino Gaming Operations
- CGM 105 Casino Security & Surveillance
Chemical Dependency Counseling
Associate in Applied Science (A.A.S.)

Mission

The Chemical Dependency Counseling, A.A.S. degree program’s mission is to prepare its graduates for immediate employment in residential, in-patient and other rehabilitation centers. The specialized addiction curriculum is enhanced by social science courses and coordinated with field experiences to provide students with models of ethical conduct, helping skills and the foundation for a professional career. The program prepares graduates to:

Goal I: Demonstrate supportive and facilitative communication skills.

Objective 1
Apply the principles of effective leadership by demonstrating appropriate counseling strategies and skills

Objective 2
Communicate effectively within professional and academic environments both orally and in writing using the appropriate English conventions

Goal II: Demonstrate a professional identity, commitment to ethical practice.

Objective 1
Apply the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Cannon of Ethical Principles

Objective 2
Identify and explain the role and basic tools and processes a CASAC utilizes to properly diagnosis and treat individuals and families affected by addiction

Objective 3
Complete two field placements of 150 hours each working with a CASAC

Goal III: Demonstrate a core set of skills and theoretical background essential for employment in the field.

Objective 1
Complete coursework in the four categories of education and training (350 clock hours) required by OASAS

Objective 2
Identify different theoretical perspectives as they apply to the substance abuse field

Objective 3
Research discipline specific topics and issues using a variety of print and electronic resources

Objective 4
Apply essential strategies of client engagement and the assessment, evaluation and treatment planning process

Goal IV: Recognize diversity and the role cultural competence plays in the proper delivery of the continuum of substance abuse treatment.

Objective 1
Identify the multi-cultural identities in the lives of people in their community and beyond

Objective 2
Identify the traditions, values and family systems of various populations

Objective 3
Apply appropriate strategies in working with diverse populations

SUNY Schenectady County Community College has been approved as a New York State Office of Alcoholism and Substance Abuse Services (OASAS) Education and Training Provider.

According to NYS OASAS, students who have a criminal history are not automatically prevented from receiving their CASAC, but will be required to provide information relative to their conviction to be considered as part of the review of the CASAC Application.

Secondary Program Exclusion

Section 8.6 of the Academic Code provides that students may earn an additional degree or certificate provided that the secondary program includes at least 15 credit hours of requirements not in common with the
primary program. Students who are enrolled in both the Human Services A.A.S. and the Chemical Dependency Counseling A.A.S. programs will need to work carefully with their advisors when choosing electives to meet this secondary program exclusion.

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
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<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>HUS 150</td>
<td>Introduction to Chemical Abuse and Dependency</td>
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<tr>
<td>HUS 255</td>
<td>Alcohol and Substance Abuse: Prevention and Education</td>
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<tr>
<td>PSY 121</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SOC 127</td>
<td>Interpersonal &amp; Group Dynamics</td>
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<tr>
<th>Spring Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>ENG 124</td>
<td>Literature and Writing OR</td>
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<tr>
<td>ENG 211</td>
<td>Technical and Professional Writing</td>
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<tr>
<td>HUS 157</td>
<td>Substance Abuse Counseling</td>
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<tr>
<td>HUS 254</td>
<td>The Pharmacology of Psychoactive Drugs</td>
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<tr>
<td>SOC 125</td>
<td>Introduction to Social Work and Social Welfare</td>
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<td>BIO Elective (c)</td>
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**Second Year**

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<tr>
<td>HUS 225</td>
<td>Chemical Dependency Counseling Field Instruction I (a)</td>
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<td>HUS 250</td>
<td>Planning, Assessment &amp; Treatment</td>
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<tr>
<td>PSY 224</td>
<td>Abnormal Psychology</td>
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<tr>
<td>SOC 121</td>
<td>Sociology</td>
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<tbody>
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<td>HUS 226</td>
<td>Chemical Dependency Counseling Field Instruction II (a)</td>
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<td>PSY 222</td>
<td>Lifespan Development</td>
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<td>Liberal Arts Elective (d)</td>
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<td>Restricted Elective (b)</td>
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**Minimum Credit Hours required for degree: 64**

**Notes:**

(a) Admission to HUS 225 and HUS 226 requires HUS 157 and consent of department as prerequisites.

(b) The study of a language other than English is suggested. Spanish is highly recommended.

(c) Students may take either BIO 110 The Human Body, BIO 111 Fundamentals of Biology or BIO 112 Human Biology.

(d) Student may take any course with the HUS, PSY, SOC, POL, ECO or CRJ prefix.

(e) MAT 126 Descriptive Statistics is the minimal requirement. Students who plan to transfer should consult the mathematics requirements of the receiving institution.

**Secondary Program Exclusion**

Section 8.6 of the Academic Code provides that students may earn an additional degree or certificate provided that the secondary program includes at least 15 credit hours of requirements not in common with the primary program. Students who are enrolled in both the Human Services A.A.S. and the Chemical Dependency Counseling A.A.S. programs will need to work carefully with their advisors when choosing electives to meet this secondary program exclusion.

According to NYS OASAS, students who have a criminal history are not automatically prevented from receiving their CASAC, but will be required to provide information relative to their conviction to be considered as part of the review for the CASAC Trainee Application. Chemical Dependency Counseling Certificate students may be subject to a fingerprinting check, or be asked about criminal convictions before working in the field. Those who have a criminal history may have difficulty obtaining a field placement and/or employment in the field of chemical dependency counseling and may want to consult an advisor or college counselor before pursuing the program.
Computer Information Systems
Associate in Applied Science (A.A.S.)

Mission
The Computer Information Systems A.A.S. prepares students for computer information systems careers in a business environment. Students learn computer-related skills including programming, web design, networking technology, and database design. The program prepares graduates to:

Goal I: Demonstrate the knowledge to support the delivery and management of information systems.

Objective 1  Apply software applications to solve problems
Objective 2  Demonstrate the ability to utilize emerging information systems technologies and practices.
Objective 3  Understand the legal, ethical, societal, and global issues associated with information systems.

Goal II: Demonstrate the ability to produce appropriate information systems to address client needs.

Objective 1  Identify the information systems requirements appropriate to a computing problem solution.
Objective 2  Design information systems that satisfy user requirements.
Objective 3  Implement information systems that satisfy user requirements.
Objective 4  Evaluate information systems that satisfy user requirements.
Objective 5  Utilize mathematical reasoning to solve problems.

Goal III: Demonstrate interpersonal communication skills.

Objective 1  Effectively communicate in teams to accomplish a common goal.
Objective 2  Effectively communicate project requirements and progress with all stakeholders within an organization.
Objective 3  Deliver an oral presentation of an information system project.
Objective 4  Develop a written plan to address an information system problem.

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>CR</th>
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<tbody>
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<td>CIS 221</td>
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<td>ENG 123</td>
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Spring Semester

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Second Year

Fall Semester

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Spring Semester

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</table>

Minimum Credit Hours required for degree: 62

Notes:
Restricted Electives: CIS 110, CIS 111, CIS 225, CIS 249, CIS 246, CIS 259
Computer Networking Systems and Cyber Security Associate in Applied Science (A.A.S.)

Mission
The mission of the Computer Networking Systems and Cyber Security A.A.S. degree program is to provide both a theoretical and hands-on foundation in computer networking, using industry-standard hardware and software. The Computer Networking Systems and Cyber Security curriculum is designed to provide a comprehensive education in the field.

The Computer Networking Systems and Cyber Security A.A.S. program enables graduates to:
- Design, implement, and troubleshoot computing environments, including both hardware and software;
- Install, configure and maintain computer network hardware, protocols, and services;
- Design and implement various computer security strategies;
- Demonstrate knowledge of computer programming languages, and apply logical and critical reasoning in evaluation and problem solving.

First Year
Fall Semester
- CIS 110 Workstation Arch/Support 1 (A) ........................................... 3
- CIS 129 Programming Fundamentals ............................................. 3
- CIS 240 Internetworking Fundamentals ........................................ 3
- ENG 123 College Composition .................................................... 3
- FYS 100 First Year Seminar ....................................................... 1
- MAT 118 Technical Math ............................................................. 3

Spring Semester
- CIS 111 Workstation Arch/Support II (A) ...................................... 3
- CIS 134 C++/Unix ......................................................................... 4
- CIS 249 Intro to Routing and Switching ........................................ 4
- MAT 124 Technical Discrete Math or MAT 149 Finite Math ............... 3

Second Year
Fall Semester
- CIS 251 Switching and Advanced Routing ..................................... 4
- CIS 256 Introduction to Systems Management .............................. 4
- CIS 225 Operating Systems ............................................................ 3
- Science Elective ............................................................................. 3

Spring Semester
- CIS 262 Network Security ............................................................. 3
- CIS 263 Introduction to Computer Forensics .................................... 3
- CIS 257 Advanced Networking and Systems Management .............. 4
- Social Science Elective ................................................................. 3
- Humanities Elective ..................................................................... 3

Craft Beer Brewing Associate in Applied Science (A.A.S.)

Mission
The A.A.S. Degree Program in Craft Beer Brewing prepares students for direct employment in the craft beer brewing industry. Students gain theoretical and hands-on experience related to the craft beer brewing industry, qualifying them to assume a variety of roles in the craft beer brewing profession. The program prepares graduates to:

Goal I: Develop competencies required in the craft beer brewing industry
- Objective 1: Apply common terminology used in the industry
- Objective 2: Demonstrate ability to utilize industry processes and equipment for production
- Objective 3: Demonstrate the understanding of historical and emerging industry trends

Goal II: Utilize technology to develop effective communication and professional presentation skills.
- Objective 1: Develop effective written communication skills
- Objective 2: Demonstrate ability to operate beer brewing related technology
- Objective 3: Identify various sales and marketing plans utilized in craft beer brewing

Goal III: Explore options for further education and/or employment.
- Objective 1: Identify various continuing education opportunities
- Objective 2: Research career opportunities through an internship
- Objective 3: Create personal and professional goals and link to career opportunities

First Year
Fall Semester
- FYS 100 First Year Seminar .......................................................... 1
- BMT 101 Intro to Beverage Management ......................................... 3
- ENG 123 English Composition ..................................................... 3
- MAT 134 College Mathematics OR Higher Math ............................ 3
- CBB 101 Craft Beer Operations .................................................... 3
- HOT 291 Computer for the Hospitality Ind. ..................................... 3

Spring Semester
- BMT 102 Beer & Brewing ............................................................ 3
- BMT 103 Managing Beverage Operations ....................................... 3
- CBB 102 Beers of the World* ....................................................... 3
- ENG 125 College Composition II OR ENG 211 Technical & Professional Writing .................................................. 3
- HOT 117 Food & Bev Cost Control ................................................ 3

Minimum Credit Hours required for degree: 63
Second Year

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Minimum Credit Hours required for degree: 62

Notes:
*Students who cannot take this class because of medical conditions or religious beliefs should substitute either a three-credit HOT or TAT course not required in the curriculum.

Craft Spirit Distillation  
Associate in Applied Science (A.A.S.)

Mission

The Craft Spirit Distillation A.A.S. Program prepares students for direct employment in the craft beverage industry. Students gain theoretical and hands-on experience related to craft spirit distillation, qualifying them to assume a variety of roles in the craft beverage profession.

Goal I: Develop competencies required in the craft beverage industry.
- Objective 1: Apply common terminology used in the industry
- Objective 2: Apply the steps/processes of each area of a beverage production facility including manufacturing, warehousing, marketing and sales
- Objective 3: Demonstrate ability to utilize industry processes and equipment for production
- Objective 4: Demonstrate the understanding of historical and emerging industry trends

Goal II: Utilize technology to develop effective communication and professional presentation skills.
- Objective 1: Develop effective written communication skills
- Objective 2: Demonstrate ability to operate beverage production related technology
- Objective 3: Identify various sales and marketing plans utilized in the beverage industry

Goal III: Explore options for further education and/or employment.
- Objective 1: Identify various continuing education opportunities
- Objective 2: Research career opportunities through an internship
- Objective 3: Create personal and professional goals and link to career opportunities

First Year

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Minimum Credit Hours required for degree: 62
Second Year

Fall Semester

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<td>Marketing for Hosp. Profession</td>
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<td>Craft Spirit Production I</td>
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<td>BMT 104</td>
<td>Spirits, Distillation, and Mixology</td>
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Spring Semester

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Minimum Credit Hours required for degree: 62

Notes:

* Students who cannot take this class because of medical conditions or religious beliefs should substitute either a three-credit HOT or TAT course not required in the curriculum.

Criminal Justice

Associate in Applied Science (A.A.S.)

Mission

The Criminal Justice A.A.S. program provides graduates with the academic, ethical and legal foundation for career opportunities in law enforcement and private security. The program prepares graduates to demonstrate CRJ professional skills and abilities.

Goal I: Demonstrate CRJ professional skills and abilities.

Objective 1: Communicate effectively within criminal justice and academic environments, both orally and in writing using Formal Standard English.

Objective 2: Identify key concepts, definitions and principles of law enforcement, corrections, the courts and police organization and supervision.

Objective 3: Apply legal research skills to locate and analyze discipline-specific topics.

Objective 4: Identify different theoretical and historical perspectives as they apply to criminal justice.

Goal II: Demonstrate a commitment to ethical practice.

Objective 1: Identify the principles of ethical criminal justice conduct.

Objective 2: Apply criminal justice ethics to the resolution of practical problems.

Objective 3: Demonstrate an understanding of the ethical practices in retail and industrial security.

Goal III: Recognize diversity and the role of cultural competence in understanding the criminal justice system.

Objective 1: Identify diverse identities in the lives of people in their community and beyond.

Objective 2: Examine the role cultural diversity plays in the criminal justice system.

Objective 3: Apply appropriate strategies in working with diverse populations.

First Year

Fall Semester

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<td>Intro to Criminal Justice</td>
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<td>CRJ 131</td>
<td>Criminal Law</td>
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Spring Semester

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<td>CRJ 143</td>
<td>Criminal Evidence/Procedure</td>
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<td>ENG 124</td>
<td>Literature and Writing</td>
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<td>Introduction to Psychology</td>
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15
Second Year

Fall Semester

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<td>CRJ 219</td>
<td>Corrections</td>
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Spring Semester

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Minimum Credit Hours required for degree: 61

Notes:

a) Criminal Justice Electives are to be chosen from:
   - CRJ 117 Police Organization & Supervision
   - AER/CRJ 150 Airport Management and Security
   - CRJ 230 Interpersonal Violence, or
   - CRJ 237 Criminal Justice Internship.

Culinary Arts

Associate in Occupational Studies (A.O.S.)

Mission

The Culinary Arts A.O.S. program prepares students for direct employment in the culinary arts industry. Students gain theoretical and hands-on experience related to both cooking and baking, qualifying them to assume a variety of roles in the culinary arts profession. The graduates of this program will:

Goal I: Demonstrate baking and cooking techniques following NYS Department of Health Sanitation Guidelines.

Objective 1 Apply the fundamentals of baking science to the preparation of a variety of products. Properly use and care for equipment normally found in the bakeshop or baking area.

Objective 2 Develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products. Operate equipment safely and correctly. Apply knowledge of the laws and regulations relating to safety and sanitation in the kitchen.

Objective 3 Develop skills in producing a variety of cold food products. Prepare items appropriate for buffet presentation, including decorative pieces.

Objective 4 Describe the characteristics, functions, and food sources of the major nutrients and explain how to maximize nutrient retention in food preparation and storage. Apply the principles of nutrient needs throughout the life cycle of menu planning and food preparation.

Objective 5 Develop an understanding of the basic principles of sanitation and safety and to be able to apply them in the foodservice operations. Reinforce personal hygiene habits and food handling practices that protects the health of the consumer.

Objective 6 Demonstrate the importance of a variety of sustainable practices. Implement them in foodservice operations as a means of controlling operating costs and exercising good environmental stewardship.

Goal II: Demonstrate purchasing, food costing, and personnel management skills necessary to perform such functions within a commercial food service operation.

Objective 1 Perform mathematical functions related to foodservice operations.

Objective 2 Prepare for the transition from employee to supervisor. Evaluate styles of leadership and develop skills in human relations and personnel management.

Objective 3 Apply the principles of menu planning and layout to the development of menus for various types of facilities and service.

Objective 4 Apply the overall concept of purchasing and receiving practices in quality foodservice operations. Demonstrate knowledge of quality standards and regulations governing food products through to the purchasing function. Receive and store food and non-food items properly.
Goal III: Support and provide strong service skills to ensure customer satisfaction.

Objective 1  Be familiar with varieties of alcoholic and non-alcoholic beverages. Develop an appreciation and affinity for wine and food. Explain laws and procedures related to responsible alcohol service.

Objective 2  Perform dining room service functions using a variety of service types. Demonstrate an understanding of quality customer service.

Objective 3  Develop an understanding of the hospitality industry and career opportunities in the field. Investigate trade publications and professional organizations appropriate for continuing education. Become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments.

In addition to textbook expenses, students in the Culinary Arts program are expected to purchase uniforms ($100+) and a knife set ($200+). Hats and/or hair nets are required by the New York State Health Code. Students will be required to comply with the dress and sanitation requirements of the American Culinary Federation. Note: The only jewelry permitted in cooking laboratories are wedding rings and watches. No nail polish is allowed. Full uniform attire is required for any food preparation activity in all labs at all times. Specific details regarding the Policies for Food Laboratories are available from the School of Hotel, Culinary Arts and Tourism.

Each Culinary Arts A.O.S. major must satisfy a work experience requirement of 600 hours or its equivalent in the hospitality industry. Details may be obtained from the Dean of the School of Hotel, Culinary Arts and Tourism.

The Culinary Arts A.O.S. program enables graduates to:
- Demonstrate competency skills in basic food preparation, baking and dessert making, food and beverage management, human resource management, dining room and banquet service, sanitation and nutrition;
- Demonstrate basic skills in advanced techniques of haute cuisine, garde manger, and pastry and desserts;
- Refine and strengthen culinary capabilities through the practical application of skills and knowledge gained in foundation and hospitality courses;
- Experience an appropriate 600 hours of work to complement the classroom and laboratory requirements of the program, and
- Prepare for entry-level or management positions in the culinary field.

**The Disney Co-op will fulfill 3-6 credits based on Co-op experience.**

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### First Year

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### Minimum Credit Hours required for degree: 64

**Notes:**
(a) The time element for these courses will vary according to functions and assignments required to cover the projects involving actual conditions of preparation, cooking, and service of a complete menu. The course outlines will be flexible to meet the successful fulfillment of projects.

NOTE: Cleaning, preventative maintenance, and sanitation are practiced under the supervision of the Instructor and Technical Assistant during and after all laboratory exercises.

*Students who cannot take this class because of medical conditions or religious beliefs should substitute a three-credit HOT or TAT course not required in the curriculum.

**The Disney Co-op will fulfill 3-6 credits based on Co-op experience.
BAKING CONCENTRATION

First Year

Fall Semester

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<td>Elements of Baking</td>
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<td>Math for Food Service Records</td>
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<td>Sanitation Techniques</td>
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<td>Human Resources Mgmt/HFI/or Disney**</td>
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<td>Dining Room Mgmt. &amp; Oper.(a) OR HOT 253</td>
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Second Year

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<td>HOT 259</td>
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<td>Marketing for the Hospitality Profession OR Disney** OR SSA 201</td>
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<td>HOT 258</td>
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Minimum Credit Hours required for degree: 64

Notes:
(a) The time element for these courses will vary according to functions and assignments required to cover the projects involving actual conditions of preparation, cooking, and service of a complete menu. The course outlines will be flexible to meet the successful fulfillment of projects.
(b) Pertains to Culinary Arts General Program only.

NOTE: Cleaning, preventative maintenance, and sanitation are practiced under the supervision of the Instructor and Technical Assistant during and after all laboratory exercises.

*Students who cannot take this class because of medical conditions or religious beliefs should substitute a three-credit HOT or TAT course not required in the curriculum.

**The Disney Co-op will fulfill 3-6 credits based on Co-op experience.

Early Childhood Associate in Applied Science (A.A.S.)

Mission

The Early Childhood Program's role is to guide individuals in acquiring the knowledge and skills necessary to foster the development and constructive education of young children. The program strives to model and promote high quality early childhood education in the community. The program prepares graduates to:

Goal I: Demonstrate professional knowledge of early childhood development.

Objective 1 Identify the major milestones of social, emotional, physical, language and creative development in young children

Objective 2 Analyze and evaluate the major theoretical perspectives of childhood development

Objective 3 Identify, analyze and evaluate current research in the area of child development using a variety of print and electronic resources

Objective 4 Analyze the ways in which culture, society and (chronology) integrally inform typical and atypical development

Goal II: Plan, implement, assess and evaluate a developmentally appropriate curriculum that aligns with standards set forth by National Association for the Education of Young Children, New York State Early Learning Guidelines and The Common Core.

Objective 1 Design environments and curriculum in accordance with NAEYC Standards, NYS Early Learning Guidelines (ELG) and The Common Core

Objective 2 Demonstrate an ability to apply and utilize research-based methods of instruction and teaching strategies designed to optimize early childhood education

Objective 3 Assess and evaluate early childhood physical and social-emotional environments

Goal III: Demonstrate the skills and abilities of the effective early childhood teaching professional.

Objective 1 Observe and document the characteristics of a child's development as well as the learning environment in order to authentically assess each child

Objective 2 Critically evaluate information regarding child development and early childhood education best practices to inform decision-making processes

Objective 3 Communicate effectively within academic, community and/or professional environments both orally and in writing using appropriate English conventions

Goal IV: Demonstrate an understanding of the role of the early childhood professional dedicated to ethical practice and cultural responsiveness.

Objective 1 Analyze and apply the Core Body of Knowledge (CBK) conceptual framework

Objective 2 Investigate early childhood professional organizations

Objective 3 Identify and demonstrate ethical standards and professional guidelines put forth by NAYEC and SUNY Schenectady respectively

Graduates of the program are qualified to work with children ages birth to 8 years old in a number of environments including preschools, nursery schools, daycare, public schools, early intervention agencies or Head Start. The hands-on approach to the curriculum requires students to participate in 300 hours of supervised internships in area schools and/or agencies. In addition, students interact regularly with the children in the
Gateway Montessori Preschool, an on-site lab school.

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
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<td>ENG 124</td>
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**Second Year**

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<td>ECH 231</td>
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<td>HUS 133</td>
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<td>General Elective (f)</td>
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<td>Mathematics Elective (c)</td>
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<td>ECH 260</td>
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<td><strong>Total</strong></td>
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</table>

**Minimum Credit Hours required for degree:** 63

**Notes:**

(a) It is imperative that students enroll in ECH 121 and ECH 123 concurrently during their first semester as they are only offered in the fall semester. Failure to complete these will prevent them from progressing in their degree requirements and prevent them from taking their first field course in the spring semester.

(b) It is recommended that students enroll in ECH 220 their first fall semester as it is only offered in the fall semester.

(c) Math 126 is recommended. Students who plan to transfer should consult receiving institution.

(d) Students may choose from the following courses: NTR 161, BIO 111, BIO 112, CHM 113, CHM 121, ENV 100, or PHY 120. Students should consider taking a science (BIO or CHM) with a lab if they are planning to transfer.

(e) Students may choose between TET 221 Foundations of Education or PSY 221 Educational Psychology. PSY 221 is recommended for those students who are considering transfer to the College of St. Rose. All students should consult with their advisors when registering, and if transferring, the program requirements of their transfer institution(s).

(f) Students should choose their electives carefully and if transferring should review the requirements of their receiving institution(s). A language other than English is highly recommended.

As of January 1, 2003, all students enrolled in ECH 131 Early Childhood Field Instruction and Seminar I and ECH 231 Field Instruction and Seminar II will need to supply the following before entering the field:

- A notarized Criminal Conviction Statement;
- A signed AI Will@ statement to uphold the NAEC Code of Ethics and SUNY Schenectady Early Childhood Professional Behaviors;
- Medical evidence of his/her ability to work with children and a negative TB result dated within one year.
Hospitality and Tourism Management Associate in Applied Science (A.A.S.)

Mission
The Hospitality and Tourism Management A.A.S. degree program prepares students for direct employment in the hospitality and tourism industry. Students gain theoretical and hands-on experience related to inbound and outbound tourism, qualifying them to assume a variety of roles in the hospitality and tourism profession.

Goal I: Explore the scope and role of the hospitality and tourism industry.
  Objective 1 Identify best practices in superior customer service skills
  Objective 2 Analyze the 'host/guest' relationship in business/industry
  Objective 3 Identify the role of government in hospitality/tourism
  Objective 4 Analyze marketing strategies utilized in hospitality/tourism

Goal II: Demonstrate the understanding of historical and emerging trends.
  Objective 1 Identify the historical developments that shape the hospitality and tourism industry
  Objective 2 Analyze current trends in hospitality and tourism

Goal III: Develop competencies required in the hospitality and tourism industry.
  Objective 1 Apply common terminology/jargon used
  Objective 2 Apply the steps/processes of effective event/meeting/convention/group-tour management
  Objective 3 Identify the function of human resources in the hospitality industry

Goal IV: Utilize technology to develop effective communication and professional presentation skills.
  Objective 1 Develop and deliver effective presentations
  Objective 2 Develop effective written communication skills
  Objective 3 Identify various technologies utilized in the hospitality and tourism industry
  Objective 4 Demonstrate ability to operate hospitality related technology/software

Goal V: Explore options for further education and/or employment.
  Objective 1 Identify various continuing education options
  Objective 2 Research career opportunities
  Objective 3 Create personal goals and link to career opportunities

The Hospitality and Tourism Management A.A.S. degree program enables graduates to:
  • Prepare for a variety of positions in the tourism, hospitality and community planning fields, and
  • Enter the workforce with practical experience acquired through professional internships.

Graduates often decide to transfer to four-year institutions to earn their baccalaureate degree in the hospitality field. Students may obtain their baccalaureate degree at Schenectady by taking the Bachelor of Business Administration program offered jointly with the State University of New York at Delhi.

Students interested in obtaining a baccalaureate degree in Hospitality and Tourism Management should seek information about the SUNY Delhi Event Management Concentration offered at SUNY Schenectady. Please refer to page 82 for specific program details.

First Year

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<th>Fall Semester</th>
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<tbody>
<tr>
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<td>HOT 217</td>
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<td>HOT 277</td>
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<td>TAT 121</td>
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<td>MAT 126</td>
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T6-17

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<td>HOT 291</td>
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15

Second Year

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<td>HOT 253</td>
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T5-17

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<td>TAT 140</td>
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<tr>
<td>TAT 231</td>
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</table>

16

Minimum Credit Hours required for degree: 62

Notes:
(a) Restricted Social Science Elective should be chosen from the following courses: ECO 211 (OR higher), SOC 121, PSY 121 or COM 121. Students planning on transferring to SUNY Delhi should choose ECO 221 or ECO 223. Students transferring to other institutions should confirm transfer credits.

(b) Students planning to transfer should consult with an advisor before choosing electives.

(c) Restricted Liberal Arts Elective should be chosen from one of the following: MAT, HIS, foreign language or ASL. Students who plan to interview for inbound tourism positions, employers strongly recommend taking a foreign language course. Students planning on transferring to SUNY Delhi should choose HIS 227, HIS 229, HIS 232, HIS 234 or any language elective. Students transferring to other institutions should confirm transfer credits.

* The Disney Co-op will fulfill 3-6 credits based on Co-op experience.
Hotel and Restaurant Management Associate in Applied Science (A.A.S.)

Mission
The Hotel and Restaurant Management A.A.S. program prepares students for direct employment in the hotel and restaurant industry. Students gain theoretical and hands-on experience related to hotel and restaurant management, qualifying them to assume a variety of roles in the hotel and restaurant profession.

Goal I: Demonstrate the scope and role of the hospitality and restaurant profession.
- Objective 1: Identify best practices in superior customer service skills
- Objective 2: Analyze the 'host/guest' relationship in business/industry
- Objective 3: Identify the role of government in hotel/restaurant
- Objective 4: Analyze marketing strategies utilized in hotel/restaurant

Goal II: Demonstrate the understanding of historical and emerging trends.
- Objective 1: Identify the historical developments that shape the hotel and restaurant profession
- Objective 2: Analyze current trends in the hotel and restaurant profession

Goal III: Develop competencies required in the hospitality and restaurant profession.
- Objective 1: Apply common terminology/jargon used
- Objective 2: Apply the steps/processes of effective event/meeting/convention/group-tour management
- Objective 3: Identify the function of human resources in the hospitality industry
- Objective 4: Apply the steps/process of effective banquet and restaurant guest services management
- Objective 5: Apply the steps/process of effective food preparation and baking
- Objective 6: Apply the steps/process of effective banquet culinary service

Goal IV: Utilize technology to develop effective communication and professional presentation skills.
- Objective 1: Develop and deliver effective presentations
- Objective 2: Develop effective written communication skills
- Objective 3: Identify various technologies utilized in the hospitality and restaurant profession
- Objective 4: Demonstrate ability to operate hotel and restaurant related technology/software

Goal V: Explore options for further education and/or employment.
- Objective 1: Identify various continuing education options
- Objective 2: Research career opportunities
- Objective 3: Create personal goals and link to career opportunities

Each Hotel and Restaurant Management major must satisfy a work experience requirement of 600 hours, or its equivalent, in the hospitality industry. Details may be obtained from the Dean of the School of Hotel, Culinary Arts and Tourism.

The Hotel and Restaurant Management A.A.S. degree program enables graduates to:
- Demonstrate competency skills in basic food preparation, baking and desert making, food and beverage management, human resource management, dining room and banquet service, sanitation, and nutrition;
- Experience an appropriate 600 hours of work to complement the classroom and laboratory requirements of the program;
- Prepare for front or back of the house entry-level or management positions in the hospitality field, and
- Transfer to four-year institutions into appropriate baccalaureate degree programs.

Students interested in obtaining a baccalaureate degree in Hospitality Management should seek information about SUNY Delhi's Hospitality Management (B.B.A.): Hotel and Resort Management Concentration offered at SUNY Schenectady. Please continue reading for specific program details.

First Year

Fall Semester
- ENG 123 College Composition .................................................. 3
- FYS 100 First Year Seminar .................................................. 3
- HOT 111 Food Preparation I .................................................. 3
- HOT 238 Dining Room Mgmt. & Oper. (a) OR HOT 253 Banquet Mgmt & Operations (a) .................................................. 3
- TAT 121 Introduction to the Hospitality Industry ................. 3
- Social Science Elective (b) .................................................. 3

Spring Semester
- ENG 124 Literature and Writing ............................................. 3
- HOT 112 Food Preparation II .............................................. 3
- HOT 238 Dining Room Mgmt. & Oper. (a) OR HOT 253 Banquet Mgmt & Operations (a) .................................................. 3
- HOT 119 Elements of Baking OR HOT 276 Meetings and Convention Mgmt. 3
- MAT 126 Descriptive Statistics or Higher (b) ................. 3

Second Year

Fall Semester
- HOT 114 Food Admin. & Menu Planning .......................... 3
- HOT 217 Front Office Management .................................. 3
- HOT 251 Quantitative Foods (a)........................................... 3
- HOT 275 Marketing for the Hospitality Prof/OR Disney** OR SSA 201 Italian Food & Culture .................................................. 3
- HOT 291 Computers for Hospitality Industry OR HOT 116 Lodging Management and Operations .................................................. 3
- Liberal Arts Elective (b) .................................................. 3

Spring Semester
- HOT 117 Food & Beverage Control .................................. 3
- HOT 220 Wines of the World* ........................................... 3
- HOT 218 Human Resources Mgmt/HFI OR Disney** .................................................. 3
- Science Elective (b) .................................................. 3
- Humanities Elective (b) .................................................. 3

Students will be required to comply with the dress and sanitation requirements of the American Culinary Federation. Note: The only jewelry permitted in cooking laboratories are wedding rings and watches. No nail polish is allowed. Full uniform attire is required for any food preparation activity in all labs at all times. Specific details regarding the Policies for Food Laboratories are available from the School of Hotel, Culinary Arts and Tourism.
**Minimum Credit Hours required for degree: 64**

**Notes:**

(a) The time element for these courses will vary according to functions and assignments required to cover the projects involving actual conditions of preparation, cooking, and service of a complete menu. The course outline will be flexible to meet the successful fulfillment of projects.

(b) Students planning to transfer should consult with an advisor before choosing electives.

NOTE: Cleaning, preventive maintenance, and sanitation are practiced under the supervision of the Instructor and the Technical Assistant during and after all laboratory exercises.

* Students who cannot take this class because of medical conditions or religious beliefs should substitute either a three-credit HOT or TAT course not required in the curriculum.  

** The Disney Co-op will fulfill 3-6 credits based on Co-op experience.

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**Hotel and Restaurant Management**  
**Beverage Management Concentration**  
**Associate in Applied Science (A.A.S.)**

### First Year

#### Fall Semester

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<tr>
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<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>HOT 111</td>
<td>Food Preparation I</td>
<td>3</td>
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<td>HOT 238</td>
<td>Dining Room Mgmt. &amp; Operations (a)</td>
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<td>BMT 101</td>
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#### Spring Semester

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<td>Fundamentals of Beer &amp; Brewing</td>
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<td>BMT 103</td>
<td>Managing Beverage Operations</td>
<td>3</td>
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<td>MAT 126</td>
<td>Descriptive Statistics or Higher (b)</td>
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### Second Year

#### Fall Semester

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<td>Food Admin. &amp; Menu Planning</td>
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<td>BMT 104</td>
<td>Spirits, Distillation and Mixology</td>
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<tr>
<td>BMT 105</td>
<td>Beverage Sales &amp; Merchandising</td>
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<td>Humanities Elective (b)</td>
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#### Spring Semester

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<td>HOT 117</td>
<td>Food &amp; Beverage Control</td>
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<tr>
<td>BMT 250</td>
<td>Beverage Management Internship</td>
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<tr>
<td>HOT 218</td>
<td>Human Resources Mgmt/HFI/or Disney*</td>
<td>3</td>
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<tr>
<td>HOT 220</td>
<td>Wines of the World *</td>
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<td>Science Elective (b)</td>
<td>3-4</td>
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<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
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</table>

**Minimum Credit Hours required for degree: 61**

**Notes:**

(a) The time element for this course will vary according to functions and assignments required to cover the projects involving actual conditions of preparation, cooking, and service of a complete menu. The course outline will be flexible to meet the successful fulfillment of projects.

(b) Students planning to transfer should consult with an advisor before choosing electives.

NOTE: Cleaning, preventive maintenance, and sanitation are practiced under the supervision of the Instructor and the Technical Assistant during and after all laboratory exercises.

* Students who cannot take this class because of medical conditions or religious beliefs should substitute either a three-credit HOT or TAT course not required in the curriculum per HCAT Dean approval.

** The Disney Co-op will fulfill 3-6 credits based on Co-op experience.
SUNY Schenectady A.A.S. Degrees in Hotel and Restaurant Management; Hotel and Restaurant Management - Beverage Management Concentration; Craft Beer Brewing; Craft Spirit Distillation; Hospitality and Tourism Management; and A.O.S. degree in Culinary Arts transfer into SUNY Delhi Hospitality Management Bachelor of Business Administration (B.B.A.) with Concentrations in Hotel and Restaurant Management

The jointly registered Inter-Institutional Program with SUNY Delhi, approved by the State University of New York and the New York State Education Department, is designed for students who plan to pursue the SUNY Delhi Hotel Resort Management B.B.A. Program offered at SUNY Schenectady. Upon successful completion of the corresponding associate degree at SUNY Schenectady, students are accepted into SUNY Delhi to complete the B.B.A. degree. Admission to SUNY Delhi's program is considered for those with a minimum grade point average of 2.0 or greater.

Interested students should consult with their SUNY Schenectady advisor and the SUNY Delhi Advisement Office in Elston Hall, Room 319.

SUNY Application Code: 1772 - The Bachelor of Business Administration in Hospitality Management is designed to provide students with the practical, hands-on training necessary to ensure their effectiveness as future industry leaders. Through simulations, group discussion, and community-based projects, they learn firsthand the importance of customer service and attention to detail. Students are challenged to develop their creativity and innovative ideas through shared inquiry and debate. The curriculum offers a broad exposure to all aspects of the hospitality industry - including human resources management, training and development, strategic marketing, international business, organizational behavior and financial management. Each of the concentrations provides insight into the multi-faceted nature of hotels and resorts and careers in travel and tourism management.

Curriculum: Any A.A.S. Degree will qualify for consideration after Pathway courses are satisfied*

Pathway Courses (flexible depending upon HCAT A.A.S. Program):

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ACC 122</td>
<td>Managerial Accounting - SCCC</td>
</tr>
<tr>
<td>ACC 121</td>
<td>Financial Accounting - SCCC</td>
</tr>
<tr>
<td>HOSP 310</td>
<td>Hospitality Training and Development (HOT 218)</td>
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<tr>
<td>HOSP 320</td>
<td>Hospitality Managerial Accounting (ACC 121 &amp; 122)</td>
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<td>HOSP 330</td>
<td>Hospitality Strategic Marketing (HOT 275)</td>
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<td>HOSP 350</td>
<td>Hospitality Law (Business Elective)</td>
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<td>HOSP 470</td>
<td>Hospitality Senior Seminar (Last Semester in BBA)</td>
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<td>HOT 310</td>
<td>Hotel Maintenance and Engineering</td>
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<td>HOT 420</td>
<td>Hotel Resort Management</td>
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<td>REST 310</td>
<td>Classical Cuisine or</td>
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<td>CULN 350</td>
<td>History of Wines</td>
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Core Courses and General Education Courses

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<td>BUSI 343</td>
<td>Individual Behavior in Organizations or</td>
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<td>BUSI 344</td>
<td>Organizational Theory</td>
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<td>BUSI 360</td>
<td>International Business Management</td>
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<td>/ / /</td>
<td>Two each 300/400 Electives: May select Event Management Courses for these electives.</td>
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SUNY Delhi – SUNY Schenectady County Community College BBA Partnership (6/19)
Human Services
Associate in Applied Science (A.A.S.)

Mission

The mission of the Human Services A.A.S. degree program is to prepare students for employment in the public or private sector. This program is based on the best practices of the National Association of Social Workers (NASW). Students learn the core skills and values of the social work profession and the social welfare system in the United States, including the philosophical, historical, and ethical dimensions. The program prepares graduates to:

Goal I: Demonstrate Human Services professional skills and abilities.

Objective 1 Analyze the impact of social policies on individuals, clients, systems and agencies to include different cultural perspectives.

Objective 2 Apply the history of social welfare institutions to current institutions.

Objective 3 Identify different theoretical perspectives as they apply to Human Services.

Objective 4 Research discipline specific topics and issues using a variety of print and electronic resources.

Objective 5 Communicate effectively within professional and academic environments both orally and in writing using Formal Standard English.

Objective 6 Connect course student learning outcomes and community needs through service learning.

Goal II: Demonstrate a commitment to ethical practice.

Objective 1 Identify and analyze the NASW Code of Ethics.

Objective 2 Apply the NASW code of ethics in a professional environment.

Goal III: Recognize diversity and the role cultural competence in understanding human behavior and society.

Objective 1 Identify the multi-cultural identities in the lives of people in their community and beyond.

Objective 2 Identify the traditions, values and family systems of various populations.

Objective 3 Apply appropriate strategies in working with diverse populations.

First Year

Fall Semester

ENG 123 College Composition .................................................. 3
FYS 100 First Year Seminar .................................................. 1
FYS 121 Introduction to Psychology ............................................. 3
SOC 121 Sociology .............................................................. 3
SOC 125 Introduction to Social Work and Social Welfare ................. 3
Mathematics Elective (a) OR .................................................. 3-4
Biology or Nutrition Elective (b) ............................................... 3-4

15-17

Spring Semester

COM 105 Public Speaking .................................................. 3
SOC 127 Interpersonal and Group Dynamics ................................. 3
Mathematics Elective (a) .................................................. 3-4
Biology or Nutrition Elective (b) OR Mathematics Elective (a) ........ 3-4
PSY Elective OR SOC Elective (d) ........................................... 3-4
Restricted Elective (e) .................................................. 3-4

15-18

Second Year

Fall Semester

ENG 211 Technical Writing .................................................. 3
HUS 221 Field Instruction I (c) .................................................. 3
PSY 224 Abnormal Psychology ............................................... 3
Restricted Elective (e) .................................................. 3-4
General Elective .......................................................... 3-4

15-17

Spring Semester

CR

HUS 222 Field II .................................................. 3
PSY 222 Lifespan Development ............................................... 3
SOC 122 Social Problems .................................................. 3
Humanities Elective (f) .................................................. 3
POL Elective (g) .................................................. 3

15

Minimum Credit Hours required for degree: 61

Notes:

(a) MAT 126 or higher. Students should consider choosing a math course first semester if their placement test results require a CSS level pre-requisite course.

(b) BIO 110 The Human Body, BIO 112 Human Biology or NTR 161 Intro to Human Nutrition

(c) Admission to HUS 221 and HUS 222 requires SOC 125, SOC 127 and consent of the department as a pre-requisite.

(d) Any course with a PSY or SOC prefix.

(e) Restricted elective can be selected from among the following:

Any course with a CRJ, POL, PSY or SOC prefix; HUS 133 Child Maltreatment; Prevention, Investigation and Treatment; HUS 150 Introduction to Chemical Abuse and Dependence; HUS 157 Substance Abuse Counseling; ECO 211 Introduction to Economics; HUS 254 Pharmacology of Psychoactive Drugs; or HUS 255 Alcohol and Substance Abuse: Prevention and Education.

(f) The study of a language other than English is suggested. Spanish or American Sign Language is highly recommended.

(g) Any course with a POL prefix.

Secondary Program Exclusion

Section 8.6 of the Academic Code provides that students may earn an additional degree or certificate provided that the secondary program includes at least 15 credit hours of requirements not in common with the primary program. Students who are enrolled in the Human Services A.A.S. and the Chemical Dependency Counseling A.A.S. will need to work carefully with their advisors when choosing electives to meet this secondary program exclusion.

Human Services students may be subject to a fingerprint check or be asked about criminal convictions before working in the field and/or at an internship site. Individuals who have a criminal history may have difficulty obtaining a field placement and/or employment in the field of Human Services. Students may want to consult with an advisor or college counselor before pursuing the program.
Music Audio Technology
Associate in Applied Science (A.A.S.)

An entrance audition is required for admission to this program. Contact the School of Music at (518) 381-1231 for further information.

Mission
The Music/Business A.A.S degree program provides rigorous training in basic musicianship, contemporary recording and reinforcement technologies, and management and legal responsibilities.

Goal I: Achieve musicianship with a concentration in voice, piano, organ, guitar or an orchestral instrument.

Objective 1 Attain musicianship competencies through two semesters of private study
Objective 2 Display attainment of School of Music repertory and recital standards through performances in classes and recitals
Objective 3 Complete a performance examination at the end of two semesters of private study

Goal II: Demonstrate ensemble musicianship.
 Objective 1 Perform in a major ensemble for a minimum of four semesters
Objective 2 Acquire ensemble performance skills in rhythm, intonation, balance, and timbre

Goal III: Acquire technical competency in music theoretical and analytical skills.

Objective 1 Identify and analyze the technical components of musical compositions
Objective 2 Acquire keyboard skills for accompaniment, and analysis
Objective 3 Aurally identify melodic and harmonic components in music and demonstrate the ability to sing numerous varied styles of music from notation.

Goal IV: Achieve aesthetic awareness for a broad range of musical literature and style periods from antiquity to the present.

Objective 1 Examine, identify and describe western art music from all style periods
Objective 2 Examine, identify and describe jazz or rock music styles and their development

Goal V: Demonstrate skills and knowledge of the use of contemporary music technologies for audio recording and reinforcement.

Objective 1 Demonstrate skills in music recording techniques, software, audio path design, and equipment selection
Objective 2 Formulate, design and complete audio recording projects
Objective 3 Demonstrate skills in live sound reinforcement, signal path, and equipment selection

Goal VI: Develop theoretical, analytical, and management skills relevant to the music business field.

Objective 1 Demonstrate knowledge of music business practices including contracts, mechanical and other reproduction rights and copyrights
Objective 2 Demonstrate awareness of emerging trends and technologies and their impact on the music industry
Objective 3 Demonstrate an awareness of the history and development of the music industry
Objective 4 Complete an internship experience in audio recording, reinforcement, or other area of music business

SUNY Schenectady County Community College is an accredited institutional member of the National Association of Schools of Music.

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
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<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
<td>1</td>
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<tr>
<td>MUS 178</td>
<td>Audio Recording I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 163</td>
<td>Performance Concentration I</td>
<td>2</td>
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<tr>
<td>MUS 121</td>
<td>Enjoyment of Music</td>
<td>3</td>
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<tr>
<td>MUS 287</td>
<td>Keyboard Techniques I</td>
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Spring Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 124</td>
<td>Literature and Writing</td>
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<tr>
<td>MUS 164</td>
<td>Performance Concentration II</td>
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Second Year

Fall Semester

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MGT 123</td>
<td>Introduction to Business</td>
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<tr>
<td>MUS 278</td>
<td>Performance Organization (a)</td>
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<td>MUS 231</td>
<td>Music Business I</td>
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<tr>
<td>MUS 230</td>
<td>Live Sound Reinforcement</td>
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<td>Math Elective</td>
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Spring Semester

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<tr>
<td>MUS 280</td>
<td>Audio Recording Field Experience</td>
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<tr>
<td>MUS 235</td>
<td>Music Business II</td>
<td>3</td>
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<tr>
<td>MUS 231</td>
<td>Performance Organization (a)</td>
<td>1</td>
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<tr>
<td>Science Elective</td>
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<td>3-4</td>
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<tr>
<td>Social Science Elective</td>
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<td>3</td>
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</tbody>
</table>

Minimum Credit Hours required for degree: 61

Notes:
(a) Performance Organization hours are as follows:
- All Brass and Woodwind Concentrations will complete four semesters of MUS 114 Wind Ensemble.
- All Percussion Concentrations will complete a minimum of two semesters of MUS 126 Percussion Ensemble and two semesters of MUS 114 Wind Ensemble.
- All Organ, Piano, and Vocal Concentrations will complete four semesters of MUS 132 Chorus.
- All Guitar Concentrations will complete four semesters of MUS 113 Guitar Ensemble or MUS 124 Classical Guitar Ensemble.
- All String Concentrations will complete four semesters of SCCC or off-campus ensembles with appropriate registration, as advised by the Department.
- All students enrolled in Performance Concentration (MUS 163, 164, 263, 264) are required to also be enrolled in the appropriate major ensemble.
Nanoscale Materials Technology
Associate in Applied Science (A.A.S.)

Mission
The mission of the Nanoscale Materials Technology Associate in Applied Science degree program is to prepare graduates for employment in the semiconductor and superconductor industries in manufacturing, research or development fields while providing a solid foundation in material and physical sciences, mathematics, and electronics. The program prepares graduates to:

Goal I: Prepare graduates for employment as technicians in emerging industries.

Objective 1: Demonstrate the ability to operate and maintain equipment used in the design and manufacture of nanoscale materials

Objective 2: Demonstrate the ability to be an effective member or leader of an interdisciplinary team

Goal II: Demonstrate an understanding of fundamental principles of nanoscale materials manufacture and function.

Objective 1: Apply the theory of analog and digital electrical circuitry to the manufacture and use of nanoscale materials

Objective 2: Identify the unique qualities and applications of nanoscale materials

Objective 3: Apply statistical analysis to determine product quality and functionality.

Goal III: Demonstrate effective written and oral communication skills.

Objective 1: Organize and maintain laboratory journals and technical documentation

Objective 2: Write laboratory reports that accurately represent experimental outcomes

Objective 3: Prepare and deliver oral presentations of technical information and experimental results

First Year

Fall Semester

<table>
<thead>
<tr>
<th>CR</th>
<th>ELT 110</th>
<th>Electrical Circuits I ..................................................</th>
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<tbody>
<tr>
<td></td>
<td>ENG 123</td>
<td>College Composition ..................................................................</td>
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<tr>
<td></td>
<td>FYS 100</td>
<td>First Year Seminar ..................................................................</td>
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<tr>
<td></td>
<td>MAT 118</td>
<td>Technical Math .......................................................................</td>
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<tr>
<td></td>
<td>NMT 150</td>
<td>Introduction to Materials Science ........................................</td>
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Spring Semester

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<tr>
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<th>Electrical Circuits II ....................................................</th>
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<tbody>
<tr>
<td></td>
<td>ENG 211</td>
<td>Technical Writing ....................................................................</td>
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<tr>
<td></td>
<td>MAT 147</td>
<td>Statistics ...........................................................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NMT 152</td>
<td>Introduction to Nanoscale Materials ....................................</td>
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</tr>
<tr>
<td></td>
<td>CHM 121</td>
<td>General Chemistry I ..................................................................</td>
<td>4</td>
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Second Year

Fall Semester

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<thead>
<tr>
<th>CR</th>
<th>ELT 231</th>
<th>Electronics ...........................................................................</th>
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<tbody>
<tr>
<td></td>
<td>NMT 225</td>
<td>Introduction to Vacuum Science &amp; Technology .........................</td>
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<tr>
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<td>NMT 252</td>
<td>Integrated Nanotechnology Lab ............................................</td>
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<tr>
<td></td>
<td>CIS 221</td>
<td>Computer Applications ................................................................</td>
<td>3</td>
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<td><strong>Total: 16</strong>........................................................................</td>
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Spring Semester

<table>
<thead>
<tr>
<th>CR</th>
<th>ELT 256</th>
<th>Process Control &amp; Instrumentation ..........................................</th>
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<tbody>
<tr>
<td></td>
<td>NMT 254</td>
<td>Introduction to Semiconductor Manufacturing Technology ............</td>
<td>3</td>
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<tr>
<td></td>
<td>NMT 280</td>
<td>Introduction to Thin Film Deposition .....................................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 154</td>
<td>Physics II OR PHY 153 Physics I ...........................................</td>
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<td><strong>Total: 15</strong>........................................................................</td>
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</tbody>
</table>

Minimum Credit Hours required for degree: 62
Paralegal
Associate in Applied Science (A.A.S.)

Mission
The ABA approved Paralegal program prepares graduates with the knowledge and skills necessary to assist attorneys in their professional responsibilities. Paralegals, under direct attorney supervision, must be mindful of prohibitions against lay persons practicing law. The program prepares graduates to:

Goal I: Demonstrate knowledge of a broad range of ethical legal practices by.
   Objective 1 Identifying the unauthorized practice of law
   Objective 2 Displaying knowledge of legal best practices
   Objective 3 Applying established paralegal ethics in case studies

Goal II: Exhibit professional paralegal skills and abilities by.
   Objective 1 Demonstrating proficiency in both traditional and technological methods of legal research
   Objective 2 Demonstrating capabilities in formatting legal documents, constructing legal briefs, and preparing legal submissions
   Objective 3 Displaying competency in legal writing

Goal III: Demonstrate understanding of substantive and procedural law by.
   Objective 1 Displaying knowledge of the major sub-divisions of the law
   Objective 2 Classifying the principle foundations of the legal system
   Objective 3 Delineating the concepts of legal jurisdiction and judicial review

Although legal assistants or paralegals are qualified by education, training or work experience to assist a lawyer in the performance of specifically delegated legal work, they are cautioned not to engage in the unlicensed practice of law.

The Paralegal A.A.S. program is approved by the American Bar Association.

Paralegals must work under the supervision of an attorney and may not provide legal services directly to the public, except as permitted by law.

First Year
Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 118</td>
<td>Document Formatting</td>
<td>3</td>
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<tr>
<td>BUS 121</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>MAT 126</td>
<td>Descriptive Statistics OR Higher</td>
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<tr>
<td>PAL 111</td>
<td>Survey of American Law</td>
<td>3</td>
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</table>

   Total: 16-17

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 123</td>
<td>Business Law II</td>
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<tr>
<td>BUS 135</td>
<td>Adv. Document Formatting (a)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 124</td>
<td>Literature and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PAL 112</td>
<td>Legal Research</td>
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<tr>
<td>PAL 114</td>
<td>Courts and Litigation</td>
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   Total: 15

Second Year
Fall Semester

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PAL 217</td>
<td>Estates and Trusts</td>
<td>3</td>
</tr>
<tr>
<td>PAL 219</td>
<td>Real Property</td>
<td>3</td>
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<tr>
<td>FYS 100</td>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>PAL 221</td>
<td>Social Science Elective</td>
<td>3-4</td>
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   Total: 15-17

Spring Semester

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<tr>
<th>Course</th>
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<tr>
<td>ETH 201</td>
<td>Professional and Applied Ethics</td>
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<tr>
<td>PAL 231</td>
<td>Family Law</td>
<td>3</td>
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<tr>
<td>PAL 233</td>
<td>Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>PAL 235</td>
<td>Restricted Humanities Elective</td>
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<tr>
<td>PAL 237</td>
<td>Restricted Elective</td>
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</tr>
<tr>
<td>PAL 239</td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

   Total: 16

Minimum Credit Hours required for degree: 62

Notes:
(a) TheRestricted Humanities Elective is to be chosen from non-required courses, applicable to the appropriate degree program, in the following areas: Foreign Language, History, Literature, Philosophy and Public Speaking.
(b) Accounting Elective: Any ACC (Accounting) course.
(c) Restricted Elective: PAL 250 Paralegal Internship or CIS 221 Computer Applications, or CRJ 131 Criminal Law

To ensure the integrity and continuity of the SUNY Schenectady Paralegal program and to comply with external approval policies, no legal specialty (PAL) courses will be granted credit by transfer. All paralegal specialty courses, (PAL courses) must be taken through the SUNY Schenectady Paralegal program. A total of 10 of the 21 legal specialty credits (PAL courses) must be taken in the traditional classroom setting format in the day or evening to be in compliance with ABA approval.
CERTIFICATE PROGRAMS

Certificates are awarded for programs designed to prepare the student for immediate entry into an occupation or to upgrade abilities and skills or transfer into an SUNY Schenectady degree program.

Certificate Programs

- Assistant Chef
- Bank Financial Security and Money Laundering Prevention
- Chemical Dependency Counseling
- Community Health Worker
- Computer Repair and Networking
- Craft Beer Brewing
- Craft Spirit Distillation
- Digital Music and Beat Production
- Direct Support Professional
- Early Childhood
- Entrepreneurship
- Health Studies
- Hospitality and Tourism
- Mechatronics
- Medical Coding and Billing
- Mobile Food Service
- Music
- Teaching Assistant

Please Note

For more information about our certificate program graduation rates, the median debt of students who have completed certificate programs and other important information, please go to www.sunysccc.edu/gainfulemployment.

Assistant Chef Certificate

The School of Hotel, Culinary Arts and Tourism’s primary mission is to provide quality education and technical training for students entering the Hospitality Industry. This will enable graduates to achieve success in hotel, culinary arts, and tourism professions.

Individuals may earn a certificate or an Associate’s degree in their chosen field and/or have the opportunity to take specific courses of interest that will add to their specialized skills and personal knowledge, as well as assist them in managing a hospitality business.

The Assistant Chef Certificate program provides practical training in the restaurant and food service fields. Graduates are qualified for a number of positions, including assistant chef, commercial and assistant hospital food service worker and are able to work in colleges, schools, hospitals, nursing homes, industrial settings, restaurants and quick food services.

This one-year certificate program is designed for students wishing a shorter course of study than the two-year Hotel and Restaurant Management or Culinary Arts degree curriculum. Graduates of this program may transfer into the Hotel and Restaurant Management or Culinary Arts degree curriculum with a minimum loss of credit.

In addition to buying textbooks, students in the Assistant Chef program are expected to purchase uniforms ($100+) and a knife set ($200+). Hats and/or hairnets are required by the New York State Health Code. Students will be required to comply with the dress and sanitation requirements of the American Culinary Federation.

Note: The only jewelry permitted in cooking laboratories are wedding rings and watches. No nail polish is allowed. Full uniform attire is required for any food preparation activity in all labs at all times.

Specific details regarding the Policies for Food Laboratories are available from the School of Hotel, Culinary Arts and Tourism.

Fall Semester

<table>
<thead>
<tr>
<th>CR</th>
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<tbody>
<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>HOT 111</td>
<td>Food Preparation I</td>
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<tr>
<td>HOT 119</td>
<td>Elements of Baking</td>
<td>3</td>
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<tr>
<td>HOT 131</td>
<td>Math for Food Service Records</td>
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<tr>
<td>HOT 135</td>
<td>Sanitation Techniques</td>
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<tr>
<td>HOT 238</td>
<td>Dining Room Mgmt &amp; Operations OR HOT 253 Banquet Mgmt &amp; Operations (a)</td>
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<td>TAT 121</td>
<td>Intro. to the Hospitality Industry</td>
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Spring Semester

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<tr>
<td>HOT 112</td>
<td>Food Preparation II</td>
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<td>HOT 117</td>
<td>Food &amp; Beverage Control</td>
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<tr>
<td>HOT 218</td>
<td>Human Resources Mgmt/HFI</td>
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<td>HOT 251</td>
<td>Quantitative Foods (a)</td>
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<tr>
<td>HOT 238</td>
<td>Dining Room Mgmt &amp; Operations OR HOT 253 Banquet Mgmt &amp; Operations (a)</td>
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<tr>
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</table>

Minimum Credit Hours required for certificate: 32

Notes:

(a) The time element for this course will vary according to functions and assignments required to cover the projects involving actual conditions of preparation, cooking and serving of a complete menu. The course outline will be flexible to meet the successful fulfillment of projects.

Note: Cleaning, preventative maintenance and sanitation are practiced under the supervision of the Instructor and the Technical Assistant during and after all laboratory exercises.
Bank Financial Security and Money Laundering Prevention Certificate

The Bank Financial Security and Money Laundering Prevention Certificate is designed to meet industry needs, as recommended by the local banking industry. The objectives of the program are to prepare students for entry-level positions in banking, for which critical responsibilities include detecting fraudulent activity in personal and commercial accounts.

Program Goals:
1. To demonstrate knowledge in the areas of accountancy, business, information systems, and law;
2. To develop a basic understanding of statistics and its application to the banking industry;
3. To identify legal and ethical issues relative to working in business;
4. To communicate effectively in writing;
5. To develop basic competencies required to better understand and detect fraudulent activity in personal and commercial bank accounts.

**Fall Semester**

- ACC 121 Financial Accounting .................................................. 4
- BUS 121 Business Law I ............................................................. 3
- CIS 221 Computer Applications .................................................. 3
- ENG 123 College Composition .................................................... 3
- MAT 126 Descriptive Statistics .................................................... 3

**Total CR’s: 16**

**Spring Semester**

- ACC 205 Comp. Applic in Accounting ......................................... 3
- ACC 295 Internal Auditing ............................................................ 3
- BUS 253 Intro Bk Sec & Mon Launder ........................................... 3
- ENG 211 Technical and Prof Writing ............................................ 3
- ETH 221 Professional and Applied Ethics .................................... 1

**Total CR’s: 13**

**Minimum Credit Hours required for certificate: 29**

---

Chemical Dependency Counseling Certificate

**Mission**

The Chemical Dependency Counseling, A.A.S. degree program’s mission is to prepare its graduates for immediate employment in residential, in-patient and other rehabilitation centers. The specialized addiction curriculum is enhanced by social science courses and coordinated with field experiences to provide students with models of ethical conduct, helping skills and the foundation for a professional career. The program prepares graduates to

**Goal I:** Demonstrate supportive and facilitative communication skills.

- **Objective 1** Apply the principles of effective leadership by demonstrating appropriate counseling strategies and skills
- **Objective 2** Communicate effectively within professional and academic environments both orally and in writing using the appropriate English conventions

**Goal II:** Demonstrate a professional identity, commitment to ethical practice.

- **Objective 1** Apply the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Cannon of Ethical Principles
- **Objective 2** Identify and explain the role and basic tools and processes a CASAC utilizes to properly diagnosis and treat individuals and families affected by addiction
- **Objective 3** Complete two field placements of 150 hours each working with a CASAC

**Goal III:** Demonstrate a core set of skills and theoretical background essential for employment in the field.

- **Objective 1** Complete coursework in the four categories of education and training (350 clock hours) required by OASAS
- **Objective 2** Identify different theoretical perspectives as they apply to the substance abuse field
- **Objective 3** Research discipline specific topics and issues using a variety of print and electronic resources
- **Objective 4** Apply discipline specific topics and issues using a variety of print and electronic resources

**Goal IV:** Recognize diversity and the role cultural competence plays in the proper delivery of the continuum of substance abuse treatment.

- **Objective 1** Identify the multi-cultural identities in the lives of people in their community and beyond
- **Objective 2** Identify the traditions, values and family systems of various populations
- **Objective 3** Apply appropriate strategies in working with diverse populations

**Secondary Program Exclusion**

Section 8.6 of the Academic Code provides that students may earn an additional degree or certificate provided that the secondary program includes at least 15 credit hours of requirements not in common with the
primary program. Students who are enrolled in both the Human Services A.A.S. and the Chemical Dependency Counseling A.A.S. programs will need to work carefully with their advisors when choosing electives to meet this secondary program exclusion.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>HUS 150</td>
<td>Introduction to Chemical Abuse and Dependency</td>
<td>3</td>
</tr>
<tr>
<td>HUS 255</td>
<td>Alcohol and Substance Abuse: Prevention/Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 121</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 125</td>
<td>Introduction to Social Work and Social Welfare</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 157</td>
<td>Substance Abuse Counseling</td>
<td>4</td>
</tr>
<tr>
<td>HUS 254</td>
<td>Pharmacology of Psychoactive Drugs</td>
<td>3</td>
</tr>
<tr>
<td>HUS 250</td>
<td>Planning Assessment and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 222</td>
<td>Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 127</td>
<td>Interpersonal and Group Dynamics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Credit Hours required for certificate: 32**

**Notes:**

a) According to NYS OASAS, students who have a criminal history are not automatically prevented from receiving their CASAC, but will be required to provide information relative to their conviction to be considered as part of thereview for the CASAC Trainee Application. Chemical Dependency Counseling Certificate students may be subject to a fingerprinting check, or be asked about criminal convictions before working in the field. Those who have a criminal history may have difficulty obtaining a field placement and/or employment in the field of chemical dependency counseling and may want to consult an advisor or college counselor before pursuing the program.

b) SUNY Schenectady does not issue a CASAC Trainee Certification. Students completing the program will have fulfilled all of the academic requirements for the application, but will need to apply through the New York State Office of Alcohol and Substance Abuse Services. (OASAS)

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**Community Health Worker Certificate**

**Mission**

The role of this certification is to help individuals acquire the knowledge and skills necessary to fulfill the purpose of a community health worker. Community health workers serve a variety of functions including advocacy, basic clinical skills, and education, and they improve healthcare outcomes because they help patients access services that they might not otherwise access.

The certificate prepares graduates to:

**Goal I: Demonstrate professional skills and abilities;**

- Objective 1 Demonstrate knowledge of the community healthcare delivery system;
- Objective 2 apply skills required to effectively facilitate and manage healthcare;
- Objective 3 apply best practices methods for healthcare literacy, and promotion.

**Goal II: Demonstrate professional communication skills;**

- Objective 1 Communicate effectively in oral and written form within professional healthcare environments.

**Goal III: Identify and apply cultural competencies;**

- Objective 1 Identify cultural barriers that impede access to quality healthcare;
- Objective 2 apply appropriate strategies in working with culturally diverse populations.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR</th>
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<tbody>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PSY 121</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 125</td>
<td>Intro to Social Work and Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>SOC 127</td>
<td>Interpersonal and Group Dynamics</td>
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**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR</th>
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<tbody>
<tr>
<td>HUS 221</td>
<td>Human Services Field Instruction</td>
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</tr>
<tr>
<td>PSY 227</td>
<td>Psychology of Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>HSC 100</td>
<td>Intro to Health Professions</td>
<td>1</td>
</tr>
<tr>
<td>BIO 110</td>
<td>The Human Body</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Credit Hours required for certificate: 29**
Computer Repair and Networking Certificate

The Computer Repair and Networking Certificate is a one-year program that prepares students for employment as support personnel for computer network administrators in an industrial or commercial environment. The certificate also serves as the first year of the Computer Networking and Systems A.A.S. degree program, so that certificate students who desire an A.A.S. degree can obtain it with one additional year of study.

The Computer Repair and Networking Certificate program enables graduating students to:

- Obtain a foundation in computer repair and networking theory and practice;
- Prepare for employment as support personnel in computer and network support roles;
- Develop critical thinking skills and approaches for problem solving, and
- Understand the ethical and social issues involved in computing.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>CR</th>
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<tbody>
<tr>
<td>CIS 110</td>
<td>Workstation Arch/Support I (A+)</td>
</tr>
<tr>
<td>CIS 221</td>
<td>Advanced Computer Application</td>
</tr>
<tr>
<td>CIS 240</td>
<td>Internetworking Fundamentals</td>
</tr>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
</tr>
<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
</tr>
<tr>
<td>MAT 124</td>
<td>Technical Discrete Math OR MAT 149 Finite Math (a)</td>
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**Spring Semester**

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<thead>
<tr>
<th>Course</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>CIS 111</td>
<td>Workstation Arch/Support II (A+)</td>
</tr>
<tr>
<td>CIS 129</td>
<td>Programming Fundamentals</td>
</tr>
<tr>
<td>CIS 249</td>
<td>Intro to Routing and Switching</td>
</tr>
<tr>
<td>ENG 211</td>
<td>Tech and Professional Writing</td>
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<td></td>
<td>Restricted Elective (b)</td>
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</tbody>
</table>

**Minimum Credit Hours required for certificate: 32**

**Advisement Notes:**

a) The mathematics requirement for the program is either MAT 124 Technical Discrete Math or MAT 149 Finite Math. Higher level math courses including MAT 148, MAT 167 an MAT 180 (or higher) are acceptable replacements.

b) Restricted Electives should be chosen from CIS 134, CIS 225 or MAT 118.

- Students wishing to obtain BOTH a certificate in Computer Repair and Networking and an A.A.S. degree in Computer Networking Systems and Cyber Security should matriculate in the certificate as their primary program with Computer Networking Systems and Cyber Security as secondary.
- Students needing developmental courses should take these courses in the summer prior to starting the program.

Craft Beer Brewing Certificate

The Certificate program in Craft Beer Brewing prepares students for direct employment in the craft beer brewing industry. Students gain theoretical and hands-on experience related to the craft beer brewing industry, qualifying them to assume a variety of roles in the craft beer brewing profession.

This program in coordination with craft beer industry professionals and faculty prepares graduates to:

**Goal I: Develop competencies required in the craft beer brewing industry.**

Objective 1  Apply common terminology used in the industry
Objective 2  Apply the steps/processes of each area of a brewery including manufacturing, warehousing, marketing and sales
Objective 3  Demonstrate ability to utilize industry processes and equipment for production
Objective 4  Demonstrate the understanding of historical and emerging industry trends

**Goal II: Explore options for further education and/or employment.**

Objective 1  Identify various continuing education opportunities
Objective 2  Research career opportunities through an internship
Objective 3  Create personal and professional goals and link to career opportunities

**Minimum Credit Hours required for certificate: 28**

**Notes:**

* Students who cannot take this class because of medical conditions or religious beliefs should substitute either a three-credit HOT or TAT course not required in the curriculum.
Craft Spirit Distillation Certificate

The Craft Spirit Distillation certificate program is a 28 credit hour program designed to prepare students for immediate employment or ongoing education. Students gain both theoretical and practical experience related to the craft spirit distillation industry in North America. Graduates are well qualified to assume a variety of responsible roles in craft spirit distilleries including distiller, distilling operator, packaging, quality control, sales and marketing, tasting room manager, event and tour manager, and distribution.

**Fall Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FYS 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DST 101</td>
<td>Intro to Distillery Operations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DST 102</td>
<td>Craft Spirit Production I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BMT 104</td>
<td>Spirits, Distillation and Mixology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BMT 105</td>
<td>Bev Sales Merchandising</td>
<td>3</td>
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</tbody>
</table>

Total Credits: 13

**Spring Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BMT 103</td>
<td>Managing the Beverage Operation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DST 103</td>
<td>Craft Spirit Production II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DST 104</td>
<td>Spirits of the World*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HOT 117</td>
<td>Food &amp; Bev Cost Control</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HOT 291</td>
<td>Comp Hospitality Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15

**Minimum Credit Hours required for certificate: 28**

**Notes:**

* Students who cannot take this class because of medical conditions or religious beliefs should substitute either a three-credit HOT or TAT course not required in the curriculum.

Digital Music and Beat Production Certificate

The Digital Music and Beat Production Certificate is intended to serve students who wish to pursue careers in digital audio media. These careers can include gaming and other media audio production, broadcast production and editing, digital performance, and audio/music recording. Students in the program will study digital sound production, editing, with special emphases on use of pre-existing materials/sampling, composition of original music, recording sound, and proper use of industry software and equipment.

**Fall Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FYS 100</td>
<td>First Year Seminar</td>
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</tr>
<tr>
<td></td>
<td>MUS 106</td>
<td>Ear Training and Sight Singing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 120</td>
<td>World Music</td>
<td>3</td>
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<tr>
<td></td>
<td>MUS 133</td>
<td>Digital Music and Beat Prod. I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 178</td>
<td>Audio Recording I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 181</td>
<td>Beginning Piano</td>
<td>2</td>
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</table>

Total Credits: 15

**Spring Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MUS 121</td>
<td>Enjoyment of Music</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 134</td>
<td>Digital Music and Beat Prod. II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 147</td>
<td>Music Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 179</td>
<td>Audio Recording II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 182</td>
<td>Intermediate Piano</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 14

**Minimum Credit Hours required for certificate: 29**
Direct Support Professional Certificate

Mission

The purpose of this certification is to help individuals acquire the knowledge and skills necessary to enter the workforce as direct support professionals. Direct-care workers provide an estimated 70 to 80 percent of the paid hands-on long-term care and personal assistance received by Americans who are elderly or living with disabilities or other chronic conditions.

The certificate prepares graduates to:

Goal I: Demonstrate professional skills and abilities;
- Objective 1: Analyze the impact of social policies on individuals and systems;
- Objective 2: Apply major social work theories.

Goal II: Demonstrate professional communication skills;
- Objective 1: Communicate effectively in oral and written form within professional environments.

Goal III: Identify and apply cultural competencies;
- Objective 1: Identify cultural barriers to societal integration;
- Objective 2: Apply appropriate strategies in working with culturally diverse populations.

Fall Semester
- ENG 123: College Composition                      3
- FYS 100: First Year Seminar                        1
- SOC 105: Introduction to Social Work and Social Welfare  3
- SOC 127: Interpersonal and Group Dynamics          3

Spring Semester
- BIO 110: The Human Body                            3
- PSY 227: Psychology of Disabilities                 3
- HUS 221: Field Instruction                          3
- CIS 221: Computer Applications                      3

Minimum Credit Hours required for certificate: 25

Early Childhood Certificate

This Early Childhood Certificate is designed to prepare students who wish to work with children from birth through 8 years of age in a variety of early childhood environments. The courses provide an understanding of the developmental needs of children along with specific skills for working with children. In addition, there is a work experience in which students spend eight hours per week working directly with children in a supervised setting. This program can also serve as a “stepping-stone” for those who want to pursue an A.A.S. or A.S. degree in a related field.

Fall Semester
- ECH 121: Introduction to Early Childhood (a)          3
- ECH 123: Curricular Methods I & Assessment (a)         3
- ECH 225: Fostering Emergent Literacy                   4
- ENG 123: College Composition                           3
- FYS 100: First Year Seminar                             1

Spring Semester
- ECH 131: Early Childhood Field Instruction & Seminar (b) 4
- ECH 227: Guidance of Young Children                   3
- PSY 155: Introduction to Special Education             3
- PSY 230: Child Development OR ECH 252 Infant and Toddler Development (c) 4

Minimum Credit Hours required for certificate: 28

Notes:
(a) For students to qualify for their second semester field course, they are strongly encouraged to enroll in ECH 121 and ECH 123 the same semester. These courses are usually only offered in the fall semester.

(b) All students enrolled in ECH 131 Early Childhood Field Instruction and Seminar I will need to supply the following before entering the field:
1. A notarized Criminal Conviction Statement
2. A signed “I Will” statement to uphold the NAEYC Code of Ethics and SUNY Schenectady Early Childhood Professional Behaviors
3. Medical evidence of his/her ability to work with children and a negative TB result that is dated within one year from matriculation in ECH 131.

(c) Students who want to apply for a general Early Childhood CDA and work in a Birth through Grade 2 environment should take PSY 230 Child Development. Those interested in specializing in an Infant and Toddler area and applying for an Infant and Toddler CDA should take ECH 252 Infant and Toddler Development.
Entrepreneurship Certificate

The Entrepreneur Certificate is designed for students interested in launching their own business ventures or working in start-up companies. Graduates will have knowledge to develop a business plan that integrates information and skills essential to ethical business operations and functions.

**Fall Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>FYS 100</td>
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</tr>
<tr>
<td>MGT 123</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 242</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGT 213</td>
<td>Principles of Management</td>
<td>3</td>
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</tbody>
</table>

**Total Credits:** 14

**Spring Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BUS 252</td>
<td>Business Plan Development OR</td>
<td></td>
</tr>
<tr>
<td>MGT 215</td>
<td>Sales and Service</td>
<td>3</td>
</tr>
<tr>
<td>MKT 223</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 127</td>
<td>Human Resource Management</td>
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</tr>
</tbody>
</table>

**Total Credits:** 12

**Minimum Credit Hours required for certificate:** 26

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Health Studies Certificate

The mission of the Health Studies certificate is to provide a foundation of academic prerequisites for students seeking admission to an Associate's degree in an allied health care program. The curriculum provides a foundation essential for transfer into a variety of academic majors, such as nursing, dental hygiene, and radiologic technology.

The Health Studies Certificate program will enable graduates to develop:

- An understanding of the basic principles of the anatomy and physiology of the human body;
- The ability to recognize and comprehend the basic principles of microbiology;
- The ability to explain the role of nutrition in health maintenance;
- An understanding of the roles and responsibilities of allied health care personnel, and
- Fundamental problem solving skills.

**Fall Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 151</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>HSC 100</td>
<td>Intro to the Health Professions</td>
<td>1</td>
</tr>
<tr>
<td>NTR 161</td>
<td>Introduction to Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 121</td>
<td>Introduction to Psychology</td>
<td>3</td>
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</tbody>
</table>

**Total Credits:** 15

**Spring Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 152</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 241</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>SOC 121</td>
<td>Sociology</td>
<td>3</td>
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<tr>
<td>General Elective</td>
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</tbody>
</table>

**Total Credits:** 14-15

**Minimum Credit Hours required for certificate:** 29
Hospitality and Tourism Certificate

The School of Hotel, Culinary Arts and Tourism's primary mission is to provide quality education and technical training for students entering the Hospitality Industry. This will enable graduates to achieve success in hotel, culinary arts, and tourism professions.

Individuals may earn a certificate or an Associate's degree in their chosen field and/or have the opportunity to take specific courses of interest that will add to their specialized skills and personal knowledge, as well as assist them in running a hospitality business.

The Hospitality and Tourism Certificate provides training and instruction in tourism and sales, specifically booking conventions, meetings and training seminars, advertising and promotion. The processing of reservations, registering guests, assigning rooms, handling mail and messages, providing financial and credit accommodations and furnishing information about the hotel, community or special events are also covered in this program. Those desiring a better understanding of dining room and banquet operations (front of the house operations) should take HOT 238-Dining Room Management and Operations, and HOT 253-Banquet Management and Operations as additional electives, though not required in the program.

This program is designed for students wishing a shorter course of study than the Hospitality and Tourism Management A.A.S. degree program. However, graduates of this program may transfer into the degree program with no loss of credit.

Graduates of this program are qualified for entry level positions in tourism, meeting planning, and front desk positions. Students who take the additional electives will be qualified for entry level positions in catering and banquet offices, as well as entry level positions in dining room operations.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>ENG 123</td>
<td>College Composition</td>
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<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
</tr>
<tr>
<td>HOT 217</td>
<td>Front Office Management</td>
</tr>
<tr>
<td>HOT 277</td>
<td>Tourism Development</td>
</tr>
<tr>
<td>HOT 253</td>
<td>Banquet Management Operations</td>
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<tr>
<td>TAT 121</td>
<td>Introduction to the Hospitality Industry</td>
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<thead>
<tr>
<th>SPRING Semester</th>
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<tbody>
<tr>
<td>BUS 212</td>
<td>Business Communications</td>
</tr>
<tr>
<td>HOT 218</td>
<td>Human Resources Management/HFI</td>
</tr>
<tr>
<td>HOT 276</td>
<td>Meetings &amp; Convention Management</td>
</tr>
<tr>
<td>HOT 291</td>
<td>Computers for the Hospitality Industry</td>
</tr>
<tr>
<td>TAT 140</td>
<td>Event Management</td>
</tr>
</tbody>
</table>

Minimum Credit Hours required for certificate: 31

Mechatronics Certificate

The Mechatronics Technician Certificate is a one-year, 30 credit hour certificate that applies mechanical, electrical and computer technologies to automated 'intelligent' machinery. The program focuses on preparing students to assist in the design of electro-mechanical systems. Students will become proficient in developing system level troubleshooting skills, and installing, operating, maintaining, and repairing automated and robotically-controlled systems, equipment and component parts.

Objectives:
- Perform basic operation and maintenance of electro-mechanical systems.
- Design, operate, and maintain production systems commonly found in automated manufacturing environments.
- Troubleshoot and repair automated and robotically-controlled systems and equipment.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>MEC 101</td>
<td>Mechanical Systems</td>
</tr>
<tr>
<td>MEC 103</td>
<td>Electrical Systems</td>
</tr>
<tr>
<td>MEC 105</td>
<td>Hydraulic and Pneumatic Systems</td>
</tr>
<tr>
<td>MAT 118</td>
<td>Technical Math</td>
</tr>
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<td>FYS 100</td>
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<table>
<thead>
<tr>
<th>SPRING Semester</th>
<th>CR</th>
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<tbody>
<tr>
<td>MEC 111</td>
<td>Programmable Logic Control Systems</td>
</tr>
<tr>
<td>MEC 113</td>
<td>Modern Industrial Practices</td>
</tr>
<tr>
<td>MEC 115</td>
<td>Mechatronics Systems</td>
</tr>
<tr>
<td>NMT 150</td>
<td>Introduction to Materials Science</td>
</tr>
<tr>
<td>CIS Restricted Elective</td>
<td>3</td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

Minimum Credit Hours required for certificate: 30

Notes:
(a) CIS Restricted elective (a): CIS 129, 140, 221
Medical Coding and Billing Certificate

This certificate was designed to prepare individuals to work in hospitals, physician offices, and other healthcare facilities as medical coders and billers. The curriculum is designed to provide an understanding of medical terminology essential to understand the language of medicine and the essential functions required to work as a medical coder and/or biller. Students will study principles of healthcare information management, electronic record keeping and information sharing, billing and reimbursement, and international medical coding systems. The program was designed using skills and knowledge required for medical coding and billing established by the American Healthcare Information Management Association (AHIMA).

Completion of this certificate program will help prepare graduates for the first level of certification as a Certified Coding Associate (CCA). Although certification is not a requirement for most entry-level coding positions, it may be required for advancement in the profession. For more information on certification and electronic medical records you can visit the organization’s web site at www.ahima.org.

A student considering this program should be comfortable with computer data entry and the use of computers to access and analyze data. Some work experience in a healthcare field is recommended.

**Fall Semester**

<table>
<thead>
<tr>
<th>CR</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>BIO 112 Human Biology</td>
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<td>1</td>
<td>FYS 100 First Year Seminar</td>
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<tr>
<td>3</td>
<td>HEA 100 Medical Terminology</td>
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<tr>
<td>3</td>
<td>HEA 101 Healthcare Ethics and Law</td>
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<tr>
<td>3</td>
<td>HIM 110 Introduction to Healthcare Information Systems</td>
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<td>3</td>
<td>HIM 112 Electronic Healthcare Delivery System</td>
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**Spring Semester**

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<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>3</td>
<td>HIM 201 Healthcare Billing and Reimbursement</td>
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<tr>
<td>3</td>
<td>HIM 202 Current Procedures in Terminology</td>
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<tr>
<td>4</td>
<td>HIM 203 ICD Coding Systems and Lab</td>
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</tr>
<tr>
<td>3</td>
<td>MAT 126 Descriptive Statistics OR</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MAT 147 Statistics</td>
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</tr>
<tr>
<td>3</td>
<td>ENG 123 College Composition</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Semester**

| 3  | HIM 204 Professional Internship Experience       |         |

**Notes:**

(a) MAT 126 or MAT 147 is required. Students who plan to pursue a two-year degree are advised to take MAT 147 Statistics. Proficiency in word processing and familiarity with Microsoft Office is expected.

Mobile Food Service Certificate

The Mobile Food Service Certificate program prepares students for direct employment in the mobile food service industry. Student gain theoretical and hands-on experience related to both cooking and baking, and administrative skills qualifying them to assume a variety of roles in the mobile food service profession.

Graduates of this program will:

**Goal I: Demonstrate baking and cooking techniques following NYS Department of Health Sanitation Guidelines.**

- **Objective 1** Apply the fundamentals of baking science to the preparation of a variety of products. Properly use and care for equipment normally found in the bakeshop or baking area.
- **Objective 2** Develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products. Operate equipment safely and correctly. Apply knowledge of the laws and regulations relating to safety and sanitation in the kitchen.
- **Objective 3** Develop skills in producing a variety of cold food products. Prepare items appropriate for buffet presentation, including decorative pieces.
- **Objective 4** Describe the characteristics, functions, and food sources of the major nutrients and explain how to maximize nutrient retention in food preparation and storage. Apply the principles of nutrient needs throughout the life cycle of menu planning and food preparation.
- **Objective 5** Develop an understanding of basic principles of sanitation and safety and be able to apply them in the foodservice operations. Reinforce personal hygiene habits and food handling practices that protect the health of the consumer.
- **Objective 6** Demonstrate the importance of a variety of sustainable practices. Implement them in foodservice operations as a means of controlling operating costs and exercising good environmental stewardship.

**Goal II: Demonstrate purchasing, food costing, and personnel management skills necessary to perform such functions within a mobile food service operation.**

- **Objective 1** Perform mathematical functions related to foodservice operations.
- **Objective 2** Prepare for the transition from employee to supervisor. Evaluate styles of leadership and develop skills in human relations and personnel management.
- **Objective 3** Apply the principles of menu planning and layout to the development of menus for various types of facilities and service.
- **Objective 4** Apply the overall concept of purchasing and receiving practices in quality foodservice operations. Demonstrate knowledge of quality standards and regulations governing food products through to the purchasing function. Receive and store food and non-food items properly.

**Goal III: Support and provide strong service skills to ensure customer satisfaction.**

- **Objective 1** Be familiar with varieties of alcoholic and non-alcoholic beverages. Develop an appreciation and affinity for wine and food. Explain laws and procedures related to responsible alcohol service.

**Minimum Credit Hours required for certificate: 37**
Objective 2  Perform dining room service functions using a variety of service types. Demonstrate an understanding of quality customer service.

Objective 3  Develop an understanding of the hospitality industry and career opportunities in the field. Investigate trade publications and professional organizations appropriate for continuing education. Become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments.

Cleaning, preventative maintenance and sanitation are practiced under the supervision of the Instructor and the Technical Assistant during and after all laboratory exercises.

Notes:
Minimum Credit Hours required for certificate: 26

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>HOT 135</td>
<td>Sanitation</td>
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<tr>
<td>HOT 131</td>
<td>Math for Foodservice</td>
<td>3</td>
</tr>
<tr>
<td>HOT 275</td>
<td>Marketing for Hospitality</td>
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<tr>
<td>HOT 117</td>
<td>Food and Beverage Control</td>
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<td>MFS 101</td>
<td>Mobile Foodservice 1 (a)</td>
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<td>FYS 100</td>
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**Spring Semester**

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<td>MFS 103</td>
<td>Mobile Foodservice 3 (a)</td>
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**Summer Semester**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MUS 135</td>
<td>Applied Music I*</td>
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</tr>
<tr>
<td>MUS 147</td>
<td>Music Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MUS 181</td>
<td>Beginning Piano**</td>
<td>2</td>
</tr>
</tbody>
</table>

Music Certificate

This program is intended for those who wish to pursue development as a trained music professional. Students are prepared for employment as singers, instrumental musicians, or private and group music lesson instructors. Students receive training for work in music retail, and other entry level positions in the music industry. This program can also serve as a “stepping-stone” for those wishing to pursue an A.A.S. or A.S. degree in a related music field.

The Music Certificate program will enable graduates to develop:
- Musicianship through the study of a major instrument or voice;
- Basic theoretical and analytical musical skills;
- Basic awareness of the evolution of western music, and
- A variety of basic business skills applicable to the music industry.

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>MUS 135</td>
<td>Applied Music I*</td>
<td>2</td>
</tr>
<tr>
<td>MUS 147</td>
<td>Music Fundamentals</td>
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<tr>
<td>MUS 181</td>
<td>Beginning Piano**</td>
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<tr>
<td>MUS 182</td>
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**Spring Semester**

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<tr>
<td>BUS 127</td>
<td>Business Computer Applications</td>
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<td>MUS 121</td>
<td>Enjoyment of Music</td>
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<tr>
<td>MUS 106</td>
<td>Ear Training &amp; Sight Singing</td>
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<tr>
<td>MUS 113</td>
<td>Basic Ensemble***</td>
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<td>MUS 136</td>
<td>Applied Music II</td>
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<tr>
<td>MUS 182</td>
<td>Intermediate Piano**</td>
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</table>

Minimum Credit Hours required for certificate: 28

Notes:
(a) Restricted Elective: Students should consult with an advisor when choosing from the following:
- MGT 123 Business Management
- MUS 231 Music Business
- MUS 178 Audio Recording I
- COM 231 Digital Culture

* Students without prior training may substitute MUS 171 Voice Class for one semester of Applied Music.

** Students studying piano as their primary instrument in MUS 135 or MUS 136 (Applied Music) may substitute Restricted Electives for MUS 181 or 182.

*** Students may substitute one of the following ensembles with permission of the instructor. Ensemble credit taken to satisfy Music Certificate requirements may not be used to satisfy A.S. or A.A.S. music degree requirements.

Ensembles include:
- MUS 114 Wind Ensemble
- MUS 116 Jazz Ensemble
- MUS 117 Flute Ensemble
- MUS 118 Vocal Chamber Ensemble
- MUS 119 Brass Ensemble
- MUS 122 Guitar Ensemble
- MUS 124 Classical Guitar Ensemble
- MUS 126 Percussion Ensemble
- MUS 128 Jazz Combo
- MUS 130 Chamber Ensemble
- MUS 132 Chorus
Teaching Assistant Certificate

The Teaching Assistant Certificate was designed to serve a dual purpose – to assist individuals to meet the New York State Education Department requirements and as a pathway for those interested in continuing their education in pursuit of a teaching degree. Students earning a Teaching Assistant Certificate will have:

- Completed a minimum of four SUNY General Education requirements;
- Completed a three-credit Foundations of Education course and will understand the major theories, models and metaphors used to represent and discuss educational practices;
- Spent a minimum of 10 hours in an educational setting within the community;
- Had an opportunity to assess realistically their interests and possible careers in education, and
- Met the New York State Education Department’s education requirements for a Pre-professional Teaching Assistant Certificate.

Before working in a public educational setting, prospective employees will be required to undergo a fingerprint check. Individuals with a criminal history should be aware that they may have difficulty obtaining clearance for a New York State Teaching Assistant Certificate. Students with questions in this area may want to consult an advisor or College counselor before pursuing the Teaching Assistant Program.

Part-time Students/First Year/Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR</th>
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<tbody>
<tr>
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<td>College Composition</td>
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<tr>
<td>FYS 100</td>
<td>First Year Seminar</td>
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<tr>
<td>PSY 121</td>
<td>Introduction to Psychology</td>
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Part-time Students/First Year/Spring Semester

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<th>Course</th>
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<tr>
<td>Restricted Humanities Elective (a)</td>
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<tr>
<td>Restricted Psychology Elective (b)</td>
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Part-time Students/Second Year/Fall Semester

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<tr>
<td>Mathematics or Science Elective (d)</td>
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Part-time Students/Second Year/Spring Semester

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<th>Course</th>
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<tr>
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<tr>
<td>TET 221 Foundations of Education</td>
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Full-time Students/Fall Semester

<table>
<thead>
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<th>Course</th>
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<tr>
<td>ENG 123 College Composition</td>
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<tr>
<td>PSY 121 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Arts OR Foreign Language (e)</td>
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<tr>
<td>Mathematics or Science Elective (d)</td>
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Full-time Students/Spring Semester

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<tr>
<th>Course</th>
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<tr>
<td>Restricted Humanities Elective (a)</td>
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<tr>
<td>Restricted Psychology Elective (b)</td>
<td>3-4</td>
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<tr>
<td>CIS OR Liberal Arts Elective (c)</td>
<td>3-4</td>
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<tr>
<td>TET 221 Foundations of Education</td>
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</tbody>
</table>

Minimum Credit Hours required for certificate: 25

Notes:

Students planning on transferring should become familiar with the particular requirements of the transfer institution as they choose electives.

(a) Restricted Humanities Elective: ENG 124 Literature and Writing or COM 105 Public Speaking.

(b) Restricted Psychology Elective: PSY 230 Child Development, PSY 223 Adolescent Psychology, or PSY 155 Introduction to Special Education.

(c) Students may use this elective to complete a mathematics, science, history, OR other liberal arts requirement that meets a transfer or career need.

(d) MAT 145 or above OR Science Elective.

(e) Arts: Three credits of coursework in ART, MUS (except MUS 231) OR Foreign Language: ASL, FRE, ITA, or SPA.

Information about the Assessment of Teaching Assistant Skills (ATAS), formerly called the New York State Assessment of Teaching Assistant Skills (NYSATAS), may be accessed at www.highered.nysed.gov/tcert/certificate/ta.html.
Course Numbering System

Courses are identified by an alphanumeric code, made up of three letters and three numbers, preceding the course title and course description. The three letters identify the subject field or program (MUS=Music). The three numbers generally indicate course level:

1. Courses numbered 101 through 199 are primarily first-year courses, but all students meeting course prerequisites may enroll.
2. Courses numbered 201 through 299 are generally second-year courses. These courses are open to students who have completed prerequisites.

Sample Course Listing:

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours of Lecture Per Week</th>
<th>Hours of Lab Per Week</th>
<th>Hours of Credit</th>
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<tbody>
<tr>
<td>PSY</td>
<td>121</td>
<td>Introduction to Psychology</td>
<td>(3)</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

The remainder of the course listing includes course description, prerequisites and conditions for applicability, if any. Prerequisites, when listed, are those courses that must be completed prior to enrolling in a course.

Corequisites, when listed, are courses which may be taken either prior to or at the same time as enrolling in a course.

While the College provides each accepted student a schedule of courses each semester pertaining to his/her academic objectives and in partial fulfillment of program requirements, it cannot assure a desired time schedule, a preferred instructor or a given course.

Courses are generally offered in the semesters indicated by the following codes after each course description:

- **F** - Fall
- **S** - Spring

If no code is indicated, the course is offered based on program need. Summer and evening course offerings vary and are also based on program need. Contact the appropriate Division Dean for more information. The College reserves the right to alter its scheduling or cancel a course because of insufficient enrollment.

Electives

The majority of degree and certificate programs, as well as some certificate programs, include electives to be selected from designated areas. Elective courses provide students with the opportunity to choose the courses that are the most appropriate or the most interesting to them.

Students are encouraged to meet with their advisor in planning the electives to be included in their program of study. To aid the student and advisor in determining which electives will be acceptable, SUNY Schenectady uses DegreeWorks, an online curriculum worksheet and advisement tool.

**Humanities Electives** are to be chosen from non-required courses, applicable to the appropriate degree program, in the following area: ART 133, ART 135, ART 150 ASL, COM 121, ENG 200, ENG 211, FRE, HIS, ITA, LIT, MUS 115, MUS 121, MUS 127, MUS 131, MUS 257, MUS 258, PHI, REL, and SPA.

**Mathematics Electives** are to be chosen from non-required mathematics courses that are applicable to the appropriate degree program. The specific courses included in this category are: courses with a prefix of MAT.

**Note:** MAT 118; 126, or 134 do not satisfy A.A. or A.S. degree requirements.

**Science Electives** are to be chosen from non-required courses, applicable to the appropriate degree program, in the following area: Astronomy, Biology, Chemistry, Environmental Science, Geology, GHY 121, NMT 150, NMT 152 and Physics. The specific courses included in the category are: courses with a prefix of AST, BIO, CHM, ENV, GEO, NMT and PHY, BIO 149, BIO 150, BIO 170, BIO 250 and BIO 263 are not science electives.

**Note:** BIO 110, BIO 111, BIO 112 or CHM 113 will not satisfy requirements for the Science, Mathematics/Science or Computer Science degree. Follow your DegreeWorks audit to be sure you take a course appropriate for your degree program.

**Social Science Electives** are to be chosen from non-required courses, applicable to the appropriate degree program, in the following area: ANT, COM 121, ECO, HIS, HUS 150, HUS 252, HUS 255, PHI, POL, PSY and SOC.

**Liberal Arts Electives** are to be chosen from non-required courses, applicable to the appropriate degree program, in the following area: Humanities, Mathematics, Science and Social Sciences. The specific courses include those indicated in the preceding four categories.

**Fine and Performing Arts Electives** are to be chosen from non-required courses, applicable to the appropriate degree program, in the following area: Art and Music. The specific courses included in this category are courses with a prefix of ART or MUS.
Restricted Electives are to be chosen from those courses so designated in the program requirements. The specific courses are designated by course prefix and/or course number in the program's Curriculum Worksheet.

General Electives are to be chosen from among all courses offered by the College so long as they are applicable to the appropriate degree program.

Note: The following courses will be offered during the semester in which they are listed in the various curricular displays. Some courses may be offered in the evening or on Saturday mornings during other terms as well. The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment and to change times and/or instructors.

Some foreign language courses are given in the evenings and on sufficient demand. In particular, completion of one or two courses in an evening sequence does not obligate the College to offer the remainder of the sequence unless there is sufficient demand.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Subject Field/Program</th>
<th>Page</th>
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<tbody>
<tr>
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<td>Accounting</td>
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<tr>
<td>ATC</td>
<td>Air Traffic Control</td>
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<td>ASL</td>
<td>American Sign Language</td>
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<td>Astronomy</td>
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<td>AER</td>
<td>Aviation Science</td>
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<td>CGM</td>
<td>Casino and Gaming Management</td>
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<tr>
<td>CHM</td>
<td>Chemistry</td>
<td>111</td>
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<td>CSS</td>
<td>College Study Skills</td>
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<td>COM</td>
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<td>Computer Information Systems (Computer Science)</td>
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<td>CBB</td>
<td>Craft Beer Brewing</td>
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<td>Criminal Justice</td>
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<td>Distilling</td>
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<td>Early Childhood</td>
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<td>Fire Prevention</td>
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<td>FYS</td>
<td>First Year Seminar</td>
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<td>FRE</td>
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<td>Health Care</td>
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<td>HIM</td>
<td>Health Care Information</td>
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<td>Health Professions</td>
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<td>History</td>
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<td>TAT</td>
<td>Hospitality and Tourism</td>
<td>122</td>
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<tr>
<td>HOT</td>
<td>Hotel and Restaurant Management</td>
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Accounting

ACC 121  Financial Accounting  (4-0-4)
This course introduces current procedures of financial accounting and Generally Accepted Accounting Principles (GAAP). The course emphasizes the analysis of business transactions and the study of the accounting cycle. Topical areas in the course include accrual-based accounting concepts, internal controls; financial statement preparation; and accounting elements of a corporate business entity. An Excel-based software is utilized to practice and complete many of the problems. Ethical accounting standards are embedded throughout the course materials.

ACC 122  Managerial Accounting  (4-0-4)
This course introduces current managerial accounting concepts, theories and practices applicable to manufacturing, retail and service industries. Job order, process cost and activity-based cost systems are introduced. Topics include budgeting, profit analysis, product pricing and reporting concerns of decentralized operations. Students utilize an Excel-based software system to practice and complete many of the problems. Ethical issues are discussed throughout the course.
PR: ACC 121

ACC 201  Computer Applications in Accounting  (1-0-1)
This course provides the student with basic computer skills specific to a financial accounting environment. Topics include setting up a business entity's accounting system, recording financial transactions, and working with budget development and evaluation. Students will create invoices, create and analyze accounts receivable and payment aging reports, and develop financial statements and reports with the assistance of a software application. Students will be required to use computers to complete projects. Outside laboratory work is required. This course is pass/fail.
PR: ACC 111 or ACC 121 or ACC 123

ACC 205  Computer Applications in Accounting  (3-0-3)
This course provides a hands-on introduction to computerized accounting principles using Excel and QuickBooks. This class provides knowledge on how to set up a business entity's accounting system. Topics include recording financial transactions in a journal, developing financial statements and reports, creating and analyzing accounts receivable and accounts payable aging reports, creating invoices, recording adjusting entries, developing budgets, developing a payroll schedule and recording payroll tax journal entries, creating depreciation schedules for fixed assets, analyzing bond interest amortization, and conducting a present value analysis.
PR: ACC 121

ACC 222  Intermediate Accounting I  (3-0-3)
This course gives intensive consideration to financial accounting theory and the current application of Generally Accepted Accounting Principles (GAAP). A significant amount of time is devoted to financial statement preparation and presentation. Emphasis is placed on the balance sheet and its various accounts. Topics covered include the accounting cycle, measurement of income, acquisition and disposal of assets, and the time value of money.
PR: ACC 122
Fall only.

ACC 225  Income Tax Accounting  (3-0-3)
This course introduces the current income tax law and tax regulations for individuals and certain business entities. Specific tax situations are presented and analyzed in accordance with the taxation rules set forth by the Internal Revenue Code and other primary tax sources such as case law. Topics include an examination of what constitutes income, acceptable deductions, analysis of property transactions, alternative minimum taxation, and recent legislation. Individual tax forms are prepared.

ACC 226  Intermediate Accounting II  (4-0-4)
This course is a continuation of the study of financial accounting theory and practice. Specific accounts are examined including current and contingent liabilities, bonds, notes, corporate income taxes, leases, capital stock, pensions, and retaining earnings. Preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) are also covered. Financial statement analysis, revenue recognition rules, and accounting changes, and other topics are addressed. Excel-based web software systems are utilized in and outside of the classroom to complete assignments.
PR: ACC 222
Spring only.

ACC 246  Auditing  (3-0-3)
This course is an introduction to auditing for accounting students who have not had experience in auditing. The primary emphasis is on the auditor's decision-making process. Included are concepts in auditing related to determining the nature and amount of evidence the auditor should accumulate, the objectives to be accomplished in a given audit area, the circumstances of the engagement, and the decisions to be made to determine the appropriate evidence to gather and how to evaluate the evidence obtained. Ethical conduct and legal liability of auditors are also covered along with auditing within a computerized environment.
PR: ACC 122

ACC 248  Governmental Accounting  (3-0-3)
This course surveys the theory and practice involved in accounting for governmental and not-for-profit entities. Topics include college, hospital, local government and modified accrual accounting, encumbrances and internal control.
PR: ACC 121

ACC 250  Accounting Internship  (0-9-3)
This course provides an opportunity to explore and gain experience in a career area related to accounting. Textbook theory and classroom experience is enhanced while working in a supervised professional setting. The field study will incorporate accounting or accounting related assignments. All field work will be supplemented by scheduled meetings with the instructor. The course requires the completion of 120 hours of fieldwork. Grading is on a pass/fail basis.
PR: Accounting or Business major, completion of 30 credit hours, completion of ACC 122, minimum overall GPA of 2.5, and permission of the Division.

ACC 295  Internal Auditing  (3-0-3)
This introductory internal auditing course examines the fundamental internal audit concepts followed by an illustration of how to conduct internal audit engagements. Topics covered include an examination of governance concepts, risk management, internal control, the procedures used by internal auditors, the assurance engagement, methods used to communicate the results, and procedures for following up. The course examines internal auditing within a computerized environment.
PR: ACC 121

Air Traffic Control

ATC 101  Flight for Controllers  (0-3-1)
This course provides a student with the practical flight experience in a
single engine aircraft to integrate flight and air traffic control sequences. This primary flight training includes dual instruction only in basic flight maneuvers, air traffic control procedures at controlled and uncontrolled airports, introduction to cross country procedures and air traffic control at terminal and enroute facilities. Students are introduced to navigational facilities and procedures including traffic sequencing takeoff and approach at normal and high density airports.

PR: FAA Second Class Medical Certificate (required), proof of US citizenship or completion of the US Office of Homeland Security, Terminal Security Administration background check requirements.
CR: AER 103
Fall only.

**ATC 110**  
**Air Traffic Basics**  
This course covers the knowledge areas for a Control Tower Operator Certificate. Subjects covered in this course include: a review of the Air Traffic Control (ATC) System and the National Airspace System, aircraft separation minima requirements, fundamentals of radar, introduction to Federal Aviation Administration (FAA) orders and manuals (7110 manual), Letters of Agreement, Search and Rescue Operations, Pilot/Controller Glossary and mandatory phraseology, stripmarking and clearance requirements. Students will be required to complete the FAA Control Tower Operator's Exam in order to continue in subsequent ATC program laboratories.
PR: AER 103 and AER 101 or ATC 101

**ATC 141**  
**Instrument for Controllers**  
This course provides a student with the practical flight experience in a single engine aircraft to integrate instrument flight and instrument air traffic control sequences. This flight training includes dual instruction in attitude instrument flying, instrument navigation, air traffic control system and clearances, departure and enroute charts and procedures, holding, approach charts and procedures and IFR cross country navigation. Must enroll concurrently with AER 140. PR: ATC 141 or AER 101.

**ATC 200**  
**Ground Control**  
This course covers the required knowledge for ground and clearance delivery controllers. Students will learn aircraft recognition features and performance material, airport utilization and console instruments specific to ground control and clearance delivery. Students will be exposed to and determine best course of action procedures for handling emergency and unusual situations as a function of the ground control position.
PR: ATC 110
CR: ATC 205
Fall only.

**ATC 205**  
**Ground Control Laboratory**  
This course is an application of the knowledge gained in ATC 250 through a laboratory setting for control of aircraft during flight operations. Students will gain experience through the use of low fidelity training simulation, observation of flight control operators and hands-on, over- the-shoulder aircraft control. Students will be required to utilize knowledge of the air traffic system, proper terminology and phraseology in all facets of aircraft control during taxi, clearance and ground operations.
PR: ATC 110 and FAA Second Class Medical Certificate
CR: ATC 200
Lab Fee: $2,000.
Fall only.

**ATC 250**  
**Local Control**  
This course covers the required knowledge for local tower controllers. Students will learn VFR and IFR separation rules and apply rules to separating departing and arriving aircraft in visual and instrumental conditions, VFR on-top and special VFR conditions. Students will learn helicopter and special flight operations for numerous aircraft types and configurations. Students will apply weather theory and instrumentation to the various effects on inflight aircraft including LLW/SAS, runway condition advisories and hazardous weather advisories. Students will be introduced to primary and secondary radar tower equipment.
PR: ATC 200 and ATC 205
CR: ATC 255
Spring only.

**ATC 255**  
**Local Control Laboratory**  
This course is an application of the knowledge gained in ATC 250 through a laboratory setting for control of aircraft during flight operations. Students will gain experience through the use of low fidelity training simulation, observation of flight control operators and hands-on, over- the-shoulder aircraft control. Students will be required to utilize knowledge of the air traffic system, proper terminology and phraseology in all facets of aircraft control during VFR and IFR departure and arrival operations. Upon completion of this laboratory, students will have gained the experience to complete a Control Tower Operator-Facility Rating at the Schenectady County Airport.
PR: ATC 200 and ATC 205
CR: ATC 250
Lab Fee: $2,500.
Spring only.

**ATC 260**  
**Enroute Control**  
This course is a study of the required knowledge for Enroute Control Operations. Students will be introduced to subject areas involving a career in the FAA as an air traffic controller. Subjects covered include: a review of the ATC System and the National Airspace System, airway facilities, role of the air traffic controller, locations and office facilities. Students will gain insight into entry level positions within the FAA and training at the FAA Academy in Oklahoma City, OK. Students will be exposed to primary and secondary radar control operations including DBRITE radar indicator tower equipment. Students will gain strategies for satisfactorily completing the FAA entrance exam (Air Traffic Selection and Training AT-SAT test).
PR: ATC 200
CR: ATC 250
Spring only.

**ATC 280**  
**Aviation/ATC Internship**  
This course provides a student with the opportunity to explore and gain experience working in an aviation or air traffic control related career. Classroom theory and laboratory experiences, were applicable, are enhanced while working under the supervision of a professional in the industry. Field study will incorporate aviation or air traffic control related assignments and will require scheduled meetings with the instructor. Completion of 90 hours of fieldwork is required and grading is on a pass/fail basis. Students must apply for and receive Instructor or Dean approval to enroll in this course.

**American Sign Language**  
**ASL 121**  
**Elementary American Sign Language I**  
As the first half of the one-year sequence in elementary American Sign Language (ASL), this course introduces students to the processes and structure of the language and provides the basic skills necessary to use the language. Students' expressive (signing) and receptive (comprehension) skills are enhanced by an understanding of Deaf Culture. A minimum of five hours of additional ASL practice is required to be completed in the college's Language Lab. The course is designed for beginners.
ASL 122
Elementary American Sign Language II (3-0-3)
As the second half of the one-year sequence in Elementary American Sign Language (ASL), this course continues the study of the processes and basic structures of ASL to provide higher level skills to use the language more fluently. Students’ expressive (signing) and receptive (comprehension) skills are enhanced by a deeper understanding of Deaf Culture. A minimum of five hours of additional ASL practice is required to be completed in the college’s Language Lab.
PR: ASL 121

Art
ART 127
Introduction to Watercolors (2-2-3)
This foundational painting course includes segments of both lecture-demonstration and laboratory. Lectures include topics on the history of watercolors and its relationship to the history of art. Sessions facilitate the student’s exploration of fundamentals such as observation, composition, color theory, the basic techniques in watercolor, as well as working from still life, landscape, the figure, and music. The course demonstrates and incorporates design fundamentals, and personal expression is strongly encouraged.

ART 128
Introduction to Drawing (2-2-3)
This course includes segments of lecture, demonstration, and laboratory. It includes lectures on the history of drawing and its relationship to the history of art. It facilitates student development of basic drawing techniques through the exploration of fundamentals such as observation, composition, color theory, perspective, as well as working from still life, landscape, the figure, and music. The course incorporates the demonstration of design fundamentals on a weekly basis. It strongly encourages personal expression.

ART 129
Two-Dimensional Design (2-2-3)
This foundation course introduces students to the basic theory and practice of two-dimensional design. It emphasizes an understanding of two-dimensional design concepts and explores the elements and value of concept, image, expression, visual problem solving, and studio practice.
PR: ART 127 or 128 or evidence of studio art in high school

ART 133
History of Art I (3-0-3)
This course introduces the students to the history of art in the western tradition from prehistory to the end of the Middle Ages. It focuses on communication through the visual forms of painting, sculpture and architecture. Additionally, it provides students the opportunity to identify and analyze examples of media, forms, and content in relation to various cultures and periods.

ART 135
History of Art II (3-0-3)
This course introduces the history of art in the western tradition from the Italian Renaissance to the 20th century. It demonstrates how painting, sculpture, and architecture communicate through visual form. It provides students the opportunity to identify and analyze examples of media, forms and content in relation to various cultures and periods.

ART 150
Introduction to Film and Culture (3-0-3)
This course explores film as a critical social mirror within a selected cultural context. The course examines artistic elements such as narrative, cinematography, direction, acting, and mise-en-scene, and focuses on the socio-cultural and historical factors that shape cinema such as political and religious ideologies, class, ethnicity, race, gender, sexuality, and physical ability.

Astronomy
AST 123
Exploring Space (3-0-3)
This course examines present and future methods of space exploration. Topics include the basic science, instruments, technology, dangers, benefits, costs, and practical and political importance of space exploration. Discussion topics include space stations, moon colonies, manned missions from Mercury through Apollo, and current international space missions. Spring only.

AST 125
Solar System (3-0-3)
This course introduces students to the modern exploration of the solar system. Topics include the evolution and characteristics of the major planets, moons, and numerous minor planets of the solar system. Other topics include solar and lunar eclipses, seasons, lunar phases and astronomical folklore, and comparisons to recently discovered planetary systems. Fall only.

AST 127
Cosmic System (3-0-3)
This course introduces students to the scientific study of the cosmic system. Emphasis is placed on the evolution, life-cycle, and characteristics of the stars and galaxies. Information from recent discoveries by the space-based telescope and other 21st century telescopes is presented. Other topics include constellation identification, life in the universe, and current theories of cosmology. Spring only.

Aviation Science
AER 101
Introduction to Flight Laboratory (0-3-1)
This course provides a student with the practical flight experience in a single engine aircraft to acquire a Private Pilot's license, Aircraft, SEL certificate. The primary flight training includes dual and solo flight time to meet the Federal Aviation Administration (FAA) practical testing standards in such training as basic flight maneuvers, takeoff and landing, night flying and cross-country procedures. Minimum FAA flight training hours apply and students will, in most cases, exceed those minimum hours in order to meet practical test standards. Completion of the FAA knowledge exam is required for this certificate.
PR: FAA Second Class Medical Certificate (required), FAA First Class Medical Certificate Recommended, Homeland Security Administration Background Requirements. Students must be eligible for ENG 123 and 100-level Math course.
PR/CR: AER 103
Lab Fee: $9,150.00
Fall only.

AER 102
Aviation History (3-0-3)
This course provides a general description of the entire field of aviation starting with the early achievements of flight and progressing through the various milestones to the present age. This course contains an overview of the governmental involvement with the aviation industry from establishing the postal routes, safety regulation, airline subsidies, through deregulation of the airline industry. This course includes the contributions to aviation by women, minorities and other cultures. The introduction and development of power flight, from Zeppelins, Flying Boats, through the Boeing 777, and the X-30 Oriental Express and beyond is also explored. An extended field trip will be made to either the Curtis Air Museum in Hammondsport, N.Y. or the Rhinebeck Aerodrome, Rhinebeck, N.Y., to see aircraft from the early years of flight. Fall only.

AER 103
Introduction to Flight (4-0-4)
This course provides a student with the fundamental concepts necessary to
Fall only.

PR: AER 103 or equivalent

the course requirements for an airplane-SEL.

endorsement for the Commercial Pilot Knowledge Exam at the completion of

Part 135 regulations and operations. Students will receive an instructor

resource management and flight safety operations to include Part 91 and

flight safety, and aeronautical decision making. There is a focus on crew

advanced aircraft systems, physiology, emergency procedures and planning,

This course is a study of the required knowledge for a Commercial Pilot's

Commercial Operations

AER 200

(3-0-3)

Commercial Operations

This course is a study of the required knowledge for a Commercial Pilot's

license. Subjects covered in this course include: advanced aerodynamics,

advanced aircraft systems, physiology, emergency procedures and planning,

flight safety, and aeronautical decision making. There is a focus on crew

resource management and flight safety operations to include Part 91 and

Part 135 regulations and operations. Students will receive an instructor

endorsement for the Commercial Pilot Knowledge Exam at the completion of

the course requirements for an airplane-SEL.

PR: AER 103 or equivalent

Fall only.

AER 210

Aviation Law

(3-0-3)

This course covers the history of aviation law, federal regulation of air

transportation with special attention to ecological aspects of aircraft noise

and pollutants and the role of state and federal government in aviation law,

including functions of the Federal Aviation Administration and the Terminal

Security Administration.

PR: AER 103 or permission of the department

Spring only.

AER 214

Physiology of Flight

In this course students will study the physical effects of flight on the human

body including a discussion of the following: cockpit resource management,

effects of high altitude flight, G-forces, alcohol and drugs, including OTC

and illicit, IMSAFE requirement of every pilot for the safety of themselves

as well as other persons, passengers and property, and FAR Part 37 Medical

disqualifications.

PR: AER 103 or permission of the department

Spring only.

AER 228

Commercial Operations Lab I

This course provides a student with the practical flight experience in

a single engine aircraft toward the FAA cross-country requirement to

obtain a Commercial Pilot Certificate. This course alone will not complete

all requirements for the commercial certificate. Students will gain flight

experience in day and night cross-country both dual and solo. Students

will be introduced to the crew resource management concept, function and

practical use of standard operating procedures, minimum equipment lists and

commercial flight operations (Part 135 and Part 121) scenarios.

PR: AER 140 and AER 141 or equivalent, Private Pilot with an Instrument

Rating, FAA Second Class Medical Certificate (required), FAA First Class

Medical Certificate (recommended), proof of US citizenship or completion of

the US Office of Homeland Security, Terminal Security Administration

background check requirements.

CR: AER 200 or equivalent

Lab Fee: $6,700

Fall only.

AER 229

Commercial Operations Lab II

This course provides a student with continued practical experience in

crew resource management as it applies to complex and high performance

aircraft. Continued use of effective communication skills are formulated and

evaluated throughout this course. Students are introduced to the function and

operation of advanced aircraft systems, practical experience in accelerated

stalls and advanced maneuvers in order to apply aerodynamic theory.

Students are trained on advanced aircraft systems including constant speed

propellers and retractable landing gear, the associated emergency procedures

for these systems and planning for commercial flight situations. Students

completing this course in conjunction with AER 228 will receive the practical

flight experience requirements necessary to complete the FAA Commercial

Practical Exam and receive a Commercial Pilot Certificate, Airplane, SEL.

PR: AER 200 and AER 228, FAA Second Class Medical Certificate (required),

FAA First Class Medical Certificate (recommended), proof of US citizenship or completion of the US Office of Homeland Security, Terminal Security Administration background check requirements.

Lab Fee: $7,200

Spring only.

AER 232

Basic Instruction

(3-0-3)

Basic Instruction

This course covers the techniques of basic flight instruction in order to

become an FAA Certified Flight Instructor. Subjects covered include the

fundamentals of flight instruction to prepare the student for the FAA

Knowledge Exam on the Fundamentals of Instruction (FOI). Additionally,
BIO 110  
**The Human Body**  
This course is an introduction to general principles of biology through the study of the human body. Two-thirds of the course covers basic topics in scientific inquiry, chemistry, structure and function of cells and cellular processes, and one-third of the course covers topics in selected human organ systems. This course is intended for non-science majors requiring a non-lab science.

BIO 111  
**Fundamentals of Biology**  
This course introduces the fundamental concepts, principles, and phenomena in biology with emphasis on humans. Topics include biological chemistry, cell biology (eukaryotic and prokaryotic), genetics, metabolism and energy, plant diversity, cell reproduction, microbes, ecology, evolution, and forensic biology. Laboratory exercises reinforce lecture concepts employing diverse and modern techniques to perform investigative science, including dissection and online work. This course is designed for the non-science major.

BIO 112  
**Human Biology**  
This course introduces the structure and function of the human body. The course provides an overview of the major organ systems of the body including the integumentary, skeletal-muscular, nervous, endocrine, cardio-vascular, immune-lymphatic, digestive, respiratory, urinary, and reproductive. The course explores the human body as a biological system having a hierarchical organization. The laboratory complements the lecture topics and includes dissection. This course is not recommended for students pursuing science programs.

BIO 115  
**Current Topics in Biology**  
This is a one-semester course which will address some of the major problems and issues in biology. Cell structure and function, the nutritional needs of cells and organisms, the universal nature of the genetic code which allows genetic engineering, the effects of pollutants and the basic concepts of ecology among the topics which will be covered. An appreciation of the scientific method and the types of questions science can answer will be fostered.
BIO 177
Biology of the Cell
This course introduces the general principles of biology through the study of the cell. The course covers basic topics in scientific inquiry, chemistry, structure and function of cells, and cellular processes. This course also includes topics of anatomical terminology and tissues. The laboratory portion of the course complements the lecture topics. The course prepares students for advanced courses in the allied health fields. The course is recommended for students seeking an A.S. in either the Sciences or the Health Sciences.

BIO 141
Biology I
This is the first semester of a one-year course exploring the principles of modern biology. This course focuses on the development of molecular biology and its impact on modern concepts of cell structure and physiology, cell reproduction and energy transfer. In addition, this course covers genetics, the structure of DNA, and evolution. The laboratory portion of the course consists of topics correlating with lecture and includes dissection. Prior course work in biology and chemistry is required.

BIO 142
Biology II
This second semester of a one-year course explores in depth the principles of molecular, cellular, and organismal biology. Topics include the molecular basis of inheritance, evolution, population genetics, six-kingdom analysis, and the systems of the human body. The laboratory portion is designed in three parts. Part one consists of learning techniques in molecular biology. Part two involves learning characteristics of the six-kingdom system and the dissection of the fetal pig for different body systems. Part three consists of conducting a laboratory research project with a formal presentation of the results. PR: BIO 141 S

BIO 149
Introduction to Biotechnology
This course is a general overview of the various fields in biotechnology. Topics include current career opportunities, biotechnology research, methodologies used in biotechnology, and bioethics. Fall only.

BIO 150
Intro to Biotechnology Lab
This laboratory covers basic protocols and techniques essential to work as a technician in pharmaceutical, biotechnology, and related industries. Labs include basic procedures, instrumentation, solution chemistry, and performing assays. Good Manufacturing Practice (GMP), Good Laboratory Practice (GLP), and Standard Operating Procedures (SOP) are covered. PR/CR: BIO 149
Fall only.

BIO 151
Anatomy and Physiology I
This is the first course of a lecture-laboratory sequence for the students of the allied health fields. The lecture topics include anatomical medical terminology, cell structure, tissue, the skin, skeletal system, muscular system, and nervous system. The laboratory topics include cells, tissues, and an examination of the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. Emphasis is placed on both gross and microscopic work. Prior course work in biology, with particular emphasis on cell biology and biochemistry, and chemistry required.

BIO 152
Anatomy and Physiology II
This is the second course of a lecture-laboratory sequence designed for the students of the allied health fields. The lecture topics include the cardiovascular, respiratory, endocrine, digestive, immune, lymphatic, urinary, and reproductive systems, and in addition, metabolism, and fluid and electrolyte balance. The laboratory work covers the anatomy and physiology of the endocrine, circulatory, respiratory, digestive, urinary and reproductive systems. Emphasis is placed on both gross and microscopic work. PR: BIO 151

BIO 154
Introduction to Pharmacology
This course is a survey of the fundamentals of pharmacology and is designed for students in nursing or other health related fields. It will examine the basic understanding of drug actions, drug absorption, bioavailability, distribution, metabolism and excretion; the administration of therapeutic drugs; drugs that affect the nervous, cardiovascular, and renal systems; drugs with actions on smooth muscle; endocrine drugs; chemotherapeutic drugs; antimicrobials; cancer chemotherapy; immunopharmacology; special aspects of pediatric, geriatric, dermatologic and gastrointestinal pharmacology. PR: BIO 151 and 152 and high school chemistry or CHM 113 or equivalent; higher level of chemistry preferred. Fall only.

BIO 170
Tissue Culture
This course is an introduction to the theory, standard practices, and methodologies of cell culture. Laboratory topics include sterile techniques, media preparation, cell growth, cell culturing, cell counting, maintenance and storage of cell lines, and scale-up. PR: BIO 142
Fall only.

BIO 171
Recombinant DNA Techniques
This is a basic laboratory course in the theory and concepts of recombinant DNA techniques. Topics include restriction enzymes application, methods of cDNA and genomic cloning, analysis of molecular markers, extraction, purification and sequencing of DNA, RNA expression, polymerase chain reaction, production and purification of recombinant proteins and search of biological database and database analysis. PR: BIO 142
Fall only.

BIO 172
General Toxicology
This course provides students to a general overview of the field of toxicology covering the basic principles, target organ toxicity, toxicity of particular compounds, risk assessment as it applies to environmental and medical toxicology. Laboratory topics include application of these concepts through utilizing common analytical techniques used in environmental toxicology and examining case studies. PR: BIO 142
Spring only.

BIO 173
Principles of Immunology
This course introduces the basic concepts in immunology. The course covers the molecular and genetic basis of the immune system. Antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex will be emphasized. PR: BIO 142
Spring only.

BIO 174
Immunohistochemistry
This course introduces students to the various techniques used in the preparation, processing, detection, and evaluation of immunohistochemistry (IHC) slides. Techniques of histology, pathology, immunology, and enzyvology will be applied to hands-on procedures of tissue processing and evaluation of data. PR: BIO 142
Spring only.
BIO 203
General Ecology
(3-3-4)
Through lecture and laboratory experiences, this course focuses on the study of major ecological principles including: population and community biology, competition and predation, physiological ecology and adaptations, ecosystems, nutrient cycles, energy flow, and ecological succession. The ecological basis of contemporary environmental problems is examined and related to human activities. Quantitative perspectives and analysis will be used throughout. Portions of the laboratory experience will occur outside the indoor laboratory space. External laboratory exercises will take place on campus property or immediately adjacent spaces, or may involve field trips. PR: BIO 142 and CHM 121
Spring only.

BIO 241
Microbiology
(3-3-4)
This course covers the principles of microbiology. Topics include microbial diversity, cell structure and function, physiology, genetics, reproduction, microbial pathogenicity and immunology, host resistance and immunity. Also covered are concepts in genetic engineering and biotechnology, industrial microbiology, and microbial ecology. Basic techniques and procedures used by microbiologists are emphasized in the laboratory. PR: BIO 112 or BIO 141 or BIO 151 or Approval of the Dean.

BIO 245
Exercise Physiology
(3-3-4)
Exercise Physiology
Students evaluate the acute responses and chronic adaptations of the body to the stresses of exercise. Major topics include cellular and molecular physiology, histology with emphasis on myology, circulatory, respiratory, neuromuscular systems, and bioenergetics.
PR: BIO 141

BIO 250
Biotechnology Internship
(1-8-3)
Biotechnology Internship
This course provides direct hands-on field experience in biotechnology, medical or research laboratories. Weekly progress reports are required. A minimum of 96 hours of internship-related activities is required at the placement site.
PR: BIO 150 and minimum GPA 2.5

BIO 261
Cell & Molecular Biology
(3-3-4)
Cell & Molecular Biology
This course covers the principles of cell and molecular biology, including structure, function, and molecular relationships amongst the components of the cell. Major topics include macromolecules, organelles, biological membranes, cell metabolism, growth and replication, energy transformation, extracellular matrix, signal transduction, organization of the genome and regulation of gene expression.
PR: BIO 142 and CHM 121 Fall only.

BIO 262
Genetics
(3-0-3)
Genetics
This course introduces students to the aspects of modern genetics. Topics include gene structure and function, Mendelian and non-Mendelian genetics, gene expression, population genetics, recombinant DNA technology, and genome analysis with emphasis on human aspects and applications.
PR: BIO 141 and CHM 121

BIO 263
Biotechnology Techniques
(0-6-3)
Biotechnology Techniques
This course uses the laboratory setting to explore experimental and analytical techniques used in cell biology, molecular genetics and biotechnology to gain an understanding of cell and molecular processes. The course covers biotechnology laboratory skills applicable to research and industrial settings.
PR: BIO 261
Spring only.

Business

BUS 113
Business Mathematics
(3-0-3)
Business Mathematics
This course emphasizes the concepts of mathematics as they apply to a wide-range of personal and commercial business problems. The topics covered include how to dissect and solve word problems: fractions, decimals; banking; percents and their applications; trade and cash discounts; payroll; simple interest; compound interest and present value; installment buying; depreciation; and inventory and overhead.

BUS 118
Document Formatting
(3-0-3)
Document Formatting
This course uses the touch method in teaching the alphabetic and numeric keys. Emphasis is on formatting, proofreading, and editing techniques using Microsoft Word. Topics include letters, memoranda, reports, and tables. Standard English composition skills are covered in the production of documents.

BUS 121
Business Law I
(3-0-3)
Business Law I
This course focuses on the nature and sources of law pertaining to the legal environment of business, contracts, and commercial transactions.

BUS 123
Business Law II
(3-0-3)
Business Law II
This course focuses on agency and employment law, business organizations, government regulation and property, and its protection.
PR: BUS 121

BUS 127
Business Computer Applications
(3-0-3)
Business Computer Applications
This course focuses on the role of computer applications in solving complex problems in a complex business environment. This class will provide an applied introduction to Microsoft business-orientated applications including Microsoft Word, Power Point with an emphasis on Microsoft Excel.

BUS 135
Advanced Document Formatting
(3-0-3)
Advanced Document Formatting
This course provides advanced document formatting using the functions of Microsoft Word. Word processing commands are applied on a variety of documents such as letters with mail merge, tables, and reports. The student will also be introduced to legal forms, graphic enhancements and meeting management. Proofreading, composition and other language arts skills are integrated and reinforced.
PR: BUS 118

BUS 212
Business Communications
(3-0-3)
Business Communications
This course provides students with principles of effective communication in business, both written and oral. It focuses attention on the communication process including effective listening, writing and speaking. Topics include analysis of business letters, reports, and memos for organization of ideas, conciseness and clarity. The course also requires writing business letters, memos and messages for electronic media, writing business reports, and an oral presentation. Writing resumes and applying and interviewing for employment are also covered in this course.
PR/CR: ENG 123
FS

BUS 214
Disney Corp Bus Communications
(3-0-3)
Disney Corp Bus Communications
The Disney Corporation Communication course describes how American companies communicate with key audiences, both internal and external to the corporation. Course introduces students to the communication function and how companies reach a variety of publics including customers, investors, employees, media, government agencies, and communities located in the proximity of the corporation.
PR/CR: ENG 123
**BUS 223 Business Statistics** (3-0-3)
This course provides the student with the knowledge to gather, process and present statistical data, construct frequency charts, compute measures of central tendency and standard and quartile deviations. This latter knowledge is then applied to solving business problems in sampling, hypothesis testing, regression and correlation, and trend analysis. 
PR: MAT 128  
E&S

**BUS 252 Business Plan Development** (3-0-3)
This course provides aspiring entrepreneurs personalized guidance from successful business owners and advisors on the critical knowledge and skills necessary to start and grow a business. Topics include establishing a vision and mission statement, financing, legal issues, market research, diversity in the workplace, business etiquette, branding, human resources, payroll, social media, and customer service. A mandatory business plan will be developed and presented to a panel of judges. 
PR: MGT 242

**BUS 253 Intro Bank Sec Act/Money Laundering** (3-0-3)
This course provides an introduction to the legal framework involving the Bank Secrecy Act and the role of banks in the United States in combating and preventing money laundering and terrorist financing. Topics include review and reporting requirements, assessing risks of services and entities, identification of suspicious activity and associated sanctions. Course material is contextualized in appropriate business entity legal frameworks and internal control structures.  
PR: BUS 121, ACC 295  
CR: ACC 295

**Casino Gaming Management** (3-0-3)

**CGM 101 Intro to the Gaming Industry** (3-0-3)
This course provides an overview of the historical background of gaming, including Native American gaming, and the progression of the casino from its early origin to today's modern casinos. It focuses on the various segments of the casino industry including the organizational structure of a casino. This course explores Class II and III licenses and the role that differing state and federal laws and regulations play in the operation of gaming establishments, hotels, and resort destinations. Fall only.

**CGM 102 Casino Gaming Operations** (3-0-3)
This course presents an overview of the various games offered at a standard casino. It provides an analysis of the organizational structure of the games department, the various games offered and the importance of each game as related to overall gaming operations in a casino. Topics covered include table games, slot management, internet gaming, sports book operations, keno, and race operations. Also covered are cage operations, casino accounting, and terminology used in the industry. Spring only.

**CGM 103 Gaming Regulatory Laws and Regulations** (3-0-3)
This course examines the differing state and federal laws and regulations related to the gaming industry and the role these laws and regulations play in the operation of casinos, hotels, and resort destinations. The application of these state and federal laws and regulations to Native American tribal operations is studied. The course covers information on the development and implementation of a system of internal controls, policies and procedures that will ensure compliance with these laws. A review of the social, political and environmental impacts of gaming on local, regional, and national jurisdictions, as well as licensing requirements and processes for management, employees and vendors, is included. Fall only.

**CGM 104 Non-Casino Gaming Operations** (3-0-3)
This course covers hotel operations within a casino environment, the information systems that drive the organization and ancillary departments to include retail, transportation, entertainment and property operations. It presents an examination of the management and operation of the human resource function, the role of the food and beverage division within the context of a casino operation, and the roles of the marketing and guest services department as it influences the casino environment. Each department will be studied in relationship to its structure, planning process, daily operations, budgetary impacts, and management challenges. Fall only.

**CGM 105 Casino Security & Surveillance** (3-0-3)
This course acquaints students with the various types of security measures used in the casino industry to help protect the casino from loss and maintain the integrity of the games. Topics include the most commonly used scams and cheating methods for each game. The course also covers camera operations, security surveillance, internal theft and fraud, and investigations. Spring only.

**CGM 106 Integ Resort Mgt & Operations** (3-0-3)
This course covers the dynamic study of integrated resort management and operations. Students will study resort operations as a function of the casino environment, the information systems that drive the organization, and individual departments to include lodging, retail, transportation, entertainment, food and beverage, meetings and conventions, and property operations.

**CGM 250 Internship** (3-0-3)
This course provides students with the opportunity for concentrated study, observation and work in the area of individual interest in the field of Casino and Gaming Management. An instructor-approved internship is required. This practical experience will better prepare students to enter a career in Casino and Gaming Management. 
PR: CGM 101 and CGM 102

**Chemistry**

**CHM 112 Intro Gen, Org & Biollog Chem** (3-3-4)
This course presents the fundamentals of general, organic, and biological chemistry with an emphasis on their relevance to the health sciences. Topics covered include measurement, atomic and molecular structure, gas laws, solutions, and pH. This course also introduces organic compounds and biological molecules which includes organic functional groups, carbohydrates, lipids, amino acids, proteins, nucleic acids, and enzymes. The laboratory covers techniques and illustrates the chemical principles covered in the course.

**CHM 113 Fundamentals of Chemistry** (3-3-4)
This course covers the fundamentals of chemistry in one semester. Topics include dimensional analysis, Modern Atomic Theory, chemical bonding, classification of chemical reactions, stoichiometry, solution chemistry, and the gas laws. The laboratory covers techniques and illustrates the chemical principles covered in the course. 
PR: Eligible to enroll in a 100-level math course

**CHM 115 Consumer Chemistry** (3-0-3)
This course introduces students to atoms and molecules and applies this to chemistry involved in our everyday lives, such as the chemistry food, household cleaners, personal care products, energy, and materials. The impact of chemistry in our environment will be considered throughout the course.
CHM 121  
**General Chemistry I**  
This course is the first semester of a two-semester sequence. Topics include Modern Atomic Theory, chemical bonding, classification of chemical reactions, stoichiometry, solution chemistry, the gas laws, and enthalpy. The laboratory experiments emphasize techniques, laboratory notebook keeping and illustrate the concepts studied in lecture. Prior coursework in chemistry is required. PR/CR: MAT 118, MAT 148, MAT 154, or eligibility to enroll in MAT 167

CHM 122  
**General Chemistry II**  
This course is the second semester of a two-semester sequence. Topics include intermolecular forces, kinetics, equilibrium, acids and bases and their reactions, buffers, solubility and precipitation reactions, thermodynamics and electrochemistry. The laboratory experiments emphasize techniques, laboratory notebook keeping and illustrate the concepts studied in lecture. PR: CHM 121 and MAT 118, MAT 154 or eligible to enroll in MAT 167 or higher

CHM 140  
**Fund of Biochemistry**  
This course provides an introduction to the major classes of organic compounds, followed by an introduction to biochemistry including a study of the structure and function of the four major macromolecules in biochemistry- carbohydrates, lipids, proteins and enzymes, and nucleic acids. Other molecules, which are important to the cellular and molecular processes, such as hormones and vitamins, will also be studied. PR: CHM 121  
Spring only.

CHM 228  
**Organic Chemistry I**  
This course is the first course of a two-semester course in organic chemistry. The first semester includes the study of structure, stereochemistry, nomenclature, preparation, and reactions and reaction mechanisms of alkanes, alkenes, alkynes, cyclic hydrocarbons, alkyl halides, ethers, epoxides, alcohols, and aromatic compounds. The laboratory stresses techniques, organic synthesis and the use of instruments for analysis. PR: CHM 122 or equivalent  
Fall only.

CHM 229  
**Organic Chemistry II**  
This course is the second course of a two-semester course in organic chemistry. The second semester includes the study of structure, stereochemistry, nomenclature, preparation, reactions and reaction mechanisms of free radicals, carboxylic acids and their derivatives, B-dicarbonyl compounds, aldehydes, ketones, and amines. Special topics may include bioorganic compounds, synthetic polymers, or pericyclic reactions. The laboratory stresses techniques, organic synthesis, and the use of instruments for analysis. PR: CHM 228 or equivalent  
Spring only.

**College Study Skills**

**CSS 106  Mathematics Skills**  
This course is a review of basic arithmetic operations with an algebraic approach (including whole numbers, fractions, decimals, percents, and ratios). It provides preparation/review for Intro to Algebra, Business Math, Math for Food Service Records, and Concepts in Mathematics. FS

**CSS 116  Skills for College Success**  
This one-credit course is designed to provide a brief but intensive review of study skills for success in college. The following skills are covered: setting goals, time management, remembering and reproducing what you learn, textbook reading, note taking, and stress management. FS

**CSS 119  ESL for Academic Writing**  
This course is targeted for the academically and linguistically diverse population of SUNY Schenectady students or prospective students whose first language is not English. The multilevel approach will focus on the common areas of difficulty in second language writing and reading. Its main goal is to enable students to engage in academic work with skills commensurate with those of native speakers.

**CSS 120  Introduction to Algebra**  
This course focuses on algebraic operations and properties within the real number system, including integers, rational and irrational numbers. Algebra is introduced to evaluate formulas, solve first degree equations in one variable, perform operations on polynomials, graph lines, and calculate basic geometric formulas. This course provides preparation and review for Algebra I.

PR: CSS 106 or equivalent  
FS

* These courses are developmental in nature and the three credit equivalents do not satisfy degree or certificate program requirements.

**CSS 126  Integrated Reading & Writing I**  
This course introduces students to active reading strategies and integrates selected readings with writing assignments that focus on sentence and paragraph structure. It also emphasizes the application of appropriate grammar and mechanics.

**CSS 127  Integrated Reading and Writing Skills II**  
This course provides students with the foundation needed for college level reading and writing. It introduces students to reading strategies for a range of texts. Writing assignments are centered on student analysis of these texts. Special emphasis is given to paragraph organization and essay development along with grammar and mechanics. PR: CSS 122 and/or CSS 124 or recommendation based on placement test

**Communications**

**COM 100  Intro to Human Communication**  
This course introduces theories of human communication, especially those that emphasize effective communication practices in a variety of contexts, such as relational, group, public, and intercultural communication situations. The course also explores the impact of digital media and the online world on patterns of human communication.

**COM 105  Public Speaking**  
This course introduces the essential steps in preparing and presenting speeches by applying basic communication principles and public-speaking strategies to a variety of speaking assignments.

**COM 121  Mass Media**  
This course focuses on how mass media function and impact United States culture. From both a historical and contemporary point of view, it explains the evolution of the eight areas of mass media: books, magazines, newspapers, recordings, radio, movies, television, and new media. It also explores the technological, economic, political and cultural aspects of the media. Communication and mass media theories are examined in tandem with an analysis of the key issues in the field. PR or CR: ENG 123
COM 200
Introduction to Media Writing
This course explores the differing writing styles and formats used in a variety of media environments, including print, broadcast, and web. This course emphasizes gathering relevant and accurate information and writing for specific audiences. Additional topics include writing advertising copy, writing for public relations, and the ethical and legal implications of writing for the media.
PR: ENG 123 College Composition or equivalent
Spring only.

COM 231
Digital Culture
This course explores the development of the Internet including various social media platforms, and subsequent old and new media convergence. It also examines the resulting digital culture, especially in terms of power structure and social change, and analyzes the effects of digital media on diverse societal groups. PR/CR: ENG 123

COM 235
Intro to Visual Communication
This course analyzes the production and consumption of visual messages, particularly those found in the media, and their impact on human communication. It combines theory and practice to explain how the human mind both processes and creates meaning from visual phenomena. This course examines the history of visual communication, principles of design and color theory, typography, the technology behind both print and electronic media, and technology’s influence on design. The course also explores the idea that images combined with text are powerful ways to inform, educate, and persuade individuals.
CR/CON: ENG 123
Fall only.

COM 265
Communication Internship
This course provides students the opportunity to explore and gain experience in a career area related to communication in a supervised professional setting. An instructor-approved internship is required. The internship allows students to combine classroom theory and real-world experience, while exploring potential career paths. The course requires completion of 135 hours of fieldwork. Grading is on a pass/fail basis.
PR: COM 212 Mass Media or COM 231 Digital Culture, and permission of the Instructor or Dean

Computer Information Systems

CIS 110
Workstation Architecture and Support I (A+)
This is part one of a two-part, hands-on, lab-oriented course covering the foundations of PC configuration and support. Topics include installation of different versions of the Windows operating system, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and the preventive maintenance of PCs. Students learn how to build a computer and install different versions of the Windows operating system.

CIS 111
Workstation Architecture and Support II (A+)
This is part two of a two-part, hands-on, lab-oriented course. Part two of this course introduces local area networks and servers, preventive maintenance techniques, and specific strategies for troubleshooting hardware and software. PR: CIS 110

CIS 121
Introduction to Computers
This course introduces the student to fundamental concepts of computers and computing including number systems, hardware, architecture, information processing, operating systems, networks (including the Internet) and web design. Additionally, students will complete significant projects utilizing contemporary word processing, spreadsheet, and presentation graphics software. Fundamentals of programming will be explored using modern programming languages. Other software applications may be examined during the semester.
PR: BUS 115 or equivalent

CIS 129
Programming Fundamentals
This course provides an introduction to computer programming using a modern, object oriented programming language. It is intended to be an introductory programming course focusing on programming concepts and fundamentals.
PR: Eligible to enroll in 100-level math course

CIS 133
Programming in Java
This course provides an introduction to object-oriented programming using the Java programming language, with a focus on developing high quality, functional solutions to problems. Topics include data types, input/output, control structures, GUI interfaces, methods, classes, inheritance, and polymorphism. Students will use computer facilities to complete programming assignments.
PR: CIS 129
F,S

CIS 134
C++/UNIX
Students are introduced to commonly used algorithms. Students employ object-oriented design and object-oriented principles in problem solving using the C++ programming language. Students are introduced to the UNIX operating system and shell scripting. Students will be required to make use of computer facilities to complete programming projects.
PR: CIS 129 or equivalent

CIS 136
Introduction to Web Development
This course provides the student with the essential concepts and process of web page development, starting with Extensible Hypertext Markup Language (XHTML) coding and building to more complex layouts using cascading style sheets (CSS). The course will emphasize a disciplined approach to software design and coding. Attention will be directed toward the impact of a designer’s choices on communication, understanding and accessibility. Upon completion, all students will develop an original, dynamic, multi-paged website suitable for publishing on the WWW.
CR: CIS 102 or adequate proficiency in basic computing skills

CIS 140
Introduction to Computer Aided Drafting
This course teaches the basics of computer aided drafting as applied to engineering drawings using the AutoCAD drafting package. Topics include: fundamentals of computer aided drafting, drafting equipment, orthographic representations, special views, applied geometry and drawing conventions, basic dimensioning, section views, thread representation, detail and assembly drawings, auxiliary views, isometric and other pictorial drawings, geometric dimensioning and tolerancing. The student will then learn the fundamentals of 3-D solids and sheet designs using the Autodesk Inventor package.

CIS 221
Computer Applications
This course explores several components of the Microsoft Office suite of software applications including Word, Excel, PowerPoint, and Access. Upon completion of this course, the student will be prepared to test for the Microsoft Certified Application Specialist (MCAS) certification. Students are expected to have a basic knowledge of Microsoft Word and Excel.

CIS 223
Database Management
This course will give the student a basic overview of Relational Database
Design. The student will acquire advanced knowledge of Microsoft Access and the ISO standard SQL language. Students will work individually on one large project encompassing all phases of database design and implementation. PR: CIS 129 and adequate proficiency in Microsoft Access Fall only.

**CIS 225**
***Operating Systems***
This course will introduce students to Operating System theory and application. Operating System’s concepts and components will be explored in both the UNIX (Linux) and Windows environments. Topics include: process management, communication and synchronization, memory management, device management, file systems, system administration and security.
PR: CIS 129
Spring only.

**CIS 229**
***Systems Analysis and Design***
This course places an emphasis on a disciplined approach to software development using the application of software engineering principles. Students are provided with a systematic introduction to software development. The course introduces the student to the Software Development Life Cycle (SDLC), including a general overview of a typical business-oriented software system, the analysis of the system, an approach to the design of the system, and a plan for system testing and future maintenance. Students work collaboratively on a computer information systems project encompassing all phases of the SDLC.
PR: CIS 223
Spring only.

**CIS 236**
***Advanced Web Design***
This course provides a practical introduction to JavaScript and the design of dynamic web pages. The student will enhance the functionality and interactivity of web pages by learning to create and utilize embedded and external JavaScript source code.
PR: CIS 129 and CIS 136
Spring only.

**CIS 237**
***Advanced Web Programming***
This course is for the student who wants to learn advanced web site programming techniques using contemporary development tools and languages. Concepts relating to server-side programming are explored.
PR: CIS 129 and CIS 136
Spring only.

**CIS 238**
***XML***
This course focuses on XML (eXtendable Markup Language) and the supporting technologies of XML used in person-to-computer and computer-to-computer communications. Some of the technologies covered will include using DTDs, Schema, NamespSAX, XPath, DOM, SAX, Data Models, XSLT, SVG, and SOAP, as well as services and the Semantic web.
PR: CIS 136

**CIS 240**
***Internetworking Fundamentals***
This course provides an introduction to networking. Topics include basic concepts and terminology relating to LANs and WANs including: data communications, types of networks, networking models and theory, protocols, and equipment. There is a strong emphasis on the OSI Model. The material covered in this course is applicable to sections of the Network+ certification exam. Please note that this is not a review course for the Network+ certification exam. CR: CIS 221 or equivalent

**CIS 241**
***Routing Fundamentals***
This course covers the theory and application of routers to internetwork communications. There is an initial review of TCP/IP, Ethernet, the OSI model, network terminology, protocols, and standards. Primary emphasis is given to static routing and TCP/IP. Dynamic routing protocols are also introduced. Students will have the opportunity to work with simulator software to apply the concepts learned in class to a Cisco internetwork. PR: CIS 240 and CIS 110

**CIS 246**
***Data Structures***
Students are introduced to some commonly used data structures and their applications using C++. Topics include abstract data types, object-oriented programming, stacks, queues, linked lists, sorting, binary search trees, heaps, and hashing. Students will be required to make use of computer facilities to complete programming projects.
PR: CIS 134 or equivalent
Spring only.

**CIS 249**
***Introduction to Routing and Switching***
This course describes the architecture, components, and operations of routers and switches in a small network. Topics include how to: configure a router and a switch for basic functionality, configure and troubleshoot routers and switches and resolve common issues with dynamic routing protocols, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.
PR: CIS 240

**CIS 250**
***Computer Organization***
Students are introduced to the structure and implementation of computer systems at the lower levels: the digital logic level, the microprogramming level, and the conventional machine language level. Students will be required to make use of computer facilities to complete programming projects.
PR: CIS 134 and MAT 167 or equivalent F

**CIS 251**
***Switching and Advanced Routing***
This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Topics include how to: configure routers and switches for advanced functionality, to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Other topics include the implementation and configuration of common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services.
PR: CIS 249
Fall only.

**CIS 256**
***Introduction to Systems Management***
This course introduces topics in managing server-based network operating systems, configurations, security, and troubleshooting. Students will have the opportunity to practice and implement techniques and strategies in class. Students will configure a server to provide file, print, and web services.
PR: CIS 240
Fall only.

**CIS 257**
***Advanced Networking and Systems Management***
This course covers advanced topics in network communications and administration including server administration, monitoring and troubleshooting. Topics include advanced techniques in file and printer sharing, email and web services.
PR: CIS 256
Spring only.
**CIS 259**  
**Computer Information Systems Internship**  
This course provides the computer information systems/computer science student with the opportunity to participate in a planned, professional experience of observation, study and field work within selected business entities. Textbook theory and classroom experience are enhanced as the student works in an appropriately supervised setting. The field study will specifically incorporate computer related assignments. All field work will be supplemented by regularly scheduled meetings with the instructor. There is a final report and oral presentation due at the end of the semester during final exam week.  
PR: CIS or Computer Science major with minimum overall GPA of 2.5 and permission of the department.  
Spring only.  

**CIS 262**  
**Network Security**  
This course provides instruction in the fundamentals of network and computer security. Topics include server and network hardening, threat assessment, protecting network infrastructure and services, physical security, business continuity and disaster recovery.  
PR: CIS 251  
Spring only.  

**CIS 263**  
**Intro to Computer Forensics**  
This course is designed to introduce students to topics necessary to initiate and complete a successful computer investigation. Students will set up a forensics lab, acquire the proper and necessary tools for a successful investigation, and conduct the investigation with subsequent digital analysis. The materials covered in this course are identical to the International Association of Computer Investigation Specialists (IACIS) and the Certified Forensic Computer Examiner (CFCE) Certification exam.  
PR: CIS 111 and CIS 225  
Spring only.  

**CBB 101**  
**Craft Beer Brewing Operations**  
This course covers the planning, creation, and implementation of a craft beverage operation. Topics explored include planning of location, size, delays, starting and growing the operation, the legal and regulatory opportunities, branding, marketing and sales, and the equipment and technical needs for the operation. Fall only.  

**CBB 102**  
**Beers of the World**  
This course concentrates on the basics of beer appreciation. Topics include geographical beer traits, proper service, and menu offerings. Activities include researching food and beer pairings for compatibility and profitability. Other activities include tasting and comparing beers of Europe, Asia, and North America. Spring only.  

**CBB 103**  
**Craft Beer Production I**  
This course introduces the study of history, styles, process, technology, ingredients, fermentation and marketplace for craft beer production. Fall only.  

**CBB 104**  
**Craft Beer Production II**  
This course studies the process, technology, ingredients and marketplace for craft beer production.  
PR: CBB 103  
Spring only.  

**CBB 250**  
**Craft Beer Brewing Internship**  
This course provides students with the opportunity for concentrated study, observation, and work in the area of individual interest in the field of Craft Beer Brewing. An instructor-approved internship is required. The internship allows students to combine classroom theory and real-world industry experience, while exploring potential career paths. The course requires completion of 135 hours of fieldwork. Grading is on a pass/fail basis.  
PR: CBB 103  
CR: CBB 104  

**CPR CJ 113**  
**Introduction to Criminal Justice**  
This course provides the philosophical and historical background of the agencies that compose the criminal justice system. It focuses on the development of justice and law, crime and punishment, the administration of laws, the agencies’ functions, career orientation and public policy.  
F  

**CPR CJ 117**  
**Police Organization and Supervision**  
This course offers insight into the essentials of American policing. The historical evolution of American policing will introduce students to the developed concepts, politics, and pressures of modern law enforcement. The operational legal environment will outline the requirements of policing and display the need for adequate management as well as moral and ethical demands required in the field of work. Spring only.  

**CRJ 131**  
**Criminal Law**  
This course emphasizes the study of substantive criminal law. Selected crimes most likely to be dealt with by the criminal justice professional are explored through discussion, where applicable, of the English Common Law precedents, general modern application and specific New York Penal Law. F  

**CRJ 133**  
**Criminology**  
This course provides an etiology of crime and criminal behavior. The course delves into biological, psychological and sociological theories that examine arrest and conviction data. Analysis of criminal activity through an understanding of the theories is undertaken. Spring only.  

**CRJ 143**  
**Criminal Evidence and Procedure**  
This course presents an in-depth analysis of the rules of criminal evidence. The process of the American criminal justice system will be examined and special emphasis will be placed on Constitutional limitations in the area of criminal evidence and the law of search and seizure. Topics also include concepts of evidence and rules governing its admissibility, theoretical and pragmatic considerations of substantive and procedural laws affecting arrest, and search and seizure. This course demonstrates the importance of case law at the state and federal levels and its impact on the administration of law.  
Spring only.  

**CRJ 147**  
**Terrorism and Public Security**  
This introductory course investigates the criminal, economic, historical, political, psychological, and social roots of terrorist phenomenon. The course explores existing and potential terrorist threats and how local, national, and global communities may counter these threats.  

**CRJ 150**  
**Airport Security and Management**  
This course familiarizes students with the fundamental components of a typical commercial airport and its multi-level security requirements.
In addition to a commercial airport's various support functions, the organizational structure, governing FAA regulations, inter-agency relationships and management challenges are examined. Security issues are presented in a post 9/11 environment to include scenario-based discussions and problem-solving situations.

**CRJ 215**
**Juvenile Delinquency**
This course offers an intensive study of the nature and extent of juvenile delinquency. It addresses the nature of youth crime and the critical issues of juvenile delinquency. The course provides students with a greater understanding of the present juvenile justice system including the biological, psychological and sociological approaches being administered in an attempts to reduce juvenile crime. Fall only.

**CRJ 217**
**Principles of Investigation**
This course offers an introduction to the basic principles and a detailed examination of specific offenses. The course focuses on the crime scene, physical evidence interviewing and interrogation, and the use of informers and confessions. The study of specific offenses focuses on the scientific approach and the methodology used in crime detection. Fall only.

**CRJ 219**
** Corrections**
This course provides a broad-based representation of the American correctional system and how it relates to our society. The course will delve into the history of punishment before confinement evolved into modern penal concepts. Analysis of the correctional client as well as facility management is undertaken. Fall only.

**CRJ 230**
**Interpersonal Violence**
This course will provide a unique perspective on the issue of interpersonal violence concentrating on the public perception and criminal justice approach to sexual assaults and sexual offenders. An emphasis will be placed on characteristics and behavioral patterns of the offender and the crime itself. Particular attention will be given to the critical issues of victimology, rape typologies, stalking, domestic violence and criminal/constitutional law. Students will benefit from this course as it explores the etiology of sexually deviant behavior from both sociological and psychological approaches within the functioning of the criminal justice system. Students will learn to develop an informed analysis of sexual offenses, sexual offenders, the public perception and the handling of such offenders within the criminal justice system.
PR: CRJ 113 or SOC 121
Spring only.

**CRJ 237**
** Criminal Justice Internship**
This course provides the opportunity to explore and gain experience in a career area related to criminal justice. Textbook theory and classroom experience is enhanced while working in a supervised professional setting. The field study will incorporate criminal justice or criminal justice related assignments. All field work will be supplemented by scheduled meetings with the instructor. The course requires completion of 120 hours of field work. Grading is on a pass/fail basis.
PR: Criminal Justice major, completion of 30 credit hours, completion of CRJ 113 and CRJ 131, minimum overall GPA of 2.5, and permission of the Division.

**Distilling**

**DST 101**
**Intro to Distillery Operations**
This course studies the planning, creation and implementation of a craft beverage operation. Topics explored include planning of location, size, delays, starting and growing the operation, the legal and regulatory opportunities, branding, marketing and sales, and the equipment and technical needs for the operation.

**DST 102**
**Craft Spirit Production I**
This course introduces the study of equipment, process, technology, ingredients, fermentation and marketplace for craft spirit production.

**DST 103**
**Craft Spirit Production II**
This course applies the study of equipment, process, technology, ingredients, fermentation and marketplace for craft spirit production.
PR: DST-102

**DST 104**
** Spirits of the World**
This course concentrates on the basics of spirits appreciation through research and tasting. Topics include historical influences on variety, geographical traits on spirits, proper storage, service, and menu creation and offerings. Activities include researching food and spirit/cocktail pairings for compatibility and profitability as well as tasting and comparing spirits from around the world, both straight and mixed in cocktails.

**DST 250**
**Craft Spirit Dist Internship**
This course provides students with the opportunity for concentrated study, observation, and work in the area of individual interest in the field of Craft Spirit Distillation. An instructor-approved internship is required. The internship allows students to combine classroom theory and real-world industry experience, while exploring potential career paths. The course requires completion of 135 hours of fieldwork. Grading is on a pass/fail basis.
PR: DST 102
CR: DST 103

**Early Childhood**

**ECH 121**
**Introduction to Early Childhood**
This course examines the fundamental philosophies of early childhood education from historical perspective. It emphasizes quality early childhood programming and its significance in educating children birth through eight years of age. This course allows students to reflect upon their role as potential teachers and advocates for children while identifying how service learning experiences are integrated in early childhood education. This course requires ten observation hours. To complete observation hours, this course requires that students complete the following documentation by Week 4: 1) Medical consent to work with children and a negative TB test, 2) Notarized criminal conviction statement, and 3) Signed agreement to uphold the National Association of Education of Young Children (NAEYC) Code of Ethics and SUNY Schenectady ECH Professional Behaviors. Fall only.

**ECH 123**
**Curricular Methods I and Assessment**
This course focuses on curriculum development and assessment in early childhood education for children from birth to second grade. It introduces students to the important frameworks for planning, implementing, and evaluating curricula as they impact child development and the various content areas. This course emphasizes in-depth studies of developmentally appropriate curriculum models for the methods and strategies that inform the development of meaningful and relevant curriculum. It also applies assessment-driven learning, environment, and curriculum development. Students spend a minimum of ten observation hours in the laboratory preschool. Fall only.
ECH 131 Early Childhood Field Instruction and Seminar I (1-8-4)
This course allows students the opportunity for direct practical teaching and learning in early childhood education within community agencies and/or the SUNY Schenectady Early Childhood Program Laboratory Preschool. Additionally, in a seminar setting, students reflect on and share their experiences. Students will spend eight to ten hours per week in their field placement to accumulate a minimum of 130 hours.
PR: ECH 121 and ECH 123

ECH 220 Engendering Creativity: Arts in the Classroom (3-0-3)
This course is an exploration of creative expression with an emphasis placed on the importance of the arts in every child's education. As students unlock their own creative potential, they also become skilled at using methods and techniques that encourage creative development in young children. Students reflect on aesthetics while analyzing the movements and techniques of the visual arts and the genres and elements of music. Students then apply their understanding by presenting art, music, and drama activities to young children. Throughout the semester, students develop an art and music portfolio. Fall only.

ECH 223 Curricular Methods II and Development of Inquiry Skills (3-0-3)
This course focuses on cultural, scientific and mathematical explorations by children from birth to eight years. It utilizes STEM materials and experiences that foster children's scientific and mathematical thought processes to promote children's critical thinking skills. The course requires students to implement developmentally appropriate social studies, math, and science activities that address diversity in children's learning styles. The course requires a service learning experience.
PR: ECH 123

ECH 225 Fostering Emergent Literacy (3-2-4)
The course examines the development of literacy skills in children ages birth to 8 years. Multiple opportunities to recognize the developmental stages in literacy acquisition, to identify factors that influence literacy development, and to discuss how to design and implement a literacy program are provided. Genres of literature, curricular themes, and resources for children of culturally and linguistically diverse backgrounds are emphasized. Guidelines for the design and implementation of literature-based activities are applied throughout the course. Students observe for a minimum of 15 hours in an early childhood literacy environment.

ECH 227 Guidance of Young Children (3-0-3)
This course focuses on the early developmental abilities of children from ages birth to eight years and the application of appropriate guidance strategies to enhance children's self-esteem and self-discipline. This course enables students to research and observe the correlation between children's environments and behaviors. The course analyzes the importance of play, social interactions, and family expectations on children's development. Spring only.

ECH 231 Early Childhood Field Instruction and Seminar II (1-8-4)
This course allows students the opportunity for direct practical teaching and learning in early childhood education within community agencies or the SUNY Schenectady Early Childhood Program Integrated Laboratory Preschool. The course requires students to reflect on and share their experiences in a seminar setting. The course also requires students to spend eight to ten hours per week in their field placement to accumulate a minimum of 130 hours. A service learning implementation is required.
PR: ECH 131

ECH 252 Infant and Toddler Development (3-0-3)
This course examines infant and toddler development with an emphasis on the importance of the first thirty-six months in relation to human development. It emphasizes attachment, early brain research, and developmentally appropriate practices as critical factors which impact a caregiver's role in meeting individual children's needs. The course requires ten observation hours. Spring only.

ECH 255 Administration of Early Childhood Programs (3-0-3)
This course provides administrative management training in the field of Early Childhood Education. This course addresses issues and techniques involved in the set-up, organization and administration of early childhood environments. Focus is placed on the initiation and maintenance of an early childhood program which includes the investigation and application of pertinent skills necessary to perform as an effective and competent program director. Ten hours of field work will be completed in this course.

ECH 260 ECH Portfolio Seminar (1-0-1)
This capstone seminar is intended for ECH majors who are about to graduate from their Early Childhood Program. Knowledge and skills acquired in the program are reviewed and analyzed to demonstrate their proficiency in a pre-professional portfolio. Opportunity is provided for technical assistance on an individual basis. Each student assembles a portfolio as a summative experience to be presented to a professional review team. PR: Permission of the Department Spring only.

Economics

ECO 211 Introduction to Economics (3-0-3)
This course provides an overview of microeconomic and macroeconomic issues and an understanding of the economic choices that individuals, firms, and governments face. It also introduces the concept of scarcity and the working process of a market economic system. Further, this course examines the different market structures, the role of the firm and the impact of government intervention on markets. Finally, this course discusses the meaning and computation of national income, inflation, unemployment, economic growth, international trade, and the impact of fiscal and monetary policies on the economy. F,S

ECO 221 Principles of Macroeconomics (3-0-3)
This course provides an analytical framework for the understanding of the economy at the national level. This course will also analyze the purpose and functions of national income accounting, the components of Gross Domestic Product, the determinants of long run economic growth, the causes and costs of inflation and unemployment. In addition, this course will cover the economic impacts of fiscal and monetary policies and the differences between short run and long run macroeconomic aspects of the economy. Finally, this course will examine the importance of the U.S. financial system, the macroeconomic effects of international trade and the determination of interest and exchange rates. F,S

ECO 223 Principles of Microeconomics (3-0-3)
This course develops an analytical framework for the understanding of the theory of markets, including the decision-making process in businesses, the impact of technological advances on markets and the functioning of the four different market structures. This course will also provide a closer look at the interactions of individual households, business firms and governments in the marketplace. Finally, this course will discuss economic issues related to the
**Electrical Technology**

**ELT 110**

*Circuits for Digital Systems I*  
(3-3-4)

This course is an introduction to direct current (DC) circuits. Digital systems and circuits using logical gates may also be briefly introduced. Basic DC circuits entails a study of Ohm's Law and use of the law to theoretically predict measured voltages, currents, resistances and power through resistors connected in series, parallel and series-parallel circuits. Students use voltmeters, ammeters, ohmmeters, multimeters, and oscilloscopes for measurement and troubleshooting. PR/CR: MAT 118 Fall only.

**ELT 118**

*Digital Logic*  
(3-0-3)

This course is an introduction to the basic concepts of number systems, Boolean algebra, logic gates, codes, binary arithmetic and digital circuits using Integrated Circuit Technology.

**ELT 121**

*Circuits for Digital Systems II*  
(3-3-4)

This course is a continuation of circuits including AC circuits as applicable to electrical/electronic systems. The principle, application, and troubleshooting of the capacitor, inductor, and transformer are discussed. Basic AC circuits, including series and parallel RLC circuits are covered, along with circuit calculation using vector analysis, simulation using computer software, and measurement or troubleshooting using the oscilloscope. Power analysis, including power factor and power triangles, is also covered.

PR: ELT 110  
Spring only.

**ELT 123**

*Electrical Schematics*  
(2-0-2)

This course offers a broad overview of schematics and diagrams. Topics include electrical symbols, component identification, Block diagrams, pictorial diagrams, three- dimensional drawings, and print reading. PR: ELT 121 (Electrical Circuits II) Fall only.

**ELT 230**

*Electronics*  
(4-3-5)

This course is an introduction to the electronic building blocks that are used in all modern silicon based integrated circuitry. Component operations, applications, and the use and troubleshooting of these components are covered. Topics include an overview of semiconductor materials and the P-N junction, various diodes (rectifier, switching, zener) and their uses, an overview of basic power supply circuits, characteristics and operations of PNP and NPN bipolar junction transistors (BJT), BJT amplifier circuits and uses, the operation and use of MOS and SMOS field-effect transistors, inverting and non-inverting operational amplifiers and their use in analog and digital applications, LC and RC sine-wave oscillators and crystal oscillators, silicon rectified controller (SCRs), diac and triac thyristors, and optoelectronics.

PR: ELT 121  
Fall only.

**ELT 256**

*Process Control and Instrumentation*  
(3-3-4)

This course is an introduction to process control fundamentals and the application of digital controllers in a process environment. Analog and digital signal conditioning interfacing stand-alone computers using signal processing software, and the basics of automatic process control are studied. The course will also discuss the use of Programmable Logical Controllers (PLCs).

PR: ELT 230  
Spring only.

**ELT 261**

*Programmable Logic Controls*  
(3-3-4)

This course is an introduction to the Logic and Programming of Logical Devices used in system controls. The course covers Binary, Octal and Hexadecimal number systems and introduces the elements of Assembly Programming, Logical gates, and the operations of Boolean algebra using standard digital waveforms. This course also includes Shift Registers and Counters, Adders and triggering clocks using specialized software, Digital-to-Analog conversion methodology, decoders and multiplexers.

PR: ELT 110  
PR/CR: CIS 221  
Fall only.

**ELT 270**

*Power Electronics*  
(3-0-3)

This course introduces linear integrated power amplifiers, switches, and regulators. Component operations and application and the use and troubleshooting of these components is covered. Topics include power parameter calculations, principles of power electronics prototype and printed circuit board (pcb) layout, linear integrated circuit power amplifiers for intermediate audio signal amplification, discrete linear power amplifiers for signals with higher power requirements, power switches, switching power, thyristor uses in commercial power line applications, power conversion, and permanent magnet motor drivers.

PR: ELT 231  
Spring only.

**English**

**ENG 096**

*College Composition Workshop*  
(3-0-3)

This course provides students with additional academic instruction and learning strategies to successfully achieve ENG 123 College Composition student learning outcomes. It individualizes grammar and reading instruction. Additionally, the course supports students in developing content, organizing information and ideas, and presenting material to readers in an ePortfolio. Through workshop projects, students analyze and respond to others’ writing and learn to use feedback from the instructor and peers. Assignments are directly aligned with those in ENG 123.

**ENG 123**

*College Composition*  
(3-0-3)

This course provides a foundation in academic discourse by developing effective communication skills with an emphasis on expository writing; an oral presentation is required.

PR: Exemption from placement testing as defined by the Academic Code or successful completion of CSS 127

**ENG 124**

*Literature & Writing*  
(3-0-3)

This course encourages students to use writing to explore the ways in which literature functions as an art form. Writing and research techniques introduced in ENG 123 College Composition are strengthened and refined.

PR: ENG 123

**ENG 125**

*College Composition II*  
(3-0-3)

This course builds upon the written and oral rhetorical skills established in ENG 123 with a greater emphasis on argumentation and research in academic writing.

PR: ENG 123 or HON 123

**ENG 200**

*Introduction to Creative Writing*  
(3-0-3)

Students will learn the essential principles, strategies, and methods of creative writing and will acquire a foundation in the skills necessary to master this art. The emphasis will be on the writing of short fiction, but opportunities will be
provided to explore poetry, drama, screenwriting, the novel, and the essay. Students will also learn how to go about getting their work published.

PR: ENG 123
CR: ENG 124

ENG 205 Writing Poetry (3-0-3)

This course focuses on developing students’ abilities to write, revise, and analyze poetry. It is primarily conducted as a workshop: students write and revise their own poetry, as well as give oral feedback and produce written critiques of their peers’ poems. In addition, the course introduces students to a variety of poetic forms and asks them to write poetry in these forms. It also introduces them to theories of free verse and to studies of the poetic line and asks them to write their own free verse. The course also includes an oral component: students practice reading their own and others’ poems to the class. Last, the class introduces students to opportunities for performing and publishing their poetry.

PR: ENG 123

ENG 211 Technical and Professional Writing (3-0-3)

This course applies the principles of effective writing to the specific forms of professional and technical writing. It emphasizes designing texts and oral presentations for professional audiences after analyzing the needs and values of those audiences.

PR: ENG 123

Environmental Science

ENV 100 Introduction to Environmental Science (3-0-3)

This one-semester course introduces students to environmental concepts and issues. The course covers environmental issues and controversies from ecological, biological, social, economic, ethical, and governmental policy positions. In addition, the course emphasis is placed on the tools and techniques needed to understand and analyze environmental topics such as energy, solid waste, food production, resource depletion, air and water issues and global climate change.

PR: High School Algebra or MAT 128

ENV 203 General Ecology (3-3-4)

Through lecture and laboratory experiences this course focuses on the study of major ecological principles including: population and community biology, competition and predation, physiological ecology and adaptations, ecosystems, nutrient cycles, energy flow, and ecological succession. The ecological basis of contemporary environmental problems is examined and related to human activities. Quantitative perspectives and analysis will be used throughout.

PR: BIO 142 and CHM 122, or equivalent

Spring only.

Ethics

ETH 221 Professional and Applied Ethics (1-0-1)

This course provides exposure to leading ethical theories as well as an opportunity to employ these principles. Aided by viewing videotaped, dramatized scenarios, the reasons advanced for acting ethically and the excuses given for not acting ethically will be studied. The consequences of freedom and personal responsibility will be explored, as will the ability to recognize ethical issues.

ES

Fire Prevention

FPT 112 Principles of Emergency Services (3-0-3)

This is an introductory course that surveys the historical development of fire protection, organizational structure of fire agencies, and the range of issues and topics related to fire protection. This course meets United States Fire Administration, Fire and Emergency Services in Higher Education (FESHE) model associate degree curriculum. Fall only.

FPT 115 Hazardous Materials I (3-0-3)

This course focuses on the nature of hazardous materials (HazMat) and the role of First Responders in prevention, mitigation, and remediation of incidents. Hazardous materials risk is presented within the context of First Responder operations. This course fully integrates National Incident Management System (NIMS) and Incident Command System (ICS) protocols. Fall only.

FPT 116 Hazardous Materials II (3-0-3)

A continuation of Hazardous Materials I, course content stresses recognition of potentially hazardous situations, protocols of organized response, and regulatory guidelines. Hazardous materials response is presented within the context of First Responder operations. Specific attention is placed on the different response protocols needed for remediation of weapons of mass destruction events and other sources of HazMat situations resulting from natural disasters, accidents, negligence and criminal activities. This course fully integrates National Incident Management System (NIMS) and Incident Command System (ICS) protocols.

PR: FPT 115

Spring only.

FPT 120 Building Construction for Fire Protection (3-0-3)

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies. Spring only.

FPT 131 Fire Prevention (3-0-3)

This course provides fundamental information regarding the history of fire prevention, organizations and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life safety education. This course meets the United States Fire Administration, Fire and Emergency Services in Higher Education (FESHE) model associate degree curriculum requirements.

FPT 135 Fire Administration (3-0-3)

This course focuses on organization, personnel management distribution of equipment, records and fire safety as they pertain to the fire service. Techniques for successful and efficient fire service operations are covered in this course. These topics include communications and fire alarm systems, legal aspects of fire prevention, fire investigation and the recording and evaluation of fire data for statistical purposes. Spring only.

FPT 137 Fire Protection Systems (3-0-3)

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. This course meets the United States Fire Administration, Fire and Emergency Services in Higher Education (FESHE) model associate degree curriculum requirements. Spring only.
FPT 205 Incident Command Systems
This course introduces the concepts of the Incident Command System utilized by the emergency management community. This course includes features, principles, and organizational structure of the Incident Command System. Students will also apply concepts learned in the classroom.
PR: FPT 112

FPT 215 Fire Investigation
This course emphasizes the following subjects as they individually relate to fire investigations: elements of fire, combustion properties of fuel, pyrolysis, burn patterns, ignition sources and explosions. A review of methods of interviewing, report writing, rules of evidence, forensic lab procedures, model arson law and NYS arson law is included.
PR: May require New York State Police identification and/or registration
Spring only.

FPT 216 Fire Protection Hydraulics and Water Supply
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and apply hydraulic principles to analyze and to solve water supply problems. This course meets the United States Fire Administration, Fire and Emergency Services in Higher Education (FESHE) model associate degree curriculum requirements.
PR: MAT 128
Fall only.

FPT 219 Fire Behavior and Combustion
This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. This course meets the United States Fire Administration, Fire and Emergency Services in Higher Education (FESHE) model associate degree curriculum requirements. Fall only.

FPT 237 Industrial Fire Protection
Provides an introduction to the field of industrial fire protection and focuses on the topics of hazard control, special hazards and protection, fire protection equipment, and systems and handling of emergencies. Fall only.

FPT 250 Fire Protection Internship
This course provides the opportunity to explore and gain experience in a career area related to fire prevention and tactics. Textbook theory and classroom experience is enhanced while working in a supervised professional setting. The field study will incorporate fire prevention and tactical or fire prevention and tactical related assignments. All field work will be supplemented by scheduled meetings with the instructor. The course requires completion of 120 hours of field work. Grading is on a pass/fail basis.
PR: Fire Protection Technology major, completion of 30 credit hours, completion of at least one FPT course, minimum overall GPA of 2.5, and permission of the Division.

First Year Seminar
FYS 100 First Year Seminar
This course is designed to help students develop skills to support academic success and degree completion. It provides an opportunity for students to build a connection to the college and other students. Students learn about the resources available at the college, how to navigate critical technology used at the college, and work with librarians to develop their information literacy skills. Additionally, students set educational goals, explore discipline-specific topics, and learn about a variety of topics including the transfer and advising processes, careers, scholarships, and campus regulations. Students successfully completing the course leave with a toolbox of skills to support their academic success.

French
FRE 121 Elementary French I
Elementary French I provides an introduction to the French language for students with no previous French studies or one year of high school French. It develops elementary grammar, syntax, and written and oral communication skills. This course examines Francophone cultures throughout the world. This course requires the completion of a minimum of five documented hours of lab work outside of class.
PR: FRE 121

FRE 122 Elementary French II
Elementary French II is for students who have completed FRE 121 or two years of high school French. This course concludes elementary-level grammar studies. It further develops syntax and written and oral communication skills as well as examines Francophone cultures throughout the world. This course requires the completion of a minimum of five documented hours of lab work outside of class.
PR: FRE 122 or permission of the instructor

FRE 222 Intermediate French I
This course provides an extensive review of French grammar, and concentrates on helping students improve their vocabulary, conversational fluency and reading skills through the discussion of selected readings in French. Classroom discussions on the readings and French culture are held primarily in French. A minimum of five hours of additional work in the language lab is required per term.
PR: FRE 122 or permission of the instructor

FRE 224 Intermediate French II
A continuation of Intermediate French I, this course completes the review of French grammar and provides more reading of French literature and non-fictional prose. Classroom discussions in French are held on the readings and on French customs and culture. A minimum of five hours of additional work in the language lab is required per term.
PR: FRE 222 or permission of the instructor

Geography
GHY 121 Physical Geography
This is a one-semester, non-lab science course in physical geography. Weather elements and climate characteristics are examined. Detailed consideration is given to each climate region, the location of that region, and the causes for that climate. Geologic factors that shape land forms are examined. Consideration is given to the flora and fauna of each climate region, including the causes for the distribution of these biologic assemblages. A strong emphasis is placed on teaching the locations of various geographic features.
Fall only.

Health Care
HEA 100 Medical Terminology
This course provides students with the core knowledge and terminology used in the medical and healthcare-related professions to describe the organ systems of the human body and to understand diagnoses, therapies, drug classification and the basics of pharmacology. The course also covers the application of medical terminology in the context of a medical record management environment.
HEA 101 Healthcare Ethics & Law (3-0-3)
This course introduces students to standards of ethical practice in healthcare. The legal requirements and regulations and their application and use in decision making in healthcare are covered. There is an emphasis on government regulations regarding the handling of patient information and patient treatment, as well as examination of professional ethical dilemmas.

Health Care Information

HIM 110 Introduction to Healthcare Information Systems (3-0-3)
This course provides students with an introduction to the significant changes and trends in the Health Information Management profession. The course covers healthcare information systems, career paths within the profession, and clinical data management.

HIM 112 Electronic Healthcare Delivery (3-0-3)
This course introduces students to an integrated approach to Practice Management and the Electronic Health Record (EHR). The course provides practical experience using simulated clinical activities provided by Medisoft Clinical Applications software.
CR: HIM 110

HIM 201 Healthcare Billing and Reimbursement (3-0-3)
This course introduces students to the various healthcare reimbursement systems, reimbursement methodologies and payment processes. The relationship between coding systems, insurance claims and reimbursement is emphasized. Managing the billing cycle and resolving issues with insurance claims are covered.
PR: HIM 112
Spring only.

HIM 202 Current Procedures in Terminology (3-2-4)
This course introduces students to physician services coding, billing and data quality procedures. Students will learn to read, interpret and code physician office documentation. Special emphasis is placed on assigning Evaluation and Management (E/M) codes, outpatient diagnostic coding guidelines, Current Procedural Terminology (CPT), and Health Care Financing Administration Common Procedure Coding System (HCPCS) codes.
PR: HEA 100, HIM 110, and HIM 112
CR: HIM 201, HIM 203
Spring only.

HIM 203 ICD Coding Systems and Lab (3-2-4)
This course introduces students to disease and operation classification using the International Classification of Disease, (ICD-9-CM and ICD-10-CM). The course covers diagnosis-related groups and their relationship to coding, the historical development of the International Classification of Disease, and various nomenclature and classification systems. The course will require students to differentiate between the various abstracting methods used to collect patient data.
PR: HEA 100, HIM 110 and HIM 112
CR: HIM 201, HIM 202
Spring only.

HIM 204 Professional Internship Experience (1-8-3)
This course is a supervised clinical practice experience in a healthcare setting. The course provides students with experience performing the coding of patient health records including application of coding systems and the use of coding software. A minimum of 96 hours in the clinical experience, which may be scheduled over a six to 12 week period, as determined by the placement site, is required. Attendance at a weekly seminar that offers professional development activities and involves the use of internship software to prepare for career entry is also required.
PR: HEA 100, HEA 101, HIM 110, HIM 112, HIM 201, HIM 202 and HIM 203
Summer only.

Health Professions

HSC 100 Introduction to the Health Professions (1-0-1)
This course is designed to enhance the success of first-year students who are interested in a career in a health-related profession. It will assist students in making informed career choices by exposing them to a variety of health professions and the process necessary to become a health care professional. Also, students will be introduced to the tools and skills needed to become a successful college student, such as time management, learning styles, classroom expectations, support services, and orientation to the campus.

HSC 101 Intro Health Profession & Ethics (3-0-3)
This course, designed for students interested in allied health careers, explores the basic concepts of the health professions including the delivery of health care and the laws governing the health care system. This course presents a broad overview of the health professions and covers topics in ethics, workplace settings, terminology, and conduct with an emphasis on cultural competency. Also, guest speakers working within the health care system share their knowledge and expertise in a seminar setting. Students also examine the credentialing and licensing requirements of health care professions on a state and national level. This course culminates in individual student seminar presentations.

History

HIS 125 Western Civilization to 1650 (3-0-3)
This course introduces students to the development of Western Civilization from ancient times to 1650. It focuses in particular on political, cultural, social, and economic aspects of the history of the West and relates these features to those of other regions of the world during the same period.

HIS 127 Western Civilization Since 1650 (3-0-3)
This course introduces students to the development of Western Civilization since 1650. It focuses in particular on economic, political, social, and cultural aspects of the history of the West and relates these features to those of other regions of the world during the same period.

HIS 130 Introduction to Black History in the United States (3-0-3)
This course is an overview of Black history and culture in America. It examines a broad range of experiences from the first documented arrival of Blacks in colonial America in 1619 to the present.
PR: Any college-level history course

HIS 227 American History to 1877 (3-0-3)
This course is an introduction to American history from the pre-Columbian period to 1877. It covers the diverse political, economic, social, and cultural forces that have shaped the evolving American nation, examines its interactions with other parts of the world, and explores the methods and skills historians use to reconstruct the past.

HIS 229 American History Since 1877 (3-0-3)
This course is an introduction to American history from 1877 to the recent
past. It covers the diverse political, economic, social, and cultural forces that have shaped the evolving nation, examines its interactions with other parts of the world, and explores the methods and skills historians use to reconstruct the past.

**HIS 231**  
*Introduction to Russian History*  
This course surveys the history of Russia and related areas from the earliest times to the present. It emphasizes political, economic, social, and cultural developments. It includes the geographical areas of present-day Russia, Ukraine, Belarus, and other areas of significant Russian influence, such as the imperial conquests and Soviet Republics of Central Asia, the Caucasus, and the Baltic States. It also focuses on Russian relations with European and other world powers, as well as ethnic Russian interaction with other ethnicities that are or have historically been part of the Russian/Soviet state.

**HIS 232**  
*World Civilizations to 1600*  
This course surveys world civilizations from ancient times to about 1600. It emphasizes political, economical, social, and cultural developments in East and South Asia, the Middle East, Europe, Africa, and the Americas. The course explores the unique experiences of individual civilizations as well as their global interactions and commonalities.

**HIS 233**  
*History of Women and Gender in the United States*  
This course uses the lens of women’s and gender history from the colonial period to the recent past to survey major themes in the development of American civilization. It focuses on variables such as race, class, sexual orientation and national origin, and how they impacted the way in which women understood their lives and had access to opportunity. It also covers individuals who stand out as heroines and firsts, and explores how gender has shaped the experiences of all Americans.

**HIS 234**  
*World Civilizations Since 1600*  
This course surveys world civilizations from about 1600. It emphasizes political, cultural, economic, and social developments in East and South Asia, the Middle East, Europe, Africa, and the Americas. The course explores the unique experiences of individual civilizations as well as their global interactions and commonalities.

**HIS 237**  
*Introduction to Chinese History*  
This course surveys the history of China and related areas from the earliest times to the present. It emphasizes political, economic, social, and cultural developments. It also focuses on Chinese relations with European and other world powers, as well as ethnic Chinese interaction with other ethnicities that are or have historically been part of a Chinese state.

**HIS 241**  
*European Witch Trials*  
This course surveys the history of the persecution of accused witches from the Medieval through the Early Modern era in Europe (ca. 600-1700), and including New England. The focus is on the anthropological, religious, legal, political and socio-economic contexts in which beliefs about magic and witches arose and were widely accepted. Attention is given to regional variations in witch beliefs and trial procedures. It also surveys the growth of skepticism, toleration, and the gradual decline of witch persecution to around the end of the 17th century. Finally, it considers some 20th- and 21st-century analogs to the European witch trials around the world.

**HIS 243**  
*The Viking World*  
This course introduces students to the history and culture of the Vikings and associated peoples, both in their Scandinavian homelands and abroad in the British Isles, Continental Europe, Russia, North America, and the Middle East. The course starts with prehistory and concludes around the late 12th century, with special focus on the Viking-Era (ca.750-1100). It focuses on political, economic, and cultural aspects of Viking-Era Scandinavian societies, including Icelandic skaldic poetry and saga literature. The course also focuses on the interrelations and mutual influences of these societies with neighboring peoples.

**HIS 250**  
*Topics in History*  
This is a research-based seminar course that examines an instructor-selected topic area of history. The course emphasizes the analysis of primary and secondary sources and introduces the fundamentals of historiography. It guides students through the process of choosing a research topic and selecting appropriate source material. The course aids them in developing essential skills in the application of historical reasoning and argument to a particular project. It is strongly suggested that students complete at least two history courses before enrolling in this course. Spring only.

## Hospitality and Tourism

**TAT 121**  
*Introduction to the Hospitality Industry*  
This course introduces students to the basic principles of the hospitality and tourism industry. The course explores economic, social, and cultural impact of the industry on the global marketplace. Emphasis is placed on the components of the hospitality and tourism industry and their interdependence.

**TAT 140**  
*Event Management*  
This course explores the logistics involved in event planning. Scope and size of events will be examined in detail. Topics include concept, design, feasibility, marketing, financial management, risk management, staging, staffing, leadership, ethics, safety and security, and careers in this area of the hospitality industry. Spring only.

**TAT 231**  
*Hospitality & Tourism Management Internship*  
This course provides students with the opportunity for concentrated study, observation, and work in the area of individual interest in the field of Hospitality and Tourism Management. An instructor-approved internship is required. The internship allows students to combine classroom theory and real-world industry experience, while exploring potential career paths. The course requires completion of 135 hours of fieldwork. Grading is on a pass/fail basis. PR: Hospitality & Tourism Mgmt. major, completion of TAT 121, completion of 30 credit hours, minimum overall GPA 2.0, and permission of Division.

## Hotel and Restaurant Management

**HOT 111**  
*Food Preparation I*  
This course introduces students to the basic principles of food preparation. The topics covered include the theory and history of classical and modern culinary arts, the organization of the classical and modern kitchen brigades, and a basic understanding of environmental sustainability. Students gain actual experience in the preparation of stocks, soups, sauces, vegetables, salads, sandwiches, potatoes, and farinaceous grains. Sanitary practices and compliance with the laws and ordinances of the New York State Department of Health are strictly enforced. Students are required to have a department approved chef’s uniform and a knife set to participate in class.

**HOT 112**  
*Food Preparation II*  
This course introduces students to the more advanced techniques of food preparation. The topics covered include pasta, meat, poultry, and seafood preparation as well as breakfast cookery. The principles of healthy and traditional techniques are utilized. Sanitary practices and compliance with
the laws and ordinances of the New York State Department of Health are strictly enforced. Students are required to have a department approved chef’s uniform and a knife set to participate in class.
PR: HOT 111

HOT 114
Food Administration and Menu Planning
This course presents the role of the menu in any food service operation. The course focuses on factors used in the hospitality industry to determine the selling price of food and beverage in relation to their initial food cost. Particular attention is directed to the importance of the menu in a successful food service operation. Topics covered include menu-rating criteria, truth-in-menu, sales mix, food costing, menu pricing, menu layout guidelines and design, demographic studies, and descriptive terminology.

HOT 116
Lodging Management and Operations
Lodging Management and Operations is designed to afford the student with a detailed look into the important role that housekeeping plays in effective hotels and resorts. The course covers how to efficiently care for guest rooms and public spaces; purchasing; safe storage of wares, amenities and chemicals; and procedures to ensure a comfortable and pleasant guest experience. Particular attention is given to identifying various cleaning chemicals and equipment used in the housekeeping department and evaluating their effectiveness. Instruction is provided in the proper use of the chemicals and equipment required to maintain guest and public spaces. The course covers retention to staff. Fall only.

HOT 117
Food and Beverage Control
This course presents methods and procedures to make a hospitality business profitable or solvent. The course details the flow of goods, including inventory, forecasting, purchase specifications, purchasing, receiving, storing, inventory control, and issuing of food and beverages. Emphasis is placed on recognizing, calculating, and exploring cost control procedures. These control procedures will include menu pricing, calculating food, beverage, and labor cost percentages and interpreting the results. Food and beverage financial statements will be prepared and examined to assist in creating a solvent business.

HOT 119
Elements of Baking
This course introduces students to the basic principles of baking including formula procedures, U.S. and metric measurements, properties of baking ingredients, and the function and proper use of equipment. Students gain actual experience in the preparation of breads, rolls, pies, cookies, quick breads, cakes, and icings. The course emphasizes the basic techniques and procedures of baking. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforce. Students are required to have a professional chef’s uniform to participate in class.

HOT 120
Beverage Management
This course will provide the student with the basic skills to work at and manage a bar which serves alcoholic and non-alcoholic beverages. It will introduce the student to the basic production processes and varieties of alcoholic and non-alcoholic beverages. The course will explain laws and procedures related to responsible alcohol service. Students will become certified through a national exam administered through the Training Intervention Program for Servers of Alcohol (TIPS) program.

HOT 125
Cakes and Cake Decorating
This course provides students with instruction and hands-on practice in the production and decoration of cakes using commercial baking techniques. A variety of cake mixing methods are taught. Decorating instruction will begin with lettering, borders, and simple flowers and progresses to the decoration and assembly of a tiered wedding cake. Sanitary practices and compliance with the laws and ordinances of the Department of Health are enforced. Students are required to have a professional chef’s uniform to participate in class.
PR: HOT 119

HOT 131
Math for Food Service Records
This course emphasizes math principles used in the culinary profession. It is the basis for understanding and using math to prepare food in cooking and baking courses. The math in this course includes the basics that must be understood in order to solve problems in culinary management. Topics include basic math skills, identifying the dividend, place value, weights and measures, percentages, recipe conversions, recipe yields, baker’s percentage, portion control, item costing, metric measurements and ordering of food and beverages.

HOT 135
Sanitation Tech for Food Serv
This course emphasizes the importance of proper sanitation techniques in the food service industry. Special emphasis will be placed upon proper food handling techniques. Topics covered will be HACCP, food-borne illness, proper cooking, handling and storage of food, the knowledge of correct temperatures to prevent food contamination and safe personal hygiene for food handlers. Successful completion of a test will result in a food service sanitation procedures certification awarded by the Educational Foundation of the National Restaurant Association.

HOT 217
Front Office Management
This course examines hotel front office practices and procedures, including the reservation process, the structure of the hotel industry, guest services, rate structure, the revenue cycle, and the utilization of technology. Industry vocabulary/jargon is studied.

HOT 218
Human Resources Mgt in the Hospitality and Food Industries
This course explores the basic management responsibilities in the hotel, restaurant and food industries. Special emphasis is placed on human relations, labor laws, motivation, delegation of authority, and the knowledge and skills necessary to effectively use and coordinate human resources. It explores typical supervisory problems and solutions. The course discusses the implementation of strategies, plans and programs required to attract, orient, train, develop, reward and retain the best people to meet organizational goals and operational objectives.

HOT 220
Wines of the World
This course concentrates on the basics of wine appreciation. Topics include deciphering and analyzing wine labels and using this information in wine purchasing. Activities include researching food and wine pairing for compatibility. Other activities include testing and comparing wines of Europe and South and North America, including, but not limited to, wines from France, Chile, Canada, California, and New York. Students with a medical condition or with religious beliefs that prevent them from consuming alcohol, may, after receiving approval from the Dean of Hotel, Culinary Arts & Tourism, substitute another HOT or TAT course in place of HOT 220.

HOT 225
Commercial Baking I
This course introduces students to the management and operation of a commercial retail bakery. Through a combination of lectures and labs, students will acquire the manual skills and product knowledge necessary to produce and market a range of products. The student rotation is done through seven production stations and one sales/packaging position to operate the College’s Pane e Dolci bakery. The production stations are: quick breads, yeasted bread, rich dough breakfast items, laminated breakfast pastry, cookies
and candy, tarts and pies, cheesecake and cakes. Emphasis is placed on scratch baking, but students also work with mixes, bases, and frozen dough products. Sanitary practices and compliance with the laws and ordinances of the NYS Department of Health are enforced. Students are required to have a professional chef's uniform to participate in class.
PR: HOT 119
Fall only.

HOT 226 (2-3-3)
Commercial Baking II
The emphasis of this course will be on the production of a wide range of baked goods. Students will gain experience in puff pastry, eclair paste, breads and rolls, flatbreads, bagels, doughnuts, tarts, and petit fours sec as they bake for the College's Pane e Dolci Bakery. A rotation through all stations in the bake shop will ensure that students gain production experience in all these areas as well as practical experience in sales and marketing. The course emphasizes merchandising and sales, ingredient function, and baking chemistry through lectures and bakery visitations. Sanitary practices and compliance with the laws and ordinances of the NYS Department of Health are enforced. Students are required to have a professional chef's uniform to participate in class.
PR: HOT 225 or HOT 131 and HOT 119
Spring only.

HOT 233 (3-0-3)
Basic Principles of Nutrition
This course will provide an introduction to the basic principles of nutrition as they pertain to the food service industry. The central focus is on the relationship of food intake to the physical and mental well-being of the guest. Topics covered include: what constitutes a healthy diet, the knowledge of nutrient content, food additives, food fads, nutritional labeling, and nutritional needs for special groups. Food service menus will be analyzed for their nutritional value.
FS

HOT 238 (3-2-3)
Dining Room Management and Operations
Students gain experience in basic restaurant procedures and tableside preparation. Studying under the supervision of a managing instructor, students participate in the operation of an a la carte restaurant. Students are rotated in the following job positions: manager, assistant manager, reservation manager, service staff, cashier and dishroom operations manager. Emphasis is placed upon proper American a la carte service techniques. Students are required to have a professional wait person's uniform to participate in class. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced.
FS

HOT 250 (0-0-6)
Disney Co-Operative
The Disney Co-Operative internship uses a directed working and learning experience to expand knowledge of successful organizational practices. This co-op is designed to meet a participant's need for an integrated experiential program that provides transferable knowledge and skills to all participants. Students work an average of 35 hours a week at Walt Disney World during the fall or spring semester. NOTE: The student is responsible for making the necessary transportation arrangements to Walt Disney World or Disneyland.
PR: 2.0 GPA and Permission of Division

HOT 251 (2-3-3)
Quantitative Foods
This course prepares students to create meals for groups that hold their banquets on campus as well as the preparation and plating of a complete banquet menu from American and ethnic cuisines. It also emphasizes quantity and quality as well as proper plating techniques. Planned menus include appetizers, salads, entrees, and desserts. The course allows students to be assigned specific stations by the student chef. It further highlights the proper use of kitchen equipment and a time element to complete individual banquets according to the menu items and guest requirements. The course stresses sanitary practices and compliance with laws and ordinances of the Department of Health.
PR: HOT 111 or consent of the Division Dean

HOT 253 (2-3-3)
Banquet Management and Operations
This course emphasizes the application of banquet and catering principles. This course allows students to actively participate in the management and service of actual banquets in a public setting. This course introduces students to the relevant knowledge, concepts and techniques involved in American banquet service. Russian, French and other forms of buffet service are also introduced. The importance of coordination between back- and front-of-the-house personnel, equipment operation and maintenance, including dishwashing operations, and inventory control are also covered. Sanitary practices and compliance with laws and ordinances of the Department of Health are stressed and enforced. Students are required to have a professional waitperson's uniform to participate in banquets. The time to complete an individual banquet will vary according to menu and guest requirements.

HOT 255 (2-3-3)
Garde Manger
This course presents the basic principles of Grande Manger for hotel, restaurant and industrial food catering establishments. Topics covered include charcuterie and salumi found in various cultures, hors d'oeuvre and canapes, decorative centerpieces, and cheese production and use in recipes. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. Students are required to have a professional chef's uniform to participate in class.
PR: HOT 111
Fall only.

HOT 256 (2-3-3)
Advanced Garde Manger and Meat Cutting
This course presents the discipline of garde manger and meat cutting. The class builds upon the knowledge of charcuterie and preserved meat and vegetable products learned in HOT 255 to produce products for commercial production. The class introduces commercial meat fabrication utilizing commercial cuts from whole carcasses according to the guidelines established in the NAMPS Meat Buyers Guide for use in the College's commercial dining facilities. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. Students are required to have a professional chef's uniform to participate in class.
PR: HOT 255
Spring only.

HOT 257 (2-4-4)
Classical Cuisine I
This course is conducted in a fully equipped, modern, professional kitchen. Full course a la carte menus are produced according to the seasonal availability of fresh foodstuffs in a planned schedule of progressively more difficult menus. Special emphasis is placed on the pressure of line cooking. Menus for this course are composed of continental dishes and American regional cuisine. This course offers cooking stations of the traditional kitchen system where students function as chef, sous chef, saucier, rotisseur, and tournant. These courses focus on preparing and cooking the food for the College's restaurant, which is open to the general public. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. A professional chef's uniform is required to participate in the class.
PR: HOT 112 or consent of the division
Fall only.

HOT 258 (2-4-4)
Classical Cuisine II
This course assigns students to a fully equipped, modern, professional kitchen to prepare and cook for the College's restaurant. Full course a la carte menus
are produced according to the seasonal availability of fresh foodstuffs in a planned schedule of progressively more difficult menus. Special emphasis is placed on the pressure of line cooking. Menus for this course are composed of continental dishes and international cuisine. Students are assigned cooking stations of the traditional kitchen system and function as chef, sous chef, saucier, rotisseur and tournant. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. Students are required to have a professional chef’s uniform to participate in class. PR: HOT 112 or consent of the School

Spring only.

HOT 259 (2-3-3)
Regional American Baking and Pastry
This course introduces the basic theory, techniques and recipes of classical pastry making. Students will produce regional deserts, pastries, and breads from across the United States to be served in the Casola dining room and the Pane e Dolci bake shop. A variety of decorating techniques will be taught and utilized to finish the cakes and pastries. Proper use of baking tools and equipment is also covered. Sanitary practices and compliance with the laws and ordinances of the NYS Department of Health are enforced. Students are required to have a professional chef’s uniform to participate in class.
PR: HOT 119

F

HOT 260 (2-3-3)
International Baking and Pastry
This course provides students with the opportunity to expand and refine their baking skills and builds upon the methods learned in previous baking classes. The course covers the production of breads and desserts to be served in the Casola dining room and the Pane e Dolci bake shop. The emphasis is on European baking, though baked goods from other parts of the world may be included as well. Techniques in cake decorating, chocolate work, and sugar boiling are also covered. Sanitary practices and compliance with the laws and ordinances of the New York State Department of Health are enforced. Students are required to have a professional chef’s uniform to participate in class.
PR: HOT 259 or permission from the School of Hotel, Culinary Arts, & Tourism Dean.

Spring only.

HOT 268 (1-3-3)
Modern Culinary Trends and Techniques
This course presents a variety of modern culinary-industry trends and techniques. It covers the role of the five senses, the four basic tastes (salty, sweet, sour, and bitter), seasonings, texture, temperature, and balance. The course requires students to taste and to evaluate a range of ingredients found in the contemporary professional kitchen and discover ingredients and flavors from Asian and African menus. Modern techniques and equipment found in today’s professional kitchens will be used. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced. Students are required to have a professional chef’s uniform to participate in class.
PR: HOT 112

Spring only.

HOT 269 (2-3-3)
Culinary Competition
Students will learn the skills sets essential for culinary competition including time management, sense of urgency, and multitasking. This course utilizes the guidelines set by the American Culinary Federation for hot and cold food competitions. Students will compete in an American Culinary Federation sanctioned culinary competition during the semester. Students will be required to do class work outside the normal course schedule to prepare for and participate in two competitions during the semester. Sanitary practice and compliance with the laws and ordinances of the Department of Health are enforced. Students are required to have a professional chef’s uniform to participate in this class.
PR: HOT 255 or Consent of Instructor

HOT 275 (3-0-3)
Marketing for the Hospitality Profession
This course concentrates on marketing a hospitality based business. The focus is on the development of a marketing plan for an existing business. It will cover the areas of marketing including publicity, sales, advertising, managing customer information, both consumer and organizational buying behaviors, and the impact of social media on marketing for a hospitality based business.

HOT 276 (3-0-3)
Meetings and Convention Management
This course provides an introduction to the convention, group-meeting and trade-show industry. Emphasis is placed on identifying the various convention, group-meeting and trade-show markets and their unique requirements. It includes an exploration of promotional activities, negotiations, sales, contracts and convention services, as well as various career paths within the industry.

HOT 277 (3-0-3)
Planning and Development of Tourism
This course explores the basics of tourism planning and development. Topics include protecting environmental and cultural assets; minimizing cultural shock between host and guest; enhancing, rather than detracting from, local ways of life; and guaranteeing future populations the ability to enjoy the experience of travel. The course emphasizes an understanding of tourism development as it relates to economics, business, ecology, and government.

HOT 291 (3-0-3)
Computers for the Hospitality Industry
This course introduces students to fundamental computer concepts and application programs that may be utilized in the hospitality industry. Topics include computer components, use of operating systems to manage files and applications such as word processing, spreadsheets, presentation graphics, data base management, and Internet use. Specialized hospitality software is discussed and demonstrated for various segments of the hospitality industry.

Student Study Abroad

SSA 201 (0-0-3)
Student Study Abroad - Italian Food and Culture
This course provides the opportunity to study the cuisine and culture of three distinct regions of Italy including Lazio, Emilia Romagna, and Piemonte. The focus will be on studying and working with many of the key ingredients that make the Italian cuisine known worldwide. Included among these ingredients are wines, charcuterie, breads, cheeses, pasta, and other regional specialties. This will be accomplished through a 17 day trip to Italy highlighted by lecture and hands-on instruction from culinary professionals in the various sectors of culinary production including vintners, farmers, producers of cheese, olive oil, balsamic vinegar, and cured meats, and chefs.
PR: HOT 111, HOT 112, HOT 119 and successful completion of 12 academic credits and a 2.0 GPA

Human Services

HUS 133 (3-0-3)
Child Maltreatment: Prevention, Investigation, Treatment
This course focuses on a cross-disciplinary perspective of child abuse and neglect by investigating such factors as possible causes, manifestations, and prevention techniques. This course examines the role of the mandated reporter as well as laws and legislation regarding child maltreatment. It also emphasizes methods and strategies used by professionals to work with children and families in abusive and neglectful situations. A service learning advocacy experience is required.

HUS 150 (3-0-3)
Introduction to Chemical Abuse and Dependency
This course examines alcoholism and substance abuse from historical,
biological, psychological, social and cultural perspectives. It presents theoretical frameworks that help students understand the nature and course of chemical abuse and dependency, as well as strategies to prevent its onset. The course introduces the assessment and diagnostic process as well as treatment approaches.

**HUS 157 Substance Abuse Counseling**
This course will focus on alcoholism and substance abuse/dependency counseling. Current research, theoretical models, and methods in the treatment process will be examined. The practical development of counseling skills will be emphasized. This course can be used as a social science elective.
PR: HUS 150

**HUS 221 Field Instruction I**
This course provides students with an initial structured and supervised direct practice experience in a local public or private institution, supervised by a qualified professional. It requires a minimum of 108 hours of field work and nine classroom hours of instruction, integrating and reinforcing social work theories. This course is graded as pass/fail.
PR: SOC 125, SOC 127, and Human Services major, Direct Support Professional or Community Health Worker with a 2.0 minimum GPA and permission of the Dean or Instructor is required.

**HUS 222 Field Instruction II**
This course provides students with a second structured and supervised direct practice experience in a public or private institution, supervised by a qualified professional. This course focuses on similar topics in Field Instruction I, at a more in-depth level. It requires a minimum of 108 hours of field work and nine classroom hours of instruction, integrating and reinforcing social work theory. This course is graded pass/fail.
PR: SOC 125, SOC 127, HUS 221, and Human Services major, Direct Support Professional or Community Health Worker major with a 2.0 minimum GPA and permission of the Dean or Instructor is required.

**HUS 225 Chemical Dependency Internship and Seminar I**
This course provides an initial opportunity to obtain experience within the field of chemical dependency at an approved agency. The course integrates field work practice with theory and emphasizes the student's roles and responsibilities and the agency's relationship to the larger community. The field experience requires a minimum of 150 clock hours at a New York State Office of Alcohol and Substance Abuse Services (OASAS) licensed facility under the supervision of a qualified health professional. Students must provide documented experience in all 12 Credentialed Alcoholism and Substance Abuse Counselor (CASAC) core functions. Students must submit a signed fieldwork contract by the end of the fifth week of classes. Failure to do so requires the student to withdraw from the class. Grading is on a pass/fail basis.
PR: HUS 157, minimum grade point average (GPA) 2.0, and permission of Instructor or Dean.

**HUS 226 Chemical Dependency Internship and Seminar II**
This course provides a second opportunity to obtain experience within the field of chemical dependency at an approved agency. The course integrates field work practice with theory and emphasizes the student's roles and greater responsibilities and the agency's relationship to the larger community. The field experience requires a minimum of 150 clock hours at a New York State Office of Alcoholism and Substance Abuse Services (OASAS) licensed facility under the supervision of a qualified health professional. Students must provide documented experience in all 12 Credentialed Alcoholism and Substance Abuse Counselor (CASAC) core functions. Students must submit a signed field work contract by the end of the fifth week of classes. Failure to do so requires the student to withdraw from the class. Grading is on a pass/fail basis.
PR: HUS 225, minimum grade point average (GPA) 2.0, and permission of Instructor or Dean.

**HUS 250 Planning, Assessment, and Treatment**
This course introduces students to all the major theories and methods employed in the assessment and treatment of substance abuse and addictive illnesses. It explains and requires students to apply the processes, procedures, and tools required to effectively assess and evaluate clients in developing an individualized plan of treatment. The course stresses the Office of Alcohol and Substance Abuse Services (OASAS) 12-Core Function of the Certified Alcohol and Substance Abuse Counselor (CASAC), enabling students to produce psycho social assessment reports and create treatment plans that consider the needs of special populations, ethical concerns, treatment models and clinical strategies.
PR: HUS 150

**HUS 254 Pharmacology of Psychoactive Drugs**
This course examines how alcohol and other psychoactive drugs affect the body, the brain, behavior, and influence all areas of human development. Psychoactive drug categories are discussed with the emphasis on the pharmacokinetics and pharmacodynamics of drug action. Current theories about the etiology of major psychological and addictive disorders and the rationale for substance abuse drug treatment are examined.
PR: HUS 150

**HUS 255 Alcohol and Substance Abuse: Prevention/Education**
This course focuses on substance abuse prevention education as it relates to the individual, family, and community. It examines the core components of the creation and implementation of culturally relevant substance abuse prevention education at various levels from pre-school to adult, and requires students to complete the New York State Mandated Reporter training for preventing and reporting child abuse.

**HUS 260 Problem Gambling**
This course focuses on the assessment and treatment of problem gambling. It provides a broad overview of the field of problem gambling which includes theories of causation, gambling trends, and theoretical treatment and prevention models, modalities, approaches and techniques. The course further explores the impact of problem gambling on the health and well-being of both individuals and communities including strategies that emphasize the collaborative community mental health model.
PR: HUS 150 or current CASAC-T or CASAC documentation

**Italian**

**ITA 121 Elementary Italian I**
This course is designed for beginners or for those with one year of high school Italian. It provides an introduction of the Italian language through the development of listening, speaking, reading, and writing skills. It also examines Italian culture. Classroom instruction is supplemented with activities in the language lab; students are required to complete five documented hours of lab work outside of class.

**ITA 122 Elementary Italian II**
This course is designed for students who have completed Elementary Italian I, or two years of high school Italian. It continues the development of listening, speaking, reading, and writing skills covered in Elementary Italian I. The course continues to provide an understanding of the civilization, culture and customs of Italy. Classroom instruction is supplemented with activities in the
Literature

LIT 211 (3-0-3)
**Native American Literature**
This course introduces students to the large and diverse array of literature produced by Native Americans in North America, from pre-contact oral literature to contemporary writings in English. Genres studied include any or all of the following: myths; chants, ceremonies, and rituals; songs; speeches; personal narratives; essays; poems; short stories and novels. The course concentrates on post-contact literature, especially on the issues faces by men and women of native descent in the United States.
PR: ENG 123

LIT 214 (3-0-3)
**African American Literature**
This course introduces students to the large and diverse array of literature produced by Africans and African Americans in North America, from slavery to the modern period. Genres studied include fiction (novels and short stories), drama, poetry and song, and non-fiction prose. The course emphasizes the ways in which African and African American authors have articulated and responded to issues of identity and empowerment within the Euro-American context.
PR: ENG 123

LIT 215 (3-0-3)
**Introduction to Poetry**
This course is an introduction to poetic genres, forms, and modes. It fosters appreciation for and critical analysis of poetry and acquaints students with the historical, intellectual, and cultural contexts of that poetry. This course also introduces students to poetics, prosody, and poetry criticism.
PR: ENG 123

LIT 216 (3-0-3)
**Mythology**
This course introduces students to selected major myths, and to representative or noteworthy minor myths, which various cultures have created in their efforts to come to terms with perceived reality. The course also explores the belief systems which underlie those myths. Finally, the course enables students to recognize the continued value and relevance of myth and mythmaking.
PR: ENG 123

LIT 220 (3-0-3)
**Women's Literature**
This course introduces students to the large and diverse array of literature produced by women from different eras, cultures, and nations. Genres studied include any or all of the following: fiction (novels and short stories), drama, poetry, and non-fiction prose. The course emphasizes the ways in which women authors have articulated and responded to gender-related issues within largely patriarchal societies.
PR: ENG 123

LIT 221 (3-0-3)
**Hispanic Literature**
This course introduces students to the literary works of major Hispanic authors of the Americas. The course explores the ways in which Hispanic authors have responded to issues, such as: identity, colonization, culture, political and economic policies and immigration. Knowledge of the Spanish language is not required.
PR/CR: ENG 123

LIT 222 (3-0-3)
**The Detective in Fiction and Film**
In this course students study the history and development of detective fiction. They read and analyze works of detective fiction from a variety of historical periods and view and analyze some of the genre's pivotal films. Discussions focus upon the elements of fiction as they apply to this genre, the historical, societal, and ethical aspects of detective fiction, and the elements of film noir.
PR: ENG 123

LIT 225 (3-0-3)
**Contemporary World Fiction**
This course explores prose fiction from around the world written since the mid-twentieth century by authors of various nationalities, ethnicities, and races. It covers the aesthetic and cultural dimensions of the individual works in the context of relevant literary and cultural cross-currents.
PR: ENG 123

LIT 231 (3-0-3)
**Drama Classics to 1870**
This course surveys works of world dramatic literature from the ancient Greeks to the nineteenth century. It examines characteristic values and styles of the Classical, Medieval, Early Modern, Baroque, and Romantic periods in their tragic, comic, and mixed modes.
PR: ENG 124

LIT 232 (3-0-3)
**Intro to Dramatic Literature**
This course examines dramatic literature as a literary form. It analyzes the formal elements of plays, such as plot construction, dialogue, character, staging, and setting; it also focuses on the plays’ social, cultural, and historical contexts. By focusing on representative plays by Western playwrights from the classical Greek period through the contemporary era, this course emphasizes diversity of form and provides students with awareness of the culturally and ethnically diverse worlds these plays represent.
PR: ENG 124

LIT 233 (3-0-3)
**Drama Classics: Modern and Contemporary**
This course surveys major schools of dramatic literature from the latter 19th to the 21st century, e.g. Realism, Naturalism, Expressionism, Symbolism, Epic Theater, Surrealism, Absurdism, Post- Modernism. It places primary emphasis on the works, theories, and influences of major European and American dramatists.
PR: ENG 124

LIT 252 (3-0-3)
**British Literature Before 1800**
This course surveys works of British literature from its origins in pre-Norman England through the eighteenth century. It fosters students' appreciation for literature and their acquaintance with texts written in English during the years of this survey; introduces them to the historical, intellectual, and cultural contexts of these texts; and hones their critical thinking skills in the analysis of literature.
PR: ENG 124 or HON 124
Fall only.

LIT 254 (3-0-3)
**British Literature Since 1800**
This course surveys works of British literature from the eighteenth-century to the present. It fosters students' appreciation for literature and their acquaintance with texts written in English during the years of this survey; introduces them to the historical, intellectual, and cultural contexts of these texts; and hones their critical thinking skills in the analysis of literature.
PR: ENG 124 or HON 124
Spring only.

LIT 256 (3-0-3)
**American Literature to 1865**
This course surveys writing in America from pre-colonial times through 1865, focusing on how the historical growth of the country contributed to the emergence of a distinctly American literature. The course will cover key literary figures and movements within the diverse range of American literary
history, including those historically under-represented.
PR: ENG 124
Fall only.

**LIT 258**
**American Literature Since 1850** *(3-0-3)*
This course surveys American Literature from 1865 through the present, focusing on the growing diversity in authorship and formal experimentation during this period. Literature by key literary figures, representative of major movements, will be examined. The course will also introduce more experimental works and emerging authors.
PR: ENG 124
Spring only.

**LIT 260**
**The American Short Story** *(3-0-3)*
This course focuses on the American short story as a literary form. It emphasizes the diversity of the form by looking at a variety of early, modern, and contemporary short stories from a variety of regions, cultures, and ethnic groups. It analyzes the formal elements of short fiction and also focuses on its social, cultural, and historical contexts.

**LIT 266**
**Science Fiction and Fantasy** *(3-0-3)*
This course provides an introductory exploration of the literary genre of science fiction. It identifies the thematic and formal characteristics of the genre, and traces its development from and relationship to other forms of literature and the history of science.
PR: ENG 123 and either ENG 124 or HON 124

**LIT 270**
**The Bible as Literature** *(3-0-3)*
This course introduces students to the Old and New Testaments as literary artifacts. It focuses on literary form and technique. The course examines such literary genres, forms, and techniques as poetry, prophecy, epistolary writing, epic, genealogy, parable, character and characterization, theme, imagery, and symbolism. In addition, the course surveys the historical construction of the Bible and considers different versions of some biblical texts. Last, it examines the Bible’s influences on later literary and artistic works.
PR: ENG 124 or HON 124

**LIT 275**
**Topics in Literature** *(3-0-3)*
This course extends and refines skills of literary analysis and interpretation. It emphasizes study within a specific literary tradition or oeuvre, but the thematic focus of the course varies.
PR: ENG 124

**Management**

**MGT 123**
**Introduction to Business** *(3-0-3)*
This introductory course gives students a broad overview of the contemporary world of business. Topics include: fundamentals of business and economics, business ethics/social responsibility, competing in global markets, forms of business ownership, starting and growing a business, management, and marketing (product, distribution, promotion, and pricing strategies).

**MGT 127**
**Human Resource Management** *(3-0-3)*
This course focuses on contemporary theory and practices relating to human resource management. Topics include: human resource planning, employment law, recruitment and selection, training and development, performance management, separating and retaining employees, compensation systems, and labor relations.

**MGT 213**
**Principles of Management** *(3-0-3)*
This course provides an overview of the major functions of management. Emphasis is placed on planning, organizing, directing, and communicating. Topics include: management theory, ethical and social responsibilities required of managers, decision making, organizational culture, motivating employees, increasing cooperation within groups and teams, and global management.
CR: MGT 123

**MGT 215**
**Sales and Service** *(3-0-3)*
This course focuses on the development and demonstration of effective sales presentation techniques. Each step in the selling process (the pre-approach, the approach and presentation, the closing and follow-up) will be analyzed, discussed, and applied. Managing the customer relationship is a central theme of the course. Additional topics include the importance of customer service, understanding consumer behavior, techniques for handling difficult customers, and developing and maintaining long-term relationships with profitable customers.
CR: MKT 223
Spring only.

**MGT 221**
**Managerial Finance** *(3-0-3)*
This course provides an overview of the principles and quantitative techniques used in financial management. In addition, the course examines the role of the financial manager. Topics include time value of money, measures of risk, models for pricing bonds and stocks, financial analysis, capital structure, cost of capital, capital budgeting, and working capital management. Finally, the course introduces financial problem-solving using Microsoft Excel or other computer spreadsheet programs.
PR: ACC 121 or 123, CIS 102 or higher and MAT 128 or higher
Spring only.

**MGT 242**
**Entrepreneurship** *(3-0-3)*
This course gives students a comprehensive overview of the management of small and entrepreneurial ventures. Topics covered include pursuing franchising and existing business opportunities, creating a business plan, exploring target markets, developing the right marketing mix, pricing and credit strategies, selling, and effective customer service. In addition, the course also reviews understanding and managing start-up, fixed and variable costs, managing risk, operating for success, location, facilities and layout, human resources and management, leadership, and ethical practices.
PR/CR: MGT 123

**MGT 250**
**Business Internship** *(0-0-3)*
This course provides the opportunity to explore and gain experience in a career area related to business. Textbook theory and classroom experience is enhanced while working in a supervised professional setting. The field study will incorporate business or business related assignments. All field work will be supplemented by scheduled meetings with the instructor. The course requires 120 hours of field work. Grading is on a pass/fail basis.
PR: Business major, completion of 30 credit hours, minimum overall GPA of 2.5, and permission of the Division.

**MGT 251**
**Disney Co-Operative** *(0-0-6)*
The Disney Co-Operative internship uses a directed working and learning experience to expand knowledge of successful organizational practices. This co-op is designed to meet a participant’s need for an integrated experiential program that provides transferable knowledge and skills to all participants. Students work an average of 35 hours a week at Walt Disney World during the fall or spring semester. NOTE: The student is responsible for making the necessary transportation arrangements to Walt Disney World or Disneyland.
PR: 2.0 GPA and Permission of Division
Marketing

MKT 223  
Marketing  
(3-0-3)

This course emphasizes the role of marketing in organizations. Topics include: developing marketing strategies, ethical behavior and social responsibility, the marketing environment, understanding consumer behavior, global marketing, developing and managing products, services, and brands, pricing, promotion, using digital marketing, and personal selling.

Mathematics

MAT 085  
Essential Algebra I  
(3-0-3)

This course prepares students for college-level mathematics. It introduces basic algebraic notation and techniques, including the concept of variables, and the properties of operations. The real number system is developed and used in evaluating algebraic expressions, solving first-degree equations in one variable, and graphing first-degree equations in two variables. The course does not satisfy Degree or Certificate program requirements

MAT 086  
Mathematical Reasoning/Quantway  
(4-0-4)

This course includes numeracy, proportional and algebraic reasoning, and understanding of functions. An activity-based approach is used to explore numerical concepts, quantitative reasoning, graphical displays of data, proportional relationships in real-world problems, problem solving with equations and inequalities, functions, linear and exponential models. Time will be spent in the computer lab to aid students with the use of the Carnegie website. Using the website is required to complete preparation, homework, quizzes and exams for the course. This is a Pathways course, following the Carnegie Foundation’s Quantway curriculum. This course is not intended for STEM majors.

MAT 118  
Technical Math  
(3-0-3)

This course stresses basic algebraic functions, functional notation, trigonometric functions, exponential and logarithmic functions, exponents, radicals, complex numbers, and vectors. PR: Eligible to enroll in 100-level math course

MAT 124  
Technical Discrete Math  
(3-0-3)

This course stresses the discrete mathematics needed for career programs in the technologies. Topics include sets, algorithms, truth tables, operations on functions, arithmetic of matrices, logic circuits, permutations and combinations, and trees. In addition, the course introduces the binary and hexadecimal systems. PR: Exemption from placement testing as defined by the Academic Code or placement testing scores allowing bypass of MAT 095, or successful completion of MAT 095

MAT 126  
Descriptive Statistics  
(3-0-3)

This practical statistics course focuses on simple statistical presentations common to a variety of career fields. The course focuses on the following topics: descriptive vs. inferential statistics; organizing and describing data; measures of central tendency; measures of variation; measures of the position; the normal distribution with applications; linear correlation and regression. Students are required to work with Excel spreadsheets and should be comfortable using computers. Note: Credit for this course does not satisfy the A.A. or A.S. degree program requirements

MAT 145  
Mathematical Topics  
(3-0-3)

This course introduces mathematics as a liberal art with various contemporary applications. The course covers logic, sets, combinations and permutations as well as number bases. The instructor also chooses from among the following topics: voting and apportionment; management science and graph theory; topics in geometry, as well as the nature of growth. Students should have two years of high school math, which includes a course in algebra and some geometry.

MAT 147  
Statistics  
(3-0-3)

This course focuses on the following topics: descriptive statistics, an introduction to probability, random variables and probability distributions, the binomial and normal probability distributions, sampling, estimation, hypothesis testing, chi-square distributions, linear correlation and regression. PR: Eligible to enroll in a 100-level math course

MAT 148  
College Algebra  
(3-0-3)

This course concentrates on the application and analysis of algebraic problems as they occur in a variety of disciplines. Topics include linear, quadratic, exponential and logarithmic functions and models and an introduction to regression analysis. Other topics include solution of equations and inequalities, sequences and matrices. Methods of proof such as algebraic derivation as well as the use of counterexamples to disprove mathematical statements are explored. PR: Eligible to enroll in 100-level math course

MAT 149  
Topics in Finite Mathematics  
(3-0-3)

This course introduces the student to topics in finite math with applications to business, social sciences, and/or life sciences. Topics include functions, linear functions and mathematical models, the Method of Least Squares, systems of linear equations and matrices, linear programming, sets and counting, probability, probability distributions, random variables, expected value, and Markov chains. PR: Eligible to enroll in a 100-level math course

MAT 154  
College Algebra & Trigonometry  
(3-0-3)

This course includes functions, functional notation, linear and quadratic functions, graphs of basic functions and graphing techniques such as shifts and reflections, constant slope and average rate of change, solving systems of linear and nonlinear systems, and constant slope and average rate of change, solving systems of linear and nonlinear systems, and complex numbers. The course also covers solving quadratic equations using factoring, the square root property and the quadratic formula, exponential and logarithmic equations and functions, trigonometric functions, the graphs of sine, cosine and tangent functions, and a brief introduction to vectors. PR: Eligible to register for a 100 level math course

MAT 160  
Discrete Structures  
(3-0-3)

Topics in this course include sets, relations and functions, equivalence relations, sequences, recursively defined sequences, recursively defined sequences, recurrence relations, logic, truth tables, techniques of mathematical proof, mathematical induction, the Binomial Theorem, counting techniques, and algorithms. Also covered are graph theory and networks. Additional topics may include Boolean algebras, partial orders, and Hasse Diagrams, or basic group theory. PR: MAT 129 or equivalent

MAT 167  
Precalculus With Analytic Geometry  
(4-0-4)

This course includes the following topics: functions, functional composition, inverse functions, domain and range, interval notation, polynomial functions, rational functions, exponential and logarithmic functions, trigonometric functions and graphs, analytic geometry, including parametric equations, polar coordinates and conics, systems of equations, introduction to limits and applications. PR: MAT 118 or MAT 154 or eligible to enroll in MAT 167
MAT 180  (4-0-4)
Calculus I
This course, in the calculus of a single variable, includes limits, continuity, derivatives of algebraic and transcendental functions, implicit differentiation, related rates, the Mean Value Theorem, antiderivatives, definite integral, and the Fundamental Theorem of Calculus. The course introduces applications of differentiation such as curve sketching and optimization problems as well as applications of integration such as area and average value.
PR: MAT 167 or equivalent

MAT 181  (4-0-4)
Calculus II
This course, in the calculus of a single variable, concerns recognizing, analyzing, and calculating problems in the following topics: the calculus of inverse trigonometric functions, integration techniques, application of integration, L'Hopital's Rule, improper integrals, infinite sequences and series, plane curves, parametric equations, polar coordinates, and polar curves.
PR: MAT 180 or consent of the department

MAT 210  (3-0-3)
Discrete Structures: Logic & Proof
This course provides an introduction to the non-continuous side of mathematics. The course focuses on techniques of mathematical proof including mathematical induction, direct proof, indirect proof, and proof by contradiction. Topics include relations and functions, symbolic logic and predicate calculus, number theory, combinatorial methods as well as an introduction to graph theory.
PR: MAT 180
Spring only.

MAT 222  (3-0-3)
Ordin Differential Equations
This course provides an introduction to ordinary differential equations. The course includes linear differential equations, systems of differential equations, series solutions, boundary value problems, existence theorems, Laplace transforms and applications to the sciences.
PR: MAT 181

MAT 240  (4-0-4)
Calculus III
Topics covered in this course include three- dimensional analytic geometry, vectors, calculus of functions of several variables, partial differentiation and multiple integration. Additionally, the Fundamental Theorem of Line Integrals and Green's Theorem, as well as vector fields are covered.
PR: MAT 181
Spring only.

MAT 242  (3-0-3)
Linear Algebra
This course covers the following topics: vector spaces, the structure of R^n, matrix algebra, systems of linear equations, determinants, eigenvectors, eigenvalues, eigenvectors, and applications. Linear transformations and inner product spaces are also covered.
PR: MAT 180
Fall only.

MAT 244  (4-0-4)
Differential Equations
This course introduces students to techniques to solve ordinary differential equations. Topics covered are first- order differential equations and applications, higher-order linear differential equations and applications, differential equations with variable coefficients (power series), linear differential equations with constant coefficients revisited via Laplace transforms. In addition, the instructor may choose to cover numerical methods or solutions around singular points, Bessel and Legendre equations.
PR: MAT 181

Mechatronics

MEC 101  (3-3-4)
Mechanical Systems
This course covers the basic mechanical components in a complex mechatronics system. Topics include basic functions and physical properties of mechanical components and the role they play in the system such as: materials, surface properties, and lubrication requirements. Mechanical component safety, system preventative maintenance, and techniques and strategies used to identify, pinpoint and correct malfunctions are discussed. Technical documentation such as data sheets and specifications of mechanical elements are also covered.
PR/CR: MAT 118
Fall only.

MEC 103  (3-3-4)
Electrical Systems
This course covers the basic electrical components in a mechatronic system. Lecture and laboratory topics include electrical safety, basic functions and physical properties of electrical components, troubleshooting techniques, systemic preventative maintenance, and strategies to identify, localize and correct malfunctions. Technical documentation such as data sheets, schematics, timing diagrams, and system specifications are discussed and analyzed.
PR/CR: MAT 118
Fall only.

MEC 105  (2-3-3)
Hydraulic & Pneumatic Systems
This course covers fluid power technology using fluids or compressed air as the transfer media. Complete hydraulic and pneumatic systems are studied including power sources, reservoirs, pumps, compressors, lines, valves and actuators. Topics include preventative maintenance, safety issues, and troubleshooting strategies to identify, localize, and correct malfunctions. PR/CR: MAT 118
Fall only.

MEC 111  (2-3-3)
Programmable Logic Control Systems
This course provides the fundamental operations of a programmable logic controller (PLC). Hands-on instruction and industrial applications of PLCs include relay ladder logic control, study of automated manufacturing, and the functions of PLCs in an industrial environment. Topics include components of a PLC, memory organization, discrete I/O, numbering systems, logic gates, Boolean algebra, relay ladder logic, times, counters, word level logic, and troubleshooting.
PR: MAT 118 and MEC 103
Spring only.

MEC 113  (3-0-3)
Modern Industrial Practices
This course covers industry safety, production basics, lean manufacturing, preventive maintenance and part/system specific maintenance. Topics include methods used to determine and measure quality in industrial practices.
PR: MAT 118
Spring only.

MEC 115  (1-4-3)
Mechatronics Systems
This course provides hands-on experience in control, maintenance, and simulation of an actual mechatronics system. Students work together in a team environment learning a broad array of job-related troubleshooting skills in integrated technologies. Topics include system level programming and troubleshooting, applications and calibration of half-effect sensors, photoelectric sensors, vacuum grippers, pneumatic robots, material feeding system, magnetic sensors, magnetic reed switches, limit switches, inductive sensor, capacitive sensors, ultrasonic sensors, synchronous belt drive, ball
screw drives, part rejection/transfer, stepper motors, homing sensors, GMR sensors, pneumatic screw feeders, pick and place assembly, gravity feeders, servo robotics, and parts transfer.

PR: MEC 101 and MEC 103
CR: MEC 111
Spring only.

Mobile Food Service

MFS 101 Mobile Food Service I
This course will offer the basic information needed to run a mobile food service operation and will discuss food trucks, food carts, and food trailers for various vending opportunities. It will demonstrate and execute the use of a mobile foodservice operation with the production of salads, sandwiches, soups, and variety of cooking techniques. The course stresses sanitary practices and compliance with laws and ordinances of the Department of Health.

MFS 102 Mobile Food Service II
This course discusses menu development, equipment maintenance and troubleshooting, truck maintenance, human resources, and codes for local and state regulations. Practical experience in mobile food service operation is provided. Students operate the food truck at off-site venues. The course stresses sanitary practices and compliance with laws and ordinances of the Department of Health.

PR: MFS 101

MFS 103 Mobile Food Service III
This course offers the opportunity for students to gain additional experience in operating a mobile food service operation. Students are responsible for menu development and costing, equipment maintenance and troubleshooting, and adherence to local and state regulations. Students apply what they have learned while they execute, staff, and manage a food service concept they have designed. The course stresses sanitary practices and emphasizes compliance with laws and ordinances of the Department of Health.

PR: MFS 102

Music

MUS 100 Basic Ensemble
This course is designed to develop skills in music reading and ensemble performance. Class time is dedicated to sight-reading music in classical, jazz, and folk styles; reading and performing rhythm and scale exercises; and preparing music for performance. Fall only.

MUS 106 Ear Training and Sight Singing
This course develops students’ competencies in sight singing in major and minor keys as well as reading skills in simple and compound meters using solfège—movable Do and Do based minor—and Gordon based rhythmic patterns. Students also develop ear training skills including identifying melodic intervals and triad quality

MUS 112 Music Notation Software Basics
This course introduces the essential aspects of music notation using the Sibelius music-writing software program. The course covers the notation of music for single instrument and voice, as well as small and large ensembles, and includes some rudimentary concepts of music arranging. Music-writing rules and traditions for score formats, notation, lyrics, dynamic expression, and text, are studied using various input methods such as the QWERTY keyboard and MIDI keyboard. This course assumes basic music reading and computer skills on the part of the student. Spring only.

MUS 113 Basic Ensemble II
This course prepares students for the sight reading portion of a college music audition by developing skills in music reading and performance. Students sight read music in a variety of styles and meters; and read and perform more complex rhythm and scale exercises and prepare music for performance as part of an ensemble. PR/CR: MUS 135 or permission of the School of Music Spring only.

MUS 114 Wind Ensemble
This course provides the student with a medium for the performance of large and moderate size works primarily for brass, woodwinds, and percussion. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance. The course provides an experience in concert preparation and rehearsal techniques along with positive performance experiences. Performances will be open to the public.

PR: Audition/Permission of Instructor

MUS 115 Rock Music Style and Development
This course explores the historical development of rock music in terms of musical style as well as of rock music’s role as a social, cultural, economic and political force. The course covers the pre-existing styles (pop, country and western, rhythm and blues, jazz, folk, gospel and classical music) that impacted the evolution of rock music. Directed listening exercises emphasize music listening skills and reinforce concepts of musical style and elements such as rhythm, pitch, dynamics, timbre and form.

MUS 116 Jazz Ensemble
This course provides students with the opportunity to perform classic and contemporary jazz music for big band. Performances will be open to the public and occur both on and off campus.

MUS 117 Flute Ensemble
This course provides the student with a medium for the performance of chamber music for various size flute ensembles. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance with special emphasis on the development of independence in chamber music performance skills. The course provides an experience in concert preparation and rehearsal techniques along with positive performance experiences. Performances will be open to the public.

PR: Audition/Permission of Instructor

MUS 118 Vocal Chamber Ensemble
This course provides students opportunities to perform a broad range of classic and contemporary works for chamber choral ensemble. Special emphasis will be placed on the development of proper musical techniques including singing, diction, as well as performing in a variety of languages.

PR: Audition/Permission of Instructor

MUS 119 Brass Ensemble
This course provides the student with a medium for the performance of chamber and larger size works for brass instruments. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance on the development of performance skills. The course provides an experience in concert preparation and rehearsal techniques along with positive performance experiences. Performances will be open to the public.

PR: Audition/Permission of Instructor
MUS 120  
World Music Styles  
(3-0-3) 
This course introduces the music of major world cultures from Africa, the Middle East, Iran, India, Indonesia, Japan, China, and America, and the many ways people perceive and utilize music. Musical examples range from selections from major urban centers to small tribal villages. This course also covers different forms of music function in unique cultural contexts.

MUS 121  
The Enjoyment of Music I  
(3-0-3) 
This course in the appreciation of art music of the Western world examines major styles, examples of the great musical works and composers, and relationships with the other arts. The vocabulary and materials of music are presented with examples from major style periods of music. This is followed by a survey of music beginning in the Middle Ages and continuing into the 21st Century. The development of listening skills is emphasized.

MUS 122  
Guitar Ensemble  
(1-0-1) 
This course provides the student with a medium for the performance of chamber music for various size guitar ensembles. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance with special emphasis on the development of independence in chamber music performance skills. The course provides an experience in concert preparation and rehearsal techniques along with positive performance experiences. Performances will be open to the public. 
PR: Audition/Permission of Instructor

MUS 124  
Classical Guitar Ensemble  
(1-0-1) 
This course provides the student with a medium for the performance of chamber music for various size classical guitar ensembles. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance with special emphasis on the development of independence in chamber music performance skills. The course provides an experience in concert preparation and rehearsal techniques along with positive performance experiences. Performances will be open to the public. 
PR: Audition/Permission of Instructor

MUS 126  
Percussion Ensemble  
(0-0-1) 
This course provides the student with a medium for the performance of large and moderate size works for mixed percussion. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance with special emphasis on the development of multi-instrument percussion skills. The course provides an experience in concert preparation and rehearsal techniques along with positive performance experiences. Performances will be open to the public. 
PR: Audition/Permission of Instructor

MUS 127  
Jazz Styles and Development  
(3-0-3) 
This course introduces students to the styles and literature of jazz, a uniquely American art form, and its relationships to popular art music. The course covers jazz development, beginning with pre-jazz styles such as ragtime and blues, and proceeds to swing, bebop, cool, third stream, avant-garde, fusion and contemporary music.

MUS 128  
Jazz Combo  
(0-0-1) 
This course provides students with opportunities to perform classic and contemporary jazz music in a small group format. Special emphasis is placed on group interaction, improvisation, and independent playing. Performances will be open to the public and occur both on and off-campus. 
PR: Audition/Permission of Instructor

MUS 130  
Chamber Ensemble  
(1-0-1) 
This course provides the student with a medium for the performance of mixed instrument chamber music. Students are given the opportunity to perform works selected on the basis of artistic and historical significance as well as pedagogical importance with special emphasis on the development of independent rehearsals, the course provides positive chamber music performance experiences.

MUS 131  
African American Music Survey  
(3-0-3) 
This appreciation and literature course is a survey of African American musical genres and styles. Topics of study range from the slave and folk songs of 19th century America to the popular and classical compositions of the 20th and 21st century African Americans. An emphasis will be placed on the development of listening skills.

MUS 132  
Chorus  
(0-4-1) 
This course provides students with the opportunity to perform a broad range of classic and contemporary works for chorus. Special emphasis will be placed on the development of proper musical techniques including singing, diction, as well as performing in a variety of languages.

MUS 133  
Digital Music and Beat Prod I  
(3-0-3) 
This course introduces the basic music theory concepts, their application to the organization of percussion beats and music samples in varying music styles. The course also covers the organization of tempo maps, sampling, and drum beats using Avid Pro Tools software, as well as the creation of original compositions using MIDI to enhance existing music samples. Basic legal topics such as copyright, leasing, and registering original pieces of music are covered.

MUS 134  
Digital Music and Beat Prod II  
(3-0-3) 
This course includes the creation of compositions and beats through the synthesizing of original sounds and using recording techniques to blend in live instruments. Analysis of modern beats and the replication of techniques used by popular music producers is covered as well as recording vocal top lines over compositions. Industry standard software such as Boom, Xpand!2, and Structure Free in conjunction with Avid Pro Tool 12 is used. 
PR: MUS 133, MUS 147 and MUS 178. MUS 147 and MUS 178 may be taken concurrently.

MUS 135  
Applied Music I  
(1-0-2) 
Applied Music I and II consists of weekly one-on-one lessons with a studio instructor and is designed to help students achieve basic competencies in musical performance. Students study techniques and repertoire appropriate to the individual student's instrument or voice. With the studio instructor's guidance, students will set personal goals in musicianship and work towards those goals. The course is also used to prepare students for an entrance audition for the A.S. or A.A.S. music degree programs. In addition to the lessons, a minimum of fourteen hours of weekly individual practice is required.

MUS 136  
Applied Music II  
(1-0-2) 
Applied Music I and II consists of weekly one-on-one lessons with a studio instructor and is designed to help students achieve basic competencies in musical performance. Students study techniques and repertoire appropriate to the individual student's instrument or voice. With the studio instructor's guidance, students will set personal goals in musicianship and work towards those goals. The course is also used to prepare students for an entrance audition for the A.S. or A.A.S. music degree programs. In addition to the lessons, a minimum of fourteen hours of weekly individual practice is required.
MUS 147
Music Fundamentals
(3-0-3)
The basic course in fundamentals of tonal music is designed to develop competencies in the reading and writing of notes, scales, key signatures, intervals, chords, and rhythmic elements.

MUS 151
Theory I
(2-0-2)
Theory I covers the fundamentals of tonal music, scales, modes, triads, seventh chords, and cadences. This course prepares the student for more detailed analysis of rhythm, texture, and form, with an emphasis on basic harmony and eighteenth century voice leading practices.
PR: Acceptance into music degree program
CR: MUS 155
Fall only.

MUS 152
Theory II
(2-0-2)
Theory II builds on the concepts of Theory I (MUS 151) and covers the eighteenth century voice leading practices, root movements and progressions, and figured bass theory and usage. Dominant seventh chords and non-dominant seventh chords are introduced. Also included are secondary dominants, modulation, applications of cadential formulas, and dance forms including binary and simple ternary forms.
PR: MUS 151
CR: MUS 156
Spring only.

MUS 155
Aural Skills I
(1-1-1)
This course focuses on skills to enhance performance through the recognition, mental imaging and vocal performance of a broad range of musical structures. The course begins with the fundamentals of tonal music; scales, rhythmic patterns, intervals, modes, triads, seventh chords, and chord patterns. Students are trained to aurally recognize, noteate and vocally reproduce these elements. The course also emphasizes sight singing, harmonic, rhythmic and melodic dictation and the use of solfege as a learning and study tool.
PR: MUS 151, Acceptance into music degree program. MUS 151 may be taken concurrently.

MUS 156
Aural Skills II
(1-1-1)
This course continues and expands skills developed in MUS 155 Aural Skills I. The course designed to enhance performance through the recognition and mental imaging of a broad range of musical structures and continues work in the fundamentals of tonal music; scales, rhythmic patterns, modes, triads, seventh chords, and chord patterns. The course introduces modulations, non-harmonic tones, inversions of seventh chords, and four voice chord progressions and patterns. Students are trained to aurally recognize, noteate and vocally reproduce these elements. The course also emphasizes sight singing and the use of solfege as a learning and study tool.
PR: MUS 155
CR: MUS 152
Spring only.

MUS 157
Conducting I
(2-0-1)
This course introduces the basic techniques and competencies of conducting: posture and hand position, baton usage, foreign and technical terms, a survey of large ensemble repertoire, metric patterns in two, three, and four, instrumental transpositions, string bowings, score reading, preparation and analysis, preparatory gestures, gestures of syncopation, fermata and caesura problems. Prepare and conduct simple scores in class and analyze orchestral and other scores. Other topics will include rehearsal technique and interpretation. Fall only.
PR: MUS 192, MUS 257

MUS 158
Conducting II
(2-0-1)
This course continues study of the basic conducting techniques with simple, compound, asymmetric and subdivided metric patterns, as well as rehearsal techniques and planning. Separate instrumental and choral conducting techniques are introduced. Students learn a systematic procedure for marking scores and conduct scores in class. Other topics include cueing and left hand independence, changing tempi, concert programming and interpretation.
PR: MUS 157
Spring only.

MUS 161
Performance Organization I
(0-0-1)
MUS 161, 162, 261, 262 are the performing ensembles of the SUNY Schenectady School of Music. They include the Wind Ensemble, Jazz Ensemble, Chorus, Percussion Ensemble, Guitar Ensembles, Woodwind Chamber Ensemble and Vocal Chamber Ensemble. Participation in ensembles is open to all students by audition and/or permission of the Department.
PR: Audition or permission of the Department
Fall only.

MUS 162
Performance Organization II
(0-0-1)
PR: MUS 161 or permission of the Department
Spring only.

MUS 163
Performance Concentration I
(2-0-2)
Performance Concentration develops the student's performance and teaching skills to the highest possible level through the careful study of techniques, sight-reading/sight-singing and repertoire appropriate to the individual student's instrument or voice with a private studio instructor. Weekly Performance Classes with division instructors provide practical experience in performance and critical analysis. In addition, this course requires attendance of several faculty, student, and guest artist concerts presented throughout the semester which provide demonstrations of peer and professional level performance techniques. Division Recitals, given towards the end of the semester, provide a practical experience for each student in formal performance. A final performance examination is administered by a faculty panel, including the studio instructor, at the conclusion of MUS 164 and MUS 264. This course is restricted to students who have been accepted into the Performing Arts: Music A.S. or Music Audio Technology A.A.S. degree.

MUS 164
Performance Concentration II
(2-0-2)
Performance Concentration develops the student's performance and teaching skills to the highest possible level through the careful study of techniques, sight-reading/sight-singing and repertoire appropriate to the individual student's instrument or voice with a private studio instructor. Weekly Performance Classes with division instructors provide practical experience in performance and critical analysis. In addition, this course requires attendance of several faculty, student, and guest artist concerts presented throughout the semester which provide demonstrations of peer and professional level performance techniques. Division Recitals, given towards the end of the semester, provide a practical experience for each student in formal performance. A final performance examination is administered by a faculty panel, including the studio instructor, at the conclusion of MUS 164 and MUS 264. This course is restricted to students who have been accepted into the Performing Arts: Music A.S. or Music Audio Technology A.A.S. degree.

MUS 167
Percussion Techniques
(1-0-1)
Percussion Techniques familiarizes students with the fundamentals of percussion performance and pedagogy. Topics include snare and other drum techniques, timpani, mallet percussion, Latin percussion and other non-Western styles, accessories and percussion ensembles.
PR: Successful music degree program audition.
MUS 169  
**Guitar Techniques**
This course is designed to develop basic competencies in guitar accompaniment for classroom singing and in teaching a beginning guitar class unit within a public school general music sequence. Not applicable for guitar concentration students. 
PR: approved entrance audition for music degree program

MUS 171  
**Beginning Voice Class**
This course presents the fundamentals of basic vocal production and is appropriate for students with no prior vocal instruction. Students develop vocal technique with an emphasis on proper breathing and voice placement through the study of classical and folk song repertoire. The course introduces techniques in pronunciation and diction, pitch control, tone development, and song preparation in Italian, English, and other languages. The course also introduces the basics of vocal anatomy. In addition, students explore the differences between classical, jazz, pop, and musical theater vocal techniques. Vocal score reading is emphasized throughout.

MUS 178  
**Audio Recording I**
This course presents the basic elements of sound as well as sound generation and recording. Students work on the routing of sound and the principles of recording and tracking in a virtual mixing console environment. The course also covers utilizing specialized equipment for audio tracking including preamps, various types of microphones, compressors and limiters. Other topics include Pro Tools software; the principles required to complete a recording project, from initial set up to final mix; and industry-specific terms used by recording engineers to describe and measure sound levels and frequency content. 
PR: MUS 106 or MUS 147, or acceptance into music degree program. MUS 106 or MUS 147 may be taken concurrently.

MUS 179  
**Audio Recording II**
This course builds on and is a continuation of MUS 178 Audio Recording I. Using AVID ProTools software in conjunction with a Pro Control 24 automated mixing console and an Avid M-box, students will complete a variety of audio projects, including music as well as radio and TV commercials. Course projects incorporate mixing and mastering techniques using multi-band compression, equalization, and limiting. 
PR: MUS 106, MUS 151; or MUS 178 Concurrent: MUS 147 or MUS 152

MUS 180  
**Introduction to Music Therapy**
This course is an introduction to the music therapy career field. It presents the historical background and philosophical basis of music therapy. The course examines music therapy processes and how they are applied across a number of client populations. This course also explores the role of the music therapist as a healthcare field professional and the education and training required to become a board certified music therapist. 
PR: approved entrance audition for music degree program

MUS 181  
**Beginning Piano**
This course provides group instruction for beginning level students. Students learn to read music and develop technical proficiency at the piano through preparation and performance of progressively difficult music. Keyboard ensemble activities are stressed and provide additional opportunities for rhythmic and musical development.

CR: MUS 255

MUS 182  
**Intermediate Piano**
This course provides group instruction for intermediate level students. Students further develop music skills and technical proficiency acquired in MUS 181 through preparation and performance of progressively difficult music. Keyboard ensemble activities are stressed and provide additional opportunities for rhythmic and musical development. 
PR: MUS 181 or permission of the Instructor or Dean.

MUS 230  
**Live Sound Reinforcement**
This course introduces concepts of analog and computer-based audio signal path, equipment selection, and systems design. The course provides aural skills training necessary for live sound reinforcement and covers aspects of live sound microphone selection/placement and mixing. 
PR: MUS 152 or permission of the Dean.

MUS 231  
**Music Business I**
This course explores the history and development of the music industry and gives the student experience in identifying and navigating practical, legal, and procedural issues within the music industry. This course also provides an overview of music merchandising, music publishing, recording arts management, copyright law and licensing as well as identifies career options throughout the music business.

MUS 232  
**Jazz Improvisation I**
This course provides an introduction to the study of jazz improvisation. Topics include chord scales, modes, arpeggios and harmonic formulae. Special emphasis will be placed on common compositional structures including AABA and blues forms. Material to be studied will include jazz standards by Gershwin, Ellington, Charlie Parker, and others. 
PR: MUS 152

MUS 235  
**Music Business II**
This course continues the examination, begun in MUS 231, of practical, legal, and procedural issues encountered in the music industry. The course explores music publishing, recording arts management, artist management, emerging trends and technologies, marketing, and the recording industry and its history. Career options in the music business are identified throughout the course. 
PR: MUS 231

MUS 251  
**Theory III**
This course reviews and builds on the concepts of Theory II (MUS 152) beginning with an emphasis on original four-voice chorale composition in accordance with common-practice harmonic and counterpoint principles. The course introduces the voice leading and analysis of borrowed chords, Neapolitan 6th chords, augmented 6th chords, and chord extensions (9th, 11th, and 13th chords). The course also introduces variation technique and rondo form. 
PR: MUS 152

MUS 252  
**Theory IV**
Theory IV builds on the concepts of MUS 251, Theory III and covers two-voice eighteenth century counterpoint, altered dominants, chromatic mediants, enharmonic modulation, and common tone diminished 7th chords. There is a focus on the analysis of sonata form. Twentieth century topics include impressionism, twelve-tone techniques, and the analysis of pitch class sets. The course includes a review of classical and romantic forms. 
PR: MUS 251

MUS 255  
**Aural Skills III**
This course continues and expands skills developed in MUS 156 Aural Skills II. The course is designed to enhance performance through the recognition and mental imaging of a broad range of musical structures and continues work in the fundamentals of tonal music: scales, rhythmic patterns, modes,
triads, seventh chords, and chord patterns. The course introduces chromatic and secondary harmonies, modulation to closely related keys, leaps greater than a sixth, asymmetrical meters, changing meters and tempi. Students aurally recognize, notate, vocally reproduce, and analyze these elements. The course also emphasizes sight singing, the use of solfège—movable Do and Do based minor—and Gordon based rhythmical patterns.

**MUS 264**  
**Performance Concentration IV**  
Performance Concentration develops the student's performance and teaching skills to the highest possible level through the careful study of techniques, sight-reading/sight-singing and repertoire appropriate to the individual student's instrument or voice with a private studio instructor. Weekly Performance Classes with division instructors provide practical experience in performance and critical analysis. In addition, this course requires attendance of several faculty, student, and guest artist concerts presented throughout the semester which provide demonstrations of peer and professional level performance techniques. Division Recitals, given towards the end of the semester, provide a practical experience for each student in formal performance. A final performance examination is administered by a faculty panel, including the studio instructor, at the conclusion of MUS 164 and MUS 264. This course is restricted to students who have been accepted into the Performing Arts: Music A.S. or Music Audio Technology A.A.S. degree.

**PR:** MUS 156  
**CR:** MUS 251

**MUS 265**  
**Aural Skills IV**  
This course continues and expands skills developed in MUS 255 Aural Skills III. The course is designed to enhance performance through the recognition and mental imaging of a broad range of musical structures and continues work in the fundamentals of tonal music: scales, rhythmical patterns, modes, triads, seventh chords, and chord patterns. The course introduces foreign modulation, augmented sixth chords, impressionist devices, twelve-tone technique, set theory, and other twentieth century elements. Students aurally recognize, notate, and vocally reproduce, and analyze these elements. The course also emphasizes sight singing, the use of solfège—movable Do and Do based minor—and Gordon based rhythmical patterns.

**PR:** MUS 152, MUS 278, Minimum 2.5 GPA, Minimum 30 hours completed  
**CR:** MUS 252

**MUS 266**  
**Literature and Style I**  
Literature and Style I is a comprehensive survey of Western art music styles of the Medieval, Renaissance, Baroque, and Classic periods.

**PR:** Successful music degree program audition  
**CR:** MUS 151, 155  
**Fall only.**

**MUS 267**  
**Literature and Style II**  
Literature and Style II is a comprehensive survey of Romantic, Twentieth Century, contemporary and jazz art music styles.

**PR:** MUS 257  
**CR:** MUS 152, 156  
**Spring only.**

**MUS 268**  
**Performance Organization III**  
Performance Concentration develops the student's performance and teaching skills to the highest possible level through the careful study of techniques, sight-reading/sight-singing and repertoire appropriate to the individual student's instrument or voice with a private studio instructor. Weekly Performance Classes with division instructors provide practical experience in performance and critical analysis. In addition, this course requires attendance of several faculty, student, and guest artist concerts presented throughout the semester which provide demonstrations of peer and professional level performance techniques. Division Recitals, given towards the end of the semester, provide a practical experience for each student in formal performance. A final performance examination is administered by a faculty panel, including the studio instructor, at the conclusion of MUS 164 and MUS 264. This course is restricted to students who have been accepted into the Performing Arts: Music A.S. or Music Audio Technology A.A.S. degree.

**PR:** MUS 252  
**CR:** MUS 263

**MUS 269**  
**Performance Concentration III**  
Performance Concentration develops the student's performance and teaching skills to the highest possible level through the careful study of techniques, sight-reading/sight-singing and repertoire appropriate to the individual student's instrument or voice with a private studio instructor. Weekly Performance Classes with division instructors provide practical experience in performance and critical analysis. In addition, this course requires attendance of several faculty, student, and guest artist concerts presented throughout the semester which provide demonstrations of peer and professional level performance techniques. Division Recitals, given towards the end of the semester, provide a practical experience for each student in formal performance. A final performance examination is administered by a faculty panel, including the studio instructor, at the conclusion of MUS 164 and MUS 264. This course is restricted to students who have been accepted into the Performing Arts: Music A.S. or Music Audio Technology A.A.S. degree.

**PR:** Approval of School of Music faculty and studio instructor  
**CR:** MUS 163, 164, 263, or 264 (Performance Concentration I, II, III, IV)  
**Fall only.**

**MUS 270**  
**Studio Literature**  
This course offers a series of one-on-one sessions with the student's Performance Concentration studio instructor. The student is guided through the study of the seminal literature that has historically, musically, and technically impacted their concentration including orchestral excerpts and operatic excerpts where appropriate. Recorded performances are studied to reinforce the student's understanding of style and performance practice. This course is intended to prepare the student for MUS 272 (Recital) and guides the student through the process of selecting an appropriate recital program for performance in MUS 272 in a subsequent semester.

**PR:** MUS 151, 155  
**CR:** MUS 152, 156  
**Fall only.**

**MUS 271**  
**Recital**  
This course offers a series of one-on-one sessions with the student's Performance Concentration instructor. The student is guided through the process of planning, preparing, and performing a solo recital. Repertoire selections for this recital are the end result of MUS 270, Studio Literature. In addition to the musical preparation, the student is guided through the coordination of each aspect of the recital, from the facilities arrangements to the actual performance.

**PR:** MUS 270  
**CR:** MUS 163, 164, 263, OR 264 (Performance Concentration I, II, III, IV)  
**Fall only.**

**MUS 272**  
**Audio Recording III**  
This course builds on and is a continuation of MUS 179 Audio Recording II. Students will formulate, design, and complete individualized projects using AVID ProTools software in a live recording studio environment. Students' course projects will incorporate advanced recording, mixing, mastering, compression, and microphone techniques.

**PR:** MUS 179, MUS 151, Admissions to A.A.S. Music Audio Technology degree program. MUS 151 may be taken concurrently.

**MUS 273**  
**Audio Recording Field Experience**  
This course provides students with a structured practical experience in a professional music business environment. The experience may be in audio recording, live sound, music management, or live music production, according to students' interests. The course requires a minimum of 90 hours of supervised field experience and fifteen hours of classroom instruction. This course also provides preparation for Avid Pro Tools 110 User Certification.

**PR:** MUS 152, MUS 278, Minimum 2.5 GPA, Minimum 30 hours completed towards degree, Permission of School of Music.

**MUS 274**  
**Music in Contemporary Education**  
This course provides an overview of the professional world of music...
education. The course covers processes of learning; goals and objectives; basis for selection of strategies, materials and functional techniques; and evaluative considerations within a consistent philosophical rationale related to contemporary education environments. Emphasis is on school grades K-6. Thirty clock-hours of supervised observations in local public schools and in-class teaching opportunities are an integral part of this course.

PR: MUS 152 and MUS 156
Fall only.

MUS 284 (3-0-3)
Music in Contemporary Education II
This course provides an overview of current methods, materials and practices in secondary school music instruction. The course covers all aspects of teaching music at the secondary school level, with emphasis on active learning that engages students and involves them directly in the learning process. Particular attention is given to the developmental needs and interests of secondary school students. Thirty clock-hours of supervised observation in local public schools and in-class teaching opportunities are an integral part of this course.

PR: MUS 152 and MUS 156

MUS 285 (2-0-2)
Brass Techniques
This course familiarizes music students with the fundamentals of brass instruments and pedagogy. Topics and activities include the development of intermediate performance skills on trumpet and trombone and the discussion and demonstration of horn, tuba, and euphonium. This course also focuses on pedagogical approaches for beginning students, basic maintenance of instruments, and instrument accessories.

PR: MUS 152, 156

MUS 286 (2-0-2)
Woodwind Techniques
This course familiarizes music students with the fundamentals of woodwind instruments and pedagogy. Topics and activities include the development of intermediate performance skills on flute, clarinet, and saxophone and the discussion and demonstration of oboe and bassoon. This course also focuses on pedagogical approaches for beginning students, basic maintenance of instruments, and instrument accessories.

PR: MUS 152, MUS 156

MUS 287 (1-0-1)
Keyboard Techniques I
This course introduces functional keyboard skills including harmonization, accompaniment styles, improvisation, and analysis. Activities include performance of single line melodies with accompaniment and basic piano repertoire, and exercises in harmonic progressions, scales, and transpositions. This course also emphasizes reading of single and multi-stave scores.

PR: Successful music degree program audition

MUS 288 (1-0-1)
Keyboard Techniques II
This course continues the development of functional keyboard skills introduced in MUS 287 including harmonization and accompaniment in various styles, improvisation, transposition, and pedagogy. Students harmonize melodies using primary and auxiliary diatonic chords, and secondary (applied) dominants. Course activities include performing intermediate level piano repertoire, multi-stave score reading, 17th century-style figured bass exercises, scales, and harmonic progressions.

PR: MUS 287

MUS 289 (1-0-1)
Keyboard Techniques III
This course reinforces and further develops functional keyboard skills introduced and developed in MUS 287 and 288. Students harmonize melodies that emphasize chromatic harmonies including secondary (applied) dominant and leading tone chords, as well as melodies that modulate.

Students also focus on more advanced piano repertoire that contains elements of chromatic harmony including borrowed chords, augmented sixth chords and Neapolitan chords. Course activities also include performing vocal accompaniments, multi-stave score reading, 17th century-style figured bass exercises, scales, and harmonic progressions.

PR: MUS 288

Nanoscale Materials Technology

NMT 150 (3-0-3)
Introduction to Materials Science
This course is a general introduction to the study of materials: metals, ceramics, polymers, and electronic materials. This course investigates the relationship between bonding, structure (crystals and microstructure) and properties of these materials. The course examines elementary principles of thermodynamics as they apply to materials, mechanical properties of materials, and the electronic, optical and magnetic properties of materials.

NMT 152 (3-0-3)
Introduction to Nanoscale Materials
This course introduces students to the field of nanoscale materials. Nanoscale materials have chemical and physical properties that are significantly different from those of bulk materials. This course examines the underlying principles of the resulting size-dependent properties and the processing and fabrication of these materials at the molecular level. This course will cover the synthesis and assembly of nanoscale materials based on top-down and bottom-up approaches. The applications of nanodevices made from nanoscale materials will also be discussed.

PR: NMT 150 PR/CR: MAT 118, MAT 154 or higher
Spring only.

NMT 225 (3-3-4)
Introduction to Vacuum Science and Technology
This hands-on laboratory course will provide an introduction to vacuum equipment and instrumentation and will consist of three major parts: 1) the basics of various pumps, including rotary pumps, dry pumps, turbo-molecular pumps, and cryogenic pumps; 2) the physical and chemical principles underlying the design and use of high vacuums; and 3) vacuum measurements, leak detection, calibration and standards, and safety issues related to vacuum equipment.

PR: NMT 152

NMT 252 (0-4-2)
Integrated Nanotechnology Laboratory
This laboratory course is designed as the second of a two-semester sequence in the field of Nanoscale Materials. It focuses on advanced laboratory training to demonstrate the principles of Nanoscale materials technology. This laboratory will promote hands-on synthesis of Nanoscale materials as well as use of characterization techniques, including microscopy and spectroscopy. Topics will include self-assembly, lithography, quantum dots, fullerenes, and functional nanomaterials.

PR: NMT 152 and CHM 121. CHM 121 can be taken concurrently.
Fall only.

NMT 254 (3-0-3)
Introduction to Semiconductor Manufacturing Technology
This course introduces students to the integrated circuit (IC) chip manufacturing processes in semiconductor fabrication. It focuses on the newest IC fabrication technologies and describes the older technologies to provide a better understanding of the historical development. The processes studied in this course are similar to those in realfabrications, especially in process troubleshooting and hardware relations.

PR: NMT 152

NMT 280 (3-3-4)
Introduction to Thin Film Deposition and Quality Control
This hand-on laboratory course will introduce thin film deposition processes,
measurements, and controls in a high-tech manufacturing environment. Advanced applications such as superconductor and semiconductor processes will be used to illustrate fundamentals of thin film deposition processes. Physical vapor deposition and chemical vapor deposition will be compared and contrasted. Key measurements in thin film deposition processes and properties, both during and after deposition, will be illustrated. Process and quality controls in manufacturing will be discussed.

PR: NMT 152 CR: NMT 225
Spring only.

### Nutrition

**NTR 161 Intro to Human Nutrition (3-0-3)**

This course is designed to explain the role of nutrition in health maintenance. Food sources, functions, and interrelationships of the six major nutrient categories are discussed as well as energy requirements and balance. The principles of nutrient needs throughout the life cycle are applied to nutritional assessment, menu planning and designing a healthy diet.

### Paralegal

**PAL 111 Survey of American Law (3-0-3)**

This course is an introduction to the law and legal system of the United States and the individual states. It first examines the roles of the participants from lawmakers and judges to attorneys, legal assistants and litigants. Ethical considerations for these parties are also discussed. Sources of law and the part played by each branch of government in producing law is analyzed. Broad areas of substantive law relating to contracts, torts, crimes, property and personal rights are examined, with the focus on constitutional, statutory and common law developments in these areas.

FS

**PAL 112 Legal Research (3-0-3)**

This course is designed to equip students with the skills necessary to accurately and efficiently research virtually any topic in the law. In addition to providing a background for understanding the tools used, students are taught the fundamental techniques of how to find applicable legal principles and authority among primary and secondary sources of law. Methods for updating the law, through the use of Shepard’s Citations and other tools, are presented so that the legal research product will be accurate and timely.

FS

**PAL 114 Courts and Litigation (3-0-3)**

This course surveys New York and federal courts and jurisdiction, and focuses on procedure, concentrating on New York civil practice. Studies in legal research are continued with emphasis placed on the preparation of forms, briefs, affidavits and pleadings.

PR: PAL 111
FS

**PAL 217 Estates and Trusts (3-0-3)**

This course is a study of the substantive and procedural laws of estates, trusts, guardianships, fiduciaries, and estate taxation.

PR: PAL 111, PAL 112
F

**PAL 219 Real Property (3-0-3)**

This course introduces the law of real property and terminology of real estate interests and conveyances. Real property instruments are defined and examined, including the different types and nature of contracts, deeds, mortgages and leases. Acquisition and loss of real property interests by means other than deeds (such as adverse possession, prescription and inheritance) are also examined. Students prepare an abstract of title by examining recorded instruments.

PR: PAL 111
FS

### Administrative Law

**PAL 233 Administrative Law (3-0-3)**

This course is a study of the nature and sources of administrative law, special problems relating thereto and the place of administrative action in our governmental and legal systems.

PR: PAL 111 and 112
FS

### Philosophy

**PHI 141 Survey of Major Western Philosophers (3-0-3)**

This course provides an introductory survey of the major trends and developments in Western philosophical thought—particularly in metaphysics, epistemology, ethics, theology, aesthetics, and political philosophy—from the ancient Greeks to the 20th century. By adopting a historical perspective, the course traces that development through the contributions of major representative thinkers and movements. The course encourages students to examine their own philosophical positions or beliefs.

**PHI 143 Introduction to Philosophical Problems (3-0-3)**

Focusing on issues in epistemology, ontology, philosophy of religion, philosophy of freedom, ethics, political and social philosophy, and philosophy of art, this course introduces students to important questions that have preoccupied Western philosophers and to representative attempts by those philosophers to answer those questions. The course will also consider significant contributions to the discussion of those questions by experts from other fields, such as physics and biology. The course encourages students to examine their own philosophical position or beliefs.

### Physics

**PHY 106 Meteorology (3-0-3)**

This course covers the fundamental concepts of meteorology including
metereological instruments and observation, synoptic chart interpretation, air masses, fronts, fog formation and dissipation, and severe weather. Also covered are weather reporting and forecasting and the dissemination of meteorological information for pilots and flight operations personnel. Students will be required to access and utilize the Internet to review and formulate web-based weather strategies. Spring only.

**PHY 120**
**Physical Science I**
This is one of a two-course sequence for the non-science major designed to provide an overview of the basic concepts of physics, chemistry, earth science and space science. This course covers the fundamentals of physics and space science; topics include the concepts of force, motion, energy, electricity, light, formation of the solar system, life cycle of stars and classification of galaxies. In addition, the course will focus on the development and application of the scientific method, the relationships among the various physical sciences and the role of physical sciences in interpreting the world around us. Conceptual understanding of physical principles will be stressed rather than their mathematical interpretations. The two courses need not be taken in sequence. PR: Eligible to enroll in 100-level math course

**PHY 153**
**Physics I**
This course uses algebra, trigonometry and geometry to describe forces, kinematics, dynamics, and conservation laws. The following topics are covered: translation motion, torque, friction, projectile motion, momentum, rotational motion, simple harmonic motion, sound and thermodynamics. Vector algebra will be used extensively. PR: MAT 118, MAT 148 or eligible to enroll in MAT 167

**PHY 154**
**Physics II**
This course uses algebra, trigonometry and geometry to describe fluids, electricity, magnetism and optics. The following topics are covered: electric force and field, potential, capacitance, current, resistance, DC circuits, magnetic force and fields, AC circuits, reflection, refraction, mirror lenses and gratings. PR: MAT 118, MAT 154 or higher, or eligible to enroll in MAT 167

**PHY 221**
**College Physics I**
This course is the first part of a one-year sequence. This course uses a calculus-based problem solving approach to describe kinematics, dynamics, and conservation laws. The following topics are covered: force, friction, translational and rotational motion, torque, and periodic motion. PR/CR: MAT 180

**PHY 222**
**College Physics II**
The course is the second part of a one-year sequence. This course uses a calculus-based problem solving approach to describe electricity, magnetism, induction, and optics. The following topics are covered: electric force and field, Gauss's Law, electric potential, capacitance and dielectrics, current, resistance and EMF, DC circuits, magnetic force and field, electromagnetic induction, AC circuits, geometric optics and wave optics. PR/CR: MAT 181

**PHY 223**
**College Physics III**
This course uses a calculus-based problem solving approach to describe vibratory phenomena (waves, oscillators, complex response functions) and scattering (including diffraction) as applied to nanoscale materials and systems. The following topics are covered: electromagnetic waves, geometric optics, interference & diffraction phenomena, relativity and the Lorentz transformation, photons and matter waves, quantum mechanics, Schrodinger's equation, spin angular momentum, density of energy states and conduction in solids materials, subatomic particles, nuclear fission and fusion, and radioactive dating. PR: PHY 222

**Political Science**

**POL 123**
**United States Government and Politics**
This course introduces students to the institutions, structures, and processes of the United States federal government. It examines political theories; the Constitution; federalism; the three branches of government and the federal bureaucracy; political parties and elections; civil liberties and civil rights; the role of the media, interest groups, and social movements; and the interrelationship of economic and political power.

**Psychology**

**PSY 121**
**Introduction to Psychology**
This course introduces major theories and concepts in contemporary psychology. Topics covered include biopsychology, sensation and perception, learning, memory, thinking and intelligence, lifespan, consciousness, motivation and emotion, personality, social psychology, psychological disorders, health psychology, sex, gender, and sexuality. The course introduces students to scientific methods related to psychological research.

**PSY 155**
**Introduction to Special Education**
This course is an introduction to the education of exceptional children from birth to age twenty-one. It explores characteristics of various exceptionalities, as well as laws, policies, and procedures affecting students with special needs. The course emphasizes the identification of quality learning environments that ensure the inclusion of every child, and it identifies current practices, methods, and strategies for teaching children with diverse learning and developmental needs. A ten-hour field experience is included to enable students to connect course content to an environment serving individuals with special needs.

**PSY 200**
**Statistics for Social Sciences**
This course introduces students to the application of statistical methods in the social sciences for the purpose of experimentation. The course provides an overview of how descriptive and inferential statistics, including measures of central tendency and variability, correlation and regression, estimation, confidence intervals and various methods of hypothesis testing such as ANOVA and Chi-square, are used in research. PR: SOC 121 or PSY 121 and eligible to enroll in a 100-level math course

**PSY 221**
**Educational Psychology**
This course provides students with an introduction to research-based concepts and principles about human learning, development and motivation and how that information is applied to classroom teaching. Emphasis is placed on learning theory and design of instruction through identification of learning outcomes, effective teaching strategies and assessment procedures. The role and methods of service learning are explored and applied through classroom instruction and the development of a service learning plan. PR: PSY 121

**PSY 222**
**Developmental Psychology**
This course provides a broad overview of human development from the lifespan perspective (prenatal development through the stages of aging). The
major domains of development including physical, cognitive, emotional, and social development are identified with an emphasis on the joint contribution of both biology and environment. The course provides students with the opportunity to examine major theoretical perspectives and explore the impact of culture, and context on development.

PR: PSY 121

PSY 223  (3-0-3)
Adolescent Psychology
Students will study human development from puberty to young adulthood. They will examine the adolescent in terms of biological, cognitive, social, and emotional domains. Normal development will be emphasized, but special issues will be investigated. The impact of cultural factors will be explored.

PR: PSY 121

PSY 224  (3-0-3)
Abnormal Psychology
This course introduces a variety of mental disorders as recognized by the current Diagnostic and Statistical Manual of Mental Disorders. The course emphasizes the biological, psychological and sociocultural approaches to the study of abnormal psychology, as well as the assessment, diagnosis, and treatment process. The course examines the impact historical, ethical, and research implications have on the diagnostic and treatment process.

PR: PSY 121

PSY 225  (3-2-4)
Introduction to Special Education
This course is an introduction to the education of exceptional children. Characteristics of the various exceptionalities as well as laws, policies, and procedures affecting students with special needs are explored. Emphasis is placed on identifying quality learning environments that ensure the inclusion of every child, and current practices for teaching children with diverse learning and developmental needs. The methods and strategies for teaching and including children with special needs are discussed and applied. Students observe 30 hours in an environment serving children with special needs.

PR: PSY 121 or SOC 121

PSY 226  (3-0-3)
Social Psychology
This course is designed to introduce students to the major theoretical concepts in the study of social psychology. It will examine the nature and causes of individual behavior and thought in social situations with emphasis on how social behavior is shaped by culture, evolution, personal construal, and situational variables. Topics covered include research methods, the nature of the social self, social judgments and attitudes, emotion, social relationships, stereotyping and prejudice, altruism, and social behavior in groups.

PR: PSY 121 or SOC 121

PSY 227  (3-0-3)
Psych of Disabilities
This course provides an overview of disabilities including the historical and social context and the nature and needs of disabled individuals throughout the life cycle. It presents a variety of theoretical frameworks to help understand the definitions, causes, and etiology of a variety of disabilities. The course focuses on best practice assessment and treatment methods employed to effectively address and meet the needs of individuals with disabilities and their families.

PR: PSY 121

PSY 230  (4-0-4)
Child Development
This course is a study into the principles of child growth and development from conception to adolescence. The course content will focus on the physical, cognitive, social, and emotional domains of development. The student will be required to observe the development of a child outside the classroom in order to complete a comprehensive child study project. In order to complete this major project, 10-20 hours of outside observation are required.

PSY 235  (3-0-3)
The Psychology of Sport
This course will examine the major psychological theories related to sport and exercise behavior. The course is designed to introduce students to the field of sports and exercise psychology by providing a broad overview of the major topics in the area, including the history of sports and exercise psychology, foundations of personality, motivation, coaching and leadership, gender and cultural issues, team dynamics, performance enhancement strategies, and sports as recreation.

PR: PSY 121 or SOC 121

PSY 240  (3-0-3)
Human Sexuality
This course is an introductory overview of the field of human sexuality. Human sexuality will be examined from psychological, biological, sociocultural and historical perspectives. Students will be encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. By the end of the course, students will be able to communicate about sexuality with a greater degree of effectiveness and personal comfort.

PR: PSY 121 or SOC 121

Religion

REL 121  (3-0-3)
World Religions
This course introduces students to the major religions of the world: Hinduism, Buddhism, Judaism, Christianity, and Islam. The course explores each religion's history, beliefs, and practices, and its contemporary context. The course pays particular attention to the differences among the religions, the similarities among them, and the ways in which they interact with each other.

Sociology

SOC 121  (3-0-3)
Sociology
This course introduces students to the basic patterns of social behavior and the structure and functions of social organizations. It emphasizes research methodology, culture and cultural change, socialization and deviance, population and social stratification, and social institutions. This course is a service learning course.

SOC 122  (3-0-3)
Social Problems
This course provides a sociological orientation to the study of social problems, and the analysis of several contemporary issues. The topics selected may include, but are not limited to: addiction, crime, ecology, education, medical care, poverty, prejudice, discrimination, social sexual issues, urban issues, and research methodology. This course is a service learning course.

SOC 125  (3-0-3)
Introduction to Social Work and Social Welfare
This course focuses on the theoretical, philosophical, historical and ethical dimensions of the social work profession in the United States. It introduces students to core social work theories and skills and to the best practices associated with them. This course presents current theories and issues in social work affecting local, state and national social programs, agencies, and individuals.

FS

SOC 127  (3-0-3)
Interpersonal and Group Dynamics
This course introduces students to interpersonal and group communication skills as they apply to human services settings. The course content is reinforced by a required service learning project.
**SOC 200**
**Statistics for Social Sciences**
This course introduces students to the application of statistical methods in the social sciences for the purpose of experimentation. The course provides an overview of how descriptive and inferential statistics, including measures of central tendency and variability, correlation and regression, estimation, confidence intervals and various methods of hypothesis testing such as ANOVA and Chi-square, are used in research.
PR: SOC 121 or PSY 121, and eligible to enroll in a 100-level math course

**SOC 222**
**Elementary Spanish II**
Intermediate Spanish II is for students who have completed SPA 121 or two years of high school Spanish. This course concludes elementary-level grammar studies, further develops syntax and communication skills, and examines a variety of Hispanic cultures throughout the world. This course requires the completion of a minimum of five documented hours of lab work outside of class.
PR: SPA 121 or two years of high school Spanish

**SOC 222**
**Intermediate Spanish I**
Intermediate Spanish I is for students who have completed SPA 122 or three years of high school Spanish. This course reinforces and further develops grammar, syntax, and communication skills and examines a variety of Hispanic cultures throughout the world. This course requires the completion of a minimum of five documented hours of lab work outside of class.
PR: SPA 122 or three years of high school Spanish

**SOC 228**
**Minority Groups**
This course covers past, current, and possible trends in minority versus majority group relations in the United States. Emphasis is placed upon dominate versus subordinate racial and/or ethnic groups. In addition, other subordinate groups such as those identified by gender, sexual orientation, or disability will be discussed. The nature of prejudice and discrimination are also discussed as well as strategies to reduce them.
PR: SOC 121 or SOC 122

**SOC 230**
**Intro to Sociological Theory**
The course focuses on the theories of Karl Marx, Max Weber, Emile Durkheim, and George Mead. The course also examines contributions of the above theorists and their followers and critics on the development of contemporary sociological theory. Theory construction and value neutrality are additional subjects.
PR: SOC 121 or SOC 122

**SOC 232**
**Social Deviance**
This course explores various aspects of social deviance within society. Context and socio-cultural variables will be examined in determining cause, impact, and consequence of deviant behavior. Theories of deviance and selected areas of deviant behavior such as: genocide, suicide, cyberspace, terrorism, addiction, and sex are discussed and evaluated.
PR: PSY 121 or SOC 121

**Spanish**

**SPA 122**
**Elementary Spanish I**
Elementary Spanish I provides an introduction to the Spanish language for students with no previous Spanish studies or one year of high school Spanish. It develops elementary grammar, syntax, and written and oral communication skills. This course examines a variety of Hispanic cultures throughout the world. This course requires the completion of a minimum of five documented hours of lab work outside of class.

**Teacher Education Transfer**

**TET 221**
**Foundations of Education**
This course provides pre-service teachers with an introduction to the social, cultural, philosophical, political, legal, and historical context of B-12 education in the United States. Pre-service teachers critically examine key issues in education and pedagogical theory as well as current trends in teaching and learning. This course provides an introduction to applying New York State teaching standards, reading and writing objectives, assessing learning, and formulating lesson plans. Attendance at one School Board meeting (typically an evening commitment) and observations in the field are required.

**TET 252**
**Pre-professional Seminar**
This capstone seminar is intended for TET majors who are about to graduate and transfer to senior institutions. Observations and course work are used to review and analyze knowledge and skills that have been acquired throughout coursework. Opportunities are provided for students to acquire additional supervised observation hours. A pre-professional portfolio serves as a summative experience.
PR: Permission of the division
Spring only.
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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.

When founded in 1948, the University consolidated 29 state-operated but unaffiliated institutions whose varied histories of service dated as far back as 1816.

Today, more than 467,000 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 distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world. Their efforts are regularly recognized in numerous prestigious awards and honors, including the Nobel Prize.

State University's research contributions are helping to solve some of today's most urgent problems. State University researchers pioneered nuclear magnetic resonance imaging and the supermarket bar code scanner, introduced time-lapse photography of forestry subjects and isolated the bacteria that causes Lyme disease.

The University's program for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs and Educational Opportunity Centers, has become a model for delivering better learning opportunities to young people and adults traditionally bypassed by higher education.

The 30 locally-sponsored two-year community colleges offer local citizens programs that are directly and immediately job-related as well as degree programs that serve as job-entry educational experience or a transfer opportunity to a baccalaureate degree at a senior campus.

In 2004, the Governor and the Legislature approved a second multi-year, $1.8 billion capital construction program for the University. The first plan, adopted in 1998 provided $2 billion in capital investments in the University system. This investment in critical maintenance will protect the University's infrastructure and enable the University to keep pace with modern technology for the benefit of students and faculty.

The State University's involvement in the health science education is extensive. Hundreds of thousands of New York's citizens are served each year by faculty and students in University hospitals, clinics or affiliated hospitals. The University's economic development services programs provide research, training and technical assistance to the state's business and industrial community. State University libraries, which support teaching and research activities, are an important community resource.
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State University of New York at Binghamton
State University of New York at Buffalo
State University of New York at Stony Brook
New York State College of Agriculture and Life Sciences at Cornell University
New York State College of Ceramics at Alfred University
New York State College of Human Ecology at Cornell University
New York State School of Industrial and Labor Relations at Cornell University
New York State College of Veterinary Medicine at Cornell University
State University College of Environmental Science and Forestry
State University College of Optometry
Downstate Medical Center
Upstate Medical University

**University Colleges**

State University College at Brockport
State University College at Buffalo
State University College at Cortland
State University Empire State College
State University College at Fredonia
State University College at Geneseo
State University College at New Paltz
State University College at Old Westbury
State University College at Oneonta
State University College at Oswego
State University College at Plattsburgh
State University College at Potsdam
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State University of New York College of Technology at Canton
State University of New York College of Agriculture and Technology at Cobleskill
State University of New York College of Technology at Delhi
State University of New York College of Technology at Farmingdale
State University of New York Maritime College
State University of New York College of Agriculture and Technology at Morrisville
State University of New York Institute of Technology at Utica/Rome

**Community Colleges**

Adirondack Community College
Broome Community College
Cayuga County Community College
Clinton Community College
Columbia-Greene Community College
Corning Community College
Dutchess Community College
Erie Community College
Fashion Institute of Technology
Finger Lakes Community College
Fulton-Montgomery Community College
Genesee Community College
Herkimer County Community College
Hudson Valley Community College
Jamestown Community College
Jefferson Community College
Mohawk Valley Community College
Monroe Community College
Nassau Community College
Niagara County Community College
North Country Community College
Onondaga Community College
Orange County Community College
Rockland Community College
Schenectady County Community College
Suffolk County Community College
Sullivan County Community College
Tompkins Cortland Community College
Ulster County Community College
Westchester Community College
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**Visitors**
All visitors are asked to check in at the Security/Information Desk*, located at the main entrance of Elston Hall.

**Elston Hall**
Computer instruction and traditional classrooms are on the first through the fifth floors.

**Ground Level**
Activity Forum  
Canalside Café and Convenience Store  
Commons (Cafeteria)  
Security/Information Desk*  
Student Lounge

**First Floor**
Casola Dining Room  
College Store (book store)  
Culinary Laboratories  
Kenneth T. and Thelma P. Lally Mohawk Room  
Presidential Office  
Van Curker Room

**Mezzanine**
Foundation and Alumni  
Human Resources/Affirmative Action  
Planning, Marketing and Public Relations

**Second Floor**
Academic Advisement  
ADA Transition Services  
Alumni Conference Room  
Athletics Office  
Career and Transfer Services  
Counseling Services  
Educational Opportunity Program  
Faculty/Student Association  
Financial Aid  
Pedestrian Bridge Access  
Registrar (Records & Registration)  
Student Activities  
Student Affairs Division  
Student Business Office  
Student Government Association  
Terrace Conference Room  
Wellness and Support Services

**Third Floor**
Academic Affairs Division  
Bellevue University  
Biology Laboratories  
Division of Business, Criminal Justice and Law  
School of Hotel, Culinary Arts and Tourism  
Division of Liberal Arts  
Peer Tutor Services  
SUNY Delhi Office  
TRIO - Student Support Services Program

**Fourth Floor**
Administrative Computer Center  
Testing Center  
Wellness Lounge

**Fifth Floor**
Administrative Division  
College Business Offices  
Language Laboratory  
Learning Center  
Mathematics Laboratory  
Student Computer Laboratories

**Stockade Building**

**First Floor**
Admissions  
Lecture Halls  
Computer Instruction and Traditional Classrooms

**Second Floor**
Computer Instruction and Traditional Classrooms

**Gateway Building**

**First Floor**
Child Care Center  
Early Childhood Classroom and Laboratory  
SUNY Schenectady Montessori Integrated Laboratory  
Preschool

**Second Floor**
Chorus Rehearsal Room  
Classrooms  
Computer classroom  
Faculty offices  
Instrumental/Rehearsal Room  
Post production studio  
Practice Rooms

**Second Floor**
Classroom/recital space  
Faculty Offices  
School of Music Office  
Vianna-Brignola Recording Studio

**Center for Science and Technology**

**First Floor**
Interdisciplinary Science Laboratory  
Nanoscale Materials Technology Laboratory

**Second Floor**
Chemistry/Physics Laboratories  
Computer Networking and Systems Laboratory  
Electrical Technology Laboratories

**Third Floor**
Computer Classroom  
Division of Mathematics, Science, Technology and Health  
Pedestrian Bridge Access

**Access for Persons with Disabilities**
All buildings are wheelchair accessible at their main entrances. The Center for Science and Technology is also accessible via the pedestrian bridge, located on the Second Floor of Elston Hall, or by its ground level entrance at the corner of State Street and Washington Avenue.

*Handicapped parking is available.*