

DUTCHESS
COMMUNITY COLLEGE



2022-23
CATALOG

www.sunydutchess.edu

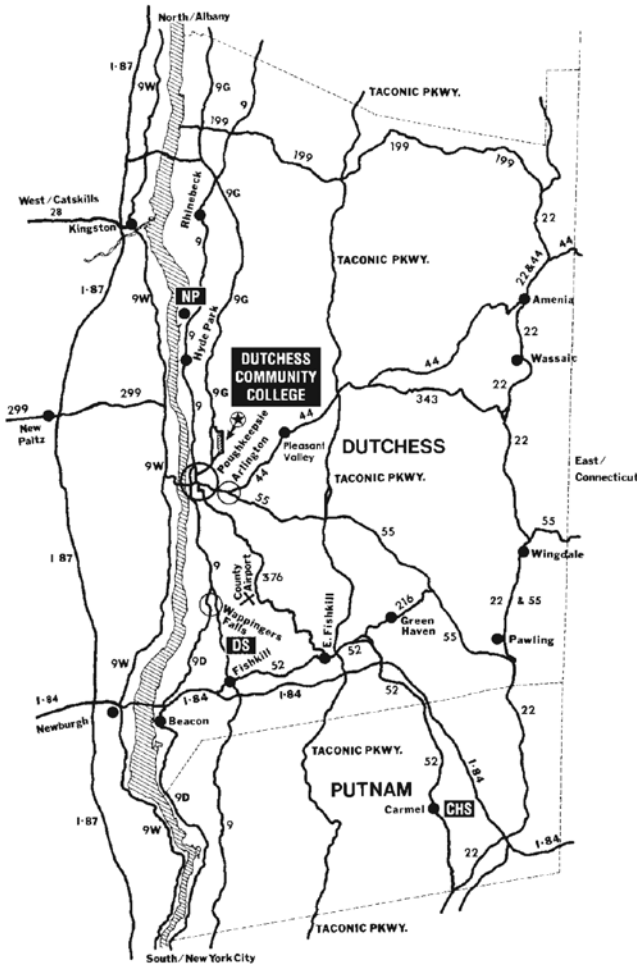
CAMPUS DIRECTORY

OFFICE - BUILDING / ROOMPHONE (845)

Admissions - S 101	431-8010
Registrar - S 201	431-8020
Instruction & Learning - B 210	431-8950
Academic Departments	
Allied Health and Biological Sciences - W 310	431-8310
Behavioral Sciences - H 403K	431-8340
Business, Aviation and Construction Professions - T 305	431-8370
English and Humanities - H 408	431-8430
History, Government and Economics - H 403E	431-8510
Mathematics and Computer Sciences	431-8550
Math and Science Center - W 224 & 226	431-8538
Nursing - C 212	431-8570
Performing, Visual Arts and Communications - W 010	431-8610
Physical Sciences, Engineering and Technology W 210 ...	431-8537
Academic Housing	790-3676
Accommodative Services - S 103	431-8055
Academic, Career and Transfer (ACT) Center - S 301	431-8600
Art Gallery - W 150.....	431-8610
Black Box Theatre - D 202	431-9540
Bookstore - D 220	431-8080
Business Office - B 205.....	431-8064
Center for College Access & Educational Opportunities - H 400	
CSTEP	431-8089
LSAMP	431-8089
Educational Opportunity Program (EOP)	431-8037
TRiO Student Support Services	431-8509
Counseling Services - S 303.....	431-8040
Day Care Center	431-8085
DCC Foundation - B 103	431-8400
James and Betty Hall Theatre - D 2nd Floor	431-8050
Health Office/College Nurse - S 110	431-8075
Help Desk - C 130	431-8000 ext. HELP (4357)
Library - H 2nd and 3rd floors	431-8630
Security - S 114.....	431-8070
Student Activities - D 201	431-8050
Student Financial Services S 202	431-8060
Student Services - S 304	431-8970
Writing Center - H 503.....	431-8095
Workforce Development & Continuing Education	
B 220 & 223	431-8900

KEY:

- B - Bowne Hall
- C - Center for Business and Industry
- D - Dutchess Hall
- F - Falcon Hall
- H - Hudson Hall
- S - Jack and Lleanor Orcutt Student Services Center
- T - Taconic Hall
- W - Allyn J. Washington Center for Science and Art



Dutchess Community College
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 Accredited by the Middle States Association of
 Colleges and Secondary Schools

MAIN CAMPUS

53 Pendell Road
 Poughkeepsie, NY 12601
 (845) 431-8000

DCC @ Fishkill

451 Route 9
 Fishkill, NY 12524
 (845) 790-3600

DCC @ HVR Airport

237 New Hackensack Road
 Wappingers Falls, NY 12590
 (845) 790-3660

www.sunydutchess.edu



Proud to be a smoke- and
 tobacco-free campus.

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ACADEMIC CALENDAR

OUR COMMUNITY. OUR COLLEGE. OUR FUTURE.

Vision

Dutchess Community College aspires to be an innovative, transformative community of learners that promotes exemplary student success.

Mission

Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse and global society.

Values

Excellence • Access • Diversity
Collaboration • Accountability

Goals

1. Increase student success.
2. Embrace diversity as an integral part of our institutional identity.
3. Promote collaborative campus culture.
4. Enhance institutional effectiveness through integration of assessment, planning and resource allocation.
5. Contribute to the vitality of the region through community engagement.

Fall 2022

Monday, August 22	Credit classes begin
Saturday, September 3	No Saturday credit classes
Monday, September 5	Labor Day, College closed
Friday, October 7	Mid-term grades due by 5 PM
Saturday, October 8	No Saturday credit classes
Monday, October 10	Columbus Day, No credit classes, College is open
Tuesday, October 11	Monday Make-up Day - Day & Evening credit courses
Friday, November 4	Last date to withdraw from a course with a "W"
Wednesday, November 23	Thanksgiving recess, No credit classes, College is open
Thursday, November 24	Thanksgiving, College closed
Friday, November 25	Thanksgiving recess, College closed
Saturday, November 26	No Saturday credit classes
Saturday, December 3	Last day of regularly scheduled credit classes
Monday, December 5 - Saturday, December 10	Day & evening assessment & Exam period
Saturday, December 10	Last day of the semester

Winter 2022-23

Thursday, December 22	Winter begins
Monday, December 26	Christmas Observed, College Closed
Tuesday, December 27	Census Date for Winter classes
Friday, December 30	New Year's Eve Observed, College closed
Thursday, January 5	Deadline for withdrawal without academic penalty
Wednesday, January 11	Last day of classes in Winter Session

Spring 2023

Monday, January 16	Martin Luther King Day, College is closed
Monday, January 23	Credit Classes begin
Saturday, February 18	No Saturday credit classes
Monday, February 20	President's Day, College is closed
Friday, March 17	Mid-term grades due by 5pm
Monday, March 20 - Sunday, March 26	Mid-semester recess
Saturday, March 25	No Saturday credit classes
Friday, April 14	Last date to withdraw from a course with a "W"
Monday, May 8	Last day of regularly scheduled credit classes
Tuesday, May 9 - Monday, May 15	Day & evening assessment & Exam period
Friday, May 19	Graduation

Summer 2023

Wednesday, May 24	1st 6-week session begins, 12-week session begins
Monday, May 29	Memorial Day, No credit classes, College closed
Monday, June 19	Juneteenth, No credit classes
Wednesday, June 21	1st 6-week session: Deadline to withdrawal without academic penalty
Monday, July 3	1st 6-week session: Last day of classes
Tuesday, July 4 - Thursday, July 6	No credit classes
Monday, July 10	2nd 6-week classes begin
Tuesday, July 25	12-week session: Deadline to withdrawal without academic penalty
Wednesday, August 2	2nd 6-week session: Deadline to withdrawal without academic penalty
Tuesday, August 15	12-week session: Last day of classes 2nd 6-week session: Last day of classes

MESSAGE FROM THE PRESIDENT

Welcome to Dutchess Community College, and thank you for taking the time to learn more about us and the various ways we can help you achieve your personal, academic and professional goals.

We think DCC is the perfect answer – whether you're straight out of high school, been in or out of the job market for some time, want to sharpen your career skills or take a class for the fun of it. Either way, you'll find the answer here among DCC's over 60 degree, certificate and microcredential programs. We can connect you with a host of career and transfer paths, foster the skills and mindset you will need for success in your chosen field – whatever that might be. We take great pride in creating inclusive spaces, whether on campus or online, so that you can thrive academically, socially and culturally. And now, with new programs in aviation maintenance technician, hospitality and tourism, and the addition of two new locations – DCC @ Fishkill and DCC @ HVR Airport – we are in an even better position to serve you and the workforce needs of Hudson Valley residents and beyond.

Our network of support services offers programs to keep you on the road to graduation. Tap free tutoring services in all subject areas, including math, science and chemistry, or hone your skills through our Writing Center. Through the well-resourced Francis U. and Mary F. Ritz Library, gain access to digital and print academic resources. Take advantage of the many services available to help you achieve your full potential. The Academic, Career and Transfer Center (ACT) takes a uniquely holistic approach to advisement, starting with helping you choose a major and designing an achievable academic plan.

The robust campus social and cultural life is sure to fuel your interest and help develop those essential skills that will serve you well in more advanced studies and/or your career. Student Government. Guest Speakers. Athletics and Esports. Plays. Concerts. We even have an art gallery that features the work of our talented students and faculty. Perhaps you're looking for a residential experience. We offer five supportive living-learning communities that integrate DCC's rich academic and co-curricular learning environment to help you develop intellectually and socially.

With a long history of producing successful graduates, DCC's 50,000+ alumni follow their passions, build outstanding careers and become exceptional leaders and innovators in their fields. Our graduates include politicians, authors, teachers, financial leaders, attorneys, architects, doctors and nurses. And they work for some of the nation's most prominent organizations and companies: IBM, NASA, Amazon, Disney, Google and Morgan-Stanley, to name a few.

If you're not sure about what you want to study or pursue as a career, we can help you find your passion. If you know what you want to be or do, we can help you reach that goal faster.

We are committed to your education.

We are committed to your growth.

We are committed to your success.

And we'd love the chance to offer you the DCC experience.

Our admissions professionals are on standby – to answer questions, show you around campus and get you started on your personal and professional journey. Drop them a line at admissions@sunydutchess.edu or call (845) 431-8010.

Remember, when you join DCC, you become part of a rich, inclusive and supportive college network. This learning community involves county officials, community leaders, donors, trustees, legislators, alumni, students, staff, faculty, and the state of New York. We're all rooting for you!

Good luck with your studies and I can't wait to see you in the classroom and around campus.



Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Jordan". The signature is fluid and cursive, with a large initial "P" and "J".

Peter Grant Jordan, Ed.D.
President

DUTCHESS COMMUNITY COLLEGE AN OVERVIEW

Dutchess Community College was founded in 1957 and enrolled its first class in 1958. The College is located in the Town of Poughkeepsie in Dutchess County on the east side of the Hudson River, approximately 70 miles north of New York City. It is part of the State University of New York system, one of 30 community colleges within SUNY. A beautiful suite-style residence hall opened in 2012 to meet the needs of students interested in enjoying an on-campus living experience.

The College offers a wide variety of university-parallel programs, as well as career programs in major technical, human service, and business areas. Students may study either part-time or full-time, online or on-campus, and have at their disposal an excellent library, science and computer laboratories, art studios, a field station for the study of environmental problems, and state-of-the-art facilities for a variety of other curricula.

Most important to a college's learning environment is its faculty. Dutchess Community College's excellent academic reputation has enabled it to attract outstanding, engaged faculty to campus. Because DCC is primarily a teaching institution, the aim of its faculty is to provide the best possible educational opportunity to all students in all programs. A favorable student/faculty ratio ensures that students will not be just a face in the crowd, as does the faculty's involvement in the academic advising of students. In sum, Dutchess is a place where students grow and work under the direction of a highly qualified faculty.

The academic services of the College are multi-faceted. Students with a wide diversity of backgrounds and interests are enrolled and are offered a wide range of academic opportunities. Honors courses are available to those students prepared for more demanding academic challenges.

College academic staff constantly evaluates programs, standards and courses to make certain that all programs represent current academic, business and professional practice and are effective and responsive to student needs. Whether your goal is transfer, entry into the job market, personal enrichment, or just the satisfaction of fulfilling intellectual curiosity, you will be able to find an appropriate course of study at Dutchess Community College.

Statement on Nondiscrimination

Dutchess Community College is committed to the principle of equal opportunity in education and employment and does not engage in unlawful discrimination based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence or dating violence victim status, or criminal conviction in the execution of its educational programs, activities, employment, daily operations or admission policies, in accordance with all applicable federal, state and local laws. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. The College will not tolerate any form of sexual harassment including sexual assault, sexual violence and sexual misconduct. It is therefore the responsibility and obligation of all members of the College community to report and or to assist others in reporting incidents of sexual harassment. All members of the College community are expected to cooperate and assist in investigations related to such incidents.

Dutchess Community College (DCC) has established a Title IX Coordinator to oversee the investigation of claims of violations of the College's policy of non-discrimination and prohibition of sexual harassment and assault.

Reports of violations and or inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Associate Vice President of Human Resources
and Title IX Coordinator
Bowne Hall, Room 118
Dutchess Community College
53 Pendell Road, Poughkeepsie, NY 12601
845-431-8673

Inquiries or complaints regarding the College's procedures and compliance with applicable laws, statutes and regulations also may be directed to:

United States Department of Education's Office
for Civil Rights
32 Old Slip 26th Floor
New York, NY 10005-2500
Tel (646)428-3800;
Email OCR.NewYork@ed.gov.

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: 800-421-3481 TDD 877-521-2172
Email: OCR@ed.gov Web: <http://www.ed.gov/ocr>



<https://system.suny.edu/sci/postedtraining/>

THE COLLEGE CAMPUS

Situated on beautifully landscaped grounds on Pendell Road in the Town of Poughkeepsie, the main campus consists of approximately 140 acres. The major buildings that make up the main campus are open to students from 7:30 a.m. until 10 p.m. during the regular academic year when classes are in session. For a map of the campus and parking areas, see the inside back cover of this catalog.

The Allyn J. Washington Center for Science and Art houses state-of-the-art science, mathematics and art classrooms, and faculty offices for the Allied Health and Biological Sciences, Mathematics, Physical and Computer Sciences and Visual Arts departments. The Center also is home to the Mildred I. Washington Art Gallery.

Bowne Hall houses the Office of the President, the Office of Instruction & Learning, the Business Office, the Office of Communications and Public Relations, the Office of Human Resources and the DCC Foundation. It also is home to the Office of Community Services and Special Programs, which provides non-credit classes as well as training programs for business.

Center for Business and Industry provides classroom and laboratory space for the computer information systems program and the nursing program, as well as two large television studios and other production facilities for the communications and media arts program. Also included are the Telecommunications and Instructional Media Department and Information Systems offices.

Drumlin Hall houses the College's dining facilities, which include the Louis Greenspan Dining Room and the Handel Family Dining and Conference Room.

Dutchess Hall contains the Office of Student Activities, the Student Government Association office, the Francis U. Ritz Lounge, the Black Box Theatre and the James and Betty Hall Theatre. It also has classrooms, practice rooms, and offices for the Department of Performing, Visual Arts and Communications. The College Bookstore, offering textbooks, educational supplies and selected merchandise, also is housed in Dutchess Hall.

Falcon Hall contains classrooms, the gymnasium, a dance studio, the Phil Arnold Fitness Center and other activity areas designed for health and physical education instruction.

Hudson Hall provides classrooms, studios, laboratories and faculty offices for the following departments: Behavioral Sciences; English and Humanities; and History, Government and Economics. The Service Learning office also is here.

The Francis U. and Mary F. Ritz Library is housed in Hudson Hall and is described in greater detail in the Academic Services section.

The Orcutt Student Services Center houses all student services offices, including Admissions, Advocacy and Accountability, the ACT Center (academic advising), Counseling, DCC CARES, the Registrar, Student Financial Services, Office of Enrollment and Student Success, Health Center, Campus Security and the Office of Student Advocacy and Accountability.

Taconic Hall provides classrooms and laboratories for instruction as well as faculty offices in the following areas: Business, Aviation and Construction Technologies; Behavioral Sciences; and Engineering Technology.



Academic Housing

DCC is proud to be the only community college in our region to offer on-campus housing, allowing students to combine the quality and affordability of a DCC education with the experience of living away at college.

The fully furnished, contemporary suites in **Conklin Hall** feature large bedrooms; two bathrooms; kitchenette with sink, microwave and refrigerator; and living room. Building amenities include a multi-purpose atrium, lounges on each floor and laundry facilities. Designed for student safety, comfort and convenience, the residence hall is located close to academic buildings and adjacent to parking lot D.

Students from counties other than Dutchess and Putnam must have a high school average of at least 70. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college must have a 2.0 GPA to be considered for academic housing.

For more information please visit www.sunydutchess.edu/housing, email academichousing@sunydutchess.edu or call (845) 790-3676.

Smoking Policy

Dutchess Community College is a smoke- and tobacco-free campus. Smoking is prohibited in all College buildings and on all College grounds. The policy applies to any cigarette, e-cigarette, cigar, pipe, or other device that emits toxic smoke or vapors. The policy applies to all College employees, students, visitors and vendors, and all College personnel have shared responsibility for enforcing the policy.

Additional Sites

Accessibility to the College's programs and services is enhanced through the availability of instructional sites other than the main campus in Poughkeepsie. While the College will offer courses at any acceptable site where a class of students is located, it does have additional locations where courses and services are offered every semester. A new, state-of-the-art extension site, DCC @ Fishkill, is located at the intersection of Route 9 and Interstate 84 at 461 Route 9, Fishkill. The site is particularly attractive to people who work or live in southern Dutchess and northern Putnam counties. Additionally, DCC @ HVR Airport, located on the busy Hudson Valley Regional Airport, offers an immersion experience in a state-of-the-art Aviation Education Center for students enrolled in DCC's aviation programs.

ADMISSIONS & ENROLLMENT

Enrollment in credit courses at Dutchess Community College is open to all persons whose academic abilities and personal qualifications suggest that they may benefit from college study. Enrollment is determined without regard to the race, color, sex, religion, age, national origin, disability or sexual orientation of a student.

Students enroll in credit courses at Dutchess Community College for a variety of reasons. Some do so to earn a college degree that is required for entry into a particular career. Some complete a two-year degree for transfer to a four-year institution to earn a bachelor's degree. Others take courses to qualify for promotions, certificates or licenses; to pursue an interest they have in a specific subject field; for general personal enrichment or simply to try college study.

Types of Enrollment

Two sets of terms, "full-time and part-time," and "matriculated and non-matriculated," are commonly used to describe a student's status at Dutchess. It is important for students to understand the meaning of the terms and how they may affect their enrollment.

Full-Time/Part-Time

The number of credit hours of study in which a student is enrolled as of the end of the third week of classes within a given semester determines whether a student is full-time or part-time. A student who is enrolled in 12 or more credits at that time in the fall or spring semester is considered full-time. A student enrolled in 11 or fewer credits is a part-time student. For students enrolled in non-credit courses, the equivalent credit hours of the courses are used in determining full- or part-time status. However, students should not confuse non-credit/credit equivalent courses with non-credit continuing education courses offered by the Office of Workforce Development and Continuing Education.

All students enrolled in the summer terms are considered by the College to be part-time, even if their combined credit hours of study from all the summer sessions total 12 or more. Students are not permitted to take more than seven credits during each summer session and the maximum total credits allowed during summer sessions is 14.

Students may change their status from full- to part-time or part- to full-time from one semester to the next. See the requirements for student status changes listed in this catalog and check registration directions for the semester in question.

Students may enroll in day, evening or online courses, regardless of whether they are full-time or part-time students.

Matriculated/Non-Matriculated

To be matriculated means you are seeking a degree at Dutchess Community College and have officially chosen and been accepted into a specific program of study at the College. You must be matriculated in order to enroll full time, be eligible for various types of financial aid, to receive an official transfer credit evaluation, or to take proficiency examinations. You must be a full-time, matriculated student to live on campus.

In order to enter as a matriculated student, an applicant must present an official high school transcript showing proof of graduation from an accredited high school or a high school equivalency diploma (HSE). In addition to showing proof of graduation, transfer students should submit transcripts of all colleges attended prior to DCC. In addition, and if applicable, students should submit AP scores, SAT scores and ACT scores as well.

Students with a high school degree from a foreign institution will need to have their transcript evaluated by a NACES (National Association of Credential Evaluator Services) accredited organization. Visit naces.org for more information.

Home-schooled students who submit the necessary documentation demonstrating compliance with the minimum requirements of the home

instruction regulations, and who have been granted a letter of substantial equivalency from their local school district, will be considered for admission in the same manner as a high school graduate.

Full and Part-Time Matriculated Admissions

A free application form for admission as a full or part-time matriculated student may be found at www.sunydutchess.edu/apply.

Forms also are available by contacting Dutchess Community College's Office of Admissions at (845) 431-8010.

Applicants from outside the local area may use the State University of New York (SUNY) application form to apply to Dutchess. There is an application fee for students wishing to use the SUNY application.

In order to matriculate at Dutchess Community College, a student must have earned a high school diploma or equivalency diploma. (Note: An IEP Certificate or CDOS Credential is not considered a diploma.)

Part-Time Non-Matriculated Admissions

Part-time students who wish to take courses but who have not yet decided to enroll in a specific curriculum should simply register for their desired courses during the open registration period, assuming they meet any course prerequisites. Students should matriculate into a program of study by the time they have completed 15 credits.

Time to Apply

The College will accept and review applications for matriculation at any time. However, students wishing to be admitted in the fall are strongly urged to submit their applications by the preceding June 1, while those wishing to enter in January should submit their applications by the preceding November 1. Students who wish to live in the residence hall should apply as early as possible.

Applicants who are residents of Dutchess and Putnam counties will be given preference in enrollment in high-demand curricula if they meet all stated admissions requirements.

When all application data has been received and evaluated, applicants for matriculation will be notified of their admissions status.

Procedures

Full-time and Part-time Matriculated (Degree-seeking) students:

1. Complete the Admissions Application: Available online at www.sunydutchess.edu/apply.
2. Request transcripts: Request that your high school transcript, GED or HSE scores, AP scores, DD214 (for veterans), and/or college transcripts be sent to the Dutchess Community College Admissions Office electronically (PDF only, to admissions@sunydutchess.edu or from a third-party vendor like Parchment or Scoir) or via mail. All transcripts must be sent directly from the high school or college in order to be official.
3. Apply for Financial Aid: Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA). New York state residents also should complete the Tuition Assistant Program (TAP) application and the Excelsior Scholarship application.
4. Academic Placement: To ensure academic success in college, new students may be required to take a placement test. Students may be exempt from portions of the placement test based on high school and/or college transcripts, and SAT or ACT scores. If pursuing a Nursing degree, a Biology placement test may be required. Do not take any placement tests until DCC has reviewed all your transcripts, as testing may not be required. For information about DCC placement testing, sample test questions and the current testing schedule, visit www.sunydutchess.edu/testing or call (845) 790-3733.
5. Submit Immunization/Vaccination records:
 - a. Students who were born after January 1, 1957 must submit proof of immunity to measles, mumps and rubella in order to attend classes.
 - b. COVID-19 Vaccination: Students must be fully vaccinated to attend in-person classes and/or use any on-campus service or resource.

6. Apply for Housing (if applicable)
7. Register for Classes: Once you have submitted the appropriate paperwork and met the placement and immunization/vaccination requirements, you will be provided with registration information.
8. Make Payment Arrangements: After signing up for classes, be sure to make payment arrangements to secure your schedule. All NYS residents are required to prove their residency to be charged in-state tuition. If you do not make any arrangements, you run the risk of being dropped from your class(es).

A matriculated student returns to non-matriculated status if he/she is academically dismissed or misses two or more consecutive semesters or when he/she graduates. Graduates desiring to return to matriculated status, or students who have had a break of two or more consecutive semesters (excluding summer and winter) should apply for re-admission to the College in the Admissions Office.

Placement Testing - Registration

To ensure academic success in college, it is important that full-time and part-time students are placed in classes that are consistent with their current level of academic ability. To achieve accurate placement, incoming students may be required to take a placement test, which is used to evaluate a student's preparedness for college-level level mathematics, English and biology. Students should only test for math and English placement upon referral from an Advisor, Admissions, and/or faculty. For information about placement based on scores, please review the guide below.

Placement Testing Exemptions:

Students are exempt from taking the College's writing placement test and can register for ENG101 if they have done the following (excluding ENL/ESL students):

- Successfully completed a College-level English class, or
- Have an overall high school GPA of 78 or better (graduated within five years of application) and passed the NYS English Regents (if NYS resident), or
- Earned a score of 78 or better on the NYS English Regents Exam, or
- Earned a score of 29 or higher on the SAT Writing section administered after March 1, 2016, or
- Earned a score of 500 or better on the SAT English exam prior to March 2016, or
- Earned a 22 or better on the ACT English exam.
- Earned a score of 580 or better on the TASC exam.

Students who do not place into English 101 may be placed into lower-level English courses based on their high school records. Students may have the option to take a placement test if they wish to try to improve their English course placement.

Students who have taken ENL/ESL courses at any time in high school may be required to take the ESL placement test to determine appropriate English course placement.

Math course placement is determined using multiple measures from students' past academic performance. Refer to the Math Course Placement Table at <https://www.sunydutchess.edu/assets/MathPlacementTable.pdf>.

Students with a New York state high school transcript may be placed into college-level math courses on the basis of their grades on their Math Regents test scores. The math placement test exemption does not apply to students without a New York state high school transcript, or whose math Regents or SAT/ACT scores are older than 2.5 years. Students may choose to take the placement test, even if exempt, in order to place at a higher level.

Students in need of testing accommodations should receive prior approval from the Office of Accommodative Services. Contact them at (845) 431-8055 for information regarding documentation requirements. Testing accommodations must be approved by the Office of Accommodative Services prior to scheduling placement tests. Accommodations are not retroactive. Students who opt to take placement tests without their accommodations are not eligible to re-test with accommodations.

Students whose placement test scores indicate that they would benefit from further college preparation are required to take necessary pre-college courses beginning in their first semester. These pre-college courses do not carry credit toward a degree, and the grade earned is not calculated into a student's grade point average. Students are required to earn a C or better in pre-college English and Math courses to advance to college-level courses.

For more information about the placement test, to schedule an appointment, and/or to review sample test questions go to: www.sunydutchess.edu/testing.

On-Campus Housing Admissions Requirements

New housing applicants must submit a high school transcript. Students from counties other than Dutchess and Putnam must have a high school average of at least 70 (or a minimum TASC score of 2800) to be eligible to live in Academic Housing. Students who have less than the required high school average and reside within Dutchess or Putnam will be evaluated for housing eligibility on an individual basis. Students transferring from another college must submit all previous college transcripts and demonstrate a cumulative GPA of 2.0 or higher. Transfer students who have less than the required GPA and reside within Dutchess or Putnam will be evaluated on an individual basis. Questions about transcripts should be directed to the Admissions Office at (845)431-8010 or admissions@sunydutchess.edu.

Importance of Advance Registration

Each semester, enrolled students are sent information and directions regarding advance registration. Advance registration for the spring semester usually begins in October, and advance registration for the fall semester begins usually in April. Students should register as early as possible since the most desired classes fill to capacity quickly. Once classes are closed, students may not appeal to faculty to join closed classes. They can select another available section or add themselves to the waitlist.

Students desiring to become candidates for degrees or certificates in specific programs (desiring to matriculate) should follow the directions in the section, "Types of Enrollment."

Waitlisting

Waitlisting is a feature in Banner that allows a matriculated student to get in virtual line on a Waitlist for courses that are closed. This automated process notifies a student via their myDCC email, that a seat has opened and will give them a certain amount of time to register for the course before the seat will be released to the next student on the waitlist. Waitlisting is only available for degree-seeking (matriculated) students in the Spring and Fall and is open to all students (degree and non-degree seeking) in the Summer and Winter terms.

Preferred Name

DCC recognizes that some members of our college community wish to use a first name other than a legal first name to identify themselves. As long as the use of this different first name is not for the purpose of misrepresentation, the college will utilize the Preferred First Name for Blackboard, Starfish, Degree Works and your college email address. You may also have your preferred name appear on your student ID card.

Your legal first name will appear on all other College records and documents. A student's legal name will remain unchanged in all other College related systems. For more information go to https://www.sunydutchess.edu/assets/DCC_PREFERREDNAMEPOLICY.pdf or email registrar@sunydutchess.edu.

Development to accommodate use of a preferred name in College systems is ongoing. Not all College information systems, databases, and processes may be able to display a preferred name and many uses of an individual's name require display of the legal name; therefore, individuals who utilize a preferred name should always be prepared to reference their legal name and provide corresponding identification when necessary. A preferred name designation is not a legal name change.

Legal Name Change

Students who wish to change their legal name can obtain the Student Change of Information form in the Registrar's Office. In order to change your legal name, you must show official proof of the new name. Acceptable documentation is: Driver's License, Court Order, Marriage Certificate, Social Security Card, Divorce Decree, US Military ID or any other court papers for a legal change of name.

Programs for Students Requiring Additional Academic Preparation

Full Opportunity Program

Dutchess Community College participates in the Full Opportunity Program of the State University of New York. Under this plan the College guarantees "... to applicants residing in Dutchess County who graduated from school within the prior year and to applicants who are high school graduates and were released from active duty with the Armed Forces of the United States within the prior year ..." acceptance for matriculation in an appropriate program.

Admission under the Full Opportunity Program, however, does not guarantee that students will be able to complete the curriculum to which they have applied in two years of full-time study. The number of applicants in a given program or applicants' academic backgrounds may require that students take five or more semesters to complete degree requirements.

The College reserves the right to make final decisions regarding all applicants. Those applicants who do not reside in Dutchess County may not be accepted for matriculation in a curriculum where a shortage of space for applicants from Dutchess County exists.

Early Admissions/Bridge Program

Early Admissions/Bridge Program

Certain public high school and homeschool students may benefit, either educationally or vocationally, by beginning college study earlier than the traditional college entry age. Dutchess provides an Early Admissions/Bridge program offering study in individual courses or in a selected college curriculum. We offer full or part-time options, based on the student's needs and academic abilities.

Full-time Early Admissions Program

Applicants for the Full-Time Early Admissions program must have completed 11th grade and submit an Early Admission application, with parent and the high school counselor approval. This process will indicate the high school's appraisal of the early admission applicant and an understanding of how DCC courses will be used in the student's high school program. This application is available at www.sunydutchess.edu/earlyadmit.

Full-time applicants for early admission generally have a high school average of at least 85 and must place into ENG 101 for consideration. Courses taken as part of this program typically transfer back to the high school to meet graduation requirements.

Students should begin the Early Admissions process by consulting with their high school guidance office, early in the spring of their junior year. The application deadline for full-time enrollment in the Early Admissions program is August 1 for the fall semester and December 1 for the spring.

Part-time Early Admissions Program

Applicants for the Part-Time Early Admissions program must have completed the 10th grade or be at least 16 years of age to be eligible and should indicate the ability to advance with other college students enrolled in the same curriculum.

High school students may attend DCC on a part-time basis as follows: The student must submit the online Part-Time Early Admissions Application form. This form is available at www.sunydutchess.edu/earlyadmit and the process requires the approval of both the high school guidance counselor (or principal) and the parent. It is important for early admissions students to understand that they must have the prerequisite knowledge for the course(s) they undertake. This may include a satisfactory score on the placement test for entry into college-level English or math courses.

Both full and part-time Early Admissions students must agree to have the College send their mid-term and final grades to their respective high schools.

Early Admissions students and their parents need to be aware that the Early Admissions program is not designed to function as an alternative to high school. The program is intended for students who possess above average high school grades and maturity, and desire to begin their college studies prior to graduating from high school.

Early Admissions applicants are not eligible for any type of financial aid, including student loans, or college athletics. Early Admissions applicants are not guaranteed admission. Decisions whether to accept high school students as full-time matriculants, as part-time non-matriculants, or to deny enrollment will be based on a review of all application credentials, including the high school counselor's and teacher's recommendations.

Admission with Advanced Standing (Transfer Credits)

In addition to completing the regular forms issued to all matriculating students, applicants who have studied at other colleges must have official transcripts from all colleges previously attended sent to the Office of Admissions.

Please note that once an official transcript (college or high school transcript/high school equivalency) is submitted to us it cannot be released back to the student or any other agency.

DCC only transfers in credits that are applicable to the student's current degree program and that were earned at a regionally accredited institution (e.g. Middle States Association). To have a course accepted as transfer for an equivalent to an existing DCC course, the course content, learning outcomes, and length/time of instruction of the course will be the primary determining factors to its transferability.

Credits earned at other colleges will be evaluated in keeping with the requirements of the Dutchess curriculum to which a student is applying. Credit will be granted only for courses applicable to the desired curriculum. For students who have earned a bachelor of arts or science degree or a more advanced degree, every effort is made to award advanced standing credit for required general education courses in the Dutchess degree.

A degree candidate may receive up to 40 applicable semester hours of credit through direct transfer of credits from other colleges, and/or through proficiency tests, and/or credit for learning through life experience, but these methods of earning credits will have no bearing on a student's QPA or CPA. **Courses and credits, but not grades, are accepted and some time limits apply to transfer credit eligibility for certain degree programs and this determined at the time of the evaluation.**

Students enrolled in Certificate or Microcredential programs must complete at least 50% of their program credits at DCC and certain courses may be required to be taken at DCC. Check your specific program for these exceptions.

Credits for which a student has earned a grade lower than C will not be accepted in transfer. Grades of P are not accepted. If a student fails a course at Dutchess Community College and repeats that course at another college, he or she may transfer that course back to Dutchess for credit. In such a case, the F on the transcript for the course failed will remain, the transfer course will be entered on the transcript as transfer credit and the student will not have to repeat the course. Once transfer credits are awarded they will not be removed as this could have negative financial aid implications.

College credit earned through the CEEB Advanced Placement Program and the College-Level Examination Program (CLEP) are recognized by Dutchess. Official Test results should be mailed directly by the sponsoring agency to the Office of the Registrar.

Dutchess Community College also grants credits for those non-traditional educational experiences, including military experience, that are approved by the American Council on Education and are applicable to the curriculum in which a student is matriculating.

A one-time exception will be made to accept the grade of P or its equivalent from other colleges for courses taken during the Spring 2020 semester due to Covid-19 pandemic and National Emergency

Reverse Transfer

Reverse transfer is for students who have already transferred to a SUNY four-year institution without having earned an associate degree at Dutchess Community College. Reverse transfer allows students to transfer the credits they have earned at the SUNY four-year institution back to Dutchess, and have those credits evaluated to determine if the combination of credits earned at DCC and the credits earned at the four-year institution meet the requirements for an associate degree. For more information go to <https://www.suny.edu/reversetransfer/>

Credit for Learning Through Life Experience

Dutchess Community College will grant credits to a student for learning gained through life experience that is the equivalent of required and/or elective courses in the student's curriculum. Credits granted in this manner are called proficiency credits and are recorded on a student's permanent academic transcript with a J grade in the semester in which the credits are earned. Although proficiency credits are used to meet graduation requirements, no honor points are awarded for the J grade, and the grade, therefore, has no bearing on a student's QPA or CPA.

Although applicants for full-time study and part-time students may seek credit for their college-level learning from life experience, they are not eligible to receive credit until they have completed matriculation. The procedures and requirements for earning proficiency credits based on life experience differ for required courses and elective courses and are as follows:

Required Courses/Proficiency Examinations

All matriculated students are eligible to receive credit for any course that is required in the curriculum by successfully passing a departmental proficiency examination. Students may not receive credit for elective courses by proficiency examination.

Students who are interested in taking a proficiency examination should pick up the Proficiency Exam application in the Testing Center in the Student Services Center, room 104, and then contact the appropriate department chair for permission to take a proficiency exam. If approved, it is recommended that students ask the department chair for information regarding the format and content of the examination.

A non-refundable fee of \$35 is charged for each examination and is payable at the Student Financial Services Office. Testing is scheduled through the Testing Center; a paid receipt must be shown in order to schedule the examination.

After the student takes the proficiency exam, the Testing Center sends it to the academic department chair for grading. If the student passes the exam with an equivalent of a C or better, paperwork is processed to submit a grade of "J" to the Registrar on the form entitled Certification of Credit by Proficiency.

Students who take an examination for a course in which they are currently enrolled will be required to withdraw from the course if they successfully complete the examination. Students may not take a proficiency examination for a course that they have failed without special permission from the department chair. Students may repeat a proficiency examination only with approval from the appropriate department chair.

In those instances, where a department chair can determine that a student is proficient in a course without the results of a proficiency test, the department chair may initiate the Certification of Credit by Proficiency Form as soon as the student presents evidence of paying the required \$35 fee.

Servicemembers Opportunity College

DCC participates in the Servicemembers Opportunity College program. Through this program, men and women in the armed forces may receive academic advisement from Dutchess on a continuing basis, no matter

where they may be assigned in military duty. They may take approved courses at any conveniently located institution for credit toward a degree to be granted by DCC. Information about the Servicemembers Opportunity College is available from the Admissions Office.

Maximum Academic Schedule

The maximum academic schedule a student may carry in the spring or fall semester is 19 credits, except in cases where the student's curriculum calls for a greater number of credits, or with the approval of the student's faculty advisor and the assistant dean of student services. The maximum credits allowed for during the summer term is 14 for matriculated (degree-seeking) and 11 for non-matriculated (non-degree seeking) and students are not permitted to take more than seven credits during each summer session. During the Winter Intersession students can take a maximum of 3 credits.

Immunization Requirements

New York State Public Health Law 2165 requires all students taking six or more credits to provide proof of immunity to measles, mumps and rubella. Degree Seeking students are required to submit proof of immunity to measles, mumps and rubella prior to registering for courses. Individuals born prior to January 1, 1957 are exempt from the law. Proof of immunity **must** be submitted to register as a full- or part-time student. Failure to submit proof by the 30th day of the semester will prevent continued attendance. Non-compliance will jeopardize course completion, future registrations and financial aid.

Proof of immunity includes the following: **Measles:** Two doses of live vaccine on or after the first birthday, physician documented history of disease, or serologic evidence of immunity (blood titre); **Mumps:** One dose of live vaccine on or after the first birthday, physician documented history of disease, or serologic evidence of immunity (blood titre); **Rubella:** One dose of live vaccine on or after first birthday, or serologic evidence of immunity (blood titre). History is not acceptable. Proof can be obtained from physician, pediatricians, high school or military records. Forms are available online and in the health office.

New York State Public Health Law 2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to all students regardless of age and who are registering for six or more credit hours. This information must be provided to parents or guardians of students under age of 18. Dutchess Community College is required to maintain a record of the following for each student:

- A vaccine record indicating at least one dose of Meningococcal ACWY vaccine within the last five years or complete two or three dose series of Meningococcal B; or
- A signed response form indicating that the student will not obtain immunization against meningococcal disease. The response form must be signed if the student has not received the meningococcal vaccine within five years.

Forms are available online and in the Health Office.

Medical Reports

The following programs require a medical report (physical) on file prior to the first clinical or laboratory experience. The programs are Early Childhood Education, Emergency Medical Technician, Clinical Lab Technician, Nursing, Paramedic and Phlebotomy. Forms are available online and in the Health Office.

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), all medical information is confidential and will not be released without the written consent of the individual party.

New York State High School Equivalency Diploma

Guidelines for Earning a High School Equivalency diploma on the Basis of Earned College Credit

A New York State High School Equivalency diploma will be issued to a student who satisfactorily completes 24 applicable credits toward a degree

or certificate. The credits must include the following:

- Six credits in English;
- Three credits in Mathematics;
- Three credits in Natural Science;
- Three credits in Social Science;
- Three credits in Humanities; and
- Six credits in college degree program requirements.

The following procedures must be followed by any student wishing to receive a High School Equivalency (HSE) diploma through study at Dutchess Community College.

1. The student must take any necessary placement tests. For more information, visit www.sunydutchess.edu/testing. If you are unsure of which test(s) are needed please see Assistant Registrar in the Registrar's Office (SSC-201).
2. The student must complete 24 credits as specified above as a non-matriculated student with a C average (2.0) or better applicable to his/her curriculum in order to satisfy High School Equivalency requirements. Non-credit bearing courses such as ENG 091 will not count toward this requirement.
3. Once the courses are complete, the student MUST complete an application through the secretary to the registrar in the Registrar's Office and pay the fee required by the State Education Department. This form, after it is signed by the registrar, is forwarded to the State Education Department, along with an official copy of the student's transcript, for the issuance of a New York State High School Equivalency diploma. The student may expect to receive the High School Equivalency diploma by mail.

Students should note that the High School Equivalency/Earned College Credit program can be completed only part time, and is not covered by financial aid.

Another pathway to a High School Equivalency (HSE) Diploma is to take the NYS HSE Exam, currently the General Education Development Test (GED®). The College's HSE preparatory program provides interactive and engaging classes that cover the four subject areas of the GED® examination. Our program is student-focused and aims to help participants achieve their academic and career goals. Our HSE preparatory program is available in both English and Spanish. For more information about our program please contact us at (845) 790-3590 or hse@sunydutchess.edu for further information

Students wishing to explore non-credit options through our Office of Workforce Development and Continuing Education can call (845) 790-3590 or visit www.sunydutchess.edu/continuingeducation.

Applicants with a Prior Felony

State University of New York (SUNY) policy prohibits DCC admissions applications from inquiring into an applicant's prior criminal history. After acceptance, the College shall inquire if the student previously has been convicted of a felony if such individual seeks campus housing or participation in clinical or field experiences, internships or study abroad programs. The information required to be disclosed under SUNY policy regarding such felony convictions shall be reviewed by a standing campus committee consistent with the legal standards articulated in New York State Corrections Law.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions. Students who have concerns about such matters are advised to contact the Office Enrollment and Student Success.

Statement of Limitations

Dutchess Community College recognizes its responsibility and commitment to provide a quality academic experience for those who are able to benefit from attending classes at the College. Thus, within the limits of its resources and facilities, Dutchess Community College is open to all persons who are qualified according to our admission and good standing requirements. In extreme cases, the College may determine that a student may not be qualified to benefit from the College's programs and activities. When questions of admissibility arise, the final decision rests with the Vice President for Instruction & Learning.

Each student is responsible for knowing the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for non-compliance.

Reserved Rights of the College

Dutchess Community College is not obligated to offer any courses described in this catalog for which enrollment is insufficient. A degree or certificate program with a history of limited enrollment may become inactive. The College also reserves the right to modify curriculum requirements, courses, tuition and fee schedules, and policies pertaining to its educational program without further notice.

If a student needing a course to complete graduation requirements finds that the course is closed out or not offered during that semester, she or he should confer with the Registrar. Students are requested to contact the Registrar's Office for the most current information regarding course offerings and class schedules.

Your Right to Know

The federal government under the Student Right-to-Know legislation requires colleges and universities to report the percentage of students who began their studies full-time and then completed their programs within 150% of the normal time for completion. This time is three years for an associate degree.

In general, Dutchess Community College students compare favorably with other community colleges in the Hudson Valley. For full-time students entering DCC in the Fall 2012 semester, the percentage of students who graduated within a three-year period (24%) has been consistently among the highest when compared with the other five regional community colleges.

The sample used to satisfy the federal report contains only first-time, full-time students. Since in many programs the majority of students enrolled are part-time, many successful students are not counted in the numbers above.

Several factors tend to delay graduation for community college students: three years is a relatively short time to complete a degree. Many community college students work full time, and tend to change from one program to another and from full- to part-time. They may "stop out" for a semester or more. Also, more than half of the students entering DCC are required to take remedial courses which increases the time necessary to complete a degree.

Several positive factors — including selection of a specialized career goal — can cause community college students to transfer out of the community college before completing their degree. Therefore, the transfer-out rate is a measure of the community college experience as a stepping stone to further success. For the cohort of Dutchess Community College students described above, the transfer-out rate is 25%. DCC is proud that in a recent SUNY report, students who transferred from DCC to four-year SUNY schools had the highest retention rate in the system. This is a testament to the College's commitment to prepare students for future success.

Adding together these three measures of academic success (graduation, transfer out, and continuing enrollment) we find the full-time students who entered DCC in the fall of 2011 have succeeded at a consistently high rate when compared to the other five regional community colleges.

For additional information, please visit:
www.sunydutchess.edu/aboutdcc/consumerinformation

TUITION, FEES & FINANCIAL AID

Tuition and fees are established by the DCC Board of Trustees and are subject to change by its action.

No deposit is needed to register for classes; payment in full is required by the stated tuition due date, prior to the start of each semester. Students are responsible for ensuring that their bills are completely covered by payment, authorized financial aid, payment plan or a third party. Students who do not pay their accounts in full by the due date will be dropped from classes for non-payment and will not be able to reregister until full payment is made. For more information on our payment policies, please visit www.sunydutchess.edu/admissions/tuition/payment_policies.html.

To help you meet your educational expenses, Dutchess Community College offers the Quikpay Payment Plan as a convenient way to pay your semester charges. This is not a loan program. There are no interest or finance charges assessed and there is no credit check. This is a semester-based plan and is easy to enroll in through your myDCC account. Once you set up your plan, payments are made automatically. Further information about the plan can be obtained from the Office of Student Financial Services or on the web through your myDCC account.

Tuition for Full-Time Students+

For 2022-2023 academic-year credit courses

New York State Resident†	\$2,300.00 per semester
Nonresident	\$4,600.00 per semester
Early Admit High School/Homeschool students*	\$.64.00 per credit hour
College Fee	\$5.00 per credit hour
Technology Fee	\$13.00 per credit hour
Open Educational Resources Fee	\$5.00 per student

Tuition for Part-Time Students+

For 2022-2023 academic-year credit courses

New York State Resident†	\$192.00 per credit hour
Nonresident	\$384.00 per credit hour
Early Admit High School/Homeschool students*	\$.64.00 per credit hour
College Fee	\$5.00 per credit hour
Technology Fee	\$13.00 per credit hour
Open Educational Resources Fee	\$5.00 per student

Additional costs related to residence hall accommodations and meals are established by the Dutchess Community College Association Board of Directors. Visit sunydutchess.edu for more information.

* Junior and Senior high school or homeschool students, sixteen or older, Dutchess or Putnam County residents only.

NOTES: Students registered for 11 hours of course work or below are classified as part-time.

* Not Refundable

**Payment made directly to Certified Background by student.

+ Tuition correct at time of printing; however, review and adjustment of tuition and fees may occur before the start of the 2022-2023 academic year.

The tuition and fee schedule shown is for the 2022-2023 academic year. Tuition and fees are reviewed annually and are subject to change.

†To qualify for the NY State Resident rate, a student must have been a resident of New York State for one year immediately prior to registration. In addition, those who are not residents of Dutchess County must present a Certificate of Residence signed by the chief fiscal officer of the county or counties in which they have lived in the past six months. Without such a certificate or certificates, a student will be required to pay the Nonresident Tuition rate. Dutchess County residents must file an Affirmation of Dutchess County Residence (available in the Student Financial Services Office) to pay the resident tuition rate.

‡The College is authorized to reduce the basic fee for Laboratory Nursery School enrollment in accordance with established guidelines. Families unable to pay the basic fee are invited to contact the director of the DCC Laboratory Nursery School for further information.

□Aviation fees are negotiated with flight school and may vary.

Miscellaneous Fees, as Applicable

Aviation (pilot program, fixed wing) Fees□	\$11,840-\$16,350 per semester
Aviation (pilot program, helicopter) Fees□	\$8,500-\$35,500 per semester
Aviation Maintenance Technology Fee	\$864.00 per course, \$11,232 per year
Aviation Maintenance Technology	
Tool Kit Fee	\$2,150
Background Check Fee**	\$105.00
Ceramic Materials Fee	\$40.00 per applicable course
CLEP Exam	\$87.00 Exam; \$35 Service Fee
Conduct Fines	\$50-\$150 per infraction
DANTES Exam Fee	\$85.00 Exam; \$35 Service Fee
Equipment Breakage Fee	\$10-\$50 per applicable item
Exercise Science Exam Fee	\$199.00 ESW 203/204/205
ID Card Replacement	\$5.00 per replacement
ID Card Replacement (Housing)	\$25.00 per replacement
Lab Fees	\$17-40 per applicable course
Laboratory Nursery School‡	\$2,300 per year
Late Payment Fee	\$50.00 per semester
Late Registration*	\$10.00 per semester
Library Fines	up to \$5 per infraction
Lost Book Fee	\$50.00 per infraction
Overdue Reserve Book	\$50.00 lost charge
Playaway	\$50.00 lost charge
Audio Cables/Earbuds	\$10.00 lost charge
Earbuds/Playaway	\$10.00 lost charge
Headphones (Films)	\$35.00 lost charge
Kindle/iPod	replacement cost
DVDs/Video	\$75.00 or replacement cost
Lost Article Fee	\$10-\$250 applicable item
Matriculation Fee	\$30.00
Music Lab Fees	
Individual Lesson	\$375.00
MUS14X, 16X, 24X, 26X	
Individual Lesson	\$1,125.00 MUS 210, 211
Non-Student Testing	\$35.00 per exam
Paramedic Lab Fee	\$75.00 per semester
Pearson Vue Exam	\$35.00
Physical Education Completion	\$250.00 PED 118
Proficiency Exam Fee*	\$35.00 per exam
Prof. Liability Ins.	\$12.00* / \$35.00*
Red Cross Certification*	\$5/\$10/\$30 applicable courses
Replacement Diploma	\$15.00 per diploma
Returned Check Fee*	\$25.00 per check
Second Degree Fee	\$15.00
SUNY International Student	
Health Insurance Plan	SUNY state-wide rate
SUNY Learning Network	\$25.00 per course
Traffic Fines	\$15/\$25/\$50 per infraction
Transcript Fee*	\$ 8.00 per copy
Trip Fee (Study Abroad)	\$90.00 per trip
Tuition Payment Plan Deferral	\$25-\$45 per semester

Tuition and College Fee Refund Policy

Tuition is due on the due date of the student's bill, but always before you begin attending classes. Students can pay their bills in full with cash, check, or credit cards. DCC also offers a payment plan, financial aid deferment (if the aid is showing on your bill), employer deferment, and other types of deferments. Any students considered unpaid as of their due date may be subject to a drop of the classes for which they are registered. Re-registration of a student's schedule is not guaranteed if dropped for non-payment.

Refunds only for tuition and refundable fees will be granted upon the completion and submission of an official withdrawal form to the Registrar's Office, either before classes begin, or during the published refund period.

Simply notifying the classroom instructor or Dean of Student Services is insufficient. Any student who does not withdraw and remains unpaid at the end of the refund period will be liable for full tuition. Non-attendance does not limit student liability.

Students dismissed for disciplinary reasons are not eligible for refunds, and if appropriate, will be subject to the Federal Title IV Withdrawal Policy. Students entering the armed forces will be refunded the full amount of their tuition for the semester in which their education is interrupted, upon submission of evidence of call to duty.

Per SUNY regulations, refunds of tuition and refundable fees will be made according to the following schedule:

	Full Semester	8-wk term or less
Prior to first day	100%	100%
During 1 st week	75%	25%
During 2 nd week	50%	0%
During 3 rd week	25%	0%
After 3 rd week	0%	0%

Students are responsible for knowing the deadlines for withdrawal and abiding by them. When life-altering circumstances prevent timely withdrawal, a student may appeal by submitting a form available on The Student Financial Services tab of the myDCC portal. Additional information is available under Withdrawal of College or Courses in the Academic Information section of the College catalog.

Delinquent Accounts

Students will be billed electronically before the semester begins with a specific due date based on their date of registration. Students will be notified through their DCC email that a bill is available in QuikPay. The student is responsible for viewing and paying the bill online, or setting up an Authorized User (parent, guardian, etc.) who will pay the electronic bill by the date due.

Students with delinquent accounts over \$100 at the end of the published refund period are subject to a \$50 late payment fee. Holds will be placed on these accounts that will prevent future registrations and graduation. The account will be forwarded to our collection agency in a pre-collect status in which the agency will attempt to contact the student to receive payment. If the account remains unpaid at the end of the pre-collect period, it may be assigned full collection. The College will assign the outstanding balance, plus the collection agency fee and/or reasonable cost to the agency for collection. These fees may be between 25-50% of the unpaid balance and are the responsibility of the student, in addition to the principal amount owed to DCC.

Withdrawal Policy for Recipients of Federal Title IV Grants and Loans

This policy is per the U.S. Department of Higher Education and applies to students who receive assistance under Title IV funding and/or to parents who receive the Federal Parent PLUS loans for their children. Title IV funding for the purpose of this policy includes Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

If a student withdraws or stops attending Dutchess Community College, either officially or unofficially, during the first 60% (approximately first 10 weeks) of the semester, a calculation is completed to determine how much Title IV funding has been earned. The earned amount is based on the percentage of the semester the student has completed. If the student has received (been disbursed) more Title IV funds than has been earned, the excess unearned funds must be returned to the U.S. Department of Education by the school and/or the student.

The DCC Tuition and College Fee Refund Policy, as stated several paragraphs above, is used to determine the amount of college tuition and fees a student is charged. An example of applying both the DCC refund policy and the Federal Title IV refund policy to a student that withdraws or stops attending during the fifth week of classes follows. A student who withdraws or stops attending during the fifth week of classes will owe the College 100% of their tuition and fees (There is no reduction after the third week.) If the student was awarded \$2,000 in Title IV funding he/she only would earn approximately 30% or \$600 of this funding. If the student is full-time and has tuition and fee charges of \$1,650 then he/she would still owe the College \$1,050 (\$1,650 less \$600) after their Title IV funding was applied. DCC and/or the student must return the other \$1,400 in Title IV funding to the Federal Department of Education. If the student is required to return some of these funds, it is possible he/she will not be eligible to receive Title IV funding at DCC or another college until the amount is paid.

Any questions regarding this policy should be directed to the Office of Student Financial Services.

Allowing Veterans to Attend or Participate in Courses Pending VA Payment

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Dutchess Community College 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 & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Dutchess Community College will not:

- Prevent 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 (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Financial Aid Programs

Financing Your College Education

Financing a college education is frequently a challenge to students and their families. However, in addition to family assistance, personal savings, and summer earnings, there are a number of supplemental ways to pay for college costs. Financial aid can be received through scholarships, grants, loans or part-time employment. These are generally referred to as “financial aid.”

Please be aware that courses not applicable toward a student’s degree or certificate program are not eligible for New York state or federal financial aid. State and federal financial aid can be given for those courses which are remedial (developmental) in nature and required by the College. Credit-bearing courses that are prerequisites for a required course in a program are not eligible for financial aid unless these courses can fulfill other requirements (i.e., electives) in the program.

The Office of Student Financial Services, located in the Orcutt Student Services Center, Room 202, provides financial counseling to students and their families, and is prepared to assist them in analyzing and understanding the financial resources available to them.

It is important that students plan well in advance for the financing of their college education. Early contact with the Office of Student Financial Services and filing applications early for financial aid will reduce delay, frustration, disappointment and financial crises.

Purpose of Financial Aid

The primary purpose of financial aid is to provide assistance to students who would not otherwise be able to attend college. The basic premise of student aid is that the primary responsibility for meeting college costs rests with the student and his or her family. The extent of this financial responsibility is determined by a uniform analysis of financial data submitted by the student and family.

Meeting Financial Need

Financial need is the difference between total college costs (tuition, fees, books, room, board, transportation and personal expenses) and the assessed ability of the student and family to contribute to the student’s educational expenses. Student financial aid at Dutchess Community College is awarded on the basis of financial need.

Financial assistance is available for eligible students from several sources — including the federal and state governments, public and private agencies, organizations and companies. Some companies also have tuition reimbursement plans for employees through which students who are employees may defer tuition payments until the end of the semester.

Part-time matriculated students are eligible for some of the same types of aid as full-time students. There are also some governmental programs which provide aid specifically for part-time matriculated students. All students (full-time or part-time) are encouraged to complete the application procedure in order to receive consideration for any appropriate programs for which they are eligible.

All the required papers and forms needed to apply for various types of financial aid are available from the Office of Student Financial Services at Dutchess Community College.

Applying for Financial Aid

Free Federal Application. Complete the Free Application for Federal Student Aid (FAFSA). You may do this by applying on the web, using www.studentaid.gov. Your eligibility for all federal aid programs and most other types of aid administered by Dutchess Community College will be determined by using the FAFSA. To sign your FAFSA electronically, you must have an FSA ID. To apply for an FSA ID, please apply at <https://studentaid.gov/fsa-id/sign-in/landing>.

Income Documentation. All financial aid applicants and/or their families may be required to submit proof of income, including but not limited to, copies of tax documents or proof provided directly from the Internal Revenue Service. Documentation of nontaxable income may be requested as well. Each student is notified individually regarding the outstanding documents needed to complete their application for financial aid.

Tuition Assistance Program (TAP and APTS)

The New York State Higher Education Services Corporation provides aid to both full-time and part-time students.

TAP (Tuition Assistance Program) grants are designed to assist New York state residents, who are attending college full-time, with tuition costs. A student may apply by completing the Free Application for Federal Student Aid (FAFSA) and linking to New York State Higher Education Services Corporation at the conclusion of the FAFSA application process or can apply separately at <https://www.tap.hesc.ny.gov/totw/> approximately one week after submitting the FAFSA.

APTS (*Aid for Part-time Study*) grants are available to eligible matriculated students who demonstrate financial need and are enrolling for 3 to 11 credits. Students must complete the FAFSA to qualify for APTS. There is currently a maximum award of up to \$1,000 of funding per semester. Applicants to qualify, must meet NYS satisfactory academic progress standards and specific income guidelines.

New York State Financial Aid Programs

Excelsior Scholarship : Qualified New York State students may be eligible for coverage of full-time tuition, if they meet both academic and financial criteria. A student must complete the FAFSA (Free Application for Federal Student Aid), the TAP (Tuition Assistance Program) and Excelsior Scholarship applications in order to be eligible.

Veterans Tuition Award: Vietnam, Persian Gulf, Afghanistan, or other eligible combat veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State are eligible for awards for full or part-time study.

NYS Stem Scholarship: The NYS STEM Incentive program provides a full SUNY tuition scholarship to the top 10 percent of students in each NYS high school if they pursue a STEM degree in an associate’s or bachelor’s degree program and agree to live in NYS and work in a STEM field in NYS for five years after graduation.

Information regarding other NYS financial aid programs can be found at www.hesc.ny.gov.

Other Governmental Sources of Aid

Veterans Benefits: Dutchess Community College is approved for study under the Title 38 US Code: Chapter 30 (Montgomery GI Bill – Active Duty), Chapter 31 (Vocation Rehabilitation Act), Chapter 32, Post-Vietnam Era Veterans Educational Assistance Program (VEAP), Chapter 33 (Post 9/11 GI Bill), Chapter 35 Dependents Educational Assistance.

Other Military Related Programs: Chapter 1606 Montgomery G.I. Bill (Selective Service), Chapter 1607 (Reserve Educational Assistance Program (REAP), Army Tuition Assistance Program, National Guard & Naval Militia Tuition Assistance Programs, and Military Spouse Career Advancement Account (MyCAA).

Benefits for educational plans are determined by the VA certification process and DCC enrollment status. For more information and applications, contact the Certifying VA Official located in Hudson Hall, Room 212.

War Orphans Educational Assistance Act. Educational benefits are provided to children of veterans who died in service or as a result of a disability received while in service. Students who believe that they may be eligible for those benefits are urged to discuss the matter with their local Veterans Administration Office.

ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation) is a service of the New York State Department of Education. ACCES-VR provides financial assistance with college costs for eligible clients. For further information, contact the regional office in Poughkeepsie.

Short-Term Loans

Short-term loans of modest amounts may be made to students giving evidence of unexpected financial stress. A student may only receive one short-term loan per semester, and it is limited to \$350. For final determination of the student's eligibility for a short-term loan, the student should consult the Office of Student Financial Services.

Satisfactory Academic Progress and Program Pursuit for Financial Aid

To receive any institutional, state and federal Title IV financial assistance, a student must maintain eligibility by making satisfactory academic progress and satisfactory pursuit of program. Students are required to show progress by earning appropriate applicable degree credits, with a specific grade point and quality point average(s) as determined by the institution. Satisfactory academic progress and program pursuit standards are for institutional, state and federal Title IV financial aid programs. Copies of these eligibility standards are available in the Office of Student Financial Services and at www.sunydutchess.edu. Students are encouraged to visit the Office of Student Financial Services with any questions about their rights and responsibilities concerning eligibility for financial assistance.

Financial Aid Programs

The Office of Student Financial Services can assist students and/or their families with questions concerning all types of federal aid programs. Call the Office of Student Financial Services, (845) 431-8060, for more information about:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS
(Parent Loan for Undergraduate Students)
- Federal College Work Study
- NYS Tuition Assistance Program (TAP)
- NYS Aid for Part-time students (APTS)
- NYS Excelsior Scholarship
- Senator José Peralta New York State DREAM Act
- Institutional Assistance

Scholarship Aid from the DCC Foundation

Scholarships are available for incoming, continuing and graduating students. See page 27.

STUDENT SERVICES

The faculty and staff at Dutchess regard student services as an integral part of the total college experience. A conscientious effort is made to know students as individuals and to serve them as such. The Office of Enrollment and Student Success includes the following offices: Admissions, Student Advocacy and Accountability, The Academic, Career and Transfer (ACT) Center, The Center for College Access and Educational Opportunities, Veteran Services, Accommodative Services, Counseling Services, Health Services, Student Activities, Academic Housing and Athletics. They are coordinated and directed by the Vice President of Enrollment and Student Success.

Orientation for New Students

To acquaint new full-time and part-time students with the college's educational philosophy and standards, the College expects them to participate in an orientation program prior to their first semester at Dutchess. Orientation each semester consists of a comprehensive program for full- and part-time students. A club fair is held early in the semester to encourage involvement in extracurricular activities.

The goals of orientation are:

- To acquaint new students with the College, its academic programs, facilities, resources, services, activities, policies and organizations.
- To assist them in taking full advantage of the opportunities offered by the College.
- To provide students with important information about issues and problems frequently encountered by college students as well as the resources and approaches for effective decision making.

Academic, Career and Transfer (ACT) Center

Academic Advisement

The ACT Center provides holistic academic advisement for students including career and transfer planning. ACT coaches teach students the skills needed to choose a major and design an achievable academic plan. As students continue their studies at Dutchess, they can rely on ACT coaches to deliver academic and transfer programming that will expose them to a variety of occupational and scholastic opportunities. All students may utilize the ACT center. Students are urged to take the initiative in meeting early and regularly with their coach and to take full advantage of the advisement services that are available. It is the student's responsibility to make certain that graduation requirements are met.

Career Coaching

The ACT Center provides career coaching to all students at any stage in their academic journey, as well as to community members not currently enrolled at Dutchess Community College. Students and community members are provided an opportunity to explore their career options through self assessments and coaching sessions. It is also encouraged and promoted to apply for internships and volunteer opportunities for further career exploration. The academic coaches provide guidance with choosing a major and ensuring it aligns with a student's career goals. Coaches also provide assistance with job searches, writing cover letters and resumes, and honing job hunting and interviewing skills. Career coaching sessions are tailored to the student's individual needs and questions.

Transfer to Four-Year Colleges and Universities

Dutchess Community College graduates transfer to a variety of colleges and universities across the country, both public and private. Students planning to transfer should matriculate, in general, in an associate in arts (A.A.) or an associate in science (A.S.) degree program. These programs are designed as university-parallel programs and offer the student the greatest opportunity to transfer with junior status, with the expectation of completing the baccalaureate degree in an additional two years of full-time study.

The College has a number of articulation or transfer agreements, which facilitate the transfer of A.A. and A.S. graduates to four-year institutions. In addition, an opportunity to continue full-time study at a four-year state university or college is guaranteed to all New York residents who transfer directly from a SUNY two-year college with an A.A. or A.S. degree and who meet the SUNY application requirements. It should be noted, however, that this policy does not guarantee a student admission to the campus or program of his/her choice. Application fee is waived for graduates with an A.A. or A.S. degree for up to seven SUNY schools.

Students planning to seek immediate employment upon graduation usually matriculate in an associate in applied science (A.A.S.) degree program. Many A.A.S. graduates, however, transfer to senior institutions. Dutchess Community College has transfer agreements with some senior institutions that facilitate the transfer of students from career programs. In general, however, graduates of career programs should anticipate needing more than two years of full-time study to complete the baccalaureate degree. Students considering transfer are advised to attend a Transfer 101 Workshop and then consult with a transfer advisor in the ACT Center (Student Services Center, Room 301 (845) 431-8600). Students are encouraged to attend transfer fairs and transfer events held throughout the year.

DCC graduates have transferred to all SUNY colleges and universities, as well as to other fine institutions such as Bard College, Columbia University, Cornell University, Fordham University, Marist College, Mount Saint Mary College, New York University, Pace University, Rensselaer Polytechnic Institute, University of North Carolina at Chapel Hill, Vassar College, Yale University, Tulane University, Smith College and many others.

Center for College Access & Educational Opportunities

Educational Opportunity Program

The Educational Opportunity Program (EOP) was established in 1968 by New York state to assist students who show promise of academic success at the college level but may have encountered both academic and financial disadvantages. EOP is designed to provide eligible students with the academic and financial means necessary to ensure success at the college level. To aid its students EOP provides tutoring, academic advisement, career planning, personal counseling, seminars and workshops throughout the year and financial support. Interested and eligible students should inquire as early as possible; program enrollment is limited. For more information contact the Educational Opportunity Program office at (845) 431-8037.

TRiO

TRiO Student Support Services (SSS) is a federally funded Student Support Services program, sponsored by the U.S Department of Education. TRiO provides comprehensive academic and personal guidance to program students. TRiO staff works with students to assist them with overcoming obstacles in higher education, such as: limited income, first generation college status, academic need, and/or learning differences. TRiO SSS provides a support network, leadership and mentoring opportunities, career exploration and transfer options. The TRiO staff encourages students to pursue their education regardless of socioeconomic, cultural or ethnic backgrounds. The office number is (845) 431-8509.

Collegiate Science and Technology Entry Program (CSTEP)

Dutchess Community College has provided a Collegiate Science and Technology Entry Program (CSTEP) since 1987. Funded by the New York State Department of Education, the purpose of CSTEP is to assist underrepresented minority or economically disadvantaged students in completing pre-professional or professional education leading to STEM, health-related careers, and/or any field leading to professional licensure by New York state. The services provided to CSTEP students include lending library of textbooks, laptop computers, and graphing calculators; undergraduate research experience, summer internships, academic, career and transfer advisement; professional tutoring in areas of Science, Mathematics, Nursing and other fields; special workshops; field trips to

other colleges as well as educational activities. For further information about the program and its eligibility requirements, contact the CSTEP office at (845) 431-8089 or CSTEP@sunydutchess.edu.

Louis Stokes Alliances for Minority Participation (LSAMP) Program

The National Science Foundation provides DCC with grant funds to support the Louis Stokes Alliances for Minority Participation (LSAMP) Program. The program's goal is to increase the quality and quantity of students successfully completing STEM-Science, Technology, Engineering and Mathematics associate degree programs and transferring to four-year colleges. LSAMP supports sustained and comprehensive approaches that facilitate achievement of the long-term goal of increasing the number of students who pursue higher education in STEM fields, particularly those from populations underrepresented in STEM fields. LSAMP provides local, national and international research opportunities, summer national and international internships, mentoring, STEM tutoring, developmental workshops, exposure to research conferences and tours to national laboratories. For further information about the program and its eligibility requirements, contact the office at (845) 431-8089.

Office of Accommodative Services (OAS)

Located in the Orcutt Student Services Center, Room 103, the Office of Accommodative Services is committed to providing equal access for all qualified individuals to its programs and educational opportunities. The purpose of laws for post-secondary Disability Services Offices is to eliminate barriers that would deny students with disabilities equal access, so that students with disabilities have the same access to programs and services as students without disabilities.

A person with a disability is any person who has a medical or mental health condition that substantially limits one or more major life activity. Major life activities include, but are not limited to, walking, seeing, hearing, breathing, learning, writing, reading, concentrating or performing manual tasks. This may include Long Covid and pregnancy related complications/temporary disability.

Academic adjustments are made, on an individual basis, to requirements for students who have disabilities that may affect their ability to fully participate in program or course activities, as well as nonacademic program or activity requirements such as clubs, residence life and athletics.

Academic adjustments may include, but are not limited to, testing or classroom accommodations and use of auxiliary aids or services. Faculty are not expected to alter their standards for evaluation or substantially alter an essential element of a course or program. To receive academic adjustments, students must identify a disability that impacts their ability to access the academic environment, provide documentation of the disability (2 – 4 weeks prior to need for accommodations), and meet with OAS staff to develop and implement an appropriate plan for access. Accommodations are determined through an interactive process between the student OAS staff and DCC personnel according to the specific course or college activity.

Meetings with the staff may be scheduled through video or telephone conferencing if needed.

OAS provides a wide range of technology training, academic support and professional tutoring in select subjects to students registered with the OAS office.

Students requesting housing accommodations for Conklin Hall are asked to confirm acceptance to academic housing, then make accommodation requests as soon as possible. Requests made with less than 60 days notice prior to move-in date might not be possible to accommodate by move in day, depending upon the request and capacity in Conklin Hall.

- There is no deadline for requesting new accommodative services, or review of current plans based upon changes in condition or course requirements, however please provide DCC with sufficient time to respond to the request prior to need,

- Accommodations do not automatically transfer from other institutions.
- Accommodations are not retroactive and are effective only after the student completes an intake with OAS and discloses their access plan to faculty/staff. During this intake meeting, students are assisted to identify their point of impact, understand the course delivery method and potential barriers to participation. Academic support plans such as referrals to tutors, technology training, and success strategies are developed as well.
- All specific information provided concerning a disability is confidential and is released only with the student's consent.
- Students are advised to maintain a copy of their documentation for future use; files will be purged after seven years of inactivity with OAS services.

Additional information is available at <https://www.sunydutchess.edu/academics/accommodative/>.

We are a National Voter Registration Act Site: <https://system.suny.edu/university-life/voter-registration/>.

Students who believe they are experiencing disability-related discrimination on campus may contact the ADA/Section 504 Coordinator in the Office of Human Resources. Students may appeal decisions made by OAS staff by contacting the ADA/Section 504 Coordinator to request review of the request and decision rendered. In addition Faculty may wish to appeal decisions rendered by OAS staff by contacting their Academic Dean or the ADA/Section 504 Coordinator in the Office of Human Resources.

Students who are dissatisfied with the outcome of the DCC appeal process, or wish to pursue an alternative to using these procedures, you may file a complaint against the school with the Office of Civil Rights: (<http://www.ed.gov/ocr/docs/howto.html>).

Counseling Services

The Counseling Center, located in the Student Services Center, Room 303, provides campus-wide programs and services for students to enhance wellness, personal development and growth. There are many challenges that people confront during their college years. Navigating these conflicts is integral to succeeding.

Counseling services are available through DutchessCounseling, which provides students access to free, confidential 24/7/365 mental health telecounseling from anywhere in the United States. Whether feeling anxious or overwhelmed, students can talk to a licensed provider from a smartphone or any web-enabled device.

Students should register at dutchesscounseling.com to have these services available when needed. DCC email is used to register. There are two ways to access mental health services:

- TalkNow: 24/7, on-demand access to a mental health professional to talk about anything at anytime
- Scheduled Counseling: set up an appointment to speak to a licensed counselor.

For additional information or for updates on programming, call (845) 431-8040 or visit the website at www.sunydutchess.edu/dutchesscounseling.

Veterans Services

A comprehensive program at Dutchess Community College that provides services to active military service, veterans, spouses and dependent children (students) receiving VA Educational benefits. A Veteran's Resource Center, located in Hudson Hall, room 212 was established in the Fall 2015 term. The VRC includes an administrative office for the Coordinator and lounge for students to study, meet, socialize and congregate for programming based on the wellness wheel model.

STUDENT LIFE

Student Rights and Responsibilities

Students should be free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion. However, they also are responsible for learning the content of any course of study for which they are enrolled.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Information about student views, beliefs and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Advocacy and Accountability

The Student Code of Conduct is the official document that sets forth behavioral expectations for Dutchess Community College students. The Code shall apply to conduct that occurs on the College's premises, at College-sponsored activities, and to off-campus behavior that adversely affects the College community, the pursuit of its objectives, or neighboring communities. The College will address known behavior both on- and off-campus that may affect a student's suitability to continue as a member of the College community.

It is the obligation of every student to notify the Office of Student Advocacy and Accountability of any felony or misdemeanor arrests occurring at any time after the student pays their admissions deposit through graduation or separation from the institution, regardless of geographic location of the arrest or specific crime alleged. Failure to do so may result in conduct charges by the College. The College may review the facts underlying the arrest to determine if there is a related policy violation or safety concern. The College has developed this code of standards and expectations, consistent with its purpose as an educational institution and expects that each student accept responsibility for their own behavior and consequences. Policies and procedures for addressing alleged violations of the Student Code of Conduct are detailed in that document. Once a student is accepted to the College, they are responsible for upholding the standards outlined in the Code. Therefore, students should become familiar with this document. While the Student Code of Conduct is published annually, students should be mindful that the Student Code of Conduct may be modified by the College within the Academic Year as necessitated by changes in law, Board of Trustee Policy or SUNY Policy. The Student Code of Conduct should not be viewed as a comprehensive code of desirable conduct; rather the provisions set forth in the Code describe the minimum standards for acceptable behavior. A copy of the Student Code of Conduct may be viewed at www.sunydutchess.edu/assets/StudentCodeofConduct.pdf.

Campus Emergencies/Security

Security is available on campus 24 hours a day, seven days a week. Emergency phones are located throughout all buildings and blue emergency phones are in all parking lots. Students encountering emergency difficulty while on campus are encouraged to report concerns or incidents to (845) 431-8070. Escort services can be provided to and from parking lots. The campus security office is in the Orcutt Student Services Center, Room 114.

The federal "Crime Awareness and Campus Security Act" requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education. This information can be found on the College's website and is posted outside the Security office.

Health Services

The college maintains a College Health Office in the Student Services Center room #110, under the direction of a full-time coordinator of health services. The office is open Monday through Friday. Through this office a variety of medical services can be obtained at no cost to the student.

The Health Office provides basic first aid, health counseling and education, and referrals to appropriate agencies and resources. Medical emergencies are referred to Campus Safety and Security (ext. 8070). The Health Office works closely with Campus Safety and Security and the local ambulance for emergency transport. In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

If needed, specific locations of first aid and AED kits can be obtained from the Security Office.

In accordance with the Education Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

For further information, please visit the Health Office webpage at: https://www.sunydutchess.edu/studentlife/health_and_counseling_services/healthoffice.html.

Student Records

An educational record is maintained for each student in the Office of the Registrar. The Family Educational Rights and Privacy Act of 1974 provides former and current students with certain rights regarding the review of their educational record. The act also protects the confidentiality of a student's record and requires that the student's written consent be obtained before information is released unless the information requested is considered directory information. Access to a student's record without the written consent of the student may be provided to professional employees of Dutchess Community College who have legitimate educational interest and certain other authorized personnel. In keeping with the act, the College has on file a policy and procedure statement regarding student records. It is contained in the Professional Staff Handbook, available in the Office of Enrollment and Student Success.

Essential student records are permanently archived. In 2008, DCC converted to a new information system. Some non-essential records were not retained.

Students should be aware that altering a transcript is considered falsifying an academic record and a violation of the Student Code of Conduct.

Parent Access

Information about the student is released to the parent/guardian by the appropriate office if there is a signed FERPA Waiver form on file at the college. For students who are under 18 years of age; in the absence of a waiver form, the parent may show proof of identity and present documentation proving the student is a legal dependent. A non-dependent student who is interested in giving parents/guardians access to their DCC information must complete a FERPA Waiver form which is available in the Registrar's Office. A parent/guardian listed on the waiver form and presenting a State/Federal issued picture ID will receive the information the student has agreed to release. For phone calls, parents/guardians listed on the signed FERPA Waiver form will be required to provide student-specific information before information can be released over the phone. These items are the last four digits of the student's SSN, their date of birth, current address and current phone number. Please note that registration status, grades, GPA, schedule and attendance information is never given out over the phone.

In lieu of a waiver form, parents/guardians of financially dependent students must demonstrate such by submitting a copy of their tax return or government-issued financial statement to the Registrar's Office.

Directory Information

Personally identifiable information generally is not released without the student's written authorization unless it is directory information. Directory information may consist of name, city or town, dates of attendance, date of graduation, degree and enrollment status. If a student does not wish directory information to be released, he/she must submit a Directory Information Block form which is available in the Registrar's Office and on the college website. Personally identifiable information is released to federal and state agencies with a legitimate right to know, in response to legal subpoena, for health and safety issues, and to the military in compliance with the Solomon Act.

Student Activities

The Office of Student Activities is primarily concerned with enhancing students' college experiences through involvement in extracurricular activities and development of leadership and interpersonal skills. The staff seeks to involve students in campus governance and service, and to stimulate interest and interpersonal communication through a variety of educational, cultural, leadership and social programs. These programs are designed to help students achieve their highest level of academic and personal success.

Activities

The College firmly believes that chartered clubs and cultural, recreational and social activities play an important role in the educational process. Students are encouraged to participate in the extensive and varied activities available to them.

Speaker Series

Each year, the Student Activities Office, (in cooperation with various academic departments) strives to assemble a stimulating lecture series for our College Community through the A.C.E. Program. Comprised of prominent speakers, renowned artists and other dynamic guests, the A.C.E. programs are well worth student's time.

Trips

Each semester the Student Activities Office sponsors trips at reduced cost to students. Trips include: Broadway shows, sporting events, concerts, amusement parks, cultural events, family-oriented events, local events and more.

Discount Tickets

The Student Activities Office offers students tickets to local area attractions at a discounted price. These include Regal and Lyceum movie tickets, Six Flags Great Adventure, the New York Renaissance Faire, the Dutchess County Fair and more.

Campus Activity Board (CAB)

The Campus Activity Board (CAB) is a student run organization that sponsors a wide variety of activities. The C.A.B. host concerts, speakers, and lunchtime cafeteria entertainment, including: comedians, local bands, magicians, novelty acts, and karaoke. Events are held on campus and are free for students. Students are sure to find something that's fun and exciting. All DCC students are encouraged to join.

Clubs

The learning experience at DCC shouldn't be restricted to the confines of the classroom. In addition to looking great on college and job applications, participating in extracurricular activities at DCC has many advantages.

DCC currently has 30 active clubs on campus. Students who get involved widen their circle of friends and broaden their horizons. It helps students become familiar with the campus and the resources it offers and also improves organizational and time management skills. Becoming a member

of a club allows students to take advantage of opportunities they wouldn't be exposed to as an individual, like professional workshops and cultural events. Clubs are always looking for new members. A list of meeting times and locations is posted on the webpage at <https://www.sunydutchess.edu/studentlife/studentactivities/clubs.html>. Students can stop by the Student Activities Office in Dutchess 201 or call 431-8050 for information.

Student Government Association

The Student Government Association (SGA) provides students the opportunity to be active in their campus community as well as the local community. Members attend meetings to discuss various events and issues that face the student body. They participate in community service projects, learn more about the governmental process, oversee the use of the student activity fee, make new and lasting friendships and much more! The Student Government atmosphere allows students to excel in leadership, confidence, and networking skills that will be helpful if continuing their education as well as in their future careers.

Student Publications

The Student Literary Magazine, "The Community," is published every spring and features short stories, poetry and artwork produced by DCC students.

The Falcon's Call is the student newspaper, published throughout the school year. The newspaper is a student club and invites participation from all students.

College Colors

The Dutchess Community College colors are buff and blue, and the athletic teams are known as the Falcons. The College colors have a significance in the history of Dutchess County. During the American Revolution, the Continental Army stationed at Fishkill wore buff and blue.

Intercollegiate Athletics

The Dutchess Community College Athletics Department is a member institution of the National Junior College Athletic Association. Dutchess Community College also is a member school of Region XV and the Mid-Hudson Conference. The Dutchess Athletics Department offers intercollegiate programs for students interested in participating in Women's Volleyball, and Men's and Women's Soccer during the fall; Men's and Women's Basketball during the winter; and Women's Softball and Men's Baseball during the spring. Dutchess Community College is also a member of the NJCAA and offers intercollegiate eSports during the fall and spring semesters.

The Dutchess Community College Athletics Department is committed to assisting student-athletes with maintaining a high grade point average and preparing for future endeavors while providing a meaningful, worthwhile experience participating in intercollegiate athletics. It assists student-athletes to develop a strong work ethic, enhance interpersonal skills and physical capabilities while emphasizing the importance of teamwork and sportsmanship. Student-athletes are expected to display a high degree of integrity, responsibility, and ambition. They must be reliable team players who use proper judgment and conduct themselves in a professional manner that displays sportsmanship while participating on a scholastic athletic team.

Athletics works closely with coaches, students, teachers and administrators and strives to see each and every student-athlete successfully complete their semester goals and work toward the attainment of an associate degree at Dutchess Community College. The department also helps student-athletes transition from Dutchess Community College to an institution where they would be able to continue their scholastic athletic career while simultaneously pursuing a four-year degree in their academic area of interest. For more information, visit the Dutchess Community College Athletics website at www.dutchessfalcons.com.

ADDITIONAL SERVICES

Bookstore

The bookstore, operated by Follett, is in Dutchess Hall, room 211 and can be reached at (845) 431-8080. In addition to textbook rentals and sales, the bookstore offers a variety of school supplies and merchandise, including DCC logo clothing.

For more information visit www.sunydutchess.edu/studentlife/bookstore.

Day Care Center

The Louis Greenspan Day Care Center offers quality, affordable child care to students, staff and faculty of DCC. The Center accepts children from 18 months to 5 years of age. Hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday, following the College academic calendar. The classrooms are staffed with teachers trained in early childhood education, as well as student teachers from DCC and Marist College. The center also serves as a research, observation and internship facility for a variety of academic departments on campus.

Opened in 1975, the day care center strives to demonstrate standards of excellence in early childhood education and child development practices. Our center provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children. The center maintains an open-door policy in which parents are encouraged to visit and participate in all aspects of their child's educational experience. The Louis Greenspan Day Care Center is accredited by the National Association for the Education of Young Children.

Enrollment is on a first-come, first-served basis. Early registration is strongly suggested. Registration materials can be obtained from the center director, or by calling (845) 431-8085.

DCC Help Desk

The DCC Help Desk provides a single point of contact for campus technology support. Please contact the Help Desk for any and all technology related issues. The DCC Help Desk is located in CBI 130. Its web portal and hours of operation can be found in the Student tab of myDCC. Call (845) 431-8000 (say Help Desk at the prompt).

Laboratory Nursery School

Dutchess operates a registered laboratory nursery school. Children who are three years, two months old through 4 years, 10 months old are admitted each September. The children are selected at random from the applicant pool in order to meet the educational needs of the College and its students. Classrooms are directed by fully-certified early childhood teachers and are staffed by DCC students matriculated in the early childhood curriculum. Information about fees (\$2,300 per year) and registration can be secured from the director of the Dutchess Community College Laboratory Nursery School.

Academic Housing

On-campus housing is available for full-time students interested in combining the quality, affordability and other benefits of a DCC education with the experience of living away at school. Conklin Hall features fully furnished suites that include two bathrooms, a living room and kitchenette (with sink, microwave and full refrigerator).

The building is designed for comfort, safety and convenience and the academic housing staff, amenities and programs combine to create a welcoming environment that enriches the student experience.

The four-story residence hall features:

- Convenient location near academic buildings, campus activities and student services, and adjacent to parking.

- 476 beds
- Lounge on each floor; multi-purpose atrium
- Wireless Internet and cable television service
- Laundry room; mailboxes; vending area
- Noncombustible construction; sprinklers throughout
- 24-hour security
- Geothermal heating and cooling
- 24/7 access to Conklin Hall Fitness Center

Students from counties other than Dutchess and Putnam must have a high school average of at least 70 in order to be considered for eligibility to live in the residence hall. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college must have a 2.0 GPA to be considered for academic housing. For more information visit www.sunydutchess.edu/reslife, email academichousing@sunydutchess.edu or call (845) 790-3676.

DCC CARES

Campus · Assessment · Response · Evaluation · Support

DCC CARES encourages student persistence in college by providing holistic support to students whose ability to stay in school is threatened by any number of outside factors, especially their inability to meet basic human needs and financial obligations.

Student Resource Navigator (SRN)

The Student Resource Navigator (SRN) connects students to campus and community resources and assists students with applying for financial hardship grants and services that are available to help students get over short-term hurdles, such as job loss, medical expenses, car repair, child care issues or other unanticipated expenses.

The SRN also collaborates with campus support staff and community partners to provide students with workshops focusing on topics such as financial literacy, self-management and resiliency. The Student Resource Navigator's office is in room 203 of the Student Services Building and may be reached at (845) 431-8976 or dcccares@sunydutchess.edu.

The Pantry

The Pantry, located on the lower level of Dutchess Hall in room 114, offers a three-day supply of nutritious food as well as personal care products. So that everyone may access The Pantry, it is available to students, faculty and staff once per month. Requests and questions may be made through thepantry@sunydutchess.edu.

The Clothing Closet

The Clothing Closet is a service provided through the DCC CARES and The Pantry to provide professional attire and basic clothing needs for students and their families at no cost. To book an appointment for The Clothing Closet, please email thepantry@sunydutchess.edu or call The Pantry at (845) 790-3714.

Child Care Resources for Student Parents with Young (birth – age 12) Children

Resources are available based upon financial need and/or single parent status (not income based). These resources may be used to support both on campus and community based child care.

For more information, please contact:

- Sandra Kraich, Director, Louis Greenspan Day Care Center at dccchildcare@sunydutchess.edu or 845-431-8085
- Student Resource Navigator, DCC CARES, at dcccares@sunydutchess.edu or 845-431-8976
- DCC Foundation at dccf@sunydutchess.edu or 845-431-8976

ACADEMIC INFORMATION

The following information about academic policies and procedures is provided to assist students in attaining their academic goals as effectively as possible. Students should seek the advice of an academic coach or faculty advisor if they have questions about the regulations and procedures stated in this or any other section of the College catalog.

Absences and Tardiness

Since excessive absences or tardiness may affect the quality of a student's academic performance, the College expects all students to attend classes regularly. Faculty members may determine their own policies regarding irregular class attendance. **Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course.** Unless the student initiates a formal course withdrawal request through the Registrar's Office, non-attendance will result in a "ZF" grade.

Students must complete all assignments, examinations and other requirements in all of their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative to make up any work missed. Students must be aware, however, that the opportunity to make up an examination is not a student right, rather it is a privilege granted under special circumstances. Make-up examinations must be offered for absences due to religious observances, hazardous weather conditions, verifiable medical reasons or field trips that are related to an academic program. In the case of academic field trips, students should inform their instructors prior to the trip so that arrangements to submit work or to schedule a make-up exam can be made. In all other cases, faculty members are free to determine their own policies regarding make-up examinations. Students must be informed, in writing, at the beginning of each semester of the make-up examination policy for each course.

Absences Due to Inclement Weather

On days when the College remains open during inclement weather, students should make their own determination whether to attempt to travel to class based on the safety of road conditions in their own locale. Students will not be penalized for missing class under this circumstance, although students are responsible for the work missed and are expected to make it up in a reasonable time as determined by the instructor.

Absences Due to Religious Beliefs

Any student at the College who is unable, because of his or her religious beliefs, to attend classes on a particular day or days will be excused from any examination or any study or work requirements. College faculty will provide an equivalent opportunity for the student to make up any work that he or she may have missed because of such absence. (Section 224, New York State Education Law)

Academic Integrity

Dutchess Community College is committed to the principles of honesty, integrity, and ethical behavior. It is expected that students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. Academic dishonesty in any form is regarded by the College as a breach of academic ethics and may result in disciplinary action. Academic dishonesty includes, but is not limited to, the following:

- Cheating on examinations
- Plagiarism: the representation of another's ideas or writing as one's own. Examples include:
 - presenting all or part of another person's published work as something one has written.
 - paraphrasing or summarizing another's writing without proper acknowledgement (citation).
 - representing another's artistic or technical work or creation as one's own.
- Willingly collaborating with others in any of the above actions which result(s) in work being submitted which is not the student's own.

- Stealing examinations, taking electronic images, falsifying academic records and other such offenses.
- Knowingly permitting another student to use one's work or cheat from one's examination.
- Submitting work previously presented in another course without permission of instructor.
- Unauthorized duplication of computer software.
- Unauthorized use of copyrighted or published material.

If, based on substantial evidence, an instructor deems that a student is responsible for a violation of the Academic Integrity Policy, the instructor may take the following actions:

- The instructor may require that the student repeat the assignment or examination,
- The instructor may give the student a failing grade for the assignment or examination, or
- The instructor may give the student a failing grade for the course.

As an institution of higher education, it is incumbent on the College to ensure that students understand and uphold the highest standards of academic honesty and that there be accountability in cases where students repeatedly violate those principles. In order to build an intellectual culture of academic integrity and ensure that students learn appropriate behavior in their academic endeavors, faculty and staff who judge that a student intentionally violates the Academic Integrity Policy shall report said violation to the Office of Instruction & Learning. Students' right to privacy will be upheld, and all students shall have the right to appeal any action that results from this process. A complete description of the formal academic dishonesty appeal process may be found in the Student Code of Conduct.

Types of academic dishonesty, from cheating to unauthorized duplication of computer software, are listed in The Student Code of Conduct which is available online at <http://www.sunydutchess.edu/assets/CampusCodeofConduct.pdf>.

Academic Honors

As an expression of its commitment to academic excellence, the College recognizes superior scholarship by its students in several ways.

President's List: Students who distinguish themselves by earning a QPA/CPA of 3.75 or better, with no grade below C, based on a minimum of twelve academic or degree credits, in the semester or semesters under consideration, are named to the President's List.

Part-time students who achieve a QPA/CPA of 3.75 or higher for each full-time equivalent semester of study completed shall be placed on the President's List. A full-time equivalent semester is defined as the completion of twelve credit hours of study.

Dean's List: Students who distinguish themselves by earning a QPA/CPA of 3.2 to 3.74, with no grade below C, based on a minimum of 12 academic or degree credits of work, in the semester or semesters under consideration, are named to the Dean's List.

Part-time students who achieve a QPA/CPA of 3.32 to 3.74 or higher for each full-time equivalent semester of study completed shall be placed on the Dean's list. A full-time equivalent semester is defined as the completion of twelve credit hours of study.

Academic Citation: A notation is made on the transcript for students who earn a QPA/CPA of 3.0 to 3.19 based on a minimum of twelve academic or degree credits of work, in the semester or semesters under consideration.

Part-time students who achieve a QPA/CPA of 3.00 to 3.19 or higher for each full-time equivalent semester of study completed shall have a notation on the transcript. A full-time equivalent semester is defined as the completion of 12 credit hours of study.

Honors Courses: Honors courses challenge liberal arts students through interdisciplinary study. These courses introduce students to all aspects of the college experience including library research, academic advisement, extra curricular opportunities and transfer possibilities. Students who have taken Honors courses in the past have transferred to a variety of quality colleges including Colgate University, Cornell University, New York University, Vassar College and Williams College as well as to SUNY's most competitive four-year campuses. Students are selected for the Honors Minor on the basis of high school achievement, standardized test scores, and an individual interview. Honors courses are open to qualified full-time and part-time students. For details on the honors minor, see page 34.

Phi Theta Kappa: This is an international honor society established to recognize and encourage scholarship and service among two-year college students. Phi Theta Kappa provides opportunities for the development of leadership, service and academic excellence. Many four-year colleges have set aside scholarships for community college transfer students who are Phi Theta Kappa members. Students are invited to become members of the DCC Alpha Psi Kappa chapter of this honor society if they have a 3.5 CPA or a total of 12 hours of college-level work completed at the community college and maintain a 3.2 CPA throughout their community college career.

Alpha Beta Gamma: This is an international business honor society established in 1970 to recognize and to encourage scholarship among two-year college students in business curricula. The organization reserves more than \$500,000 in scholarships for initiated members of Alpha Beta Gamma who transfer to four-year colleges and universities. To be eligible for membership in the Delta Zeta Chapter of Alpha Beta Gamma at the College, a student must be enrolled in a business curriculum and have completed 15 credit hours with at least 12 hours of work taken in courses leading to a business degree recognized by the College. In addition, the student must have demonstrated academic excellence by attaining a 3.5 CPA in business courses as well as a 3.5 overall CPA.

Academic Standing

Students are considered "in good academic standing" if they are making satisfactory progress toward completion of a certificate or degree, and have met the required cumulative grade point average for the number of credits that they have attempted.

Auditing

Students may register to audit courses on a space-available basis beginning with the first day of classes each term. The approval of the Registrar and instructor are required for an audit status. Payment is the same as for students taking the course for credit. Students may not change from audit status to credit status or from credit status to audit status after the third week or the equivalent for shorter parts of term.

Senior citizens, 60 or older, may audit college credit courses on a space-available basis. There is no auditing charge for senior citizens. Senior citizens are permitted to audit during the spring and fall semesters only.

Change of Curriculum

Students may change their curriculum if they feel their abilities and interests are better suited to another program of study. When considering a curriculum change, the student should explore the possibilities and realities of the new program with his/her academic coach. Length of time needed to complete degree requirements, prerequisites and suitability of a new curriculum can be discussed at this time. A student may be referred to the chairperson of the curriculum in which the student is interested for additional information. In changing curriculum, a student should understand that no credit will be granted for courses previously taken that do not apply to the new program.

Eligibility for TAP awards for students changing academic programs will be based on the student's CPA and accrued credits in the old curriculum prior

to the effective date of the program change. Change of majors for the current semester must be submitted during the first three weeks of the semester in order for it to be reflected for the current semester. After the first three weeks the change of major will take effect for the following semester.

Re-Admission

Re-admission to Dutchess Community College is necessary for students who have not been in attendance according to the criteria below and were previously matriculated (degree-seeking) and wish to re-enter as a degree-seeking student. In order to be re-admitted students must officially apply for re-admission. Re-admitted students are matriculated under the catalog term of their returning semester and are required to meet degree and program requirements in place at the time of re-admission. Official transcripts from each college attended since leaving DCC should be submitted for review if applicable.

Re-admission is required for students who meet any of the following criteria:

- You previously applied and were accepted to DCC but never attended.
- You were accepted to DCC and attended, but since had a break of two or more consecutive semesters in your enrollment (excluding summer and winter terms).
- You were academically dismissed from the college and lost your matriculation status.
- You were non-academically dismissed from the college and lost your matriculation status.
- You have graduated from DCC and are looking to return to pursue a second degree.

You can download the Re-admission Request Form and submit it to the Admissions Office (<https://www.sunydutchess.edu/assets/ApplicationForReadmission.pdf>) or you may apply for re-admission using the online form (<https://connect.sunydutchess.edu/register/readmit>).

Cross-Registration

Students attending a SUNY four-year institution or community college may be permitted to take courses at other SUNY four-year institutions or community colleges without incurring additional tuition charges. Students can apply for cross registration by filling out the online application at www.suny.edu/crossregister.

Definitions:

Home Institution: SUNY institution where the student is enrolled full-time in a degree or certificate program.

Host Institution: SUNY institution that agrees to allow the student to enroll in coursework while still pursuing a degree or certification program at the home institution.

Requirements:

Students must be a matriculated undergraduate, and be attending full- or part-time at their home institution. Students are limited to six credits of undergraduate cross-registered coursework. Cross-registered courses must be applicable toward degree or certificate requirements. If DCC is the home institution the cross registration will be approved only if the options available at DCC impede on the students' time to degree completion. Students cross-registering at a community college are required to provide a certificate of residence to the institution. Under most circumstances, students registering through a SUNY cross-registration agreement are not charged tuition at the host institution, but may be liable for course-related fees.

Degrees, Certificates and Academic Credentials

Dutchess Community College is authorized by the Board of Regents of the University of the State of New York to award the following degrees and certificates:

Associate in Arts (A.A.)

Programs that lead to this degree are designed for those students who plan to receive a baccalaureate degree from a senior college or university. The A.A. degree may be completed in two years and consists primarily of courses in the liberal arts and sciences, special liberal arts and science courses related to the student's major field of interest and electives.

Associate in Science (A.S.)

These programs are designed primarily to prepare students to continue their education for the baccalaureate degree in scientific or professionally related programs at a senior college or university. The A.S. degree may be completed in two years and consists of a core of liberal arts and science courses, additional required special courses related to the student's field of interest and electives.

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

These programs may be completed in two years and prepare their graduates for immediate employment in specific occupations or careers. Many graduates, however, do transfer some or all of their credits toward more advanced study at a senior college or university. The A.A.S. degree consists of a basic core of liberal arts and science courses, special courses related to a specific career area and electives.

Associate in Occupational Science (A.O.S.)

Like the Associate in Applied Science, these programs may be completed in two years and prepare their graduates for immediate employment in specific occupations or careers. The A.O.S. degree consists primarily of special courses related to a specific career area.

Honors Minor

DCC currently offers the option for qualified students to enroll in one Minor: the Minor in Honors Studies. A Minor is a set of supplemental requirements designed for students who wish to complement and enrich their respective major curricula. Minors are designed to be broad and complementary, and do not constitute scaled-down versions of active degree programs. Students must be matriculated in a degree program in order to declare a Minor. See page 34 for specific details on the Minor in Honors Studies.

Certificate Programs

DCC offers two types of credit certificate programs: an academic certificate and an applied academic certificate.

The Academic Certificate includes career-oriented courses and at least nine credits of liberal arts courses.

The Applied Academic Certificate includes career-oriented or technical courses and at least one liberal arts course, ENG 101. Certificates may be of varying length. However, it is expected that the majority of certificate programs can be completed in one calendar year. Courses in certificate programs are applicable to associate degree programs at Dutchess Community College.

Microcredential (Applied Academic Credential)

A Microcredential is a targeted credential that is smaller than a certificate. Students do not need to be matriculated to enroll in the courses to earn a Microcredential, and can complete the credential on a flexible schedule. Any Microcredentials that you earn at DCC will appear on your official DCC transcript, and you will also earn a "Digital Badge" that will allow you to share your achievement with potential employers on professional networking sites. See page 29 for more information on the Microcredentials currently offered at DCC.

Online Learning

Each semester, the College offers numerous online and hybrid courses in a variety of disciplines. In online courses, communication with the professor and the other students occurs electronically and assignments,

papers and tests are done from your computer. The quality of teaching and expectations for learning are the same whether the course is taken online or on campus. Students should be aware that success in online learning requires organization, self-discipline and good time management skills.

DCC's online courses are offered through SUNY Online. All students who register for an online or hybrid course for the first time at DCC are required to complete the Online/Hybrid Student Orientation before their class begins. The orientation will introduce students to online learning and covers basic Blackboard skills for submitting online work. This orientation can be found on the My Courses page in myDCC shortly after a student registers for an online class.

Fresh Start Rule

Students who have not enrolled in credit classes at DCC for a minimum of three consecutive years, and who have Ds and Fs on their transcript, may apply for the Fresh Start Rule. All grades of D and F will be made non-applicable on the student's transcript. The rule can be used only once and cannot be applied if a student has already graduated. Students are expected to apply prior to completing their first semester returning in order to be eligible. All other requirements for graduation remain in effect. Students apply through the Registrar's Office. If approved, the Fresh Start will not be reflected on the student's transcript until 3 weeks into the returning semester.

Grade Changes

A grade of incomplete must be made up within the next four weeks in which the College is in regular session. Otherwise, the incomplete automatically becomes an F. A faculty member may change a student grade (including a grade of I) up until one year after the grade was initially submitted. He/she needs to complete a change of grade form in the Registrar's Office. (DCC Board of Trustees, Resolution No. 1999-26)

Grade Appeals

If a student wishes to discuss a grade that he/she has received for a test, an assignment or the final grade in a course, the initial step is for the student to meet with the instructor to resolve the concern in an informal manner. The meeting must be requested within 30 calendar days after receipt of a grade for a test or assignment, or by the end of the second week of the following semester after receipt of a grade for the course.

If this meeting does not result in a satisfactory resolution of the concern, within 14 days, the student should obtain a Grade Appeal Form from the academic department secretary or the Office of Instruction & Learning, and initiate a formal grade appeal. The student should bring the completed form for Step 1 to the instructor's department chair, who will convene a meeting with the student and the faculty member in an attempt to achieve an equitable outcome. A complete description of the formal grade appeal process may be found online at www.sunydutchess.edu/academics/academic_policies/grade_appeals.html.

Grade Point Averages (GPA)

The overall quality of a student's work for a semester is measured by current term GPA, while the quality of all the work a student has done at the College through one or more semesters is indicated by cumulative GPA or CPA. The student's term GPA is determined in the following manner:

Using quality points for each grade as defined in the Grading System section, multiply the number of quality points equivalent to the letter grade received in each course by the number of credit hours for the course to get total quality points received for the course. Divide the sum of the quality points received in all courses by the total number of credit hours. Round to the nearest hundredth. The quotient represents the student's current term GPA for the semester.

The student's cumulative GPA is determined in the same way, except that it includes all credit work completed at the College. In the event a course is repeated, the highest grade and quality points are used in the computation of the cumulative GPA.

Example:

	Total	Grade	Quality	Total
	Credit		Points	Quality
				Points
ENG 101	3	A	4.00	12.00
CHE 121	4	C+	2.33	9.32
MAT 118	3	D	1.00	3.00
HIS 102	3	F	0.00	0.00
BHS 103	3	A -	3.67	11.01
PED 101	<u>1</u>	B	3.00	<u>3.00</u>
	17			38.33

Calculate GPA = $38.33/17 = 2.25$

Grading System

The following grading system is used at Dutchess Community College:

Grade	Quality	Grade	Numerical
		Points	Equivalent
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	70-76
D	Acceptable as an individual course grade. If received in a prerequisite course, the student may not qualify for the next course in sequence. "D" grades do not typically transfer to other institutions.	1.00	60-69
F	Failing	0.00	0-59
ZF	Failure due to never or stopped attending	0.00	
I	Incomplete, a temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" automatically becomes an "F"		
J	Proficiency, a grade that meets graduation requirements, earned by examination or life experience. To earn credit by proficiency, a student must perform at the level of C or better.		
P	Passing (given only as a midterm grade with permission of the dean of instruction & learning)		
T	Transfer, a grade given upon awarding transfer credit. Only gives credit for course and does not impact GPA		
U	Audit (No Credit)		
W	Withdrawn		
WA	Administrative Withdrawal		
WS	Student Conduct Withdrawal		
PA	Pass (Spring 2020 only)		
NC	No Credit (Spring 2020 only)		

No grade change will be processed for any student later than one year after he/she has completed the course.

This indicator is used to designate a grade in a developmental course. Any grade followed by a # is not calculated into the student's grade point average.

Graduation Requirements

All candidates for degrees and certificates from Dutchess Community College are required to:

1. Fulfill all the requirements of the approved and registered program for which the student is registered.
2. Successfully complete the minimum number of credits required in the program.
3. Complete, at Dutchess, at least 24 hours of the course work offered for credits toward a degree.
4. Have a Cumulative Grade Point Average of 2.0 or better.
5. Be certified for graduation by the Registrar or his/her designee.
6. Apply for graduation by meeting with an Academic Coach and then submitting the graduation application to the Registrar's Office.
7. Have paid or satisfactorily adjusted all College fees and met all other obligations.
8. Have submitted official proof of high school graduation or GED

Certificate Programs

- Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.*
- Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

Microcredentials

- Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.
- No more than 50% of credits may be accepted in transfer.*
- A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.
- If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

After graduation, a student may continue to study at Dutchess on a non-matriculated basis or matriculate in a second degree or certificate program. In order to matriculate in a second degree program a student must re-admit to the college. The re-admission application can be obtained in the Admissions Office.

Prerequisite Courses

Prerequisites are intended to ensure that a student has sufficient preparation before advancing to the next course in a sequence. Prerequisites, where stated, must be met before enrollment will be permitted.

Probation and Dismissal

A student "in good academic standing" is eligible to matriculate and may register for academic course work for the term in question. Students whose academic performance falls below the standards normally required by the College may either be placed on probation or dismissal by the Registrar. Probation is a status assigned to those students showing reasonable promise of improving their performance. Students are dismissed when they fail to demonstrate the ability and interest required for successful completion of a given program (as indicated below). Dismissal will reduce a student's academic course load to part time status.

Academic probation, which may include constraints upon a student's activities, is intended as an educational device to encourage greater effort on the part of students who appear to be having difficulty in meeting certain academic standards. Placement on academic probation may include denial of the right to register for academic course work unless certain conditions are met. Full-time students on academic probation will be given a credit restriction of 14 credits max.

Any student may appeal to the assistant dean of student services, who may extend special consideration to those students whose circumstances or academic records indicate that such consideration is warranted.

The following guidelines are used to determine the status of matriculated students:

CPA HOURS	PROBATION** CPA	DISMISSAL*** CPA
0-18*	lower than 1.50	
19-36	lower than 1.75	lower than 1.40
37-54	lower than 1.90	lower than 1.70
more than 54	lower than 2.00	lower than 1.90

*Applies to part-time students once they have attempted 12 credits.

**Students on probation will only be able to register for a maximum of 14 credits.

***Student must complete six credits with C or better to be reinstated to full-time status.

Repeating Courses

Students receiving a “F” in a course or failing to achieve the required grade for enrolling in the next course in sequence may repeat the course in question once. However, they may not repeat it again without written permission from the head of the department responsible for the course.

Second Degree

Students who feel that they will gain significant educational or career advantage by earning more than one associate degree from DCC may pursue study toward another degree with the written approval of the registrar. In order to qualify for the second degree, a student must complete at least 15 applicable credits beyond those used to satisfy requirements for the first degree. Nine of the 15 credits must be specifically required in the second curriculum.

Students who wish to qualify for the degrees simultaneously should request approval as soon as they are aware of their plans to earn two degrees. Those who already have received one degree should seek approval prior to matriculating in the second degree program. Interested students should contact their Academic Coach in the ACT Center.

Rematriculation After Dismissal

Students who are academically dismissed lose their matriculated status. They may appeal the dismissal through the Office of Enrollment and Student Success. If the appeal is successful, the student is rematriculated and may resume full-time or part-time matriculated study.

If the dismissal is upheld, the student must meet one of two conditions in order to rematriculate: 1) Register for part-time studies for the next semester on a non-matriculated basis. If the student receives grades of C or better in six credits or more, he/she may then return to full-time or part-time matriculated study in the following semester; or 2) Remain non-enrolled for two semesters. The student may then reapply for full-time study (or part-time matriculated study) without meeting special conditions.

Dismissed students who have met the conditions for rematriculation must apply for rematriculation. Application for rematriculation should be initiated in the Office of Admissions. In all cases, the conditions specified to be rematriculated must have been satisfied or be in the process of being met at the time of application.

Students who are dismissed from either full- or part-time status and lose their matriculation are not eligible for financial aid from either federal or New York state sources.

If a student’s dismissal is successfully appealed, her or his financial aid may still be in jeopardy due to a lack of satisfactory academic progress.

Waiver of Program Requirement

It is expected that a student will complete all the requirements of his/her curriculum. Under exceptional circumstances, certain requirements may be waived. New York State Education Department regulations, such as the minimum number of credits required for graduation and the required number of liberal arts and science credits, may not be waived. It should be noted that waivers are never automatic. Examples of when a requirement may be waived include: when a course scheduling problem has made it impossible for a student to meet a graduation requirement, or when a student needs to meet a specific requirement of a four-year college to which the student intends to transfer.

When a required course is waived, a course of an equal or a greater number of credits must be substituted. A Waiver or Modification of Curriculum form must be approved before the student enrolls in a substitute course. The approval process is initiated by the department chair, program chair or academic coach, reviewed by the appropriate academic department, and finally acted upon by the dean of instruction & learning. It is then sent to the Registrar’s Office to be updated in the student’s Degree Works Audit.

Service Learning

The Service Learning Program at Dutchess Community College facilitates student academic learning through meaningful service experiences, which encourage and enable DCC’s faculty and students to positively impact the community. The Service Learning Program seeks to bring campus and community together in partnership to share resources, meet real community needs, and help educate individuals to become the change agents of tomorrow.

Service learning is an educational experience integrating community service within an academic class to enhance learning and address critical community needs. Service learning emphasizes hands-on experiences that address real-world concerns. The service experience provides a context for testing, observing, or trying out discipline-based theories, concepts or skills. Students gain knowledge that’s directly connected to the student learning outcomes of the service learning course being taken. Likewise, the academic context enriches the service experience by raising questions about real-world concerns and providing a forum for probing these concerns in-depth. Most service learning work is done with non-profit organizations, community groups, and governmental agencies whose goal is to serve the public good.

Special Studies Courses

Special studies projects provide students the opportunity to earn academic credit by participating in independent study, group research, seminars, community service, work experience, and other educational activities under the supervision of a faculty member. Special study projects normally are available only to matriculated students who have completed 30 or more credits, applicable to their degree, at Dutchess Community College. Students may not earn more than six credits from special studies courses. Before registering for a special studies project, the student must develop a project with a faculty member who volunteers to serve as the student’s mentor and the project must be approved by the head of the sponsoring department. Students should consult their academic coach for further information.

Study Abroad

The experience of studying abroad can be a rewarding and exciting addition to a student’s academic career. Studying abroad will challenge students, bring them new life-long friends, and provide once in a lifetime experiences that will shape who they are. Education abroad can also provide skills and experiences welcomed in today’s competitive workforce. “Study Abroad with SUNY – Study the World” provides opportunities through a number of SUNY campuses with programs available in more than 60 countries. DCC students have taken advantage of studying abroad in countries such as, Spain, Italy, Poland, Russia, Scotland, and New Zealand. Questions or inquiries should be directed to the Office of Enrollment and Student Success at 431-8970.

Summer Sessions

Credit and non-credit courses – day, evening and online – are offered each summer. Summer term is designed to provide students with an opportunity to catch up or get ahead on coursework. The maximum credits allowed for during the summer term is 14 for degree-seeking and 11 for non-degree seeking students. Students are not permitted to take more than 7 credits during any one summer session. Information on course offerings and registration procedures is available in the spring.

Winter Session

A series of accelerated online two- and three-credit courses are available over winter break. Payment in full is required one week before the beginning of class. Financial aid cannot be used. Apply online through myDCC or visit the ACT center. During the Winter Session students can take a maximum of three credits.

Withdrawal from College or Courses

Students who withdraw from either the College or a particular course must initiate such action in the ACT Center. **Failure to attend class or providing informal notification to instructors will not be considered official notice of withdrawal.** If a student never attends all courses and does not withdraw, the college will administratively withdraw them with full tuition liability.

Withdrawals initiated during the first three weeks of the semester (or its equivalent for shorter parts of term) result in deletion of the course(s) from the record. A student who officially withdraws from a course(s) between the 4th week and the end of the 11th week of the semester (or its equivalent for shorter parts of term) will receive a grade of “W”. If the student has not withdrawn by the end of the 11th week or its equivalent, the student will receive the grade that they earned in the course. Please refer to the Academic and/or the Credit Class Student Calendar for withdrawal deadlines.

If a student feels he or she has an extenuating circumstance that justifies an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee.

- The appeal process is limited to enrolled courses taken within the last three semesters prior to the semester when the request is made. (Appeals for semesters beyond this limit will not be reviewed.)
- All requests must be submitted in writing to the Withdrawal Appeal Committee and must include supporting documentation (e.g. copies of registration form, drop/add forms, medical verification) and the Withdrawal Appeal Form.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made “on behalf of” a student will not be reviewed.
- The Committee cannot change grades for completed courses. This can only be done by the instructor of the course.
- Medical withdrawals are limited to all, not some, courses within a semester unless it can be documented that the medical issue is directly related to the course being disputed.
- Appeals are limited to one per student.

Withdrawal procedures and add/drop refund dates are widely publicized. Therefore, appeals based on lack of awareness of these issues will not be reviewed. The Committee’s decisions are final.

Criteria for Appeals

- Death in the student’s immediate family (parent, sibling, offspring, spouse, grandparents).
- Unforeseen medical incapacitation of student or immediate family:
 - Illness or injury of the student of such severity or duration that a competent medical authority certified that completion of the course is/was precluded.
 - Family circumstances of such severity that the student’s presence is/was required away from school and precluded completion of the course.
- Involuntary call to Military Duty – orders must accompany appeal.
- Advising error by College employee (includes failure to meet course prerequisites – documentation required)

The Withdrawal Appeal Committee does not, under any circumstances, take phone calls or schedule appointments. All appeals must be submitted in writing.

Before requesting retroactive cancellation and/or tuition refund appeal, students receiving financial aid should discuss the implication with a financial aid advisor so a determination will be based on a clear understanding of the consequences of withdrawing from courses. Retroactively canceling courses may result in being billed for financial aid that has been disbursed based on your original enrollment.

Transcripts

Official transcripts may be ordered online from our service provider, Credential Solutions. You will be able to choose whether to have the transcript sent electronically immediately (to a participating institution), or sent through the mail within seven days.

DCC POLICY ON TRANSCRIPT NOTATIONS

As per NYS Article 129-B, DCC adheres to the following:

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), Dutchess Community College will make a notation on the transcript of students found responsible for a Student Code of Conduct violation resulting in suspension, dismissal, or expulsion. For the respondent who withdraws from DCC while such conduct charges are pending, and declines to complete the disciplinary process, the College will make a notation on the transcript of such students that they withdrew with conduct charges pending.

Notations for expulsion must remain on the transcript indefinitely. However, students wishing to appeal the notation for suspension or dismissal may do so after three years from the date of separation from the college for conduct issues, and seven years for Title IX violations.

A student wishing to appeal the transcript notation for suspension or dismissal must submit a letter of appeal to the Assistant Dean of Student Advocacy and Accountability or designee. It is the student’s responsibility to provide substantial evidence which supports the appeal and provides documentation of their activities (work, education, etc.) since their separation from Dutchess Community College. If a finding of responsibility is vacated for any reason or an appeal is granted, any such transcript notation shall be removed.

ACADEMIC SUPPORT SERVICES

Testing Services: The Testing Centers in the Student Services Center, Room 104 and at DCC @ Fishkill provide proctoring services for DCC students. Test proctoring services include: testing accommodations and make-up tests, placement testing, proficiency and CLEP testing, high stakes certification testing and proctoring for students from other colleges taking online courses. Proctoring fees do apply for some exams; please see the College's fee schedule page for more information. Appointments are required and can be made through the Testing Center's webpage at www.sunydutchess.edu/testing. For further information, please contact the (845) 790-3733.

DCC Help Desk See page 19.

MyDCC/Blackboard

MyDCC is the college web portal. It provides online access to library databases, campus email, student grades and student schedules. Online registration and online learning systems also are accessible through myDCC. MyDCC is the place to find out about activities on campus, important dates and class cancellations.

The Math & Science Center

The Math & Science Center is a place for students to work on math or science related homework and projects. There are tables for students to work in groups, on their own, or with a tutor. There are also many fully networked computers with a printer and scanner. The Center offers walk-in tutoring from both peer and professional tutors in Biology, Chemistry, Computer Information systems, Computer Science, Mathematics, Accounting, Economics, Nursing, and Physics. One-on-one in-person appointments for Math course below the 200 level are offered.

There are three levels to the Center in Washington. Level 1 is in Washington 126. While anyone may use the computer center in Level 1, tutoring is available on this level for math courses below the 200 level, as well as Accounting and Economics. Level 2 is in Washington 224 & 226. Level 2 offers a computer center and tutoring in Chemistry, Computer Information systems, Computer Science, Mathematics, and Physics. Level 3 is in Washington 324. Level 3 offers a computer center and tutoring in Biology. There is also some in-person Math and Computer Information Systems tutoring at Dutchess @ Fishkill and Nursing tutoring in CBI.

Textbooks and calculators are available for use while in the Center in Washington, and a limited supply of calculators may be taken out for quizzes and tests. For more information, call (845) 431-8538 or visit our website at www.sunydutchess.edu/mathcenter.

The Francis U. and Mary F. Ritz Library

The DCC Library is a vital educational resource center for the College community. Located on the 3rd floor of Hudson Hall, the Ritz Library contains a diverse collection of print and electronic books, media, journals, periodicals, and newspapers. Our collections cover general subject areas as well as specialized topics for all programs taught at DCC. All electronic resources are available on campus and off campus, as long as an internet connection is available. Students can also use study rooms, computers, laptops, media equipment, and reserve textbooks while in the library.

DCC's knowledgeable reference staff provides assistance with locating, evaluating, and effectively using information. Students and faculty have reciprocal access to other SUNY libraries through the SUNY Open Access program. Interlibrary loan allows our campus community to borrow from other libraries, especially if a title is unavailable through our purchase on-demand e-reader program. The library also offers general and customized information literacy presentations upon faculty request.

The Ritz Library creates online research guides to support the curriculum at DCC. These guides help students choose appropriate resources within

a particular class or discipline, and are easily translatable into multiple languages. Mobile library applications are also available so students can explore academic resources while on the go.

Students have 24/7 access to the library's chat service, AskUs24/7. This service allows patrons to connect with an academic librarian for research assistance. For more information about library services, please call (845) 431-8630 or access the library website through the library link on the student tab of myDCC.

The Writing Center

Located in Hudson Hall, Room 503, the College Writing Center is home to tutoring services and a full computer lab. The Center offers a friendly, informal atmosphere where students work one-on-one with professional and peer tutors on any writing assignment or task. Students visit during various stages of their writing process to clarify assignments, brainstorm, outline, review rough drafts, plan revisions, or consider final editing. In addition, the Center provides a resource library of reference books and handouts, files of sample student essays from various courses, a space for readings and other special events like "Poetry Slams," and a quiet place to write. Online tutoring is available through the Writing Center's website. Throughout the semester, the Writing Center conducts workshops for students on various topics, such as writing scholarship and college application essays, writing research papers and MLA/APA formatting guidelines, and using applications and technology aids to support collaborative projects and peer review. Also, the Center's professionals assist College educators with their writing assignments and classroom writing activities.

The Center's computer lab offers computers, printers, a scanner, a variety of word processing programs, course-related software, and Internet access for research purposes. A teaching lab assistant and student aides orient students to computer operations and demonstrate programs for word processing, spreadsheets and computer-based research. For more information about the Writing Center, visit www.sunydutchess.edu/writingcenter or call (845) 431-8095.

Online Tutoring

On myDCC you'll find NetTutor and Thinking Storm, two free online services that connect students to professional tutors in a variety of subjects, including writing, world languages, economics and more. Tutors are available evenings and weekends, with select subjects available 24/7.

Also available is ThinkingStorm, which provides support in the following areas: Basic Math through Calculus, Statistics, Biology, Chemistry, Physics, 3D Modeling and Animation, Adobe Software, Business, Computing, Markup and Programming Languages, Microsoft Office, Nursing and Healthcare, and Psychology. ThinkingStorm is open every day for online tutoring, which includes: on-demand, appointment-based, and asynchronous support.

Dr. Mary Louise Van Winkle Professional Staff Teaching Learning Center (TLC)

The TLC serves to promote active teaching and learning by making current instructional technologies available and accessible to the faculty and professional staff at Dutchess Community College. The TLC provides a resource and support center where faculty and professional staff can obtain technical assistance and training on the use of various technologies that can enhance, augment, organize and manage online and on-campus course content. Training and materials to support faculty use of administrative educational software also is provided. The TLC is on the lower level of the Francis U. and Mary F. Ritz Library in Hudson Hall.

THE DUTCHESS COMMUNITY COLLEGE FOUNDATION

Mission

The mission of the Dutchess Community College Foundation is to raise funds to provide scholarships and support the College's initiatives that will have a significant and direct impact on the students, faculty and staff of Dutchess Community College.

Scholarship Awards from the DCC Foundation

In addition to the various types of financial aid available to students from governmental and non-governmental sources, the DCC Foundation administers various types of local scholarship aid.

Incoming Students

The Charles E. and Mabel E. Conklin Scholarship for Academic Excellence is for full-time incoming freshmen who have graduated from a Dutchess County high school in the top 10% of their class. These scholarships cover the cost of tuition for two consecutive years (four semesters) of full-time study at Dutchess Community College.

Additional scholarships for incoming freshmen are available. For a full list and application, please visit www.sunydutchess.edu/scholarships.

Continuing Students

Scholarships for continuing students (24+ credits) are made possible through the generosity of private donors. Applications are available during the spring semester each year. The scholarships, which range from \$500-\$3,500, are awarded at an annual Honors Convocation in May.

Graduating Students

Private donors also have funded scholarships for students graduating from DCC and transferring to another institution. As with the scholarships for continuing students, these range in value from \$500 to \$4,000 and will be awarded at the May Honors Convocation.

Day Care Scholarships

The Foundation provides scholarships to help struggling parents afford the day care services that allow them to stay – and succeed – in college. Call the Foundation at (845) 431-8400 for more information.

Emergency Needs Grants

The Foundation also helps support financial hardship grants for students who need to overcome short-term hurdles. More information can be found on page 19 of the catalog (Student Resource Navigator).

Alumni Relations

The DCC Foundation serves as a vital link between all alumni and Dutchess Community College. It works to facilitate communication and sponsor a wide variety of programs and benefits for alumni that foster a spirit of loyalty, involvement and lifelong commitment to the College. With the support of our loyal graduates and many friends, DCC continues to be a leader in community college education. For more information, call the DCC Foundation at (845) 431-8400.

Organization Background

The DCC Foundation was incorporated in 1975 to advance the mission and goals of Dutchess Community College. It became a 501(c)3 nonprofit corporation in 1984 with assets totaling \$280,069. As of August 31, 2021, the Foundation's assets total more than \$17,300,000. This growth provides for scholarships and grants in excess of \$800,000 each year.

In addition to scholarships, the Foundation supports endowed chair programs and professional development, sponsors a variety of special programs to support the College's mission and provides funding for technology and campus improvements. The Foundation has become an integral part of DCC's drive to maintain excellence and to improve the educational experience of all students.

We are able to do this through the generosity of our alumni and friends that have made the DCC Foundation a philanthropic priority. Funds are raised through our annual fund, major gifts and special events programs. This support makes a measurable difference financially for our students.

Board Members, 2022-2023

Officers:

Carl L. Denti, Chair
Raymond J. Freda, '88, Vice Chair
Rita McPeck '88, Treasurer
Lisa Morris '85, Secretary

Members:

Shirley Roberts Brereton '88	David P. Kelly
Betsy Brown	Richard Kleban
Michael Campagna '11	Linda Melton Mann
Paul Conrad '12	Vincent Nunziato
Bob Dietz	Kip Bleakley O'Neill
Ryan Fohl	Adam Podpora '11
Jacqueline Goffe-McNish	Richard Reitano
Carol Gordon	Sherre Wesley
Michael Graham	David Wise '80

Ex-officio:

Peter Grant Jordan, President
Vacant, Trustee Liaison
Diana L. Pollard '97, Assistant Secretary
Susan Moore, Recording Secretary

DCC Foundation Personnel:

Diana L. Pollard '97, Executive Director
(845) 431-8403
Burnelle Roser, Assistant Director
Stephanie Timpano, Developmental Coordinator
Sarah B. Wheeler, Development Associate
Lara Simmons, Administrative Assistant
(845) 431-8400

CREDIT-FREE & WORKFORCE DEVELOPMENT PROGRAMS



DCC is proud to offer a variety of credit-free courses designed to meet the needs of business and professional groups and the community at large. For the adult student interested in exploring new technical areas, credit-free courses offer an attractive alternative. The credit-free environment makes it possible for people to continue to learn throughout their careers. Tuition for credit-free courses varies by course type.

Many of our credit-free courses are vocational in nature, offering the opportunity for professionals in a variety of fields to obtain the continuing education necessary to enter new fields, maintain needed skills, develop new skills, or qualify for recertification of professional licenses.

Additionally, a variety of contract training programs is offered for business and industry, government and nonprofit organizations. These programs are customized to meet the needs of the business community, to upgrade the workforce, and to prepare for new business opportunities in a changing economy. Details can be obtained from the Office of Workforce Development & Continuing Education at (845) 431-8900.

Finally, DCC offers a series of credit-free courses (both on and off campus) to prepare students for the High School Equivalency (HSE), and to improve English language skills for English as a Second Language (ESL) learners. Basic skills and college preparatory classes also are available. Students interested in HSE or ESL courses should contact (845) 790-3590.

Credit-free Tuition Refund Policy

Refunds for withdrawal from credit-free courses will typically be given if requested by 3:30 p.m. on the day preceding the day the course starts. Full refunds or complimentary transfer are given for all courses and programs that are canceled by the College. For a full overview of the Credit-free refund policy, please visit: https://www.sunydutchess.edu/continuingeducation/refund_policy.html

Senior Citizen Tuition Policy

Individuals 65 or older may register for a credit-free course for half of the published tuition. A picture ID with birth date must be presented to the Office of Community Services at the time of first registration.

DUTCHESS COMMUNITY COLLEGE ACADEMY OF MUSIC

The Dutchess Community College Academy of Music is a partnership between credit-free music offerings and the college's Performing Arts: Music Track associate degree and Music Performance Certificate program. The DCC Academy of Music is committed to providing individual lessons, ensembles and group classes for the musical enrichment of students with both avocational and professional ambitions, as well as the needs and interests of the diverse populations from across the region, including children and life-long learners. The DCC Academy of Music also serves as a teaching institute, permitting students interested in pursuing employment in music education key opportunities to receive training and mentorship while serving the broader community.



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Construction Technology Management (CNS)	A. A. S.	5317	38
Surveying Technician	Microcredential		40
ART			
Visual Arts (VAT)	A.S.	5610	42
Graphic Design	Microcredential		44
AVIATION SCIENCE			
Aviation Management (AVM)	A.S.	5011	46
Aviation Science: Pilot (AVI)	A.S.	5302	48
Aviation Maintenance Technician (AMT)	A.A.S.	5302	50
Airframe and Powerplant Technician (APC)	Certificate	5302	52
BUSINESS			
Accounting (ACC)	A.A.S.	5002	54
Business Management (BUS)	A.A.S.	5004	56
Business Administration (Transfer) (BAT)	A.S.	5004	58
Small Business Management	Microcredential		60
Bookkeeping (BOK)	Certificate	5002	62
Basic Bookkeeping	Microcredential		64
Paralegal (PAL)	A.A.S.	5099	66
Paralegal Certificate (PLL)	Certificate	5099	68
COMMUNICATIONS AND MEDIA ARTS (COM)			
	A.S.	5008	70
COMPUTER INFORMATION SYSTEMS			
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Computer Networking (CNC)	Certificate	5104	74
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Web Administration (WAC)	Certificate	5104	78
Web Administration for the Cloud	Microcredential		80
Information Management (INM)	A.S.	5101	82
Computer Support for the Cloud	Microcredential		84
COMPUTER SCIENCE (CPS)	A.S.	5101	86
CRIMINAL JUSTICE			
Criminal Justice (Transfer) (CRT)	A.S.	5505	88
Criminal Justice - Public and Private Security (CRJ)	A.A.S.	5505	90
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Adolescent Education 7-12 with SUNY New Paltz:			94
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Chemistry (EDX)	A.S.	5649	96
Earth Science (EDS)	A.S.	5649	97
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Mathematics (EDM)	A.S.	5649	98

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History Concentration	A.S.	5649	102
Mathematics Concentration	A.S.	5649	103
Biology Concentration	A.S.	5649	103
Spanish Concentration	A.S.	5649	104
Early Childhood (ECH)	A.A.S.	5503	106
Early Childhood Caregiver (ECC)	Certificate	5503	108

ENGINEERING SCIENCE AND TECHNOLOGIES

Electrical Technology (ELT)	A.A.S.	5310	110
Engineering Science (Transfer) (ENR)	A.S.	5609	112
Air Conditioning and Refrigeration Technology (ACR)	Certificate	5317	114

EXERCISE SCIENCE AND WELLNESS

Exercise Science and Wellness (ESW)	A.S.	5299.30	116
Personal Trainer Certification	Microcredential		118
Sports Nutrition Specialist Certification	Microcredential		120
Strength Coach Certification	Microcredential		122

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HOSPITALITY AND TOURISM (HNT)

	A.A.S.	5010	126
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HUMAN SERVICES

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Sociology Advisement Track	A.S.	5501	130
Social Work Advisement Track	A.S.	5501	130
Child Care (CHC)	A.A.S.	5503	132
Mental Health Assistant (CMH)	A.A.S.	5216	134
Chemical Dependency Counseling (CDC)	Certificate	5506	136
Child Care: Direct Care (DRC)	Certificate	5503	138

LIBERAL ARTS AND SCIENCES

Humanities and Social Sciences (LAH)	A.A.	5649	140
Mathematics (LAM)	A.A.	5617	142
Science (LAX)	A.S.	5649	144

MEDICAL AND ALLIED HEALTH TECHNOLOGIES

Clinical Lab Technician (MLT)	A.A.S.	5205	146
Emergency Medical Technician			
Paramedic (PAR)	A.A.S.	5299	148
Paramedic Certificate (PRR)	Certificate	5299	150
Public Health (PBH)	A.S.	5299	152
Phlebotomist (PDC)	Certificate	5205	154

NURSING (NUR)

	A.A.S.	5208.10	156
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For residents of Putnam and Dutchess counties only.

PERFORMING ARTS

Performing Arts (PFA)	A.S.	5610	158
Theatre Advisement Track	A.S.	5610	160
Music Advisement Track	A.S.	5610	161
Music Performance (MPC)	Certificate	5610	162

Note: Gainful employment information for certificate programs is available, as required by law, on the College website, sunydutchess.edu.

Dutchess Community College is part of the State University of New York system, and is accredited by the Middle States Association of Colleges and Schools.

DUTCHESS COMMUNITY COLLEGE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

DCC has identified the following skills as essential to our students' learning and development. The College provides a range of curricular and co-curricular learning opportunities for students to acquire, develop and practice these skills. DCC faculty, staff and administration assess student achievement of these six Institutional Student Learning Outcomes (ISLOs) on an ongoing basis to ensure that our graduates are well-prepared for their academic and career endeavors:

- 1. Oral Communication:** Students will demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose and audience.
- 2. Written Communication:** Students will produce writing that is well organized, well developed and clear.
- 3. Scientific Reasoning:** Students will apply the scientific method, develop hypotheses, analyze results and draw conclusions.
- 4. Quantitative Reasoning:** Students will analyze quantitative material that may be presented in a variety of formats (words, tables, graphs, mathematical equations, etc.) from a wide array of contexts, interpret results, and communicate reasoned arguments supported by quantitative evidence.
- 5. Information Literacy and Technological Competency:** Students will be able to identify the need for more information, locate electronic media using appropriate technology including but not limited to the internet, evaluate the credibility of information thus obtained, use information effectively to accomplish a specific purpose, and properly use and cite sources of information.
- 6. Critical Analysis and Reasoning:** Students will formulate or evaluate arguments, problems or opinions and arrive at a solution, position or hypothesis based on carefully considered evidence.

GENERAL EDUCATION

The core of required courses within DCC Associate in Arts (AA) and Associate in Science (AS) and Associate in Applied Science (AAS) degree programs seeks to ensure that students will develop essential foundational skills in:

- Critical Thinking, Problem Solving and Decision Making
- Reading, Writing and Speaking
- Quantitative and Scientific Reasoning
- Use of Technology

DCC degree candidates share this foundational experience by taking the following DCC General Education Core courses:

A.A. and A.S. Degrees

Composition I (ENG 101)

Composition II (ENG 102)

Social Problems in Today's World (BHS 103)

American History

Mathematics

Laboratory Science

A.A.S. Degrees

Composition I (ENG 101)

Composition II (ENG 102)

Social Problems in Today's World (BHS 103)

Mathematics or Laboratory Science

DCC, a member of the State University of New York, requires additional study in the Liberal Arts and Sciences as appropriate to each degree program. The intellectual rigor of the General Education courses is built on through the degree program, preparing each DCC student for transfer to a baccalaureate degree-granting program or for entry into the workplace.

PROGRAM REQUIREMENTS

Students must satisfy the course requirements indicated in the program requirements that are in effect and listed in the academic year catalog at the time that they matriculate into the program. If a program is modified and students wish to follow the modified program requirements, they must re-matriculate into the modified program for that academic year.

THE SUNY GENERAL EDUCATION REQUIREMENT

All students in programs leading to A.A. and A.S. degrees need 30 credits in a minimum of seven of 10 SUNY-General Education Requirement areas, including but not limited to at least three credits of course work in each of the following SUNY GER appendices: mathematics, natural science, social science, American history, Western Civilization, Other World Civilizations, humanities, the arts, foreign languages and basic communications. The Associate of Applied Science programs include a minimum of 20 General Education credits. The courses listed below satisfy the General Education requirement in the designated academic appendix.

900-level (experimental) courses cannot be used to fulfill SUNY General Education Requirements.

GENERAL EDUCATION APPENDICES

Appendix A	Appendix B	Appendix C	Appendix D	Appendix F	Appendix G	Appendix H	Appendix I
Mathematics	Natural Sciences	Social Sciences	American History	Other World Civilizations	Humanities	The Arts	Foreign Languages
MAT 109	AST 131	BHS 103	<i>For All Students</i>	ART 101	ART 101	ART 101	ASL 101
MAT 110	AST 132	BHS 110	HIS 103	ART 102	ART 102	ART 102	ASL 102
MAT 117	BIO 103	BHS 142	HIS 104	ART 103	ART 103	ART 103	FRE 101
MAT 118	BIO 104	BHS 201	HIS 104	COM 140	DAN 101	ART 110	FRE 102
MAT 132	BIO 105	BHS 203	HIS 209	DAN 101	DAN 201	ART 111	FRE 199
MAT 184	BIO 106	BHS 204	HIS 215	DAN 202	DAN 202	ART 112	FRE 201
MAT 185	BIO 106	BHS 204	HIS 216	ENG 102	ENG 102	ART 113	FRE 202
MAT 210	BIO 115	BHS 205	HIS 227	ENG 201	ENG 201	ART 120	FRE 204
MAT 214	BIO 130	BHS 207	GOV 121	ENG 202	ENG 202	ART 140	FRE 205
MAT 215	BIO 131	BHS 209		ENG 203	ENG 203	ART 150	FRE 301
MAT 221	BIO 132	BHS 210	<i>For Students Scoring above 84 on Regents</i>	ENG 204	ENG 204	ART 151	FRE 302
MAT 222	BIO 203	BHS 214	HIS 214	ENG 205	ENG 205	ART 153	GER 101
MAT 223	BIO 204	BHS 215	HIS 218	ENG 206	ENG 206	ART 157	GER 102
MAT 224	BIO 205	BHS 216		ENG 208	ENG 208	ART 161	GER 201
	BIO 207	BHS 220	Appendix E	ENG 212	ENG 212	ART 172	GER 202
	BIO 212	BHS 262	Western Civilization	ENG 213	ENG 213	ART 222	GER 301
	BIO 214	COM 140	ART102	ENG 214	ENG 214	ART 226	GER 302
	BIO 231	ECO 105	ART 104	ENG 215	ENG 215	ART 241	ITL 101
	BIO 232	ECO 121	ENG 212	ENG 216	ENG 216	ART 242	ITL 102
	CHE 111	ECO 202	HIS 107	ENG 221	ENG 221	ART 254	ITL 201
	CHE 112	ECO 203	HIS 108	ENG 222	ENG 222	ART 274	ITL 202
	CHE 121	ECO 218	HIS 203	ENG 224	ENG 224	ART 275	ITL 204
	CHE 122	ECO 224	HIS 206	ENG 226	ENG 226	COM 233	ITL 205
	CHE 231	GOV 211	HIS 207	ENG 227	ENG 227	DAN 101	POR 101
	CHE 232	GOV 219	HIS 217	ENG 229	ENG 229	DAN 102	POR 102
	GLG 105	GOV 221	PHI 203	ENG 230	ENG 230	DAN 104	SPA 101
	GLG 121	GOV 222		ENG 232	ENG 232	DAN 106	SPA 102
	GLG 124	HED224		ENG 263	ENG 263	DAN 107	SPA 201
	GLG 126	PAL 151		ENG 264	ENG 264	DAN 201	SPA 202
	PHS 101	PSY 111		ENG 267	ENG 267	DAN 202	SPA 204
	PHS 102	PSY 134		ENG 268	ENG 268	ENG 110	SPA 205
	PHS 103	PSY 201		ENG 269	ENG 269	ENG 209	SPA 301
	PHS 111	PSY 203		FLM 243	FLM 243	ENG 210	SPA 302
	PHS 112	PSY 204		FLM 246	FLM 246	ENG 214	
	PHS 114	PSY 206		FRE 301	FRE 301	ENG 231	
	PHY 121	PSY 209		GER 301	GER 301	FLM 243	
	PHY 122	PSY 210		HUM 205	HUM 205	FLM 244	
	PHY 151	PSY 221		MUS 101	MUS 101	FLM 246	
	PHY 152	PSY 224		MUS 135	MUS 135		Appendix J
	PHY 251	PSY 235		MUS 201	MUS 201		Basic Communications
				MUS 202	MUS 202		BUS 210
				MUS 212	MUS 212		ENG 101
				PHI 107	PHI 107		ENG 102
				PHI 201	PHI 201		SPE 100
				PHI 203	PHI 203		SPE 101
				PHI 205	PHI 205		SPE 219
				SPA 301	SPA 301		
				SPE 102	SPE 102		
				SPE 201	SPE 201		
				SPE 219	SPE 219		
				THE 105	THE 105		

COURSES APPLICABLE IN DESIGNATED PROGRAMS

This table lists courses that are applicable in the following designated programs: CIS, CPS, CRJ, LAH, LAM and LAX. This table is for reference purposes only. Students are strongly urged to consult their individual program requirements and their academic advisors.

Please note that Introductory Seminars* and Study Skills courses are excluded from the list below.

PREFIX	LIST OF APPLICABLE COURSES
ACC	ACC104, ACC204
ARC	ARC216
ART	All courses <i>except</i> ART140, ART145, ART153, ART242
ASL	ASL101, ASL102
AST	All courses
BHS	All courses
BIO	All courses <i>except</i> BIO001, BIO030 LAX exceptions: BIO103, BIO 104, BIO115, BIO130, BIO131, BIO132, BIO212
BUS	BUS102, BUS215
CHE	All courses LAX exceptions: CHE111, CHE112
CIS	CIS107, CIS108, CIS111, CIS112
CLP	CLP101
COM	COM101, COM140
CPS	CPS141
CRJ	CRJ141
DAN	All courses
ECO	All courses
ENG	All courses <i>except</i> ENG001, ENG002, ENG091, ENG092, ENG095, ENG096
ENR	ENR101
ESW	All courses
FRE	All courses
GEO	All courses
GER	All courses
GLG	All courses
GOV	All courses
HED	All courses
HIS	All courses <i>except</i> HIS004
HUM	All courses
ITL	All courses
MAT	All courses <i>except</i> MAT107, MAT131, MAT132 LAX exceptions: MAT109, MAT110, MAT184
MUS	All courses
PED	All courses
PHI	All courses
PHS	All courses LAX exceptions: PHS101
PHY	All courses
POR	All courses
PSY	All courses
REA	REA100, REA103, REA105
SPA	All courses
SPE	All courses
THE	All courses <i>except</i> THE120

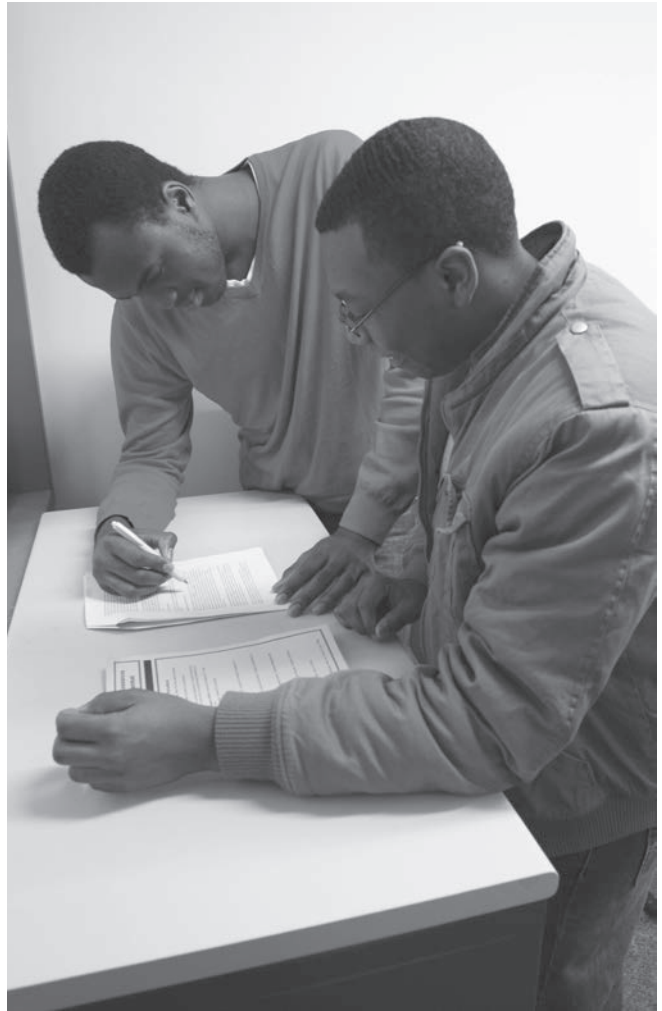
**Introductory Seminars: Students may apply only one Introductory Seminar course toward graduation requirements. Introductory Seminar courses taken in one program may be applied to graduation requirements for another program except in the case of the NUR and ECH programs. The grade for an Introductory Seminar course applied across programs will be included in the student's CPA.*

FREE ELECTIVE

The free elective provides each student with the opportunity to select a course that might not otherwise be applicable to his or her degree. Its aim is to broaden the educational experience at Dutchess Community College or to meet a particular interest or need. To achieve the aim of the free elective, the course chosen should be outside the subject area of the student's degree program.

The free elective course should be chosen thoughtfully with the assistance of the faculty advisor (full-time students) or a Registrar's Office advisor (part-time students). A student may choose for the free elective a course that is either applicable or non-applicable to his or her program. A student may not choose a course that is a prerequisite for a required course in his or her program.

If the free elective course chosen is applicable to the student's program, the grade and credit earned for the course will automatically count in the semester in which the course was taken.



RESERVED RIGHTS OF THE COLLEGE

Dutchess Community College is not obligated to offer any courses described in this catalog for which enrollment is insufficient. A degree or certificate program with a history of limited enrollment may become inactive. The College also reserves the right to modify curriculum requirements, courses, tuition and fee schedules, and policies pertaining to its educational program without further notice.

A student who needs a course to complete graduation requirements which is not offered or which is fully enrolled should confer with the Registrar. Students are requested to contact the Registrar's Office for the most current information regarding course offerings, class schedules, or tuition and fees.

Minor in Honors Studies



The Minor in Honors Studies offers motivated and talented students the opportunity to develop their academic potential to the fullest by taking intellectually challenging, stimulating and academically rigorous honors classes, thus complementing and enriching their respective major curricula. The Minor in Honors Studies features smaller classes that allow for greater personal interaction with faculty; individually supervised research projects; and community based service learning projects. Honors education at DCC transcends the boundaries of the traditional classroom, as honors students take on leadership positions on campus, and are encouraged to participate in intellectual and scholarly activities in their local community and their respective academic fields.

Individual academic advisement and intensive counseling prepare students enrolled in A.A. or A.S. programs for transfer to competitive four-year institutions. In the past, DCC Honors students have transferred to, among others, Cornell University, New

York University, Vassar College, Smith College as well as SUNY's more selective four-year campuses. Honors Studies students enrolled in A.A.S. programs will graduate with enhanced competitiveness for the workplace. The DCC Honors Studies graduate is an academically well-rounded as well as a civic-minded and globally conscious citizen.

The DCC Minor in Honors Studies is open to qualified students in all curricula. Students are accepted to the Minor on the basis of high school achievement and an individual interview. Qualified students with a 3.25 cumulative GPA or higher may also enter the Minor after their first or second semester at DCC following an individual interview with the Honors Coordinator (for students enrolled in GSP and LAH) or their Program Chair. Qualified students unable to commit themselves to the entire Honors Studies sequence may enroll in individual honors courses if they fulfill eligibility requirements for the program or with the written permission of the Honors Coordinator.

Completion Criteria:

The Associate in Arts (A.A.), Associate in Sciences (A.S.), or Associate in Applied Sciences (A.A.S.) degree with a Minor in Honors Studies is awarded upon completion of major degree requirements along with the following requirements of the Honors Minor:

- ✓ Completion of a minimum of 12 honors credits across the curriculum; these credits may or may not apply to a student's Major program of study (at least one Honors course in each semester that the student is in the program.)
- ✓ Completion of the Honors capstone seminar (e.g., LSS 201.H) (3 credits)
- ✓ Students will select four upper-level courses from their Major program of study to apply toward the Honors Minor;
- ✓ A minimum of four upper-level courses from the Major program of study will be applied toward the Honors Minor. These may be "Honors" designated courses which would also apply toward the 12 credits of Honors courses.
 - ➔ Within these upper-level courses, students must meet the minimum Math/Science requirement for the Minor, even if this exceeds the requirements of the Major program of study. There are two ways to meet this requirement:
 - MAT210 or MAT185 or above; OR
 - Any other MAT course required in the student's major curriculum AND one of the following laboratory science courses: BIO 105 or higher (BIO 131 recommended for Nursing Students); CHE121 or higher; GLG 121 or higher; PHY121 or higher; PHS 107; PHS 111; PHS 114; AST 131; AST 132.

Students should work closely with their Advisor(s) to create a plan of study that incorporates these requirements without adding an undue burden of additional credits.

Learning Outcomes:

As the Minor in Honors Studies complements a student's major curriculum, some learning outcomes may overlap with those of a student's major curriculum. In addition, students who minor in Honors Studies will be able to:

- ✓ Demonstrate enhanced critical and analytical thinking skills.
- ✓ Recognize the value of diversity in our local, national and global communities.
- ✓ Demonstrate a commitment to serve and sustain the local communities in which they live.
- ✓ Demonstrate the ability to approach political, social, economic and scientific problems through inter-disciplinary approaches.
- ✓ Practice civic minded ethical and responsible citizenship.
- ✓ Understand and appreciate cultures other than their own.

Entrance Requirements:

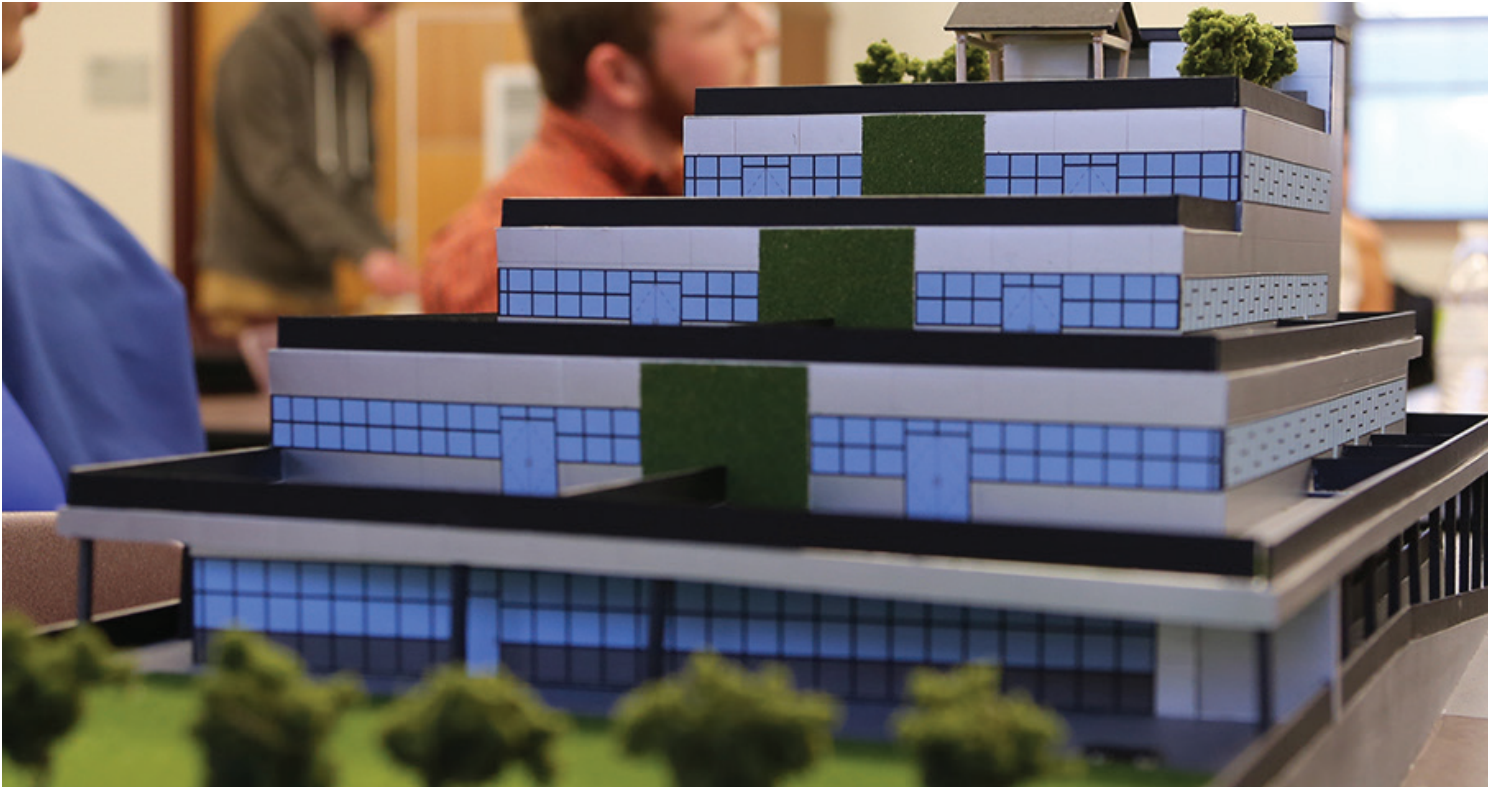
A high school average of 90 or above or graduation in the top 10% of the class. While in Honors Studies, students must maintain a cumulative GPA of 3.25 or above.

For more information,

please contact Dr. Werner Steger at (845) 431-8522 or steger@sunydutchess.edu, visit sunydutchess.edu/honorsminor or contact your program chair.

Architectural Technology

A.A.S. | Associate in Applied Science



This program prepares graduates for employment opportunities in the field of architecture. In addition to being architectural technicians, graduates will be qualified to be draftspersons, engineering aides, building materials and manufacturing representatives, planning aides and detailers, and to work with city building departments and renewal and redevelopment agencies. Dutchess Community College graduates also are able to transfer many of their credits to accredited architectural colleges. Students should have completed Sequential Math Course III prior to entry into the Architectural program.

Architectural Technology (ARC)

ARCHITECTURAL AND CONSTRUCTION TECHNOLOGIES

(HEGIS 5304)

The Associate in Applied Science (A.A.S) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the ARC program, graduates can be expected to have knowledge in the following areas of study.

- Communications – Student will be able to graphically, orally and in writing present architectural ideas.
- Technology – Student will have an understanding of structures, material and methods and environmental systems.
- Practice – Student will be able to move from architectural programming and predesign activities through design and construction documentation and will have an understanding of the activities, organization and ethics of the profession.
- History/Theory – Student will have awareness about precedent, ideas, culture and history of architecture.
- Design – Student will be able to apply information from all other areas of study to solve a specific architectural problem or program.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
MAT 132	Tech. Mathematics II or higher	3
ARC 103	Basic Arch. Drawing	3
ARC 105	Bldg. Materials & Const. I	3
ARC 104	Intro. to Computer Graphics	1
ARC 113	Arch. Introductory Seminar	1
ART 101, ART 102 or ART 104		3

Total: 17

SECOND SEMESTER

ENG 102	Composition II	3
ARC 106	Bldg. Materials & Const. II	3
ARC 110	Architectural Drawing	3
ARC 111	Advanced Computer Graphics	2
ARC 216	Design Theory	3

Total: 14

THIRD SEMESTER

Any course from Appendix D		3
ARC 202	Mechanics of Structures	2
ARC 122	Architectural Presentation	2
ARC 203	Architectural Design	3
ARC 205	Working Drawings	4
ARC 211	Environmental Systems	3

Total: 17

FOURTH SEMESTER

BHS 103	Social Prob. in Today's World	3
ARC 240	Capstone Project	4
ARC 207	Structural Analysis	3
ARC 214	Office Practice	3
Elective (a)		3

Total: 16

Total Credit Hours: 64

- a. Elective courses to be taken in Mathematics (Appendix A), Humanities (Appendix G), Social Sciences (Appendix C) or Natural Science (Appendix B).

Construction Technology Management

A.A.S. | Associate in Applied Science



The purpose of this program is to meet the educational needs of the construction industry by training entry-level construction managers and by providing continuing education for construction employees. Graduates will be qualified to be draftspersons, engineering and construction aides, building materials and manufacturing representatives, planning aides and detailers. Dutchess Community College graduates will be able to transfer many credits to accredited construction management programs at four-year colleges.

Construction Technology Management (CNS)

ARCHITECTURAL AND CONSTRUCTION TECHNOLOGIES

(HEGIS 5317)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the CNS program, graduates can be expected to have knowledge in the following areas of study:

- Communications – Student will be able to graphically, orally and in writing meet the requirements of an entry-level project manager.
- Technology – Student will have an understanding of structures, material and methods and environmental systems.
- Field – Student will have the skills necessary to work as an entry-level project manager including the ability to read and interpret construction documents, recognize and understand contract construction documents, basic estimating and scheduling skills, surveying skills as they relate to construction and will have an understanding of the activities, organization and ethics of the profession.

Courses should be selected in consultation with an advisor.

The following microcredential stacks into the CNS Program: Surveying Technician.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
MAT 132	Tech. Mathematics II or higher	3
ARC 103	Basic Architectural Drawing	3
ARC 105	Building Materials & Construction I	3
ARC 104	Intro. to Computer Graphics	1
ARC 113	Architecture Introductory Seminar	1
BUS 102	Foundations of Business	3

Total: 17

SECOND SEMESTER

ENG 102	Composition II	3
ARC 106	Building Materials & Construction II	3
ARC 110	Architectural Drawing	3
ARC 214	Office Practice	3
CNS 110	Construction Management and Computing	1

Elective (a) 3

Total: 16

THIRD SEMESTER

Any Appendix D Course		3
ARC 202	Mechanics of Structures	2
ARC 205	Working Drawings	4
ARC 211	Environmental Systems	3
BHS 103	Social Problems in Today's World	3

Total: 15

FOURTH SEMESTER

SUR/ENR 215	Surveying I (b)	3
Business or Technical Elective (c)		3
CNS 240	Capstone Project	4
ARC 207	Structural Analysis	3
Elective (a)		3

Total: 16

Total Credit Hours: 64

- Elective courses to be taken in Mathematics (Appendix A), Humanities (Appendix G), Social Sciences (Appendix C) or Natural Science (Appendix B).
- SUR/ENR 215 meets during the first half of the semester; SUR/ENR 216 meets during the second half of the semester.
- Business Elective to be BUS 210; Technical Elective to be SUR/ENR 216, which can be used for the Surveying Technician Microcredential.

Surveying Technician

Microcredential



Surveying as a profession in New York State and many other states does not have an education requirement to become licensed beyond high school, which has led to a lack of field-level technicians in the field. The Surveying Technician Microcredential will allow students to enter the field of surveying on either an office track or a field track at either Level 1 or Level 2 depending on their past experience. Graduates could then take the national certification exam.

Surveying Technician

MICROCREDENTIAL

Required Courses:		Credits
ARC 104	Computer Graphics	1
SUR 215	Surveying	3
SUR 216	Surveying II	3
<hr/>		
	Total	7

Students who successfully complete this Microcredential will be able to:

- Demonstrate a sound technical background in the fundamental land surveying principles, techniques, and skills;
- Be well-rounded specialists in terms of teamwork, communication, and problem-solving;
- Be well prepared for an entry-level position in land surveying;
- Describe and understand the geographic location of points, features and boundaries above, on, or below the surface of the earth;
- Utilize accepted technical skills and methods required for field and office employment in the land surveying profession.



This microcredential can
be stacked into:

**Construction Technology
Management A.A.S.**

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Visual Arts

A.S. | Associate in Science



This program will provide an option for students who are interested in pursuing an associate degree in the Visual Arts with a goal of transferring to a baccalaureate institution. This program will provide a strong foundation in art while offering opportunities to pursue areas of particular interest (drawing, painting, ceramics, photography, graphic design and mixed media). Students may select courses from an area of interest (drawing, painting, ceramics, photography, graphic design, mixed media) or may elect courses in a variety of studio areas. Potential post-transfer careers include textile and fashion design, interior design, product and industrial design, museum and gallery work, art restoration, arts administration, art therapy, display design, motion graphics and animation, graphic design for print, web and other applications, photography and studio art. This degree will satisfy the state-mandated General Education requirements and emphasizes the importance of liberal arts studies in preparation for the BA or BFA degree.

Visual Arts (VAT)

ART

(HEGIS 5610)

Students who successfully complete the Associate in Science (A.S.) degree in Visual Arts (VAT) will be able to:

- Create a portfolio of work in one or more art area of choice, including graphic design, ceramics, photography, calligraphy, and mixed media at DCC for review by transfer institutions;
- Create basic drawing, two-dimensional, and three-dimensional art projects that incorporate research, visual idea development, and communication of visual concepts to synthesize structure of composition, form, and space by using tools, materials and the various elements of line, shape, volume, value, texture, and color to achieve balance and unity;
- Show proficiency in creating works of art incorporating thinking (researching, creating), doing (designing, working, building), and communication (presenting and analyzing);
- Analyze their and others' artwork in terms of description, comparison and evaluation of design elements, principles, methods, goals, content, meaning, relevance, and perspective.

FIRST SEMESTER

		credits
ART 100	Visual Arts Introductory Seminar	1
ENG 101	Composition I	3
SPE 101 /THE 120	Oral Communication Course	3
ART 110	Two Dimensional Design	3
ART 111	Three Dimensional Design	3
ART 112	Drawing I	3

Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
ART 101	History of Art	3
ART 113	Drawing II	3
ART 120	Color Theory and Painting	3
1 Art Studio Course (a)		3

Total: 15

THIRD SEMESTER

American History		3
Science (c)		4
ART 102	History of Modern Art	3
ART 262	Visual Arts Portfolio Course	2
2 Art Studio Courses (a)		6

Total: 18

FOURTH SEMESTER

BHS 103	Social Problems in Today's World	3
MAT 109 (b)	Survey of Mathematics	3
Other World Civilization (d)	Appendix F	3
1 Art Studio Course(a)		3
Free Elective (e)		3
Total		15

Total: 15

Total Credit Hours: 64

- Art Studio: Students must select a minimum of four courses. At least one course must be a 200-level course. Advisors/students should take note that there are multiple offerings in painting, ceramics, photography, and digital media.
- Math: Some transfer colleges require MAT 110 or higher.
- Science course: Select one applicable 4-credit course in astronomy, biology, chemistry, geology, physical sciences, or physics. See SUNY General Education Appendix B.
- Students are urged to speak with their transfer institution for possible further requirements. Select a course from SUNY General Education Other World Civilizations courses (Appendix F). ART 103 is recommended, especially for students transferring in Art History. However, if HIS 108 has already been taken, thereby satisfying the Other World Civilizations SUNY General Education course, please instead select an American History course (Appendix D), or a Foreign Language course (Appendix I).
- See page 33 for a full discussion of the free elective. The subject area for Visual Arts includes all courses labeled ART.

Graphic Design

Microcredential



The The Graphic Design Microcredential will serve to allow non-matriculated and/or non-traditional students the opportunity to focus on graphics and interactive design for career advancement and skill enhancement. There are many instances where an individual may wish to educate, or re-educate themselves with a focus on design theory and practice, including effective use of the industry standard Adobe Creative Cloud through Photoshop, Illustrator, InDesign, and Dreamweaver. This will allow individuals more options for future job marketability without having to work through a full Associates Degree, especially if they already hold a college degree and simply wish to focus on this particular skill set.

Graphic Design

MICROCREDENTIAL

Required Courses:		Credits
ART 110	Two-Dimensional Design	3
ART 140	Foundations of Graphic Design	3
ART 145	Graphic Design: Layout and Typography	3
ART 264	Web Design	
<hr/>		
Total		12

Upon successful completion of the Graphic Design Microcredential, students will be able to:

- Create graphic design projects that incorporate thinking (research, visual idea development), doing (designing, working, building), and communication (presenting and analyzing visual concepts through description, comparison, evaluation of design elements, principles, methods, goals, content, meaning, relevance, and perspective).
- Synthesize composition and layout of graphic design elements utilizing digital tools and materials to create logo, product, book, music graphics, poster, brochure, magazine, web, interface, and other graphic and interactive designs. This knowledge will also be applied to real world client interaction and service learning in the classroom.
- Demonstrate proficiency in the field of graphic design by compiling and curating a body of design work into a comprehensive and polished portfolio.
- Explore transfer options to four-year colleges and universities or career opportunities in the field of Visual Art, specifically.



This microcredential can
be stacked into:

Visual Arts Transfer A.A.S.

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Aviation Management

A.S. | Associate in Science



The Aviation Management program is designed for students who plan to transfer to a four-year Aviation Management Program. The program includes the foundational, technical and managerial skills needed in the aviation field. Key focus areas include: aviation security, safety, operations and airport management. Graduates of the four-year Aviation Management program can expect to find employment with airports, airlines, banks, insurance companies, U.S. Customs, travel agencies and the Federal Aviation Administration.

Note: The Aviation Management Program degree can be fulfilled without the need for flight training.

Aviation Management (AVM)

(HEGIS 5011)

The Associate in Science (A.S.) degree is awarded upon completion of requirements for this program.

Upon completion of the Aviation Management program the student will be able to:

- Demonstrate the techniques, skills and modern aviation management tools to perform business related tasks.
- Articulate skills to function within a management team and deal with both technical and management issues.
- Analyze and interpret data to aid in problem solving.
- Demonstrate critical thinking skills as applied to the aviation industry.
- Demonstrate the ability to communicate effectively with superiors, subordinates and peers with precision and clarity.

FIRST SEMESTER

		credits
AVI 100	Aviation Intro Seminar	1
AVI 101	Introduction to Flight	4
AVI 102	Aviation History	3
ENG 101	Composition I	3
MAT 118	Elementary Statistics	3
CIS 111	Computer System and Applications	3

Total: 17

SECOND SEMESTER

ENG 102	Composition II	3
BUS 102	Foundations of Business	3
SPE 101	Public Speaking	3
American History (Appendix D)		3
MAT 210, 184, 185 (a)		3-4

Total: 15-16

THIRD SEMESTER

AVI 110	Aviation Law	3
ACC 104	Financial Accounting	4
WFE 101	Lifetime Wellness & Fitness	3
PHS 111	Weather and Climate	4
ECO 203	Microeconomics	3

Total: 17

FOURTH SEMESTER

AVI 116	Flight Safety	3
AVI 201	Aviation Management	3
ECO 202	Macroeconomics	3
BHS 103	Social Problems in Today's World	3
Elective (b)		3

Total: 15

Total Credit Hours: 64-65

- Course to be selected in consultation with advisor and selected based on transfer school requirements.
- Elective must meet SUNY General Education requirement of Appendix E, F, H, or I, see page 31.

Aviation Science: Pilot

A.S. | Associate in Science



This program offers a state-of-the-art curriculum for those students who intend to enter the field of aviation as pilots. Designed primarily for students who anticipate transferring to a four-year institution to pursue a baccalaureate degree, the program contains a balance of liberal arts and sciences courses, technical courses and flight labs.

The program specifically prepares matriculated students to meet the stringent requirements outlined by the FAA in order to acquire a Private Pilot Certificate and Commercial Pilot Certificate, both with an Airplane Category Rating and a Single Engine Class Rating. In this process, students will gain the knowledge and proficiency necessary to acquire an Instrument Rating. Students are provided with coordinated flight training in single engine airplanes and a ground trainer. Although primarily a transfer program, Aviation Science also can lead to a rewarding entry-level career in aviation support positions concerned with other multifaceted aspects of the aviation industry.

Aviation Science: Pilot (AVI)

(HEGIS 5302)

The Associate in Science (A.S.) degree is awarded upon completion of requirements for this program. Students who successfully complete the Associate in Science (A.S.) degree in Aviation Science: Pilot (AVI) will be able to:

- Obtain an FAA certificate appropriate to the level of pilot proficiency;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Work with graphical, numerical or symbolic models to solve problems and interpret results.

Courses must be selected in consultation with the Program Coordinator.

NOTE: An important requirement for enrollment into the Aviation Science program is the successful completion of an FAA physical, leading to a 1ST or 2ND class Medical Certificate. The Medical Certificate is required by the Federal Aviation Administration in order for enrollees to act as a Pilot in Command in a commercial environment. A list of local FAA approved doctors will be provided by the Program Coordinator.

FEES: Aviation Science flight labs require additional and substantial lab fees (subject to change). Fees range from \$9,146-\$9,389 per semester. Prospective students are strongly encouraged to contact the Aviation Science Program Chair for more information.

NOTE: Students are required to pass the required FAA written exam, which will be administered at the end of each specified flight class. Flight labs will require the successful completion of stage exams, flight stage checks and at course completion, final stage check or practical test. Advancement through the program requires the above requirements being met.

FIRST SEMESTER

		credits
AVI 100	Aviation Introductory Seminar	1
AVI 101	Introduction to Flight	4
AVI 111	Introduction to Flight Lab (a)	1
AVI 102	Aviation History	3
ENG 101	Composition I	3
CIS 111 (or higher)		3

Total: 15

SECOND SEMESTER

AVI 104	Instrument Flight	4
AVI 114	Instrument Flight Lab (a)	1
MAT 185	Pre-Calculus	4
PHS 111	Weather and Climate	4
ENG 102	Composition II	3

Total: 16

THIRD SEMESTER

AVI 208	Commercial Flight	3
AVI 218	Commercial Flight Lab I (a)	1
AVI 110	Aviation Law	3
MAT 221	Calculus I	4
PHY 121	General Physics I	4

Total: 15

FOURTH SEMESTER

AVI 116	Flight Safety	3
AVI 209	Commercial Flight Lab II (a)	1
American History (Appendix D)		3
PHY 122	General Physics II	4
BHS 103	Social Problems	3
Free Elective (b)		3

Total: 17

Total Credit Hours: 63

- Students are strongly encouraged to contact the Aviation Science Program Chair for the current negotiated fee for flight training and for course/program information. Fees are contractually set each year with the Flight School and depend heavily on current fuel charges. Students are required to pass the FAA written exam, which will be administered at the end of each specified flight class. Flight labs will require the successful completion of stage exams, flight stage checks and, at course completion, final stage check or practical test. Advancement through the program requires that each of these requirements be met. Students are given an incomplete for flight lab until the appropriate Final Stage Check has successfully been completed. Students cannot progress without completing the prerequisite courses.
- Students must choose a course from SUNY General Education Appendix E, F, H, or I.

Aviation Maintenance Technician

A.A.S. | Associate in Applied Science



This program prepares men and women for employment in the field of aircraft repair and maintenance. The Associate of Applied Science, Aviation Maintenance Technician, is designed to prepare men and women for employment as maintenance technicians in general aviation, corporate aviation, airlines or aerospace manufacturers.

Aviation Maintenance Technician (AMT)

(HEGIS 5302)

Upon completion of this program, students will be able to:

- Demonstrate proficient, entry-level aviation maintenance skills;
- Apply their knowledge of systems to evaluate FAA publications as to airworthy standard. Maintenance log recording will be completed to FAA standards;
- Exhibit proficiency in emphasis area skills: airframe or power plant;
- Become competent in the skills, knowledge, and techniques necessary to successfully pass FAA oral and practical exams for certification;
- Demonstrate critical thinking technological competency, and communication skills, as well as the ability to work with others;
- Demonstrate competency in written communication, quantitative reasoning, and scientific reasoning.

Courses must be selected in consultation with the Program Coordinator.

FIRST SEMESTER

		credits
AMT101	General Maintenance Practices	5
AMT102	Materials and Processes	2
AMT103	Basic Aircraft Electricity	2
AMT104	Airframe Systems I	5
MAT109	Survey of Mathematics	3
TOTAL:		17

SECOND SEMESTER

AMT105	Airframe Systems II	3
AMT106	Aircraft Structures I	3
AMT107	Aircraft Structures II	4
AMT108	Welding and Airframe Inspection	2
AMT109	Introduction to Power Plant	3
TOTAL:		15

THIRD SEMESTER

AMT110	Reciprocating Engines	2
AMT111	Turbine Engines & Power Plant Systems	4
AMT112	Power Plant Systems	6
AMT113	Power Plant Inspection & Electrical Systems	2
ENG101	Composition I	3
TOTAL:		17

FOURTH SEMESTER

BHS103	Social Problems in Today's World	3
ENG102	Composition II	3
HIS104	History of the U.S. II	3
General Education Electives (a)		6
TOTAL:		15
Total Credit Hours:		64

- a. Elective courses to be taken in two of the following: Western Civilization (Appendix E), Other World Civilizations (Appendix F), or The Arts (Appendix H).

Airframe & Powerplant Technician

Applied Academic Certificate



The Applied Academic Certificate, Airframe & Powerplant Technician, is designed to prepare men and women for employment as maintenance technicians in general aviation, corporate aviation, airlines or aerospace manufacturers.

Airframe and Powerplant Technician (APC)

(HEGIS 5302)

Upon completion of this program, students will be able to:

- Demonstrate proficient, entry-level aviation maintenance skills;
- Apply their knowledge of systems to evaluate FAA publications as to airworthy standard. Maintenance log recording will be completed to FAA standards;
- Exhibit proficiency in emphasis area skills: airframe or power plant;
- Become competent in the skills, knowledge, and techniques necessary to successfully pass FAA oral and practical exams for certification;
- Demonstrate critical thinking, technological competency, and communication skills, as well as the ability to work with others.

Courses must be selected in consultation with the Program Coordinator.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

		credits
AMT101	General Maintenance Practices	5
AMT102	Materials and Processes	2
AMT103	Basic Aircraft Electricity	2
AMT104	Airframe Systems I	5
MAT109	Survey of Mathematics	3

Total: 17

SECOND SEMESTER

AMT105	Airframe Systems II	3
AMT106	Aircraft Structures I	3
AMT107	Aircraft Structures II	4
AMT108	Welding and Airframe Inspection	2
AMT109	Introduction to Power Plant	3

Total: 15

THIRD SEMESTER

AMT110	Reciprocating Engines	2
AMT111	Turbine Engines & Power Plant Systems	4
AMT112	Power Plant Systems	6
AMT113	Power Plant Inspection & Electrical Systems	2
ENG101	Composition I	3

Total: 17

Total Credit Hours: 49

NOTE: The technical courses in this program (those with a prefix of "AMT") are offered sequentially, each course meeting for a portion of the semester. Check the Master Course Schedule for the specific start and end dates for each course.

Accounting

A.A.S. | Associate in Applied Science



The Accounting Program is a career-oriented curriculum preparing students for a variety of entry-level accounting positions. Students who definitely plan to pursue a degree in accounting at a four-year school after completion of studies at DCC are instead encouraged to enroll in the Business Administration Transfer Program.

Program graduates gain employment in private and public sector positions, including bookkeeper, junior clerk, assistant auditor, cost accounting clerk and assistant office manager.

Accounting (ACC)

BUSINESS

(HEGIS 5002)

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Accounting (ACC) will be able to:

- Use a variety of accounting and business software;
- Demonstrate knowledge of accounting principles;
- Demonstrate real world experience using simulations;
- Demonstrate a variety of skills needed in the business environment.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
	American History (Appendix D)	3
ACC 101	Principles of Financial Accounting I	3
	Math Elective (a)	3
CIS 111	Computer Systems and Applications	3
ACC 100	ACC Seminar (b)	1
		Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
ACC 102	Principles of Financial Accounting II	3
ACC 205	Computerized Accounting Applications	2
BUS 102	Introduction to Business	3
CIS 213	Advanced Software Applications for Business	3
BHS 103	Social Problems	3
		Total: 17

THIRD SEMESTER

	Science Elective (d) (Appendix B)	3-4
ACC 204	Managerial Accounting	4
BUS 210	Business Communications	3
ACC 241	Income Tax Procedures	3
	Free Elective (f)	3-4
		Total: 16

FOURTH SEMESTER

ACC 221	Intermediate Accounting	4
ACC 213	Accounting Systems & the Computer	3
ACC260 or	Accounting Internship	3
ACC Elective (c)		3
	Gen Ed Elective (e) (Appendices E, F, H, or I)	3-4
		Total: 13-14
		Total Credit Hours: 62

- MAT 109 or higher. MAT 118 recommended.
- ACC100 must be taken in the first semester for full-time students or within the first 9 credits for part-time students. Students entering the ACC program who have successfully completed BUS100 have fulfilled the ACC100 requirement.
- ACC Electives are any 200-level BUS course. However, CIS107, SPE101, SPE210, and SPE219 may also be used.
- Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, and physics. See page 32.
- General Education Elective – Choose any course from Appendices E, F, H, or I.
- See page 33 for a full discussion of the free elective requirement. The subject area for Accounting includes all courses labeled ACC.

Business Management

A.A.S. | Associate in Applied Science



This program provides a basic knowledge of essential business practices and procedures within a broad framework of business management principles. Noted for its flexibility, the program gives students the opportunity to select courses from a career emphasis in management and/or marketing. Graduates are employed in private and public sector entry-level employment positions including sales, personnel, banking, marketing, management and administration.

Students interested in transferring to an upper-division college/university should refer to the Business Administration Transfer program.

Business Management (BUS)

BUSINESS
(HEGIS 5004)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the BUS program, the student will be able to:

- Write various styles of business correspondence;
- Demonstrate computer skills using business software;
- Prepare business reports including the income statement and the balance sheet;
- Demonstrate application of business law;
- Apply human relations and communications skills in the business world;
- Demonstrate application of basic management and marketing principles.

Courses should be selected in consultation with an advisor.

The following microcredentials stack into the BAT Program: Basic Bookkeeping and Small Business Management.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
MAT 118 or Math Elective	Elementary Statistics or Math elective (a)	3
BUS 102	Foundations of Business	3
CIS 111	Computer Systems and Applications	3
BHS 103	Social Problems in Today's World	3
		Total: 15

SECOND SEMESTER

ENG 102	Composition II	3
CIS 213	Advanced Computer Applications	3
American History	– Appendix D	3
Accounting	ACC 101 or ACC 104	3-4
BUS Elective	Footnote (b)	3
		Total: 15-16

THIRD SEMESTER

BUS 210	Business Communication	3
BUS 215	Business Law I	3
BUS 204	Business Organization and Management	3
BUS Elective	Footnote (b)	3
Free Elective	Footnote (c)	3-4
		Total: 15-16

FOURTH SEMESTER

Science	Footnote (d)	4
Gen Ed Elective	Footnote (e)	6
BUS Elective	Footnote (b)	3
BUS 290 or BUS Elective	BUS Internship or BUS Elective	3
		Total: 16
		Total Credit Hours: 61

a. MAT 109 or higher. MAT 118 recommended.

b. Select any BUS, ACC course or CIS 107, SPE 101, SPE 210, SPE 219

c. See page 33 for a full discussion of the free elective requirement. The subject area for Business Administration includes all courses labeled BUS and ACC

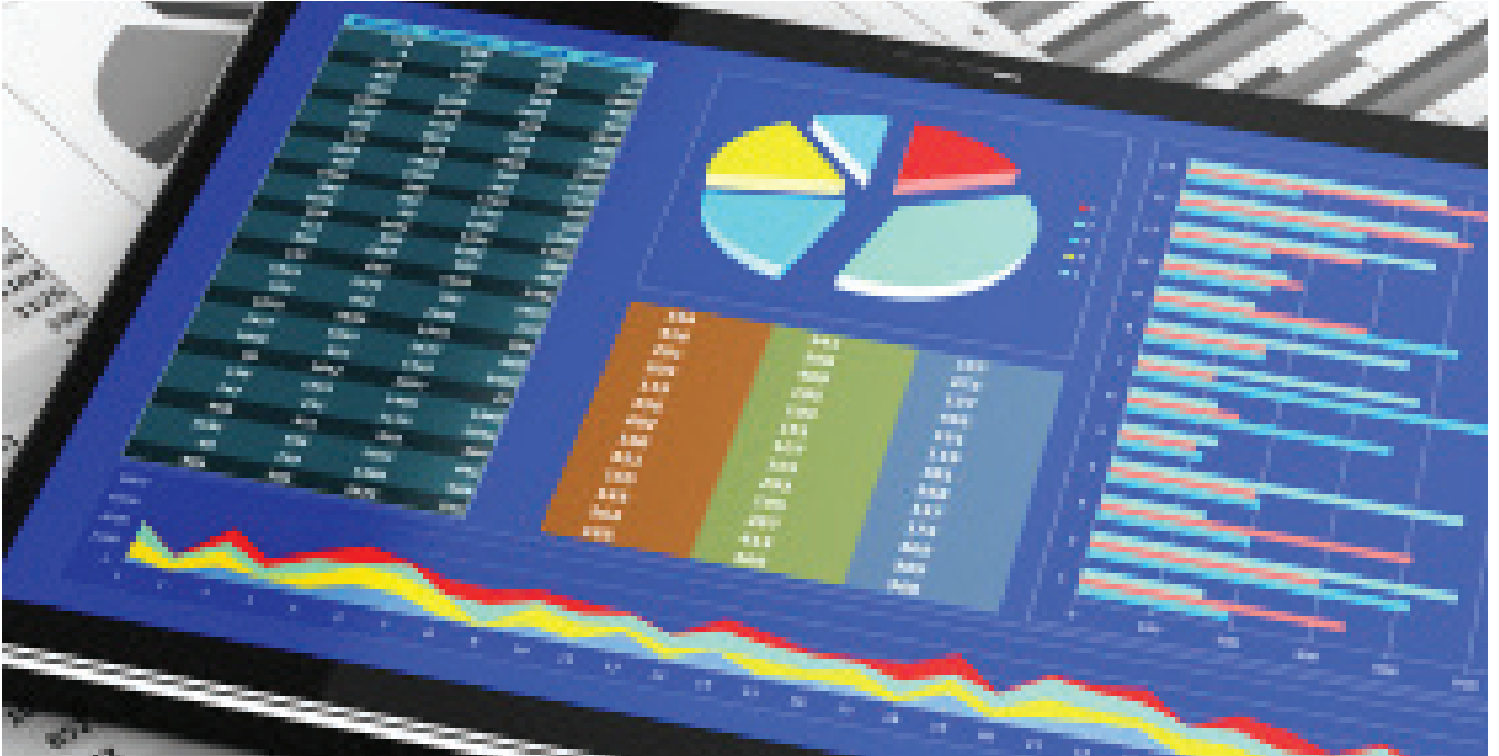
d. Science Courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences and physics. See page 32.

e. General Education Elective: Choose two courses from Appendix E, F, H or I. The two courses must be from two different appendices to fulfill this requirement.

Business Administration

TRANSFER PROGRAM

A.S. | Associate in Applied Science



This course of study is designed for students who plan to transfer to a senior college to pursue a baccalaureate degree in business administration, accounting, management, marketing, international business or economics.

Students interested in the two-year A.A.S. program in Business Management should see page 56. Students interested in the two-year A.A.S. program in Accounting should see page 54.

Business Administration - (BAT)

BUSINESS
(HEGIS 5004)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of the BAT program, the student will be able to:

- Demonstrate application of basic management principles;
- Demonstrate application of basic accounting principles to prepare financial statements;
- Demonstrate basic skills for budgeting, product costing, performance evaluation, or management decision support techniques;
- Demonstrate application of business law;
- Demonstrate application of computer technology use;
- Demonstrate application of basic marketing skills;
- Demonstrate knowledge of basic economic principles.

Select courses in consultation with an advisor.

The following microcredentials stack into the BUS Program: Basic Bookkeeping and Small Business Management.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
CIS 111	Computer Systems Applications	3
MAT 118	Elementary Statistics	3
BHS 103	Social Problems in Today's World	3
BUS 102	Foundations of Business	3
		Total: 15

SECOND SEMESTER

ENG 102	Composition II	3
	American History – Appendix D	3
ACC 104	Financial Accounting	4
Math	MAT 185, MAT 210 or MAT 221 (MAT 210 preferred)	4
BUS 107	Principles of Marketing	3
		Total: 17

THIRD SEMESTER

BUS 204	Business Organization and Management	3
ACC 204	Managerial Accounting	4
ECO 202	Macroeconomics	3
BUS 215	Business Law I	3
	Free Elective (a)	3
		Total: 16

FOURTH SEMESTER

ACC 221 or BUS 216	Intermediate Accounting or Business Law II	3-4
	BAT Elective (b)	3
ECO 203	Microeconomics	3
General Ed.	Appendix E,F,I	3
	Natural Science Appendix B	4
		Total: 16-17
		Total Credit Hours: 64

a. See page 33 for a full discussion of free elective requirements

b. Any 200 – level BUS or 200-level ACC course can be used

Note: MAT 110, MAT 184, MAT 185 or WFE 101 can also be used

Small Business Management

Microcredential



The Small Business Management Microcredential directly targets adult learners within the community looking to start a business or improve or gain skills to strengthen an existing entrepreneurial venture.

Small Business Management

MICROCREDENTIAL

Required Courses:		Credits
BUS 102	Foundations of Business	3
BUS 107	Principles of Marketing	3
BUS 208	Small Business Management	3
<hr/>		
	Total	9

Students who successfully complete this Microcredential will be able to:

- Demonstrate application of basic management and marketing principles;
- Apply human relations and communication skills in the business community;
- Identify the procedure for planning and organizing a small business.



This microcredential can
be stacked into:

Business Administration A.S.

Business Management A.A.S.

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

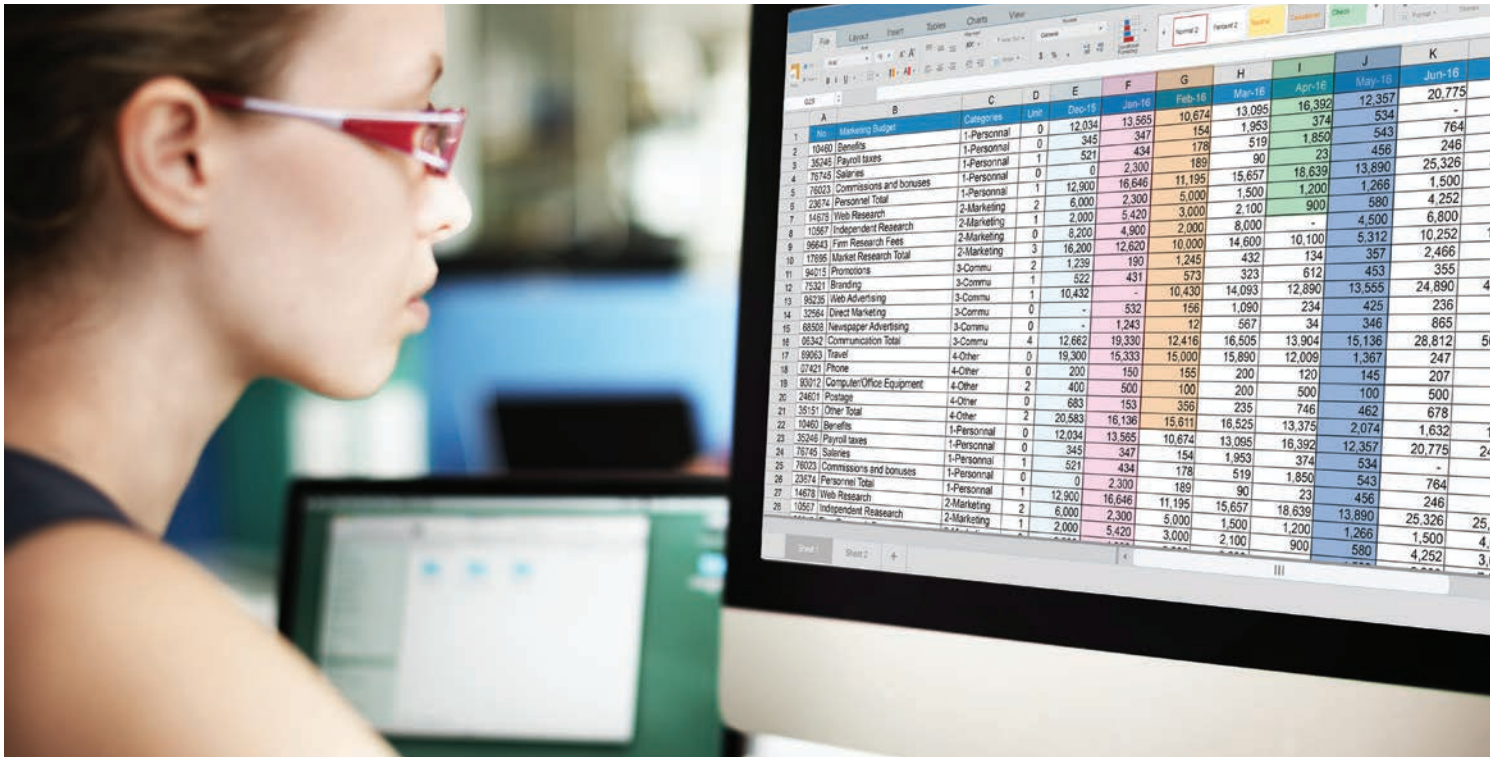
A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Bookkeeping

Applied Academic Certificate



The objective of the one-year program is to prepare individuals for entry-level jobs as bookkeeping office employees, with opportunities for advancement to more responsible positions. If a student decides to continue toward a two-year degree in accounting or in other Business Department programs, many of the courses already completed may be applied toward that degree.

Bookkeeping (BOK)

BUSINESS

(HEGIS 5002)

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Bookkeeping (BOK) will be able to:

- Use a variety of accounting and business software;
- Demonstrate knowledge of accounting principles;
- Demonstrate real world experience using simulations.

Courses should be selected in consultation with an advisor.

The following microcredentials stack into the BOK Certificate Program: Basic Bookkeeping and Small Business Management.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

	credits
ENG 101 Composition I	3
ACC 100 ACC Seminar	1
Math Elective (a) Appendix A	3
ACC 101 Principles of Financial Accounting I	3
CIS 111 Computer Software	3
BUS 102 Introduction to Business	3

Total: 16

SECOND SEMESTER

BHS103 or Social Problems in Today's World or	
ECO105 or Economic Issues or	
American History (Appendix D)	3
ACC 102 Principles of Financial Accounting II	3
BUS 255 or Office Practice or	
BUS 210 Business Communications	3
ACC 205 Computerized Accounting Applications	2
ACC 213 or Accounting Systems or	
ACC 241 Income Tax Procedures	3

Total: 14

Total Credit Hours: 30

a. MAT109 or higher, MAT118 recommended.

Basic Bookkeeping

Microcredential



Students earning the Basic Bookkeeping Microcredential will possess entry-level bookkeeping/accounting skills immediately transferable into the workplace in jobs such as bookkeeper and accounting clerk.

Basic Bookkeeping

MICROCREDENTIAL

Required Courses:		Credits
ACC 101	Principles of Financial Accounting I	3
ACC 205	Computerized Accounting Applications	2
<hr/>		
	Total	5

Students who successfully complete this Microcredential will be able to:

- Demonstrate knowledge of accounting principles;
- Demonstrate accounting skills needed in the business environment;
- Demonstrate proficiency with Quickbooks software.



This microcredential can be stacked into:

Business Administration A.S.

Business Management A.A.S.

Bookkeeping Certificate

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Paralegal

TRANSFER PROGRAM

A.A.S. | Associate in Applied Science



This program is designed to provide students with knowledge and skills necessary to qualify for entry-level employment as paralegals. Students enrolled in the program complete a combination of legal specialty, business, liberal arts and elective courses that will prepare them to work in law offices, banks, insurance companies, government agencies, corporations and other types of organizations that deal with legal matters.

Such work normally is done under the supervision of an attorney. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents and procedures.

Paralegal (PAL)

BUSINESS

(HEGIS 5099)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Paralegal (PAL) will be able to:

- Articulate the role of paralegals in the legal system and develop an awareness of potential ethical issues that may arise and ethical duties that exist in the legal work environment;
- Use critical thinking skills to apply substantive legal principles in order to analyze and resolve legal problems;
- Apply the basic principles of legal research in an accurate, effective and efficient manner;
- Articulate an understanding of the techniques of legal analysis and writing and develop written communication skills to communicate the results of research and analysis in an appropriate format and tone;
- Demonstrate an ability to use a variety of print and electronic legal research resources.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PAL 151	Intro to Law	3
PAL 110	Fundamentals of PAL	3
PAL 120	Legal Research	3
CIS 111	Computer Syst. & Apps.	3
		Total: 15

SECOND SEMESTER

ENG 102	Composition II	3
GOV/HIS	American History (Appendix D)	3
SPE 101 or	Public Speaking or	
SPE 210	Small Group Communication	3
BUS 215	Business Law I	3
PAL 260	Legal Writing	3
WFE 101	Wellness & Fitness	3
		Total: 18

THIRD SEMESTER

BHS 103	Social Problems In Today's World	3
Math Elective	Math (a)	3-4
PAL Course	200-level PAL course (b)	3
PAL Course	200-level PAL course (b)	3
PAL Elective	PAL Elective (c)	3-4
		Total: 15-17

FOURTH SEMESTER

PAL Course	200-level PAL course (b)	3
PAL Course	200-level PAL course (b)	3
PAL Elective	PAL Elective (c)	3-4
Science Elective	Science (d)	4
Free Elective (e)		3-4
		Total: 16-18
		Total Credit Hours: 64

a. MAT 109 or above. Recommended: MAT 110 or MAT 118.

b. PAL 200-level content-specific courses: PAL 210 Family Law; PAL 220 Wills Trusts & Estates; PAL 230 Law of Business Organizations; PAL 240 Civil Litigation; and PAL 250 Real Property.

c. Paralegal Electives: ACC 104; BUS 210; BUS 243; CRJ 265; GOV 222; PAL 290 (Internship); PHI 107; PSY 134, SPE 201, and SPE 219.

d. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, or physics. Recommended: BIO 103 Human Biology.

e. See page 33 for a full discussion of the free elective requirement. The subject area for the Paralegal Degree Program includes all courses labeled PAL.

Paralegal

Applied Academic Certificate



This concentrated certificate program is designed to provide students with a basic foundation of skills and knowledge needed to seek employment as a paralegal. The program's curriculum requires completion of a combination of legal specialty, business and liberal arts courses. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents and procedures, while working under the supervision of an attorney. Credits earned in this program may be applied to the Paralegal Associate in Applied Science degree program.

Paralegal (PLL)

APPLIED ACADEMIC CERTIFICATE - BUSINESS

(HEGIS 5099)

Students who successfully complete the Certificate in Paralegal (PLL) will be able to:

- Articulate the role of paralegals in the legal system and develop an awareness of potential ethical issues that may arise and ethical duties that exist in the legal work environment;
- Use critical thinking skills to apply substantive legal principles in order to analyze and resolve legal problems;
- Apply the basic principles of legal research in an accurate, effective and efficient manner;
- Articulate an understanding of the techniques of legal analysis and writing and develop written communication skills;
- Demonstrate an ability to use a variety of print and electronic legal research resources.

Courses should be selected in consultation with an advisor.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER		credits
ENG 101	Composition I	3
PAL 151	Introduction To Law	3
CIS 111	Computer Systems & Applications	3
PAL 110	Fundamentals of Paralegalism	3
PAL 120	Legal Research	3
Total: 15		
SECOND SEMESTER		
MAT 109 or higher	Survey of Mathematics or higher (a)	3
PAL 260	Legal Writing	3
PAL Electives	Select three from BUS 215, CRJ 265, PAL 210, PAL 220, PAL 230, PAL 240, PAL 250	9
BHS 103 or	Social Problems in Today's World or	
GOV 222	State and Local Government	3
Total: 18		
Total Credit Hours: 33		
a. MAT 110 or MAT 118 recommended.		

Communications and Media Arts

A.S. | Associate in Science



This media production program is designed for students interested in the mass media, broadcast journalism, video and audio production, public relations, visual effects, screenwriting and documentary and narrative film production. Through an organized program of study, students are provided with media theory, techniques and practices in service of creative expression and career development. Graduates will be prepared for positions in television production, video and film production facilities, radio, audio recording studios and news media or to transfer to four-year colleges.

Communications and Media Arts (COM)

(HEGIS 5008)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Communication and Media Arts (COM) will be able to:

- Solve creative problems within their field of communications and media arts, including research and synthesis of technical, aesthetic, and conceptual information;
- Effectively communicate their ideas and connect with their intended audience using visual, oral and written presentation skills relevant to their field;
- Execute technical, aesthetic and conceptual decisions based upon an understanding of communications and media arts;
- Evaluate work in their field, including their own work, using professional terminology;
- Explain the influence of social, cultural and aesthetic trends on historical and contemporary films, television programs, and media productions.

FIRST SEMESTER

		credits
COM 100	Communications Introductory Seminar	1
ENG 101	Composition I	3
Math (a)	(Appendix A)	3
COM 101	Introduction to Media Communication	3
COM 103	The Art and Craft of Editing	3
ART (b)	Art Gen. Ed. H	3
		Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
American History (Appendix D)		3
COM 110	Short Film Production	3
COM 120	Media Writing	3
COM 140	Media and Mass Communication	3
SPE 100 or 101	Oral Communication	3
		Total: 18

THIRD SEMESTER

BHS 103	Social Science Gen. Ed. C	3
Program Elective (c)		4
Directed Elective (d)		3-4
Science (e)	Science Gen. Ed. B	4
		Total: 14-15

FOURTH SEMESTER

Program Elective (c)		4
Directed Elective (d)		3-4
Science (e)	Science Gen. Ed. B	4
Free elective (f)		3
		Total: 14-15
Total Credit Hours: 62-64		

- Mathematics course: MAT 109 or higher.
- Students must select an Art Course: ART110, ART112, ART150 or ART157.
- Program Electives: Students must select two courses from the list below. Students should be aware that some of these courses are offered in the fall and others in the spring semester. COM 210 is a pre-requisite for COM 211.

COM 210 (Fall), COM 211 (Spring), COM 221, COM 222, COM 233, COM 234 (Spring), COM 249, COM 250 and FLM 244.
- Directed Electives: Students must select two courses from the list below to complement their concentration.
Acting and Directing: THE220, SPE102, THE109, THE209
Advertising and Marketing: BUS105, BUS107
Audio Production and Music: COM233, COM234, MUS101, MUS104, MUS115, MUS116, MUS219
Documentary Film: COM262, COM263, COM280
Film or Media Studies: FLM243, FLM246, ENG226, HUM205
Journalism and Public Relations: COM222, COM221
Photography: ART150, ART153, ART157, ART254, ART257
Film and Television Production: COM249, COM250, COM262, COM263
Visual Effects: COM210, COM 211, ART110, ART112, ART140, ART161
Screenwriting: FLM244
Internship: Students may take a 3-credit internship as an Interest Area Course: COM261.
- Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics.
- See page 33 for a full discussion of the free elective requirement.

Computer Information Systems

A.A.S. | Associate in Applied Science



This curriculum is designed to prepare graduates for employment opportunities in cloud computing technologies including programming, networking, and web administration. Students are encouraged to also complete one of the certificates in Web Programming or Computer Networking. Positions as programmers and technicians are available in various sectors of business, particularly insurance, banking, public utilities, retailing and manufacturing firms. Schools, colleges and government agencies also employ such individuals. Students entering this curriculum should have successfully completed Regents Algebra I. Dutchess Community College graduates also are able to transfer many of their credits to accredited colleges if students decide to pursue a Bachelor's Degree in an Information Science field.

Computer Information Systems (CIS)

COMPUTER INFORMATION SYSTEMS

(HEGIS 5101)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program. Upon successful completion of the CIS program, graduates should be able to:

- Develop a creative and structured approach to solving a business problem by configuring alternate IT approaches;
- Write, test, and debug a program that utilizes basic programming fundamentals such as variable declaration, iteration, conditionals, array manipulation, basic computational constructs and relational database connectivity;
- Differentiate and utilize operating system routines in developing business solutions;
- Critically discern the quality of data and identify the parameters and constraints of using, transmitting, securing, and storing of data.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
CIS 111	Computer Systems and Applications	3
CIS 112	Computer Programming I	4
CIS 107 <u>or</u>	Web Programming for Business <u>or</u>	3
CIS 117 (b)	Data Communication Concepts	

Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
Math Course (a)	Math course	3
American History course (Appendix D) <u>or</u>		
ECO 105	Economic Issues	3
CIS 123	Computer Programming II	3
CIS 124	Computer Operating Systems	3

Total: 15

THIRD SEMESTER

Natural Science course (Appendix B)		4
General Education course from any Appendix except H or J		3
CIS 211	Applied Database Concepts	3
CIS 212	Systems Analysis and Design	3
CIS126 <u>or</u>	Linux with Python <u>or</u>	
CIS216 (b)	Windows Server (b)	3

Total: 16

FOURTH SEMESTER

Free elective (c)	Free Elective	3
CIS 213 <u>or</u>	Data Analytics for Business <u>or</u>	
CIS106	Cloud Computing Fundamentals	3
CIS223	Mobile Application Design and Develop.	3
CIS150 <u>or</u>	Information Security Management <u>or</u>	
CIS140	Health Information Management	3
CIS228 <u>or</u>	Web Site Administration <u>or</u>	
CIS218 <u>or</u>	Routing and Switching Technology <u>or</u>	
CIS265 (b)	Career Capstone Seminar	3

Total: 15

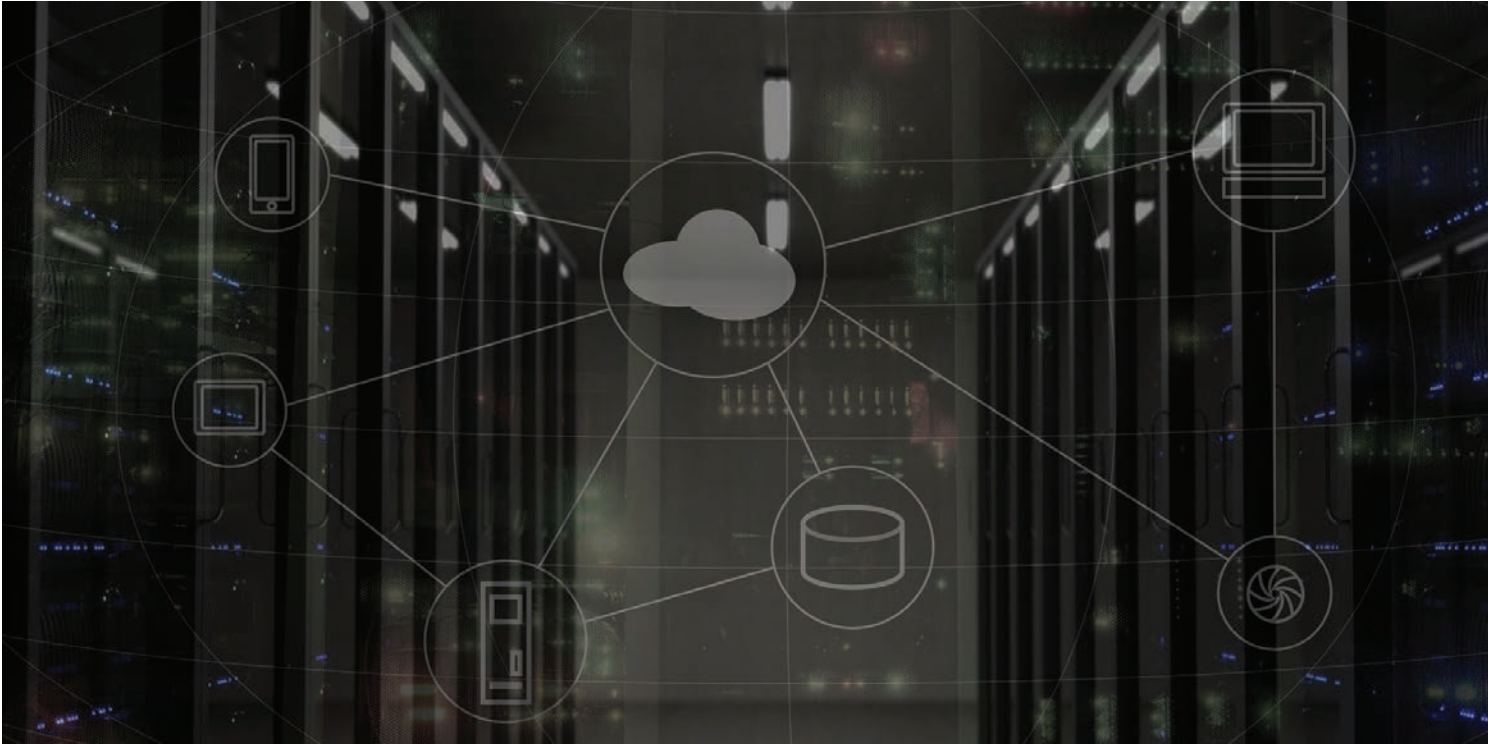
Total Credit Hours: 62

NOTES

- MAT118 or MAT210 or MAT184 or higher. Students intending to transfer to a 4-year school for Information Systems should speak with the CIS Program Chair to determine which math course(s) are required at the transfer school.
- See advisor to discuss which course is most appropriate.
- Read a full discussion of the free elective requirement.

Computer Networking

Applied Academic Certificate



This certificate will provide the students with the necessary skills to design and manage a cloud-based network. Upon completion of the certificate, the student, in addition to acquiring an understanding of the basic data communication and networking concepts, will be proficient in the basic skills to manage both virtual and real servers and networks. The certificate will provide students with a solid foundation in cloud platform components. Students completing the certificate may pursue careers in network support and server administration. Students who complete the CNC certificate may choose to continue coursework to complete the entire A.A.S. degree in Computer Information Systems (CIS) at DCC. A Certificate is awarded upon completion of the requirements for this program.

Computer Networking (CNC)

COMPUTER INFORMATION SYSTEMS

(HEGIS 5104)

Students who successfully complete the Certificate in Computer Networking (CNC) will be able to:

- Demonstrate an appreciation of the breadth and complexity of the IT communication field;
- Identify and describe the necessary required skills in each of the segments in the IT industry communication sector;
- Design an effective LAN and WAN;
- Manage, maintain and optimize a LAN;
- Demonstrate proficiency in Linux and Windows;
- Demonstrate the technical and business aspects of the internet;
- Implement routing principles.

Courses should be selected in consultation with an advisor.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

		credits
CIS 111	Computer Systems and Applications	3
CIS 112	Computer Programming I	3
CIS 117	Data Communication and Concepts	3
CIS 126 or 216	Linux with Python or Windows Server	3
CIS 106	Cloud Computing Fundamentals	3
		Total: 15

SECOND SEMESTER

CIS 124	Computer Operating Systems	3
ENG 101	Composition I	3
CIS 150 or 140	Information Management Security or Health Information Management	3
CIS 265	CIS Career Capstone Seminar	3
CIS 218	Routing and Switching Technology	3
		Total: 15
		Total Credit Hours: 30

Networking for the Cloud

Microcredential



This microcredential will provide the students with the skills needed to understand and implement basic networking concepts. It will provide the students with the skills needed to install and manage a Windows Server. The student will also learn the components of cloud computing, navigate a cloud infrastructure and deploy the server in the cloud.

Networking for the Cloud

MICROCREDENTIAL

Required Courses:		Credits
CIS 111	Computer Systems and Applications	3
CIS 106	Cloud Computing Fundamentals	3
CIS 117	Data Communication Concepts	3
CIS 216	Windows Server	3
<hr/>		
	Total	12

Students who successfully complete this Microcredential will be able to:

- Demonstrate an appreciation of the breadth and complexity of the IT communication field.
- Identify and describe the necessary required skills in each of the segments in the IT industry communication sector.
- Design an effective cloud network.
- Demonstrate proficiency in Windows Server.
- Demonstrate the technical understanding of the virtual components in a cloud infrastructure



This microcredential can be stacked into:

Networking Certificate

Computer Information Systems A.A.S.

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Web Administration

Applied Academic Certificate



This certificate will provide students with the skills to effectively develop web sites and administer a web server in a cloud installation. Students will develop advanced skills in both client-side web software and server-side software. Upon completion of the certificate, students will be well-versed in the skills necessary to pursue careers in web programming and web site administration. Students who complete the WAC certificate may choose to continue coursework to complete the entire A.A.S. degree in Computer Information Systems (CIS) at DCC. A Certificate is awarded upon completion of the requirements for this program.

Web Administration (WAC)

COMPUTER INFORMATION SYSTEMS

(HEGIS 5104)

Students who successfully complete the Certificate in Web Administration (WAC) will be able to:

- Develop client and server-side web programs;
- Demonstrate an understanding of the concepts and associated terminology for the internet infrastructure;
- Develop the necessary skills to conduct business on the internet;
- Understand cloud computing and install and manage a web server in the cloud.

Courses should be selected in consultation with an advisor.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

		credits
CIS 111	Computer Systems and Applications	3
CIS 107	Web Programming for Business	3
CIS 112	Computer Programming I	3
CIS 126	Linux with Python	3
CIS 106	Cloud Computing Fundamentals	3
		Total: 15

SECOND SEMESTER

CIS 124	Computer Operating Systems	3
ENG 101	Composition I	3
CIS 150 or CIS 140	Information Security Management Health Information Management	3
CIS 265	CIS Career Capstone Seminar	3
CIS 228	Website Administration	3
		Total: 15
		Total Credit Hours: 30

Web Administration for the Cloud

Microcredential



This microcredential will provide students with the courses to become proficient in the skills required to design, code, and host dynamic web sites. Students will learn HTML, CSS, Javascript, XML and server-side code including database integration. In addition, students will become familiar with cloud infrastructures and hosting the web server on the cloud.

Web Administration for the Cloud

MICROCREDENTIAL

Required Courses:		Credits
CIS 111	Computer Systems and Applications	3
CIS 106	Cloud Computing Fundamentals	3
CIS 107	Web Programming for Business	3
CIS 228	Website Administration	3
<hr/>		
	Total	12

Students who successfully complete this Microcredential will be able to:

- Develop client and server-side internet programs.
- Demonstrate an understanding of the concepts and associated terminology for the internet infrastructure.
- Develop the necessary skills to conduct business on the internet.
- Deploy and manage a cloud-based Web Server.



This microcredential can
be stacked into:

Web Administration Certificate

**Computer Information
Systems A.A.S.**

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

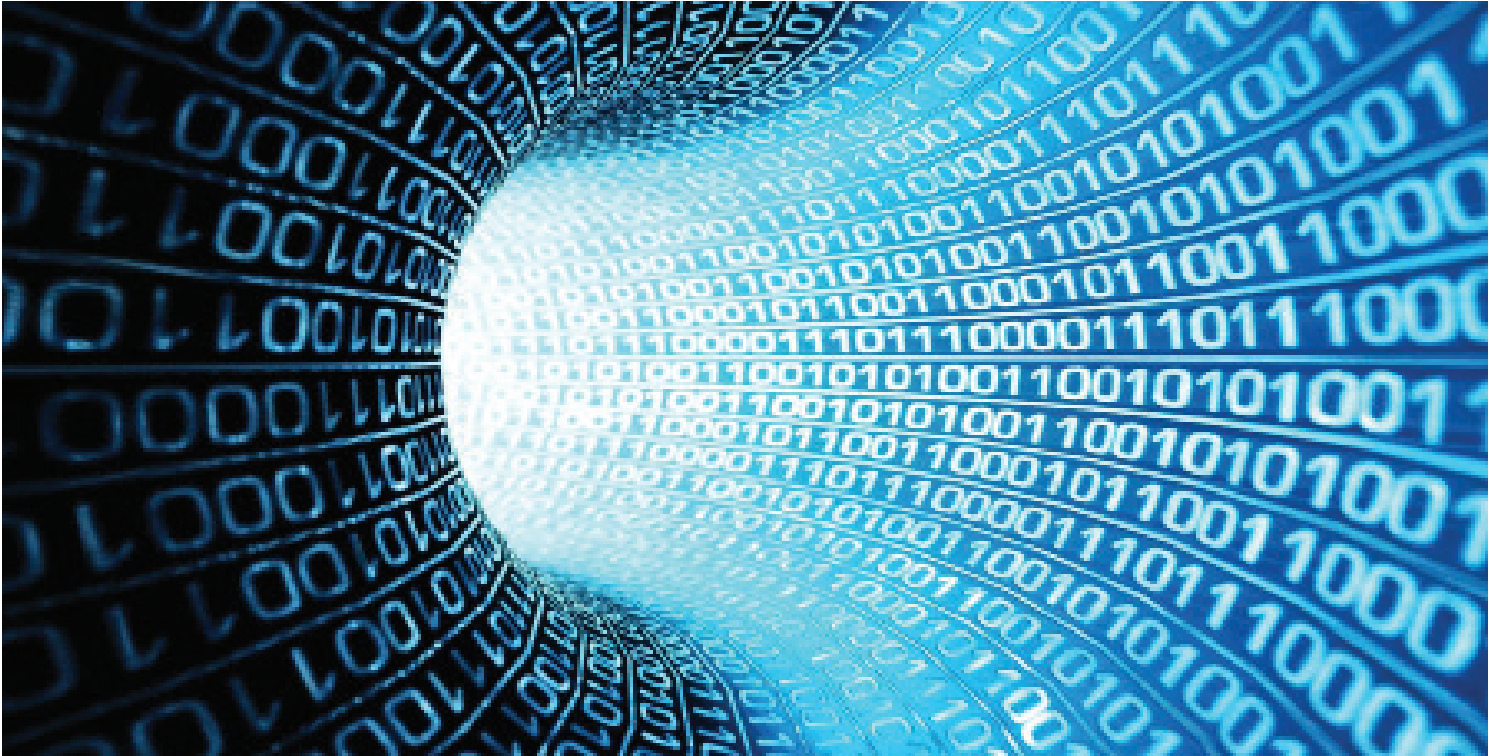
A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Information Management

A.S. | Associate in Science



The Information Management program is designed for students interested in transferring to a four-year baccalaureate-granting institution.

The program will provide students with a basic foundation in information systems, information technology and information management. It is recommended for transfer students planning to earn baccalaureate degrees in such programs of study as Computer Information Systems, Management Information Systems, Information Technology, Health Information Management, Security Information Management and Computer Networking.

Information Management (INM)

COMPUTER INFORMATION SYSTEMS

(HEGIS 5101)

The Associate in Science (A.S.) degree is awarded upon completion of this program.

Students who successfully complete the Associate in Science (A.S.) degree in Information Management (INM) will be able to:

- Critically discern the quality of data and identify the parameters and constraints of using, transmitting, securing and storage of data;
- Identify the scope, resources, timeline and critical tasks involved with project management;
- Select appropriate hardware and software to satisfy a particular business problem or opportunity including developing software solutions and utilizing existing available software with particular emphasis on database management software;
- Identify and mitigate the risks to data and design effective defenses for data storage and transmission.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

	credits	
ENG 101	Composition I	3
CIS 111	Computer Systems & Application	3
MAT Course (a)		3-4
CIS 112 or CIS 113 or CPS 141 (b)		3-4
BHS 103	Social Problems in Today's World	3
Total: 15-17		

SECOND SEMESTER

ENG 102	Composition II	3
MAT Course (a)		3-4
Interest Area Course (c)		3
Interest Area Course (c)		3
General Education Course (d)		3
Total: 15-16		

THIRD SEMESTER

CIS 212	Systems Analysis & Design	3
American History (Appendix D)		3
Interest Area Course (c)		3
ACC/BUS/CIS/ECO Course (e)		3
Science Course (f)		4
Total: 16		

FOURTH SEMESTER

CIS 213	Advanced Software Applications for Business	3
WFE 101	Lifetime Wellness & Fitness	3
Interest Area Course (c)		3
Interest Area Course (c)		3
Transfer Course (g)		3-4
Free Elective (h)		3-4
Total: 18-20		
Total Credit Hours: 64		

- Students must select from MAT 110, MAT 118, MAT 184, MAT 185, MAT 210, MAT 214, MAT 221, MAT 222.
- CIS112, as an introductory programming course, is strongly recommended for most students. In particular, students undecided about choosing the Information Management degree or the Computer Information Systems degree should choose CIS 112. Students, with advisement, may opt to choose CIS 113 or CPS 141 for transfer purposes. Also, with permission of the program chairperson, the student may select one of the courses as an Interest Area elective.
- Interest Area Course: Students must select five courses from the following list. Courses should be selected based on the requirements of the anticipated transfer school. Consult your advisor. See Advisement Note below. ACC 104, ACC 204, BUS 104, BUS 107, BUS 215, CIS 107 or CIS 108, CIS 114, CIS 117, CIS120, CIS 123, CIS 124, CIS 126, CIS 140, CIS 150, CIS 214, CIS 215, CIS 216, CIS 217, CIS 211, CIS 218, CIS 223, CIS 226, CIS 227, CIS 228, CIS 233, CIS 235, CRJ 141, CRJ 261
- Courses that meet the SUNY General Education requirement are listed on page 31. Students should select a course from a SUNY General Education subject area not met by another elective or required courses in the program.
- ACC/BUS/CIS/ECO Course: Students must select one course from the following list. ACC 104, ACC 204, BUS 104, BUS 107, BUS 215, CIS 107, ECO 202, ECO 203. Courses should be selected based on the requirements of the anticipated transfer school, in consultation with an advisor.
- Students must take a science course that fulfills the natural science general education requirement.
- Any math course listed in note (a), ECO 202, ECO 203.
Advisement Note: Based upon the student's interest area (c), the following courses are recommended: (The courses listed in bold are strongly recommended)
Security Information Management: CIS 117, CIS 126, CIS 150, CIS 107, CIS 133, CIS 216, CIS 226, CRJ 141, CRJ 261
Management Information Systems: BUS 104, BUS 107, BUS 215, CIS 107 or CIS 108, CIS 140, CIS 150, CIS 216, CIS 217
Software Development Systems: CIS 114, CIS 214, CIS 215, CIS 126, CIS 226, CIS 227, CIS 235
Web Administration: CIS107, CIS120, CIS228, CIS126, CIS 226, CIS233, ART 163, ART 263
Business Programming: CIS 123, CIS 211, CIS 124, CIS 223, CIS 227, CIS 233
Computer Networking: CIS 117, CIS 126, CIS 216, CIS 124, CIS 217, CIS 218, CIS 233
- Students must fulfill New York State Higher Education required liberal arts and sciences credits by choosing courses from the General Education appendices.

Computer Support for the Cloud

Microcredential



This microcredential will provide the student with skills to effectively provide computer support. The coursework includes learning MS Office, implementing security protocols, studying computer components, and utilizing operating system functionality. In addition, the students will analyze the virtual components in the cloud and learn how to navigate a cloud infrastructure.

Computer Support for the Cloud

MICROCREDENTIAL

Required Courses:		Credits
CIS 111	Computer Systems and Applications	3
CIS 106	Cloud Computing Fundamentals	3
CIS 140 or CIS 150	Health Information Management or Information Security Management	3
CIS 124	Operating Systems	3
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Total		12

Students who successfully complete this Microcredential will be able to:

- Be proficient in MS Office and be able to assist users in the software
- Effectively navigate a cloud environment
- Assist users in Windows operating system issues
- Define and differentiate OS components
- Use MS Powershell to automate processes
- Identify security threats and implement appropriate protection and mitigation protocols



This microcredential can be stacked into:

**Computer Information
Systems A.A.S.**

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

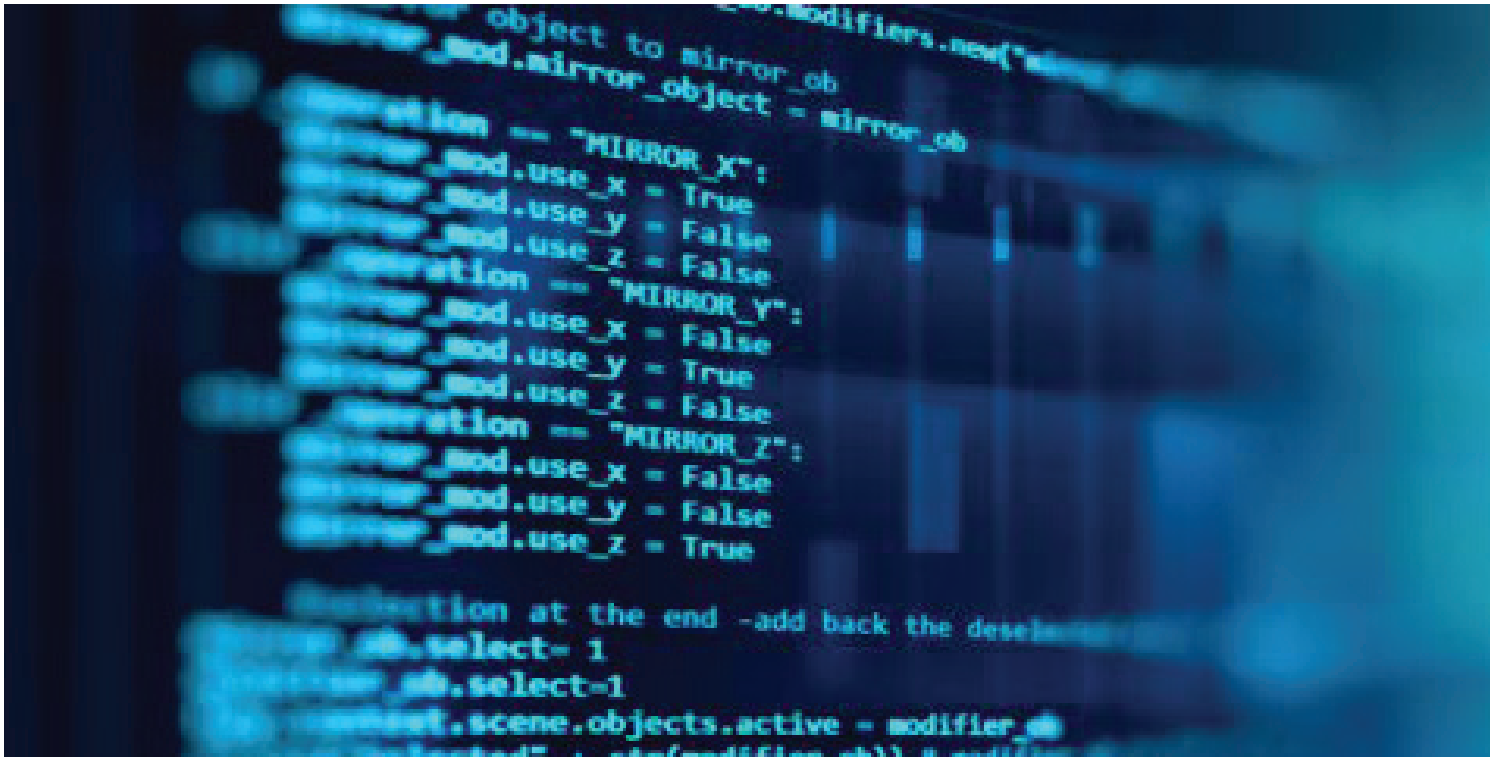
A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Computer Science

A.S. | Associate in Science



This program is recommended for transfer students planning to earn a baccalaureate degree with a major in computer science. Students should be at Math Placement Level 4 or higher.

Computer Science (CPS)

(HEGIS 5101)

The Associate in Science (A.S.) is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Computer Science (CPS) will be able to:

- Demonstrate the ability to design, implement and execute programs in an object oriented programming language;
- Demonstrate the implementation and/or use of data structures such as arrays, stacks, queues, linked lists, binary trees and maps;
- Demonstrate the ability to read and interpret computer code and programming language documentation.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
Math (a)	MAT 185 or MAT 221 or MAT 222	4
CPS 141	Computer Science I	4
SPE 101	Public Speaking	3

Total: 17

SECOND SEMESTER

ENG 102	Composition II	3
American History (Appendix D)		3
Math (a)	MAT 221 or MAT 222	4
CPS 142	Computer Science II	3
Elective (b)		3-4

Total: 16-17

THIRD SEMESTER

Science (c)		4
Math (a)	MAT 222 or Elective	4
CPS 231	Computer Science III/Data Structures	3
Elective (b)		3-4

Total: 14-15

FOURTH SEMESTER

MAT 214 or MAT 215	Discrete Mathematics Using Proofs or Linear Algebra	3
CIS 227	Computer Architecture and Organization	3
Elective (b)		3-4
Free Elective (d)		3
General Education Elective (e)		3

Total: 15-16

Total Credit Hours: 62

- Students must complete MAT 222 to satisfy the CPS degree requirements.
- Elective courses: MAT 186 or MAT 223 or MAT 230 or second semester of science sequence recommended. Many four-year colleges require a two-semester sequence in physics or chemistry. Courses applicable in this program are (a) Specific courses listed above; (b) courses applicable in designated programs.
- Physics or Chemistry or Biology recommended. Many four-year colleges require a two-semester sequence in physics or chemistry. Applicable four-credit courses are in astronomy, biology, chemistry, geology, physical sciences, physics. Students should select a course from General Education Appendix B.
- See a full discussion of the free elective requirement. The subject area for Computer Science includes all courses labeled CPS.
- General Education Elective: Courses applicable to this program are listed in the General Education Appendices E, F, and I. See list of the General Education Appendices.

Criminal Justice

TRANSFER PROGRAM

A.S. | Associate in Science



A balance of general, liberal arts and technical courses is offered to those students who intend to enter the field of criminal justice for the first time as well as those currently employed in the field. This program is designed primarily for those students who anticipate transferring to a four-year institution to pursue the baccalaureate degree. It also is recommended to those students interested in pre-law studies. This program leads to rewarding careers in law enforcement, corrections, probation, parole, rehabilitation, industrial security and numerous other positions in related areas at the municipal, state and federal levels.

NOTE: Students pursuing careers in criminal justice or related fields should be aware that certain aspects of health and/or character may be conditional to employment.

Criminal Justice (CRT)

TRANSFER PROGRAM FOR CRIMINAL JUSTICE STUDENTS

(HEGIS 5505)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Criminal Justice – Transfer (CRT) will be able to:

- Identify the various components of the Criminal Justice System including police courts and corrections;
- Describe the Criminal Justice Process from incident, initial contact with law enforcement, through the trial process and sentencing;
- Demonstrate an understanding of Due Process.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
GOV 121	The American National Experience	3
CRJ 141	Introduction to Criminal Justice	3
SPE 101	Public Speaking	3
Total: 15		

SECOND SEMESTER

ENG 102	Composition II	3
BIO 103 or BIO 104	Human Biology Environmental Biology	4
MAT 118 (a)	Elementary Statistics	3
CRJ 103	The Corrections Process	3
BHS 142	Criminology	3
Total: 16		

THIRD SEMESTER

CRJ 201	Police Org. and Administration	3
PSY 206	Social Psychology	3
BHS 242	Drug and Alcohol Use and Abuse	3
CRJ 206	Criminal and Scientific Investigation	3
CRJ 265	Criminal Law and Procedure	3
Total: 15		

FOURTH SEMESTER

PSY 134	Group Dynamics	3
BHS 262	Juvenile Delinquency	3
CRJ 261	White Collar Crime	3
CRJ 266	Contemporary Problems and Issues in Criminal Justice	3
Free Elective (c)		3
General Education Elective (b)		3
Total: 18		
Total Credit Hours: 64		

- a. Mathematics course. Students must meet math course prerequisites.
- b. General Education Elective: Courses applicable to this program are listed in the General Education Appendices E, F, H and I. See page 31 for the list of the General Education Appendices.
- c. See page 33 for a full discussion of the free elective requirement. The subject area for Criminal Justice includes all courses labeled CRJ.

Public and Private Security

A.A.S. | Associate in Applied Science



A balance of general, liberal arts, and technical courses is offered to those students who intend to enter the field of criminal justice directly upon graduation or who are currently employed within the field and do not intend to pursue the baccalaureate degree at a four-year institution. This program leads to rewarding careers in law enforcement, corrections, industrial security and numerous other related positions at the municipal, state and federal levels.

Note: Completion of this program does not preclude the student from subsequently pursuing the baccalaureate degree should he/she decide to do so. However, transfer policies vary from college to college and the student should be aware that additional coursework in the general and liberal arts education area are likely to be required at a four-year institution.

Public and Private Security (CRJ)

CRIMINAL JUSTICE

(HEGIS 5505)

Students pursuing careers in criminal justice or related fields should be aware that certain aspects of health and or character may be conditional to employment.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Criminal Justice – Public and Private Security (CRJ) will be able to:

- Identify the various components of the Criminal Justice System including police courts and corrections;
- Describe the Criminal Justice Process from incident, initial contact with law enforcement, through the trial process and sentencing;
- Demonstrate an understanding of Due Process.

Courses should be selected in consultation with an advisor.

The following microcredential stacks into the CRJ Program: Public Safety.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
CRJ 101	Introduction to Security Administration	3
CRJ 107	Communication and the CRJ Process	3
CRJ 141	Introduction to Criminal Justice	3
		Total: 15

SECOND SEMESTER

ENG 102	Composition II	3
GOV 121	The American National Experience	3
BIO 103 or BIO 104	Human Biology Environmental Biology	4
CRJ 103	The Corrections Process	3
CRJ 265	Criminal Law and Procedure	3
		Total: 16

THIRD SEMESTER

CRJ 201	CRJ Organization and Administration	3
BHS 242	Drug and Alcohol Use and Abuse	3
CRJ 206	Criminal and Scientific Investigation	3
CRJ 253	Ethics in Criminal Justice	3
HED 134	First Aid, CPR	3
ELECTIVE (a)		3
		Total: 18

FOURTH SEMESTER

PSY 134	Group Dynamics	3
CRJ 261	White Collar Crime	3
MAT 118 (c) or MAT 109 (c)	Elementary Statistics Survey of Mathematics	3
PSY 206	Social Psychology	3
Free Elective (b)		3-4
		Total: 15-16
		Total Credit Hours: 64

- Elective courses: Students wishing to take a special Spanish-language series as part of the six credit elective requirement may initiate these studies during the first semester. Courses applicable in this program are: (a) specific courses listed above; (b) courses applicable in designated programs. See page 32.
- See page 33 for a full discussion of the free elective requirement. The subject area for Criminal Justice includes all courses labeled CRJ.
- Mathematics course. Students must meet math course prerequisites.

Public Safety

Microcredential



The Public Safety Microcredential targets traditional and adult learners in the community who wish to obtain licensure as a New York State Security Guard. For traditional students who aspire to obtain employment in a justice system profession, this microcredential allows them to acquire the knowledge and certifications to commence work in a related occupation while waiting to be age-eligible to take civil service exams. For any student this microcredential provides a direct pathway to employment in a growing local industry.

Public Safety

MICROCREDENTIAL

Required Courses:		Credits
CRJ 101	Introduction to Security Administration	3
HED 134	First Aid, Safety and CPR	3
<hr/>		
Total		6

Students who successfully complete this Microcredential will be able to:

- Demonstrate application of principles, methods, and techniques of modern private security operations;
- Demonstrate the ability to prepare a security risk assessment of various sites;
- Identify steps to follow in emergency care;
- Identify the signs and first care for various injuries.



This microcredential can be stacked into:

**Criminal Justice:
Private and Public Security A.A.S.**

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Adolescent Education

7-12 with SUNY New Paltz

A.S. | Associate in Science



These jointly registered programs in adolescent education are designed to facilitate the transfer to SUNY New Paltz of students preparing to become certified teachers in grades 7-12. The curricula for the two years at Dutchess Community College is shown for each program.

Students admitted to the jointly registered programs at Dutchess are simultaneously admitted to SUNY New Paltz. Upon completion of the A.S. degree, students may transfer to SUNY New Paltz and begin study toward the baccalaureate degree. If they achieve a grade point average of at least 2.75 in their first semester at New Paltz they will be admitted to Curriculum I (the professional core) of the adolescent education program.

The two years at DCC are designed to meet the general education requirements of New Paltz, to complete approximately one-half of the academic major at New Paltz required for teacher certification, and to begin to prepare students for the New York State Teacher Certification Examination.

Adolescent Education 7-12 with SUNY New Paltz

LIBERAL ARTS AND SCIENCES - EDUCATION

(HEGIS 5649)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Liberal Arts and Sciences – Education (LAT) will be able to:

- Demonstrate effective oral communication;
- Demonstrate effective written communication;
- Display fundamental knowledge of scientific reasoning;
- Display fundamental knowledge of quantitative reasoning;
- Exhibit the ability to use technology effectively;
- Engage in self-reflective practices and critical analysis;
- Demonstrate fundamental knowledge of core theories and practices of adolescent growth and development;
- Demonstrate an understanding for diversity found among students, families and society as a whole.

These jointly registered programs are designed for students who plan to transfer to The College at New Paltz in adolescent education with the academic majors listed above.

Students also may prepare to transfer with other majors to New Paltz or to other education programs through the Liberal Arts and Sciences: Humanities and Social Sciences A.A. degree program, or the Early Childhood A.S. degree program. Students planning to transfer to an education program at a school other than The College at New Paltz might wish to discuss their plans with an advisor in the ACT Center or with the Chair of the Adolescent Education program.

This program will be modified to comply with changes to the requirements for teacher certification in New York state.

NOTES:

- Students planning an academic major in science at New Paltz should start their sequence in biology or earth science. Other students may take applicable four credit (laboratory science) courses in astronomy, biology, chemistry, geology, physical sciences or physics. See General Education, Appendix B, page 31.
- All students are required to take two semesters of a foreign language. Foreign language instructors should be consulted for assistance in selecting the appropriate course. Students planning on an academic major in foreign language at New Paltz must choose French or Spanish. If the two semester foreign language requirement has been satisfied students should speak to the program coordinator and/or an academic advisor to select an academic concentration course.
- MAT 109 or higher required.
- The baccalaureate degree in adolescent education requires a minimum of 30 credit hours in an academic major. Students should plan their individual programs in order to have a minimum of 12 or, if possible, 15 credits toward the major at New Paltz when they complete the associate degree. It is essential that students consult their advisor when selecting elective courses for the academic major.
- Students planning an academic major in history at New Paltz should choose GOV 121, HIS 104.
- Other World Civilization courses: Select a course from SUNY General Education Requirements Appendix F, page 31.
- Western Civilization courses: Select a course from SUNY General Education Requirements Appendix E, page 31.
- Elective courses: any applicable courses. See page 32.
- Most students will need to select as their free elective a course which will count toward their academic major at New Paltz. See page 33 for a full discussion of the free elective requirement.
- Students also may take CPS 141 and CPS 142 or CPS 231. Consult an advisor for more information.
- Additional applicable courses are: MAT 221, MAT 222, GLG 121, PHY 121, PHY 122, CHE 231, and CHE 232. Students may also enroll in one of the following: MAT 118 or CPS 141 and CPS 142.
- SUNY New Paltz requires the grade of B or better in both ENG 101 and ENG 102.

Biology (EDB)

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

FIRST SEMESTER		credits
ENG 101	Composition I (l)	3
PSY 111	Introduction to Psychology	3
MAT 221	Calculus I	4
Foreign Language (b)		3
BIO 105	General Biology I	4
Total: 17		

SECOND SEMESTER		
ENG 102	Composition II (l)	3
American History (Appendix D)		3
BHS 103	Social Problems in Today's World	3
Foreign Language (b)		3
BIO 106	General Biology II	4
Total: 16		

THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
Other World Civilizations (f)		3
CHE 121	General Chemistry I	4
BIO 205	Genetics	4
Total: 17		

FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
CHE 122	General Chemistry II	4
LAT 201	Ed Settings: Adol Learning Envir	1
Free Elective (i)		3-4
Total: 14-15		
Total Credit Hours: 64		

See notes on page 93.

Chemistry (EDX)

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

FIRST SEMESTER		credits
ENG 101	Composition I (l)	3
PSY 111	Introduction to Psychology	3
Foreign Language (b)		3
MAT 221	Calculus I	4
CHE 121	General Chemistry I	4
Total: 17		

SECOND SEMESTER		
ENG 102	Composition II (l)	3
BHS 103	Social Problems in Today's World	3
Other World Civilizations (f)		3
Foreign Language (b)		3
CHE 122	General Chemistry II	4
Total: 16		

THIRD SEMESTER		
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
American History (Appendix D)		3
CHE 231	Organic Chemistry I	4
PHY 151	Calculus-Based Physics I	4
Total: 17		

FOURTH SEMESTER		
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
CHE 232	Organic Chemistry II	4
MAT 222	Calculus II	4
Total: 14		
Total Credit Hours: 64		

See notes on page 93.

Earth Science (EDS)

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

FIRST SEMESTER		credits
ENG 101	Composition I (l)	3
PSY 111	Introduction to Psychology	3
	Foreign Language (b)	3
MAT 221	Calculus I	4
GLG 121	Physical Geology	4

Total: 17

SECOND SEMESTER		credits
ENG 102	Composition II (l)	3
	American History (Appendix D)	3
BHS 103	Social Problems in Today's World	3
	Foreign Language (b)	3
GLG 124	The Earth Through Time	4

Total: 16

THIRD SEMESTER		credits
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
	Other World Civilizations (f)	3
CHE 121	General Chemistry I	4
PHY 121	General Physics I	4

Total: 17

FOURTH SEMESTER		credits
	Western Civilization (g)	3
THE 120	Performing Skills for the Classroom	3
CHE 122	General Chemistry II	4
PHY 122	General Physics II	4

Total: 14

Total Credit Hours: 64

See notes on page 93.

English (EDL)

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

FIRST SEMESTER		credits
ENG 101	Composition I (l)	3
PSY 111	Introduction to Psychology	3
	Math (c)	3-4
	Science (a)	4
	Foreign Language (b)	3
LAT 100	Liberal Arts Teaching Introductory Seminar	1

Total: 17-18

SECOND SEMESTER		credits
ENG 102	Composition II (l)	3
	American History (Appendix D)	3
BHS 103	Social Problems in Today's World	3
	Foreign Language (b)	3
	Science (a)	4

Total: 16

THIRD SEMESTER		credits
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
	Other World Civilizations (f)	3
	Academic Concentration (d) Suggested: ENG 201, ENG 202, ENG 203	6

Total: 15

FOURTH SEMESTER		credits
	Western Civilization (g)	3
THE 120	Performing Skills for the Classroom	3
	Academic Concentration (d) <i>Suggested:</i> ENG 204 Lit of the U.S.	6
LAT 201	Ed Settings: Adol Learning Envir	1
	Free Elective (i)	3-4

Total: 16-17

Total Credit Hours: 64

See notes on page 93.

History/Social Sciences (EDH)

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

FIRST SEMESTER		credits
ENG 101	Composition I (l)	3
PSY 111	Introduction to Psychology	3
Math (c)		3-4
Science (a)		4
Foreign Language (b)		3
LAT 100	Liberal Arts Teaching Introductory Seminar	1
Total: 17-18		

SECOND SEMESTER		credits
ENG 102	Composition II (l)	3
BHS 103	Social Problems in Today's World	3
HIS 103	History of the United States I	3
Foreign Language (b)		3
Science (a)		4
Total: 16		

THIRD SEMESTER		credits
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
American History (Appendix D)		3
Academic Concentration (d)		
Suggested: GOV 121, HIS 207, HIS 210		6-9
Total: 15		

FOURTH SEMESTER		credits
Other World Civilizations (f)		3
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
Academic Concentration (d)		
Suggested: ECO 202, ECO 203, GOV 219, HIS 220/GOV 220, GOV 221, BHS 204		3
LAT 201	Ed Settings: Adol Learning Envir	1
Free Elective (i)		3-4
Total: 16-17		
Total Credit Hours: 64		

See notes on page 93.

Mathematics (EDM)

LIBERAL ARTS AND SCIENCES - EDUCATION
ADOLESCENT EDUCATION 7-12 WITH SUNY NEW PALTZ

FIRST SEMESTER		credits
ENG 101	Composition I (l)	3
PSY 111	Introduction to Psychology	3
BHS 103	Social Problems in Today's World	3
Foreign Language (b)		3
MAT 221	Calculus I	4
LAT 100	Liberal Arts Teaching Introductory Seminar	1
Total: 17		

SECOND SEMESTER		credits
ENG 102	Composition II (l)	3
Foreign Language (b)		3
MAT 222	Calculus II	4
PHY 151	Calculus-Based Physics I	4
Total: 14		

THIRD SEMESTER		credits
BHS 207	Education in American Society	3
PSY 204	Adolescent Psychology	3
PHY 152	Calculus-Based Physics II	4
MAT 223 (k)	Calculus III	4
MAT 214 (k)	Discrete Mathematics Using Proofs	3
Total: 17		

FOURTH SEMESTER		credits
Western Civilization (g)		3
THE 120	Performing Skills for the Classroom	3
Other World Civilizations (f)		3
MAT 215 (k)	Intro to Linear Algebra	3
LAT 201	Ed Settings: Adol Learning Envir	1
American History (Appendix D)		3
Total: 16		
Total Credit Hours: 64		

See notes on page 93.

Early Childhood Education (Birth - Grade 2) and Childhood Education (Grade 1-6)

Dual Certification with SUNY New Paltz

A.S. | Associate in Science



This program is jointly registered with SUNY New Paltz and is the preferred program for transfer to that college. Students, upon successful completion of their A.S. degree at DCC and their B.S. degree at SUNY New Paltz, will receive a New York State teaching certificate for Birth through Grade 2 and Grades 1 - 6.

Jointly registered with SUNY New Paltz for Early Childhood Education (Birth - Grade 2) and Childhood Education (Grade 1-6) Dual Certification (EED)

LIBERAL ARTS AND SCIENCES - EDUCATION

(HEGIS 5649)

Upon completion of the EED degree at DCC with:

- A GPA of at least 3.0
- A grade of “B” or better in ENG 101 and ENG 102
- A grade of B- or better in EED 103, EED 115, EED 116, ECH 214, EED 207, ECH 254
- Successfully completing a writing sample at SUNY New Paltz

Students will be eligible to be accepted into the School of Education at SUNY New Paltz.

Students should discuss their plans with an advisor in the ACT Center or the Chair of the Early Childhood and Elementary Education Program (431-8348).

Upon successful completion of the program students will demonstrate:

- An ability to observe, document and assess development in children;
- An ability to design developmentally appropriate learning experiences for young children in a variety of curricular areas;
- An ability to recognize and plan for diversity within early childhood and childhood classrooms;
- An ability to demonstrate initial professional behaviors while working with children.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students must select an academic concentration prior to registering for their first semester. For advisement recommendations on course sequencing and course choices for Academic Concentrations students and advisors must consult the following pages.

NOTES FOR ALL ADVISEMENT TRACKS:

- a. Transportation to and from fieldwork/observation site(s) is the responsibility of all students in the program, both commuting and living on campus. Be sure you have transportation, as on-campus sites are frequently not available.
- b. Students enrolled in EED 103, EED 116 and EED 207 are required to submit a completed physical examination form to the Health Office prior to their first day of fieldwork.
- c. Foreign language instructors should be consulted for assistance in selecting the appropriate course for individuals with previous foreign language study. Students with past courses in or knowledge of Spanish can take the CLEP test(s) to get credit for initial Spanish courses.
- d. Science course: Select a four credit science from SUNY General Education Requirement page, Appendix B in this catalog.
- e. See following pages for information on REQUIRED Academic Concentration courses.

English or History (EED)

CONCENTRATION ADVISEMENT TRACKS

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
BHS 103	Social Problems in Today's World	3
THE 120	Performing Skills for the Classroom	3
MAT 107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood obs. (a,b)	1

Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
Science (d)		4
PSY 221	Child Development	3
EED 115	Symbolic Representation, Language and Literacy (birth - kindergarten)	3
EED 116	EED Fieldwork (a, b)	1

Total: 17

THIRD SEMESTER

ECH 254	Diverse Early Childhood / Elementary Classrooms	3
Academic Concentration (e)		6
Foreign Language (c)		3
American History (Appendix D)		3

Total: 15

FOURTH SEMESTER

ECH 214	Dev. Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork II (a,b)	1
HIS	Western Civilization (Appendix E) or Other World Civilizations (Appendix F)	3
Academic Concentration (e)		3
Foreign Language (if requirement is not fulfilled) (c) or Academic Concentration (e)		3
BHS 207	Education in American Society	3

Total: 16

Total Credit Hours: 64

English Concentration

To fulfill the English Concentration, students, after completing ENG 101 and ENG 102, should choose three courses from the following list of required and elective courses:

ACADEMIC CONCENTRATION REQUIREMENTS:

ENG 201 or ENG 202
 ENG 203 or ENG 204
 ENG 209 or ENG 210
 ENG 218 - requires permission of instructor

ACADEMIC CONCENTRATION ELECTIVES:

Select no more than two: ENG 205, 206, 207, 208, 212, 213, 215, 216, 221, 223, 224, 225, 227, 229, 230, 231, 263, 264, 267, 268, 269
 Note: Students transferring two or more of the following courses (ENG 201, 202, 203 and 204) will need to complete a supplemental literature course at New Paltz to meet the minimum number of credits for their English concentration.

FOURTH SEMESTER:

SUNY New Paltz recommends that students with an academic concentration in English take one of the following:
 ENG 212 (Western Civilization)
 ENG 213, 264, 267 (Other World Civilizations)

History Concentration

To fulfill academic concentration courses in history and the required American History course, students must choose courses from the following list of required and elective courses. Additionally, be sure to take note of the fourth semester recommendations at the end of this list for Western Civilization or Other World Civilizations.

ACADEMIC CONCENTRATION REQUIREMENTS:

Choose at least three and a maximum of four courses from the following categories, taking at least one course in each area and a mix of time periods:

Category A:

United States History I (HIS 103)
 United States History II (HIS 104)

Category B:

Western Civilization I (HIS 101)
 Western Civilization II (HIS 102)

Category C:

World History I (HIS 107)
 World History II (HIS 108)

Additional required course: The American National Experience (GOV 121)

ACADEMIC CONCENTRATION ELECTIVES:

Choose no more than one course from the following electives:
 History Survey in another world region or country:
 Latin American History (HIS 206)
 History of Russia and the Soviet Union (HIS 207)

Additional electives: HIS 209, 210, 214, 216, 220

Fourth Semester:

SUNY New Paltz recommends that students with an academic concentration in history take one of the following courses:
 Western Civilization (HIS 101, 102 or 221)
 Other World Civilizations (HIS 107 or 207)

Notes: See page 101.

Mathematics (EED)

CONCENTRATION ADVISEMENT TRACK

FIRST SEMESTER		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
Academic Concentration (MAT 221)		3-4
Foreign Language (c)		3
MAT 107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood Obs. (a,b)	1
Total: 16-17		

SECOND SEMESTER		
ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
PSY 221	Child Development	3
Academic Concentration (MAT 222)		3-4
ECH 254	Diverse Early Childhood / Elementary Classrooms	3
Total: 15-16		

THIRD SEMESTER		
EED 115	Symbolic Representation, Language and Literacy	3
EED 116	EED Fieldwork (a, b)	1
Academic Concentration (MAT 214)		3-4
Other World Civilizations (Appendix F) or Western Civilization (Appendix E) or Foreign Language (<i>if two semester sequence is not complete</i>) ³		
BHS 103	Social Problems in Today's World	3
American History (Appendix D)		3
Total: 16-17		

FOURTH SEMESTER		
ECH 214	Developmentally Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork (a, b)	1
Academic Concentration (e)		
MAT 118, MAT 215, MAT 223, or CPS 141		3-4
Science (d)		3
BHS 207	Education in American Society	3
THE 120	Performing Skills for the Classroom	3
Total: 17-18		
Total Credit Hours: 64		

Notes: See page 101.

Biology (EED)

CONCENTRATION ADVISEMENT TRACK

FIRST SEMESTER		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
BIO 105	Academic Concentration (c)	4
Foreign Language (c)		3
MAT 107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood obs. (a,b)	1
Total: 17		

SECOND SEMESTER		
ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
PSY 221	Child Development	3
BIO 106	Academic Concentration	3-4
ECH 254	Diverse Early Childhood / Elementary Classrooms	3
Total: 15-16		

THIRD SEMESTER		
EED 115	Symbolic Representation, Language and Literacy (birth - kindergarten)	3
EED 116	EED Fieldwork I (a,b)	1
Academic Concentration: Science*		3-4
Other World Civilizations (Appendix F) or Western Civilization (Appendix E) or Foreign Language (<i>if sequence is not complete</i>)		3
BHS 103	Social Problems in Today's World	3
American History (Appendix D)		3
Total: 16-17		

FOURTH SEMESTER		
ECH 214	Dev. Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork II (a,b)	1
Academic Concentration: Science*		6-8
BHS 207	Education in American Society	3
THE 120	Performing Skills for the Classroom	3
Total: 16-18		
Total Credit Hours: 64		

*Note:

After completing BIO 105 and BIO 106, students should choose three courses from the following list to complete their concentration:
Required at New Paltz: BIO 214, BIO 205, BIO 204

Electives at New Paltz (select no more than 2):
BIO 207 or BIO 212, BIO 213, BIO231, BIO232

See page 101 for additional notes.

Spanish (EED)

CONCENTRATION ADVISEMENT TRACK

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
Science (e)		3
Foreign Language Spanish Sequence (c)*		3
MAT107	Math for Elementary Teachers	3
EED 103	Early Childhood / Childhood Obs. (a,b)	1

Total: 17

SECOND SEMESTER

ENG 102	Composition II	3
MAT 117	Geometry for Elementary Teachers	3
PSY 221	Child Development	3
Academic Concentration Spanish Sequence (c)*		3-4
ECH 254	Diverse Early Childhood / Elementary Classrooms	3

Total: 15-16

THIRD SEMESTER

EED 115	Symbolic Representation, Language and Literacy (birth - kindergarten)	3
EED 116	EED Fieldwork I (a,b)	1
Academic Concentration Spanish Sequence (c)*		3-4
HIS	Other World Civilizations or Western Civilization (d)	3
BHS 103	Social Problems in Today's World	3
American History (Appendix D)		3

Total: 16-17

FOURTH SEMESTER

EED 214	Dev. Appropriate Practice (birth - grade 2)	3
EED 207	EED Fieldwork II (a,b)	1
Academic Concentration Spanish Sequence (c)*		6-8
BHS 207	Education in American Society	3
THE 120	Performing Skills for the Classroom	3

Total: 15-17

Total Credit Hours: 64

*Note:

Students with an academic concentration in Spanish beginning with SPA 101 in their first semester should complete the sequence with SPA 202. Students beginning with a higher level of Spanish in their first semester should complete SPA 301. SPA 301 is strongly recommended for all students wishing to complete course work at their transfer college, and SPA 302 is suggested, if possible.

See page 101 for additional notes.



WELCOMING
Inspiring
Supportive
Diverse
Learning
Environment

Early Childhood

A.A.S. | Associate in Applied Science



This program provides students with a background in general education and specific skills necessary to work effectively with young children. The curriculum is designed to prepare students, through class and laboratory experience, to become a teacher (head of group) or assistant in preschool/day care/nursery school settings.

Upon successful completion of a NYSED exam, graduates may become teacher assistants in a public school. This degree, with experience and further coursework, qualifies graduates to become the director of a child care center.

The College conducts an on-campus Laboratory Nursery School where students can gain practical teaching experience under professional supervision. Students also participate in various day care centers, pre-schools and kindergartens in the community.

Early Childhood (ECH)

(HEGIS 5503)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of the ECH program, students will be able to display knowledge and appropriate applications in the following areas:

- Promote child development and learning by creating a learning environment that addresses the developmental characteristics and needs of young children;
- Build family and community relationships by demonstrating the learners' understanding of the impact on children's development and learning of families and the communities in which they live;
- Observe, document and assess to support young children and their families by using systematic observations, documentation and other strategies to develop age-appropriate curricula and strategies to positively impact children's development and learning and communicate with families and other professionals;
- Actuate the teaching and learning process by integrating the knowledge of developmentally effective approaches to design, implement and evaluate learning experiences for young children in a variety of curricular areas;
- Become a professional by illustrating an understanding of the ethical implications and consequences of decisions regarding policies and practices in early childhood.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
ECH 101	Introduction to Early Childhood	3
ECH 102	Introductory Seminar: Programs for Young Children	1
ECH 120	Infant and Toddler Curriculum	3
ECH 121	Infant and Toddler Curriculum Fieldwork (a, b)	1
ECH 111	Curriculum Activities for Young Children	2
		Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
ECH 107	Preparing to Teach Young Children	2
ECH 108	Early Childhood Practicum I (a, b)	2
PSY 221	Child Development	3
SPE 101, PSY 134 or THE 120		3
MAT 109 or higher		3
		Total: 16

THIRD SEMESTER

ECH 254	Diverse Early Childhood/Elementary Classrooms	3
ECH 205	Early Childhood Practicum II (a, b)	4
BHS 103	Social Problems in Today's World American History (Appendix D)	3
	Free Elective (c)	3-4
		Total: 16-17

FOURTH SEMESTER

ECH 206	Early Childhood Practicum III (a, b)	5
ECH 212	Language and Literature in Early Childhood	3
ECH 214	Dev. Appropriate Practice: Observation and Assessment	3
BIO 104	Environmental Biology	4
		Total: 15

Total Credit Hours: 63-64

- Transportation to and from fieldwork/observation site(s) is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation as placements in on-campus sites are frequently not available.
- All students are required to submit a completed physical examination form to the Health Office prior to their first day of fieldwork.
- Read a full discussion of the free elective requirement. The subject area for Early Childhood includes all courses labeled ECH. Since Early Childhood is a physically demanding profession, WFE 101 is strongly recommended.

Early Childhood Caregiver

Applied Academic Certificate



The purpose of this program is to provide skills and a beginning credential to those individuals working with, or seeking to work with, young children in day care centers or family day care settings.

All courses in the Certificate program are applicable to the Early Childhood Associate in Applied Science degree program.

Early Childhood Caregiver (ECC)

APPLIED ACADEMIC CERTIFICATE

(HEGIS 5503)

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Early Childhood Caregiver (ECC) will be able to:

- Promote child development and learning by creating/planning a developmentally appropriate environment with supervision;
- Demonstrate an ability to design learning experiences for young children in a variety of curricular areas;
- Demonstrate an ability to implement and evaluate learning experiences for young children in a classroom with supervision.

Courses should be selected in consultation with an advisor.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
ECH 101	Introduction to Early Childhood	3
ECH 102	Introductory Seminar: Programs for Young Children	1
ECH 111	Curriculum Activities for Young Children	2
ECH 120	Infant and Toddler Curriculum	3
ECH 121	Infant and Toddler Curriculum Fieldwork (a)	1
		Total: 16

SECOND SEMESTER

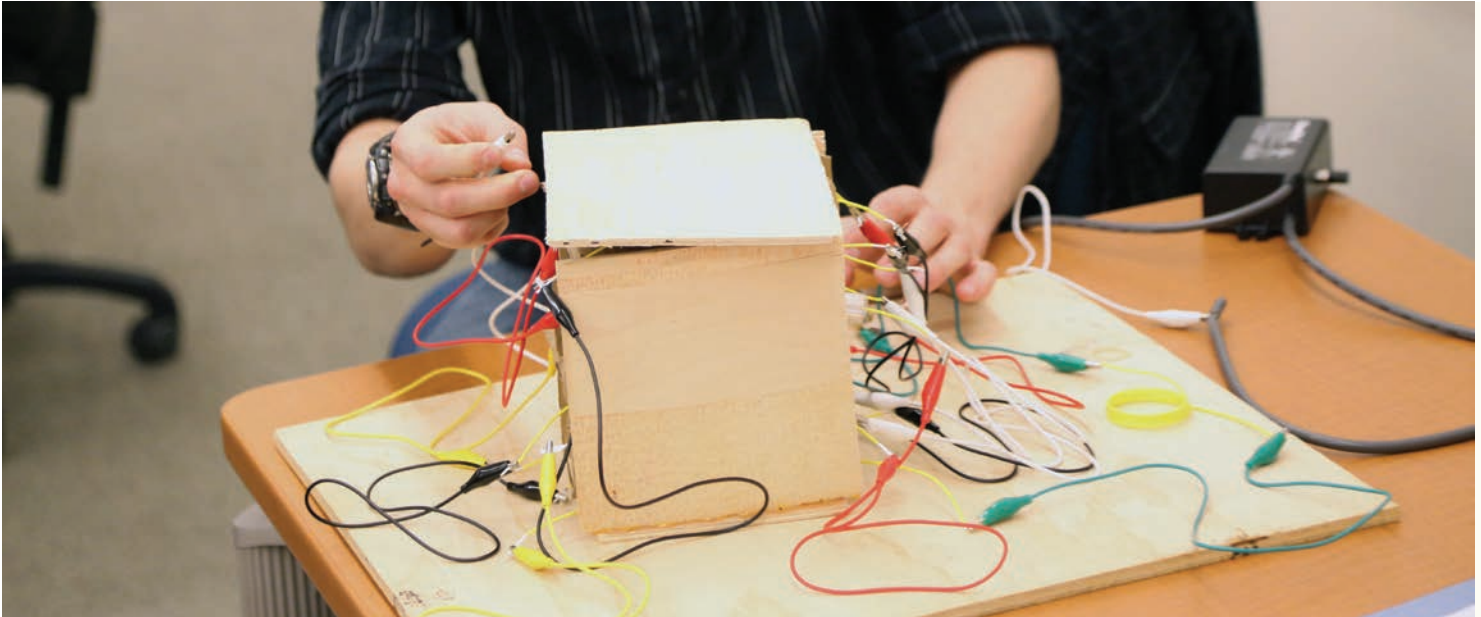
ECH 107	Preparing to Teach Young Children	2
ECH 108	Early Childhood Practicum I (a)	2
PSY 221	Child Development	3
Free Elective		3-4
BHS 103	Social Problems in Today's World	3
		Total: 13-14
		Total Credit Hours: 29-30

Note: Students enrolled in ECH 102, ECH 121 and ECH 108 are required to have a physical examination.

- a. Transportation to and from practicum sites is the responsibility of the student.

Electrical Technology

A.A.S. | Associate in Applied Science



This program is designed to provide students with a solid technological foundation in electrical/electronics-related fields thus preparing them for successful entry-level employment as a technician in the associated technology sector. The Electrical Technology (ELT) A.A.S. degree is marketable – students who graduate can expect to find successful employment that they will be eligible for immediately. Technician opportunities are available in the following technology sectors: power systems (traditional and solar), semiconductor manufacturing, telecommunications, computers and related electrical/electronic fields.

Some examples of colleges that have a transfer degree program in Electrical Engineering Technology (EET) are SUNY Polytechnic in Utica/Rome, Excelsior College, SUNY Farmingdale and Rochester Institute of Technology (RIT). Students may complete the associate degree in electrical technology and a bachelor's degree in electrical engineering by taking additional advanced science and math courses to transfer to SUNY New Paltz through an articulation agreement. Students may learn more about transfer and articulation agreements by contacting the ELT program chair.

Electrical Technology (ELT)

ENGINEERING SCIENCE AND TECHNOLOGIES

(HEGIS 5310)

Students completing the ELT degree program will learn hands-on skills, theory and real world examples. The tools of the technician will be used from the first semester and throughout the program to build skills in assembling and troubleshooting circuits and projects.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Electrical Technology (ELT) will be able to:

- Explain electrical technology systems, components and theory;
- Apply hands-on skills, such as use of tools, soldering, circuit assembly, analytical instrumentation skills (including use of meters and the oscilloscope) and computer simulation;
- Interpret circuit schematics;
- Demonstrate troubleshooting skills.
- Define and demonstrate effective team building skills;
- Demonstrate technical communication skills;
- Research, interpret and analyze technical information on components used in electrical technology systems;
- Develop solutions to open-ended problems utilizing a hands-on learning approach;
- Demonstrate awareness of customer needs, quality and continuous improvement.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

	credits	
Math Elective (a)	3	
ENG 101	Composition I	3
ELT 105	DC Circuits	3
ELT 107	Intro to Prog. for Automation	3
BHS 103	Social Problems in Today's World	3
Total: 15		

SECOND SEMESTER

Math Elective (b)	3	
ENG 102	Composition II	3
ELT 106	AC Circuits	3
ELT 108	Electronics I	3
ELT 115	Digital Fundamentals	3
Total: 15		

THIRD SEMESTER

ELT 122	Manufacturing Tools and Practices	3
ELT 213	Electro-Mechanical Devices	3
ELT 218	Electronics II	3
PHY 121	General Physics I	4
American History Course (c)	3	
Total: 16		

FOURTH SEMESTER

ELT 216	Automation Systems	3
ELT 250	ELT Capstone Project	2
ENT 131	Technical Drawing	1
Technical Elective (e)	3	
CHE 111, CHE 121 or PHY 122	4	
Free Elective (d)	3	
Total: 16		

Total Credit Hours: 62

a. Students must complete one of the following mathematics courses: MAT 184, MAT 185, MAT 221, MAT 222. Students must meet math course prerequisites.

b. Students planning to transfer for a 4-year degree in Electrical Engineering Technology must take one of the following math courses: MAT 185, MAT 221, MAT 222. A minimum completion of MAT 221 is strongly recommended for transfer to a 4-year degree program. Students planning to complete the 2-year A.A.S. degree for immediate employment must take ENR 106: Statistical Process Control as their second math elective.

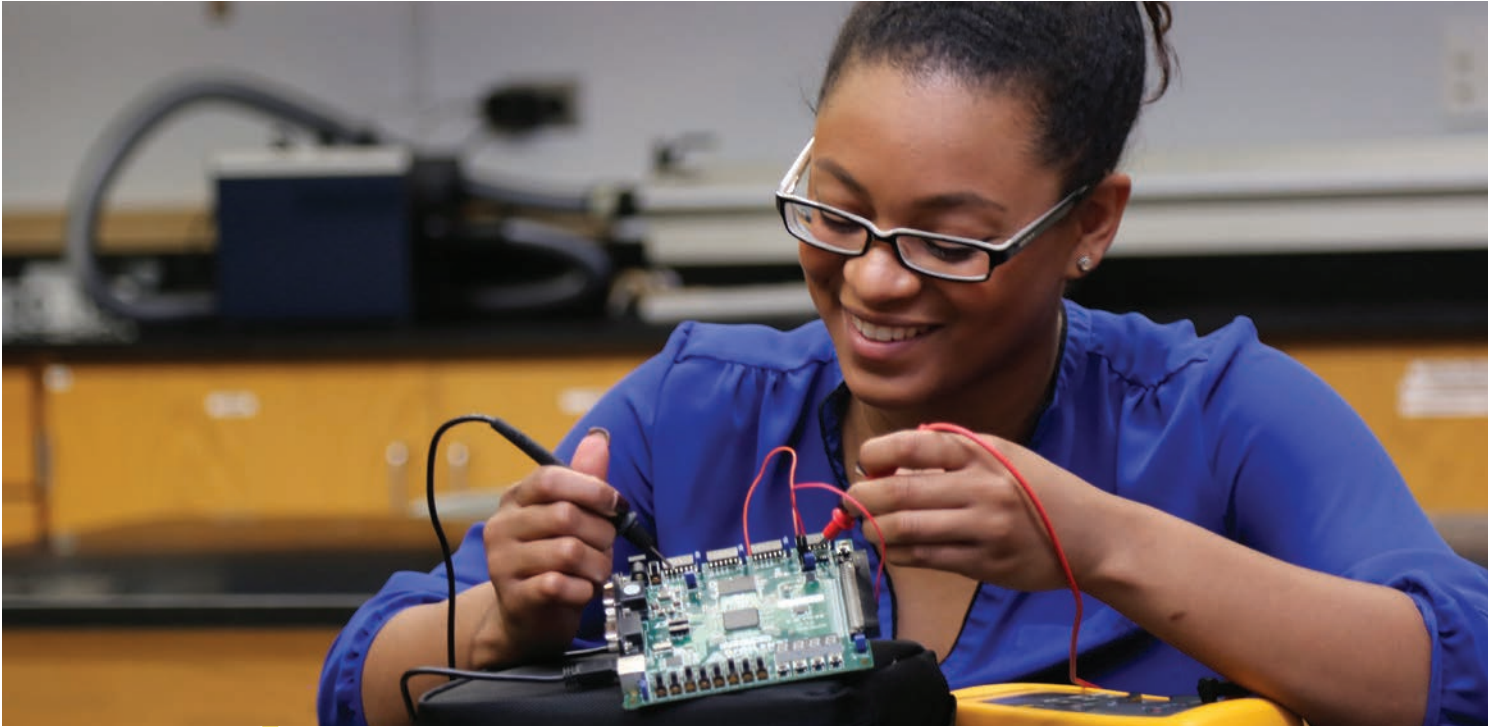
c. Appendix D lists acceptable American History Courses.

d. Students planning to transfer to a 4-year degree are recommended to complete MAT 221 as a math elective or a free elective. See page 33 for a full discussion of the free elective requirement. The subject area for this program includes all courses labeled ELT.

e. Technical electives: ELT 203: Electric Power Systems, CIS 117: Data Communication Concepts, ELT 231: Photovoltaic Systems, and ENR 220: Digital System Design. Students planning to transfer to a 4-year degree take ENR 220. Students planning to work in telecommunications take CIS 117. Students planning to work in solar power take ELT 231.

Engineering Science

TRANSFER PROGRAM
A.S. | Associate in Science



This program is for students planning to transfer upon graduation from Dutchess Community College to a four-year college granting a Bachelor of Science in an engineering discipline. Dutchess graduates readily transfer to established and respected educational institutions as third-year engineering students. Dutchess Community College's engineering science program is designed so that our students develop the skill set needed to succeed in competitive four-year engineering programs in a variety of engineering disciplines. Our engineering science program provides the appropriate mix of math, science, engineering and liberal arts as benchmarked by ABET (Accreditation Board of Engineering and Technology) and recommended by TYESA (Two-Year Engineering Science Association). The Dutchess Community College Engineering Science program incorporates the following competencies: problem solving, design, teamwork, communication skills, quality and continuous improvement, and computer literacy.

Engineering Science (ENR)

(HEGIS 5609)

Six advisement tracks are available to students to help them transfer to a specific engineering major at a four-year university or college.

- Biomedical Engineering
- Computer Engineering
- Chemical Engineering
- Electrical Engineering
- Civil and Environmental Engineering
- Mechanical and Aeronautical Engineering

It is recommended that students entering this program have completed high school chemistry, physics, and four units of high school mathematics. Students without current college-preparatory courses in these areas may need more than two years to complete the engineering science program.

The Associate in Science (A.S.) degree is awarded upon completion of the requirements of this program. Upon successful completion of the Associate in Science (A.S.) degree in Engineering Science (ENR):

- Students will demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose and audience.
- Students will produce writing that is well organized, well developed and clear.
- Students will apply the scientific method, develop hypotheses, analyze results and draw conclusions.
- Students will work with graphical, numerical or symbolic models to solve problems and interpret results.
- Students will demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline.
- Students will formulate or evaluate arguments, problems or opinions and arrive at a solution, position or hypothesis based on carefully considered evidence.

Courses should be selected with an advisor.

FIRST SEMESTER		credits
ENG 101	Composition I	3
CHE 121	General Chemistry I	4
MAT 221	Calculus I	4
ENR 101	Introduction to Engineering	2
ENR 100	Engineering Technology Introductory Seminar	1
ENT 131	Technical Drawing	1
Total: 15		

SECOND SEMESTER		
ENG 102	Composition II	3
WFE 101	Lifetime Wellness and Fitness	3
PHY 151	Calculus-Based Physics I	4
MAT 222	Calculus II	4
ENR 102	Computer Programming for Engineers (b)	3
See footnote (b)		
Total: 17		

THIRD SEMESTER		
PHY 152	Calculus-Based Physics II	4
MAT 223	Calculus III	4
ENR 208	Engineering Statics	3
Technical elective (c)		3-4
BHS 103	Social Problems in Today's World	3
Total: 17-18		

FOURTH SEMESTER		
PHY 251	Engineering Physics III	4
MAT 224	Differential Equations	4
American History (Appendix D)		3
Advanced Technical Electives (d)		6-8
Total: 17-19		
Total Credit Hours: 66		

- In addition to the listed first semester course load, Electrical and Computer Engineering students should also take ELT 115. Biomedical and Chemical Engineering students should also take WFE 101.
- In addition to the second semester course load, Biomedical and Chemical Engineering students should take CHE 122.
- The courses that apply as introductory technical electives are ENR 201, ENR 215, BIO 105 and CHE 231.
Biomedical Engineering take BIO 105
Electrical Engineering take ENR 201
Chemical Engineering take CHE 231
Environmental Engineering by advisement
Civil Engineering take ENR 215
Mechanical Engineering take ENR 201
Computer Engineering take ENR 201
- The courses that apply as advanced technical electives are ENR 204, ENR 207, ENR 209, ENR 220, MAT 214, BIO 106, and CHE 232.
Biomedical Engineering take BIO 106 and ENR 207
Electrical Engineering ENR 209 and ENR 220
Chemical Engineering take CHE 232 and ENR 207
Environmental Engineering ENR 209 and by advisement
Civil Engineering take ENR 209 and ENR 204
Mechanical Engineering take ENR 209 and ENR 204 or ENR 207

Air Conditioning and Refrigeration Technology

Applied Academic Certificate



This program prepares men and women for employment in the field of commercial Air Conditioning and Refrigeration. The graduate is qualified for entry-level positions in installation, repair and maintenance of equipment in use by food markets, food processors, office buildings, apartment buildings, manufacturing plants, schools, etc. In addition, positions are available in design, sales and distribution.

Air Conditioning and Refrigeration Technology (ACR)

APPLIED ACADEMIC CERTIFICATE

(HEGIS 5317)

Students graduating from this program should expect to:

- Demonstrate the ability to apply theoretical and practical knowledge of residential air conditioning systems and light commercial refrigeration systems for service and installation.
- Recover, recycle and work safely with refrigerants.
- Recognize and utilize the appropriate tools, test instruments and equipment to troubleshoot and affect desired results.

It is recommended that those who wish to consider air conditioning and refrigeration as a career complete high school courses in such related areas as electricity, metal working, machine shop, plumbing/heating and blueprint reading.

A Certificate is awarded upon completion of the requirements for this program.

Courses should be selected in consultation with an advisor.

NOTE:

Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

		credits
MAT 131	Technical Math I	3
ACR 101	Air Conditioning and Refrigeration I	5
PHS 115	Fundamentals of Electricity	4
		Total: 12

SECOND SEMESTER

ENG 101	Composition I	3
ENT 131	Technical Drawing	1
ACR 102	Air Conditioning and Refrigeration II	8
		Total: 12
		Total Credit Hours: 24

Students interested in other coursework should consider enrolling in SUS 101, ARC 211, PHS 107 or BUS 102.

Exercise Science and Wellness

A.S. | Associate in Science



This program of study is designed primarily for students who plan to transfer to a four-year institution to pursue a baccalaureate degree in Physical Education for Teaching, Athletic Training, Exercise Physiology, Kinesiology, Health and Wellness, Physical Therapy or Nutritional Science. This program combines a broad foundation in the liberal arts and sciences with technical courses in the emerging and expanding field of Exercise Science. Graduates of the program will be encouraged to sit for the certification examination for fitness instructor or personal trainer given by an accredited certifying body thus providing a beginning credential for those who choose to seek employment as fitness instructors or personal trainers at local health clubs and fitness centers.

Exercise Science and Wellness (ESW)

(HEGIS 5200.30)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of this program, students will be able to:

- Identify personal goals, and construct a workable individual plan for transfer and success to a four-year institution to pursue a major such as: Physical Education Teaching, Athletic Training, Exercise Physiology, Kinesiology, Health and Wellness, Physical Therapy, and Nutritional Science.
- Communicate introductory professional knowledge of the basic concepts, terminology and trends, as well as current issues within the exercise science field.
- Accurately interpret health status and risk stratification data and perform industry standard fitness assessments and exercise tests for individuals of all ages, fitness levels and special populations.
- Effectively demonstrate a variety of exercises and teach safe and correct use of exercise equipment and other health-related apparatus to individuals of all ages and fitness levels.
- Effectively design, implement, supervise and evaluate exercise prescriptions and exercise programs in accordance with individual's needs, goals and assessment date results.
- Effectively educate, motivate and/or communicate with individuals to influence healthy lifestyle behavior modifications, which include the dimensions of wellness, occupational wellness and stress management.
- Perform safe, ethical and legal practices in a variety of health and fitness-related settings within the scope of practice.

Courses should be selected in consultation with an advisor.

The following microcredentials stack into the ESW Program: Personal Trainer Certification, Sports Nutrition Specialist Certification, and Strength Coach Certification.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
BIO 105	General Biology I	4
HED 134	First Aid, Safety and CPR	3
WFE 101	Lifetime Wellness and Fitness	3
ESW 100	Exercise Science and Wellness Seminar	1
Total:		17

SECOND SEMESTER

ENG 102	Composition II	3
BIO 106	General Biology II	4
Free Elective		3
ESW 101	Introduction to Exercise Physiology	2
PSY 111	Introduction to Psychology	3
Total:		15

THIRD SEMESTER

BIO 231	Human Anatomy and Physiology I	4
Mathematics (a)		3
BIO 122	Nutrition	3
ESW 201	Exercise Testing	3
General Education Elective (c)		3
Total:		16

FOURTH SEMESTER

BIO 232	Human Anatomy and Physiology II	4
American History (Appendix D)		3
SPE 101	Public Speaking	3
ESW 202	Exercise Prescription	3
ESW Program Elective (b)		3
Total:		16

Total Credit Hours: 64

a. MAT 110 or higher, MAT 118 recommended. Students must meet Math course prerequisites.

b. In the fourth semester, the Exercise Science and Wellness Program Elective should be chosen carefully with the Program Chair. The selection will be based on the student's career path and transfer school. Course choices will include Exercise Science (ESW 203, ESW 204, ESW 205, ESW 206, ESW 207), Health Education, or Physical Education electives.

c. General Education Elective: Courses applicable to this program are listed in Appendices E, F, H and I.

Personal Trainer Certification

Microcredential



The Personal Trainer Certification Microcredential will allow students to pursue a certification in the fitness field. They would have a certification as a Personal Trainer allowing employment in the fitness field to be highly attainable.

Personal Trainer Certification

MICROCREDENTIAL

Required Courses:		Credits
PED 202	Fitness Training Practicum	3
WFE 101	Wellness and Fitness Education	3
ESW 203	Personal Training Certification	3
<hr/>		
	Total	9

Students who successfully complete this Microcredential will be able to:

- Effectively demonstrate a variety of exercises and teach safe and correct use of exercise equipment and other health related apparatus to individuals of all ages and fitness levels;
- Effectively design, implement, supervise and evaluate exercise prescriptions and exercise programs in accordance with individuals' needs, goals, and assessment data results;
- Effectively educate, motivate, and/or communicate with individuals to influence healthy lifestyle behavior modifications which include the dimensions of wellness, occupational wellness, and stress management;
- Perform safe, ethical and legal practices in a variety of health and fitness related settings within the scope of practice.



This microcredential can be stacked into:

Exercise Science & Wellness, A.S.

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Sports Nutrition Specialist Certification

Microcredential



The Sports Nutrition Specialist Certification Microcredential will allow students to pursue a certification in the fitness field. Students would have a certification as a Nutrition Specialist, allowing employment in the fitness field to be highly attainable.

Sports Nutrition Specialist Certification

MICROCREDENTIAL

Required Courses:		Credits
BIO 122	Nutrition	3
BUS 102	Foundations of Business	3
ESW 204	Sports Nutrition Specialist Certification	3
<hr/>		
Total		9

Students who successfully complete this Microcredential will be able to:

- Effectively educate, motivate, and/or communicate with individuals to influence healthy lifestyle behavior modifications which include the dimensions of wellness, occupational wellness, and stress management;
- Perform safe, ethical and legal practices in a variety of health and fitness related settings within the scope of practice.



This microcredential can be stacked into:

Exercise Science & Wellness, A.S.

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

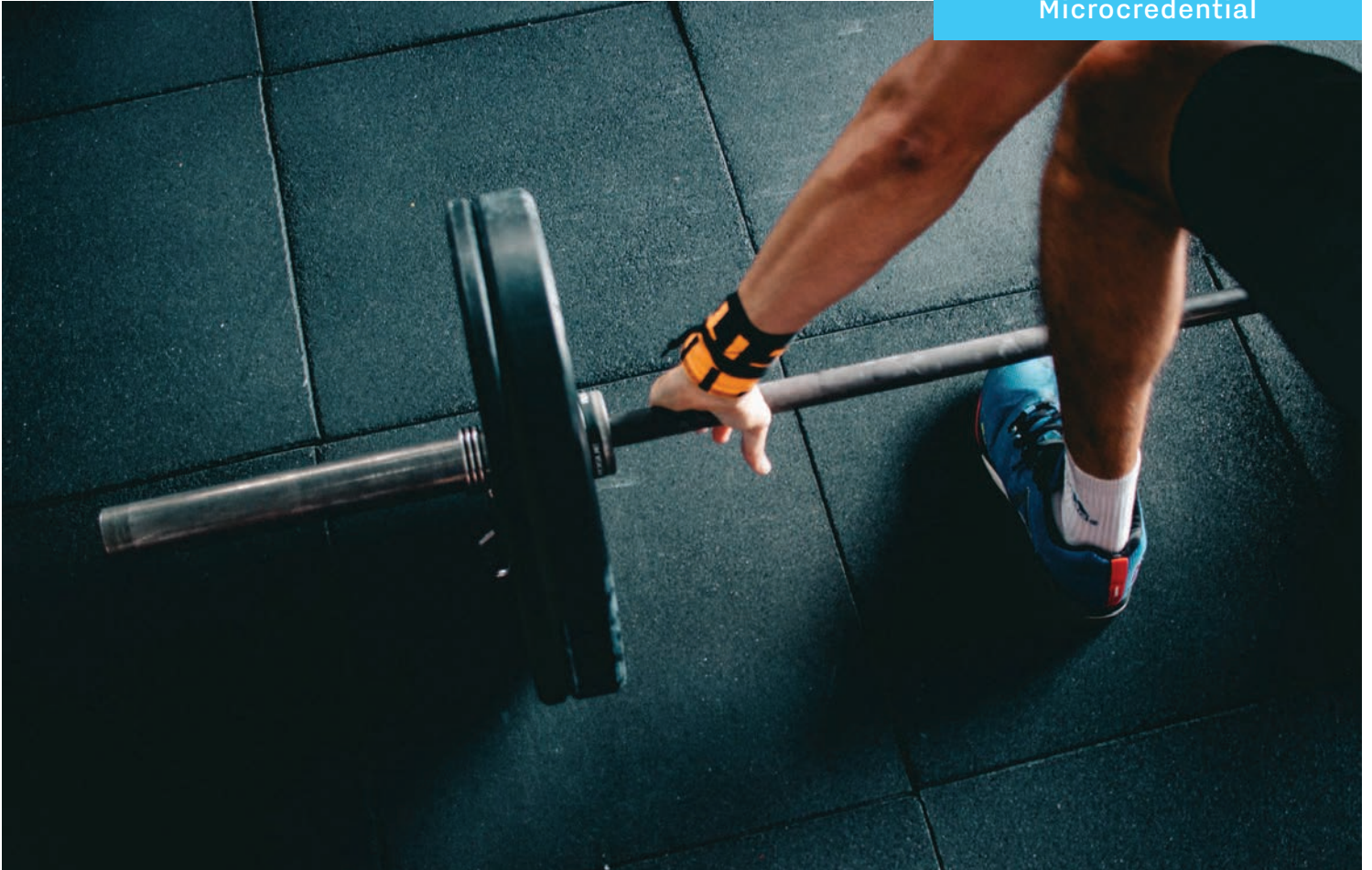
A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Strength Coach Certification

Microcredential



The Strength Coach Certification Microcredential will allow students to pursue a certification in the fitness field. Students would have a certification as a Strength Coach, allowing employment in the fitness field to be highly attainable.

Strength Coach Certification

MICROCREDENTIAL

Required Courses:		Credits
PED 202	Fitness Training Practicum	3
BIO 122	Nutrition	3
ESW 205	Strength Coach Certification	3
<hr/>		
Total		9

Students who successfully complete this Microcredential will be able to:

- Effectively demonstrate a variety of exercises and teach safe and correct use of exercise equipment and other health related apparatus to individuals of all ages and fitness levels;
- Effectively design, implement, supervise and evaluate exercise prescriptions and exercise programs in accordance with individuals' needs, goals, and assessment data results;
- Effectively educate, motivate, and/or communicate with individuals to influence healthy lifestyle behavior modifications which include the dimensions of wellness, occupational wellness, and stress management;
- Perform safe, ethical and legal practices in a variety of health and fitness related settings within the scope of practice.



This microcredential can be stacked into:

Exercise Science & Wellness, A.S.

Because a Microcredential is comprised of short course sequences, requirements for a Microcredential are to be completed at DCC. Any exception to this would require departmental approval in order to transfer in credits.

No more than 50% of credits may be accepted in transfer.*

A digital badge will be awarded to students who complete the required coursework and earn a 2.0 or higher in each course.

If the Microcredential contains a certification exam, a successful score on that exam is also required for the award of the Microcredential.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

General Studies

A.S. | Associate in Science



The General Studies program, which leads to an A.S. degree, allows students substantial flexibility in course selection. In so doing, it provides them the opportunity to explore and refine their intellectual interests and permits students to develop an area of academic concentration.

The General Studies program is geared to facilitate transfer to four-year institutions of higher learning. Those students transferring to SUNY baccalaureate-granting schools will have completed a minimum of 30 SUNY General Education credits and satisfied 10 out of 10 General Education requirements from the Appendices in the current catalog. Students intending to transfer should make certain that their course selections meet the requirements of their chosen transfer institutions. To maximize transferability of courses and ensure their overall progress, students in the General Studies program must select courses and develop their plans of study in consultation with academic advisors.

General Studies (GSP)

(HEGIS 5649)

Students who successfully complete the Associate in Science (A.S.) degree in General Studies (GSP) will be able to:

- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position, or hypothesis based on carefully considered evidence;
- Produce writing that is well-organized, well developed, and clear;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Work with graphical, numerical or symbolic models to solve problems and interpret results;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose, and audience.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

	credits
ENG 101 Composition I	3
BHS 103 Social Problems In Today's World	3
American History (Appendix D)	3
Elective (a)	3-4
WFE 101 Lifetime Wellness and Fitness	3
GSS 100 General Studies Introductory Seminar	1
Total: 16-17	

SECOND SEMESTER

ENG 102 Composition II	3
Math Course (b)	3-4
Humanities (a)	3
Social Science Elective (a)	3
Elective (a)	3-4
Total: 15-17	

THIRD SEMESTER

Science Course (a)	4
Electives (a)	13
Total: 17	

FOURTH SEMESTER

Science (a)	4
Electives (a)	12
Total: 16	
Total Credit Hours: 64	

- These courses must be selected so as to satisfy all of the following requirements: At least one course from each of the ten SUNY General Education Appendices on page 31. A minimum of two science courses from Appendix B on page 31. Students may not use ENG 102 to satisfy the Humanities requirement. A 200-level English course is highly recommended. A minimum of two 200-level courses are required. Electives should be in the student's area of academic interest/concentration.
- For students whose area of academic concentration is the social sciences, MAT 118 is highly recommended. Others should select MAT 109 or higher.

Hospitality & Tourism

A.A.S. | Associate in Applied Science



The Hospitality and Tourism Program at Dutchess Community College will prepare students for employment in the Mid-Hudson Valley hospitality and tourism industry with an A.A.S. degree. Hospitality and Tourism students will be educated in a variety of areas, including convention, meeting, and exposition management, hospitality purchasing and marketing.

Students will also be required to complete internship hours with local businesses in Dutchess County or complete a business elective.

Hospitality & Tourism (HNT)

(HEGIS 5010)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of the Hospitality and Tourism Program, students will be able to:

- Demonstrate marketing skills in the hospitality and tourism industry;
- Demonstrate an understanding of business theories and business concepts relating to the hospitality and tourism industry;
- Develop communication skills and team building techniques;
- Demonstrate a basic understanding of business law;
- Demonstrate computer skills in relevant business software.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
BUS 141	Introduction to Hospitality & Tourism	3
CIS 111	Computer Systems & Applications	3
BUS 107	Principles of Marketing	3
BUS 102	Introduction to Business	3

Total: 15

SECOND SEMESTER

ENG 102	Composition II	3
MAT 109 or higher	SUNY Appendix A	3-4
BHS 103	Social Problems In Today's World	3
BUS 113	Essentials of Customer Service	3
ACC 101 or ACC 104	Principles of Financial Accounting I or Financial Accounting	3-4

Total: 15

THIRD SEMESTER

BUS 215	Business Law I	3
BUS 210	Business Communication	3
Science (a)		4
BUS 204	Business Organization & Management	3
BUS 143	Hospitality Purchasing & Marketing	3

Total: 16

FOURTH SEMESTER

BUS 247	Convention, Meeting, and Exposition Management	3
American History (Appendix D)		3
BUS Elective (b)		3
ECO 105 or ECO 121	Economic Issues or Environmental Economics	3
BUS 290 or BUS Elective	Hospitality Internship or BUS Elective (c)	3

Total: 15

Total Credit Hours: 61-63

- a. Science: Any four-credit course listed in Appendix B. Physical Science or BIO 104 recommended.
- b. Select BUS 208, BUS 244, BIO 122, SPE 101, or SPA 101 or higher.
- c. See Courses Applicable in Designated Programs for a full discussion of the elective requirement.

Human Services

A.S. | Associate in Science



The Human Services program is designed for students who plan to transfer to a four-year institution to pursue a degree in Human Services, Social Work, Psychology or Sociology. The program combines a broad foundation in the liberal arts with specific courses designed for those interested in working in fields such as mental health, developmental disabilities, social services and youth corrections. Through academic and field practicum experiences, skills in assisting children, adolescents or adults with a variety of special needs are obtained. There are advisement tracks to assist students in choosing the correct coursework that best suits their interests and meets the transfer school's requirements.

Human Services (HMS)

(HEGIS 5501)

This degree program satisfies SUNY General Education requirements and emphasizes the importance of liberal arts studies in preparation for the baccalaureate degree.

The Associate in Science (A.S.) degree is awarded upon completion of requirements for this program.

Upon completion of this program, students will be able to:

- Identify components of the Human Services Delivery System including:
 - The roles of the various members of the service delivery team.
 - Client assessment/referral/advocacy continuum.
 - The historical perspective and future trends of the Human Services field.
- Demonstrate application of the strength-based approach in the client-centered counseling process.
- Display an understanding, self-awareness and respect for the diversity among clients, colleagues and society as a whole.
- Exhibit the ability to use technology as a professional tool and to have an understanding of its impact on the field of Human Services, its clients and agencies.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
BHS 110	Intro. to Human Services	3
CHC 103 or	(for Pathway #2 only)	
CMH 103	(for Pathway #1 or #3)	2
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
PSY 102	Interviewing and Counseling Skills	3

Total: 14

SECOND SEMESTER

BHS 103	Social Problems in Today's World	3
CHC 104 or	(for Pathway #2 only)	
CMH 104	(for Pathway #1 or #3)	2
ENG 102	Composition II	3
PSY 134	Group Dynamics	3
PSY 203	Developmental Psychology	3

Total: 14

THIRD SEMESTER

PSY 235 or	(for Pathway #2 only)	
PSY 201	(for Pathway #1 or #3)	3
BHS 203 or	(for Pathway #2 or #3)	
PSY 206	(for Pathway #1 only)	3
PSY 202	Therapeutic Intervention Skills	3
MAT 118	Elementary Statistics recommended (a)	3
Science Appendix (b)		4

Total: 16

FOURTH SEMESTER

BHS 245	Issues and Ethics in the Human Services	3
PSY 207	Creative Arts Therapy	3
American History (Appendix D)		3
General Education Electives (c)		6
Free Elective (d)		3

Total: 18

Total Credit Hours: 62

NOTES:

Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

- MAT 109 or higher. MAT 118 recommended. See advisement pathway for more specific information.
- Science courses: Any four credit courses listed in the General Education appendix B. BIO 103 is recommended for students choosing the Social Work Pathway.
- Students need to select two (2) general education courses from two different Appendices (E, F, H or I) not already met by other program requirements. Refer to the correct advisement pathway for recommended course selections.
- See the free elective requirement on page 33.

Transfer Pathway #1: Applied Psychology

This pathway is designed for students seeking a Bachelor's degree in the Psychology field. It is recommended that students select the following courses:

FIRST SEMESTER:	CMH 103, Community Mental Health Practicum I
SECOND SEMESTER:	CMH 104, Community Mental Health Practicum II
THIRD SEMESTER:	MAT 109 or higher (MAT 118 recommended) PSY 201, Abnormal Psychology PSY 206, Social Psychology
FOURTH SEMESTER:	PSY 204, Adolescent Psychology or PSY 210, Psychology of Gender are recommended for the free elective area.

Transfer Pathway #2: Applied Sociology

This pathway is designed for students seeking a Bachelor's degree in the Sociology field. It is recommended that students select the following courses:

FIRST SEMESTER:	CHC 103, Child Care and Youth Practicum I
SECOND SEMESTER:	CHC 104, Child Care and Youth Practicum II
THIRD SEMESTER:	PSY 235, Psychology of Exceptionality BHS 203, Sociology MAT 109 or higher (MAT 118 recommended)
FOURTH SEMESTER:	Additional Sociology Courses: BHS 203, BHS 210, BHS 216; PHI 201, Philosophy: The Primary Issues; or PHI 203, Major Religions of the World are recommended for the free elective area.

Transfer Pathway #3: Applied Social Work

This pathway is designed for students seeking a Bachelor's degree in the field of Social Work. It is recommended that students select the following courses:

FIRST SEMESTER:	CMH 103, Community Mental Health Practicum I
SECOND SEMESTER:	CMH 104, Community Mental Health Practicum II
THIRD SEMESTER	MAT 109 or higher (but not MAT 110 or MAT 184) (MAT 118 recommended); PSY 201, Abnormal Psychology; BHS 203, Sociology; BIO 103 is the recommended science.
FOURTH SEMESTER:	GOV 121 The American National Experience; Philosophy. Students transferring to Marist (and often most schools for Social Work) should be aware that the courses from Appendix H that satisfy the core requirement for the Arts are: ART 101, ART 102, ART 103, MUS 101, MUS 201, MUS 202, DAN 108, or THE 105

Child Care

A.A.S. | Associate in Applied Science



This program is designed to prepare students to work with children, adolescents or adults with mental, emotional or physical handicaps in a variety of settings, such as residential and day schools, group homes, crisis intervention centers, youth correctional facilities and special needs day care centers. Skills for working with persons with special needs are developed through study and practical field experience. Emphasis also is placed on the personal growth and development of the individual student as it relates to their work with clients. Graduates of the program are qualified as human services generalists. Graduates may transfer credits from this program to a variety of senior colleges offering a baccalaureate degree in such fields as social work, psychology and human services.

Child Care (CHC)

HUMAN SERVICES

(HEGIS 5503)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program students will be able to:

- Identify components of the Human Services Delivery System including:
 - The roles of the various members of the service delivery team.
 - Client assessment/referral/advocacy continuum.
 - The historical perspective and future trends of the Human Services field.
- Demonstrate application of the strength-based approach in the client-centered counseling process.
- Display an understanding, self-awareness and respect for the diversity among clients, colleagues and society as a whole.
- Exhibit the ability to use technology as a professional tool and to have an understanding of its impact on the field of Human Services, its clients and agencies.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
BHS 110	Intro. to Human Services	3
CHC 103	Child Care and Youth Practicum I	2
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
PSY 102	Interviewing and Counseling Skills	3
		Total: 14

SECOND SEMESTER

BHS 103	Social Probs. in Today's World	3
CHC 104	Child Care and Youth Practicum II	2
ENG 102	Composition II	3
MAT 109	Survey of Mathematics	3
PSY 134	Group Dynamics	3
PSY 203	Developmental Psychology	3
		Total: 17

THIRD SEMESTER

CHC 203	Child Care and Youth Practicum III	3
ECO 105, GOV 121, HIS 104, HIS 108		3
PSY 202	Therapeutic Intervention Skills	3
PSY 235	Psychology of Exceptionality	3
Science (a)		4
		Total: 16

FOURTH SEMESTER

BHS 245	Issues and Ethics in the Human Services	3
CHC 206	Child Care and Youth Practicum IV	3
PSY 207	Creative Arts Therapy	3
WFE 101	Lifetime Wellness and Fitness	3
Free Elective (b)		
		Total: 15

Total Credit Hours: 62

NOTES

1. All CHC students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B Vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood borne Pathogens.

2. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

a. Science: Any four-credit courses listed in Appendix B meets this requirement.

b. See page 33 for a full discussion of the free elective requirement. The subject area for Child Care includes all courses labeled CHC.

Mental Health Assistant

A.A.S. | Associate in Applied Science



This program is designed to prepare students to serve in a variety of mental health and social services settings. Graduates could function in any one of the following roles: caseworker aide, outreach worker, client advocate, therapy aide, community organizer, and other human services generalist positions. Students will learn through academic and field practicum experiences, sound methods of assisting individuals in developing productive responses to personal and social problems. Emphasis also will be placed on the personal growth and development of the individual student as it relates to their work with clients.

Graduates may transfer credits from this program to a variety of senior colleges offering a baccalaureate degree in such fields as social work, psychology and human services.

Mental Health Assistant (CMH)

HUMAN SERVICES

(HEGIS 5216)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program students will be able to:

- Identify components of the Human Services Delivery System including:
 - The roles of the various members of the service delivery team.
 - Client assessment/referral/advocacy continuum.
 - The historical perspective and future trends of the Human Services field.
- Demonstrate application of the strength-based approach in the client-centered counseling process.
- Display an understanding, self-awareness and respect for the diversity among clients, colleagues and society as a whole.
- Exhibit the ability to use technology as a professional tool and to have an understanding of its impact on the field of Human Services, its clients and agencies.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
BHS 110	Introduction to Human Services	3
PSY 102	Interviewing & Counseling Skills	3
CMH 103	Community Mental Health Practicum I	2
		Total: 14

SECOND SEMESTER

ENG 102	Composition II	3
BHS 103	Social Problems in Today's World	3
PSY 134	Group Dynamics	3
PSY 203	Developmental Psychology	3
CMH 104	Community Mental Health Practicum II	2
MAT 109 or higher	Survey of Mathematics	3
		Total: 17

THIRD SEMESTER

Science (b)		4
ECO 105, GOV 121, HIS 104, HIS 108		3
PSY 202	Therapeutic Intervention Skills	3
CMH 203	Community Mental Health Practicum III (a)	3
PSY 201	Abnormal Psychology	3
		Total: 16

FOURTH SEMESTER

PSY 207	Creative Arts Therapy	3
BHS 245	Issues and Ethics in the Human Services	3
CMH 204	Community Mental Health Practicum IV (a)	3
WFE 101	Lifetime Wellness and Fitness	3
Free Elective (c)		3
		Total: 15

Total Credit Hours: 62

NOTES

1. All CMH students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B Vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood Borne Pathogens.
2. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.
 - a. Students wishing to earn both the Mental Health Assistant degree and the Chemical Dependency Counseling Certificate will not take CMH 203 and 204, but will take all four CDC Practicum courses.
 - b. Science: Any four-credit courses listed in Appendix B meets this requirement.
 - c. See page 33 for a full discussion of the free elective requirement.
The subject area for Mental Health Assisting includes all courses labeled CMH.

Chemical Dependency Counseling

Applied Academic Certificate



This program is designed to provide individuals with the skills and competencies necessary for employment as paraprofessionals in the field of chemical dependency counseling. Specifically, the program will provide instruction enabling those completing the program to function in rehabilitation or therapeutic communities, or in correctional or mental health facilities.

In addition, the curriculum provides continuing education for those currently employed in the field of chemical dependency counseling or related fields, such as law enforcement, corrections or mental health.

Chemical Dependency Counseling (CDC)

APPLIED ACADEMIC CERTIFICATE | HUMAN SERVICES

(HEGIS 5506)

All courses with the exception of BHS 242 count toward the A.A.S. degree in Mental Health Assistant.

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Chemical Dependency Counseling (CDC) will be able to:

- Identify components of the Human Services Delivery System including:
 - The roles of the various members of the service delivery team.
 - Client assessment/referral/advocacy continuum.
 - The historical perspective and future trends of the Human Services field.
- Demonstrate application of the strength-based approach in the client-centered counseling process.
- Display an understanding, self-awareness and respect for the diversity among clients, colleagues and society as a whole.
- Exhibit the ability to use technology as a professional tool and to have an understanding of its impact on the field of Human Services, its clients and agencies.

Courses should be selected in consultation with an advisor.

NOTE: Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

*Certain courses may be required to be taken at DCC; check your specific program for these exceptions.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 102	Interviewing and Counseling Skills	3
BHS 242	Drug and Alcohol Use and Abuse	3
CDC 103	Chemical Dependency Counseling Practicum I	2
CDC 203	Chemical Dependency Counseling Practicum III	3

Total: 14

SECOND SEMESTER

PSY 134	Group Dynamics	3
BHS 103	Social Problems in Today's World	3
PSY 111	Introduction to Psychology	3
CDC 104	Chemical Dependency Counseling Practicum II	2
CDC 204	Chemical Dependency Counseling Practicum IV	3
BHS 201	Contemporary Problems and Issues in Substance Abuse	3

Total: 17

Total Credit Hours: 31

NOTES:

1. All CDC students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When the form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood Borne Pathogens.
2. Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

Child Care: Direct Care

Applied Academic Certificate



This program is designed primarily for individuals currently employed in human services agencies who have little or no formal education in human services or for individuals with no human services experience, who wish to enter this field. The program enables those individuals to acquire the theoretical background, basic techniques and skills needed to function as significant members of the treatment team at their worksites. All of the credit hours earned in the Direct Care Certificate Program are applicable to the Child Care Associate Degree Program.

Child Care: Direct Care (DRC)

APPLIED ACADEMIC CERTIFICATE | HUMAN SERVICES

(HEGIS 5506)

A Certificate is awarded upon completion of the required courses.

Students who successfully complete the Certificate in Child Care: Direct Care (CRC) will be able to:

- Identify components of the Human Services Delivery System including:
 - The roles of the various members of the service delivery team.
 - Client assessment/referral/advocacy continuum.
 - The historical perspective and future trends of the Human Services field.
- Demonstrate application of the strength-based approach in the client-centered counseling process.
- Display an understanding, self-awareness and respect for the diversity among clients, colleagues and society as a whole.
- Exhibit the ability to use technology as a professional tool and to have an understanding of its impact on the field of Human Services, its clients and agencies.

Courses should be selected in consultation with an advisor.

NOTE: Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

FIRST SEMESTER

		credits
BHS 110	Introduction to Human Services	3
CHC 103	Child Care and Youth Practicum I	2
PSY 102	Interviewing and Counseling Skills	3
PSY 111	Introduction to Psychology	3
CHC 203	Child Care and Youth Practicum III	3
Total: 14		

SECOND SEMESTER

PSY 134	Group Dynamics	3
CHC 104	Child Care and Youth Practicum II	2
PSY 235	Psychology of Exceptionality	3
BHS 242	Drug and Alcohol Use and Abuse	3
CHC 206	Child Care and Youth Practicum IV	3
ENG 101	Composition I	3
Total: 17		
Total Credit Hours: 30		

NOTE:

All DRC students are required to submit a completed physical examination form prior to field placement. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for field placement. Hepatitis B Vaccine series is highly recommended and may be required by the placement site under the OSHA Standard on Exposure to Blood Borne Pathogens.

Transportation to and from practicum sites is the responsibility of all students in the program, including those in the dorm. If you do not have a car, please be sure that you are able to find alternate means of transportation.

Humanities and Social Sciences

A.A. | Associate in Arts



This curriculum is designed for the student who intends to transfer to a four-year institution to earn a baccalaureate degree. The program provides a broad, balanced exposure to the liberal arts by incorporating courses in the humanities, social sciences, mathematics and sciences. A global perspective requirement further broadens the exposure. By appropriate selection of courses, a student may build a suitable background for further study in a variety of majors such as literature, journalism, history, political science, economics, dance, foreign language, music, philosophy, psychology, sociology, speech and theatre or for a variety of career goals, such as social work, law, government service, or teaching, writing or editing.

Dutchess Community College transfers students to a variety of four-year, public and private colleges and universities. Both formal and informal transfer agreements exist. Students are urged to consult their advisors, the faculty and the ACT Center staff about transfer opportunities early in their career at Dutchess.

Humanities and Social Sciences (LAH)

LIBERAL ARTS & SCIENCES

(HEGIS 5649)

Students with strong academic backgrounds who are seeking a special challenge may select a sequence of honors-level courses to fulfill, in part, the A.A. degree requirements. Honors-level courses are open to qualified students only. Interested students should contact the Registrar's Office for further information and advisement.

The Associate in Arts (A.A.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Arts (A.A.) degree in Liberal Arts and Sciences – Humanities and Social Sciences (LAH) will be able to:

- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position or hypothesis based on carefully considered evidence;
- Produce writing that is well-organized, well developed and clear;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Work with graphical, numerical or symbolic models to solve problems and interpret results;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose and audience.

Courses should be selected in consultation with an advisor.

NOTE: The letters in parentheses correspond to important footnotes listed below the program outline. Please read these footnotes carefully.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
American History	(Appendix D)	3
WFE 101	Lifetime Wellness and Fitness	3
Humanities (a)	Appendix H or I	3
Science	Appendix B	4
LAH 100	Liberal Arts Humanities Intro. Seminar	1
Total:		17

SECOND SEMESTER

BHS 103	Social Problems in Today's World	3
ENG 102	Composition II	3
Humanities (a)		3
Math (b)		3
Science	Appendix B	4
Total:		16

THIRD & FOURTH SEMESTERS

English courses (c)		6
Other World Civilizations course	Appendix F	3
Humanities (a)		3
Social Science courses (d)		9
Electives (e)	(6-7 credits)	
Free Elective (f)	(3-4 credits)	10
Total:		31
Total Credit Hours:		64

a. Humanities Courses: Students must select at least one course from General Education Appendices H or I. Students may not use ENG 102 to satisfy the Humanities requirement. After selecting one course from Appendix H or I, students may choose additional courses in Art, Dance, French, German, Humanities, Italian, Music, Philosophy, Spanish, Speech, and Theatre. Students must choose at least two fields. Foreign language is recommended.

b. Mathematics courses: Students must meet the math course prerequisites. Students planning to meet the SUNY General Education requirements for transfer to SUNY institutions should select a course from Appendix A. MAT 109 satisfies the mathematics requirement of the Associate in Arts degree program in Humanities and Social Science.

c. English courses: Any 200-level courses.

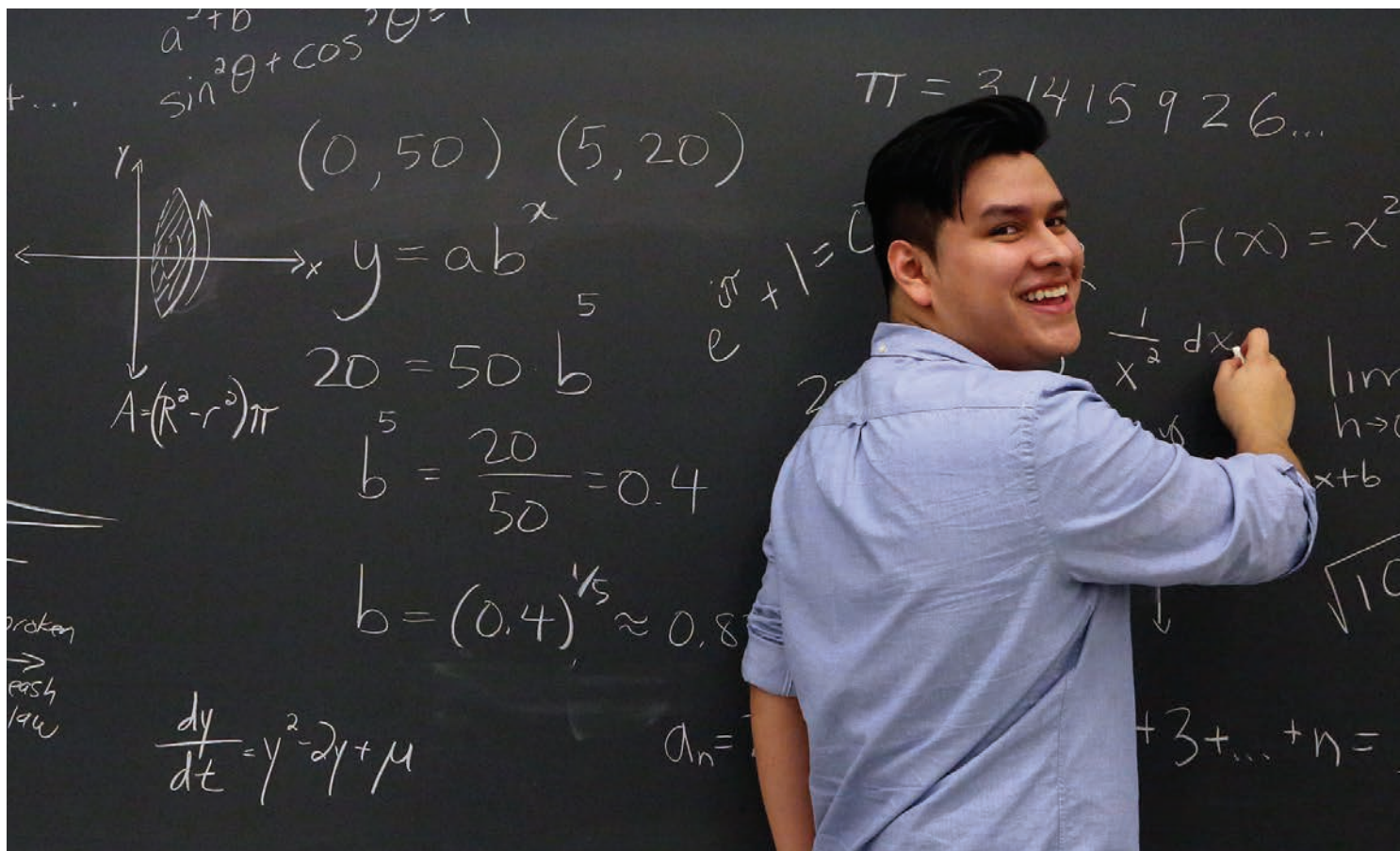
d. Social Science courses: Students must select courses from the fields of Anthropology, Behavioral Sciences, Economics, Geography, Government, History, Psychology, or Sociology. Students must choose courses from at least two fields. BHS 103 may not be used to satisfy the Social Science requirement.

e. Elective courses: Elective courses applicable in this program are (a) from content areas listed on this page OR (b) courses listed on the Courses Applicable in Designated Programs page – see page 32. Courses in the General Education Appendices D, E, F, and H are recommended

f. Free Elective: See page 33.

Mathematics

A.A. | Associate in Arts



This program of study is recommended for transfer students planning to earn a baccalaureate degree with a major in mathematics. It is recommended that students entering the program have four units of high school academic math.

Mathematics (LAM)

LIBERAL ARTS & SCIENCES - MATHEMATICS

(HEGIS 5617)

The Associate in Arts (A.A.) degree is awarded upon completion of the requirements for this program.

Students who complete the LAM program will:

- Demonstrate knowledge and skills in single and multivariable calculus;
- Communicate mathematics with understanding and clarity;
- Use technology to support problem solving and an understanding of mathematical topics;
- Read and understand formal mathematical proofs and construct a well-formed mathematical proof.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

		credits
CPS 141	Introduction to Computer Sciences (c)	4
ENG 101	Composition I	3
MAT 221	Calculus I	4
THE 120 or SPE 101	Performing Skills for the Classroom or Public Speaking	3
Total: 14		

SECOND SEMESTER

ENG 102	Composition II	3
	American History (Appendix D)	3
MAT 222	Calculus II	4
MAT 214	Discrete Mathematics Using Proofs	3
	Natural Science (Appendix B) (a)	4
Total: 17		

THIRD SEMESTER

BHS 103	Social Problems in Today's World	3
MAT 223	Calculus III	4
MAT230 <u>or</u>	Probability and Statistics	
MAT215 <u>or</u>	Introduction to Linear Algebra	
MAT224	Differential Equations	3-4
	Natural Science (Appendix B) (a)	4
Total: 14-15		

FOURTH SEMESTER

MAT230 <u>or</u>	Probability and Statistics	
MAT215 <u>or</u>	Introduction to Linear Algebra	
MAT224	Differential Equations	3-4
	General Education Elective (b)	3
	Electives (c) (6-7 credits)	6-7
	Free Elective (d) (3-4 credits)	3-4
Total: 15-18		

Total Credit Hours: 60-64

a. A sequence in a natural science is required. Applicable sequences are:

Biology: BIO 105-106

Chemistry: CHE 121-122

Physics: PHY 151-152

LAM students should meet with the LAM program chair to discuss the appropriate science courses to take in order to meet the requirements of the transfer school. Some transfer schools have specific science course requirements for mathematics majors. For some transfer schools, the PHY121-122 sequence may be applicable.

b. General Education Elective: Courses applicable to this program are listed in the General Education Appendices E, F, H (if THE120 was not taken), and I, and students must select from one appendix in order to guarantee that they have courses from a total of 7 appendices. See the list of the General Education Appendices.

c. Courses applicable to this program are: (a) specific courses listed above; (b) courses applicable in designated programs; CPS 142, CPS 231, or WFE101. Student who plan to pursue a degree in applied mathematics should take CPS142, and also take the third math course from MAT230, MAT215, MAT224. Those students who plan to pursue a degree in actuarial sciences should take ECO201 and ECO202.

d. Read a full discussion of the free elective requirement on page 33. Students must select a course outside of the MAT subject area.



This curriculum is designed for the student who intends to transfer to a four-year institution to earn a baccalaureate degree in a natural or physical science. The program provides a broad background in the liberal arts and sciences. By appropriate selection of courses, a student may build a suitable background for further study in a senior college leading to the baccalaureate degree in biology, chemistry, environmental science and conservation, geology, health education or physics.

Dutchess Community College transfers students to a variety of four-year, public and private colleges and universities. Both formal and informal transfer agreements exist. Students are urged to consult their advisor, the faculty and the ACT Center staff about transfer opportunities early in their academic career at Dutchess.

Science (LAX)

LIBERAL ARTS AND SCIENCES

(HEGIS 5649)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Science (A.S.) degree in Liberal Arts and Sciences – Science (LAX) will be able to:

- Demonstrate oral communication skills in a clear and organized manner using appropriate verbal and nonverbal communication techniques with regard to subject, purpose and audience;
- Produce writing that is well-organized, well developed and clear;
- Apply the scientific method, develop hypotheses, analyze results and draw conclusions;
- Work with graphical, numerical or symbolic models to solve problems and interpret results;
- Demonstrate the ability to use technology and software applications to produce an output or perform analyses appropriate to their academic program/discipline;
- Formulate or evaluate arguments, problems or opinions and arrive at a solution, position, or hypothesis based on carefully considered evidence.

Courses should be selected in consultation with an advisor.

DEGREE OVERVIEW

		credits
ENG 101	Composition I	3
ENG 102	Composition II	3
	American History (Appendix D)	3
BHS 103	Social Problems in Today's World	3
	Science (a) (c)	16
SCI 100 (d)	Science Introductory Seminar	1
	Math (b) (c)	4
	Humanities (e)	3
	Social Science (f)	3
	General Education Elective (g)	3-4
	Electives (h) (15-16 credits) and	
	Free Elective (i) (3-4 credits)	19
WFE 101	Lifetime Wellness and Fitness	3

Total Credit Hours: 64

- a. The following science courses are recommended for students planning to transfer in:
 - Biology:** BIO 105-106, eight BIO 200-level credits; CHE 121-122, CHE 231-232.
 - Chemistry:** CHE 121-122; 231-232; PHY 121-122 or 151-152.
 - Earth Science:** CHE 121- 122; GLG 121, 124; AST 131; PHS 111; PHY 121-122.
 - Environmental Science:** BIO 214, 108, 221, 225, 230; CHE 121 and CHE 122, ESC 230 or ESC 231
 - Health:** BIO 105-106, 231-232
 - Physics:** PHY 151-152, 251, PHY 252 or ENR 207; CHE 121-122.
- b. Mathematics course: MAT 185 or a 200-level math course. Students must meet the math course prerequisites. The following mathematics courses are recommended for students planning to transfer in:
 - Biology:** MAT 221, 222, 223, 224.
 - Environmental Science:** MAT 118 and MAT 185 or 221.
 - Chemistry:** MAT 221, 222, 223, 224.
 - Health:** MAT 118 and MAT 185.
 - Earth Science:** MAT 221, 222.
 - Physics:** MAT 221, 222, 223, 224.
- c. A minimum of one 200-level course is required in either math or science.
- d. The Introductory Seminar is required in the first semester after matriculation in LAX.
- e. Humanities courses: Applicable courses are listed in the General Education Appendices. Students may not use ENG 102 to satisfy the Humanities requirement.
- f. Social Science courses: Applicable courses in behavioral science, economics, geography, government, history, HGE 101, psychology. Students may not use BHS 103 to satisfy the Social Science requirement.
- g. General Education Elective: Courses applicable to this program are listed in the General Education Appendices D, E, F, H and I. Students may select a course from Appendix D only if HIS 104 has not been previously taken. Students may select a course from Appendix F only if HIS 108 has not been previously taken. See page 31 for the list of the General Education Appendices.
- h. Elective courses: Courses applicable in this program are: (a) specific courses listed above; (b) courses applicable in designated programs, and courses listed in the General Education Appendices D, E, F, and H. Students may select a course from Appendix D only if HIS 104 or HIS 121 have not been previously taken. Students may select a course from Appendix F only if HIS 108 has not been previously taken. See page 31 for the list of the General Education Appendices.
- i. For a full discussion of the free elective see page 33.

Clinical Lab Technician

A.A.S. | Associate in Applied Science



The Clinical Lab Technician performs laboratory procedures designed to assist physicians in the diagnosis and treatment of disease. These procedures include physical, chemical or microscopic analyses of body fluids and tissues. Proficiency in these skills is achieved through practice in College laboratories and affiliated clinical laboratories in the community.

Training includes both manual and automated experiences. High school courses in biology, chemistry and mathematics are strongly recommended for those planning to enter this program. Students satisfactorily completing this program may choose to transfer to earn a baccalaureate degree in medical technology or biological sciences.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. (NAACLS, 5600 N. River Rd., Suite 720, Rosemont, IL 60018)

Clinical Lab Technician (MLT)

MEDICAL AND ALLIED HEALTH TECHNOLOGIES

(HEGIS 5205)

The number of students in the program is limited on the basis of clinical facilities available. Upon completion of this program, the graduate is eligible to take the New York state examination for certification as a Clinical Laboratory Technician and national board examinations. Graduation from the Clinical Lab Technician program does not guarantee admittance to the state certifying examination. Individuals who have prior convictions, felony or misdemeanor, exclusive of parking violations, are advised to contact the New York State Board of Clinical Laboratory Technology for advice on legal limitations for certification.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the A.A.S. degree in Clinical Lab Technician will be prepared to:

- Collect, process and analyze biological specimens and other substances;
- Perform analytical tests of body fluids, cells and other substances;
- Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated;
- Monitor quality control within predetermined limits;
- Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;
- Apply principles of safety;
- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public;
- Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care;
- Apply basic scientific principles in learning new techniques and procedures;
- Relate laboratory findings to common disease processes;
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
- Courses should be selected in consultation with an advisor.

Students who experience a break of more than three semesters between their first MLT course and MLT 207/208 may need to repeat one or more MLT courses or take qualifying examinations. Contact the program chairperson.

FIRST SEMESTER

		credits
AHS 100	Allied Health Introductory Seminar	1
BIO 105	General Biology I	4
CHE 121	General Chemistry I	4
MAT 118	Elementary Statistics	3
MLT 105	Clinical Hematology	4
Total:		16

SECOND SEMESTER

BIO 106	General Biology II (a)	4
ENG 101	Composition I	3
CHE 122	General Chemistry II (a)	4
CIS 111	Computer Systems and Applications	3
MLT 101	Clinical Microbiology (a)	4
Total:		18

THIRD SEMESTER

BHS 103	Social Problems in Today's World	3
ENG 102	Composition II	3
MLT 106	Immunohematology/Serology (a)	3
MLT 202	Parasitology/Body Fluids (a)	3
MLT 203	Clinical Chemistry I (a)	4
Total:		16

FOURTH SEMESTER

MLT 204	Clinical Chemistry II (a)	3
MLT 207	Externship I (a) (c)	4
MLT 208	Externship II (a) (c)	4
Free Elective (b)		3-4
Total:		14-15

Total Credit Hours: 64-65

All MLT students are required to submit a completed physical examination form prior to clinical assignment. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical assignments. Hepatitis B Vaccine series is highly recommended and may be required by the clinical facility under the OSHA Standard on Exposure to Blood borne Pathogens.

- a. A grade of C or better in a previous course is required. See course description for details.
- b. See page 33 for a full discussion of the free elective requirement. The subject area for Clinical Lab Technician includes all courses labeled MLT, BIO, CHE.
- c. Criminal background checks and drug screens are required for clinical placement.

Emergency Medical Technician: Paramedic

A.A.S. | Associate in Applied Science



This program fulfills the requirements set by state and national agencies for credentialing of the Emergency Medical Technician-Paramedic. Students will become proficient in the art and science of out-of-hospital medicine in conjunction with medical direction. The program stresses mastery in advanced life support skills, which will be accomplished in College laboratories, affiliated hospitals and advanced life support ambulances. The primary goal of the program is to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the AEMT, and/or EMT and/or EMR levels.

The DCC Emergency Medical Technician - Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs [9355 113th ST. N, #7709, Seminole, FL 33775-7709; (727) 210-2350, www.caahep.org] upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) [8301 Lakeview Parkway, Suite 111- 312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.]

Emergency Medical Technician - Paramedic (PAR)

MEDICAL AND ALLIED HEALTH TECHNOLOGIES

(HEGIS 5299)

High school courses in biology, human anatomy and mathematics are strongly recommended for those planning to enter this program. Students must be currently certified New York state EMTs and maintain their certification throughout the program. Dutchess Community College BIO 115 (or its equivalent) and EMB 101 with a grade of "C" or better are required prerequisites. (Prerequisite courses are offered only in the fall semester).

The number of students in the program is limited on the basis of clinical facilities available. Upon completion of this program graduates are eligible to take the New York state and National Registry certifying Paramedic exams.

Paramedic course semesters run consecutively: spring, summer and fall. Courses should be selected in consultation with the EMS Program Coordinator at (845) 431-8390.

An Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the A.A.S. degree in Emergency Medical Technician – Paramedic will be able to:

- Perform advanced assessment of sick and injured patients in a pre-hospital setting in a safe manner;
- Utilize, troubleshoot and maintain advanced medical diagnostic equipment;
- Analyze and properly interpret diagnostic test results;
- Develop and implement appropriate treatment plans utilizing various psychomotor skills;
- Document all aspects of patient care;
- Interface professionally with a wide variety of allied health professionals.

A student MUST be a currently certified New York State Emergency Medical Technician – Basic before enrolling in the Paramedic Program. This certification must be kept current throughout their time in the program.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
EMB 101	EMT Basic - Clinical	2
BIO 115	Anatomy & Physiology for PAR	5
MAT 109 or higher		3-4
GOV 121, HIS 104, HIS 108		5
		Total: 16-17

SECOND SEMESTER

PAR 108	Paramedic Prep & Operations	3
PAR 101	Advanced Airway Management	1
PAR 102	Pathophysiology & Life Span Dev	3
PAR 106	Pharmacology and IV Therapy	3
PAR 120	Clinical I	2
BHS 103	Social Problems in Today's World	3
		Total: 15

THIRD SEMESTER

ENG 102	Composition II	3
PAR 201	Trauma	3
PAR 203	Cardiology & Pulmonology	4
PAR 205	Medical Emergencies I	4
PAR 220	Clinical II	2
		Total: 16

FOURTH SEMESTER

PAR 206	Patient Assessment	3
PAR 209	Medical Emergencies II	3
PAR 230	Clinical III	2
PAR 240	Summative Evaluation	4
Free Elective (a)		3
		Total: 15

Total Credit Hours: 62-63

NOTE:

All PAR students are required to submit a completed physical exam form prior to clinical assignments. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical assignments. Hepatitis B Vaccine series is highly recommended and its completion or a signed waiver is required by the clinical facilities under the OSHA Standard on exposure to Blood Borne Pathogens. All PAR students are required to have a background check and drug screen on file in order to be cleared for clinical rotations. This will be done as part of the enrollment requirements for PAR 120

Footnotes:

a. See page 33 for a full discussion of the free elective requirement.

Paramedic

Applied Academic Certificate



This program fulfills the requirements set by state and national agencies for credentialing of the Emergency Medical Technician – Paramedic. The program stresses mastery of advanced life support skills. Students will accomplish these objectives through didactic presentations, College laboratory time and clinical and field internships. The primary goal of the program is to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the AEMT, and/or EMT and/or EMR levels.

This certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs [9355 113th ST. N, #7709, Seminole, FL 33775-7709; (727) 210-2350, www.caahep.org] upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) [8301 Lakeview Parkway, Suite 111- 312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.]

Paramedic (PRR)

APPLIED ACADEMIC CERTIFICATE | MEDICAL AND ALLIED HEALTH TECHNOLOGIES

(HEGIS 5299)

High school courses in biology, human anatomy and mathematics are strongly recommended for those planning to enter this program. Students must be currently certified New York state EMTs and maintain their certification throughout the program. Dutchess Community College BIO 115 (or its equivalent) and EMB 101 with a grade of “C” or better are required prerequisites. (Prerequisite courses are offered only in the fall semester).

The number of students in the program is limited on the basis of clinical facilities available. Upon completion of this program graduates are eligible to take the New York state and National Registry certifying Paramedic exams. Graduates of this program may also receive advanced standing in the Paramedic A.A.S. degree program.

Paramedic course semesters run consecutively: spring, summer and fall. Courses should be selected in consultation with the EMS Program Coordinator at (845) 431-8390.

A certificate is awarded upon completion of the requirements for this program.

NOTE: Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

*Certain courses may be required to be taken at DCC; check your specific program for these exceptions.

A student MUST be a currently certified New York State Emergency Medical Technician – Basic before enrolling in the Paramedic Program. This certification must be kept current throughout their time in the program. Dutchess Community College BIO 115 (or its equivalent) and EMB 101 with a grade of “C” or better are required prerequisites.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PAR 101	Advanced Airway Management	1
PAR 102	Pathophysiology & Life Span Dev	3
PAR 106	Pharmacology & IV Therapy	3
PAR 108	Preparatory & Operations	3
PAR 120	Clinical I	2
Total:		15

SECOND SEMESTER

PAR 201	Trauma	3
PAR 203	Cardiology & Pulmonology	4
PAR 205	Medical Emergencies I	4
PAR 220	Clinical II	2
Total:		13

THIRD SEMESTER

PAR 206	Patient Assessment	3
PAR 209	Medical Emergencies II	3
PAR 230	Clinical III	2
PAR 240	Summative Evaluation	4
		12
Total Credit Hours:		40

NOTE:

All PRR students are required to submit a completed physical exam form prior to clinical assignments. All immunizations indicated on the form must be current. When this form is on file the College Health Office will issue a waiver clearing the student for clinical assignments. Hepatitis B vaccine series is highly recommended and its completion or a signed waiver is required by the clinical facilities under the OSHA Standard on Exposure to Blood Borne Pathogens.

All PRR students are required to have a background check and drug screen on file in order to be cleared for clinical rotations. This will be done as part of the enrollment in PAR120.

Students will be required to repeat courses that they have already taken or take proficiency and core competency exams if more than three years have passed from when they began the program and when they return. Students are responsible for all material previously learned as well as any updates that may have occurred in the curriculum during their absence.

Public Health (PBH)

ASSOCIATE IN SCIENCE

(HEGIS 5299)

This degree program will provide students with a solid foundation in the core Public Health curriculum enabling students to successfully transfer to a four-year degree program in Public Health.

Upon successful completion of this program, students will be able to:

- Define public health and related roles and responsibilities of government, non-government agencies and private organizations;
- Describe risk factors and modes of transmission for infectious and chronic diseases and how these diseases affect both personal and population health;
- List the leading causes of mortality, morbidity and health disparities among local, regional and global populations;
- Discuss the role of gender, race, ethnicity and other evolving demographics in affecting population health;
- Discuss major local, national and global health challenges;
- Describe how the methods of epidemiology and surveillance are used to safeguard the population's health;
- Communicate health information to a wide range of audiences through an array of media;
- Conduct a literature search on a health issue using a variety of academic and public resources;
- Recognize the impact of policies, laws and legislation on both individual and population health;
- Analyze ethical concerns and conflicts of interest that arise in the field of public health.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
BHS 103	Social Problems in Today's World	3
MAT 110	College Algebra	3
BIO 105	General Biology I	4
PBH 101	Introduction to Public Health*	3
		Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
BIO 106	General Biology II	4
MAT 118	Elementary Statistics	3
PBH 102	Promoting Healthy People and Communities*	3
Free Elective		3
		Total: 16

THIRD SEMESTER

BIO 122	Nutrition	3
PSY 111	Introduction to Psychology	3
PHI 205	Introduction to Ethics	3
PBH 203	Concepts of Epidemiology*	3
PBH 204	Global Health*	3
		Total: 15

FOURTH SEMESTER

Arts or Foreign Language (Appendix H or I)		3
BHS 216	The Sociology of Health and Medicine in the US	3
American History (Appendix D)		3
SPE 101	Public Speaking	3
PBH 205	U.S. Health Care System*	3
		Total: 15
		Total Credit Hours: 62

***Note: All PBH courses are offered online only.**

Phlebotomist

Applied Academic Certificate



This program prepares students for a career as a Phlebotomist/Data Clerk. Phlebotomist/data clerks primarily work in outpatient blood drawing centers, clinical laboratories, physician offices or blood donor collection agencies. Their primary responsibilities are to draw blood specimens for the purpose of analysis and to enter and retrieve data from the computer. Phlebotomists also prepare and maintain equipment for obtaining blood specimens, ensure proper care for specimens and enter test procedures into the computer for specimen analysis. An internship provides students with supervised workplace experience.

Manual dexterity is essential in this program.

Phlebotomist (PDC)

APPLIED ACADEMIC CERTIFICATE | MEDICAL AND ALLIED HEALTH TECHNOLOGIES

(HEGIS 5202)

Graduates of this program are eligible for national board examinations. Graduates may also receive advanced standing in the Clinical Lab Technician A.A.S. degree program. A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Phlebotomy (PDC) will be able to:

- Collect, transport, handle and process blood specimens for analysis;
- Recognize the importance of specimen collection in the overall patient care system;
- Relate the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems;
- Identify and select equipment, supplies and additives used in blood collection;
- Recognize factors that affect specimen collection procedures and test results, and take appropriate actions within predetermined limits, when applicable;
- Recognize and adhere to infection control and safety policies and procedures;
- Recognize the various components of the health care delivery system;
- Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care;
- Demonstrate professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public;
- Demonstrate an understanding of requisitioning and the legal implications of their work environment;
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
AHS 100	Allied Health Introductory Seminar	1
PDC 101	Basic Concepts of Phlebotomy	4
BIO 103	Human Biology	4
MSO 102	Medical Terminology	3
		Total: 15

SECOND SEMESTER

PDC 102	Phlebotomy Internship (a) (b)	4
HED 134	First Aid, Safety and CPR	3
CIS 111	Computer Systems and Applications	3
BIO 112	A Biomedical View of HIV/AIDS	3
		Total: 13
		Total Credit Hours: 28

NOTE: All PDC students are required to submit a completed physical examination form prior to clinical assignment. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical assignment. Hepatitis B Vaccine series is highly recommended and may be required by the clinical facility under the OSHA Standard on Exposure to Blood Borne Pathogens.

a. A grade of C or better in a previous course is required. See course description for details.

b. Criminal background checks and drug screens are required for clinical placement.

NOTE: Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

**Certain courses may be required to be taken at DCC; check your specific program for these exceptions.*

Nursing

A.A.S. | Associate in Applied Science



Accredited by the Accreditation Commission for Education in Nursing (ACEN), this rigorous program is designed for students interested in preparing for professional practice as a Registered Nurse (RN).

Classroom lectures, college laboratories and clinical experience in local health care agencies provide the foundation of knowledge.

Due to an overwhelming interest in Nursing, entrance into the DCC program is highly competitive and open to residents of Dutchess and Putnam counties only and is based on a point system.

Nursing (NUR)

(HEGIS 5208.10)

All incoming students are evaluated in Math, Reading, English and Biology to determine placement in courses. The four semester sequence is only possible when a student has tested into ENG 101 and BIO 131 and college-level math and achieved a score of 'Proficient' on the Test of Essential Academic Skills (TEAS). The total credits required to achieve the A.A.S. in Nursing is 64. Be aware that students often require six or more semesters to complete the A.A.S. degree due to entry requirements and clinical space limitations. Once a student enters the clinical nursing science courses, the course of study for completion is four semesters.

An Associate in Applied Science degree is awarded upon successful completion and the student is eligible to sit for the National Council Licensure Examination for RNs (NCLEX-RN). Graduation from the program does not guarantee admission to licensing. Individuals who have prior convictions are advised to contact the New York State Board for Nursing for advice on legal limitations. After graduation, many students transfer to upper division baccalaureate nursing programs through articulation agreements.

Program Learning Outcomes

• NLN Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings.

QSEN: Patient Centered Care

Student will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs.

• NLN Nursing Judgment

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

QSEN: Evidence Based Practice

Student will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

QSEN: Safety

Student will minimize risk of harm to patients and providers through both system effectiveness and individual performance.

QSEN: Informatics

The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

• NLN Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

QSEN: Teamwork and Collaboration

Student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

• NLN Spirit of Inquiry

Examine the evidence that underlies clinical and nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.

QSEN: Quality Improvement

Student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
PSY 111	Introduction to Psychology	3
BIO 131	Anatomy & Physiology I	4
NUR 105	Nursing Science I (a)	6
NUR 107	Survey of Professional Nursing (a)	1

Total: 17

SECOND SEMESTER

ENG 102	Composition II	3
PSY 203	Developmental Psychology	3
BIO 132	Anatomy & Physiology II	4
NUR 112	Nursing Science II (a)	8

Total: 18

THIRD SEMESTER

BHS 103	Social Problems in Today's World	3
BIO 212	Microbiology	4
NUR 213	Nursing Science III (a)	8
NUR 215	Parent-Child Nursing (a)	3

Total: 18

FOURTH SEMESTER

American History (Appendix D)		3
NUR 204	Professional Issues in Nursing (a) (c)	1
NUR 216	Nursing Science IV (a) (c)	4
NUR 218	Nursing Synthesis (a) (c)	2
PED Elective (b)		1

Total: 11

Total Credit Hours: 64

NOTES:

1. Students are admitted to the Nursing program on a space-available basis. Once admitted, students are expected to enroll in the nursing courses in sequence. Students who deviate from the sequence cannot be guaranteed re-entry into either a particular course or a particular semester.

2. Entry into Clinical Nursing courses requires that a student is CPR certified and has cleared a criminal background check and drug test.

3. All NUR students are required to submit a completed physical examination form prior to clinical courses. All immunizations indicated on the form must be current. When this form is on file, the College Health Office will issue a waiver clearing the student for clinical courses. Hepatitis B Vaccine series is highly recommended and may be required by the clinical facility under the OSHA Standard on Exposure to Blood borne Pathogens.

a. Nursing courses may not be automatically repeated. A re-entry and an appeal process is outlined in the Nursing Program Handbook.

b. Students may choose the following PED courses: PED 101, PED 106, PED 111, PED 113, PED 114, PED 115, PED 116, PED 117, PED 145, PED 197

c. These courses must be taken in the semester immediately preceding graduation.

Performing Arts

A.S. | Associate in Science



This program lets students develop their individual skills in several performing arts course areas, especially Theatre, Music and Dance. It allows for coherent combinations of these courses to be taken to meet special interests such as training in musical theatre. Upon completion of the degree, students may wish to seek professional employment in the performing arts, transfer to a college or conservatory for more advanced study or participate in local performing arts organizations. This is a good foundation not only for the student planning on transferring in the performing arts, but also for those who may ultimately pursue a B.A. or B.S. degree in another field and wish to be active in community performances.

Performing Arts (PFA)

(HEGIS 5610)

The Associate in Science (A.S.) degree is awarded upon completion of the requirements for this program.

Upon completion of this program, students should be able to:

- Identify and illustrate relevant professional performing arts contributions in terms of achievement and social significance in the past and present.
- Display basic proficiency in one or more areas of the performing arts.
- Create an appropriate and versatile repertoire of audition pieces in the student's performance area.
- Take part in a fully integrated live theatrical, music, or dance performance in a public venue at the college, community and/or in NYC.

Courses should be selected in consultation with an advisor.

FIRST SEMESTER

	credits
PFA 100 Performing Arts Introductory Seminar	1
ENG 101 Composition I	3
MAT 109 or higher	3
THE 105 Theatre History I	3
Dance Elective (s)	3
Performing Arts Elective(s) (b)	3
Total: 16	

SECOND SEMESTER

ENG 102 Composition II	3
BHS 103 Social Problems in Today's World	3
Art Elective	3
Performing Arts Elective(s) (b)	7
Total: 16	

THIRD SEMESTER

American History (Appendix D)	3
MUS 201 or History of Music Before 1750 or	
MUS 202 or History of Music After 1750 or	
MUS 212 History of American Musical Theatre	3
THE 161 or MUS 210	3
Performing Arts Elective(s) (b)	7
Total: 16	

FOURTH SEMESTER

Science (a)	4
200-Level Performing Arts Elective(s) (b)	9
Free Elective (c)	3
Total: 16	
Total Credit Hours: 64	

- Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See the General Education Appendix B.
- Performing Arts students must take at least 26 credit hours of additional Performing Arts electives (DAN, MUS, and THE courses) of which at least 9 credit hours need to be 200-level courses.

EXCEPTIONS: THE120 and MUS101 do not qualify as Performing Arts electives.

INCLUSIONS: COM234, ENG207, ENG208, ENG230, PED115, PED116, PED197, SPE102, SPE111, and SPE116 qualify as Performing Arts Electives.

- Read a full description of the free elective on page 33.

Performing Arts Theatre Track



This track allows students to focus on developing theatre skills within the context of a larger artistic curriculum including music, dance and visual arts courses, along with general education classes. Theatre Track students take courses in stage Acting I & II, Acting for the Camera, Play Directing, Technical Theatre, How to Audition, Script Analysis, Theatre Practicum/play production and Theatre History, as well as coursework in voice, movement and dance. Students may participate in play productions, musical theatre productions, musical ensembles such as Show Choir and Chorus, dance concerts, original plays, Acting class scene presentations, Play Directing class scene presentations, and community outreach performances at local schools, stores and museums.

A.S. | Associate in Science

FIRST SEMESTER

		credits
PFA 100	Performing Arts Introductory Seminar	1
ENG 101	Composition I	3
MAT 109 or higher		3
THE 105	Theatre History I	3
THE 109	Acting I	3
THE 110	How to Audition	1
THE 111	Theatre Production & Technology I	1
	Performing Arts Elective (b)	1

Total: 16

SECOND SEMESTER

ENG 102	Composition II	3
	Art Elective	3
THE 112	Theatre Production & Technology II	1
THE 205	Theatre History II	3
THE 161	Theatre Practicum I	3
	Performing Arts Elective (b)	3

Total: 16

THIRD SEMESTER

	American History (Appendix D)	3
BHS 103	Social Problems in Today's World	3
	Dance Elective(s)	3
THE106	Script Analysis & Production	3
	200-Level Theatre Elective(s)	3
	Performing Arts Elective (b)	1

Total: 16

FOURTH SEMESTER

	Science (a)	4
MUS212	History of American Musical Theatre	3
	200-Level Theatre Elective(s)	3
THE261	Theatre Practicum II	3
	Free Elective (c)	3

Total: 16

Total Credit Hours: 64

- Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See the General Education Appendix B.
- PFA Theatre Track students must take an additional 5 credit hours of Performing Arts electives (DAN, MUS, and THE courses).

EXCEPTIONS: THE120 and MUS101 do not qualify as Performing Arts Electives.

INCLUSIONS: COM234, ENG207, ENG208, ENG230, PED115, PED116, PED197, SPE102, SPE111, and SPE116 qualify as Performing Arts Electives.

- Read a full description of the free elective.

Performing Arts Music Track



A.S. | Associate in Science

FIRST SEMESTER		credits
PFA 100	Performing Arts Introductory Seminar	1
ENG 101	Composition I	3
MAT 109 or higher		3
MUS 113	Aural Skills I	1
MUS 115	Music Theory I	3
MUS 145	Group Piano I	1
MUS 161	Performance & Applied Music I	1
MUS 162	Performance & Applied Music II	1
MUS Ensemble	MUS 121, 131, 136, 143, or 153	1
		Total: 15

SECOND SEMESTER		credits
ENG 102	Composition II	3
BHS 103	Social Problems in Today's World	3
Art Elective		3
MUS 114	Aural Skills II	1
MUS 116	Music Theory II	3
MUS 146	Group Piano II	1
MUS 261	Performance & Applied Music III	1
MUS 262	Performance & Applied Music IV	1
MUS Ensemble	MUS 122, 132, 137, 144, or 154	1
		Total: 17

THIRD SEMESTER		credits
American History (Appendix D)		3
Dance Elective (s)		3
THE 105	Theatre History I	3
MUS 201	History of Music Before 1750	3
MUS 210	Advanced Music Performance I	3
Music Ensemble	MUS 221, 231, 236, 243, or 253	1
		Total: 16

FOURTH SEMESTER		credits
Science (a)		4
MUS 202	History of Music After 1750	3
MUS 211	Advanced Music Performance II	3
Music Ensemble	MUS 222, 232, 237, 244, or 254	1
Performing Arts Elective(s)(b)		2
Free Elective (c)		3
TOTAL		16
		Total: 16
		Total Credit Hours: 64

a. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See the General Education Appendix B.

b. PFA Music Track students must take an additional 2 credit hours of Performing Arts electives (DAN, MUS, and THE courses).

EXCEPTIONS: THE120 and MUS101 do not qualify as Performing Arts Electives.

INCLUSIONS: COM234 ENG207, ENG208, ENG230, PED115, PED116, PED197, SPE102, SPE111, and SPE116 qualify as Performing Arts Electives.

c. Read a full description of the free elective.

This track allows students to focus on developing musical skills within the context of a larger artistic curriculum including theatre, dance and visual arts courses, along with general education classes. Music Track students are required to study an instrument, voice or composition in private lessons, and have numerous opportunities to perform in large ensembles such as Chorus, Orchestra, Jazz Ensemble, and Show Choir as well as act in main stage musicals. Core skills classes (Music Theory I and II, Aural Skills I and II) are designed to prepare students for transfer placement exams. Courses are available in all styles of music including classical, musical theatre, jazz, and other contemporary commercial genres, and are specifically designed to help students successfully audition for various four year music programs (music education, music performance, studio production, music business, composition, music therapy, and more).

Music Performance

Applied Academic Certificate



This intensive musical performance preparation program is designed for the student who wishes further musical study before auditioning for entrance as an applied music major at a four-year college or music conservatory. In addition to musical performance preparation, the program provides foundations in music theory and history and freshman-level English language skills.

This program is not designed as a substitute for the freshman year at a four-year college or conservatory, but some of the credits may be accepted for transfer credit by some colleges. Students should contact the college they plan to enter for its transfer policy.

Music Performance (MPC)

APPLIED ACADEMIC CERTIFICATE | PERFORMING ARTS

(HEGIS 5610)

A Certificate is awarded upon completion of the requirements for this program.

Students who successfully complete the Certificate in Music Performance (MPC) will be able to:

- Demonstrate proficiency in music dictation and sight-reading;
- Demonstrate conventional music theory analysis and writing;
- Demonstrate knowledge of the major trends in Western music history;
- Demonstrate technical proficiency on an instrument or voice;
- Demonstrate appropriate performance technique in an ensemble setting.

Courses should be selected in consultation with an advisor.

NOTE: Students enrolled in a Certificate program must complete at least 50% of the program credits at DCC.* Students must earn an overall cumulative GPA of 2.0 or higher in order to be awarded the certificate.

*Certain courses may be required to be taken at DCC; check your specific program for these exceptions.

FIRST SEMESTER

		credits
ENG 101	Composition I	3
MUS 113	Aural Skills I	1
MUS 115	Theory I	3
MUS 201	History of Music I	3
MUS 210	Advanced Music Performance I	3

**Choice of at least one, but not more than two:*

MUS 121	Chorus I	
MUS 131	Jazz Ensemble I	
MUS 136	Orchestra I	
MUS 143	Guitar Ensemble I	
MUS 153	Show Choir I	1-2

Total: 14-15

SECOND SEMESTER

ENG 102	Composition II	3
MUS 114	Aural Skills II	1
MUS 116	Theory II	3
MUS 202	History of Music II	3
MUS 211	Advanced Performance II	3

**Choice of at least one, but not more than two:*

MUS 122	Chorus II	
MUS 132	Jazz Ensemble II	
MUS 137	Orchestra II	
MUS 144	Guitar Ensemble II	
MUS 154	Show Choir II	1-2

Total: 14-15

Total Credit Hours: 30

NOTES:

*MPC students who play standard orchestral instruments must choose MUS 136 Orchestra I and MUS 137 Orchestra II as their required ensemble. MPC students who play saxophone, drum set or electric bass must choose MUS 131 Jazz Ensemble I and MUS 132 Jazz Ensemble II as their required ensemble. MPC students who play guitar must choose MUS 143 Guitar Ensemble I and MUS 144 Guitar Ensemble II as their required ensemble. All MPC voice majors must choose MUS 121 Chorus I and MUS 122 Chorus II as their required ensemble.

COURSE DESCRIPTIONS

The courses of study offered at Dutchess Community College are arranged alphabetically in this section. Before planning a specific academic program, the student must consult the official lists of courses offered in both day and evening issued prior to the beginning of each semester. The College reserves the right to cancel any course when the enrollment is insufficient to support the course. The right is also reserved not to offer a course if resources become unavailable or if the course has been deleted from any curriculum since the last printing of the catalog. Normally, however, every course will be offered at least every other year. A student who needs a course which is not offered, or which is fully enrolled, should confer with the appropriate department chair.

Courses numbered below 100 are non-credit and preparatory in nature; 100-level courses are usually designed for first-year students; 200-level courses are generally designed for, and often restricted to, second-year students.

Below the number and title of each course description is the credit hour value granted for the course in terms of lecture and/or laboratory hours. Generally, a credit hour is earned for 15 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Similarly, two or three 50-minute sessions of laboratory or field work each week for a semester would normally earn one credit hour.

It should be understood that courses may be composed of various types of instruction; for example, a lecture course which also has required laboratory periods, or a lecture course having an additional requirement for supervised independent study or tutorial activity, or a course which may utilize self-paced instructional materials within a given time period under the supervision of the instructor.

Prerequisites are intended to ensure that a student has sufficient preparation before advancing to the next course in a sequence. Prerequisites, where stated, must be met before enrollment will be permitted.

A course fee is applied to each course that has scheduled laboratory hours and/or requires dedicated space, such as a laboratory, studio, or physical education facility, and/or specialized equipment. The course fee is billed when the student registers for the course. Currently, the fees range from \$20 to \$40. Also, for some courses, students may be required to purchase individual or expendable supplies.

In addition to course fees, students in some courses in nursing, clinical laboratory technician, phlebotomy and dietetic technology are required to purchase insurance, and some students in a few health and physical education courses may pay for Red Cross Certification.

NOTE: Courses are listed alphabetically by their three-letter designation.

ACCOUNTING

ACC004 COURSE SPECIFIC STUDY SKILLS FOR ACC 104

1 Lecture 0 Lab 1 Credit Hour(s)

ACC 004 is a study skills course designed for those students who require support in ACC 104. Taught by the instructor of ACC 104, with which it is content correlated, ACC 004 will include practical work with notetaking, textbook mastery, exam preparation and test taking techniques, as well as specific strategies necessary to the successful study of accounting.

NOTE: ACC 004 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ACC100 ACCOUNTING INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is intended to provide Accounting and Bookkeeping students with an opportunity to learn and practice skills necessary to be successful in their respective program. This course will focus on personal goals and development, career planning, study skills, curriculum management and College resources.

ACC101 PRINCIPLES OF FINANCIAL ACCOUNTING I

3 Lecture 0 Lab 3 Credit Hour(s)

The primary purpose of this course is to enable students to analyze, record, classify, summarize, and interpret accounting data. Topics include: the accounting equation; accounting statements and reports prepared according to generally accepted accounting principles; the accounting cycle; deferrals and accruals; accounting for merchandising businesses, and inventories. This course is not intended for Business Administration-Transfer students.

ACC102 PRINCIPLES OF FINANCIAL ACCOUNTING II

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a continuation of ACC 101. Topics include cash, receivables, fixed assets and intangible assets, current and long-term liabilities, stockholders equity and dividends, statement of cash flows, and financial statement analysis.

Prerequisite: ACC 101 with a C or better.

ACC104 FINANCIAL ACCOUNTING

4 Lecture 0 Lab 4 Credit Hour(s)

The primary purpose of this course is to enable students to analyze, record, classify, and summarize data about business transactions. Topics include: the accounting equation; the accounting cycle; including adjusting year-end procedures such as deferrals and accruals; cash management and internal controls; preparation and some interpretation of financial reports; and the recognition and measurement of financial statement information including receivables, inventories, plant assets; long-term liabilities, and stockholders equity.

ACC204 MANAGERIAL ACCOUNTING

4 Lecture 0 Lab 4 Credit Hour(s)

This course provides an introduction to the accounting data and techniques used by internal managers to identify and analyze the available alternatives and guide them to a course of action that is most likely to yield the optimum solutions for their organizations. The purpose of the course is to show what kind of accounting information is needed, where this information can be obtained and how this information is used by managers as they make decisions about their planning, directing, and controlling operations function.

Prerequisites: ACC 102 with a grade of C or better or ACC 104 with a grade of C or better.

ACC205 COMPUTERIZED ACCOUNTING APPLICATIONS

2 Lecture 1 Lab 2 Credit Hour(s)

The primary purpose of this course is to enable students to use computer applications in an accounting environment. Students will use Quickbooks Pro to collect and summarize accounting information. In addition, students will learn how to create many different reports that are useful when managing a business.

Prerequisite: ACC 101 or ACC 104

ACC213 ACCOUNTING SYSTEMS AND THE COMPUTER

3 Lecture 0 Lab 3 Credit Hour(s)

The purpose of this course is to familiarize the student with accounting systems and procedures with emphasis on computerized accounting systems, to acquaint the student with fundamental computer concepts and terminology, to give students hands-on computer experience through the preparation and processing of accounting related programs and software and to reinforce accounting theory and integrate it with computer practice.

Prerequisites: ACC 101 or ACC 104

ACC221 INTERMEDIATE ACCOUNTING

4 Lecture 0 Lab 4 Credit Hour(s)

This course provides an in-depth study of financial accounting concepts and procedures. The following topics will be covered: the accounting environment and accounting concepts and theory; statement of income and retained earnings; balance sheet and statement of cash flows; the time value of money; cash, temporary investments and receivables; inventories, and plant assets.

Prerequisite: ACC 104 or ACC 102

ACC241 INCOME TAX PROCEDURES

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the federal income tax laws as they affect individuals. Principal topics are individual tax returns, gross income and exclusions, adjustments and business expenses, employee expenses, itemized expenses, itemized deductions, credits and special taxes, depreciation, capital gains and losses, and tax administration and planning.

Prerequisite: ACC 101 or ACC 104 or permission of ACC Program Chair.

ACC260 INTERNSHIP IN ACCOUNTING

1 Lecture 8 Lab 3 Credit Hour(s)

This course is designed for students participating in a cooperative education work experience. It is open to matriculated ACC students. Students are placed with selected cooperative employers for a specific number of hours (minimum 120). They participate in weekly seminars and submit a paper or report related to the work experience. A written evaluation by the employer is also submitted.

Note: 30 credits, including 12 credits in BUS or ACC, and a 2.5 GPA within the student's major is required.

Prerequisite: Permission of department.

ACC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of accounting or related areas. The student's time commitment to the project will be approximately 35 - 50 hours.

ACC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ACC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ACC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ACC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

AIR CONDITIONING AND REFRIGERATION

ACR101 AIR CONDITIONING AND REFRIGERATION I

3 Lecture 6 Lab 5 Credit Hour(s)

This course will introduce the student to the basic theory of operation of simple refrigeration and air conditioning systems, heat transfer, materials, tools, installation techniques, and practices. Other topics included are measurements, heat and temperature, refrigerants and mechanical/electrical components. Personal and equipment safety will be stressed.

Prerequisite: None, but PHS 115 is recommended.

ACR102 AIR CONDITIONING AND REFRIGERATION II

3 Lecture 15 Lab 8 Credit Hour(s)

This course is a continuation of ACR 101. The student will work with a variety of complex and larger cooling and heat pump systems. These systems will use combinations of controls to operate components in a sequential manner. The design of such control systems and their construction are included. In addition, special systems such as automatic ice machines and self-defrosting equipment will be used to develop trouble shooting techniques and problem solving skills. Students will be prepared for and given the opportunity to take the technician certification examination as specified by the Clean Air Act. Those who pass the exam will be duly certified. Personal and equipment safety will be stressed.

Prerequisite: ACR 101 or permission of the instructor.

ACR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community

service, work experience, or other activities that advance the student's knowledge and competence in the field of air conditioning and refrigeration or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ACR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ACR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ACR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ACR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ALLIED HEALTH

AHS100 ALLIED HEALTH INTRODUCTORY SEMINAR

1 Lecture 1 Lab 1 Credit Hour(s)

This course will introduce the students enrolled in each of the Allied Health Programs to their specific curriculum and the career goals available to them. Students will focus on personal development and effective strategies for successful completion of their specific program. In addition, students will examine the health delivery system and the many challenges inherent in this system.

AHS134 FIRST AID, SAFETY AND CPR

3 Lecture 0 Lab 3 Credit Hour(s)

This course incorporates the study and application of skills to respond to emergencies, the use of CPR and AEDs, and recognition and treatment of breathing emergencies for conscious and unconscious victims of all ages. Research and awareness of the following safety topics will be covered: Fire Safety, Campus Safety, Home Safety and Motor Vehicle Safety. The study and practice of First Aid skills will include: standard level assessment, prioritization and the demonstrations and application of skills. Those who qualify will earn American Heart Association Certification for its course: Heartsaver CPR/AED and First Aid. This course is cross-listed and may be taken as either AHS 134 or HED 134.

AVIATION MAINTENANCE

AMT101 GENERAL MAINTENANCE PRACTICES

0 Lecture 15 Lab 5 Credit Hour(s)

This course introduces general aviation maintenance practices, including topics in mathematics, blueprints/charts, physics, maintenance forms and publications, human factors, ethics, and aircraft weight and balance. This course also introduces students to airframe material testing procedures. Additional topics include precision measurements, identification and selection of aircraft materials, basic heat-treating processes, penetrant, chemical etching and magnetic particle inspections, welding inspection, and the identification and selection of non-destructive testing methods.

Prerequisites: None required. MAT 109 recommended.

AMT102 MATERIALS AND PROCESSES

0 Lecture 6 Lab 2 Credit Hour(s)

This course introduces methods and procedures needed to maintain aircraft including cleaning and corrosion controls, fluid lines, pneumatic lines, and fittings. Aircraft general servicing and ground operations are also included.

Prerequisite: AMT 101 with a grade of C or better or permission of the department

AMT103 BASIC AIRCRAFT ELECTRICITY

0 Lecture 6 Lab 2 Credit Hour(s)

This course introduces the basic electrical terms and calculations, including voltage, resistance, capacitance, inductance, and power. Reading and interpreting electrical circuit diagrams and the inspection and servicing of batteries are also introduced.

Prerequisites: AMT 102 with a grade of C or better or permission of the department

AMT104 AIRFRAME SYSTEMS I

0 Lecture 15 Lab 5 Credit Hour(s)

his course introduces methods and procedures needed to maintain, service and repair airframe structures. Students will learn inspection practices.

They will also learn to troubleshoot and service electronic instrument systems.

Installation and service of electrical, pneumatic and hydraulic components associated with airframe systems are also introduced.

Prerequisites: AMT 103 with a grade of C or better or permission of the department.

AMT105 AIRFRAME SYSTEMS II

0 Lecture 9 Lab 3 Credit Hour(s)

This course introduces methods and procedures needed to maintain, service and repair ice and rain control systems. Students will learn to inspect, troubleshoot and

service hydraulic and pneumatic power systems. Methods and procedures needed to maintain aircraft landing gear systems and components are also introduced.

Prerequisites: AMT 104 with a grade of C or better or permission of the department

AMT106 AIRCRAFT STRUCTURES I

0 Lecture 9 Lab 3 Credit Hour(s)

This course introduces methods and procedures needed to inspect and repair wood structures aircraft coverings and exterior finishes as defined by Federal Aviation Regulations and Advisory Circular AC 43. 13-1B. Topics will include identification, inspection and repair of wood structures, selection, inspection and repair of fabric and fiberglass coverings, and application of trim and letters. Students will learn the proper rigging of fixed wing and rotorcraft assemblies and moveable surfaces. Properly raising and lowering an aircraft is introduced.

Prerequisites: AMT 105 with a grade of C or better or permission of the department

AMT107 AIRCRAFT STRUCTURES II

0 Lecture 12 Lab 4 Credit Hour(s)

This course introduces materials, equipment, tools, and procedures required for the inspection and repairs to aircraft sheet metal structures as defined by the Federal Aviation Regulations and Advisory Circular AC 43. 13-1B. Topics will include identification, inspection and repair of bonded, plastic, and honeycomb and laminated structures. Students will identify common aircraft materials and discuss their properties.

Prerequisites: AMT 106 with a grade of C or better or permission of the department

AMT108 WELDING AND AIRFRAME INSPECTION

0 Lecture 6 Lab 2 Credit Hour(s)

This course introduces methods and procedures needed to understand basic principles of various types of aircraft welding. Students learn inspection, troubleshooting and repair, and operation of aircraft fuel systems, and will be able to perform airframe conformity and airworthiness inspections.

Prerequisite: AMT 107 with a grade of C or better or permission of the department

AMT109 INTRODUCTION TO POWER PLANT

0 Lecture 9 Lab 3 Credit Hour(s)

This course introduces methods and procedures required to maintain engine fire protection and engine systems. This course also introduces the auxiliary power unit (APU), un-ducted fan engines and reciprocating engines.

Prerequisite: AMT 108 with a grade of C or better or permission of the department

AMT110 RECIPROCATING ENGINES

0 Lecture 6 Lab 2 Credit Hour(s)

This course introduces methods, procedures, and skills necessary to overhaul aircraft reciprocating engines.

Prerequisite: AMT 109 with a grade of C or better or permission of the department

AMT111 TURBINE ENGINE AND POWER PLANT SYSTEMS

0 Lecture 12 Lab 4 Credit Hour(s)

This course introduces methods and procedures to inspect, service, repair, install and troubleshoot turbine engines and associated engine systems.

Prerequisite: AMT 110 with a grade of C or better or permission of the department

AMT112 POWER PLANT SYSTEMS

0 Lecture 18 Lab 6 Credit Hour(s)

This course introduces methods and procedures necessary to inspect, service, repair, install and troubleshoot engine systems and associated components, and to control engine fuel, induction, ignition, starting systems and associated instruments. Other topics include methodology and procedures necessary to inspect, service, troubleshoot and repair exhaust systems, engine reverser systems, and propeller systems.

Prerequisite: AMT 111 with a grade of C or better or permission of the instructor

AMT113 POWER PLANT INSPECTION AND ELECTRICAL SYSTEMS

0 Lecture 6 Lab 2 Credit Hour(s)

This course introduces methods and procedures necessary to install and repair engine electrical systems. Methodology and procedures required for airframe and engine airworthiness inspections are introduced.

Prerequisite: AMT 112 with a grade of C or better or permission of the department

ARCHITECTURAL TECHNOLOGY

ARC103 BASIC ARCHITECTURAL DRAWING

1 Lecture 4 Lab 3 Credit Hour(s)

The basic concepts of drawing lines, lettering, use of instruments, orthographic projection, and pictorials. Plans, elevations, and sections of a single building are prepared. Building materials and construction are included. Emphasis is placed upon drawings that reproduce with a maximum of clarity and detail.

Prerequisite: Math A Regents with a grade of 65 or higher or concurrent enrollment in Mat 131 or higher.

ARC104 INTRODUCTION TO COMPUTER GRAPHICS

0 Lecture 3 Lab 1 Credit Hour(s)

A required introductory course for Architectural and Construction Technology students. Students will gain hands-on experience with AutoCAD, Formit, and REVIT, the computer graphics program used in the Profession.

ARC105 BUILDING MATERIALS AND CONSTRUCTION I

2 Lecture 2 Lab 3 Credit Hour(s)

The study of wood frame construction and materials. Topics include foundations, framing methods, and finish materials for interior and exterior use in wood frame buildings. The laboratory will introduce wood detailing and field applications.

Prerequisite: Math A Regents with a grade of 65 or higher or concurrent enrollment in MAT 131 or higher.

ARC106 BUILDING MATERIALS AND CONSTRUCTION II

2 Lecture 2 Lab 3 Credit Hour(s)

A continuation of ARC 105. Topics include masonry and steel in building construction, fabrication and utilization in the structural system, architectural detailing in masonry and steel, and an introduction to structural drawings and detailing.

Prerequisite: ARC 105 and ARC 104 (ARC 104 may be taken as a corequisite if necessary, however students are strongly encouraged to complete ARC 104 prior to beginning ARC 106.)

ARC110 ARCHITECTURAL DRAWING

1 Lecture 4 Lab 3 Credit Hour(s)

A continuation of ARC 103, including site study, use of local and state codes, and structural requirements. Students prepare a design analysis and a complete set of drawings for a small commercial building.

Prerequisites: ARC 103, ARC 105, and ARC 104 (ARC 104 may be taken as a corequisite if necessary, however students are strongly encouraged to complete ARC 104 prior to beginning ARC 110.)

ARC111 ADVANCED COMPUTER GRAPHICS

1 Lecture 2 Lab 2 Credit Hour(s)

ARC111 is a required course for Architectural Technology students. Students will gain hands-on experience with advanced skills in AutoCAD and REVIT, the computer graphics program used in the profession.

Prerequisite: ARC 104

ARC113 ARCHITECTURE INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

The seminar will introduce the incoming student to the profession of architecture. The course will outline the history of architecture, the educational requirements for becoming an architect and the allied professions available to the graduate.

ARC122 ARCHITECTURAL PRESENTATION

0 Lecture 4 Lab 2 Credit Hour(s)

An introduction to black and white and color rendering in architectural presentation. Techniques include using pencil, colored pencils, felt-tip pens, and markers.

Students prepare presentation drawings, plans, elevations and perspectives of small-scale projects. The course educates students on the methods of creating an architectural portfolio. Topics include preparation of a portfolio and a presentation of work using conventional and digital design media. Students will receive experience in oral presentation by presenting their portfolios at the end of the semester as part of the course requirement.

Prerequisite: ARC 104 (ARC 104 may be taken as a corequisite if necessary, however students are strongly encouraged to complete ARC 104 prior to beginning ARC 122.)

ARC202 MECHANICS OF STRUCTURES

2 Lecture 0 Lab 2 Credit Hour(s)

A study of the elements of structures in architecture, using basic physical laws and intuitive reasoning as extended to the mathematical treatment of equilibrium in static structures.

Prerequisite: MAT 132 or higher.

ARC203 ARCHITECTURAL DESIGN

0 Lecture 6 Lab 3 Credit Hour(s)

Design projects with increasing complexity are selected throughout the semester and culminate in a moderately complex commercial building design project. Emphasis is placed on form, function and presentation of design. Students will work with computer assisted drawing equipment to prepare a set of design drawings. Students will prepare design models.

Pre-requisites: ARC 110, ARC 111, and ARC 216

ARC205 WORKING DRAWINGS I

1 Lecture 6 Lab 4 Credit Hour(s)

Working drawings are prepared for a small building such as a motel, clinic, community center, church or bank.

Prerequisites: ARC 110 and 106.

ARC207 STRUCTURAL ANALYSIS

3 Lecture 0 Lab 3 Credit Hour(s)

This subject includes the study of the stresses and strains that occur in structural members. Shear and bending diagrams, investigation and design of beams, and deflection of beams are included. Investigation is made of the design of simple steel and concrete beams.

Prerequisite: ARC 202.

ARC211 ENVIRONMENTAL SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to environmental systems in buildings including: emphasizing major topics of illumination and heating and cooling; minor topics of plumbing; fire protection and life safety; electrical power; and acoustics. An emphasis will be placed on active and passive energy efficiency and sustainable design.

3 Lecture 0 Lab 3 Credit Hours

ARC214 PROFESSIONAL PRACTICE

2 Lecture 2 Lab 3 Credit Hour(s)

A study of functions performed in the architect's office from the time an architect is commissioned to do a project until the owner assumes occupancy. Topics include contracts, specifications, estimating, organization, job administration and scheduling. An emphasis on cost estimating and computer assisted estimating is included.

Co-requisite: ARC 110 and ARC 106, or permission of instructor.

ARC216 DESIGN THEORY

2 Lecture 2 Lab 3 Credit Hour(s)

This course will provide the student with an opportunity to explore design based on movements in architecture and the theories that form the basis of architectural design, as defined by history, from antiquity to those of contemporary designers. The course exposes students to design problems and guides them through understanding architectural compositions and problem solving processes. Students analyze architecture and use this understanding to synthesize design solutions. Through the creative process, students begin the development of problem solving strategies associated with architectural design and implement them into a series of design projects.

Prerequisite: ARC 104 (ARC 104 may be taken as a corequisite if necessary, however students are strongly encouraged to complete ARC 104 prior to beginning ARC 216)

ARC240 CAPSTONE PROJECT

1 Lecture 6 Lab 4 Credit Hour(s)

ARC240 is a culmination of the Architectural Technology student's studies at the college. Students will work in groups to develop a project from the project development phase through schematic design and design development phases through construction drawings. Both ARC and CNS students will work together for the first half of the semester. For the second half, ARC students will complete construction drawings for the project. CNS students will complete a partial set of the same building and a building materials takeoff of the building. Both groups of students will prepare a booklet of product data sheets for their projects. Building types include small schools, apartment houses, office buildings, department stores, and dining halls. All of the drawings for this course will be prepared on the computer using the AutoCAD system.

Prerequisite: ARC 205

ARC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Study plans will include research, analysis, and presentations or other projects, which advance the student's knowledge and competence in the field of architectural technology. The student's time commitment will be approximately 35-50 hours.

ARC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ARC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ARC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ARC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ART**ART100 VISUAL ART INTRODUCTORY SEMINAR**

1 Lecture 0 Lab 1 Credit Hour(s)

This required course introduces students in the visual art programs to academic and career opportunities in the visual arts. The course will address the following topics: how to begin creating, preserving and documenting an art portfolio; career opportunities and internships; transfer opportunities; career options; student services; study skills including time management, research, writing, note and test taking, and presentation skills. This course is presented by art faculty, visiting professionals and alumni from various disciplines and specialties.

ART101 HISTORY OF ART

3 Lecture 0 Lab 3 Credit Hour(s)

This course is an introduction to Western art based on an aesthetic and historical evaluation of artists, styles and cultures from the prehistoric period to the 18th, 19th century. Work will be viewed through visual presentation and field trips to museums and exhibits.

ART102 HISTORY OF MODERN ART

3 Lecture 0 Lab 3 Credit Hour(s)

The turn of the 20th century saw an explosion of changes which in turn redefined our visual vocabulary. This course introduces the major artists and movements of 19th and 20th century western art. Avant Garde art of the 19th century, the rise of high modernism and its subsequent decline in the postmodern era will be examined. Issues considered are artistic intention, spirituality in art, the birth and development of abstraction, art with political agendas and the implicit historic contexts of modern art. Work will be viewed through slide presentation and videotape.

ART103 ART OF CHINA, JAPAN AND INDIA

3 Lecture 0 Lab 3 Credit Hour(s)

The history of Chinese, Japanese, and art from India will be examined from prehistoric times to the present. Comparisons to the most familiar example of Western art will be offered whenever they add depth to the material. Various oriental media such as jade, lacquer and ivory calligraphy, landscape are studied in depth.

ART104 FUNDAMENTALS OF ART

3 Lecture 0 Lab 3 Credit Hour(s)

This visual arts course is intended for non artists. Course content includes art throughout history, both Eastern & Western, providing global insight into various cultures and a core understanding of the visual language used to analyze techniques and materials used in painting, sculpture, and architecture. Class activities include viewing and analyzing images from the prehistoric period to modern day, attending field trips to museums and art exhibits, and keeping a written and visual journal documenting visual understanding of the art experiences explored in the course.

ART110 TWO DIMENSIONAL DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This foundation studio course addresses visual dynamics on the 2D picture plane. Through the design process students explore visual elements and principles of organization. Projects cover technical skills, idea generation and development, and presentation. This course will provide the student with at least 5 works for portfolio.

ART111 THREE-DIMENSIONAL DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This foundation studio course focuses on the visual dynamics and basic design issues that underlie three-dimensional works of art and design. Students will create three-dimensional projects using a variety of sculptural materials and methods that explore the formal elements and underlying design principles.

ART112 DRAWING I

2 Lecture 4 Lab 3 Credit Hour(s)

This course is an introduction to the basic principles and practices of drawing. Students will complete a variety of projects that emphasize observation, line, value, shape, texture, picture plane organization, perspective, use of materials, methods

for developing drawings from initial sketch to finished drawing, and discussion of course concepts.

ART113 DRAWING II

2 Lecture 4 Lab 3 Credit Hour(s)

This course is an expansion of Drawing I's principles, practices and techniques with a focus on drawing the figure in context. Students complete a variety of projects that emphasize observation, line, value, shape, texture, picture plane organization, foreshortening, use of materials, methods for developing drawings from initial sketch to finished drawing, and discussion of course concepts.

Prerequisite: ART 112 with a grade of C or better

ART120 COLOR THEORY AND PAINTING

2 Lecture 2 Lab 3 Credit Hour(s)

This foundation studio course addresses color relationships, interactions and use in visual compositions.

Pre- or Co-requisite: ART 110.

ART132 BASIC PRINTMAKING

2 Lecture 2 Lab 3 Credit Hour(s)

This course is focused on the basic printmaking processes such as monotype and linocut. Students will learn the technical skill to produce a fine art print portfolio and will also learn printmaking history as well as the work of contemporary artists working within the medium.

Prerequisite: ART 112

ART140 FOUNDATIONS OF GRAPHIC DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to history of digital media and the practical applications of design using digital images. Assignments build visual discernment, conceptual thinking, awareness of design issues and some design history. Using Photoshop, students learn to work with images and basic typography in increasingly complex design formats, and complete a design portfolio of 4-5 pieces.

Pre-requisites: ART 110 with a grade of C or better.

ART141 CALLIGRAPHY I

2 Lecture 2 Lab 3 Credit Hour(s)

The course covers the study and practice of lettering using the broad pen and pencil to develop original calligraphy and calligraphy for reproduction.

ART145 GRAPHIC DESIGN: LAYOUT AND TYPOGRAPHY

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to typography. This course includes the history of type, typeface design, type anatomy and classifications, designing with text and display type, and basic issues of print production. Using InDesign, the industry-standard page layout program, basic black and white typographic explorations progress to more complex color assignments. A final portfolio will be submitted. Note: A familiarity with the Mac platform is recommended before taking this course.

Pre-requisite: ART 140 with a grade of C or better

ART147 GRAPHIC DESIGN: DIGITAL ILLUSTRATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to resizable (vector-based) graphics used in design applications such as logos, technical illustrations, diagrams, packaging, signage, animation, web and designing for mobile devices. Using Adobe Illustrator and Adobe Photoshop, students explore conceptual solutions while working with lines, shapes and paths in various graphic explorations. A final portfolio will be submitted. Note: A familiarity with the MAC platform is recommended before taking this course.

Prerequisite: ART 140 with a grade of C or better.

ART148 FASHION DESIGN & ILLUSTRATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course addresses fashion design and illustration throughout history, and offers students specific techniques with which to render the figure and clothing as they develop their own distinctive visual drawing style. Through the design process, students explore the elements of fashion and incorporate them into descriptive, illustrative, and innovative designs that complement the human figure. Projects cover technical skills, idea generation and development, and presentation. This course will provide the student with at least 5-10 works for portfolio.

Prerequisite: ART 112

ART150 TRADITIONAL PHOTOGRAPHY I

2 Lecture 2 Lab 3 Credit Hour(s)

This is an introduction to the medium through the use of manual film cameras, light meters, black and white film processing and print enlarging. Craftsmanship is stressed. Students must have a manual film camera with manually adjustable lens openings, shutter speeds, and focus, as well as a working built in light meter. Photography courses require a substantial amount of student-purchased supplies,

which may cost \$200 or more, in addition to camera and text.

Note: This course may be more suitable to those considering further work in photography, requiring a traditional film camera. For those wishing to take an introductory course that is digital and does not use film, please consider ART 157 Digital Photography 1.

ART151 TRADITIONAL PHOTOGRAPHY II

2 Lecture 2 Lab 3 Credit Hour(s)

Building on skills learned in ART 150, the course emphasizes more advanced techniques and aesthetic considerations. Students need to have access to a professional quality film camera with manually adjustable settings. The emphasis is on advanced black and white techniques. Where color film is used, students must have it processed commercially at their own expense. Photography courses require a substantial amount of student-purchased supplies, which may cost \$200 or more, in addition to camera and text.

Prerequisite: ART 150 with a grade of C or better

ART153 LIGHTING FOR THE VISUAL ARTS

2 Lecture 2 Lab 3 Credit Hour(s)

Light as a basic essential principle common to all photography is explored, with an emphasis on studio set ups. Students will learn to use tungsten quartz constant source lighting as well as electronic flash (strobe) and natural light to illustrate basic lighting techniques. A final portfolio of photographs will be produced. Additionally there will be instruction and demonstration of location lighting techniques. This course is intended for students interested primarily in photography, even though the principles taught are relevant to drawing, painting, video production, and filmmaking.

Prerequisite: ART 157 with a grade of C or better

ART157 DIGITAL PHOTOGRAPHY I

2 Lecture 2 Lab 3 Credit Hour(s)

The course introduces photography based on digital image reproduction. Students will create direct files using a digital camera and reproduce prints using grade inkjet printers. Emphasis is on understanding color and black and white photography as a powerful creative tool in commercial and fine art photography. No prior study of photography is required. It is highly preferable to be able to shoot in the RAW mode rather than just JPEG.

Note: Students must have access to a suitable digital camera with manually adjustable lens openings and shutter speed settings. This course is recommended as a first photo course for students who are not planning to make photography their career or as an auxiliary course for students who have taken or will take traditional/wet photography courses.

ART161 ANIMATION I

2 Lecture 2 Lab 3 Credit Hour(s)

An introductory course covering various aspects of the history, theory and practice of animation. This course includes a broad overview of traditional and computer animation techniques from the earliest experiments until today. Studio sessions of this introductory course will emphasize creating computer 2-D animations using the popular animation program, Adobe Animate CC.

ART172 BASIC CERAMICS

2 Lecture 3 Lab 3 Credit Hour(s)

This course is an introduction to the nature and properties of clay. It provides students a range of experience in working with clay, including hand building and throwing techniques, firing processes and glaze application techniques. It provides a context for understanding historical and contemporary ceramics.

ART209 ANIMATION II

2 Lecture 2 Lab 3 Credit Hour(s)

This is an art studio course that focuses on advanced animation techniques beyond frame-by-frame 2D animation. Students will learn to integrate studio art practices, digital media and techniques to create keyframe animation using 3D rendering, camera movements, and dynamic visual effects. Exploration and innovative use of video and sound are integral components of the course. Students should have basic computer skills and a working knowledge of digital video media.

Prerequisites: ART 161

ART222 WATERCOLOR

2 Lecture 2 Lab 3 Credit Hour(s)

The course includes painting on paper with water-based media including gouache, watercolor, and acrylic. Emphasis is placed on working from observation, exploration of materials and techniques, integration of wet and dry media, concept development, and presentation of completed works.

Prerequisite ART 120 with a grade of C or better.

ART226 PAINTING

2 Lecture 2 Lab 3 Credit Hour(s)

This is a painting course designed for students who have completed fundamental studies of 2D design, drawing, and color theory. Emphasis is on working from observation, exploring color and technical application of acrylic or oil paints, and expressing ideas through concept and thematic development.

Pre-requisites: ART 110, ART 112 and Art 120.

ART242 GRAPHIC DESIGN: TYPE AND IMAGE

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an intermediate exploration combining typography with images and exploring page design. Students build on previous software and typographic skills to explore concept, audience and meaning in more complex typographic & ad-related design projects and formats. Use of the grid in page layout, communication issues, print production and a more sophisticated level of design awareness are emphasized. A portfolio of final work will be submitted, with the possibility of incorporating some interactivity.

Pre-requisites: ART 145

ART254 PHOTOJOURNALISM WORKSHOP

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an exploration of the photojournalistic approach. Emphasis is on producing, editing, and refining an in-depth photographic essay. The work of historic and contemporary photojournalists will serve as examples of the diverse approaches to photojournalism. A component of the course will include community service using photography.

Prerequisite: ART 157 with a grade of C or better

ART257 DIGITAL PHOTOGRAPHY II

2 Lecture 2 Lab 3 Credit Hour(s)

A continuation of ART 157, the course adds additional content related to digital photography. Students explore more advanced photo concepts for shooting and presentation. Using images the students shoot themselves, and tools found in Adobe Photoshop, students create photographic illustration and art which can include image modification, use of the smart file, advanced PhotoShop editing techniques, and multiple image compositing.

Prerequisite: ART 157 with a grade of C or higher.

ART260 VISUAL ARTS INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This is a 135 hour internship in an approved area of the student's choice that will provide practical experience. It will be completed under the direct supervision of a full-time employee for 120 hours at the internship site, along with one-hour weekly meetings (15 hours) on campus with a faculty member at a time to be arranged. This may be done in any aspect of the visual arts: design, advertising, marketing, photography, art education, art gallery/museum work, studio assistant or other art-related industry. Students will keep a portfolio of work, a journal about the work experience, and submit a short paper at the end of the internship detailing their experience.

Pre-requisites: Art majors with a minimum of 32 credits and permission of department

ART262 VISUAL ARTS PORTFOLIO

1 Lecture 2 Lab 2 Credit Hour(s)

This capstone course is designed to prepare Fine Art, Photography, and Graphic Design students for transfer. Students will learn how to compile digital images of their work for submissions, how to mount and prepare physical work for portfolio, and begin to navigate the college application or internship/job application process. Emphasis is put on assembling work that is already completed and so this course should be taken near to the end of study.

Prerequisites: ART 110, ART 112

ART264 WEB AND INTERACTIVE DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to the art of website, UI/UX, and interaction design. Students will be introduced to HTML5 and CSS3 markup languages, Javascript, and software (Adobe Dreamweaver and Adobe XD) for creating websites and prototypes of user interfaces and experiences. Techniques for designing various elements containing text, images, and motion graphics will be explored. The emphasis will be on user interaction, information structure, creation of design elements, and a compelling visual aesthetic. Students will learn to use input controls, navigational components, informational components, and containers for effective interactivity in design. Students are recommended to take ART 147 and/or ART 161 prior to or at the same time as ART 264.

Prerequisites: ART 145.

ART271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge in the field of art or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ART272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ART 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ART273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ART 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ART274 CERAMICS: HAND BUILDING

2 Lecture 3 Lab 3 Credit Hour(s)

This course is a continued exploration of clay as it relates to hand built forms, building on basic skills gained in Basic Ceramics. Advanced hand building techniques, continued experimentation with glaze application, as well as an introduction to the chemistry and calculation of glazes and further development of students' understanding of historical and contemporary ceramics as it relates to the hand built form, will be the basis of this course.

Prerequisite: ART 172.

ART275 CERAMICS: WHEEL THROWING

2 Lecture 3 Lab 3 Credit Hour(s)

This course is a continued exploration of clay as it relates to wheel thrown forms, building on basic skills gained in Basic Ceramics. Advanced throwing techniques, continued experimentation with glaze application as well as an introduction to the chemistry and calculation of glazes and further development of students' understandings of historical and contemporary ceramics as it relates to functional pottery will be the basis of this course.

Prerequisite: ART 172.

AMERICAN SIGN LANGUAGE**ASL101 AMERICAN SIGN LANGUAGE I**

3 Lecture 1 Lab 3 Credit Hour(s)

This total immersion course adheres to the Functional-Notional Approach to second language acquisition, which focuses on the communicative needs of people engaged in common everyday interactions. Functions that help students establish and maintain social relationships are emphasized. Sessions will introduce formal and informal registers in American Sign Language. Grammar and language structure are taught through meaningful and experiential activities, which adhere to research findings on the importance of incorporating facial grammar, mouth morphemes and non-manual signals in the early stages of learning American Sign Language as a second language. Students will progress in formulating ideas and engaging in conversations from concrete to abstract through role-playing in everyday interactions using basic total language concepts.

ASL102 AMERICAN SIGN LANGUAGE II

3 Lecture 1 Lab 3 Credit Hour(s)

This is a total immersion course designed to help the student further enhance their communication and language skill by working with their pre-existing knowledge of American Sign Language structure and grammar.

Prerequisite: ASL 101 or permission of instructor after entrance evaluation of signing skills.

ASL271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of American Sign Language or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ASL272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ASL 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ASL273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ASL 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ASTRONOMY

AST131 SOLAR SYSTEM ASTRONOMY

3 Lecture 2 Lab 4 Credit Hour(s)

A survey of the solar system, including the earth-moon system, the planets and their satellites, asteroids, meteors, comets, and the nearest star, our sun. Study ranges from a historical view of the universe to our modern day view of the planetary system as provided by optical and radio telescopes, spectrographic study and space exploration. Among topics to be considered are the nature of light and telescopes, planetary surfaces and atmospheres, the origin of the solar system and extraterrestrial life. Laboratory work is supplemented by field trips and celestial observations with the unaided eye and telescopes.

AST132 ASTRONOMY OF STARS AND GALAXIES

3 Lecture 2 Lab 4 Credit Hour(s)

This course is a study of the universe beyond the solar system. The course begins by developing the theory of stellar evolution from observations and physical principles and discussing the formation of stars, supernovae, pulsars, black holes, etc. The course then proceeds to examine interstellar matter and to deal with the evolution of galaxies. Finally, the course deals with the origins of the universe itself and examines the various scenarios about the future of the universe.

AST271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of astronomy or related areas. The student's time commitment to the project will be approximately 35-50 hours.

AST272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to AST 271, except that the student's time commitment to the project will be approximately 70-90 hours.

AST273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to AST 271, except that the student's time commitment to the project will be approximately 105-135 hours.

AVIATION SCIENCE

AVI100 AVIATION INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed for students in the aviation science curricula. The course will focus on personal development and effective strategies for successful completion of the degree requirements. Personal educational goals and curriculum management, transfer and employment opportunities, technical skills and utilizing college and flight school resources will be examined in this seminar.

AVI101 INTRODUCTION TO FLIGHT

4 Lecture 0 Lab 4 Credit Hour(s)

This course is a study of the required knowledge for a Private Pilot's license. Subjects covered in this course include: theory of flight, basic aerodynamics, airplane operation/system/performance, navigation, flight computations, communications, publications, regulations and basic emergency procedures. Students are provided the information necessary to complete the FAA Private Pilot Knowledge Exam for Airplane/SEL. This class will be successfully completed and a grade provided when the FAA written exam is passed or in class final exam is passed at the discretion of the instructor. The fee for the FAA written test is not covered in the course fee.

AVI102 AVIATION HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides a general description of the entire field of aviation starting with the early achievements of flight and progressing through milestones to the present age. This course contains an overview of the governmental involvement with the aviation industry from establishing the postal routes, safety regulations, and 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 the Rhinebeck Aerodrome to see the aircraft from early years of flight.

AVI104 INSTRUMENT FLIGHT

4 Lecture 0 Lab 4 Credit Hour(s)

This course is a study of the instrument flying techniques and procedures in conjunction with modern ILS, VOR, ADF, GPS, and radar facilities. The course includes the study of basic attitude instrument flying, instrument navigation procedures, holding, precision and non-precision approach and departure procedures and macro and micro-metrology and analysis. Students are provided the information necessary to complete the FAA Instrument Rating Knowledge Exam. This class will be successfully completed and a grade provided when the FAA knowledge exam is passed. The fee for the FAA written test is not covered in the course fee.

Prerequisites: AVI101 or equivalent.

AVI110 AVIATION LAW

3 Lecture 0 Lab 3 Credit Hour(s)

Course will cover the history of aviation law. The Code of Federal Regulations as they pertain to the aviation community. Ecological concerns regarding aviation noise, noise abatement, and the role of the State and Federal Government. Liability issues and tort reform, as they pertain to private and commercial flight operations.

Prerequisites: AVI 100 and AVI 102.

AVI111 INTRODUCTION TO FLIGHT LABORATORY

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with the practical flight experience to acquire a Private Pilot's license. The primary flight training includes dual and solo flight time to meet 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 the certificate. The cost of flight school is considerable and is subject to change.

Prerequisite: FAA Second Class Medical Certificate (required), FAA First Class Medical Certificate (recommended); proof of US citizenship or completion of US Office of Homeland Security, Transportation Security Administration background check requirements.

Co-requisite: AVI101 or equivalent.

AVI114 INSTRUMENT FLIGHT LABORATORY

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with the practical flight experience in an aircraft and an approved flight training device to acquire an Instrument Rating. The primary instrument flight training includes dual flight time to meet FAA practical testing standards in such training as attitude instrument flying, departure, enroute and approach procedures in the instrument flight environment, instrument 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. The cost of flight school is considerable and is subject to change.

Prerequisite: AVI 101 and AVI 111 (Introduction to Flight Lab); 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, Transportation Security Administration background check requirements.

Corequisite: AVI 104 or equivalent.

AVI116 FLIGHT SAFETY

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces practical safety material, organizations and equipment necessary to conduct safe daily flight operations. All factors including weather, maintenance, equipment and human factors will be examined with particular emphasis on critical decision making under stress conditions. Proper decision making will be based on knowledge of formal weather briefing techniques flight plan filing, search and rescue methods, post crash survival, aircraft maintenance programs, accident/incident report forms, airport rescue and fire fighting, the role of the NTSB flight safety organizations and modern hardware.

Prerequisite AVI-104 Permission of the department

AVI201 AVIATION MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

Presents operational and managerial aspects of general aviation, charter service and the airlines Emphasizes corporate aviation and fixed base operations (FBO), flight training, corporate aviation, general aviation aircraft, business aircraft ownership and management methods, and regulations associated with general aviation operations

Prerequisites: AVI 101 Introduction to Flight

AVI208 COMMERCIAL FLIGHT

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the required knowledge information 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. The fee for the FAA Knowledge Exam is not covered in the course fee.
Prerequisites: AVI 104

AVI209 COMMERCIAL FLIGHT PRACTICUM

0 Lecture 3 Lab 1 Credit Hour(s)

This course provides a student with continued practical experience in aviation crew resource management. 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, incorporating the associated emergency procedures for these systems and planning for commercial flight situations. Students completing this course in conjunction with AVI 218 will receive the practical flight experience requirements necessary to complete the FAA Commercial Practical Exam and receive a Commercial Pilot Certificate. The cost of flight school is considerable and is subject to change.

Prerequisite: AVI 208 and AVI 218 (Commercial Flight Laboratory I); 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, Transportation Security Administration background check requirements.

AVI218 COMMERCIAL FLIGHT LABORATORY I

0 Lecture 3 Lab 1 Credit Hour(s)

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. The cost of flight school is considerable and is subject to change.

Prerequisite: AVI104 and AVI114 (Instrument Flight Lab), or equivalent Private Pilot w/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, Transportation Security Administration background check requirements.
Corequisite: AVI208 or equivalent.

AVI271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Prior to registering for any special studies course, the approval of the department head must be obtained. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of Aviation Science and related areas. The student's time commitment to the project will be approximately 35-50 hours.

AVI272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to AVI 271, except that the student's time commitment to this project will be approximately 70-90 hours.

AVI273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to AVI 271, except that the student's time commitment to this project will be approximately 105-135 hours.

BEHAVIORAL SCIENCES**BHS100 PERSONAL EFFECTIVENESS**

2 Lecture 0 Lab 2 Credit Hour(s)

An exploration, via lectures, films, and group experiences, of various aspects of effective interpersonal functioning. Topics will include: reacting to frustration, failure, anger; and fear; effectively expressing one's feelings and needs; the importance of awareness and development of one's potentials through active and responsible choosing; and developing constructive coping skills.
Note: Recommended only for students with 11 or fewer earned college credits.

BHS103 SOCIAL PROBLEMS IN TODAY'S WORLD

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines social problems that confront the world today, and the underlying shared values, ethics, and diverse perspectives that contribute to those problems. Concepts of the behavioral sciences are introduced. The course presents a broad range of social problems, with particular focus on the complex relationships between contemporary issues. Students are presented the current research data that explains both the causes and possible resolutions to important social issues.

BHS110 INTRODUCTION TO HUMAN SERVICES

3 Lecture 0 Lab 3 Credit Hour(s)

An overview of human services and the ever changing needs of the many populations that require intervention such as mental health, substance abuse, poverty and various forms of trauma. Other topics include the evolution of the field, major theoretical perspectives for treatment, roles, skills and professional development of workers, as well as problem identification.

BHS142 CRIMINOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

study of crime and society's response to crime, the rehabilitation of the criminal offender and the prevention of crime. Various theories concerning the causes of crime are studied. Current social problems and their relevance to crime causation are discussed.

Prerequisite: BHS 103 or permission of the department

BHS201 CONTEMPORARY PROBLEMS AND ISSUES IN SUBSTANCE ABUSE

3 Lecture 0 Lab 3 Credit Hour(s)

This course surveys significant problems and issues germane to the field of substance abuse. Attention will be given to cause-effect relationships, family issues, grief and loss, policy and the law and evolving trends and attitudes. Recent research will be examined with consideration of implications for prevention and control.

Prerequisite: BHS 242 or permission of the department.

BHS202 PHYSICAL ANTHROPOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The study of humans as a biological species with an emphasis on the interaction between biology and culture. Physical Anthropology focuses on the evolution of the human species as well as modern human physical variation. The sub-fields of paleontology, genetics, primatology and archaeology are explored.

BHS203 SOCIOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Designed to introduce the student to the major issues and fundamental concepts in the field of sociology. Areas selected for analysis are culture and its transmission, personality and socialization, social roles and processes, groups and elements of group behavior, and social status and class. These focal areas are then used to examine various social institutions, including the family, religion, the economic system, education and the political system. Trends of modern society are considered.

BHS204 ANTHROPOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The study of human behavior in a biological and cultural context. The various sub-divisions of anthropology, their concerns, techniques and findings are explored: physical anthropology, archaeology and cultural anthropology. Course work and analyses are integrated with the course background.

BHS205 THE FAMILY

3 Lecture 0 Lab 3 Credit Hour(s)

The study of the family from a sociological viewpoint, with special reference to the American family. The course emphasizes: the historical and cross-cultural study of the family; patterns of dating and mate selection; sexual norms and relationships; marital and family relationships; marital crisis and divorce; the family and social policy; and the future of the family as a social institution.

BHS206 CULTURAL ANTHROPOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The systematic study of human behavior in a cultural context. Major topics include the evolution of culture, linguistics, sociocultural systems, and globalization with an emphasis on a non-western, non-eurocentric viewpoint. The methodology of Anthropological research is also studied.

BHS207 EDUCATION IN AMERICAN SOCIETY

3 Lecture 0 Lab 3 Credit Hour(s)

An introductory study of education as a major social institution with special attention being given to the philosophies, patterns, cultural diversity, and issues which have characterized the American system. A consideration of higher education is included.

BHS209 RACIAL AND ETHNIC RELATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

Racial, cultural and ethnic minority groups in American society. The nature and patterns of interaction are examined, including contact, conflict, assimilation, acculturation, pluralism and segregation. Current situations are stressed. Prerequisite: BHS 103 or permission of the department

BHS210 THE SOCIOLOGY OF RELIGION

3 Lecture 0 Lab 3 Credit Hour(s)

The sociological interpretation of religion is the empirical study of religion as a social institution. Major issues in the analysis of religion include: the origins of religion; the functions of religion; the relation of religion and society; types of religious authority; liberation theology and contemporary world religious movements; women, race, and sex and religion; religion and social and cultural differentiation.

BHS212 CHILD ABUSE

3 Lecture 0 Lab 3 Credit Hour(s)

A systematic examination of child physical and sexual abuse. Various historical factors, dynamics, and symptoms will be discussed using theoretical and empirical constructs.

BHS214 INTRODUCTION TO WORLD ARCHAEOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

An Introduction to the study of Archaeology, which gives voice to ancient civilizations by examining the material products of their shaping hands and thinking minds. Archaeology begins with an introduction to the methods employed in modern archaeology and then proceeds to examine the earliest cultures and civilizations to emerge in human history, from the ancient Sumerians to the Bronze Age people of Britain to the magnificent Inca of Peru.

BHS215 FIELD ARCHAEOLOGY

2 Lecture 2 Lab 3 Credit Hour(s)

This course is designed for the beginning archaeology student who wishes to gain practical, hands-on experience in field excavation; the course consists of classroom study in field techniques and actual field excavation. Topics include history, survey, dating, field techniques, laboratory techniques, curation and report writing. Special emphasis is placed on New York State Archaeology and the requirement of the New York State Office of Parks, Recreation and Historic Preservation. The field excavation will take place on landscapes publicly held by the citizens of Dutchess County where the commercial excavation would be prohibitive. Sites that have been assessed as endangered by the State Archaeologists will be given priority.

BHS216 THE SOCIOLOGY OF HEALTH AND MEDICINE IN THE US

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to sociological phenomena as they relate to human health and diseases, mainly in the United States, but also with some consideration of health organizations, philosophy and delivery in the other areas of the world. Included in the course are comparative distributions of diseases among different population groups, individual responses, attitudes and beliefs toward health and illness, medical care providers and organizations, financing and delivery of health care, and the roles of social factors in the etiology and outcome of diseases.

BHS220 COMPARATIVE SOCIAL SYSTEMS IN THE US AND ABROAD I

1 Lecture 4 Lab 3 Credit Hour(s)

This course provides an opportunity to experience firsthand operation of selected social systems for comparison and contrast to those in the United States. The social systems considered and the international settings may vary from one offering to the next. Consult the master schedule of courses for details.

BHS221 COMPARATIVE SOCIAL SYSTEMS IN THE US AND ABROAD II

1 Lecture 2 Lab 2 Credit Hour(s)

For selected students.

Note: May be offered as an independent course or in conjunction with BHS 220 and/or 222.

Prerequisite: Permission of the department

BHS222 COMPARATIVE SOCIAL SYSTEMS IN THE US AND ABROAD III

1 Lecture 2 Lab 2 Credit Hour(s)

For selected students.

Note: May be offered as an independent course, or in conjunction with BHS 220 and/or BHS 221. Students must register for both a lecture and a lab. 1 Lecture, 2 Lab, 2 Credit Hours.

Prerequisite: Permission of the department

BHS231 TOPICS IN BHS I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in the Behavioral Sciences in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from Anthropology, or from Sociology, or from any of their various, applied sub-fields. The classroom instruction will amount to a period five weeks of the semester, or its equivalent in formal lecture/discussion.

BHS232 TOPICS IN BHS II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BHS 231, except that the instructional time will take place over a period of 10 weeks of the semester, or its equivalent in formal lecture/discussion.

BHS233 TOPICS IN BHS III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BHS 231, except that the instructional time will take place for the entire fifteen weeks of the semester, or its equivalent in formal lecture/discussion.

BHS242 DRUG AND ALCOHOL USE AND ABUSE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the problems and factors attendant to alcoholism and other substance abuse, including a survey of the physiological and pharmacological aspects of such use. Various theories and current rehabilitative methods will be examined as will dependency states, socio-psychological factors and alternatives to mood-modifying substance use/abuse.

BHS245 ISSUES AND ETHICS IN THE HUMAN SERVICES

3 Lecture 0 Lab 3 Credit Hour(s)

Designed for students completing the Human Services programs in CHC or CMH, this course considers the application of the theories/skills/values acquired in the designated programs to current and future trends in the field, as well as addressing specific issues confronted by human services professionals.

Prerequisites: BHS 110, CHC or CMH 103, CHC or CMH 104, PSY 102, PSY 134, PSY 202, PSY 203 and PSY 235 or PSY 201.

BHS251 TOPICS IN THE BEHAVIORAL SCIENCES I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in the Behavioral Sciences in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from Anthropology, or from Sociology, or from any of their various, applied sub-fields. The classroom instruction will amount to a period five weeks of the semester, or its equivalent in formal lecture/discussion.

BHS252 TOPICS IN THE BEHAVIORAL SCIENCES II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BHS 251, except that the instructional time will take place over a period of 10 weeks of the semester, or its equivalent in formal lecture/discussion.

BHS253 TOPICS IN THE BEHAVIORAL SCIENCES III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BHS 251, except that the instructional time will take place for the entire fifteen weeks of the semester, or its equivalent in formal lecture/discussion.

BHS262 JUVENILE DELINQUENCY

3 Lecture 0 Lab 3 Credit Hour(s)

Designed to introduce students to the development of juvenile delinquency in American Society. This course emphasizes the ways in which society structures juvenile delinquency as a social phenomenon. The course presents various theories to explain both the causes of juvenile delinquency, as well as society's response to youth offenders, and examines programs, interventions and punishments that attempt to change juvenile behavior.

Prerequisite: BHS 103 or permission of the department

BHS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Prior to registering for any special studies course, the approval of the department head must be obtained. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance

the student's knowledge and competence in the field of social science and related areas. The student's time commitment to the project will be approximately 35-50 hours.

BHS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BHS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

BHS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BHS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

BIOLOGY

BIO001 COURSE SPECIFIC STUDY SKILLS FOR BIO 105

1 Lecture 0 Lab 1 Credit Hour(s)

BIO 001 is a study skills course designed for those students who require support in BIO-105, General Biology I, taught by the instructor of BIO 105 with which it is content related. BIO 001 will include practical work with notetaking, textbook mastery, laboratory techniques, exam preparation and test taking techniques, as well as specific strategies necessary to the successful study of biology.

Note: BIO 001 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

Co-requisite: BIO-105

BIO030 INTRODUCTION TO BIOLOGY

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed for students in programs requiring Biology who are unprepared to enter a 100 level course as shown by testing and/or background. Course content includes study techniques, the nature of science, the scientific method, the metric system, biochemistry, the cell, and basic laboratory techniques. This course requires basic mathematical skills. Students are encouraged to take the appropriate English and math courses determined by placement testing with this course. A grade of C or better is required to take BIO 130. This course is a prerequisite for BIO 130 for those students referred after testing. Students are eligible to register for this course only twice.

NOTE: BIO 030 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

BIO103 HUMAN BIOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory course which concerns the structure and function of the human body and the maintenance of homeostasis. The course is designed for non-science majors and does not fulfill the elective requirement of the LAX student.

BIO104 ENVIRONMENTAL BIOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory course focusing on people and their relationship to the external environment. The subject is treated in the context of conservation, ecology, taxonomy and human behavioral patterns. Topics of current interest are discussed, such as pollution, local environmental issues and the economic uses of natural areas. The course is designed primarily for non-science majors and does not fulfill the elective requirement of the LAX program.

BIO105 GENERAL BIOLOGY I

3 Lecture 3 Lab 4 Credit Hour(s)

An interdisciplinary study of basic biological concepts, including the nature of science, matter, the cell, characteristics of living matter, a brief survey of the living world, and ecology. BIO 105 and BIO 106 are recommended for students who wish to pursue studies in the Biological and Life Sciences. This course assumes a high school level of chemistry knowledge. Non-science majors are encouraged to consider BIO 103 and BIO 104 (see descriptions).

Prerequisite: Placement level 3 (see DCC Math Placement Table)

BIO106 GENERAL BIOLOGY II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of BIO 105, including homeostasis in organisms, genetics, evolution and a consideration of the structure and function of tissues, organs and organ systems.

prerequisites: BIO 105 with a grade of C or better.

BIO112 A BIOMEDICAL VIEW OF HIV/AIDS INFECTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to examine the frequency and distribution of AIDS/HIV infection. It will provide a general understanding of HIV, its modes of transmission, and approaches to its control and management. In addition, the course explores current concepts in the areas of testing, treatment and prevention.

BIO115 ANATOMY AND PHYSIOLOGY FOR PARAMEDICS

4 Lecture 3 Lab 5 Credit Hour(s)

This one semester course is designed primarily for Paramedic students. It focuses on a problem-oriented approach to enhance understanding of the biological, chemical and physical principles underlying body system interactions in health and disease. The course is required for students in the Emergency Medical Technician-Paramedic program. Students must complete BIO 115 with a grade of C or better. It is not intended for Biology majors.

BIO122 NUTRITION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the role nutrition plays in maintaining health. The course will cover basic nutrition concepts, application of nutrition guidelines, awareness of nutrition's role in disease management, life cycle nutrition, and food safety. Controversial issues related to nutrition and health will also be discussed.

BIO130 INTRODUCTION TO PHYSIOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

Course content includes biochemistry, the cell, transport mechanisms, the laboratory report and laboratory techniques. This course requires basic computational skills. This course is a prerequisite for BIO 131 for those students referred after testing. A grade of C or better is required to take BIO 131. This course does not fulfill the elective requirement of the LAX student.

Pre-requisites and/or co-requisites: A grade of C or better in BIO 030 is required to take BIO 130. BIO 030 is a prerequisite for BIO 130 for those students referred after testing.

BIO131 ANATOMY AND PHYSIOLOGY I

3 Lecture 2 Lab 4 Credit Hour(s)

The application of scientific principles from the areas of biology, chemistry and physics to the study of human anatomy and physiology. Required for nursing students and open to students in medically allied technologies. Not intended for biology majors.

Prerequisite: For those referred by testing or BIO 130 with a grade of C or better.

BIO132 ANATOMY AND PHYSIOLOGY II

3 Lecture 2 Lab 4 Credit Hour(s)

BIO 132 is a continuation of BIO 131. Designed primarily for those students in the medically allied technologies.

Prerequisite: BIO 131 with a grade of C or better.

BIO203 INVERTEBRATE ZOOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

An introduction to the principles of the classification of animals, followed by a systematic study of invertebrate animals, including their morphology, physiology, and natural history. Concepts of evolution, paleontology, and ecology are discussed.

Prerequisite: BIO 105

BIO204 GENERAL BOTANY

3 Lecture 3 Lab 4 Credit Hour(s)

An introduction to the dynamic aspects of the plant world, including principles of classification, physiology, a survey of the plant kingdom, conservation, ecology and evolution. Laboratory work deals with physiological experiments, plant identification, life histories, and morphology. Field trips are scheduled.

Prerequisite: BIO 105

BIO205 GENETICS

3 Lecture 3 Lab 4 Credit Hour(s)

An introductory study of the basic principles of inheritance, including the biochemical, physiological and evolutionary aspects. Laboratory work includes experiments with microorganisms and fruit flies.

Prerequisite: BIO 105 and BIO 106

BIO207 GENERAL MICROBIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of microorganisms, with major focus on the bacteria. Morphology, physiology and genetics are emphasized. Applied areas are included.

Prerequisites: BIO 105-106, CHE 121-122 or permission of the department

BIO212 MICROBIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

This course is a study of microorganisms, with emphasis on their morphology, physiology, and medical significance. Intended for students in the medical-allied health technologies. Not intended for biology majors, and does not fulfill the elective requirements of the LAX student.

Prerequisites: BIO 131 and BIO 132 with a grade of C or better.

BIO214 ECOLOGY

2 Lecture 4 Lab 4 Credit Hour(s)

Ecology is a study of biological communities using field and laboratory methods. The ecological basis of contemporary environmental problems are examined and related to human activities. Food webs, energy pyramids, community structure, limiting factors and ecological succession are studied as they relate to environmental management practices.

Prerequisite: BIO 105 with a grade of C or better.

BIO231 HUMAN ANATOMY AND PHYSIOLOGY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the anatomy and physiology of the mammalian organism with emphasis on the human. This course will explore the structure and function of the body at the cellular, tissue, organ and system levels for the Endocrine, Nervous, Integumentary, Muscular, and Skeletal systems. Laboratory work will include dissection of the mink, and example organs from other mammals, in addition to experiments and demonstrations utilizing living material.

Prerequisite: BIO 105 and BIO 106 with a grade of C or better.

BIO232 HUMAN ANATOMY AND PHYSIOLOGY II

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the anatomy and physiology of the mammalian organism with emphasis on the human. This course will explore the structure and function of the body at the cellular, tissue, organ and system levels for the Cardiovascular, Lymphatic, Respiratory, Urinary, Reproductive, and Digestive systems. Laboratory work will include dissection of the mink, and example organs from other mammals, in addition to experiments and demonstrations utilizing living material.

Prerequisite: BIO 231 with a grade of C or better

BIO271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of biology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

BIO272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BIO 271, except that the student's time commitment to the project will be approximately 70-90 hours.

BIO273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BIO 271, except that the student's time commitment to the project will be approximately 105-135 hours.

BUSINESS ADMINISTRATION**BUS100 BUSINESS ADMINISTRATION INTRODUCTORY SEMINAR**

1 Lecture 0 Lab 1 Credit Hour(s)

Designed for students in the business curricula, this course will focus on personal development and effective strategies for successful completion of the AAS and AS degrees. Personal educational goals, career planning, good study approaches, reading and writing skills, and using college resources, such as the library and Internet, will be among the topics examined in the seminar. Students will develop an individual "plan for the self" emphasizing individual goals and how they expect to achieve them.

BUS102 FOUNDATIONS OF BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with a foundational knowledge and understanding of the major aspects of business. Topics include an introduction to economic systems, forms of business ownership, legal aspects of business, management, marketing, financing and accounting, social responsibility, and career assessment.

BUS103 KEYBOARDING FOR INFORMATION PROCESSING

1 Lecture 1 Lab 1 Credit Hour(s)

Development of basic touch keyboarding skills for individuals who will be using keyboards for inputting information. Instruction will occur using computer terminal keyboards and specialized keyboarding computer software.

Note: This course will be offered on a seven-week basis, four hours per week.

BUS105 ADVERTISING

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the procedures and techniques of advertising. Attention is given to the purposes of advertising, the creation of advertising ideas, the writing of copy, trademarks, fundamentals of advertising layout, selecting and using media, market research and the advertising agency.

BUS106 PROFESSIONAL SELLING

3 Lecture 0 Lab 3 Credit Hour(s)

The role of selling in the context of a marketing environment. Creative, ethical, professional selling and its practical application to industrial, wholesale, retail and service situations are explored. Topics include communication skills, planning sales calls and sales presentation, meeting objections, closing the sale, service after the sale, careers in sales and the use of technology, such as computer software and the Internet.

BUS107 PRINCIPLES OF MARKETING

3 Lecture 0 Lab 3 Credit Hour(s)

A study of principles underlying the development and distribution of goods and services for organizational and consumer needs. Topics include: development of the marketing concept, legal and cultural environment, marketing research, segmentation, buyer behavior, product development, pricing, wholesaling, retailing, advertising, selling and Internet applications.

BUS109 INTRODUCTION TO MICROSOFT EXCEL

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to introduce students to the basics of spreadsheet software using Microsoft Excel. This course will cover worksheet basics, creating, formatting, editing and printing worksheets and charts. An introduction to Windows will also be included.

BUS110 INTRODUCTION TO MICROSOFT ACCESS

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to introduce students to the basics of database software using Microsoft Access. This course will cover basic database management, the functions of creating, editing, printing and manipulating a database. An introduction to Windows will also be included.

BUS111 INTRODUCTION TO MICROSOFT POWERPOINT

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to introduce students to the basics of presentation software using Microsoft Power Point. This course will cover presentation basics, creating, formatting, editing, printing and delivering presentations.

BUS112 INTRODUCTION TO MICROSOFT WORD

2 Lecture 0 Lab 2 Credit Hour(s)

This course is designed to introduce students to the use of word processing software on a microcomputer or computer terminal. The course will include basic Windows commands, the functions of creating, editing, printing, spell check, headers/footers, footnotes, and proper formatting of letters, memos, and reports.

Prerequisite: BUS 103 with a grade of C or better.

BUS113 ESSENTIALS OF CUSTOMER SERVICE

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to develop the skills for success as a customer service provider, while exploring the attributes and environment of the customer service oriented organization. Students will engage in various service situations to develop appropriate customer service skills.

BUS141 INTRODUCTION TO HOSPITALITY AND TOURISM

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to global travel and tourism and the role they play as major retailers. Topics to be discussed will include: Career options, corporate travel administration, transportation, hotel industry, tourism boards, convention centers, and park services. The role of tourism and marketing procedures will also be included.

BUS143 HOSPITALITY PURCHASING AND MARKETING

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the current, past, and future procedures and techniques of marketing strategies used in hotel, retail, restaurant, and event planning industries. Topics include: purchasing procedures, marketing economics, and quality control.

BUS161 RETAIL MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

The principles of successful retail store management are analyzed. The topics discussed include retailing as an economic force, types of retail stores and their organizational structure, planning and management of store services, customer behavior and the basics of merchandising.

BUS162 FUNDAMENTALS OF FASHION

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a basic fashion vocabulary; how fashion trends develop; the producers, designers, retailers and consumers of fashion. Fashion influences from Europe and the U.S. as well as the fashion press, are also discussed. The way we live and the things we do are related to fashion as an element of change in our economy.

BUS201 PERSONAL FINANCE

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the tools, terminology, and applications necessary to successfully manage financial matters in our daily lives. Topics include the personal financial planning process, career strategies, money management, personal taxation, financial institution services, and consumer credit. Evaluation techniques related to housing, transportation, insurance, investments, real estate, and retirement planning are also covered.

Prerequisite: MAT 109 or higher

BUS204 BUSINESS ORGANIZATION AND MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

A study and practice of the managerial process and the social and organizational forces that shape and define the manager's job. The objective of the course is to explore the managerial functions of planning, organizing, motivating and controlling in order to develop an understanding of issues as they are found in business practice.

Prerequisite: BUS 102

BUS205 INTRODUCTION TO NONPROFIT MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides students with an introduction to nonprofit organizations and their roles in American society. Students will gain a foundational knowledge of the unique features of nonprofit and social service organizations while examining the context of how they are organized, governed, financed, staffed, and managed. Other topics to be included are philanthropy, volunteerism, strategic planning, marketing, advocacy, and social entrepreneurship. Students will also establish a relationship with a local nonprofit organization through service learning.

Prerequisite: BUS 102 or BHS 103 or permission of the department.

BUS208 SMALL BUSINESS MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

A practical application of management principles to small business. Topics include: how to start a small business, franchising, sources of capital, how to buy a small business, location analysis, employee relations, financial control, inventory control, advertising, selling, credit and legal aspects of business.

Prerequisite: BUS 102 or BUS 107 or permission of the department.

BUS209 DIGITAL MARKETING

3 Lecture 0 Lab 3 Credit Hour(s)

This course explains the background of digital marketing and the role it plays in the current business environment. Topics include the digital ecosystem, consumer behavior, digital marketing messaging, content strategy and personalization, retention techniques, and applying the final digital marketing strategy into a specific field.

Prerequisite: BUS 107

BUS210 BUSINESS COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides instruction and practice in various forms of written and oral communication used in the workplace. The focus of written work is on developing an effective writing style for memos, letters and reports; learning appropriate business document formatting and improving grammar, punctuation and usage. Oral communication skills are developed by preparing and delivering business presentations and by working in group settings. Electronic communication methods include the use of e-mail and the Internet.

Prerequisite: ENG 101.

BUS215 BUSINESS LAW I

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to the legal environment in which business functions. Topics studied include the judicial system, business related torts, intellectual property, and the law of contracts.

Prerequisites: BUS 102 or PAL 120 or permission of the department

BUS216 BUSINESS LAW II

3 Lecture 0 Lab 3 Credit Hour(s)

As a continuation of BUS 215, the course focuses on the impact of the law in such areas as the Uniform Commercial Code, agency, and business organizations.

Prerequisite BUS 215 or permission of the department

BUS244 HUMAN RESOURCE MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to provide an in-depth study of the processes of managing the human resources of an organization. It includes explorations of current Hr trends; the ethical and legal environments of HR practices; job analysis and design; the acquisition, training, development, performance assessment, performance improvement, and compensation of an organization's human assets; and collective bargaining and labor relations.

Prerequisite: BUS 102

BUS247 CONVENTION, MEETING AND EXPOSITION MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

An exploration of local community events with regard to conventions, meetings, and expositions. The specific skills that will be emphasized in the hospitality and tourism industry will include service marketing, site selection, and events coordination.

Prerequisite: BUS 141 OR BUS 107

BUS254 GLOBAL BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview of international business. Specifically, it provides the students with a description and analysis of the mechanics of doing business abroad. It discusses how cultural, economic, environmental, legal and political differences affect the success of U.S. business abroad.

Prerequisite: BUS 102

BUS255 OFFICE PRACTICE

3 Lecture 0 Lab 3 Credit Hour(s)

This course will give students a perspective on the role of administrative support professionals and recognition of the technological developments that have affected office roles. Topics include the changing workplace, mastering technology, filing and records management, handling mail, succeeding in the work environment, time management, writing and presenting successfully, professional growth and human relations. Projects requiring the use of a variety of computer software as well as the use of the Internet and email will be included in this course.

Prerequisites: CIS 111 or BUS 112

BUS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of business or related areas. The student's time commitment to the project will be approximately 35-50 hours.

BUS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to BUS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

BUS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to BUS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

BUS290 BUSINESS INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This course provides students with a real world laboratory in which to gain work experience in various types of businesses or similar institutions. The work experience will be 120 hours in duration. The internship will be customized to meet the specific needs of the student intern. Consequently, specific learning objectives must be developed by the collaboration of the intern, the on-site supervisor, and the faculty sponsor. Some typical areas of student learning can be focused on: accounting, marketing, advertising, sales, management, finance, insurance, real estate, public relations, human resources, banking, or any business-related area that meets the student's needs. In addition, interns meet one hour per week at a regularly scheduled time to discuss and share experiences. Internship logs and special reports are required.

Note: 30 credits, including 12 credits in BUS or ACC, and a 2.5 GPA within the student's major is required.

Prerequisite: Permission of the department.

CHEMICAL DEPENDENCY COUNSELING

CDC103 CHEMICAL DEPENDENCY COUNSELING PRACTICUM I

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at an OASAS (Office of Alcoholism and Substance Abuse Services) licensed facility that provides substance abuse treatment. Emphasis will be placed on the organization of the agency and on services provided. Students are also required to attend a weekly seminar class, meet weekly with a Field Instructor and complete log reports.

Corequisite: CDC 203.

Pre- or Corequisite: PSY 102.

CDC104 CHEMICAL DEPENDENCY COUNSELING PRACTICUM II

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at an OASAS (Office of Alcoholism and Substance Abuse Services) licensed facility that provides substance abuse treatment. Emphasis will be placed on understanding normal development and on communication skills. Also, students are required to attend a weekly seminar class, meet weekly with a Field Instructor and complete log reports.

Corequisite: CDC 204.

Pre- or Corequisite: PSY 134.

CDC203 CHEMICAL DEPENDENCY COUNSELING PRACTICUM III

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at an OASAS (Office of Alcoholism and Substance Abuse Services) licensed facility that provides substance abuse treatment. Emphasis will be placed on understanding atypical development and on treatment interventions. Students are also required to attend a weekly seminar class, meet weekly with a Field Instructor and complete log reports.

Corequisite: CDC 103.

Pre or Corequisite: BHS 242.

CDC204 CHEMICAL DEPENDENCY COUNSELING PRACTICUM IV

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at an OASAS (Office of Alcoholism and Substance Abuse Services) licensed facility that provides substance abuse treatment. Emphasis will be placed on understanding atypical development and on treatment interventions. Students are also required to attend a weekly seminar class, meet weekly with a Field Instructor and complete log reports.

Corequisite: CDC 104.

Pre- or Corequisite: BHS 201.

CDC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of chemical dependency counseling or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CDC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CDC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CDC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CDC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CHILD CARE

CHC103 CHILD CARE AND YOUTH PRACTICUM I

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth and adults. Emphasis will be placed on the organization of the agency and on services provided. Also, students are required to attend a weekly seminar class, meet weekly with a college field supervisor and complete log reports.

Pre- or Corequisite: BHS 110 and PSY 102

CHC104 CHILD CARE AND YOUTH PRACTICUM II

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth and/or adults with special needs. Emphasis will be placed on normal development and on communication skills. Students are also required to attend a weekly seminar class,

meet weekly with a college field supervisor and complete log reports.

Pre- or Co-requisites: BHS 110 and PSY 102

CHC203 CHILD CARE AND YOUTH PRACTICUM III

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth, and/or adults with special needs. Emphasis will be placed on atypical development, treatment interventions and on group living. Students are also required to attend a seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or co-requisites: PSY 235, AND PSY 202, AND PSY 203, AND (CHC103 OR CHC 104) for Degree Programs; CHC 103 AND PSY 134 for Direct Care Certificate.

CHC206 CHILD CARE AND YOUTH PRACTICUM IV

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at an agency serving children, youth, and/or adults with special needs. Emphasis will be placed on atypical development, treatment interventions and on group living. Students are also required to attend a seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or co-requisites: CHC 103 or CHC 104 and PSY 235

CHC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of child care or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CHC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CHC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CHC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CHC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CHEMISTRY

CHE111 INTRODUCTION TO CHEMISTRY I

3 Lecture 2 Lab 4 Credit Hour(s)

This course gives an introduction to chemical concepts and principles. Topics covered: basic definitions, chemical symbols, conversion factors, simple chemical calculations, chemical and physical properties and changes, atomic structure, chemical bonding, molecular geometry, kinetic theory of gases, chemical kinetics, chemical equilibrium, solutions and nuclear reactions. The course assumes no previous knowledge of chemistry and serves as an elective or a science elective for students in liberal arts or career programs.

CHE112 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY

3 Lecture 2 Lab 4 Credit Hour(s)

A study of organic compounds with emphasis on structure, nomenclature, major reactions and applications. This is followed by an elementary introduction to biomolecules and their metabolism. The laboratory experiments illustrate reactions, synthesis, purification and characterization of organic or biomolecules. The student is encouraged to use the library as a resource.

Prerequisite: CHE 111.

CHE121 GENERAL CHEMISTRY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the fundamental facts, laws, theories and concepts of chemistry. Major topics covered include: classification of matter, theory of atomic structure, bonding theory, molecular structure, periodic properties of the elements, stoichiometry, chemical equations, inorganic nomenclature, gas laws and kinetic molecular theory. Problem solving is emphasized. The laboratory stresses quantitative results. This course serves as an elective or science elective for liberal arts students. A scientific calculator is required.

Prerequisites: High school chemistry or CHE 111 or PHS 114 with a grade of B or better, AND Math Placement Level 3 (see DCC Math Placement table)

CHE122 GENERAL CHEMISTRY II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of CHE 121. Major topics covered include: molecular geometry, equilibrium, kinetics, electrochemical principles, acid-base theory and its application. The laboratory includes a brief introduction to qualitative analysis. Other experiments stress quantitative results using the spectrophotometer and pH meter.

Prerequisite: CHE 121 with a grade of C or better.

CHE231 ORGANIC CHEMISTRY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the structure, nomenclature, physical properties and reactivity of organic compounds. Reactions are studied from a mechanistic viewpoint. The laboratory introduces the theory and fundamental techniques of: refractive index, density, micro-boiling points, melting points, distillation, recrystallization, extraction, gas chromatography and their utilization in synthesis. Students are encouraged to use the library as a resource.

Prerequisite: CHE 122 with a grade of C or better.

CHE232 ORGANIC CHEMISTRY II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of CHE 231. A continued study of the structure, nomenclature, physical properties and reactivity of organic compounds. Reaction mechanisms are emphasized as an aid in predicting the path and direction of reactions. The laboratory includes preparative and mechanistic experiments and modern techniques of spectrophotometry and chromatography. Students are introduced to the chemical literature and are required to use the literature in written reports.

Prerequisite: CHE 231 with a grade of C or better.

CHE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of chemistry or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CHE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CHE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CHE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CHE 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COMPUTER INFORMATION SYSTEMS

CIS106 CLOUD COMPUTING FUNDAMENTALS

3 Lecture 0 Lab 3 Credit Hour(s)

The course will cover the fundamental concepts involved with cloud computing. The primary topics will include understanding cloud infrastructure components, virtualization, scalability, services, deployment, web development, virtual cloud networking, cloud management and cloud security. The course will include evaluating cloud infrastructures from a variety of major vendors and provide hands-on application of many of the concepts.

CIS107 WEB PROGRAMMING FOR BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to conducting business on the Internet. To remain competitive, many companies and entrepreneurs have established a presence on the Internet and are actively involved in conducting business on the net. The student will be exposed to the vast business potential of the net including creating effective web sites using HTML (Hypertext Markup Language), cascading style sheets, imaging and search engine optimization.

Pre- or corequisite: CIS 111

CIS108 CONDUCTING RESEARCH ON THE INTERNET

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the Internet. Students will be provided with necessary skills to effectively explore the information highway in a disciplined and academically productive manner. Students will have the opportunity to conduct in-depth research using the many electronic information resources available in cyberspace. Students will design and develop a web site to report the results of their research.

CIS111 COMPUTER SYSTEMS AND APPLICATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to the basic terminology and concepts of computer information systems. Topics include: computer business applications, computer components, software design, operating systems, databases, data communications, computer ethics, computer security, and management information systems. Practical hands-on experience will be provided using popular integrated microcomputer application software in database, spreadsheet and word processing management.

CIS112 COMPUTER PROGRAMMING I

4 Lecture 0 Lab 4 Credit Hour(s)

A course designed to introduce methods of solving computer business-oriented problems. A high level programming language is used to learn arithmetic, relational and logical operations, structured programming techniques, table manipulation, I/O data formats and internal subroutines. Programming activities involve problem definition, analysis, solution and documentation. No prior programming experience required.

CIS117 DATA COMMUNICATION CONCEPTS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to introduce the students to the concepts of data, voice and video communications. Topics include communication terminology, local and wide area networks, transmission media, data integrity and security, network management, maintenance of applications and networking operating systems. In addition, current policy issues involved with the communication industry will be examined.

Prerequisite: CIS 111 or concurrent enrollment, or permission of the department

CIS120 COMPUTER BASED PUBLISHING

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with the necessary skills to electronically publish material in a variety of mediums. In particular, the course will concentrate on desktop publishing and world wide web publishing. The students will be exposed to a variety of popular software packages such as Adobe Photoshop, Adobe InDesign, Adobe FLASH and Adobe Acrobat.

Prerequisite: CIS 111 or concurrent enrollment, or permission of the department

CIS123 COMPUTER PROGRAMMING II

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to present intermediate features and interrelations of the curriculum's high-level programming language. Topics include advanced language specifications and syntax, object oriented concepts, input-out processing, advanced storage allocation, multidimensional arrays, data types and organizations, and subroutine linkage. Established algorithms utilized in searching and sorting data are covered in detail.

Prerequisite: CIS 112 with a grade of C or better.

CIS124 COMPUTER OPERATING SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

A systems-oriented course concentrating on methods and procedures that increase the efficiency and effectiveness of a computer installation. Topics include systems control programs, systems service and utility programs, operating system concepts, virtualization, Windows and the Powershell scripting language.

Prerequisite: CIS 111

CIS126 LINUX USING PYTHON

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with an understanding of the functions of a LINUX based operating system. The LINUX/UNIX system will be utilized to provide the student with hands-on experience relating to the course concepts including basic UNIX commands, utilities, windowing systems, filters, shell programming, file systems, network communication, program execution and basic system programming.

Prerequisite: CIS 111

CIS140 HEALTH INFORMATION MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

The course is organized around the HIPAA components of terminology, transaction framework, planning, privacy and security. It applies across a diversity of medical systems including call centers, nurse triage, financial, accounting, marketing, resources planning, imaging and claims clearinghouse systems. The course content includes topics comprising many popular certification exams available in health information privacy, security and management. The course topics include the material in the HCISPP - Health Care Information Security and Privacy Practitioner exam.

Prerequisite: CIS 111.

CIS150 INFORMATION SECURITY MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the field of information security to prepare information systems students for their future roles as business decision-makers. It presents a balance of the managerial and the technical aspects of the discipline with a focus on cyber security.

Prerequisite: CIS 111

CIS211 APPLIED DATABASE CONCEPTS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to present data access and data storage concepts using a relational database platform. SQL (Structured Query Language) will be utilized in both interactive and embedded mode. The course will incorporate relational concepts, data modelling, application development, big data analysis, cloud storage and programming. Currently, the Oracle database platform along with the Microsoft platform are being utilized. The course will present PL/SQL and Visual Basic as supporting programming languages.

Prerequisite: CIS 123 with a grade of C or better.

CIS212 SYSTEMS ANALYSIS AND DESIGN

3 Lecture 0 Lab 3 Credit Hour(s)

The life cycle of the development of a computer-based CIS information processing application. Topics include management information systems, the systems study, charting and documentation, I/O design considerations, controls and audit trails, equipment and software selection, implementation and maintenance. A case study, which applies the course concepts, is currently being used.

Prerequisite: CIS 112 or CPS 141, with a grade of C or better.

CIS213 DATA ANALYTICS FOR BUSINESS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to include more advanced operations, applications and capabilities of software within a business environment. Topics include: operating system functions; file management; advanced database management; advanced spreadsheet, presentation and management software; data analytic software; and application software integration.

Prerequisite: CIS 111 with a grade of C or better or permission of the department

CIS216 WINDOWS SERVER

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the student to the concepts involved in designing, installing, optimizing and maintaining a Windows Server based local area network. The course will approach the subject matter from both a practical and a theoretical perspective.

Pre- or corequisite: CIS 111 or permission of the department

CIS218 ROUTING AND SWITCHING TECHNOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with the opportunity to study routing and switching technologies in a CISCO based data communication environment. The student will be exposed to TCP/IP, router programming, firewalls and security, as well as computer network design. The material covered will be applied in a communication networking laboratory.

Prerequisite: CIS 117 with a grade C or better.

CIS223 MOBILE APPLICATION DESIGN AND DEVELOPMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides a capstone experience. Students will design and develop a substantial software based solution using mobile platform technologies. The course will include such topics as GUI design, storage alternatives including cloud based options. Students will learn mobile programming technologies including current development environments and technologies such as GPS, mapping, advanced sensors and phone technologies. The course will utilize a high level object oriented programming language.

Prerequisites: CIS 212, CIS213, or CIS106 and programming experience in a high level object-oriented computer language

CIS227 COMPUTER ARCHITECTURE AND ORGANIZATION

3 Lecture 0 Lab 3 Credit Hour(s)

A course in IBM 390 Assembler Language designed to introduce students to data types, data structures, I/O processing, macro processing, dumps and debugging, internal and external subroutines and data manipulation.

Prerequisite: CIS 112 with a grade of C or better or CPS 141 with a grade of C or better, or permission of the department

CIS228 WEB SITE ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide the student with an opportunity to learn the necessary skills required to create and administer a Web site. The course will include coverage of

operating systems, firewalls, security, web hosting, XML and TCP/IP. Client side software including JavaScript will be utilized as well as ASP.NET for server side software to create dynamic web sites. Real time database access using Microsoft SQL. Server will be covered as will deployment techniques for hosting the website in the cloud.

Prerequisites: CIS 107 or CIS 108.

CIS265 CIS CAREER CAPSTONE SEMINAR

3 Lecture 0 Lab 3 Credit Hour(s)

This seminar is designed for matriculated CNC/WAC/CIS students. This seminar will involve discussing and evaluating various work experiences. Students will be provided with an opportunity for developing skills to be successful in their chosen career. The seminar will concentrate on the development of interviewing skills, leadership skills, project management skills, communication skills and influence skills in a business environment. The course requires either 120 hours of approved internship experience or the completion of an approved vendor certification.

Prerequisite: CIS 213 or CIS 106 or permission of the department

CIS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of computer information systems or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CIS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CIS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CIS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar the CIS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CAREER AND LIFE PLANNING

CLP101 CAREER EXPLORATION AND PLANNING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to assist students to better understand and achieve self-direction in choosing a career or a major in college. Emphasis is on self-assessment of interests, values, skills and abilities. Career information, work environment, transfer opportunities and the development of decision-making skills will also be explored. The theory and process of development and career choice will be examined. Discussion, individual and group exercises, computerized assessment and other activities will provide students with an in-depth career planning experience. A final project is required. This course is offered both in the regular class format or as independent study.

COMMUNITY MENTAL HEALTH

CMH103 COMMUNITY MENTAL HEALTH PRACTICUM I

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at a mental health or social services agency. Emphasis will be placed on the organization of the agency and on services provided. Students are also required to attend a weekly seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or corequisite: BHS 110 and PSY 102

CMH104 COMMUNITY MENTAL HEALTH PRACTICUM II

1 Lecture 4 Lab 2 Credit Hour(s)

Students will experience an extended placement at a mental health or social agency. Emphasis will be placed on understanding normal development and on communication skills. Students are also required to attend a weekly seminar class, meet weekly with a field supervisor and complete log reports.

Pre- or Co-requisites: BHS 110 and PSY 102

CMH203 COMMUNITY MENTAL HEALTH PRACTICUM III

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at a mental health or social services agency. Emphasis will be placed on understanding atypical development and on treatment interventions. Students are also required to attend a weekly seminar class, meet weekly with a Field Supervisor and complete log reports.

Prerequisites: PSY 201, AND PSY 202, AND PSY 203 AND (CMH 103 OR CMH 104)

CMH204 COMMUNITY MENTAL HEALTH PRACTICUM IV

1 Lecture 8 Lab 3 Credit Hour(s)

Students will experience an extended placement at a mental health or social services agency. Emphasis will be placed on understanding atypical development, developing treatment interventions and on special issues in the field of mental health. Students are also required to attend a weekly seminar class, meet weekly with a Field Supervisor and complete log reports.

Pre-requisites: CMH 103 or CMH 104.

CMH271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of community mental health or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CMH272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CMH 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CMH273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CMH 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CONSTRUCTION TECHNOLOGY

CNS110 CONSTRUCTION MANAGEMENT AND COMPUTING

1 Lecture 1 Lab 1 Credit Hour(s)

This course is an introduction to Construction Management and computer applications for the construction industry. Course work includes the use of project management and document management software and the use of scheduling software and estimating software. Additionally the use of virtual model manipulation for managing a BIM (Building Information Modeling) workflow for the purpose of construction will be introduced.

CNS240 CAPSTONE PROJECT

1 Lecture 6 Lab 4 Credit Hour(s)

CNS240 is a culmination of the Construction Technology student's studies at the college. Students will work in groups with the Architectural Technology students to develop a project from project development through schematic design and design development through construction drawings. CNS students will be responsible for a partial set construction drawings of the same building and a building materials takeoff and cost estimates of the building. Both groups of students will prepare a booklet of product data sheets for their projects. Building types include small schools, apartment houses, office buildings, department stores, and dining halls. All of the drawings for this course will be prepared on the computer using the AutoCAD system.

Prerequisite: ARC 205, ARC 214, and CNS 110

CNS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Study plans will include research, analysis, and presentations or other projects, which advance the student's knowledge and competence in the field of architectural technology. The student's time commitment will be approximately 35-50 hours.

CNS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CNS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CNS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CNS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COMMUNICATIONS AND MEDIA ARTS

COM100 COMMUNICATIONS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course presents the Communications and Media Arts program at DCC, transfer options, and career planning strategies, including contemporary trends in mass communication and characteristics for success in the communications and media arts field.

COM101 INTRODUCTION TO MEDIA COMMUNICATION

2 Lecture 2 Lab 3 Credit Hour(s)

COM 101 is a foundation course in the Communications and Media Arts Program. It has a strong theoretical component that asks students to examine and critically analyze the visual, auditory and narrative components of audio-visual media. In the lab sections of this course, students apply the concepts from the lectures as they learn the basic techniques of studio television production and design an appropriate lighting and shooting style for an original short piece that evolves from the students' personal experiences. In the audio module of this course, students use sound objects to create narrative soundscapes. COM 101 provides an introduction to media aesthetics, which empowers students to become both conscious content creators of media and active, literate viewers of media.

COM103 THE ART AND CRAFT OF EDITING

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to the basic principles, aesthetics, and techniques of film and video editing. Students will work with a non-linear computer-based video editing program to create a variety of short projects that illustrate different editing techniques.

COM110 SHORT FILM PRODUCTION

2 Lecture 2 Lab 3 Credit Hour(s)

The course is an introduction to digital media production that familiarizes students with the basic principles, theories and techniques in film production. Students will construct storyboards, write scripts, direct actors, and edit digital short film projects using equipment provided by the College.

Prerequisites: COM 101 with a grade of C or better and COM 103.

COM120 MEDIA WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

Com 120 is an introductory course that familiarizes students with the basic principles and techniques of writing for the media. Students will practice informative, persuasive and creative writing, for print media, television, social media, and film.

Prerequisite: ENG 101.

COM140 MEDIA AND MASS COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to present students with a comprehensive history of world mass communication. The course will present the impact of media technology on culture, how media industries influence content, and how new media influence and alter the dissemination of information.

Prerequisite: ENG 101

COM210 VISUAL EFFECTS FOR THE MOVING IMAGE

3 Lecture 2 Lab 4 Credit Hour(s)

This course offers an introduction to the theory and techniques of visual effects. Emphasis is placed on constructing visual stories. Basic principles and techniques of visual effects production, animated sequences, opening sequences and titles for film, television, and the internet are explored. Students are introduced to the creative process of developing digital visual effects using compositing programs from storyboard to final video.

Prerequisites: COM 110 with a grade of C or better AND ART 110 OR ART 112 OR ART 150 OR ART 157

COM211 DIGITAL FILMMAKING

3 Lecture 3 Lab 4 Credit Hour(s)

In this course in media production and visual effects, students collaborate to cast, film, edit and design visual effects for a short digital film. The course will challenge students to use media production and media compositing skills on an original project.

Prerequisites: COM 210 and COM 120

COM221 MEDIA STRATEGIES FOR PUBLIC RELATIONS

3 Lecture 2 Lab 4 Credit Hour(s)

This second year concentration course introduces students to concepts and theories in public relations and its connective relationship to journalism. Students will begin applying some of the media skills that they have developed in the COM Program to support public relations efforts for publicizing events on and off campus. Lectures will focus on the relationship between journalism and public relations, public relations planning, media writing for PR and journalism, standards and practices in

the PR industry and traditional media, persuasion theory, organization and structure of media networks and effective message distribution in the media, including the utilization of weblogs, YouTube, and other Internet outlets.

Pre-requisites: COM 120

COM222 SOCIAL MEDIA

3 Lecture 2 Lab 4 Credit Hour(s)

In this course, students will learn how to utilize online social media for the purpose of publicity and public relations. Students will analyze major social media platforms, write and design content for social media, and use social media as a platform for communication.

Prerequisite: COM 120

COM233 SOUND DESIGN FOR MEDIA

3 Lecture 2 Lab 4 Credit Hour(s)

The course offers an introduction to sound recording in the context of media production, through an examination of the behavior of sound, basic room acoustics, the design and use of microphones, recording technologies, and sound editing/production systems. Lab projects involve recording wild sound and sound effects, recording of dialogue and voice, and combining various sound elements to create sonic structures used in film, television, radio and games.

Prerequisite: COM 101 or MUS 104 or MUS 115

COM234 BASIC MUSIC PRODUCTION

3 Lecture 3 Lab 4 Credit Hour(s)

The course covers the principles of studio and field music recording using stereo and multi-track techniques. It includes editing, mixing, recording to CD and the use of MIDI instruments. Note: This course covers some advanced technical concepts.

Prerequisite: COM 101 or MUS 104 or MUS 115

COM249 TELEVISION PRODUCTION

3 Lecture 2 Lab 4 Credit Hour(s)

Students are introduced to concepts and techniques for multi-camera and single-camera television production including: screenwriting, story boarding, casting, directing on-camera talent, camera angles, framing, lighting, editing, composing music, adding sound effects and creating titles. Students are required to work on productions inside and outside of class times.

Prerequisite: COM 110 and pre- or corequisite of COM 120

COM250 DIGITAL MEDIA PRODUCTION

3 Lecture 3 Lab 4 Credit Hour(s)

This course in digital media production emphasizes visual storytelling, client relations, active listening, problem solving and entrepreneurship. As part of this course, students meet with local non-profit organizations and design a project to address a communication problem. Students work in small groups to script, shoot and edit these projects. Students will also complete a variety of individual assignments including a budget, a contract, a term paper, an oral report and an internet portfolio of their work.

Prerequisite: COM 110 and pre- or corequisite of COM 120

COM261 COMMUNICATIONS AND MEDIA ARTS INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This course enables students to complete an internship in the media or communications industry. The internship may be completed in any aspect of radio, film production, newspaper journalism, public relations, advertising, or other related areas.

Prerequisites: COM 110 and COM 120

COM262 DOCUMENTARY PRODUCTION I

3 Lecture 3 Lab 4 Credit Hour(s)

In this course, students work collaboratively to develop documentary projects. Lectures will address advanced techniques in videography, lighting, logging tapes, editing, and production of graphics appropriate for documentary film.

Pre-requisites: COM 110

COM263 DOCUMENTARY PRODUCTION II

3 Lecture 3 Lab 4 Credit Hour(s)

In this course in documentary production, students work collaboratively to complete a half-hour documentary. This course provides an advanced learning experience, where students apply the skills they have gained in the COM Program in audio and video production, visual effects, broadcast journalism and public relations in the creation of one ambitious project. Lectures will focus on advanced techniques in production, direction, and production management for broadcast journalism.

Prerequisite: COM 262.

COM271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, or work experience in the field of communications media. The student's time commitment to the project will be approximately 35-50 hours.

COM272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to COM 271, except that the student's time commitment to the project will be approximately 70-90 hours.

COM273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to COM 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COM280 OVERSEAS DOCUMENTARY PRODUCTION

2 Lecture 2 Lab 3 Credit Hour(s)

This hands-on course familiarizes students with the basic principles and techniques of overseas documentary production. Students will research the culture and location for the documentary project, then they will develop skills in camerawork, lighting, sound recording, scriptwriting, directing shoots and logging and digitizing footage as they shoot in another country. When students return to Dutchess, they will begin post-production, create graphics and titles and complete a half-hour documentary to be screened at DCC and aired on local cable channels. The focus and subject of the documentary projects and the international locations will vary.

Prerequisite: Permission of the Department.

COMPUTER SCIENCE

CPS100 INTRODUCTORY SEMINAR FOR CPS

1 Lecture 0 Lab 1 Credit Hour(s)

Designed specifically for first semester students in the CPS curriculum who are also enrolled in CPS 141 (Introduction to Computer Science and Programming), this course will provide a broad based introduction to the discipline of computer science. Some topics examined will be the history of computer science, computer ethics, and the exploration of some of the different educational and career paths in computer science. The course will also provide information on college study skills and the effective utilization of college resources.

Co-requisite: CPS 141.

CPS141 COMPUTER SCIENCE I

4 Lecture 0 Lab 4 Credit Hour(s)

Primarily for students in the Computer Science Curriculum. This course introduces the fundamental concepts of programming from an object-oriented perspective. Topics include simple data types, control structures, basic input/output, arrays, strings, methods, classes, and objects. Problem solving techniques, algorithm design and implementation strategies are also covered. Students will be introduced to object-oriented techniques using the programming language Java. Program and career advising will also be addressed. No prior programming experience is assumed. Co-requisite: MAT 184 or higher level math course. Students should also have college level reading and writing skills.

CPS142 COMPUTER SCIENCE II

3 Lecture 0 Lab 3 Credit Hour(s)

This course continues the coverage of object oriented programming with an emphasis on using object oriented techniques to develop fundamental data structures. Topics presented include: principles of object-oriented programming (inheritance, polymorphisms and encapsulation); exception handling; stream I/O; data structures (arrays, linked lists, stacks, queues); recursion; searching and sorting algorithms; analysis of algorithms; developing and using generic classes and collections. GUI Applications are also covered.

Pre-requisite: CPS141 with a C or better.

CPS231 COMPUTER SCIENCE III/DATA STRUCTURES

3 Lecture 0 Lab 3 Credit Hour(s)

This course covers the fundamentals of data structures and software modeling. Topics include: analysis of algorithms (order notation), abstract properties, implementation and use of stacks, queues, linked lists, and binary trees, binary search trees, recursion and efficiency of recursive solutions, range of search (sequential, binary), select (min, max, median) and sort algorithms (quicksort, merge sort, heap sort) and their time and space efficiencies, software quality assurance (pre and post conditions, program testing), and professional responsibilities associated with software development.

Prerequisite: CPS 142 with a grade of C or better

CPS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of computer science or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CPS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CPS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CPS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CPS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

CRIMINAL JUSTICE

CRJ101 INTRODUCTION TO SECURITY ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the principles, methods and techniques of modern private security, including commercial, retail, residential, institutional, industrial settings, etc. An examination of methods of risk management and analysis; security surveys; legal powers and limitations. Prevention of loss from accidents, violence, criminal/civil offenses will be considered, as well as selected aspects of the Occupational Safety and Health Act. Proprietary policy, internal security and problems of civil liability will also be studied. Note: This course meets and exceeds pre-assignment training required for security guards in NY State. Students will complete the pre-employment security guard curriculum as part of this course and have the option to pay the state licensing fee for full certification as a security guard.

CRJ103 THE CORRECTIONS PROCESS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the Correctional Systems in the United States, including the ideological and historical roots of the systems, as well as sanctions used in the community. Topics in this course will include probation, parole and intermediate sanctions, as well as those within institutions (jails, prisons, juvenile facilities), and the death penalty.

CRJ107 COMMUNICATION AND THE CRIMINAL JUSTICE PROCESS

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of criminal justice report writing as a process, with emphasis on blending information, form, and written and oral expression to develop a clear, concise and accurate account of an incident/case. Development of the field notebook in investigations, recording details of search, conducting and presentation of interviews/interrogations; recording of relevant facts and details for purposes of reference and accountability. The process of court presentation and an explanation of factual material will be discussed in the classroom setting. Preparation and presentation of courtroom testimony, and the interview and interrogation process will be considered. Oral presentations to a criminal justice audience will be practiced.

CRJ141 INTRODUCTION TO CRIMINAL JUSTICE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the history and philosophy of law and criminal justice and its evolution to modern times, including the development of organized law enforcement, corrections, criminal and civil law (e.g., Natural law, Common law, Substantive law, Statute law, etc.) The administration of justice is studied as a total system within American society.

CRJ201 CRIMINAL JUSTICE ORGANIZATION AND ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of organizational principles and theory; applications to the law enforcement agency; motivation; productivity; psychological aspects of police management/supervision; planning processes; decision-making; manpower deployment, patrol methodology, development of police/community relations. Recruitment selection and training.

Prerequisite: CRJ 141 or permission of the department

CRJ206 CRIMINAL AND SCIENTIFIC INVESTIGATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of techniques and procedures utilized in criminal investigation; survey of instrumentation, identification/processing of trace evidence; use and acceptability of electronic surveillance; use of informants; role of expert witness; special problems

in investigations (e.g., organized crime, narcotics traffic, etc.).

Prerequisite: CRJ 141 or permission of the department

CRJ253 ETHICS IN CRIMINAL JUSTICE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of ethical issues that the contemporary criminal justice practitioner faces; various moral and ethical considerations faced in the different criminal justice settings including law enforcement, courts and corrections. Included will be: individual moral responsibility and behavior, falsification and lying, abuse of force and use of individual selective enforcement.

Pre-requisite: CRJ 141 or permission of the department

CRJ261 WHITE COLLAR CRIME

3 Lecture 0 Lab 3 Credit Hour(s)

This course will explore both the substantive crimes of 'white collar' workers as well as investigative techniques related to these types of crime. The course will emphasize the key characteristics of economic/white collar crime, including the extent of seriousness, types of offenses and offenders, victim concerns and organized efforts to control and prevent these crimes. Case preparation for prosecution and presentation will engage the judicial process.

Prerequisite: CRJ 141 or permission of the department

CRJ265 CRIMINAL LAW AND PROCEDURE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of federal, state and local law that provides an understanding of the nature and scope of those statutes that law enforcement personnel are mandated to enforce. This will include not only crimes traditionally referred to as 'street crime', but also with equal emphasis on the nature, extent and enforcement of white collar crime.

Prerequisite: CRJ 141 or permission of the department

CRJ266 CONTEMPORARY PROBLEMS AND ISSUES IN CRIMINAL JUSTICE

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the significant problems and issues impacting the various elements of the criminal justice system. Included will be perspectives on cause and effect relationships, media influence, influence of socio-political structure/events, evolving trends and implications for the future.

Prerequisites: CRJ 141 and a minimum of 9 additional credits of CRJ courses.

CRJ271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of criminal justice or related areas. The student's time commitment to the project will be approximately 35-50 hours.

CRJ272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to CRJ 271, except that the student's time commitment to the project will be approximately 70-90 hours.

CRJ273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to CRJ 271, except that the student's time commitment to the project will be approximately 105-135 hours.

COLLEGE SKILLS - MATH

CSM093 BASIC MATHEMATICAL SKILLS FOR NURSING

2 Lecture 0 Lab 2 Credit Hour(s)

A review of whole numbers, fractions, decimals, percents, ratios, Roman numerals, the metric and apothecary systems of measurement, and the conversions between them. Intended for Nursing students found to be in need of math remediation prior to enrollment into NUR 105. Students will also be required to complete CAI modules in the Learning Center at hours to be arranged (one to three additional hours per week). NOTE: CSM 093 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

COLLEGE STUDY SKILLS

CSS071 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

CSS 071 is a basic learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require

departmental approval. Projects may be based on developmental programs in study skills, language, reading, computational and math skills, science and the research process. The student's time commitment to the project will be approximately 35-50 hours.

NOTE: CSS 071 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS072 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

This course is similar to CSS 071, except that the student's time commitment to the project will be approximately 70-90 hours.

NOTE: CSS 072 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS073 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

This course is similar to CSS 071, except that the student's time commitment to the project will be approximately 105-135 hours.

NOTE: CSS 073 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS085 COLLEGE SUCCESS SKILLS I

2 Lecture 0 Lab 2 Credit Hour(s)

This course prepares students for success in college. Course content focuses on building students' strengths in employing effective study strategies and academic skills, cultivating self-awareness and self-management skills and developing critical thinking and decision making skills necessary to successfully complete college level courses. In addition to class time, the course requires that students spend at least one-hour per week utilizing campus academic support services and attend peer mentor events periodically during the semester.

Note: CSS085 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS095 COLLEGE SUCCESS SKILLS II

3 Lecture 0 Lab 3 Credit Hour(s)

This course prepares students for success in college. Course content focuses on building students' strengths in employing effective study strategies and academic skills, developing self management skills and fostering critical thinking skills necessary to successfully complete college level courses. This course deals directly with the content of a designated discipline course and encourages students to apply the skills gained to all college courses.

Note: CSS095 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

CSS097 ADVANCED STUDY SKILLS

2 Lecture 0 Lab 2 Credit Hour(s)

CSS 097 is an advanced college study skills course intended primarily for two groups of students; those needing some instruction in essential study skills but not as thorough or basic an approach as offered in CSS 095 and those having completed CSS 095 and desiring a second semester of study skills. The course will include practical work with note-taking, textbook mastery, library research, report writing, test-taking strategies and the development of vocabulary. When taught in the content-correlated mode, CSS 097 will deal directly with the content of a designated credit course, such as BHS 103, HIS 102, HIS 104, GOV 121, etc.

NOTE: CSS 097 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

DANCE

DAN101 FOUNDATIONS OF DANCE

2 Lecture 2 Lab 3 Credit Hour(s)

This course is an introduction to dance as an art form and its role in history and society. Classes include the fundamentals of movement, the elementary techniques of ballet, modern and jazz dance, and exploration of the elements of rhythm, dynamics and spatial awareness through simple composition and improvisational dance studies.

DAN102 BALLET TECHNIQUE

0 Lecture 4 Lab 2 Credit Hour(s)

Course content includes the basic positions and adagio and allegro movements of classical ballet. Movement in ballet has a controlled yet graceful quality, which

is acquired through repetition of standardized ballet technique. Throughout the course, the student is encouraged to experience and appreciate the art of ballet as a performing art.

DAN104 MODERN DANCE TECHNIQUE

0 Lecture 4 Lab 2 Credit Hour(s)

This course consists of the technique, history and theory of modern dance. Emphasis is on conditioning the body, developing beginning modern dance skills and acquiring a basic movement vocabulary to promote creative exploration.

DAN106 JAZZ DANCE TECHNIQUE

0 Lecture 4 Lab 2 Credit Hour(s)

Course content includes the techniques, history and styles of jazz dance.

Development of beginning skills in jazz dance technique with emphasis on body isolations and rhythmic phrasing.

DAN107 DANCE IMPROVISATION

0 Lecture 2 Lab 1 Credit Hour(s)

This class includes beginning dance and movement improvisation as a compositional and performing technique, and the development of skill in improvising dance movement and structuring dance improvisations.

DAN109 TAP DANCE

0 Lecture 2 Lab 1 Credit Hour(s)

This introductory course covers the basic steps of tap dance technique. Students will learn coordination, rhythmic variations, dynamics, and performance skills through a series of tap dance combinations. Students will also begin to develop creative ability through tap improvisation.

DAN146 PERFORMANCE AND APPLIED DANCE I

0 Lecture 3 Lab 1 Credit Hour(s)

This course emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN147 PERFORMANCE AND APPLIED DANCE II

0 Lecture 3 Lab 1 Credit Hour(s)

This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN201 DANCE HISTORY THROUGH THE EARLY 1800'S

3 Lecture 0 Lab 3 Credit Hour(s)

This course covers the history of dance as a cultural medium with specific attention to the development of dance from prehistoric cultures to the mid-1800's. Topics and dance forms covered include ancient dance and the roots of dance, dance in lineage-based societies, the functions and meaning of dance in early societies, and the beginnings of ballet with a focus on non-Western influences. Students who have taken DAN 108 cannot also earn credit for this course.

DAN202 DANCE HISTORY FROM 1800 TO THE PRESENT

3 Lecture 0 Lab 3 Credit Hour(s)

The history of dance as a cultural medium is explored with attention to the development of dance from the 1800's through recent years, along with a study concerning theories of movement. Later developments in ballet and modern dance are discussed along with vernacular dance forms and popular forms of dance in America from the mid-19th century to modern times.

DAN203 DANCE CHOREOGRAPHY AND COMPOSITION

0 Lecture 2 Lab 1 Credit Hour(s)

This course consists of dance choreography in practice and theory. Emphasis is on the student finding and creating original movement, creating a dance from that movement and teaching the dance to others in the class.

Prerequisites: DAN 146 or DAN 147 or DAN 102 or DAN 104 or DAN 106

DAN246 PERFORMANCE AND APPLIED DANCE III

0 Lecture 3 Lab 1 Credit Hour(s)

This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN247 PERFORMANCE AND APPLIED DANCE IV

0 Lecture 3 Lab 1 Credit Hour(s)

This course further emphasizes the development of dance performance skills. Within the structure of the course, the student is exposed to various performance techniques as well as learning specific choreography culminating in a dance concert.

DAN271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of dance or related areas. The student's time commitment to the project will be approximately 35-50 hours.

DAN272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to DAN 271, except that the student's time commitment to the project will be approximately 70-90 hours.

DAN273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to DAN 271, except that the student's time commitment to the project will be approximately 105-135 hours.

EARLY CHILDHOOD EDUCATION

ECH101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 Lecture 0 Lab 3 Credit Hour(s)

An introductory course focusing on the concepts and foundations of early childhood from infancy through grade two with special attention paid to the child from three to five years of age. Topics include: types of programs and differing philosophies, basics of child development, developmental and learning theory, the role of the teacher, observation, guidance, parent-teacher relationships, environment and curriculum basics.

Pre- or Co-requisite: ECH 102.

ECH102 INTRODUCTORY SEMINAR PROGRAMS FOR YOUNG CHILDREN

0 Lecture 3 Lab 1 Credit Hour(s)

An orientation to the Early Childhood Program and the college community, followed by a study of programs for young children developed through observation in the DCC Laboratory Nursery School and a variety of public and private early childhood settings. Emphasis will be on observation and on components of programs for children birth through 8 years with emphasis on ages 2 through 6.

Pre- or Co-requisite: ECH 101.

ECH107 PREPARING TO TEACH YOUNG CHILDREN

2 Lecture 0 Lab 2 Credit Hour(s)

The study of the skills and concepts needed to enter the classroom as a teacher of young children emphasizing the translation of theory into practice. Topics include: communicating with children and parents, groups and transition times, daily routine, guidance, developing a lesson plan, daily and weekly planning methods, health and safety, initial consideration of evaluation and portfolios as well as personal philosophy and professionalism.

Note: This course must be taken with or prior to ECH 108.

Prerequisites: ECH 101, ECH 102.

ECH108 EARLY CHILDHOOD PRACTICUM I

1 Lecture 3 Lab 2 Credit Hour(s)

Students will experience an extended placement at an early childhood program in the community or at the Laboratory Nursery. Emphasis will be placed on becoming part of a team, assuming routine responsibilities in the classroom as well as specific planning for activities. Students will also attend a weekly seminar class, meet at regularly scheduled conferences during the semester with a field supervisor and complete logs and written assignments as designated.

Notes: (1) Transportation to and from practicum sites is the responsibility of the student. (2) This course is the prerequisite of ECH 205/206 with a grade of 'C' or better.

Prerequisites: ECH 101, ECH 102.

Pre- or Corequisite: ECH 107.

ECH111 CURRICULUM ACTIVITIES FOR YOUNG CHILDREN

2 Lecture 0 Lab 2 Credit Hour(s)

Develops and fosters a creative approach to appropriate activities relative to the young child's total development. A study of meanings and values, as well as the development of skills for practical application. Through play, art, music and rhythms, science and nature, social studies and related activity areas, the student is given the opportunity to explore the possibilities of varied teaching/learning media.

ECH120 INFANT AND TODDLER CURRICULUM

3 Lecture 0 Lab 3 Credit Hour(s)

This course will explore infant/toddler development, developmentally appropriate activities designed to promote physical, intellectual, social and emotional growth,

curriculum development, teaching techniques and working with diverse infant and toddler families.

ECH121 INFANT/TODDLER CURRICULUM FIELDWORK

0 Lecture 3 Lab 1 Credit Hour(s)

This course is designed to complement academic course content in ECH 120, Infant and Toddler Curriculum. Students will observe and interact with infants and toddlers. The placements will be made in settings for children ages six weeks through toddlerhood and arranged by the field supervisor assigned. Transportation to field sites is the responsibility of the student.

Pre- or Co-requisite: ECH 120.

ECH131 IN-SERVICE PREPARATION FOR CHILD DEVELOPMENT ASSOCIATE I

4 Lecture 6 Lab 6 Credit Hour(s)

This course will be based on the guidelines for NAEYC's CDA credentialing program. This course, in conjunction with ECH 132, will result in the issuing of a statement of applied academic credit by DCC and will prepare the student for the CDA assessment process of the Council for Early Childhood Professional Recognition (part of NAEYC). The lecture portion of the course will include the study of: introduction to Early Childhood, how children learn and grow, safe and healthy environments, social emotional development, infant/toddler development and curriculum. Additionally, there will be a practicum component at the student's current site of employment. Assignments and observation by field supervisors will support classroom topics.

Prerequisite: Permission of the department and student must be employed in the field of early childhood.

ECH132 IN-SERVICE PREPARATION FOR CHILD DEVELOPMENT ASSOCIATE II

4 Lecture 6 Lab 6 Credit Hour(s)

This course will be based on the guidelines for NAEYC's CDA credentialing program. This course, in conjunction with ECH 131, will result in the issuing of a Statement of Applied Academic Credit by DCC and will prepare the student for the CDA assessment process given by the Council for Early Childhood Professional Recognition (part of NAEYC). The lecture portion of the course will include the study of: physical and intellectual growth, relationships with families, creativity and aesthetics, art and the young child, play and creativity, planning developmentally appropriate activities. Additionally, there will be a practicum component at the student's current site of employment. Assignments and observation by field supervisors will support classroom topics.

Prerequisite: ECH 131.

ECH205 EARLY CHILDHOOD COMMUNITY PRACTICUM

1 Lecture 9 Lab 4 Credit Hour(s)

Students will experience an extended placement at an early childhood program in the community (two mornings per week). Emphasis will be placed on the workplace experience, including working with and relating to all members of staff, understanding the program in the context of the community it serves, working within any fiscal constraints of the program and respecting the educational philosophy of the program in which they are placed. Students will be required to execute learning experience presentations and will be exposed to practical experience in all aspects of program planning for young children. Students will also be required to attend a weekly seminar class, meet at regularly scheduled field supervisor conferences and complete written assignments as assigned.

Notes: (1) Either ECH 205 or ECH 206 must be taken as a corequisite of ECH 214.

(2) Transportation to and from practicum sites is the responsibility of the student. (3) Students are required to submit a completed physical examination form within two weeks of the beginning of the semester. (4) Students must register for both a lecture and a lab

Prerequisites: Successful completion of ECH 107 and completion of ECH 108 with a grade of C or better.

ECH206 EARLY CHILDHOOD LABORATORY NURSERY PRACTICUM

1 Lecture 12 Lab 5 Credit Hour(s)

Students will experience an extended placement at the DCC Laboratory Nursery. Emphasis will be placed on translating theory into practice through learning experience presentations, curriculum planning, and practical experience in all aspects of programming for young children under supervision of a master teacher. Students will also be required to attend a weekly seminar, a weekly staff meeting following the seminar, meet with the master teacher before and after each practicum session to prepare the classroom environment and discuss classroom issues. Students will complete logs and written assignments and tasks as designated.

Notes: (1) Either ECH 205 or ECH 206 must be taken as a corequisite of ECH 214.

(2) Transportation to and from practicum sites is responsibility of the student. (3) Students are required to submit a completed physical examination form within two weeks of the beginning of the semester.

Prerequisites: Successful completion of ECH 107 and completion of ECH 108 with a grade of C or better.

ECH212 LANGUAGE AND LITERATURE IN EARLY CHILDHOOD

3 Lecture 0 Lab 3 Credit Hour(s)

A survey and evaluation of literature for young children, including discussion of related topics and controversial issues. Focusing on children's picture storybooks, students will evaluate text, illustration, relevance to the child's development and content as well as the development of language through literature, techniques for sharing literature, and major authors and illustrators.

Prerequisite: ENG 101.

ECH214 DEVELOPMENTALLY APPROPRIATE PRACTICE:OBSERVATION AND ASSESSMENT

3 Lecture 0 Lab 3 Credit Hour(s)

Through observation, assessment and study students will examine the development of children ages birth through 8 years of age in the areas of emotional, social, physical, cognitive, language and creative development. Class work, reading and child observations will be used by the students to consider implications for developmentally appropriate curriculum planning, classroom management and organization.

Co-requisites: ECH205 or ECH 206 or EED 207.

ECH254 DIVERSE EARLY CHILDHOOD/ELEMENTARY CLASSROOMS

3 Lecture 0 Lab 3 Credit Hour(s)

Students will examine historical perspectives and contemporary issues facing early childhood/childhood educators in America today. Topics will include beginning the development of a philosophy of education through the examination of trends and alternative teaching philosophies, diversity in the classroom, developing an anti-bias curriculum, collaborating with culturally diverse families and New York Learning Standards.

Prerequisite: Either ECH 107 and ENG 102 or EED103 with a grade of B- or better and ENG 101 with a grade of B or better.

ECH271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of early childhood or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ECH272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ECH 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ECH273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ECH 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ECONOMICS

ECO105 ECONOMIC ISSUES

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides students with the fundamentals of economic literacy and understanding. Students will explore such major economic issues as monopolistic power, inflation and recession, government spending and taxation, the banking system and international trade. This course designed for students who anticipate no further formal training in economics.

ECO121 ENVIRONMENTAL ECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the key environmental issues facing our planet using basic tools of economic analysis. Although the perspective is global, an emphasis is placed on the disproportionate impact of environmental challenges on the developing world. The course examines pollution, population growth, climate change, water scarcity, international trade, food and resource availability, and policies of sustainable development.

ECO202 MACROECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

A description of the essential features of the American economic system. The theory of the determination of the level of national income and applications to the problems of inflation, depression and economic growth. The role of monetary and fiscal institutions in implementing public economic growth. The role of the United States in the international economy.

ECO203 MICROECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview of how households and firms make consumption and production decisions and how government policies impact them. Topics include: opportunity cost, trade, the principles and applications of supply and demand, elasticity, costs of production, market structures, factor markets and income distribution.

ECO218 LABOR RELATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

An introductory study of labor relations and labor's role in the American economy. Topics include the labor force, labor-management legislation, history and structure of unions, collective bargaining, labor market economics, personnel practices and income security laws.

ECO221 AN INTRODUCTION TO THE FINANCIAL AND SECURITIES MARKETS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is intended to serve as an introduction to financial markets and the various securities and instruments traded on these markets. It is intended to be an introduction to the subject of investing for the individual investor.

ECO224 INTERNATIONAL ECONOMICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide students with a comprehensive exposition of the basic principles of international economics. The focus will be on the principle of comparative advantage and gains from trade, protectionism, the balance of payments, exchange rate determination, international capital markets and the international trade policy. The course will also address international economic problems and issues facing the United States and the world in the 21st century. Note: It is recommended that students take ECO 202 and ECO 203 before taking ECO 224.

ECO271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of economics and related areas. The student's time commitment to the project will be approximately 35-50 hours.

ECO272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ECO 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ECO273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ECO 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ELEMENTARY EDUCATION

EED103 EARLY CHILDHOOD/CHILDHOOD OBSERVATIONS

0 Lecture 3 Lab 1 Credit Hour(s)

This course is intended for students anticipating a career in education through a series of guided observations in diverse early childhood and elementary classrooms, designed to support the students' introduction to differing aspects of teaching these age groups. This should be the first course taken as a beginning student of teaching in order to learn about children from preschool through upper elementary. There will be a minimum of 20 hours of observations supported by class time on campus to prepare for and then discuss observations. (1) The observations will be arranged by the instructor. (2) Transportation to and from observations is the responsibility of all students. (3) Students are required to complete and submit a physical examination form within four weeks of the beginning of the semester. Note: This should be taken in the student's first semester.

EED115 SYMBOLIC REPRESENTATION LANGUAGE AND LITERACY

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores the interaction between symbolic development, language and early literacy acquisition in children birth through five years of age, will explore the developmentally appropriate strategies to encourage language and literacy in very young children.

Co-requisite: EED116

EED 116 FIELDWORK I

0 Lecture 3 Lab 1 Credit Hour(s)

This course is designed to complement academic course content in EED 115 - Symbolic Representation, Language and Literacy. Students will interact with children in infant, toddler, preschool or kindergarten classrooms and have a minimum of one observation in a classroom with an age group different from their regular placement. The placements will be made and arranged by the field supervisor assigned. Transportation to field sites is the responsibility of the student.
Co-requisite: EED 115

EED207 EED FIELDWORK II

0 Lecture 3 Lab 1 Credit Hour(s)

Designed to complement the academic course ECH 214 - Developmentally Appropriate Practice: Observations and Assessment, this course allows students to participate in pre-school through second grade classrooms, developing competence in observing and assessing children's development and in classroom performance. Students will complete journals, written assignments and tasks as designated by the field supervisor. This course is for EED students only.

Note: (1) Transportation to and from practicum sites is the responsibility of the student.

(2) Students are required to submit a completed physical examination form within two weeks of the beginning of the semester.

Prerequisites: EED 115 and EED 116

Corequisite: ECH 214 or permission of the department

ELECTRICAL TECHNOLOGY

ELT105 DC CIRCUITS

2 Lecture 2 Lab 3 Credit Hour(s)

An introductory course employing applied mathematics for circuit analysis. The fundamental concepts of current, voltage and resistance are the major components of the course. Topics: resistive circuits, Ohm's law, Kirchoff's laws, series circuits, parallel circuits, voltage divider, current divider, superposition, Thevenin Theorem, capacitance, inductance, RL and RC transient circuits, transient response.

Prerequisite: MAT 184 or concurrent enrollment therein.

ELT106 AC CIRCUITS

2 Lecture 2 Lab 3 Credit Hour(s)

A study of steady state response of circuits containing resistive, capacitive and inductive elements subject to sinusoidal excitation. Topics include sinusoidal characteristics, impedance, phasors, ac power, an introduction to 3-phase ac, single-source AC circuit analysis and resonance.

Prerequisites: ELT 105 and MAT 184, each with a grade of C or better.

ELT107 INTRODUCTION TO PROGRAMMING FOR AUTOMATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course is a study of computer programming for both PC-based and microcontroller applications. Topics include common programming structures such as variables, decisions, repetition, and data files.

Prerequisite: Student is at Math Placement Level 2 or higher (see DCC Math Placement Table)

Corequisite: It is recommended that ELT 105: DC Circuits or PHS 115: Fundamentals of Electricity be taken as a corequisite to this course, since many of the programming examples are based on circuits calculations.

ELT108 ELECTRONICS I

2 Lecture 2 Lab 3 Credit Hour(s)

This course is a study of active devices and their application in typical circuits. The devices studied are semiconductor diode, bipolar junction transistor and field effect transistor. Typical applications studied are rectifier power supplies and linear amplifiers.

Prerequisite: ELT 105 with a grade of C or better.

Pre- or Corequisite: ELT 106.

ELT115 DIGITAL FUNDAMENTALS

2 Lecture 2 Lab 3 Credit Hour(s)

An introductory course in the building, analysis, and testing of digital electronic circuits used in both computing and control system applications. Topics include binary numbers, binary codes, Boolean algebra, combinational logic, sequential logic, timers and counters, and an introduction to multiplexers, buffers and shift registers. Use of metering tools, such as the oscilloscope, and troubleshooting skills are a priority throughout the course.

Prerequisites: Compass Algebra Score of at least 76, OR Integrated Algebra Regents within the last 2 years of at least 85, OR completed DCC Intermediate Algebra Parts I, II and III with a C or higher.

ELT122 MANUFACTURING TOOLS AND PRACTICES

2 Lecture 2 Lab 3 Credit Hour(s)

The focus of this course is the use of and safety involved with tools used by electrical technicians in the field, particularly in manufacturing facilities. Topics include lecture and lab practice with safety equipment such as hazardous voltage protection equipment and lockout/tagout. Tools include hand drills, drill press, thread taps, hole saws, chassis punches, associated hand tools, applicable measuring tools. Students will practice their skills with exercises such as building and wiring an industrial control panel.

Pre- or Corequisites: ELT 105 with a grade of C or better or PHS 115 with a grade of B or better.

ELT203 ELECTRIC POWER SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

A course in the transmission and distribution of electrical energy, with a concentration on the components of residential, commercial, and industrial scale electric power systems. Topics include three-phase delta and wye configurations, motor circuits, transformers, distribution and overcurrent protection equipment, and power systems studies.

Prerequisite: ELT106 or PHS115

ELT211 SEMICONDUCTOR PROCESS TECHNOLOGY

2 Lecture 2 Lab 3 Credit Hour(s)

This course provides a detailed overview of semiconductor device fabrication. Topics include a review of semiconductor physics and device operations, device fabrication and various process modules. Process modules will focus on vacuum technology, silicon wafer, lithography, deposition, hot process, doping, etching and metallization. Challenges in process integration and device technology will also be discussed. Students are also required to participate in field trips.

Prerequisites: CHE 111 and ENT 102, or ELT 108

ELT213 ELECTRO-MECHANICAL DEVICES

2 Lecture 2 Lab 3 Credit Hour(s)

This course is a study of electro-mechanical devices, including motors, relays, mechanical gears and linkages, pneumatic components, robotics and an introduction to microsystems.

Prerequisite: ELT 106 or permission of the department

ELT216 AUTOMATION SYSTEMS

2 Lecture 2 Lab 3 Credit Hour(s)

A study of the computer-based control systems found in a wide variety of industry applications, including their use in manufacturing processes. The course will include a review of control system components, including sensors, relay logic, and programmable logic controllers (PLCs), leading up to a complete study of microprocessor-based control systems.

Prerequisites: ELT 213 with a grade of C or better or permission of the department

ELT218 ELECTRONICS II

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed to train students in the analysis and application of advanced electronic circuits. Topics include the DC and AC performance constraints of electronic circuits and the implications of those constraints, frequency response and Bode plots, basic electronic circuits using the operational amplifier such as amplifier circuits and comparators, active filter circuits, and oscillator circuits. Practical applications are stressed throughout such as analog-to-digital conversion, digital-to-analog conversion, process control, and modulation. Students will construct, test and troubleshoot circuits, and analyze circuits by computer simulation.

Prerequisite: ELT 108 or permission of the department

ELT231 PHOTOVOLTAIC SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to photovoltaic applications, design, and practices. Topics covered include photovoltaic industry history and trends, solar radiation, characteristics of solar cells and modules, system components, system sizing and design, economic analysis, electrical and mechanical integration, applicable building codes, regulations and safety, and utility interconnection. 3 credits.

Prerequisites: ELT 106 (AC Circuits) or PHY 152 (or equivalent) or permission of the department

ELT250 ELT CAPSTONE PROJECT

1 Lecture 3 Lab 2 Credit Hour(s)

A project-oriented course with design and analysis components. Students will propose and produce projects using a combination of theory from analog, digital and electro-mechanical disciplines. Students will use technology for computer simulation and generating schematics.

Prerequisites: ELT218 with a grade of C or better and ELT 115.

ELT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of electrical technology and related areas. The student's time commitment to the project will be approximately 35-50 hours.

ELT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ELT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ELT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ELT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

EMERGENCY MEDICAL TECHNICIAN

EMB101 EMERGENCY MEDICAL TECHNICIAN - CLINICAL

0 Lecture 6 Lab 2 Credit Hour(s)

This course offers clinical skills performance in both the laboratory and ambulance to prepare students to provide emergency care to patients in the pre-hospital setting based on the scope of practice defined by the New York State Department of Health and National Highway Traffic and Safety Administration National Emergency Medical Services Education Standards for EMT. Emphasis will be placed on the recognition and treatment of life threatening emergencies. During these rotations the student will focus on medical and trauma patient assessment and basic psychomotor skills covered in the EMT curriculum. Students must achieve a final grade of "C" or better to progress to any course requiring this course as a prerequisite. Any student who has been employed by an agency for a minimum of one year, with a minimum of 16 hours worked per year, may request a waiver of EMB 101 clinical time from Dutchess Community College. Additional information may be found in the EMB 101 Clinical Guidebook.

Prerequisite: Current NYS EMT certification

Corequisite: BIO 115

EMB105 EMERGENCY MEDICAL TECHNICIAN

4 Lecture 5 Lab 6 Credit Hour(s)

This course combines didactic, psychomotor lab and clinical observation in a progressive manner to prepare students to provide emergency care to patients in the pre-hospital setting based on the scope of practice defined by the New York State Department of Health and U.S. Department of Transportation Emergency Medical Technician curriculum. Emphasis will be placed on the recognition and treatment of life threatening emergencies. Topics to include: Well Being for the EMT, Medical-Legal Issues, Airway Management, Cardiopulmonary Resuscitation, Patient Assessment, Medical Emergencies, Trauma, Infants and Children and Operations. Students must be certified as a NYS EMT to progress to EMB 101. Students who successfully complete this course will be eligible to take the New York State Department of Health EMT Certification exam.

Prerequisite (must be completed prior to this class): Students must reach their seventeenth birthday by the last day of the month in which they are eligible to sit for the NYS certification examination.

ENGLISH

THE ENGLISH PLACEMENT CHART CAN BE FOUND ON THE ENGLISH AND HUMANITIES DEPARTMENT WEBPAGE, THE ACADEMIC SERVICES AND TESTING WEBPAGE, AND THE ACT CENTER WEBPAGE.

ENG001 COURSE SPECIFIC STUDY SKILLS FOR ENG 101

1 Lecture 0 Lab 1 Credit Hour(s)

ENG 001 is a study skills course designed for those students who require support in ENG 101, Composition I. ENG 001 work includes practice in the skills necessary for reading non-fiction and for writing effective essays.

NOTE: ENG 001 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG002 COURSE SPECIFIC STUDY SKILLS FOR ENG 102

1 Lecture 0 Lab 1 Credit Hour(s)

ENG 002 is a study skills course designed for those students who require support in ENG 102, Composition II. ENG 002 will include practice in the skills necessary for reading short stories, poetry, and drama and for writing effective analyses of these

literary works.

NOTE: ENG 002 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG003 COMPOSITION I MODULE

3 Lecture 0 Lab 3 Credit Hour(s)

ENG 003 is designed as a course to be paired with ENG 101. Students take both courses together in order to receive additional support and reinforce the writing skills they will learn in ENG 101. Both ENG 101 and ENG 003 concentrate primarily on expository and argumentative writing; traditional rhetorical modes; and effective composing, revising, and editing strategies. Students in ENG 003 will focus on generating new material, gathering sources for the research paper, drafting, and revising. Students learn to formulate a thesis, use topic sentences, develop ideas, and organize supporting evidence in an essay. Grammar, punctuation, sentence structure, and clear language are emphasized.

Prerequisites: WritePlacer score of 3, 4, or 5 or completion of ENG 091 with a grade of C to A-.

Corequisite: ENG 101

ENG085 ESL READING/WRITING I

2 Lecture 4 Lab 3 Credit Hour(s)

This course is designed to teach English-language academic reading and writing skills to students whose first language is other than English and who have at least an intermediate spoken and written skill level in English. This course is the first in a two-semester sequence and is required based on a placement examination and/or for students who have been referred by the English faculty.

NOTE: ENG 085 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count toward full-time/part-time status.

Prerequisites: Required for students whose native language is other than English, based on placement examination and/or faculty recommendation and open only to them.

ENG086 ESL LISTENING/SPEAKING I

2 Lecture 4 Lab 3 Credit Hour(s)

This course is designed to teach English-language academic speaking and listening skills to students whose first language is other than English and who have at least an intermediate speaking and listening skill level in English. This course is the first in a two-semester sequence and is required based on a placement examination and/or for students who have been referred by the English faculty.

NOTE: ENG 086 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count toward full-time/part-time status.

Prerequisite: Required for students whose native language is other than English, based on placement examination and/or faculty recommendation, and open only to them.

ENG087 ESL READING/WRITING II

2 Lecture 4 Lab 3 Credit Hour(s)

This course is designed to teach English-language academic reading and writing skills to students whose first language is other than English and who have at least an intermediate spoken and written skill level in English. This course is the second in a two-semester sequence and is required based on a placement examination, for students who have been referred by the English faculty, and/or for students who successfully completed ENG 085 with a grade of C or better.

NOTE: ENG 087 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count toward full-time/part-time status.

Prerequisite: Required for students whose native language is other than English, based on placement examination score, teacher recommendation, or successful completion of ENG 085 with a grade of C or better, and open only to them.

ENG088 ESL LISTENING/SPEAKING II

2 Lecture 4 Lab 3 Credit Hour(s)

This course is designed to teach English-language academic reading and writing skills to students whose first language is other than English and who have at least an intermediate spoken and written skill level in English. This course is the second in a two-semester sequence and is required based on a placement examination, for students who have been referred by the English faculty, and/or for students who successfully completed ENG 086 with a grade of C or better.

NOTE: ENG 088 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count toward full-time/part-time status.

Prerequisite: Required for students whose native language is other than English, based on placement score, teacher recommendation, or successful completion of ENG 086 with a grade of C or better, and open only to them.

ENG091 THE FUNDAMENTALS OF WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to teach the rules of punctuation, mechanics, grammar, and sentence structure. Applying these principles, students will work to develop fluency and accuracy in writing sentences, paragraphs and essays. This course is required of some students on the basis of a placement examination and open to other students who want a basic review course.

NOTE: ENG 091 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG092 BASIC PATTERNS OF WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces students to college writing and reviews fundamental grammatical principles. Students begin to learn to formulate a thesis, use topic sentences, develop ideas, and organize supporting evidence in an essay. Grammar, punctuation, sentence structure, and clear language are heavily stressed. This course is required of some students on the basis of a placement examination and open to other students who want a review course.

NOTE: ENG 092 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status. Prerequisites: Satisfactory scores in English proficiency tests or completion of ENG 091 or ENG 095 with a grade of C or better.

ENG095 ENGLISH AS A SECOND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

A course for students whose first language is not English, who have at least an elementary spoken and written knowledge of English, and who need further work on speaking, understanding, reading and writing standard American English. Class sessions will be intensive practice in practical applications of the rules of grammar and in vocabulary building and in basic composition. Required of some students on the basis of placement examination and open only to them.

Note: The course is a prerequisite for ENG 096 and 101 for those students referred by the English faculty.

NOTE: ENG 095 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

ENG096 ENGLISH AS A SECOND LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

The second semester of a two-semester sequence designed for students whose first language is not English and who require further work on writing and reading standard American English in order to be prepared for entrance into the regular composition sequence. Class sessions will concentrate on advanced grammar, reading comprehension, and basic composition, with supplemental work on speaking and listening skills. Completion of ENG 096 with a grade of C or better will allow students to enter ENG 101.

NOTE: ENG 096 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status. Prerequisite: ENG 095 with a grade of C, or departmental approval based on placement test score.

ENG101 COMPOSITION I

3 Lecture 0 Lab 3 Credit Hour(s)

English 101 addresses the major principles of college writing, which are meant to serve students in all the disciplines across the curriculum. The course concentrates primarily on expository and argumentative writing; traditional rhetorical modes; and effective composing, revising and editing strategies. English 101 covers MLA conventions, and a research paper is required. Critical thinking and reading skills are also stressed.

Prerequisite: ENG 091 with an A, or ENG 085 with an A and concurrent enrollment in ENG 003, or ENG 087 with an A, or ENG 087 and concurrent enrollment in ENG 003, or English Placement Level 2 with concurrent enrollment in ENG 003, or English Placement Level 3, or high school achievement scores.

ENG102 COMPOSITION II

3 Lecture 0 Lab 3 Credit Hour(s)

A continuation of ENG 101, with further study of the resources of the language through a critical analysis of imaginative forms of writing. Emphasis will be placed upon well organized written composition, factually supported conclusions and awareness of language variety. Effectiveness of expression and validity of judgment in the student's writing are stressed. Genre reading will include fiction, poetry and drama.

Prerequisite: ENG 101 with a grade of C or better.

ENG110 INTRODUCTION TO CREATIVE WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to introduce students to three genres of creative writing: poetry, fiction, and creative nonfiction. Students will read representative selections of various forms in all genres, write in all genres, and participate in discussions and workshops. Class time will include instruction, discussions of readings, and group workshops in which students critique one another's original writing.

ENG201 ENGLISH LITERATURE: PRE-RENAISSANCE TO THE 18TH CENTURY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the Middle Ages through the Age of Reason. The course includes poetry, drama, the essay and the novel. Such literary figures, as Chaucer, Milton, Donne and Pope will be studied.

Prerequisite: ENG 102.

ENG202 ENGLISH LITERATURE: THE ROMANTIC POETS TO THE MODERN ERA

3 Lecture 0 Lab 3 Credit Hour(s)

ENG 202 is a survey course with selections from the romantic period to the present. Such figures as Wordsworth, Keats, Browning, Yeats and Eliot will be studied.

Prerequisite: ENG 102.

ENG203 LITERATURE OF THE UNITED STATES: COLONIAL PERIOD TO THE CIVIL WAR

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the Colonial Period to the Civil War, including poetry, essays, short stories and novels with emphasis on Hawthorne, Thoreau, Melville, Poe and Whitman.

Prerequisite: ENG 102.

ENG204 LITERATURE OF THE UNITED STATES: CIVIL WAR TO WORLD WAR II

3 Lecture 0 Lab 3 Credit Hour(s)

A survey course beginning with a study of writers such as Twain and James as representatives of the Realistic Period, and extending to writers such as Hemingway, Faulkner and Eliot as representatives of the Modern Period.

Prerequisite: ENG 102.

ENG205 EIGHTEENTH AND NINETEENTH CENTURY NOVEL

3 Lecture 0 Lab 3 Credit Hour(s)

The study and interpretation of representative novels in English and in translation through the nineteenth century.

Prerequisite: ENG 102.

ENG206 TWENTIETH AND TWENTY-FIRST CENTURY NOVEL

3 Lecture 0 Lab 3 Credit Hour(s)

Twentieth and twenty-first century novels in English and in translation.

Prerequisite: ENG 102.

ENG207 EARLY DRAMATIC LITERATURE: THE CLASSICS THROUGH THE ROMANTICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the literature of the theatre in English and translation, this course acknowledges the debt of classical theatre while it emphasizes British drama, especially comedy, of the early modern period through the nineteenth century.

Prerequisite: ENG 102.

ENG208 MODERN DRAMATIC LITERATURE: REALISM THROUGH THE ABSURD

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the literature of the theatre in English and in translation from Ibsen to the present. Authors may include Chekhov, Shaw, Strindberg, Brecht, Miller, O'Neill, Beckett, O'Casey, Pinter and Stoppard.

Prerequisite: ENG 102.

ENG209 CREATIVE WRITING: FICTION

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student practices various forms of fiction writing. Direction in the assembling of fictional material and in the reading of fiction to gain an understanding of the creative process as it applies to writing.

Pre- or Co-requisite: ENG 102 or permission of the department

ENG210 CREATIVE WRITING: POETRY

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student practices various forms of poetic composition. Direction in the assembling of poetic material and in the ordering of that material to achieve appropriate sounds and sense.

Pre- or Co-requisite: ENG 102 or permission of the department

ENG211 INTRODUCTION TO JOURNALISM

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student practices reporting and writing news for print journalism. Direction in observing events, interviewing people, researching information, writing straight-news and feature articles, formal editing, and critical analysis.

Prerequisites: ENG 101 and 102, or permission of the department

ENG212 GREEK AND ROMAN LITERATURE IN TRANSLATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of significant selections from the works of such authors as Homer, Sappho, Theocritus, Aeschylus, Sophocles, Plato, Aristotle, Lucretius, Catullus, Vergil, Horace, Juvenal, Plautus and Seneca. The literary forms read include poetry, drama, satire, literary criticism and fiction.

Prerequisite: ENG 102.

ENG213 ASIAN LITERATURE IN TRANSLATION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected literary works from Japanese, Chinese and Indian literature. Emphasis will be on modern literature. The literary forms read will be novels, short stories, drama and poetry in English.

Prerequisite: ENG 102.

ENG214 WRITING CREATIVE NON-FICTION

3 Lecture 0 Lab 3 Credit Hour(s)

In creative non-fiction, the details of the content are true and accurate while the strategies of the form and style use the full range available to fiction, poetry and drama. In this course, the student will practice various forms of creative non-fiction, an inclusive term for writing of memoir; lyric and personal essay; plotted narrative; biography; cultural criticism and travel, science and nature writing. Students will be directed in their assembling of material-gathering notes, conducting interviews, research and in the reading of creative non-fiction (sometimes termed literary journalism, literary non-fiction, the literature of reality and the literature of fact) to gain an understanding of the creative process as it applies to writing.

Pre- or Corequisite: ENG 102 or permission of the department

ENG215 MODERN POETRY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected modern poets chosen to illustrate the significance of various influences upon the contemporary poetic scene. A consideration of the techniques available to the modern poet and of the relation of the poem's meaning to its sound.

Prerequisite: ENG 102.

ENG216 THE SHORT STORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the development of the short story from its beginnings in the nineteenth century to the present day. The works of a number of authors are studied. Emphasis is placed on how contributions by these significant individual authors changed the focus and altered the purpose of the short story during its brief history.

Prerequisite: ENG 102.

ENG218 ADVANCED COMPOSITION/PEER TUTORING IN WRITING

3 Lecture 2 Lab 4 Credit Hour(s)

This course is designed for capable student writers who wish to improve their writing skills in advanced composition and to learn approaches to tutoring in order to assist other students who have writing concerns. In this course, students will study different approaches to composition and the various types of writing in the disciplines. They will write essays, journals, case studies and critiques of other students' writing. In evaluating their tutoring, they will use role playing and peer review. The instructor will supervise tutorial work regularly. Students will be required to work two hours per week in the Writing Center in order to earn the lab credit. Students who have successfully completed the first five weeks of the course may be selected to begin their paid tutoring position for hours worked beyond the two required hours. After successful completion of English 218, matriculated DCC students can continue working at the Writing Center for the remainder of their DCC academic career.

Prerequisites: Completion of the composition series, ENG 101 and 102, with a grade average of B or better

ENG221 RUSSIAN LITERATURE IN TRANSLATION

3 Lecture 0 Lab 3 Credit Hour(s)

A course exploring the literature of Russia, using major authors to reveal the intellectual, social and philosophical forces that helped mold 19th Century Czarist Russia, influenced the post-Czarist U. S. S. R. and modern Russia.

Prerequisite: ENG 102.

ENG223 WOMEN IN AMERICAN LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores conscious and unconscious stereotypes of women in literature by men and women. Emphasis is placed on critical analysis of selected works from traditional and feminist points of view.

Prerequisite: ENG 102.

ENG224 AFRICAN-AMERICAN AND BLACK LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected works by significant African-American writers. The forms studied include the novel, the short story, drama, the autobiography and poetry.

Prerequisite: ENG 102.

ENG225 ISSUES/IDEAS IN CARIBBEAN LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces students to issues and ideas in Caribbean literature. Poetry, prose, short stories, plays and criticisms from English, Dutch, French and Spanish speaking islands will be discussed. Students will be introduced to ideas in magical realism, creolization, pastoralism and assimilation as they appear in the stories of the people. By using structural, feminist, reader response and new historicism analysis, students will discuss the presentation of the African diaspora.

Prerequisite: ENG 102.

ENG226 POPULAR CULTURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course critically examines selected examples of popular culture and popular art including fiction, non-fiction, music and film. Emphasis is placed on how print and electronic media transmit and circulate popular culture.

Prerequisite: ENG 102.

ENG227 FILMS AND LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

A course in which the student examines the relationship between films and literature. Direction in the reading of literary works, the viewing of films based on these works, and the comparison and contrast of the two.

Prerequisite: ENG 102.

ENG229 LITERATURE OF THE HUDSON RIVER VALLEY

3 Lecture 0 Lab 3 Credit Hour(s)

The Hudson River Valley has produced a rich body of literature which includes poetry, nonfiction, short fiction and novels. Students will read selected works from this literature, including fiction by Cooper, Irving, T.C. Boyle, William Kennedy and non-fiction works by landscape painters, landscape artists, naturalists and travelers in the region.

Prerequisite: ENG 102.

ENG230 SHAKESPEARE

3 Lecture 0 Lab 3 Credit Hour(s)

A study of Shakespeare's drama and poetry. Readings include tragedies, histories, comedies, romances and sonnets. Shakespeare's work is examined both in relation to Elizabethan/Jacobean culture and history and as it has been received and understood through the present.

Prerequisite: ENG 102.

ENG231 THE LITERATURE OF CREATIVE NON-FICTION

3 Lecture 0 Lab 3 Credit Hour(s)

The literature of creative non-fiction is a course in which the student reads and evaluates a wide variety of writing forms and styles in the literature of fact. Creative non-fiction includes selections of literary diaries and journals, literary memoirs, personal essays, literary journalism, nature writing, literary travel writing, science essays and creative cultural criticism.

Prerequisite: ENG 102

ENG232 GRAPHIC NARRATIVE

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores the development, theory, and achievement of the medium of graphic narrative, in which narrative arises from the interplay of sequential images and words. Topics studied include the growth of the medium (from the comics tradition to book-length graphic novels, graphic memoirs, graphic reportage, and other forms), the nature and possibilities of its formal conventions, connections to the novel and to film, and emerging directions (including the impact of the Internet and other new technologies). The formal elements of several graphic narratives, as well as the social and historical issues they address, will be studied. 3 Lecture, 0 Lab, 3 Credit Hours. Prerequisite: ENG 102.

ENG233 INTRODUCTION TO CULTURAL STUDIES

3 Lecture 0 Lab 3 Credit Hour(s)

This course is an introduction to the diverse field of cultural studies. It will explore the systems of power that exert influence on individual and collective experiences. The course will analyze the construction, dissemination, and consumption of cultural norms and practices, especially resistance to those practices and power structures. Cultural Studies theory will be applied to various multidisciplinary texts.

Prerequisite: ENG 102

ENG234 INTRODUCTION TO WOMEN'S STUDIES

3 Lecture 0 Lab 3 Credit Hour(s)

This course is an introduction to the field of Women's Studies. It will examine the ways in which feminist critical analysis modifies and extends the fields of inquiry of various academic disciplines. The course will present a history of the feminist movement and probe how women's lives today are defined and impacted by societal forces such as politics, the economy, the media, the health care system, religion, and education.

Prerequisite: ENG 102

ENG263 CONTEMPORARY LITERATURE OF THE UNITED STATES

3 Lecture 0 Lab 3 Credit Hour(s)

A study of American novels, poetry and short stories written from 1945 to present, chosen for both their literary excellence and their multi-cultural perspectives, including such writers as Morrison, Mason, Silko, Roth, Cheever, Plath, O'Connor, Bellows, Rivera, Sanchez, Tan and Hong-Kingston.

Prerequisite: ENG 102.

ENG264 CONTEMPORARY INTERNATIONAL LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

Designed for Honors students, this course includes the works of significant contemporary international authors from countries such as those in Africa, Eastern Europe, the Middle East, the Far East and Latin America. The genres studied may include poetry, novel, short story, autobiography, memoirs and essays. Writing, discussion and independent research are emphasized.

Prerequisites: ENG 101 and 102 or permission of the department

ENG267 SELECTED GLOBAL LITERARY STUDIES

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a selected literary question chosen for its significance, its potential for contributing to the intellectual development and literary understanding of the participants, and with geographic and/or cultural areas defined by the College as meeting its definition of 'Global Perspective'.

Prerequisite: ENG 102.

ENG268 LITERARY STUDIES I

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a selected literary question chosen for its significance and its potential for contributing to the intellectual development and literary understanding of the participants. The topic will differ from the topic for ENG 269.

Prerequisite: ENG 102

ENG269 LITERARY STUDIES II

3 Lecture 0 Lab 3 Credit Hour(s)

This course deals with a selected literary question chosen for its significance and its potential for contributing to the intellectual development and literary understanding of the participants. The topic will differ from the topic for ENG 268.

Prerequisites: ENG 102.

ENG271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience or other activities that advance the student's knowledge and competence in writing, literature, or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

ENG272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ENG 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ENG273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ENG 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ENG280 OVERSEAS STUDY: CARIBBEAN LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This is a study-abroad course that takes students to a Caribbean island for ten days to study the culture. This includes a look at the religion, education, traditions, customs, politics, arts, entertainment and celebration. Students will read and critically analyze a novel, a play and poetry from this island and write a major paper synthesizing this material.

Prerequisites: ENG 101 and ENG 102.

ENGINEERING**ENR 100 ENGINEERING AND TECHNOLOGY INTRODUCTORY SEMINAR**

1 Lecture 0 Lab 1 Credit Hour(s)

Designed for students in the Engineering Science (ENR) curriculum, this course will focus on personal development and effective strategies for successful completion of the AS degree. Personal educational goals and curriculum management, transfer and employment opportunities, technical reading and writing, math and computer skills, communication skills and using college resources will be among the topics examined in the seminar.

ENR 101 INTRODUCTION TO ENGINEERING

1 Lecture 2 Lab 2 Credit Hour(s)

An introduction to the field of engineering. Topics include exploring the various engineering disciplines, engineering analysis and design methods, engineering economics and statistics, engineering ethics, the impact of engineering on society, life long learning, and using engineering tools in practice. These concepts are emphasized and applied in hands on problem solving situations that require teamwork, research and documentation. Students will create a design for manufacturing prototype and deliver their design solution results through the engineering reporting process.

Prerequisite MAT 184

ENR 102 COMPUTER PROGRAMMING FOR ENGINEERS

3 Lecture 1 Lab 3 Credit Hour(s)

A course in computer programming using a high level programming language as a tool to solve engineering problems. Topics include programming structure, decisions, repetition, arrays, functions, data files, addresses and pointers and object oriented design.

Prerequisite: MAT185 or MAT221 or MAT222 or MAT223 or MAT224.

ENR 106 STATISTICAL PROCESS CONTROL

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to basic statistical tools for quality control and improvement. The course covers Statistical Process Control (SPC) in depth and contrasts SPC with Acceptance Sampling. The course also includes a discussion of process capability and an introduction to quality improvement through the statistical design of experiments. The current state of statistical software is established through demonstrations. This course may be offered off-campus and may be cross-registered with regional community colleges.

Prerequisite: MAT 184 with a grade of C or better.

ENR201 INTRODUCTION TO ELECTRICAL CIRCUITS AND NETWORKS

3 Lecture 2 Lab 4 Credit Hour(s)

This course provides the student with the basic tools needed to analyze the circuits and systems he/she will encounter in electrical engineering. Topics include basic circuit concepts, Kirchhoff's Laws, basic network topology, mesh analysis, nodal analysis, superposition, Thevenin's Theorem, Norton's Theorem, maximum power transfer, initial conditions, the classical solutions of first and second order differential equations, sinusoidal steady state analysis, Phasor concepts, impedance and admittance, effective values, phasor diagrams, AC power relationships, power factor, apparent and complex power, pf correction, and 3-phase circuits. Laboratory assignments will require students to analyze data using computer programming skills, use of the software package Multisim for circuit analysis, and practice writing both formal and informal reports.

Prerequisite: Proficiency with computer software including word processing and spreadsheets.

Corequisite: MAT 223 and PHY152.

ENR204 MECHANICS OF MATERIALS

4 Lecture 0 Lab 4 Credit Hour(s)

A first engineering-level course in the mechanics of materials. The major emphasis is on how materials react in the elastic range of stress before permanent deformation takes place. Computer analysis is included where appropriate. Topics include the basic concepts of stress and strain, properties of various materials, working stress, factors of safety; torsional and flexural stresses; analysis of beams and columns, combined stresses, and welded, bolted and riveted connections. Both English and SI units are used.

Prerequisite: ENR 208

ENR207 ENGINEERING MATERIALS SCIENCE

3 Lecture 3 Lab 4 Credit Hour(s)

This course is a study of the fundamental characteristics of solid materials and their applications in engineering. Included are crystalline and noncrystalline materials; metals, ceramics, polymers and composites. The course analyzes the mechanical, thermal, optical, electrical, magnetic and surface properties of various materials. A design project is required.

Note: Students must register for both a lecture and a lab.

Prerequisites: CHE 121 and PHY 152 or permission of the department

ENR208 ENGINEERING STATICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of static force systems. Vectorial and conventional techniques are used in problem solving. Topics included are: properties of force systems, free-body analysis, particles, rigid bodies, trusses, frames and machines, internal forces in structural members, properties of area and mass, and friction.

Prerequisites: PHY 151 and MAT 222.

ENR209 ENGINEERING DYNAMICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of dynamic force systems. Vectorial and conventional techniques are used in problem solving. Topics included are: properties of force systems, free-body analysis, particles, rigid bodies, properties of area and mass, kinematics, kinetics, energy methods and momentum methods.

Prerequisite: ENR 208 or permission of the department

ENR215 SURVEYING I

2 Lecture 3 Lab 3 Credit Hour(s)

This course is an introduction to the field of surveying. Students will learn what surveying encompasses and what further course of study is required to become licensed as a Professional Land Surveyor. Students will learn how to use modern land surveying equipment such as automatic levels, total station theodolites, and GPS (Global Positioning Systems). Students will learn how the use of field equipment information is integrated into the production of topographic maps. During this entire process, students will be introduced to the standards of map making and the fundamentals of land surveying. There is no prerequisite, but students should have basic knowledge of algebra, geometry and trigonometry functions. This course is cross-listed and may be taken as either ENR 215 or SUR 215.

ENR216 SURVEYING II

2 Lecture 3 Lab 3 Credit Hour(s)

This course is a continuation of Surveying I. The student will gain additional experience in the use of modern surveying equipment and how the data collected is processed into maps. The student will also be introduced to the fundamentals of land surveying as applied to the process of preparing a construction survey used for design purposes. The student will learn and be required to work within national mapping standards at all times. This course is cross-listed and may be taken as either ENR 216 or SUR 216.

Prerequisite: Successful completion of SUR/ENR 215 and co- or prerequisite of ARC 104

ENR220 DIGITAL CIRCUIT DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course focuses on the design of digital electronic circuits used in both computing and control applications. Topics include Boolean algebra and reduction, Karnaugh mapping, design using FPGA CPLDs, arithmetic circuits including the ALU, state machine design, multiplexing, memory and addressing, and the processor clock cycle.

Prerequisites: ELT 115 with a grade of C or better, or permission of the department

ENR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of engineering or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ENR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ENR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ENR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ENR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ENGINEERING TECHNOLOGY

ENT131 TECHNICAL DRAWING

1 Lecture 1 Lab 1 Credit Hour(s)

This course provides an introduction to the field of engineering drawing and sketching. Topics include 3-dimensional sketching, orthographic projection, sectioning, isometric presentation, dimensioning and labeling. The student will be introduced to specifications, schematic drawings and the machine shop processes. Assignments will be completed using hand sketching and Computer Assisted Drafting.

ENT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of engineering technologies or related areas. The student's time commitment to the project will be approximately 35-50 hours.

ENT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ENT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ENT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ENT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

EXERCISE SCIENCE AND WELLNESS

ESW100 EXERCISE SCIENCE AND WELLNESS INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course introduces students to the field of Exercise Science and Wellness and assists them in making decisions leading to a successful career in the field of Exercise Science and Wellness. It provides an overview of the education and training needed, preparation for certification examinations, career opportunities and possible transfer options.

ESW101 INTRODUCTION TO EXERCISE PHYSIOLOGY

2 Lecture 0 Lab 2 Credit Hour(s)

This course is part of the A.S. degree in Exercise Science and Wellness. It will examine how the body functions under conditions of exercise stress. Students will study the practical implications of muscle function, cardio-respiratory function, training techniques and the effects of the environment.

ESW201 EXERCISE TESTING

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed for the A.S. degree in Exercise Science and Wellness. The student will learn to assess cardiorespiratory endurance, body fat, muscular strength, muscular endurance, flexibility, pulmonary function, and blood pressure, and to evaluate the results of such tests. Students will be instructed on how to perform a complete health history on a client, the legal issues they would be presented with, and how to interpret these results to the client.

Prerequisite: ESW 101

ESW202 EXERCISE PRESCRIPTION

2 Lecture 3 Lab 3 Credit Hour(s)

This course is designed for the A.S. degree in Exercise Science and Wellness. The student will learn the effects of exercise on special populations and to modify exercise based on age and medical conditions. It will also focus on training the student to utilize many pieces of equipment and how to keep the client motivated. The special populations and conditions to be discussed will include clients with coronary heart disease, diabetes, hypertension, asthma, obesity, pregnancy, arthritis, and low back pain. Special populations to be studied will include seniors and children. An additional lab hour will be spent on hands-on experience in our fitness center. Students will apply all clinical experiences to the clients in the center. The course may include placement in a local fitness center.

Prerequisite: ESW201

ESW203 PERSONAL TRAINING CERTIFICATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course teaches concepts of personal training as laid out by the National Council on Strength and Fitness. The course will have a close examination of functional anatomy, biomechanics, muscle physiology, nutrition, body composition and overall physical fitness and health. The final written examination at the end

of this course will be the certification exam for personal training offered by the National Council on Strength and Fitness.

ESW204 SPORTS NUTRITION SPECIALIST CERTIFICATION

3 Lecture 0 Lab 3 Credit Hour(s)

The NCSF Sports Nutrition Specialist Course builds upon foundational knowledge related to nutrition by exploring the intricacies of improving sports performance through adjustments to dietary practices. The course will provide the scientific basis for sports nutrition and covers the principles, background and rationale for current sports nutrition guidelines.

Prerequisite: BIO 122

ESW205 STRENGTH COACH CERTIFICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course teaches concepts of strength and conditioning as laid out by the National Council on Strength and Fitness. The course will examine functional anatomy, biomechanics, muscle physiology, nutrition, body composition and overall physical fitness and health. The final written examination at the end of this course will be the certification exam for strength coach offered by the National Council on Strength and Fitness.

ESW206 HEALTH-RELATED FITNESS DESIGN

3 Lecture 0 Lab 3 Credit Hour(s)

The course will introduce students to the concepts of health-related fitness. Students will assess their fitness, participate in and learn to execute activities to develop or maintain fitness, and design a personalized exercise program.

ESW207 CARDIO-RESPIRATORY FITNESS ASSESSMENT AND DESIGN

2 Lecture 2 Lab 3 Credit Hour(s)

This course will focus on cardiorespiratory physiological concepts related to aerobic capacity. Focus will be on the assessment of an individual's aerobic capacity and the application of this data in designing an effective aerobic exercise program. Guidelines from the American College of Sports Medicine will be implemented.

Prerequisite: ESW 201

ESW271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of exercise science and wellness and related areas. The student's time commitment to the project will be approximately 35-50 hours.

ESW272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ESW 271 except that the student's time commitment to the project will be approximately 70-90 hours.

ESW273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ESW 271 except the student's time commitment to the project will be approximately 105-135 hours.

FIRE SCIENCE

FIR100 FIRE SCIENCE INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

A seminar designed to provide students with the opportunity to learn and practice strategies that will enhance their ability to successfully complete their educational program in the field of Fire Science. Emphasis will be on identification and clarification of personal goals, career planning, curriculum planning and study techniques. It will also explore effective program management and maximum utilization of college resources as well as career opportunities in fire and safety.

FIR102 FUNDAMENTALS OF FIRE PROTECTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems and introduction to fire strategy and tactics; and life safety initiatives.

FIR104 FUNDAMENTALS OF FIRE PREVENTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards: plans review, fire inspections, fire and life-safety education, and fire investigation.

FIR110 FIRE BEHAVIOR AND COMBUSTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the behavior and dynamics of fire. Additional topics to include theories and fundamentals of pyrolysis, heat transfer, energy absorption and fire suppression.

FIR112 FIRE & EMERGENCY SERVICES SAFETY & SURVIVAL

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FIR114 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 Lecture 0 Lab 3 Credit Hour(s)

This course studies the components of building construction, design, the function and testing of building materials and building code compliance in designing and maintaining life safety.

Prerequisites: FIR 102 and FIR 104.

FIR204 FIRE PROTECTION SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

Prerequisites: FIR 102 and FIR 110.

FIR212 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides the student with a foundation of theoretical knowledge of water at rest and in motion. Principles of the use of water in fire protection and hydraulic principles to analyze to solve water supply problems.

Prerequisites: PHY 121 and FIR 102.

FIR214 LEGAL ASPECTS IN FIRE AND SAFETY

3 Lecture 0 Lab 3 Credit Hour(s)

The course will address Federal, State and local laws that regulate emergency services and include a review of national standards, regulations, and consensus standards.

Prerequisite: FIR 102

FIR222 FIRE AND SAFETY ADMINISTRATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire services. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

Prerequisite: FIR 102

FIR224 STRATEGY AND TACTICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides the fundamentals of fire ground control through utilization of personnel, equipment, and extinguishing agents.

Prerequisites: FIR 112 and FIR 114.

FIR226 FIRE INVESTIGATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security motives of the fire setter, and types of fire causes.

Prerequisite: FIR 110 and FIR 114

FIR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience or other activities that advance the student's knowledge and competence in the field of fire science or related areas. The student's time commitment to the project will be approximately 35-50 hours.

FIR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to FIR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

FIR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to FIR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

FILM STUDIES

FLM243 WORLD FILM

3 Lecture 0 Lab 3 Credit Hour(s)

This course offers an introduction to the history of film and will focus primarily on World Cinema: film from non-Western nations and films by non-traditional voices in the US and Europe. Lectures will relate significant political events and social issues to current and historical films. The objective of this course is to familiarize students with the history, institutions, economy, society and culture of other world civilizations through screening and discussing narrative films from these cultures.

FLM244 SCREENWRITING

4 Lecture 0 Lab 4 Credit Hour(s)

This intermediate level course introduces students to the theory and techniques of screenwriting with extensive lectures on how to construct a story. The objective is to familiarize students with the basic principles and techniques of writing fiction for film and television. Students develop original stories and acquire a basic understanding of how to write a screenplay.

Prerequisites: ENG 101

Pre- or corequisite: ENG 102

FLM246 AMERICAN CINEMA

3 Lecture 0 Lab 3 Credit Hour(s)

This course offers an introduction to American Cinema. Lectures will relate significant political events and social issues to current and historical films. The objective of this course is to familiarize students with the history of American film, the film industry, and American film as it relates to American culture.

FRENCH

FRE101 ELEMENTARY FRENCH I

3 Lecture 1 Lab 3 Credit Hour(s)

Study of the sounds of French. Imitation and adaptation of structural models to make simple statements. Development of four skills: listening, speaking, writing and reading. Grammar is studied in the context of structural patterns; grammatical explanations are kept to a minimum. The emphasis of the course is on understanding French when it is spoken and speaking it in realistic everyday situations. Open only to students who have not studied French. Native speakers should contact the department to determine their level as well as the courses open to them for credit. Note: Students must register for both a lecture and a lab.

FRE102 ELEMENTARY FRENCH II

3 Lecture 1 Lab 3 Credit Hour(s)

Direct continuation of FRE 101. Writing skills developed through exercises on a given topic. Grammatical explanations continue to be kept to a minimum. Basic patterns of communication and overall structures are stressed. The emphasis of the course remains on understanding and speaking French in realistic everyday situations.

Note: Anyone unsure of his or her level should contact the department. Native speakers should also contact the department to determine their level as well as the courses open to them for credit.

Prerequisite: FRE 101 or permission of the department

FRE199 FRENCH REVIEW

3 Lecture 1 Lab 3 Credit Hour(s)

A course designed for students with one or more years of high school French who do not feel ready for FRE 201. The course is a general review of basic French grammar and patterns of communication. The emphasis is on understanding and speaking French. Writing is used to consolidate learning. The content of FRE 101 and FRE 102 is covered in one semester.

Note: Native speakers should contact the department to determine their level as well as the courses open to them for credit. Students must register for both a lecture and a lab.

Prerequisite: Permission of the department

FRE201 INTERMEDIATE FRENCH I

3 Lecture 0 Lab 3 Credit Hour(s)

Direct continuation of FRE 102 and FRE 199. Consolidation of basic skills: understanding, reading, speaking and writing. Emphasis on accuracy in speaking and writing as well as understanding complex French. Emphasis is also placed on content of speaking or writing (critical analysis of foreign culture).

Note: Native speakers should contact the department to determine their level as well as the courses open to them for credit.

Prerequisite: FRE 102 or 199 or permission of the department

FRE202 INTERMEDIATE FRENCH II

3 Lecture 0 Lab 3 Credit Hour(s)

Direct continuation of FRE 201. Consolidation of basic skills: understanding, reading, speaking and writing. Emphasis on accuracy in speaking and writing as well as understanding complex French. Emphasis also on content of speaking or writing (critical analysis of foreign culture).

Note: Native speakers should contact the department to determine their level as well as the courses open to them for credit.

Prerequisite: FRE 201 or permission of the department

FRE204 FRENCH CULTURE AND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in France or in a French-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

FRE205 FRENCH CULTURE AND LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in France or in a French-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

FRE208 CULTURAL APPLICATIONS OF FOREIGN LANGUAGE SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A cultural project which offers students the opportunity to learn about language in a non-traditional set up, to be creative and innovative, to relate language to culture, and to test their skills in a communicative manner while rendering a service to the community. Since the course offering changes every year, students should inquire from the department as to what the focus is for that specific semester. Open to students of Spanish or Italian or French. Students to select one language.

Prerequisite: FRE 102 or 199 or permission of the department

FRE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the French language. The student's time commitment to the project will be approximately 35-50 hours.

FRE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to FRE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

FRE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to FRE 271, except that the student's time commitment to the project will be approximately 105-135 hours.

FRE301 ADVANCED FRENCH I

3 Lecture 0 Lab 3 Credit Hour(s)

Advanced French conversation and composition. Materials selected from current French newspapers and magazines as well as French and Francophone literature. Review of advanced French grammar.

Prerequisite: Permission of the department

FRE302 ADVANCED FRENCH II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of FRE 301. Advanced French conversation and composition. Materials selected from current French newspapers and magazines as well as French and Francophone literature. Review of advanced French grammar.

Prerequisite: Permission of the department

GEOGRAPHY

GEO101 GEOGRAPHY OF EUROPE, THE MIDDLE EAST AND AFRICA

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the human, physical, and cultural factors which influence population, distribution, and economic and political activities in Europe, Russia, Sub-Saharan Africa, North Africa, and the Middle East. Special emphasis is placed on the environmental, demographic, and economic impact of globalization and climate change.

GEO102 GEOGRAPHY OF ASIA, THE PACIFIC, AND THE WESTERN HEMISPHERE

3 Lecture 0 Lab 3 Credit Hour(s)

A regional survey of North America, the Pacific Rim, Middle America, South America, South Asia, China and Southeast Asia. This course considers the cultural, physical, political, economic, urban, historical and human geography of these regions.

GEO271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of geography or related areas. The student's time commitment to the project will be approximately 35-50 hours.

GEO272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GEO 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GEO273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GEO 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GERMAN

GER101 ELEMENTARY GERMAN I

3 Lecture 1 Lab 3 Credit Hour(s)

Presentation of basic constructions and sentence patterns. Stress is on spoken German and imitation of overall structures in simple reading exercises. Grammar studied in the context of structural patterns. Writing exercises based on reading material. Supervised and independent language laboratory practice of speech patterns to provide a strong basis for good command of the language. Open only to students who have not studied German or who have permission of the department.

GER102 ELEMENTARY GERMAN II

3 Lecture 1 Lab 3 Credit Hour(s)

Continuation of GER 101. Intensive practice to develop skill in writing, reading, listening and speaking about realistic everyday situations. Original composition practice on given topics. Supervised and independent language laboratory practice.

Prerequisite: GER 101 or permission of the department.

GER201 INTERMEDIATE GERMAN I

3 Lecture 0 Lab 3 Credit Hour(s)

Study of more complicated structure based on selected reading from representative authors, modern and classical. Simple stories used as a basis for the study of German culture and conversational practice. Language laboratory work. Special arrangements made for students interested in reading scientific German.

Prerequisite: GER 102 or permission of the department.

GER202 INTERMEDIATE GERMAN II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of GER 201. Language laboratory work.

Prerequisite: GER 201 or permission of the department.

GER271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the German language. The student's time commitment to the project will be approximately 35-50 hours.

GER272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GER 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GER273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GER 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GER301 ADVANCED GERMAN I

3 Lecture 0 Lab 3 Credit Hour(s)

A study of selected classics and modern literary works. Advanced syntax, intensive practice in writing acceptable German. Creative expression in speaking and writing. Conversation practice.

Prerequisite: GER 202 or permission of the department.

GER302 ADVANCED GERMAN II

3 Lecture 0 Lab 3 Credit Hour(s)

Continuation of GER 301. Advanced syntax and conversation. Language laboratory work.

Prerequisite: GER 301 or permission of the department.

GEOLOGY

GLG105 INTRODUCTION TO PLANETARY GEOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

This course will introduce students to the fascinating geology of planets, dwarf planets, moons, asteroids, meteorites and comets within our Solar System. In addition students will study the current and past missions to these bodies. Topics covered in the classroom will include planetary formation, geomorphology, atmospheres and potential for future habitations. In addition, students will be introduced to new information regarding exo-planets and their associated exo-solar systems.

GLG121 PHYSICAL GEOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

An introduction to the fundamental principles that shape planet earth. Emphasis is placed on understanding the processes of weathering and erosion, the origin of earthquakes, the formation of mountains and volcanoes and the drifting of continents. Laboratory study of common minerals and rocks and features of topographic and geologic maps. Field trips to significant geological localities are an integral part of the laboratory program.

GLG124 THE EARTH THROUGH TIME

3 Lecture 2 Lab 4 Credit Hour(s)

The study of the origin and evolution of planet earth and its life through geological time. Special emphasis is placed on the development of North America, employing the newest concepts of plate tectonics and sea floor spreading. Laboratory study of fossils, geologic maps and structures. Field trips to significant geological localities are an integral part of the laboratory program.

GLG126 ENVIRONMENTAL GEOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

The study of local, regional and global perspectives of environmental geological issues while focusing on earth materials and processes. Emphasis will be placed on both hazardous natural earth processes and man related environmental problems and solutions. Topics such as earthquakes, volcanic activity, flooding, landslides, groundwater pollution, soil pollution and mineral resource issues will be investigated. Laboratory and field labs work will be supplemented by field trips.

GLG271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of geology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

GLG272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GLG 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GLG273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GLG 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GLG291 FIELD GEOLOGY STUDY I

0 Lecture 3 Lab 1 Credit Hour(s)

An opportunity to learn about geological principles and processes through direct field study in a specific area or region. The student would be expected to do assigned readings in preparation for the trip and to attend one or more study sessions prior to their participation in the trip. At the end of the field study, the student will prepare and submit a field trip report. Students will be expected to bear certain costs for camping and travel. Each field study will have a specific title and description, depending on the area or region to be visited. The student's time commitment to the course will be approximately 35-50 hours.

Prerequisite: GLG 121 or PHS 102 or permission of the department

GLG292 FIELD GEOLOGY STUDY II

1 Lecture 3 Lab 2 Credit Hour(s)

Similar to GLG 291, except that the student's time commitment to the course will be approximately 70-90 hours.

Prerequisite: GLG 121 or PHS 102 or permission of the department

GLG293 FIELD GEOLOGY STUDY III

2 Lecture 3 Lab 3 Credit Hour(s)

Similar to GLG 291, except that the student's time commitment to the course will be approximately 105-135 hours.

Prerequisite: GLG 121 or PHS 102 or permission of the department

GLG294 FIELD GEOLOGY STUDY IV

2 Lecture 6 Lab 4 Credit Hour(s)

Similar to GLG 291, except that the student's time commitment to the course will be approximately 120 - 140 hours.

Prerequisite: GLG 121 or PHS 102 or permission of the department

GOVERNMENT

GOV121 THE AMERICAN NATIONAL EXPERIENCE

3 Lecture 0 Lab 3 Credit Hour(s)

A course dealing with the philosophy, structure, functions and processes of our national government. Topics include the methods of political and historical analysis, the machinery of government, the political process and political behavior. Historical events and personalities in American politics will be used to illustrate the issues and processes of American government. The course will fulfill the History, Government, Economics requirement for Liberal Arts and Humanities majors and may be designated as either a GOV or a HIS course depending on the needs of the student for transfer.

GOV203 THE MODERN MIDDLE EAST

3 Lecture 0 Lab 3 Credit Hour(s)

This course will examine the historical, intellectual, and political development of the Middle East and North Africa, with a particular focus on the period from 1790 to the present. While the course will focus mostly on internal developments within the Middle East and North Africa, particular attention will be paid to interactions with Europe and surrounding regions, and the United States. This course is cross-listed and may be taken as either HIS 203 or GOV 203.

GOV211 AMERICAN POLITICS AND THE MEDIA

3 Lecture 0 Lab 3 Credit Hour(s)

The course will focus on the influence of the media on the American political process. The major topics include how politicians, campaigns and issues are covered by the media, how politicians and interest groups use the media and how the nature of American politics is influenced by the media.

GOV219 GLOBAL POLITICS

3 Lecture 0 Lab 3 Credit Hour(s)

The course will analyze the major theoretical foundations of international relations such as realism, liberalism, radicalism, and constructivism. Major global problems will be discussed and evaluated as well including economic development, nuclear proliferation, and ethnic and religious conflicts, and human rights.

GOV220 THE WAR IN VIETNAM

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the origins, nature and effects of warfare by using the War in Vietnam as a case study. This course will survey America's involvement in Vietnam during World War II, the post World War II years, through the Kennedy, Johnson and Nixon administrations, and will evaluate the consequences of the conflict at home and abroad. The course will also analyze America's involvement in the wars in Afghanistan and Iraq, the "war on terrorism," and the future of American foreign policy and its military engagements. Various methodologies are used in the course in addition to the traditional lecture-discussion approach. This course is cross-listed and may be taken as either HIS 220 or GOV 220.

GOV221 COMPARATIVE POLITICAL SYSTEMS

3 Lecture 0 Lab 3 Credit Hour(s)

The course is intended to give students a better understanding of politics in the United States by developing a broad comparative perspective on the practice of politics in the world today. The course will focus on comparisons among European parliamentary nations such as France or Britain and Russia, China and other less developed nations. Careful attention will be paid to the impact of government on individual freedom and economic well-being.

GOV222 STATE AND LOCAL GOVERNMENT

3 Lecture 0 Lab 3 Credit Hour(s)

A detailed examination of the philosophy of state and local government in the American system. The structure, function and political processes of state, county, town, city and smaller units of government, with emphasis upon these units in New York State. This course also includes a study of the federal system and its relevance to the operation of these smaller units of government. (Where possible, the seminar method will be used.)

GOV263 NATIONAL MODEL UNITED NATIONS I

4 Lecture 0 Lab 4 Credit Hour(s)

This course prepares students to participate in the National Model United Nations in New York, a five-day simulation of the UN and its various activities. Prior to the simulation, students prepare by doing extensive research on the country and on the issues before the committees which are assigned. In New York, students deliver speeches, negotiate with other delegates, write resolutions and prepare position papers. The course is designed to provide students with a hands-on experience.

Prerequisite: Permission of the Department.

GOV264 NATIONAL MODEL UNITED NATIONS II

4 Lecture 0 Lab 4 Credit Hour(s)

This course prepares students to participate in the National Model United Nations in New York, a five-day simulation of the U.N. and its various activities. Prior to the simulation, students prepare by doing extensive research on the country and on the issues before the committees which are assigned. In New York, students deliver speeches, negotiate with other delegates, write resolutions and prepare position papers. The course is designed to provide students with a hands-on experience.

Prerequisite: Permission of the Department.

GOV271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of government or related areas. The student's time commitment to the project will be approximately 35-50 hours.

GOV272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to GOV 271, except that the student's time commitment to the project will be approximately 70-90 hours.

GOV273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to GOV 271, except that the student's time commitment to the project will be approximately 105-135 hours.

GOV807 PUBLIC SERVICE INTERNSHIP I

0 Lecture 9 Lab 3 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 105 hours of work per semester and the permission of the HGE Department are required.

Prerequisites: Students must have completed GOV 121 plus an ECO course or another GOV course before taking GOV 807.

GOV808 PUBLIC SERVICE INTERNSHIP II

0 Lecture 9 Lab 3 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 105 hours of work per semester and the permission of the HGE Department are required. Students must register for GOV 807 before they register for GOV 808.

Prerequisite: GOV 807.

GOV810 PUBLIC SERVICE INTERNSHIP III

0 Lecture 18 Lab 6 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 210 hours of work per semester and the permission of the HGE Department are required.

Prerequisites: Students must have completed GOV 121 plus an ECO course or another GOV course before taking GOV 810.

GOV811 PUBLIC SERVICE INTERNSHIP IV

0 Lecture 18 Lab 6 Credit Hour(s)

A community based internship in which students are placed in government offices or in non-profit agencies to gain hands-on experience in the public sector. Students will normally work under the direction of a field supervisor and an HGE faculty member. A minimum of 210 hours of work per semester and the permission of the HGE Department are required.

Prerequisite: GOV 810.

GENERAL STUDIES

GSS100 GENERAL STUDIES SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

The course will introduce students to the General Studies curriculum and to college life in general. In so doing, it will encourage and guide students in creating and/or selecting a directed academic plan for DCC (and possibly beyond) that connects to clear academic, transfer, and career aspirations. This course will also aid students in developing skills deemed essential for success in college.

HEALTH EDUCATION

HED125 WOMEN'S HEALTH ISSUES

3 Lecture 0 Lab 3 Credit Hour(s)

This three-credit course will identify and explore current health issues that are of special interest or are unique to women. Topics will include emotional well being, stress management, health problems related to female anatomy and physiology, violence against women and issues of reproduction and childbearing.

HED134 FIRST AID, SAFETY, AND CPR

3 Lecture 0 Lab 3 Credit Hour(s)

This course incorporates the study and application of skills to respond to emergencies, the use of CPR and AEDs, and recognition and treatment of breathing emergencies for conscious and unconscious victims of all ages. Research and awareness of the following safety topics will be covered: Fire Safety, Campus Safety, Home Safety and Motor Vehicle Safety. The study and practice of First Aid skills will include: standard level assessment, prioritization and the demonstrations and application of skills. Those who qualify will earn American Heart Association Certifications for its course: Heartsaver CPR/AED and First Aid. This course is cross-listed and may be taken as either HED 134 or AHS 134..

HED201 STRESS MANAGEMENT

3 Lecture 0 Lab 3 Credit Hour(s)

In this course, each student will learn the causes and effects of stress, and the basic principles, theories and coping skills/strategies needed to effectively manage their personal stress. In addition, there will be opportunity for experiential learning with the use of self-analyses, cognitive strategies, relaxation techniques, and other class exercises and activities.

HED203 HEALTH AND AGING

3 Lecture 0 Lab 3 Credit Hour(s)

This course provides an overview of the physical changes that occur with aging and the benefits of a healthy lifestyle on the aging process. Emphasis is placed on healthy aging and maintaining a functional capacity and quality of life with age through engagement in regular exercise and other health promoting behaviors. The interplay between aging, physical health, longevity and health care is a major focus.

HED224 HUMAN SEXUALITY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of physiological, psychological, sociological and gender issues related to sexuality. Topics include: perspectives in sexuality, human sexual expression, love, communication and relationships, human sexual response and dysfunction, sexual health; family planning; non-modal behaviors and sex and the law. This course is cross-listed and can be taken as either HED 224 or PSY 224.

HED271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the

cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of health education or related areas. The student's time commitment to the project will be approximately 35-50 hours.

HED272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to HED 271, except that the student's time commitment to the project will be approximately, 70-90 hours.

HED273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to HED 271, except that the student's time commitment to the project will be approximately 105-135 hours.

HISTORY

HIS004 COURSE SPECIFIC STUDY SKILLS FOR HIS 104

1 Lecture 0 Lab 1 Credit Hour(s)

HIS 004 is a course specific study skills course designed for those students who require support in HIS 104, (History of the United States II) taught by the instructor of HIS 104, which is taken concurrently. HIS 004 will include work with notetaking, effective reading of texts and supplementary materials, term paper research and organization, map skills and examination preparation, including essay writing and other specific strategies necessary to the successful study of history at the college level.

NOTE: HIS 004 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

HIS101 WESTERN CIVILIZATION: ANCIENT NEAR EAST TO 1700

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the major ideas and events which have shaped the values and institutions of the West from the classical period to approximately 1700. Topics include the Ancient near East, Classical Greece and Rome, Judaism and Early Christianity, the Byzantine, Islamic and Latin Christian Empires of the Early Middle Ages, Feudalism and the Latin Christian Church of the High Middle Ages, the Rise of National States, the Italian and Northern Renaissance, and the Reformation.

HIS101 and HIS102 may be taken separately.

Pre-requisites: None

HIS102 WESTERN CIVILIZATION FROM 1700 TO THE PRESENT

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the major ideas and events which have shaped the values and institutions of the West from 1700 to the present. Topics include the Old Regime, the Enlightenment, the French Revolution, the Rise of Industrialism, Capitalism, Socialism, Imperialism, Nationalism, the Russian Revolution, the Growth of Communism and Fascism, World Wars I and II and the Cold War. HIS 101 and 102 may be taken separately.

HIS103 HISTORY OF THE UNITED STATES I

3 Lecture 0 Lab 3 Credit Hour(s)

HIS 103 is the study of American history from the Colonial Era through the Civil War. The course offers a broad survey of the development of American democracy, with emphasis on the growth of institutions and ideals as they were brought from Europe and modified and developed here. Special attention is given to the development of the national Constitution. HIS 103 and 104 may be taken separately.

HIS104 HISTORY OF THE UNITED STATES II

3 Lecture 0 Lab 3 Credit Hour(s)

The study of American political, social and intellectual development from 1865 to the present. Topics covered are Reconstruction, the industrial and transportation revolution, the labor movement, the crisis in agriculture, expansion and the new Manifest Destiny, the Progressive Movement, the Twenties, the Great War, the Great Depression and New Deal, the Second World War, the Cold War, the Civil Rights Movement, the Vietnam War and the Protest Movements of the 1960s, and the Consolidation and Conservative Resurgence of the 1970s and 1980s. HIS 103 and 104 may be taken separately.

HIS107 HISTORY OF WORLD CIVILIZATIONS BEFORE 1700

3 Lecture 0 Lab 3 Credit Hour(s)

HIS 107 is a survey of the major political, social, economic, intellectual and cultural developments of the Latin American, Asian, African, European and Middle Eastern civilizations by placing historical events, customs and cultures in a global context. The course surveys the major ideas, religions and events that shaped the values of

the different world cultures and their institutions from the classical age to 1700.

HIS108 HISTORY OF WORLD CIVILIZATIONS SINCE 1700

3 Lecture 0 Lab 3 Credit Hour(s)

A survey of the major political, social and cultural developments of the Latin American, Asian, African, European and Middle Eastern civilizations. The course attempts to place historical events, customs and cultures in a global context. Part II surveys the major ideas and events that shaped the values of the different world cultures and their institutions from 1700 to the present.

HIS181 OVERSEAS STUDY: AMERICA'S MIRROR I

3 Lecture 0 Lab 3 Credit Hour(s)

A study of a selected country in order to understand the major political, social and cultural developments of that country. The course attempts to place historical events, customs and cultures in a context whereby the student will be able to appreciate in depth the first-hand observations they will be able to make in the selected country during an intercession visit.

HIS182 OVERSEAS STUDY: AMERICA'S MIRROR II

3 Lecture 0 Lab 3 Credit Hour(s)

Students will visit a selected Latin American, Asian, African, European or Middle Eastern country in order to survey the major political, social and cultural developments of the host country. The course attempts to place historical events, customs and cultures in a context whereby the student discovers, through first-hand observation, the ethnic, religious and national composition of the selected country.

HIS203 THE MODERN MIDDLE EAST

3 Lecture 0 Lab 3 Credit Hour(s)

This course will examine the historical, intellectual, and political development of the Middle East and North Africa, with a particular focus on the period from 1790 to the present. While the course will focus mostly on internal developments within the Middle East and North Africa, particular attention will be paid to interactions with Europe and surrounding regions, and the United States. This course is cross-listed and may be taken as either HIS 203 or GOV 203.

HIS206 LATIN AMERICAN HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the major social, economic, political, intellectual and cultural developments in Latin American history. Students will explore topics relating to the Maya, Aztec, and Inca cultures, the European colonial experience, the functioning of labor systems in Latin America and the Caribbean, struggles for independence, relations with the United States, the influences of religious cultures and institutions, and contemporary movements for political change and social justice.

HIS207 HISTORY OF RUSSIA AND THE SOVIET UNION

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the historical events, social and economic changes, and political developments from the rise of Muscovy to the present day. This course examines Russia under the Czars, the origins and upheaval of the revolutions of 1917 and the evolution of the Soviet Union throughout the twentieth century.

HIS209 AFRICAN AMERICAN HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the social, political, economic and cultural history of people of African descent in the United States. Topics covered will include: the ordeal of slavery, Reconstruction, the rise of segregation, the Great Migration, the Harlem Renaissance, the development of Black Nationalism and the Civil Rights Movement.

HIS210 THE HOLOCAUST IN HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course examines the political, social, economic, intellectual and religious sources of the Holocaust, traces its course, and analyzes the way in which it has been interpreted by different nations and historians. Special attention is given to the history of European anti-semitism, the relationship among Nazi ideology, Hitler and the Holocaust, stages of the 'Final Solution', Jewish resistance, behavior of other nations and the meaning of the Holocaust for the present and future.

HIS214 THE HISTORY OF WOMEN IN THE U.S.

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the social, economic and political roles of women in the United States from colonial times to the present. Particular emphasis will be given to the impact that race, class and ethnicity have had on the experiences of women in this country.

HIS215 THE HISTORY OF THE CITY OF NEW YORK

3 Lecture 0 Lab 3 Credit Hour(s)

This course will examine the social, economic, cultural and demographic

development of New York City from colonial times to the present. Material will be presented through readings, lectures and films. Two day-long field trips will be taken to the city as part of the course.

HIS216 THE HISTORY OF DUTCHESS COUNTY

3 Lecture 0 Lab 3 Credit Hour(s)

A general survey course of Dutchess County's political, social and economic development from the colonial period to the present day. Special emphasis is given to the Hudson Valley's leadership throughout the evolution from rural to modern life. The technological, industrial and organizational changes affecting Dutchess County are considered.

HIS217 HISTORY OF CHINA

3 Lecture 0 Lab 3 Credit Hour(s)

The course presents a general survey of the major historical, social, and cultural developments of China. The course begins with ancient China and continues through the present day. Special emphasis is given to the rise of modern China after the 15th century and places Chinese development in a global context.

HIS218 CIVIL WAR AMERICA 1850-1877

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the causes, course, and consequences of the American Civil War and Reconstruction, from the 1840s to 1877. The class will go beyond the Civil War and Reconstruction as a political crisis and a military conflict, and explore this time period as transformative in America, radically changing the trajectory of American history. In particular the course will cover several broad themes: the crisis of union and disunion; slavery, race, emancipation, and its consequences in both regional and national contexts; the experience and consequences of modern war; the political, social, and constitutional challenges of Reconstruction; and the construction of Civil War memory by different groups that shaped post-war politics and the popular culture of the late 19th century.

HIS220 THE WAR IN VIET NAM

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the origins, nature and effects of warfare by using the War in Viet Nam as a case study. This course will survey America's involvement in Viet Nam during World War II, the post World War II years through the Kennedy, Johnson and Nixon administrations, and will evaluate the consequences of the conflict at home and abroad. The course will also analyze America's involvement in the wars in Afghanistan and Iraq, the "war on terrorism," and the future of American foreign policy and its military engagements. Various methodologies are used in the course in addition to the traditional lecture-discussion approach. This course is cross-listed and may be taken as either HIS 220 or GOV 220.

HIS221 MEDIEVAL EUROPE: 600-1500

3 Lecture 0 Lab 3 Credit Hour(s)

An examination of the development of European social, cultural, political, economic and intellectual life from the aftermath of Rome's fall to the Renaissance and the emergence of modern Europe. Topics include: Feudalism and Manorialism; the role of the Western Church; the Carolingian Renaissance; the Crusades; Medieval Kingship; the 12th Century Renaissance; Medieval Parliaments; the Hundred Years War; and Late Medieval Humanism.

HIS225 HISTORY OF AMERICAN CULTURE AND IDEAS

3 Lecture 0 Lab 3 Credit Hour(s)

This course will focus on the cultural and intellectual history of the United States from 1859 to the present. More than a litany of thinkers and ideas, the course will explore the political and social debates that gave those ideas meaning. It will present material in discrete themes, such as the clash of religion and science; urbanization and its anxieties; dissident voices and reform; race, nationalism and imperialism; political theory and reform; alienation and the intellectuals; the response to fascism and war; gender roles and feminist thought; and the globalization of ideas.

HIS227 HISTORY OF WORKING PEOPLE IN THE UNITED STATES

3 Lecture 0 Lab 3 Credit Hour(s)

History of Working People in the United States is a survey course in the history of work, working people, and the labor movement in the United States. The course focuses primarily on the nineteenth and twentieth centuries, but also explores origins and foundations of labor history during the colonial era as well as recent developments of the early twenty-first century.

HIS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge

and competence in the field of history or related areas. The student's time commitment to the project will be approximately 35-50 hours.

HIS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to HIS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

HIS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to HIS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

HUMAN SERVICES

HMS100 HUMAN SERVICES INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This seminar is designed to provide Human Services students with an opportunity to learn and practice strategies that will enhance their ability to successfully complete their educational program in one of the Human Services fields. Emphasis will be on gaining an understanding of the many career paths available in the field as well as an exploration of personal goals, program philosophy and College resources.

HUMANITIES

HUM205 INTRODUCTION TO FILM APPRECIATION

3 Lecture 0 Lab 3 Credit Hour(s)

HUM 205 introduces the student to the aesthetics of film by surveying the fundamental aspects of film as an art form. The student will learn about film form; film techniques such as mise en scene, cinematography, editing and sound, film criticism and film history.

HUM271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience or other activities that advance the student's knowledge and competence in writing, literature or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

HUM272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to HUM 271, except that the student's time commitment to the project will be approximately 70-90 hours.

HUM273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to HUM 271, except that the student's time commitment to the project will be approximately 105-135 hours.

ITALIAN

ITL101 ELEMENTARY ITALIAN I

3 Lecture 1 Lab 3 Credit Hour(s)

Emphasis on oral and aural training through conversation based on model sentences and word patterns commonly used in spoken language. Intensive drills and pattern practices are supplemented by independent practice outside of class. Tape recorders and other audio aids are used extensively. Open only to students who have not studied Italian previously. Native speakers should contact the Department to determine their level and what courses they may take for credit.

ITL102 ELEMENTARY ITALIAN II

3 Lecture 1 Lab 3 Credit Hour(s)

Italian 102 is a continuation of Italian 101 and thus continues the study of sounds, structure and grammatical concepts but with a growing emphasis on conversational ability. It is, ideally, the second step of a sequence, which would include Italian 101, 102, 201 and 202. An attempt is made to familiarize students with the three language skills: listening comprehension, speaking and writing. An hour a week of independent lab work, which involves listening to tapes, which accompany each lesson, is a requirement of the course and will help the student in the comprehension and speaking skills. Italian 102 would be appropriate for someone who has successfully completed Italian 101 or a student with two years of high school Italian. Native speakers should contact the Department to determine their level and what courses they may take for credit.

ITL199 ITALIAN REVIEW

3 Lecture 1 Lab 3 Credit Hour(s)

A course designed for students with some formal learning of the Italian language, such as one or more years of high school Italian and who do not feel ready for ITL 201 (Intermediate Italian). The course is a general review of basic Italian grammar and patterns of communication. The emphasis is on understanding and speaking Italian. Writing is used to consolidate learning. The content of both ITL 101 and ITL 102 is covered in one semester.

Prerequisite: Permission of the department

ITL201 INTERMEDIATE ITALIAN I

3 Lecture 0 Lab 3 Credit Hour(s)

An intermediate course designed for students with some earlier background in Italian. Emphasis is placed upon developing further conversational ability by study and reading from suitable Italian literary work.

Note: Native speakers should contact the Department to determine their level and what courses they may take for credit.

Prerequisite: ITL 102 or permission of the department

ITL202 INTERMEDIATE ITALIAN II

3 Lecture 0 Lab 3 Credit Hour(s)

A continuation of Italian 201. Emphasis is placed upon developing conversational ability by studying and reading from suitable Italian literary works.

Note: Native speakers should contact the Department to determine their level and what courses they may take for credit.

Prerequisite: ITL 201 or permission of the department

ITL204 ITALIAN CULTURE AND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Italy. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

ITL205 ITALIAN CULTURE AND LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Italy. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval of the department.

ITL208 CULTURAL APPLICATIONS OF FOREIGN LANGUAGE SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A cultural project which offers students the opportunity to learn about language in a non-traditional set up, to be creative and innovative, to relate language to culture and to test their skills in a communicative manner while rendering a service to the community. Since the course offering changes every year, students should inquire from the department as to what the focus is for that specific semester. Open to students of Spanish or Italian or French. Students to select one language.

Prerequisite: ITL 102 or permission of the department

ITL271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the Italian language. The student's time commitment to the project will be approximately 35-50 hours.

ITL272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to ITL 271, except that the student's time commitment to the project will be approximately 70-90 hours.

ITL273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to ITL 271, except that the student's time commitment to the project will be approximately 105-135 hrs.

LIBERAL ARTS - HUMANITIES

LAH100 LIBERAL ARTS/HUMANITIES INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course is an introduction to the Liberal Arts and Humanities. It is designed to assist students in developing skills appropriate for college freshman so that they will become more effective life-long learners. The course has a liberal arts component emphasizing the nature of a liberal arts education and its associated values, and a college component, which will aid the student in the continued development of essential skills for success in college.

LIBERAL ARTS - TEACHING

LAT100 LIBERAL ARTS TEACHING INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course will focus on topics related to both success in college and preparing for a career in teaching at the elementary and /or secondary level.

LAT200 LEARNER DIVERSITY IN ELEMENTARY CLASSROOMS

3 Lecture 0 Lab 3 Credit Hour(s)

A foundation course highlighting the ecology of the contemporary elementary school classroom. The content focuses on learner diversity as related to language, gender, cultural, ethnic and learning differences. The role of community and family supports, as well as current legislation and mandates will be addressed. Observation and other relevant field experiences will be used to evaluate current educational practices.

Prerequisite: LAT 100, BHS 207, PSY 203, or PSY 221.

LAT201 EDUCATIONAL SETTINGS: ADOLESCENT LEARNING ENVIRONMENTS

1 Lecture 0 Lab 1 Credit Hour(s)

A survey of the major methods of observing, recording and reporting learners' behaviors for individuals planning to teach at the secondary level, grades 7-12. Observations and other relevant field experiences will be used for illustration and to practice skills.

Pre- or Co-requisites: LAT 100, BHS 207 and PSY 204 or permission of the department

LIBERAL STUDIES

LSS100 HONORS STUDIES INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course will introduce Honors Studies students to a Liberal Arts and Humanities education and its associated value. It will also introduce Honors students to all aspects of the Honors offerings as well as resources the college has to offer to facilitate student success and transfer to a four-year institution. The course's academic focus will be on applying critical thinking to reading and writing. It will also provide various workshops emphasizing campus leadership, research techniques, and transfer.

Prerequisite: Acceptance to the Minor in Honors Studies

LSS201 HONORS STUDIES CAPSTONE SEMINAR

3 Lecture 0 Lab 3 Credit Hour(s)

This seminar culminates the Minor in Honors Studies by applying historical, sociological and literary analysis to a selected topic. Student independent research will be conducted and presented under careful supervision of one or more instructors. The course includes a minimum requirement of twelve (12) hours of service learning.

Prerequisite: Current enrollment in the Minor in Honors Studies or permission of the Honors Coordinator or the Program Chair

MATHEMATICS

THE MATH PLACEMENT CHART CAN BE FOUND ON THE MATH & COMPUTER SCIENCE DEPARTMENT WEBPAGE, THE ACADEMIC SERVICES AND TESTING WEBPAGE, AND THE ACT CENTER WEBPAGE.

MAT018 LEARNING SUPPORT FOR INTRODUCTORY STATISTICS

3 Lecture 0 Lab 3 Credit Hour(s)

Learning Support for Introductory Statistics is a corequisite course which will include the following: 1) Mathematical skills and fundamental statistical concepts necessary for success in Introductory Statistics - MAT 118; 2) College success skills; 3) Activities/assignments designed to address students' affective needs. Note: MAT 018 is a credit-equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and do count towards full-time/part-time status.

Corequisite: MAT 118

Prerequisite: Placement level 1 (see DCC Math Placement Table).

MAT094 INTRODUCTION TO ALGEBRA

2 Lecture 0 Lab 2 Credit Hour(s)

This course is designed for students taking Supported Intermediate Algebra (MAT 098). The topics will support the concepts studied in MAT 098 as well as develop essential skills needed to be successful in MAT 098. Topics covered include operations with exponents, integers, fractions, and decimals; scientific notation; polynomials; solving equations; an introduction to functions; and linear functions. College success skills imparted in the course include how to use the technology platforms associated with the Introduction to Algebra and Supported Intermediate Algebra courses, self-advocacy, goal setting, planning, time management, mindset, and math study skills.

NOTE: MAT 094 is a credit-equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

Prerequisite: Placement level 1 (see DCC Math Placement Table)

Corequisite: MAT 098 Supported Intermediate Algebra. Students enrolled in MAT 094 Introduction to Algebra must also be enrolled in MAT 098.

MAT098 SUPPORTED INTERMEDIATE ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

MAT 098 is intended for students who must bring their mathematics proficiency to the level necessary for entrance into MAT 110, MAT 184, or MAT 107. This course cannot be used to satisfy the mathematics requirement of the Associate in Arts degree program. MAT 109 will fulfill the mathematics requirement for many student in Associate of Arts degree programs. Topics include: Graphing; Functions; Linear Functions; Exponential Functions; Quadratic Functions; Factoring; Solving Equations symbolically, graphically and numerically; and an introduction to Systems of Linear Equations. The TI-83, or TI-83 Plus, or TI-84, or TI-84 Plus is required.

NOTE: MAT 098 is a credit-equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

Prerequisite: Placement level 1 (see DCC Math Placement Table)

Corequisite: MAT 094 Introduction to Algebra. Students enrolled in MAT 098 Supported Intermediate Algebra must also be enrolled in MAT 094.

MAT099 INTERMEDIATE ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

MAT099 is intended for students who must bring their mathematics proficiency to the level necessary for entrance into MAT110, 184, or 107. This course cannot be used to satisfy the mathematics requirement of the Associate in Art degree program. MAT109 will fulfill the mathematics requirement for many students in Associate of Arts degree programs. Topics include: Functions, Linear Functions, Quadratic Functions, Exponential Functions, Solving Equations symbolically and graphically and numerically, Systems of Linear Equations, Factoring and Graphing. The TI-83, or TI-83 Plus, or TI-84 or TI-84 Plus is required.

Prerequisite: Placement level 2 (see DCC Math Placement Table)

MAT107 MATH FOR ELEMENTARY SCHOOL TEACHERS

3 Lecture 0 Lab 3 Credit Hour(s)

This course meets the Math requirement for students who are enrolled in the Liberal Arts and Sciences: Education, Early Childhood Education (Birth - Grade 2) and Childhood Education (Grade 1-6) dual certification with SUNY New Paltz, A.S. degree program and who plan to transfer to SUNY New Paltz. The emphasis is on problem-solving as it relates to the number system. Probability and statistics are also introduced.

Prerequisites: Placement level 3 (see Math Placement Table) OR DCC Intermediate Algebra with C or higher, OR MAT 131 with C or higher.

MAT109 SURVEY OF MATHEMATICS

3 Lecture 0 Lab 3 Credit Hour(s)

Upon completion of this course students will have demonstrated the quantitative reasoning skills necessary for non-technical careers. Students will demonstrate this utilizing multimedia technology. The skills they will be able to demonstrate include the ability to understand and interpret mathematical meaning in various applied contexts, geometry as it relates to basic polygons and triangles, elementary probability and statistics, personal finance, and various historical and social implications of mathematics. Student are required to learn and demonstrate their understanding of MS Excel.

MAT110 APPLICATION BASED COLLEGE ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

This course satisfies the SUNY General Education mathematics requirement and is the prerequisite for Business Calculus (MAT210). Topics include applications of linear, reciprocal, exponential, logarithmic, cubic, and quadratic functions; composition and inverses of functions; systems of equations; regression; and piecewise equations. Students will solve equations both algebraically, numerically, and graphically. Students will use Microsoft Excel extensively throughout the course. No previous knowledge of Excel is required. Not for students who intend to take

MAT185, 221, 222 or 223.

Prerequisites: Placement level 3 (see DCC Math Placement Table), OR DCC Intermediate Algebra with C or higher, OR MAT 131 with C or higher.

MAT117 GEOMETRY FOR ELEMENTARY SCHOOL TEACHERS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a requirement for students in Early Childhood Education (Birth-Grade 2) and Childhood Education (Grade 1-6) programs. It emphasizes background information for the teaching of elementary school geometry. Topics include spatial visualization, measurement, coordinate geometry, similarity and congruence, and transformational geometry. Students learn mathematical theory and application, and experience the role of elementary school students through a variety of classroom activities and demonstrations.

Prerequisite: MAT 107 with a grade of C or better

MAT118 ELEMENTARY STATISTICS

3 Lecture 0 Lab 3 Credit Hour(s)

Satisfies the mathematics requirement of the Associate in Arts degree program. Basic statistical procedures are developed. Topics include descriptive statistics, hypothesis testing, and confidence intervals and regression using both simulation and a theory-based approach. Technology will be used regularly throughout the course.

Prerequisites: Placement level 2 (see DCC Math Placement Table) OR ENG 101 placement level or higher, OR High School GPA of 3.0 (83) or higher.

MAT131 TECHNICAL MATHEMATICS I

3 Lecture 0 Lab 3 Credit Hour(s)

This course satisfies the math requirement for the Applied Academic Certificate in ACR. It is designed for those students who need to improve their math proficiency for entrance into MAT 132. Topics include: review of operations on whole numbers, fractions, and decimals; operations using signed numbers; exponents and roots; scientific notation; unit analysis; percentage; algebraic expressions; factoring; linear equations; literal equations; geometry of the triangle, circle and regular polygons; measurement conversions; and introduction to basic trigonometry. Use of a scientific calculator is required.

MAT132 TECHNICAL MATHEMATICS II

3 Lecture 0 Lab 3 Credit Hour(s)

This course satisfies the mathematics requirement for students in ARC, CNS, FIR and FTP. Students enrolled in the above curricula may receive credit for MAT 132 or MAT 110, but not both. Topics include a review of right triangle trigonometry, law of sines and cosines, vectors, factoring, literal, fractional and quadratic equations and applications. Use of a scientific calculator is required.

Prerequisites: Placement level 3 (see DCC Math Placement Table), OR MAT 131 with C or higher.

MAT184 COLLEGE ALGEBRA AND TRIGONOMETRY

3 Lecture 0 Lab 3 Credit Hour(s)

Satisfies the mathematics requirement of the Associate in Arts degree program, and is intended to prepare students for MAT185 (Precalculus). Topics include equations and inequalities, graphing techniques, analysis of a variety of functions, and triangle trigonometry including the Laws of Sines and Cosines.

Prerequisites: Placement level 3 (see DCC Math Placement Table), OR MAT 099 with a C or higher.

MAT185 PRECALCULUS

4 Lecture 0 Lab 4 Credit Hour(s)

This course is intended primarily for students planning to take calculus. Topics include a study of functions, specifically: linear, polynomial, rational, trigonometric, exponential, logarithmic, and inverse functions. Modeling and data analysis techniques are also employed. Conceptual understanding is emphasized and algebraic skills are reinforced throughout the course.

Prerequisites: Placement level 4 (see DCC Math Placement Table), OR MAT 184 with C or higher, or MAT 132 with C or higher, OR MAT 110 with A- or higher.

MAT186 INTRODUCTION TO DATA SCIENCE

4 Lecture 0 Lab 4 Credit Hour(s)

This course introduces the basic ideas and techniques of data science including: exploratory data analysis; experimental design and sampling; relationships between one and several variables including single and multiple regression and two way tables; sampling distributions; inferential statistics for means, proportions, and regression coefficients; simple ANOVA. The course includes a computer component using the software package R.

Prerequisite: Placement level 4 (see DCC Math Placement Table) or MAT 184 with a grade of C or better.

MAT210 CALCULUS WITH BUSINESS APPLICATIONS

4 Lecture 0 Lab 4 Credit Hour(s)

A survey of the basic concepts and operations of calculus with business and management applications. Designed for students in the Business Administration Transfer program and should not be taken by mathematics and science majors. Students will use Microsoft Excel extensively throughout the course. No previous knowledge of Excel is required.

Prerequisite: Placement level 4 (see DCC Math Placement Table), or DCC MAT 110 with C or higher, or MAT 184 with C or higher, or MAT 132 with C or higher.

MAT214 INTRODUCTION TO DISCRETE MATHEMATICS USING PROOFS

3 Lecture 0 Lab 3 Credit Hour(s)

Intended primarily for students in the CPS, EDM, or LAM curriculum. Students will be introduced to mathematical reasoning and proof techniques through topics in discrete mathematics. The topics selected for this course will be from areas of logic, set theory, combinatorics, number theory and functions. Direct and indirect proof methods will be covered along with the technique of mathematical induction.

Prerequisite: MAT 221 with a C or better.

MAT215 INTRODUCTION TO LINEAR ALGEBRA

3 Lecture 0 Lab 3 Credit Hour(s)

A basic introduction to linear algebra. Topics include vector spaces, systems of linear equations, matrices and determinants and linear transformations. Required for prospective mathematics majors.

Prerequisite: MAT 222 with a grade of C or better.

MAT221 CALCULUS I

4 Lecture 0 Lab 4 Credit Hour(s)

This course is the first of a three-semester sequence developing calculus for the student majoring in engineering, mathematics, or the sciences. Topics include the derivative, limits, continuity, differentiability, the definite integral, the Fundamental Theorem of Calculus, techniques of differentiation (including for transcendental functions), applications of differentiation, mathematical modeling and computer applications.

Prerequisites: MAT 185 with a grade of at least C, OR high school precalculus with a grade of at least 70, OR permission of the department.

MAT222 CALCULUS II

4 Lecture 0 Lab 4 Credit Hour(s)

This course is the second of a three-semester sequence developing calculus for the student majoring in engineering, mathematics or the sciences. Topics include the Fundamental Theorems of calculus, definite and indefinite integrals, techniques of integration, improper integrals, applications of integration, sequences, series and Taylor series, differential equations, mathematical modeling and computer applications.

Prerequisite: MAT 221 with a grade of C or better, or permission of the department.

MAT223 CALCULUS III

4 Lecture 0 Lab 4 Credit Hour(s)

A continuation of MAT 222. Topics include vectors in the plane, solid analytic geometry, functions of several variables, partial differentiation, multiple integration, line integrals and vector fields, and Green's Theorem. Use of appropriate technology is required.

Prerequisite: MAT 222 with a grade of C or better or advanced placement with the permission of the department.

MAT224 DIFFERENTIAL EQUATIONS

4 Lecture 0 Lab 4 Credit Hour(s)

An introductory course in differential equations for students in mathematics, engineering and the sciences. Topics include the theory, solution and estimation of first and second order differential equations, systems of differential equations, the Laplace transform, and applications of differential equations.

Pre- or corequisite: MAT 223

MAT230 PROBABILITY AND STATISTICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is an introduction to probability theory intended for students in mathematics. Topics include general probability rules; Bayes' Theorem; discrete and continuous random variables; discrete and continuous probability distributions; The Law of Large Numbers; and The Central Limit Theorem.

Prerequisite: MAT 222 with a grade of C or better.

MAT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge

and competence in the field of mathematics or related areas. The student's time commitment to the project will be approximately 35-50 hours.

MAT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to MAT 271, except that the student's time commitment to the project will be approximately 70-90 hours.

MAT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to MAT 271, except that the student's time commitment to the project will be approximately 105-135 hours.

MEDICAL LABORATORY TECHNOLOGY

MLT005 COURSE SPECIFIC STUDY SKILLS FOR MLT 105

1 Lecture 0 Lab 1 Credit Hour(s)

A study skills course designed specifically for MLT 105 students. Course will present systematic study strategies with guided practice to enable students to master study skills techniques.

Co-requisite: MLT105

MLT101 CLINICAL MICROBIOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the principles of pathogenic microbes, their isolation and identification, and antibiotic sensitivity testing. Emphasis will be placed on procedures and techniques currently in use in medical laboratories. A study of serological procedures and interpretations will be included. Emphasis will be on performance of procedures and interpretation of results as they relate to disease conditions. Note: Course may be repeated one time.

Prerequisite: MLT 105 with a grade of C or better.

MLT105 CLINICAL HEMATOLOGY

3 Lecture 3 Lab 4 Credit Hour(s)

A study of standard tests and techniques presently performed in the clinical laboratory. Course will include emphasis on blood counts, coagulation procedures, hemoglobin, hematocrit, differential smear evaluations, sedimentation rates, indices, platelet and reticulocyte counts. Methods of blood collection, including phlebotomy and capillary puncture techniques, will be taught. Also included is the study of the origin and development of blood, human blood in normal and disease states, blood hemostasis and coagulation deficiencies.

Note: Course may be repeated one time.

Prerequisite: Math Placement Level 2 (see DCC Math Placement Table) and ENG 092 with a grade of C or better or eligibility to enroll in ENG 101 as determined by placement testing results. Grade of C or better required to continue to MLT 101 and MLT 106.

MLT106 IMMUNOHEMATOLOGY/SEROLOGY

2 Lecture 3 Lab 3 Credit Hour(s)

A study of the immunological makeup of the human body. Emphasis will be on the immune process, blood banking, blood components, preparation and administration of blood components, the genetics of blood group inheritance and serological testing.

Note: Course may be repeated one time.

Prerequisite: MLT 105 with a grade of C or better and concurrent enrollment in MLT 202.

MLT202 PARASITOLOGY/BODY FLUIDS

2 Lecture 3 Lab 3 Credit Hour(s)

Protozoans and helminthes that infect or infest humans will be studied, including the organism's life cycle, morphology and transmission. Host response and pathology will also be covered. Practical classes on recognition of parasites in stool samples, blood, tissues and free living states are required. Special emphasis is placed upon those aspects of the life cycle that are useful for clinical diagnosis. Body fluids including amniotic, synovial, cerebrospinal and semen will also be studied.

Note: Course may be repeated one time.

Prerequisite: MLT 101 with a grade of C or better and concurrent enrollment in MLT 106.

MLT203 CLINICAL CHEMISTRY I

3 Lecture 3 Lab 4 Credit Hour(s)

A study of the basic concepts fundamental to the study of the chemical constituents of the human body. Emphasis will be placed on analytical procedures, interpretation of results, normal values, instrumentation, laboratory mathematics, and theory and application of clinical chemistry procedures. Analysis of urine carbohydrates, lipids, proteins and liver function tests will be covered.

Note: Course may be repeated one time.

Prerequisite: CHE 121 with a grade of C or better and MAT 118.

MLT204 CLINICAL CHEMISTRY II

2 Lecture 3 Lab 3 Credit Hour(s)

A continuation of Clinical Chemistry I with emphasis on the more involved and intricate biochemical testing procedures. The study of lipids, acid-base balance, electrolytes, hormones, therapeutic drugs, toxicology, cerebrospinal fluid, and special chemistry will be covered.

Prerequisite: MLT203 with a grade C or better.

MLT207 EXTERNSHIP I

0 Lecture 16 Lab 4 Credit Hour(s)

Resident internship in an approved laboratory where didactics and actual job performance are integrated in a clinical work-study setting. Students will rotate through each department.

Note: Course may be repeated one time.

Prerequisites: MLT 106 and MLT 202 with a grade of C or better and concurrent enrollment in MLT 204.

MLT208 EXTERNSHIP II

0 Lecture 16 Lab 4 Credit Hour(s)

A continuation of MLT 207 with continuing rotation through various departments in the clinical laboratory.

Note: Course may be repeated one time.

Prerequisite: MLT 106 and 202 with a grade of C or better, and concurrent enrollment in MLT 204.

MLT271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of medical laboratory technology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

MLT272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to MLT 271 except that the student's time commitment to the project will be approximately 70-90 hours.

MLT273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to MLT 271 except that the student's time commitment to the project will be approximately 105-135 hours.

MEDICAL SERVICES OCCUPATIONS

MSO102 MEDICAL TERMINOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The course will focus on the recognition of common prefixes, suffixes and root words that comprise medical terminology. The student will acquire an understanding of medical language applicable to the structure, function, diagnostic, therapeutic and symptomatic terminology of all body organ systems. Emphasis is placed on definition usage, abbreviations and deciphering of unfamiliar medical terms.

MUSIC

MUS101 MUSIC APPRECIATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and non-musicians. It develops a basic music theory vocabulary and ability to actively listen to engage in a historical overview of musical styles through recorded and visual materials. The aim is to stimulate a discriminating understanding and enjoyment of music.

MUS104 INTRODUCTION TO MUSIC THEORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for both musicians and non-musicians. It is a preparatory course for students with little or no prior training in music theory or music literacy. The class provides students with a solid foundation in the rudiments of music notation and aural awareness including pitch, accidentals, rhythm, clefs, major and minor scales, and key signatures. The Circle of Fifths, triad types, simple and compound meters, and elementary ear training exercises are incorporated.

Pre-requisite: None.

MUS113 AURAL SKILLS I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to

read music. Students learn how to sing a melody from written music (sightsing), and write down music by ear (dictation). Material includes rhythms in simple and compound meter, scales, triads, and simple intervals. Students learn to use moveable "Do" Solfege and conducting patterns. Concurrent enrollment in MUS 115: Theory I is recommended.

Pre-requisite: None.

MUS114 AURAL SKILLS II

0 Lecture 2 Lab 1 Credit Hour(s)

Aural Skills II increases a student's musical cognition and awareness by focusing on melodic and rhythmic dictation. Harmonic dictation is introduced. Aural analysis and dictation proceed from simple to more complex melodies. Sight-singing and rhythm drills include alto and tenor clef exercises. Concurrent enrollment in MUS 116: Theory II is recommended.

Prerequisite: MUS 113

MUS115 MUSIC THEORY I

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Material covered includes a review of notation, meter, rhythm, scales, and key signatures, and continues with a study of intervals, triads, figured bass, Roman Numeral analysis, melodic analysis, part writing, and nonchord tones. Concurrent enrollment in MUS 113: Aural Skills I is strongly recommended.

MUS116 MUSIC THEORY II

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of four-part choral harmonization including all diatonic seventh chords, secondary dominants, modulation, binary and ternary forms, mode mixture, Neapolitan chords, and augmented sixth chords. Concurrent enrollment in MUS 114: Aural Skills II is strongly recommended.

Prerequisite: MUS 115

MUS121 CHORUS I

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

MUS122 CHORUS II

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

Prerequisite: MUS 121

MUS131 JAZZ ENSEMBLE I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone, piano, guitar, bass, drums, or percussion. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz History and/or MUS 138: Jazz Improvisation and/or private lessons (MUS 141/142/241/242/161/162/261/262, or 210/211) is highly recommended.

MUS132 JAZZ ENSEMBLE II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone, piano, guitar, bass, drums, percussion, and jazz vocalists. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz History and/or MUS 138: Jazz Improvisation and/or private lessons (MUS 141/142/241/242/161/162/261/262, or 210/211) is highly recommended.

Prerequisite: MUS 131

MUS135 JAZZ HISTORY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for both musicians and non-musicians. It develops a basic music theory vocabulary to engage in a historical overview of jazz. Recorded and visual materials are utilized in studying the elements, forms and styles of music with the aim of stimulating a discriminating understanding and enjoyment.

MUS136 ORCHESTRA I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, as well as additional public concerts in the community. Students are expected to supply their own instruments in working condition.

MUS137 ORCHESTRA II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, as well as additional public concerts in the community. Students are expected to supply their own instruments in working condition.

Prerequisite: MUS 136

MUS138 JAZZ IMPROVISATION

0 Lecture 2 Lab 1 Credit Hour(s)

This course introduces musical concepts and develops performance skills for improvisation in a variety of musical contexts. Students bring instruments/voice to class, as learning is primarily hands-on and experiential. Ability to read music at least at a basic level is necessary. Music theory is also presented and discussed as needed, and recorded examples of important developments in various styles of improvisation are listened to, analyzed and discussed in class. Concurrent enrollment in MUS 131/132/231/232: Jazz Ensemble and/or MUS 135: Jazz History and/or private lessons (MUS 141/142/241/242/161/162/261/262, or 210/211) is highly recommended.

MUS141 APPLIED PIANO LESSONS I

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles including classical, jazz, and modern. Students receive weekly 30 minute lessons, perform a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules.

MUS142 APPLIED PIANO LESSONS II

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules.

Prerequisite: MUS 141

MUS143 GUITAR ENSEMBLE I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition.

MUS144 GUITAR ENSEMBLE II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition.

MUS145 GROUP PIANO I

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed to promote facility at the piano and reinforce music reading skills for beginning and early intermediate piano students. Students are presented with general keyboard techniques, and learn solo and group repertoire, which they perform in class. Please note: The course is a group class; students who would prefer private piano instruction should instead register for MUS 141/142/241/242 or MUS 210/211. Suggested corequisites: MUS 104 or MUS 115

MUS146 GROUP PIANO II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed to promote facility at the piano and reinforce music reading skills for intermediate piano students. Students are presented with general keyboard techniques, and learn solo and group repertoire which they perform in class. Please note: The course is a group piano class; students who would prefer private piano instruction should instead register for MUS 141/142/241/242 or MUS 210/211. Suggested corequisites: MUS 104 or MUS 115.

Prerequisite: MUS145

MUS153 SHOW CHOIR I

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances.

MUS154 SHOW CHOIR II

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances.

Prerequisite: MUS 153

MUS161 PERFORMANCE AND APPLIED MUSIC I

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30-minute lessons and perform for a jury at the end of the semester. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Beginning students are welcome in voice and for all instruments. Note: Students must pay an additional course fee.

MUS162 PERFORMANCE AND APPLIED MUSIC II

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30-minute lessons and perform for a jury at the end of the semester. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both the student and instructor schedules. Note: Students must pay an additional course fee.

Prerequisite: MUS 161

MUS201 THE HISTORY OF MUSIC BEFORE 1750

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and requires prior knowledge of music. Students study the place of music in Western civilization, through representative works of each period. It entails a comprehensive, chronological study of the periods and schools of vocal and instrumental music, sacred and secular, and a study of the beginnings of Western music thought in ancient Greece to the end of the Baroque era in 1750.

Pre-requisite: None.

MUS202 HISTORY OF MUSIC AFTER 1750

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for musicians and requires prior knowledge of music. Students study the place of music in Western civilization through representative works of each period. It entails a comprehensive, chronological study of the developments, trends, and styles in instrumental and vocal genres of representative composers of the Classic, Romantic, Impressionist, and Modern periods.

MUS205 VOCAL REPERTOIRE I

0 Lecture 2 Lab 1 Credit Hour(s)

This course helps students enhance their vocal skills through the performance of solo works with live accompaniment in their area of musical interest (classical, musical theater, popular styles, etc.). Students also receive practice in articulating effective critiques as well as discussion of vocal health, anatomy, movement for the stage, use of the International Phonetic Alphabet (IPA), and audition techniques presented in mini-workshops. This course will be of special interest to students also enrolled in voice lessons (MUS 161/162/261/262, 210/211).

MUS206 VOCAL REPERTOIRE II

0 Lecture 2 Lab 1 Credit Hour(s)

This course is a continuation of Vocal Repertoire I and helps students enhance their vocal skills through the performance of solo works with live accompaniment in their area of musical interest (classical, musical theater, popular styles, etc.). Students

also receive practice in articulating effective critiques as well as discussion of vocal health, anatomy, movement for the stage, use of the International Phonetic Alphabet (IPA), and audition techniques presented in mini-workshops. This course will be of special interest to students also enrolled in voice lessons (MUS 161/162/261/262, 210/211) as well as students preparing for transfer or employment as a singer.

Prerequisite: MUS 205

MUS210 PERFORMANCE AND APPLIED MUSIC INTENSIVE I

0 Lecture 6 Lab 3 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles including classical, jazz, and modern. Students receive weekly 90-minute lessons and perform a jury at the end of the semester. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator who assigns them a teacher, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students pay an additional private lesson course fee.

MUS211 PERFORMANCE AND APPLIED MUSIC INTENSIVE II

0 Lecture 6 Lab 3 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles including classical, jazz, and modern. Students receive weekly 90 minute lessons, and perform a jury at the end of the semester. Students must attend an introductory organizational meeting on the first Friday of the semester with the Music Coordinator who assigns them a teacher; after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students pay an additional private lesson course fee.

Prerequisite: MUS 210

MUS212 HISTORY OF AMERICAN MUSICAL THEATRE

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed for both musicians and non-musicians. The purpose of this course is to explore the origins and development of American Musical Theatre from the early Twentieth Century through the modern day, with particular regard to how social and cultural events in our nation's history have been reflected within this indigenous art form. Students will be responsible for obtaining theatre tickets and/or accessing appropriate pre-recorded material for their chosen performance reviews at their own time or expense as required for the completion of assignments. Suggestions for arranging low-cost or free alternatives will be offered by the professor.

MUS219 ELECTRONIC MUSIC WORKSHOP

2 Lecture 2 Lab 3 Credit Hour(s)

Basic techniques of creating electronic music will be explored beginning with found sound recordings and audio editing, and gradually moving through to more modern musical structures, idioms and advanced production techniques. A basic music course (such as MUS 101 or 104) or some basic knowledge of the notes on a keyboard (MUS 145/146 or MUS 141/142) and ability to play an instrument is helpful. More serious music study is useful but not required. Students unsure of whether they possess an appropriate musical background should consult with the instructor.

MUS221 CHORUS III

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

Prerequisites: MUS 122

MUS222 CHORUS IV

0 Lecture 2 Lab 1 Credit Hour(s)

The purpose of this course is to improve the student's ensemble singing through the study and performance of choral music in a variety of musical styles. The course includes at least one public concert providing students an opportunity to perform mastered repertoire.

Prerequisite: MUS 221

MUS231 JAZZ ENSEMBLE III

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone, piano, guitar, bass, drums, or percussion, and jazz vocalists. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz History and/or MUS 138: Jazz Improvisation and/or private lessons (MUS 141/142/241/242/161/162/261/262 or 210/211) is highly recommended.

Prerequisite: MUS 132

MUS232 JAZZ ENSEMBLE IV

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform jazz ensemble music. The course is open to students playing saxophone, trumpet, trombone, piano, guitar, tuba, bass, drums, or percussion, and jazz vocalists. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Concurrent enrollment in MUS 135: Jazz History and/or MUS 138: Jazz Improvisation and/or private lessons (MUS 141/142/241/242/161/162/261/262 or 210/211) is highly recommended. Prerequisite: MUS 231

MUS236 ORCHESTRA III

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, as well as additional public concerts in the community. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 137

MUS237 ORCHESTRA IV

0 Lecture 2 Lab 1 Credit Hour(s)

This course is designed for musicians and requires prior knowledge and ability to read music. Students rehearse and perform orchestral music. The course is open to students playing flute, oboe, clarinet, bassoon, horn, trumpet, trombone, tuba, violin, viola, cello, double bass, or percussion at a level NYSSMA 4 or higher. There is one on-campus concert, as well as additional public concerts in the community. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 236

MUS241 APPLIED PIANO LESSONS III

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles including classical, jazz, and modern. Students receive weekly 30 minute lessons and perform for a jury at the end of the semester. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students must pay an additional course fee. Prerequisite or Corequisite: MUS142

MUS242 APPLIED PIANO LESSONS IV

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual piano lessons in a variety of styles from classical to jazz to modern. Students receive weekly 30 minute lessons, perform for a jury at the end of the semester, and must pay an additional private lesson course fee. Students must attend an introductory organizational meeting the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Prerequisite: MUS 241

MUS243 GUITAR ENSEMBLE III

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 144

MUS244 GUITAR ENSEMBLE IV

0 Lecture 2 Lab 1 Credit Hour(s)

Students rehearse and perform guitar ensemble music. The course is open to students who play acoustic guitar. There is one on-campus concert, and additional performances may be required. Students are expected to supply their own instruments in working condition. Prerequisite: MUS 243

MUS253 SHOW CHOIR III

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances. Prerequisite: MUS 154

MUS254 SHOW CHOIR IV

0 Lecture 2 Lab 1 Credit Hour(s)

A musical theatre course, this class rehearses and performs Broadway and pop songs in a choir setting, with ample opportunity for solos, dance and choreography. In addition to on-campus performances, members must be able to coordinate transportation to multiple off-campus performances. Prerequisite: MUS 253

MUS261 PERFORMANCE AND APPLIED MUSIC III

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles including classical, jazz, and modern. Students receive weekly 30-minute lessons and perform for a jury at the end of the semester. Students must attend an introductory organizational meeting on the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students must pay an additional course fee. Prerequisite: MUS 162

MUS262 PERFORMANCE AND APPLIED MUSIC IV

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides students with individual instrumental or vocal music lessons in a variety of styles including classical, jazz, and modern. Students receive weekly 30-minute lessons and perform for a jury at the end of the semester. Students must attend an introductory organizational meeting on the first Friday of the semester with the Music Coordinator, after which they schedule their weekly lessons based on a time that fits both student and instructor schedules. Note: Students must pay an additional course fee. Pre- or co-requisite: MUS 261

MUS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of music or other related areas. The student's time commitment to the project will be approximately 35-50 hours.

MUS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to MUS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

MUS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to MUS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

NURSING**NUR090 NYS COALITION LPN TO RN TRANSITION COURSE**

3 Lecture 0 Lab 3 Credit Hour(s)

The New York State LPN to RN Transition course is designed to validate prior learning, and update/enhance the student's knowledge. This course facilitates transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. Emphasis is placed on the National League for Nursing (NLN) core competencies related to human flourishing, nursing judgment, professional identity and spirit of inquiry. Completion of this course does not imply acceptance into the DCC nursing program.

This course may not be repeated.

Prerequisites and/or corequisites: Requirements for enrollment include eligibility for licensure as a licensed practical nurse in a United States Jurisdiction.

Students wishing to enter the DCC nursing program must follow the matriculation and prerequisite requirements for the LPN to RN program as outlined in the Nursing Program Application.

Note: NUR090 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

NUR105 NURSING SCIENCE I

3 Lecture 2 Lab 6 Credit Hour(s)

This clinical course correlates with the foundation of nursing practice. Assessment of basic needs across the life span is a major focus. Psychomotor skills basic to the practice of professional nursing are practiced in weekly two-hour college laboratory sessions. In addition, a weekly six-hour clinical experience occurs in long-term care facilities with a focus on aging populations.

A minimum grade of C is required to advance to NUR 112. A student may attempt the

course two times depending on the re-entry rubric score.

Prerequisites and/or corequisites: Satisfactory score on the Nursing Eligibility Rubric and a score of Proficient or better on the TEAS exam; C grade or better in BIO 131 or concurrent enrollment. Corequisite NUR 107.

NUR107 SURVEY OF PROFESSIONAL NURSING

1 Lecture 0 Lab 1 Credit Hour(s)

The student explores issues and aspects of the profession of nursing: historical overview of modern nursing, professionalization of the student nurse, overview of the contemporary health care delivery system, ethical and legal issues of professional nursing practice, values clarification and nursing judgment.

A minimal grade of C is required to advance to NUR 112. A student may attempt the course two times. Co-requisite: NUR 105.

NUR112 NURSING SCIENCE II

5 Lecture 2 Lab 8 Credit Hour(s)

Students focus on providing safe and evidence-based care to patients requiring surgery. In this clinical course the utilization of nursing judgment promotes adaptation of pathophysiologic aspects specific to adults and children experiencing accidental trauma, surgical interventions, burns, musculoskeletal trauma, gynecological, biliary and eye diseases. Complex psychomotor skills for the practice of professional nursing are included in the two-hour weekly college laboratory. Students care for patients in a variety of settings during the weekly six-hour clinical. The course may be repeated two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisite: C grade or better in BIO 131; C or better in NUR 105 and NUR 107; Concurrent enrollment in BIO 132. A minimal grade of C is required to continue to NUR 213 and NUR 215.

NUR120 LPN TO RN BRIDGE

2 Lecture 0 Lab 2 Credit Hour(s)

The course prepares the LPN student for the DCC nursing curriculum and entry into NUR 213 or NUR 215. The course emphasizes the development of nursing judgment and uses the organizing framework of the nursing program as the basis for providing care for patients with medical-surgical diagnoses. A minimum grade of C is required to continue to NUR 213 or NUR 215. The course may be attempted two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisites and/or corequisites: Satisfactory completion of the New York State Coalition LPN to RN Transition Course. C grade or better in BIO 131; concurrent enrollment in NUR 120 and BIO 132. Students must follow the prerequisite requirements for the LPN to RN program as outlined in the Nursing Program Application.

NUR204 PROFESSIONAL ISSUES IN NURSING

1 Lecture 0 Lab 1 Credit Hour(s)

This course discusses Issues relevant to the professional role of the associate degree nurse are presented. An overview of the Nurse Practice Act prepares the student to understand the dilemmas facing the delivery of contemporary nursing. Students are guided through the application process for the RN licensure examination. A minimal grade of C or better is required to complete this course. The course may be attempted two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisites: NUR 107, NUR 105, NUR 112, NUR 213, NUR 215 (or NUR 090 and NUR 120, NUR 213, NUR 215 for LPNs) and concurrent enrollment in NUR 216 and NUR 218

NUR213 NURSING SCIENCE III

5 Lecture 2 Lab 8 Credit Hour(s)

This clinical course focuses on the use of nursing judgment to promote safe, evidenced-based care to adults and children experiencing complex respiratory, digestive, cardiovascular, oncologic, urinary, hepatic disorders, and infectious processes. Complex cognitive and psychomotor skills, necessary for the practice of professional nursing, are included in the two-hour weekly college laboratory. Students care for patients in a variety of settings in weekly six-hour clinical experiences. A minimal grade of C or better is required to progress to NUR 216. The course may be attempted two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisites: C grade or better in BIO 132 and C grade or better in NUR 112; concurrent enrollment in BIO 212.

NUR215 PARENT-CHILD NURSING

2 Lecture 0 Lab 3 Credit Hour(s)

Parent-child nursing is the study of nursing care related to the prenatal, intrapart and postpartal periods of the woman and her family. The focus of the course is the use of clinical judgment to provide safe, evidence-based care. Reproductive issues and selected abnormal conditions during pregnancy and child birth are included. Common congenital/genetic conditions and childhood diseases are also discussed. Students care for patients in a variety of settings during the bi-weekly six-hour clinical. The sites for these experiences are discussed in the first class meeting. A grade of C or better is required to pass. The course may be attempted two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisites: C grade or better in BIO 132 and NUR 112 or NUR 120; concurrent enrollment in BIO 212 and NUR 213 or NUR 216 and NUR 218.

NUR216 NURSING SCIENCE IV

3 Lecture 0 Lab 4 Credit Hour(s)

Nursing care of patients with psychiatric and neurological dysfunction is explored in this clinical course. Students care for patients in a variety of settings. Weekly six-hour clinical experiences are divided into five weeks of neurological and five weeks of psychiatric nursing. The course may be attempted two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisites: C grade or better in BIO 212; C grade or better in NUR 213, NUR 215.

NUR218 NURSING SYNTHESIS

1 Lecture 0 Lab 2 Credit Hour(s)

The nursing program is capped by this preceptorship course which focuses on the transition of the student nurse to the role of the professional nurse. The content emphasizes the synthesis of the knowledge, skills, attitudes and competencies as defined by the National League of Nursing. Students precept with professional nurses in a variety of settings for two clinical eight-hour days for five weeks.

A grade of C or better in NUR 218 is required to complete the nursing sequence. The course may be attempted two times provided the student scores a 3 or better on the re-entry rubric, is granted re-entry by the Appeals Committee, and has not used the appeals process for any other nursing course.

Prerequisite: C grade or better in NUR 216.

NUR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of nursing or related areas. The student's time commitment to the project will be approximately 35-50 hours.

NUR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to NUR 271, except that the student's time commitment to the project will be approximately 70-90 hours.

NUR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to NUR 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PARALEGAL

PAL110 FUNDAMENTALS OF PARALEGALISM

3 Lecture 0 Lab 3 Credit Hour(s)

This course will provide students with an overview of the role of paralegals in the legal system. Topics to be examined include: employment specialties, professional development, law office operations, client relations, legal interviewing and professional ethics. Upon completion of this course, students should be better able to determine if they wish to continue their education in the paralegal field.

PAL120 LEGAL RESEARCH

3 Lecture 0 Lab 3 Credit Hour(s)

An introduction to legal research sources and methods, and the drafting of legal memoranda based upon such research. Students will be trained to effectively and efficiently find legal principles and authorities from primary and secondary sources of law using both text and computerized resources. Both Federal and New York State applications will be addressed.

PAL151 INTRODUCTION TO LAW

3 Lecture 0 Lab 3 Credit Hour(s)

A general survey course in law with special emphasis given to administrative law and constitutional law. Students will gain insight into various subject areas of law, the courts, and alternative dispute resolution.

PAL210 FAMILY LAW

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the law of domestic relations of New York, focusing on the substantive law of marriage, separation, divorce, annulment and family obligations. Attention is also given to procedural laws concerning Family Court proceedings and the drafting of documents related to family law practice.

Prerequisites: PAL 110 and PAL 120.

PAL220 WILLS, TRUSTS, AND ESTATES

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a study of the legal aspects of preparing valid wills and probating the deceased's estate. In addition, procedures of estate administration without a will, estate settlement, discharge of fiduciary duties, taxation, trust creation and administration will be addressed. The function of the paralegal in this area of law will serve as the basis for topic coverage.

Prerequisites: PAL 110 and PAL 120.

PAL230 LAW OF BUSINESS ORGANIZATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of sole proprietorships, partnerships, limited liability companies and corporations, focusing on the applicable legal principles and preparation of documents relating to the organization and operation of each. The function of the paralegal in this area of law will serve as the basis for topic coverage.

Prerequisites: PAL 110 and PAL 120.

PAL240 CIVIL LITIGATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course focuses on fundamental principles and procedures of the civil litigation process. Upon completion, students will be familiar with the pretrial, trial and post-trial stages of litigation, including rules of procedure and the paralegal's role in case preparation, discovery and the drafting of pleadings, motions and other documents.

Prerequisites: PAL 110 and PAL 120.

PAL250 REAL PROPERTY LAW

3 Lecture 0 Lab 3 Credit Hour(s)

This course focuses on the law of real estate with an in-depth survey of the common types of property ownership and conveyances. Relevant documents, including contracts of sale, mortgages, deeds and leases are examined. The role of the paralegal in helping to facilitate various real estate transactions is stressed.

Prerequisites: PAL 110 and PAL 120.

PAL260 LEGAL WRITING

3 Lecture 0 Lab 3 Credit Hour(s)

Students will further develop and practice legal research, analysis, and writing skills through analysis of hypothetical situations and preparation of relevant legal documents, such as correspondence, court forms, and legal memoranda.

Prerequisites: PAL 120 and ENG 101

PAL271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of paralegal or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PAL272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PAL 271 except that the student's time commitment to the project will be approximately 70-90 hours.

PAL273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PAL 271 except that the student's time commitment to the project will be approximately 105-135 hours.

PAL290 PARALEGAL INTERNSHIP

1 Lecture 8 Lab 3 Credit Hour(s)

This non-required course provides paralegal students with an opportunity to gain work experience in a law office or other related legal work environment. Course requirements include a minimum of 120 hours during the semester in a supervised

internship environment requiring the completion of a variety of activities assigned to a paralegal. The course also requires participation in regularly scheduled seminars with the instructor and the completion of regular internship reports.

Prerequisites: Matriculation in the Paralegal AAS Degree program, AND PAL 110 and PAL 120, AND 3 of: PAL 210, PAL 220, PAL 230, PAL 240 or PAL 250, AND permission of the department.

PARAMEDIC**PAR101 ADVANCED AIRWAY MANAGEMENT**

0 Lecture 2 Lab 1 Credit Hour(s)

This lab course is designed to review basic life support airway assessment and management techniques, and develop mastery in the ability to establish and maintain a patient airway, deliver oxygen and ventilate a patient at an advanced level. The focus of this course is on the complex cognitive and psychomotor skills necessary for assessing and treating airway compromise. Student will be introduced to out of hospital pharmacological intervention and surgical airway access in the critical patient.

Prerequisite: Current NYS EMT certification, EMB 101, and BIO 115 with a grade of "C" or better.

PAR102 PATHOPHYSIOLOGY AND LIFE SPAN DEVELOPMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This is an introductory course in pathophysiology as it relates to out of hospital medicine. This course focuses on human responses to illness expressed at the physiologic, pathophysiologic, experiential and behavioral levels. Human responses are examined in terms of assessments appropriate to selected problems, rationale for paramedic and medical interventions, and therapeutic effectiveness. Topics include: General Principles of Pathophysiology and Life Span Development.

Prerequisite: Current NYS EMT Certification and BIO 115 with a grade of C or better.

PAR106 PHARMACOLOGY AND IV THERAPY

2 Lecture 2 Lab 3 Credit Hour(s)

This course is designed to introduce the paramedic student to the categories of pharmacological agents and the application of pharmacological concepts to clinical paramedic practice. Emphasis will be placed on understanding physiological drug actions. Topics include pharmacology, intravenous therapy and medication administration. The lab section covers psychomotor skills of medication administration, blood drawing and intravenous therapy. Skills include phlebotomy, intramuscular and subcutaneous injections, intravenous cannulation, intravenous drug administration, inhalation administration, and sublingual drug administration.

Prerequisites: Current NYS EMT Certification, EMB 101 with a grade of C or better.

Corequisite: PAR 101

PAR108 PARAMEDIC PREPATORY AND OPERATIONS

3 Lecture 1 Lab 3 Credit Hour(s)

An entry level course designed to orient the Paramedic student to the requirements of the Paramedic Curriculum and to expose the student to various field operations and procedures. The laboratory section allows for hands-on supervised practice of topics covered. Topics covered: Orientation to the Curriculum, Research in EMS, Roles and Responsibilities of the Paramedic, Medical/Legal issues, The Well Being of the Paramedic, Illness and Injury Prevention, Ethics, Therapeutic Communications, Incident Command, Rescue Awareness and Operations, Vehicle Operations, Tactical EMS and Crime Scene Awareness, Hazardous Materials Awareness, Disaster Response, and Wilderness EMS.

Prerequisites: Current NYS EMT Certification and BIO 115 and EMB 101, both with a grade of C or better.

PAR120 CLINICAL I

0 Lecture 8 Lab 2 Credit Hour(s)

This clinical course is designed to accompany the Pathophysiology and Pharmacology and Advanced Airway Courses. Clinical rotations focus on the development of triage skills, recognition of disease pathology and progression, intravenous therapy, blood drawing and medication administration skills.

Prerequisites: Current NYS EMT Certification and EMB 101 with a grade of C or better.

Corequisite: PAR 106

PAR201 TRAUMA

2 Lecture 2 Lab 3 Credit Hour(s)

This course introduces the paramedic student to specific pathophysiology, assessment and management techniques for trauma patients. Topics include mechanism of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma and special considerations. The lab section teaches psychomotor skills of the management of the trauma patient. Skills include, trauma patient assessment, airway management of the trauma patient, splinting of musculoskeletal injuries and treatment of various trauma conditions including shock, hemorrhage and burns.

Prerequisite: PAR101, PAR102, and PAR106, all with a grade of C or better.

PAR203 CARDIOLOGY AND PULMONOLOGY

3 Lecture 2 Lab 4 Credit Hour(s)

This course covers the specific pathophysiology, assessment and management of the respiratory and cardiac systems. Psychomotor skills included are cardiac monitoring, defibrillation, cardioversion, transthoracic pacing, cardiac emergency management and cardiac arrest management.

Prerequisites: PAR 101, PAR 102, and PAR 106 all with a grade of C or better

Corequisites: PAR 201 and PAR 205

PAR205 MEDICAL EMERGENCIES I

4 Lecture 0 Lab 4 Credit Hour(s)

This course covers specific pathophysiology, assessment, and management techniques for common medical conditions encountered in the field. Topics include: Neurology, gastroenterology, urology, endocrinology, toxicology, allergies and anaphylaxis, hematology, infectious and communicable diseases. Special patient populations and circumstances are also addressed; acute interventions in the home care patient, abuse and assault, behavioral and psychiatric disorders, environmental conditions, and the challenged patient.

Prerequisites: PAR 102, PAR 106 both with a grade of C or better.

PAR206 PATIENT ASSESSMENT

2 Lecture 2 Lab 3 Credit Hour(s)

This course is designed to integrate the technique of patient assessment for various chief complaints, starting with initial assessment of the patient through treatment modalities. Topics include: Culture of Safety, History taking, techniques of physical examination, scene size-up, initial assessment, history and physical exam, differential diagnosis, on-going assessment, and difficult communication. The lab section teaches the psychomotor skills of patient assessment, incorporating all advanced level skills along with proper communication and documentation..

Pre-Requisites: PAR 201, PAR 203, PAR 205 all with a grade of C or better.

Pre- or Co-Requisite: PAR 209

Co-Requisite: PAR 240

PAR209 MEDICAL EMERGENCIES II

2 Lecture 2 Lab 3 Credit Hour(s)

This course focuses on the pathophysiology, assessment techniques and treatment modalities for illness and injury in the area of gynecology, obstetrics, neonates, pediatrics and geriatrics. Complex cognitive theory and psychomotor skills that are necessary for the practice of professional out of hospital emergency care are covered in the lecture and lab component of this course.

Pre/Co-Requisites: PAR 205 with a grade of C or better.

Co-Requisite: PAR 230

PAR220 CLINICAL II

0 Lecture 8 Lab 2 Credit Hour(s)

This clinical course is designed to follow the Advanced Airway Management course (PAR 101) and accompany the Cardiology and Pulmonology (PAR 203), Trauma (PAR 201), and Medical Emergencies I (PAR 205) courses. Clinical rotations focus on the development of psychomotor skills and integrative skills.

Pre-Requisites: PAR 120 with a grade of 'C' or better.

Co-Requisites: PAR 201, PAR 203, PAR 205.

PAR230 CLINICAL III

0 Lecture 8 Lab 2 Credit Hour(s)

This clinical course is designed to accompany or follow the Medical Emergencies II course. Clinical rotations focus on treatment of special patient populations and special clinical situations and reinforcement of previous clinical lessons learned.

Pre- or corequisite: PAR 203 and PAR 220 with a grade C or better in each

Corequisite: PAR 209.

PAR240 SUMMATIVE EVALUATION

0 Lecture 16 Lab 4 Credit Hour(s)

This summative field evaluation determines if the student is competent to serve as an entry-level clinician. Field rotations place the student in the role of team leader for all calls and expect them to integrate history taking, physical exam and cognitive knowledge into the total management of the patient. Comprehensive examinations evaluate the candidate's knowledge base and psychomotor skills.

Pre- or corequisite: PAR 230

Corequisite: PAR 206

*In addition, students must secure approval of the Medical Director, Paramedic Program Coordinator and Clinical Coordinator to take this class.

PAR271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community

service, work experience or other activities that advance the student's knowledge and competence in the field of paramedic or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PAR272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PAR 271 except that the student's time commitment to the project will be approximately 70-90 hours.

PAR273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PAR 271 except that the student's time commitment to the project will be approximately 105-135 hours.

PUBLIC HEALTH

PBH101 INTRODUCTION TO PUBLIC HEALTH

3 Lecture 0 Lab 3 Credit Hour(s)

A general introduction to what public health is, its importance for everybody's health, and how it functions as a combination of science and politics. The role of the public health system will be illustrated by describing issues confronting New York State and what is being done about them.

PBH102 PROMOTING HEALTHY PEOPLE AND COMMUNITIES

3 Lecture 0 Lab 3 Credit Hour(s)

This course focuses on how health promotion strategies influence healthy behaviors, healthy people, and healthy communities. Current public health issues will guide us in examining key health promotion concepts, health concerns at different ages, and the causes of different health behaviors. Health inequalities and mass media's role will also be highlighted.

PBH203 CONCEPTS OF EPIDEMIOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to introduce students to the science of epidemiology. Specific subjects will include causal thinking, the epidemiologic framework, and study designs used in epidemiologic studies and the role of epidemiology in public health. Examples of famous studies will be discussed, including outbreak investigations and major studies that have identified risk factors for the more common diseases in the country and world today.

Prerequisite: MAT 118

PBH204 GLOBAL HEALTH

3 Lecture 0 Lab 3 Credit Hour(s)

The environment affects our health, economics, and quality of life. Globalization has made the earth a much smaller place so that we can no longer focus merely on issues in the United States. This course will address global environmental concerns and their impact on human health. Students will discuss various affecting factors (e.g., urbanization, population pressure, climate change, atmospheric pollution, sanitation, etc.) within the context of the impacts on population throughout the world.

PBH205 U.S. HEALTH CARE SYSTEM

3 Lecture 0 Lab 3 Credit Hour(s)

This course will introduce the students to important issues underlying the U.S Health Care System - including issues of contemporary importance such as health care cost, health care quality, access to care, increasing number of uninsured, patient safety, prescription drugs policies, physician-patient interaction, adoption and use of health care technologies, and end-of-life care. The course is intended to provide students with an understanding of the various actors, stakeholder interactions, and functions of the U.S. health care system, through a case-based approach interweaving real world events, practice experience, and research on the above issues.

PHLEBOTOMY

PDC101 BASIC CONCEPTS OF PHLEBOTOMY

3 Lecture 2 Lab 4 Credit Hour(s)

A study of the basic concepts of phlebotomy and of the responsibilities of the phlebotomist. The course will cover such topics as job responsibilities, organizational structure of a laboratory, basic understanding of major body systems, collection equipment, blood collection procedures, infection control, safety, specimen transport and processing, quality control and professionalism.

PDC102 PHLEBOTOMY INTERNSHIP

2 Lecture 8 Lab 4 Credit Hour(s)

Clinical internship in a health care institution where knowledge and skills and actual job performance are integrated in a clinical program.

Prerequisite: PDC 101 with a grade of C or better.

PDC271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of phlebotomy or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PDC272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PDC 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PDC273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PDC 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PHYSICAL EDUCATION

PED101 SELF-DEFENSE

0 Lecture 2 Lab 1 Credit Hour(s)

Practical self-defense training offers students an opportunity to learn methods of protection from assault and, where necessary, how to control an attacker. Participants will be taught the practical aspect of self-defense and how to relate their training to an actual attack.

PED106 INTRODUCTION TO WEIGHT TRAINING

0 Lecture 2 Lab 1 Credit Hour(s)

This course is for men and women. It is designed to give the student fundamental skills of weight training. Emphasis is placed on proper form and technique using a variety of strength training equipment. Exercise using aerobic equipment will also be introduced.

PED113 INTRODUCTION TO THE MARTIAL ARTS

0 Lecture 2 Lab 1 Credit Hour(s)

This course will introduce students to a variety of martial arts practices and basic defense strategies. Students will focus on building stamina, instilling confidence and making decisions. Primarily for beginners, this course can act as a refresher to experienced martial artists also. Historical guidelines will be included.

PED114 STRETCH AND STRENGTHEN

0 Lecture 2 Lab 1 Credit Hour(s)

Stretch and Strengthen is a physical fitness course designed to develop muscular endurance and flexibility. Weights and other types of resistive equipment are used to develop fitness. An emphasis is also placed on the use of stretch and relaxation techniques in the management of stress.

PED115 CORE CONDITIONING THROUGH PILATES

0 Lecture 2 Lab 1 Credit Hour(s)

Through lecture, demonstration and actual practice, students will learn basic Pilates movement principles and concepts, the importance of functional strength and flexibility, anatomy and kinesiology and breathing technique. Basic Pilates mat work will be supplemented by the use of additional equipment to enhance the development of balance, skill and core strength.

PED116 YOGA

0 Lecture 2 Lab 1 Credit Hour(s)

Yoga is an applied science of the mind and body. The primary emphasis of the course will be on general well-being. Students will be exposed to various forms of yoga and will learn gentle stretches, postures designed to keep the body fit, spiritual philosophy, breathing practices, relaxation and meditation.

PED117 WALKING FOR FITNESS

0 Lecture 2 Lab 1 Credit Hour(s)

Walking is a popular exercise activity that can accommodate a variety of fitness levels. Students will learn about fitness walking as a means of improving health and cardiorespiratory endurance. Proper walking technique as well as race walking and interval programs are incorporated to provide a comprehensive overview of various walking program modalities. Field trips will be incorporated as a means of exploring various walking trails within the Hudson Valley.

PED118 INTRODUCTION TO ROCK CLIMBING

0 Lecture 2 Lab 1 Credit Hour(s)

This course covers the basic essentials of indoor rock climbing. Students will learn to be self-sufficient, capable, and safe indoor climbers. Students will be assessed on

their knowledge of belay technique, climbing technique, familiarity with climbing-specific knots, and climbing terms.

Prerequisite: Students must possess an adequate level of physical fitness, which can be indicated by the ability to walk up two flights of stairs without discomfort.

PED137 MIND AND BODY WELLNESS

0 Lecture 2 Lab 1 Credit Hour(s)

This course will help the student to discover their natural state of health, energy, and clarity. This course will describe the tools and introduce the activities which foster balance and harmony in life, whether one is healthy or suffering from chronic pain or illness.

PED138 EXERCISE FOR FITNESS AND WEIGHT MANAGEMENT

0 Lecture 2 Lab 1 Credit Hour(s)

This course provides a well-rounded exercise program that enables students to work on developing all components of fitness through fun and varied workouts while teaching them safety, body awareness, and fitness training principles.

PED139 WEIGHT TRAINING FOR WOMEN

0 Lecture 2 Lab 1 Credit Hour(s)

This course emphasizes the development of functional strength, muscle mass and continued independence with age for women through the practice of regular strength training. Students will gain confidence in navigating the weight room area and using strength training equipment. Building a weight training program with variety and enhancing skills to adapt it for future needs is a major focus.

PED145 CARDIO CONDITIONING

0 Lecture 2 Lab 1 Credit Hour(s)

This course utilizes a varied aerobic workout that provides effective conditioning of the muscles, heart, lungs and blood vessels so that the body is strengthened through healthy use. The class offers options for low and high intensity, incorporating sports moves, interval and circuit training, and dance. A segment on muscle endurance and flexibility is also included. The exercise program provides an enjoyable way to work towards a lifetime of physical fitness.

PED149 T'AI CHI CH'UAN

0 Lecture 2 Lab 1 Credit Hour(s)

T'ai Chi Ch'uan is an ancient martial art form that provides a form of low impact exercise with a focus on achieving balance of mind and body and creating a healthy flow of energy throughout the body. The practice develops coordination and agility and is recognized as an effective stress management technique.

PED152 HIGH INTENSITY INTERVAL TRAINING

0 Lecture 2 Lab 1 Credit Hour(s)

This course will explore the concepts and techniques of high-intensity interval training (HIIT). Students will be introduced to activities specific to HIIT that focus on improving cardiovascular health, muscle tone, metabolic function, energy output, and overall functional ability.

PED153 TRX TRAINING

0 Lecture 2 Lab 1 Credit Hour(s)

This course will explore the concepts and techniques of total body resistance training (TRX) using the TRX suspension trainer system. Students will be introduced to activities that focus on bodyweight exercises that allow for a full-body workout that can target cardiorespiratory endurance, muscular strength, endurance and power, flexibility, balance training, and core stability.

PED197 FENCING

0 Lecture 2 Lab 1 Credit Hour(s)

The historic art of fencing. Offense and defense with the foil, sabre and epee are taught. Romantic air of Cyrano, Zorro and other great duelers lend to the thrill of learning these skills. Competition, scoring and safety are covered.

PED202 FITNESS TRAINING PRACTICUM

2 Lecture 3 Lab 3 Credit Hour(s)

A special learning experience for students interested in a comprehensive study of fitness programming. Under the supervision of a faculty member, students act as trainers in the DCC Fitness Center. Study will include safe and effective operation of strength and aerobic exercise equipment, fitness training principles, and the development of individual fitness programs. There are three lab hours to be arranged by the student in addition to the two scheduled lecture hours.

PED271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge

and competence in the field of physical education or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PED272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PED 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PED273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PED 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PERFORMING ARTS

PFA100 PERFORMING ARTS: INTRODUCTORY SEMINAR

1 Lecture 0 Lab 1 Credit Hour(s)

This course introduces students to the field of performing arts and helps guide them in making decisions leading to success in performing art studies and to a career in the performing arts. It provides an overview of courses and training needed, preparing for auditions, career opportunities and possible transfer options. In addition, there will be specific units on various study and rehearsal skills, which lead to success in college and in the performing arts.

PHILOSOPHY

PHI107 INTRODUCTION TO THE ART OF REASONING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is concerned with techniques for identifying an argument, its components and suppositions, and for evaluating all these elements. Besides the analysis of arguments, topics will include deductive and inductive forms, rational decision-making and recognition of informal fallacies. Emphasis will be on heightening the student's ability to convey ideas concisely, to formulate arguments clearly and to appraise them critically.

PHI201 INTRODUCTION TO PHILOSOPHY

3 Lecture 0 Lab 3 Credit Hour(s)

This course involves a survey of representative problems in some of the major areas of philosophy, and the positions of different schools of philosophic thought on these problems. Topics considered include free will, the problem of religious belief, knowledge and truth, the problem of the self, morality, reality and being, and the problem of the external world.

PHI203 MAJOR RELIGIONS OF THE WORLD

3 Lecture 0 Lab 3 Credit Hour(s)

An exploration of the cultural expressions and spiritual values of the world's great religions. The course aims at extending and deepening the student's awareness of the doctrine, mythology, symbolism and ritual at the heart of each religion. Among those religions studied will be Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam.

PHI205 INTRODUCTION TO ETHICS

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to introduce students to the study of ethics and the nature of morality. A wide range of ethical issues is considered, including moral relativism, the principle of utility, duty-based ethics and natural law theory. Additionally, the course will focus on problems of applied morality, examining and discussing alternative positions on such issues as abortion, euthanasia, capital punishment, economic justice, etc.

PHI271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of philosophy or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PHI272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PHI 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PHI273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PHI 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PHYSICAL SCIENCES

PHS101 THE PHYSICAL WORLD

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory science course designed to introduce the student to the physical principles that govern the operation of machines that they encounter in their everyday lives. Topics include the metric system, simple machines, work, energy, states of matter, fluids, buoyancy, pressure, heat, nuclear energy, waves, light, color, sound, electricity, magnetism and computers. Laboratory experiments illustrate both the concepts studied and the general techniques of structured experimentation.

PHS102 EARTH SCIENCE

3 Lecture 2 Lab 4 Credit Hour(s)

A first course for students interested in planet earth. Topics to be considered include the earth's place in the universe, earth's materials and processes and earth's weather systems. Particular emphasis is placed on the individual's relationship to the planet. Discussions of earth's resources, waste disposal and geologic hazards such as earthquakes will be included. Laboratory work is supplemented by field trips.

PHS103 PHYSICAL SCIENCE AND THE ENVIRONMENT

3 Lecture 2 Lab 4 Credit Hour(s)

This course provides a local, regional and global perspective of major environmental issues. Topics such as population growth, food production, energy use, pollution, global warming and other technology are studied at the intro level. Field Labs constitute a major portion of the laboratory work.

PHS107 ENERGY AND THE ENVIRONMENT

3 Lecture 2 Lab 4 Credit Hour(s)

This course examines how man has met his energy needs in the past through the exploitation of the earth's natural resources and what alternative resources we may use in the future. We will examine modern methods of energy production, including exploration, mining, production, refining, distribution and environmental impact. Specific topics will include wood, coal, oil, natural gas, hydroelectric, nuclear fission, nuclear fusion, solar, wind, geothermal, biomass, ocean thermal energy conversion, conservation and environmental pollution.

PHS111 WEATHER AND CLIMATE

3 Lecture 2 Lab 4 Credit Hour(s)

An introductory study of energy, temperature, moisture, precipitation and winds that combine to create our weather. Topics include the causes of the seasons, forms of moisture in the atmosphere, atmospheric stability, cloud development, precipitation processes, winds, storm systems, thunderstorms, hurricanes, tornadoes and climate variability. Labs include the forces of weather and climate, heating the atmosphere, determining atmospheric stability, reading weather maps, drawing weather maps and climate studies. A scientific calculator is required.

PHS112 WATER RESOURCE ISSUES

3 Lecture 2 Lab 4 Credit Hour(s)

Substantial water resources are required by our growing global population. Water is used for drinking, recreation, generating electricity and by industry; it also flushes our toilets and is easily contaminated by landfills, salt and other human sources. Water is also an essential part of natural ecosystems. Students explore these multiple water demands and the challenges created by conflicting resource requirements. Case studies include investigation of the Everglades, the Mississippi River flood in 1993 and the Exxon Valdez oil spill. Labs include field trips and in-class exercises; students are introduced to the water cycle, the basic chemistry and physics of water, and the use of maps in water resource investigations.

PHS114 CULINARY CHEMISTRY

3 Lecture 2 Lab 4 Credit Hour(s)

A study of the application of basic scientific concepts to cooking and food science. Nutritional properties of foods, food preparation, food preservation, and social and economic issues surrounding food will be examined. Scientific topics to be studied include: fundamentals of food chemistry; molecular structure, interactions and reactions; biochemistry; energy content; mixtures and phase changes; application of concepts to common cooking processes and recipes. This course may be used in place of CHE 111 as preparation for CHE 121. A scientific calculator is required.

PHS115 FUNDAMENTALS OF ELECTRICITY

3 Lecture 2 Lab 4 Credit Hour(s)

This course provides a basic understanding of the fundamental principles of electricity including quantities such as voltage, current, resistance, and power. Underlying physical principles, as well as applications, will be emphasized. The course includes a comparison of the characteristics and uses of both dc and ac electricity. Hands-on lab activities involve observations and measurements of electrical quantities, using components such as dc sources, resistors, capacitors, and inductors.

Prerequisite: Placement level 2 (see DCC Math Placement Table)

PHS271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of the physical sciences or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PHS272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PHS 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PHS273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PHS 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PHYSICS**PHY121 GENERAL PHYSICS I**

3 Lecture 3 Lab 4 Credit Hour(s)

A general college physics course covering principles of mechanics, including kinematics, Newton's laws, conservation of energy and momentum, rotational motion, simple harmonic motion. Three lecture hours plus weekly three-hour laboratory.

Prerequisite: Math Placement Level 4 (See Math Placement Table) or MAT 184 or MAT 132 with a grade of C or better.

PHY122 GENERAL PHYSICS II

3 Lecture 3 Lab 4 Credit Hour(s)

A continuation of PHY 121, beginning with the study of fluids then moving on to heat, electricity and magnetism, waves and optics, and modern physics. Three lecture hours plus weekly three-hour laboratory.

Prerequisite: PHY 121 with a grade of C or better.

PHY125 CONVERSATIONS IN MODERN PHYSICS

1 Lecture 0 Lab 1 Credit Hour(s)

An introductory course of modern physics topics including relativity, wave particle duality, quantization of light and energy, etc. This course is for students who are interested in discussing and learning about these topics and their applications.

Prerequisites: MAT 184 with a grade of C or better and one year of high school physics or PHY 121 with a grade of C or better.

PHY151 CALCULUS-BASED PHYSICS I

3 Lecture 3 Lab 4 Credit Hour(s)

This is the first semester of a three-semester sequence of calculus based physics. This course gives students who plan to major in either physics or engineering an understanding of physical concepts and their applications through the use of calculus. The laboratory is designed to teach basic experimental techniques and to verify physical concepts. PHY151 is primarily concerned with mechanics, including basic vector operations, kinematics, Newton's Law, work, energy, and conservation laws.

Prerequisites: MAT 221 with a C or better and either PHY121 with a C or better or one year of high school physics with a grade of 75 or better. Concurrent enrollment in MAT 222 strongly recommended.

PHY152 CALCULUS-BASED PHYSICS II

3 Lecture 3 Lab 4 Credit Hour(s)

PHY152 is the second semester of physics in the calculus-based physics sequence. This course gives students who plan to major in either physics or engineering a fundamental understanding of electric and magnetic principles.

Prerequisite: PHY 151 with a grade of C or better and MAT 222 with a C or better.

PHY251 ENGINEERING PHYSICS III

3 Lecture 3 Lab 4 Credit Hour(s)

This is the third semester of calculus based physics and is required for anyone pursuing a degree in physics or engineering. The major topics studied in this course are fluids, harmonic motion, wave motion, sound, thermodynamics, kinetic theory of gases and optics.

Prerequisites: PHY 152 with a grade of C or better or permission of the department AND MAT 223 with a C or better or concurrent enrollment in MAT 223

PHY271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of physics or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PHY272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PHY 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PHY273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PHY 271, except that the student's time commitment to the project will be approximately 105-135 hours.

PORTUGUESE**POR101 ELEMENTARY PORTUGUESE I**

3 Lecture 1 Lab 3 Credit Hour(s)

This is the first half of a foundation to the Portuguese language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the Portuguese-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax.

POR102

3 Lecture 1 Lab 3 Credit Hour(s)

This is the second half of a foundation course to the Portuguese language vocabulary and structure. It is a continuation of Elementary Portuguese I. Included are additional fundamentals of speaking, listening, reading and writing as well as culture relating to the Portuguese-speaking world. Grammatical concepts will include both preterit and imperfect past-tense verb forms.

Prerequisite: POR 101 or permission of the department

PSYCHOLOGY**PSY102 INTERVIEWING AND COUNSELING SKILLS**

3 Lecture 0 Lab 3 Credit Hour(s)

A study of basic helping, counseling and crisis intervention skills with an emphasis on facilitating client growth and interpersonal effectiveness.

PSY111 INTRODUCTION TO PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Emphasis in this course is on major aspects of human behavior and its adaptation to the environment. Topics include learning, stress, sensation and perception, physiological psychology, cognition, development, behavior disorders, and social psychology.

PSY134 GROUP DYNAMICS

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the factors involved in group interaction, including cohesion and conflict, communication systems, role functions within groups, individual sensitivity and self-awareness. The student learns about him or herself by interacting with others in small groups, analyzing the dynamics of his or her group.

PSY201 ABNORMAL PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Emphasis is on developing a conceptual basis that incorporates the various influencing factors, as well as descriptions and effects of behavioral disorders. The currently used system of classification provides a holistic orientation to the field.

Prerequisite: PSY 111 or permission of the department

PSY202 THERAPEUTIC INTERVENTION SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

The study of the principles of learning and behavior change and an overview of therapeutic treatment strategies in current use. Practical applications both in various treatment settings and in everyday life are an integral part of this course.

Prerequisite: PSY 111 or permission of the department

PSY203 DEVELOPMENTAL PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

A systematic examination of the patterns of human development from conception through senescence. Typical behavior changes in the principal life stages are examined in depth with emphasis on the use of theories as tools for understanding.

Prerequisite: PSY 111 or permission of the department

PSY204 ADOLESCENT PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of the developmental tasks facing adolescents in contemporary American society. Such issues as personal identity, independence and moral development are considered in relation to sex differences, family structure and factors of social and cultural diversity.

Prerequisite: PSY 111 or permission of the department

PSY206 SOCIAL PSYCHOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

The scientific study of social influences on human behavior. Course material emphasizes both the interpersonal and experimental perspectives. Topics include: Social influence, attitudes, group behavior, social perception, social cognition, social exchange, interpersonal attraction, etc.

Prerequisite: BHS 103 or PSY 111.

PSY207 CREATIVE ARTS THERAPY

3 Lecture 0 Lab 3 Credit Hour(s)

An overview of creative arts as they are utilized in client assessment and treatment as well as applications of these creative arts to student development and self awareness.

Pre-requisites: BHS 110, PSY 102, PSY 134, PSY 202, PSY 203, and PSY 235 or PSY 201.

PSY209 PSYCHOBIOLOGY

3 Lecture 0 Lab 3 Credit Hour(s)

Psychobiology approaches psychological questions by seeking explanations based upon the biological functions of the organism's nervous system, endocrine glands and genes. Topics include memory, vision and pain.

Prerequisite: PSY 111

PSY210 PSYCHOLOGY OF GENDER

3 Lecture 0 Lab 3 Credit Hour(s)

A study of psychological assumptions about the female and male personality and how these hypotheses are being questioned by recent experimental studies. Psycho-social influences on the developing psyche and behavior patterns of women and men will be investigated, as well as sex differences and the interaction of the individual with the environment. Emphasis will focus on attitude formation, gender role learning, self-image, needs, values, fears and aspirations.

Prerequisite: PSY 111 or permission of the department

PSY221 CHILD DEVELOPMENT

3 Lecture 0 Lab 3 Credit Hour(s)

This is a general education course in behavioral sciences, presenting basic theories of child behavior and development (including cognitive development, social development, and physical development) from the prenatal period through middle childhood. The class is designed to present both theoretical and practical aspects of child development from psychological and developmental viewpoints. Developmental psychology is a science with a large and rich research base.

Accordingly, the course will use this research to understand development. While each individual has a unique pattern of growth and development, overall, human development is orderly and predictable and therefore capable of being understood through scientific principles and methodology.

Prerequisite: PSY 111 or permission of the department

PSY224 HUMAN SEXUALITY

3 Lecture 0 Lab 3 Credit Hour(s)

A study of physiological, psychological, sociological and gender issues related to sexuality. Topics include perspectives in sexuality, human sexual expression, love, communication and relationships, human sexual response and dysfunction, sexual health, family planning, non-modal behaviors, and sex and the law. This course is cross-listed and may be taken as either PSY 224 or HED 224.

PSY231 TOPICS IN PSYCHOLOGY I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in Psychology in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from any of the various, applied sub-fields of Psychology. The class room instruction will amount to a period of five weeks of the semester, or its equivalent in formal lecture/discussion.

PSY232 TOPICS IN PSYCHOLOGY II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PSY 231, except that the instructional time will take place over a period of ten weeks of the semester, or its equivalent in formal lecture/discussion.

PSY233 TOPICS IN PSYCHOLOGY III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PSY 231, except that the instructional time will take place for the entire 15 weeks of the semester, or its equivalent in formal lecture/discussion.

PSY235 THE PSYCHOLOGY OF EXCEPTIONALITY

3 Lecture 0 Lab 3 Credit Hour(s)

An overview of exceptionality in childhood including both behavior disordered and gifted children with emphasis on characteristics of and ways to interact with each. Other topics include mental retardation, various mental disorders and learning disabilities.

Prerequisite: PSY 111 or permission of the department

PSY251 TOPICS IN PSYCHOLOGY I

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed to explore a specific topic area in Psychology in greater depth than would occur in an introductory level offering. The topics will vary and may be drawn from any of the various, applied sub-fields of Psychology. The class room instruction will amount to a period of five weeks of the semester, or its equivalent in formal lecture/discussion.

PSY252 TOPICS IN PSYCHOLOGY II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PSY 251, except that the instructional time will take place over a period of ten weeks of the semester, or its equivalent in formal lecture/discussion.

PSY253 TOPICS IN PSYCHOLOGY III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PSY 251, except that the instructional time will take place for the entire 15 weeks of the semester, or its equivalent in formal lecture/discussion.

PSY271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Prior to registration for any special study course, the approval of the Department Head must be obtained. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of psychology or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PSY272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to PSY 271, except that the student's time commitment to the project will be approximately 70-90 hours.

PSY273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to PSY 271, except that the student's time commitment to the project will be approximately 105-135 hours.

READING**REA091 STRATEGIES FOR COLLEGE READING**

2 Lecture 0 Lab 2 Credit Hour(s)

Integrated language activities are designed to serve as a complementary component of the instruction given in REA 100.

NOTE: REA 091 is a credit equivalent course. Equivalent credits do not satisfy degree requirements and are not calculated in a student's grade point average, but they do incur tuition charges and they do count towards full-time/part-time status.

REA100 APPLIED READING STRATEGIES

1 Lecture 0 Lab 1 Credit Hour(s)

A course designed to improve general reading effectiveness and to emphasize the necessary skills for college reading. Topics include: comprehension on literal, inferential and critical levels and improvement of vocabulary through use of contextual clues. Each student must demonstrate application of the three levels of comprehension to a lengthy reading selection (novel).

REA103 ACADEMIC READING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to improve content area reading and analytical skills necessary in any college discipline (English: 101, 102; Social Sciences: BHS 103,

PSY 111; History: HIS 101, HIS 102, etc.; Health/Science: BIO 101, WFE 101, etc.; Business: BUS 102, BUS 104, CIS 111, etc.). Students master academic reading and note-taking strategies using sample materials from content textbooks and relate those techniques to current course work. Critical thinking and analytical skills are applied to non-fiction and fiction selections.

Prerequisite: Satisfactory scores on reading placement tests, or REA 091 and REA 100.

REA105 EFFECTIVE READING

3 Lecture 0 Lab 3 Credit Hour(s)

A course designed to increase comprehension, analytical skills and reading speed for the average to above average reader. Speed techniques are designed to increase students' ability to read faster and comprehend more effectively. Analytical skills are developed through reading, writing and thinking activities, which are applied to non-fiction and fiction selections including a novel.

REA271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of reading or related areas. The student's time commitment to the project will be approximately 35-50 hours.

REA272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to REA 271, except that the student's time commitment to the project will be approximately 70-90 hours.

REA273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to REA 271, except that the student's time commitment to the project will be approximately 105-135 hours.

SCIENCE SEMINAR

SCI100 SCIENCE INTRODUCTORY SEMINAR

1 Lecture 1 Lab 1 Credit Hour(s)

This course is designed to orient the student to the Liberal Arts and Science: Science (LAX) curriculum and prepare the student for his/her science course work. The student will be introduced to the information gathering process and its tools. The scientific paper and the laboratory report will be stressed. Topics will be selected by section from biology, chemistry, physics, earth science and environmental science.

SPANISH

SPA101 ELEMENTARY SPANISH I

3 Lecture 1 Lab 3 Credit Hour(s)

This is the first half of a foundation to the Spanish language vocabulary and structure. It is for students with little or no previous knowledge of the language. Included are the fundamentals of speaking, listening, reading and writing, as well as culture relating to the Spanish-speaking world. Grammatical concepts will include the present-tense verbs and basic sentence syntax.

SPA102 ELEMENTARY SPANISH II

3 Lecture 1 Lab 3 Credit Hour(s)

This is the second half of a foundation course to the Spanish language vocabulary and structure. It is a continuation of Elementary Spanish I. Included are additional fundamentals of speaking, listening, reading and writing as well as culture relating to the Spanish-speaking world. Grammatical concepts will include both preterit and imperfect past-tense verb forms. Spanish 102 would be appropriate for someone who has successfully completed SPA 101, or a student with two years of high school Spanish.

SPA201 INTERMEDIATE SPANISH I

3 Lecture 0 Lab 3 Credit Hour(s)

his is the first intermediate-level Spanish course. It will expand on improving the listening, reading, writing and speaking skills, as well as culture in the Spanish-speaking world. It provides an overall grammar review with the introduction of more advanced structures which will include an introduction to the subjunctive tense. Ninety-percent of this class will be conducted in Spanish. Students with two years or more of high school Spanish and native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA202 INTERMEDIATE SPANISH II

3 Lecture 0 Lab 3 Credit Hour(s)

This is the second intermediate-level Spanish course. It provides an overall grammar review that seeks to enhance students' active use of Spanish, especially in the area of conversation (listening and speaking) and writing. It will include further intermediate-level conversation, composition and reading in Spanish on numerous culturally-significant topics. This class will be conducted entirely in Spanish. Successful completion implies a readiness to enter other language courses conducted entirely in Spanish. Native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA204 SPANISH CULTURE AND LANGUAGE I

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Spain or a Spanish-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval by the department.

SPA205 SPANISH CULTURE & LANGUAGE II

3 Lecture 0 Lab 3 Credit Hour(s)

An intensive course, three hours per day, five days per week, to be offered in Spain or a Spanish-speaking country. The duration of the course is approximately six weeks. It includes guided excursions to areas of cultural interest. Students are housed with local families whenever possible. Participation subject to approval by the department.

SPA208 CULTURAL APPLICATIONS OF FOREIGN LANGUAGE SKILLS

3 Lecture 0 Lab 3 Credit Hour(s)

A cultural project which offers students the opportunity to learn about language in a non-traditional set up, to be creative and innovative, to relate language to culture, and to test their skills in a communicative manner while rendering a service to the community. Since the course offering changes every year, students should inquire from the department as to what the focus is for that specific semester. Open to students of Spanish, Italian or French. Students select one language.

Prerequisite: SPA 102 or 199 or permission of the department

SPA271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, work experience, or other activities that advance the student's knowledge and competence in the Spanish language. The student's time commitment to the project will be approximately 35-50 hours.

SPA272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to SPA 271, except that the student's time commitment to the project will be approximately 70-90 hours.

SPA273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to SPA 271, except that the student's time commitment to the project will be approximately 105-135 hours.

SPA301 SPANISH COMPOSITION/CONVERSATION I

3 Lecture 0 Lab 3 Credit Hour(s)

This course is for students who have attained an intermediate level of oral proficiency. This course improves the ability to speak, comprehend, read and write to an advanced level. It will be conducted entirely in Spanish and assumes an active command of the basic structures of Spanish and the ability to participate in Spanish conversation and composition. It emphasizes current events as well as other topics of culture through poetry, drama and literature of Spain and the Americas. Prerequisite: SPA 202. Native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA302 SPANISH COMPOSITION/CONVERSATION II

3 Lecture 0 Lab 3 Credit Hour(s)

This course is a continuation of Spanish Composition/Conversation I. It further improves the ability to speak, comprehend, read and write Spanish at an advanced level of proficiency. This course assumes an active command of the basic structures of Spanish, the ability to participate in Spanish conversation and diverse forms of writing. It emphasizes current events in the news as well as other topics of cultural, historical, political, economic and educational interest, while preparing students for upper-level content courses. This course will be conducted entirely in Spanish. Prerequisite: SPA 301. Native speakers should take the Spanish Placement Test to determine their level and the courses they may take for credit.

SPA320 COMMUNICATION & WRITING IN SPANISH

3 Lecture 0 Lab 3 Credit Hour(s)

A selection of literary, cultural and journalistic readings will serve as the basis for conversational practice and study of Spanish and Latin American civilization, as well as engaging students in creative self-expression. Students will be exposed to a variety of narrative styles, voices, registers and genres as well as the linguistic intricacies of foreign language study such as false cognates, Anglicisms, idiomatic expressions and other vocabulary topics.

Prerequisite: Score of 600 or higher on Spanish Placement Test and permission of the department

SPEECH

SPE100 FOUNDATIONS OF COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course is designed to develop students' knowledge and skills pertaining to the fundamental theories, concepts, vocabulary, and practices related to the discipline of communication. Topic areas the course addresses include the process of communication, as well as verbal, nonverbal, listening, interpersonal, small group, intercultural, organizational, public and mediated forms of communication.

SPE101 PUBLIC SPEAKING

3 Lecture 0 Lab 3 Credit Hour(s)

This course is devoted to the study of oral communication as it relates to the speaker, their purpose, subject, outline, presentational aids, delivery and audience. The first part of the course emphasizes the theory of public speaking, while the latter part is concerned with the analysis, preparation and performance in the areas of informative, demonstrative, persuasive and occasional speaking.

SPE102 ORAL INTERPRETATION OF LITERATURE

3 Lecture 0 Lab 3 Credit Hour(s)

This course explores basic techniques of reading aloud and the selection, analysis, and performance of prose, poetry, children's literature from various cultures, drama, and documentary. Emphasis is on the general improvement of oral performance skills.

SPE111 TAKING THE TERROR OUT OF PERFORMANCE

1 Lecture 0 Lab 1 Credit Hour(s)

This course is designed for those who would like to reduce their fear of speaking or performing in front of an audience. Students explore the origin and extent of their anxiety and learn practical methods for dealing with all types of performance apprehension.

SPE115 EFFECTIVE LISTENING

1 Lecture 0 Lab 1 Credit Hour(s)

In this course students will develop an awareness of the process and role of listening in oral communication. In addition, students will develop skills related to analyzing and improving therapeutic, critical, and appreciative listening.

SPE116 INTERVIEWING TO GET THE JOB

1 Lecture 0 Lab 1 Credit Hour(s)

This course provides straight-forward, practical advice on developing communication skills needed to effectively prepare for and perform during a job interview. Students will benefit from role-play interviews using the most-often-asked questions by interviewers.

SPE201 ARGUMENTATION AND PERSUASION

3 Lecture 0 Lab 3 Credit Hour(s)

This is a course devoted to the theory and practice of persuasive techniques in oral communication. Special emphasis is on the role of evidence, logic, fallacies, emotions, style, organization and delivery in oral persuasive communication.

Prerequisite: ENG 101.

SPE210 SMALL GROUP COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course introduces students to the topic and study of communicating in small groups with an emphasis on the principles and techniques of discussion, and on the development of effective participation by group members in small groups at school, at home, and in the workplace. Specifically, they will study methods for how to be successful leaders in small groups, manage meetings effectively, manage group conflicts, organize group activity to address problems in the home and workplace, and how to identify, analyze, and address problems in group dynamics.

SPE219 INTERCULTURAL COMMUNICATION

3 Lecture 0 Lab 3 Credit Hour(s)

This course will explore the methods by which people of various races, cultures, genders, religions, socio-economic backgrounds, sexual orientations, and gender

identities communicate verbally and non-verbally. Students will develop the skills necessary to build and maintain positive communication across cultures. Students will focus on similarities and differences in communication behaviors, and they will explore how perceptions, language usage, nonverbal style, thinking modes and values influence communication between individuals of different cultures. By the end of the course, students will more fully understand their own cultures, as well as intercultural communication in their community, place of employment, country, world and in the media.

Prerequisite: ENG 101

SPE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience, or other activities that advance the student's knowledge and competence in oral communication, theatre or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

SPE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to SPE 271, except that the student's time commitment to the project will be approximately 70-90 hours.

SPE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to SPE 271, except that the student's time commitment to the project will be approximately 105-135 hours.

SURVEYING

SUR215 SURVEYING I

2 Lecture 3 Lab 3 Credit Hour(s)

This course is an introduction to the field of surveying. Students will learn what surveying encompasses and what further course of study is required to become licensed as a Professional Land Surveyor. Students will learn how to use modern land surveying equipment such as automatic levels, total station theodolites, and GPS (Global Positioning Systems). Students will learn how the use of field equipment information is integrated into the production of topographic maps. During this entire process, students will be introduced to the standards of map making and the fundamentals of land surveying. There is no prerequisite, but student should have basic knowledge of algebra, geometry and trigonometry functions. This course is cross-listed and may be taken as either SUR 215 or ENR 215.

SUR216 SURVEYING II

2 Lecture 3 Lab 3 Credit Hour(s)

This course is a continuation of Surveying I. The student will gain additional experience in the use of modern surveying equipment and how the data collected is processed into maps. The student will also be introduced to the fundamentals of land surveying as applied to the process of preparing a construction survey used for design purposes. The student will learn and be required to work within national mapping standards at all times. This course is cross-listed and may be taken as either ENR 216 or SUR 216.

Prerequisite(s): Successful completion of SUR/ENR 215 and co- or prerequisite of ARC 104.

SUSTAINABLE SYSTEMS

SUS101 SUSTAINABILITY CONCEPTS AND APPLICATIONS

3 Lecture 0 Lab 3 Credit Hour(s)

In this course students will define sustainability and explore the technology that supports the application of sustainability concepts in buildings, energy, and resource management. Methods and technologies in building systems, energy systems, and resource management and conservation that foster sustainability will be investigated qualitatively and quantitatively. Through these activities students will begin to see how systems could be (re)designed to create sustainable communities.

Pre-requisites: College level English proficiency. MAT 091 (Beginning Algebra) or its equivalent.

THEATRE

THE105 THEATRE HISTORY I

2 Lecture 2 Lab 3 Credit Hour(s)

The elements of theatre are examined from the ancient Greeks through the 19th century with the objectives of understanding the development of theatre production, architecture, design, technology, acting styles, and playwriting. Concepts from lecture material are put to practical use in laboratory exercises where students stage scenes from historical plays.

THE106 SCRIPT ANALYSIS AND PRODUCTION

2 Lecture 2 Lab 3 Credit Hour(s)

This course offers students techniques on how to read a script and analyze it for themes, structure, style and meaning, so that a play can go from the printed page to a fully realized theatrical production. Topics include the selection of plays, casting, writing, directing, producing, acting, costuming, and scene design, including the application of these techniques to various media and special-purpose presentations.

THE109 ACTING I

2 Lecture 2 Lab 3 Credit Hour(s)

This course introduces the student to the basic skills of acting; the development of imagination, self-awareness, body control and voice; the techniques of stage movement; textual analysis; creation of character; rehearsal; the application of these skills to various media and special-purpose presentation.

THE110 HOW TO AUDITION

1 Lecture 1 Lab 1 Credit Hour(s)

This course develops the basic skills needed to complete a successful audition. Topics covered include professional pictures and resumes, finding an agent or manager, interviews, acting auditions, singing auditions, and dance auditions.

Pre- or Co-requisite: THE 109

THE111 THEATRE PRODUCTION & TECHNOLOGY I

1 Lecture 1 Lab 1 Credit Hour(s)

Students learn about and work on theatrical production at the beginning level. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theatre production. Topics covered include: designers and their functions; scenic and costume construction techniques; stage rigging, hardware and material; sound; lighting; stage procedures and safety. Simple drafting projects and the ability to read floor plans and stage elevations are stressed.

THE112 THEATRE PRODUCTION AND TECHNOLOGY II

1 Lecture 1 Lab 1 Credit Hour(s)

Students learn about and work on theatrical production at an intermediate level. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theatre production. Topics covered include: designers and their functions; scenic and costume construction techniques; stage rigging, hardware and material; sound; lighting; stage procedures and safety. Simple drafting projects and the ability to read floor plans and stage elevations are stressed. Prerequisite: THE 111

THE120 PERFORMING SKILLS FOR THE CLASSROOM

3 Lecture 0 Lab 3 Credit Hour(s)

This theatre course empowers the education student with various theatrical performance skills to captivate students and creatively convey information. Lessons involve the use of physical and vocal animation and enthusiasm, humor, imaginative use of space, storytelling, role-playing, props, suspense and surprise. Note: This course is intended for students preparing to be teachers.

THE161 THEATRE PRACTICUM I

2 Lecture 4 Lab 3 Credit Hour(s)

This course will enable the students to put theory into practice by experiencing first hand the creation of a live performance of a professional play from start to finish. This includes securing the rights to a play, pre-production meetings, casting, acting, stage managing and creating sets, lights, costumes, sound, props, multimedia, makeup, publicity and programs. The course will culminate in a series of public performances.

THE201 PLAY DIRECTING

2 Lecture 2 Lab 3 Credit Hour(s)

Students will experience first-hand the theatre director's role including their relation to the play, script, character analysis, the elements of drama, use of dialogue, dramatic devices, blocking and staging, casting, rehearsals and production. Also explored will be the director's relationship to the producer, as well as the technical aspects of the production -- lights, set, sound, costumes, props and multi-media. Prerequisite: THE 105.

THE205 THEATRE HISTORY II

2 Lecture 2 Lab 3 Credit Hour(s)

The elements of theatre are examined from the 19th century to the present with the objectives of understanding the development of theatre production, architecture, design, technology, acting styles, and playwriting within a global context. Concepts from lecture material are put to practical use in laboratory exercises where students stage material from modern and contemporary plays and practitioners.

THE209 ACTING II

2 Lecture 2 Lab 3 Credit Hour(s)

This course further develops the basic skills of acting that were introduced in Acting I. These skills include the development of imagination, emotional recall, sense memory, listening, body control, voice, improvisation, stage movement, textual analysis, creation of character, action and objective, rehearsal, and especially Scene Study, including the application of these skills to various media.

Prerequisite: THE 109

THE211 THEATRE PRODUCTION AND TECHNOLOGY III

1 Lecture 1 Lab 1 Credit Hour(s)

Students learn about and work on theatrical production at an advanced level. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theatre production. Topics covered include: designers and their functions; scenic and costume construction techniques; stage rigging, hardware and material; sound; lighting; stage procedures; and safety. Simple drafting projects and the ability to read floor plans and stage elevations are stressed.

Prerequisite: THE 112

THE212 THEATRE PRODUCTION AND TECHNOLOGY IV

1 Lecture 1 Lab 1 Credit Hour(s)

Students learn about and work on theatrical production at a supervisory level. Shop and studio work is complemented by lectures and demonstrations on the technical components of a theatre production. Topics covered include: designers and their functions; scenic and costume construction techniques; stage rigging, hardware and material; sound; lighting; stage procedures; and safety. Simple drafting projects and the ability to read floor plans and stage elevations are stressed.

Prerequisite: THE 211

THE220 ACTING FOR THE CAMERA

2 Lecture 2 Lab 3 Credit Hour(s)

This course provides an opportunity to study the practical approaches to acting in front of the camera. It is a study in contemporary performance with a basic and essential knowledge of on-camera acting for film and television, as well as voice-over recording. There is also opportunity for self-directed learning with group performances in the television studio and audio production suites, as well as performing in student-directed television projects. The course places an emphasis on on-camera acting/performing techniques.

Prerequisite: THE 109 or COM 101

THE261 THEATRE PRACTICUM II

2 Lecture 4 Lab 3 Credit Hour(s)

This course is an opportunity for the advanced student to take a leadership role in the creation of a live performance of a professional play from start to finish. This might include pre-production work, casting, acting, stage managing, and creating sets, lights, costumes, sound, props, multi-media, makeup, publicity and programs. The course will culminate in a series of public performances.

Prerequisite: THE 161.

THE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, travel, work experience, or other activities that advance the student's knowledge and competence in oral communication, theatre or related subjects. The student's time commitment to the project will be approximately 35-50 hours.

THE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to THE 271, except that student's time commitment to the project will be approximately 70-90 hours.

THE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to THE 271, except that student's time commitment to the project will be approximately 105-135 hours.

THE280 KENNEDY CENTER AMERICAN COLLEGE THEATRE FESTIVAL PRACTICUM I

1 Lecture 1 Lab 1 Credit Hour(s)

This travel course is for students who wish to travel to and participate in the Region I (NY & New England) Kennedy Center American College Theatre Festival. During the festival, students will participate in practical workshops, internships, auditions, competitions, and design expos, experience exceptional college theatre productions, and attend a large regional career and transfer fair. Throughout the festival students will work alongside peers from other colleges, and with top theatre professionals from across the country. Note: Students are responsible for associated course fees and travel expenses.

Prerequisites: THE 105 or THE 106 or THE 109 or THE 161 AND permission of the department

THE281 KENNEDY CENTER AMERICAN COLLEGE THEATRE FESTIVAL PRACTICUM II

1 Lecture 1 Lab 1 Credit Hour(s)

This travel course is for students who wish to travel to and participate in the Region I (NY & New England) Kennedy Center American College Theatre Festival. During the festival, students will participate in practical workshops, internships, auditions, competitions, and design expos, experience exceptional college theatre productions, and attend a large regional career and transfer fair. Throughout the festival students will work alongside peers from other colleges, and with top theatre professionals from across the country. Note: Students are responsible for associated course fees and travel expenses.

Prerequisites: THE 280 AND permission of the department

WFE272 SPECIAL STUDY PROJECT II

2 Lecture 0 Lab 2 Credit Hour(s)

Similar to WFE 271 except that the student's time commitment to the project will be approximately 70-90 hours.

WFE273 SPECIAL STUDY PROJECT III

3 Lecture 0 Lab 3 Credit Hour(s)

Similar to WFE 271 except that the student's time commitment to the project will be approximately 105-135 hours.

WELLNESS AND FITNESS EDUCATION

WFE101 WELLNESS AND FITNESS EDUCATION

2 Lecture 2 Lab 3 Credit Hour(s)

This course will provide students with the necessary knowledge to make well informed decisions about lifetime wellness, fitness activities and behavior modifications. Students will learn concepts in the various components of fitness, diet and weight control, and stress management with an emphasis on health risk reduction and improving their quality of life. Through lecture/laboratory presentations, assessments and computer technology, students will apply learned concepts to the design of individualized fitness and wellness programs. In the process, students will also have the opportunity to explore and experience options in 'fitness for life' activities.

WFE102 LIFETIME WELLNESS AND FITNESS LECTURE

2 Lecture 0 Lab 2 Credit Hour(s)

This is the lecture portion only of WFE 101. Credit for this course will be given to students who pass a proficiency test. Knowledge in this course includes the ability to make educated decisions about lifetime wellness and fitness activities. Topics covered include concepts in cardiovascular and other components of fitness; diet and weight control; and stress management with emphasis on health risk reduction and improving the quality of one's life. Education in protective behaviors will go beyond risk reduction for chronic and degenerative diseases to include abusive behaviors and sexually transmitted infections.

WFE103 LIFETIME WELLNESS AND FITNESS LAB

0 Lecture 2 Lab 1 Credit Hour(s)

This is the lab portion only of WFE 101. This course will be only for students who have proficiency credit for WFE 102. This course will provide students with the necessary knowledge to make educated decisions about lifetime wellness and fitness activities. Using laboratory assessments and computer technology, students will be tested on concepts in cardiovascular and other components of fitness; diet and weight control; and stress management with an emphasis on health risk reduction and improving their quality of life. Students will apply learned concepts to the design of individualized fitness and nutritional programs. In the process, students will also have the opportunity to explore and experience options in 'Fitness for Life' activities as well as to evaluate commercial fitness devices and fitness centers. Adaptive students will be accommodated and are required to contact the individual instructor before class begins.

WFE271 SPECIAL STUDY PROJECT I

1 Lecture 0 Lab 1 Credit Hour(s)

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or other activities that advance the student's knowledge and competence in the field of wellness or fitness education, or related areas. The student's time commitment to the project will be approximately 35-50 hours.



Faculty

Department of Allied Health and Biological Sciences

Department Chair:

Karen Ingham (1990), Assistant Professor, Clinical Lab Technician and Phlebotomy Certificate in Medical Technology, Berkshire Medical Center School of Medical Technology

B.S., State University of New York College at Plattsburgh

M.A., SUNY New Paltz

Recipient of 2019 SUNY Chancellor's Award for Excellence in Teaching

Teresa Burke (2014), Assistant Professor, Biology

B.S., UMass Amherst

M.Ed., M.S., UMass Lowell

Mark Condon (1996), Professor, Biology

B.S., Montclair State College

M.S., Ph.D., New York University

Dinor Dhanabala (2017), Assistant Professor, Biology

M.D., Kauno Medicinos Universit

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B.S., M.A., SUNY New Paltz

Sandra Fraley (2003), Professor, Biology

B.A., Hunter College

M.S., Ph.D., Syracuse University

Elizabeth Justin (2005), Professor, Biology

B.S., M.S., Holy Cross College, India

Richard Kirker (1991), Assistant Professor, Biology

A.S., Columbia-Greene Community College

B.A., M.S., College of Saint Rose

Ph.D., Fordham University

Gordon Lake (2014), Instructor, Biology

B.S., M.S., Memorial University of Newfoundland, St. Johns, NL, Canada

Mariana de Araujo Melo (2019), Assistant Professor, Biology

B.S., Federal University of Vicosa

Sc.D., Federal University of Vicosa

Nancy Perretta (2018), Instructor, Exercise Science & Wellness

A.S., Dutchess Community College

B.S., Mercy College

M.S., California University of Pennsylvania

Carolyn Rounds (2011), Associate Professor, Biology

B.S., SUNY New Paltz

M.S., UMass Amherst

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Tara Sweet-Flagler (1999), Associate Professor, Wellness and Fitness

B.S., Adelphi University

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M.A., Columbia University

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B.S., M.P.S., SUNY New Paltz

M.S., Independence University

Department of Behavioral Sciences

Department Chair:

Michael Hall (2007), Professor, Psychology

B.A., Creighton University

M.A., University of Nebraska

Jason Bishop (2011), Assistant Professor, Behavioral Science

B.S., Radford University

M.S., Virginia Commonwealth University

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B.A., University of Michigan

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M.A., Marist College

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B.S.W., Virginia Commonwealth University

M.A., Marymount University

M.S., Lehigh University

Ph.D., Saybrook Graduate School

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B.A., St. John's University

Ph.D., Graduate Center, CUNY

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Department of Business, Aviation and Construction Professions

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M.F.A., American Film Institute

Department of Physical Sciences, Engineering and Technology

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C.A.S., Oglethorpe University
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Daniel Barbuto (2002), Assistant Professor, Electrical Engineering
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M.S., University of Alabama, Huntsville
Ph.D., Alabama A&M University

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B.A., State University of New York at Geneseo
Ph.D., State University of New York at Albany

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M.S., University of Nebraska
Recipient of 2013 SUNY Chancellor's Award for Excellence in Teaching

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Diplom Ingenieur, Beuth University of Applied Sciences
M.E. and Ph.D., City University of New York

Academic Support Staff

Vacant, Nursing Lab Assistant

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B.A., Wesleyan University

June Raffington (2018), Clinical Lab Coordinator
A.A.S., Dutchess Community College
B.S., SUNY New Paltz
M.S., Hunter College CUNY

Shelley Squires-Trani (2015), Lab Nursery School Childhood Educator
A.A.S. Dutchess Community College
B.F.A., SUNY Purchase
M.P.S., SUNY New Paltz

Thomas Storey (2010), Laboratory Assistant, Computer Information Systems
B.S., M.S., SUNY New Paltz

SUNY CHANCELLOR'S AWARDS FOR EXCELLENCE AWARD WINNERS

Excellence in Teaching

Ross L. Pattison (1974)	Renee Lathrop (2013)	Thomas Costello (2019)
Donald H. Puretz (1975)	Kathleen O'Connell (2014)	Karen Ingham (2019)
Toni M. Emery (2002)	Wendy Joyce (2014)*	Kristy Bruse (2019)*
Patricia DeLessio (2003)	Margaret Craig (2015)	Kelly Kohler (2020)*
Holly Molella (2004)	Tara Sweet-Flagler (2015)	Barbara McArdle (2020)
Wesley Ostertag (2005)	Elizabeth Albertson (2015)*	Carolyn Rounds (2021)
Stephanie Roberg-Lopez (2006)	Mareve VanVoorhis (2016)	Mary Jane McFarland (2021)*
Richard Reitano (2007)	Anne Marie Zanchetti (2016)*	Jordan Bell (2022)
Jacqueline Goffe-McNish (2008)	Gail Upchurch-Mills (2017)	Margeaux Lippman (2022)
Camilo Rojas (2009)	Trudy Cirrincione (2017)*	Donna Logan (2022)*
Andrew M. Scala (2010)	Timothy Welling (2018)	<i>*Excellence in Adjunct Teaching</i>
Leah M. Akins (2011)	Deborah C. Mautone (2018)*	
Susan Howes Conrad (2012)	Roberta L. Mulder (2018)*	

Excellence in Professional Service

Dennis Dempster (1979)	Rita Banner (1999)	Patrick Griffin (2016)
Deborah Weibman (1980)	Barbara J. Liesenbein (2000)	Susan Mead (2016)
George McClellan (1985)	John Mazzetti (2001)	Linda Bertolozzi (2018)
Roberta Keppel (1988)	Gail Hermosilla (2003)	Michael Roe (2018)
Jeffrey I. Levinson (1989)	Timothy Decker (2005)	Susan McGlynn (2019)
Howard C. Himelstein (1990)	Carol Stevens (2006)	Jennifer Wrage (2019)
Ronald Kupin (1991)	Rita D. Weber-McKee (2007)	Angela Romano (2021)
Mary B. Mucci (1992)	Ansamma Varkey (2009)	Robert Zasso (2022)
Lois Stewart (1993)	Wendy Bohlinger (2010)	
Gary C. Pfeifer (1994)	Bridgette Anderson (2011)	
Susan L. Moore (1995)	Marta Newkirk (2012)	
Connie Bard Fowle (1996)	Ellen Gambino (2013)	
Jay Simpson (1997)	Sally Weglinski (2014)	
Madison K. Finley (1998)	Chrisie Mitchell (2015)	

Excellence in Classified Service

Carol Helion (2015)	Jenni R. Oyler (2018)	Stephen Doland (2021)
Yvonne Flowers (2016)	Greg Starzyk (2019)	Terriann Texiera (2022)
Barbara Mosher (2017)	Cheryl Croft (2020)	

CURRICULUM ADVISORY COMMITTEES

ACCOUNTING

Tina Chirico, Anderson Center for Autism
Carol Friedman, Marist College
A. Rief Kanan, SUNY New Paltz
Deborah Most, DCC Accounting Professor Emeritus
Penny B. Ormiston, Principal, Penny B. Lowe, CPA PC
Dawn Reshen-Doty, CEO, Benay Enterprises
Roxie Tymkewycz, CFO, Community Foundations of the Hudson Valley

ARCHITECTURE AND CONSTRUCTION MANAGEMENT

Jay Diesing, Mauri Architects PC
Ciro Interrante, CIA Architect
Charles Liscum, Architect, Liscum McCormack Van Voorhis
David Mateer, Principal, Jacobs Consultancy Inc.
Carlo Mazzarelli, Mazzarelli Architecture & Planning
Michael McCormack, Architect, Liscum McCormack Van Voorhis
Christian Meyer, Meyer Contracting Corp.
Giovanni Palladino, Kirchoff Companies
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Richard Tompkins, Mauri Architects PC
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Christie Wheate Billeci, CWB Architect
Kathryn Whitman, Principal Owner, Kathryn Whitman Architecture

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Lauree Ostrofsky, Communications Consultant and Coach at Simply Leap
Greg Voght, Creative Resources Group
Laura Voght, Creative Resources Group

CAREER & TECHNICAL

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Harold King, Executive Vice President, The Council of Industry of Southeastern New York
Rich Kleban, Senior Vice President and COO, Dutchess County Regional Chamber of Commerce
Jeanne Lipscomb, Supervising Labor Services Representative, New York State Department of Labor
Louise McLoughlin, Executive Director, Dutchess County Workforce Investment Board
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Brian Zeidan, Director of Development, The Brookmeade Community

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Joline Frey, Lab Manager, MidHudson Regional Hospital
Maryanne M. Kearney, Columbia Memorial Hospital
Melinda Lee, Nuvance Health at Vassar Brothers Medical Center
Lorraine Murphy, DCC MLT alumnus
Alice Omichi, MidHudson Regional Hospital
Terrence Paskell, Marist College
Mary Van Demark, Marist College

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Daniel Hu, IBM
Tina M. Tarquinio, Systems Offering Manager, IBM Systems Group

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Maura Barrett, Attorney
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Erik Grutzner, Chief of Police, Pleasantville Police Department
Kirk Imperati, Undersheriff, Dutchess County Sheriff's Office
Thomas Jones, New York State Police, Retired
Mary Kopp Adams, Director of Sex Offender Management Unit, NYS DOCCS
Lori Mikus, Probation Officer I., Dutchess County Probation
Patricia Thornton, U.S. Postal Inspector
John Watterson, Dutchess County Sheriff's Office

EARLY CHILDHOOD

Tammy Corcoran, Site Manager, MidHudson Regional Early Education Center
Dr. Sonja deGroot Kim
Eric Gidseg, Ph.D., SUNY New Paltz
Gina Kantor, Executive Director, Acorns to Oaks
Sandra Kraich, Director, Louis Greenspan Day Care Center, Dutchess Community College
Monica Lee, Education Service Coordinator, Astor Early Childhood Program
Carol Murray, Director, ABL Day Care Center, Bard College
Shawn Prater-Lee, Child Care Teacher, BOCES
Jeanne Wagner, Executive Director, Dutchess County Child Development Council, Inc.

ELECTRICAL TECHNOLOGIES

William Cox, The Solar Energy Consortium (TSEC)
Christian William Ecker Jr., Retired Verizon
Dr. Baback Izadi, Department of Electrical and Computer Engineering, SUNY New Paltz
Dave Leary, Ebara Technologies, Inc.
Nathan Newland, Paragon Energy Solutions
Adam J. Podpora, Operation Services Engineer, Central Hudson Gas and Electric
Gerald Wagner, Wagner Technical Services, Inc.

HOSPITALITY & TOURISM

Kaycee Darby, Director of Sales & Marketing,
Mirbeau Inn & Spa Rhinebeck
Seif Fakhoury, General Manager, Marriott
International

HUMAN SERVICES

Karen Barone, Recreation Specialist, Manor at
Woodside
Jacqueline Capra, CASAC-T, Step One Family
and Child Counseling
Alissa DeLucia, Residential Coordinator,
Grace Smith House, Brookhaven Program
Nancy Dingee, Special Education Teacher,
Poughkeepsie Middle School
Patricia Lamanna, Field Supervisor Emeritus,
Dutchess Community College
Katherine Raynor, Instructor, SUNY
New Paltz
Samantha Riley, Family Resource Program
Director, Community Action Partnership
for Dutchess County

MUSIC ACADEMY

Benjamin Basile, Musician
Deborah Contini, Retired Music Instructor
and Performer
Melissa Dvozenja-Thomas, Marketing &
Development Coordinator, Arts
Mid-Hudson
Jennifer Henion, Vice President, Northern
Dutchess Symphony Orchestra Board
Joseph North, Music Department Chair,
Poughkeepsie High School

NURSING

Lore Bogolin, VP Patient Care Service; Chief
Nurse Officer, Vassar Brothers Medical
Center
Lisa Cerniglia, Nursing Professional
Development Specialist, HealthQuest,
Vassar Brothers Medical Center
Kathleen Hickman, Dutchess Ambulatory
Surgical Center
Pamela Rhodes, VP, Patient Care Services/
CNO, Northern Dutchess Hospital
Cathi Tegtmeier, (Retired) Assistant
Commissioner for Community Health,
Dutchess County Department of Behavioral
and Community Health
Jason Wertheim, Vice President of Patient
Services, Hudson Valley Hospice

PARALEGAL

Lorenzo Angelino, Attorney, Law Offices of
Lorenzo L. Angelino
Kyle Steller, Attorney, Mackey, Butts &
Wise, LLP

PARAMEDIC

Michael Benenati, EMT-P, EMS Administrator,
LaGrange F.D.
Samantha Brandt, New York State Police
Patrick Broderick, M.D., Chairman,
Emergency Medicine, Danbury/New
Milford Hospitals
Seth Goldstein, EMT-P, Arlington F.D.
Graeme Hardy, Danbury EMS
George Hemroth, Non-Paramedic Member
William T. Jeffries, EMT-P, Mobile Life
Support Services, Inc.
James D. Jensen, EMS Coordinator, Vassar
Brothers Medical Center
Nelson Machado, EMT-P, Ambulnz NY2,
LLC, Director of Operations
John Mahoney, Emergency Response
Coordinator, Department of Emergency
Response Dutchess County
Gary Neifeld, MD, Medical Director, Vassar
Brothers Medical Center
David O'Brien, Retired PA-C, EMT-P,
Community Foundations of the Hudson
Valley
Mark Papish, M.D., Medical Director,
MidHudson Regional Hospital
Richard Parrish, Emergency Service
Coordinator-UC/HAHV, Kingston Hospital
James Rawley, RPAC, EMT, Vassar Brothers
Medical Center
Stephen Sculley, LifeNet of NY/ Air Methods
Cathi Tegtmeier, (Retired) Assistant
Commissioner for Community Health,
Dutchess County Department of Behavioral
and Community Health
David A. Violante, EMT-P, Arlington Fire
District

STATE UNIVERSITY OF NEW YORK

The State University's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New York citizens and comprise the nation's largest, centrally managed system of public higher education.

When founded in 1948, the University consolidated 29 state-operated, but unaffiliated, institutions. In response to need, the University has grown to a point where its impact is felt educationally, culturally and economically throughout the state.

Nearly 400,000 students are pursuing traditional study in classrooms or are working at home, at their own pace, through Empire State College, whose students follow individualized and often non-traditional paths to a degree. Of the total enrollment, more than 100,000 students are 24 years or older, reflecting State University's services to specific constituencies, such as refresher courses for the professional community, continuing educational opportunities for returning service personnel and personal enrichment for more mature persons.

State University's research contributions are helping to solve some of modern society's most urgent problems. It was a State University scientist who first warned the world of potentially harmful mercury deposits in canned fish, and another who made the connection between automobile and industrial exhaust combining to cause changes in weather patterns. Other University researchers continue important studies in such wide-ranging areas as immunology, marine biology, sickle-cell anemia and organ transplantation.

More than 1,000 public service activities are currently being pursued on State University campuses. Examples of these efforts include special training courses for local government personnel, state civil service personnel and the unemployed; participation by campus personnel in joint community planning or project work and campus-community arrangements for community use of campus facilities.

A distinguished faculty includes nationally and internationally recognized figures in all the major disciplines. Their efforts are recognized each year in the form of such prestigious awards as Fulbright-Hays, Guggenheim and Danforth Fellowships. The University offers a wide diversity of what are considered the more conventional career fields, such as business, engineering, medicine, teaching, literature, dairy farming, medical technology, accounting, social work, forestry and automotive technology. Additionally, its responsiveness to progress in all areas of learning and to tomorrow's developing societal needs has resulted in concentrations which include pollution, urban studies, computer science, immunology, preservation of national resources and microbiology.

SUNY programs for the educationally and economically disadvantaged have become models for delivering better learning opportunities to a once-forgotten segment of society. Educational Opportunity Centers offer high school equivalency and college preparatory courses to provide young people and adults with the opportunity to begin college or to learn marketable skills. In addition, campus-based Education Opportunity Programs provide counseling, developmental education and financial aid to disadvantaged students in traditional degree programs.

Overall, at its EOC's, two-year colleges, four-year campuses and university and medical centers, the University offers 3,600 academic programs. Degree opportunities range from two-year associate

programs to doctoral studies offered at 12 senior campuses.

The 30 two-year community colleges operating under the program of State University play a unique role in the expansion of educational opportunity. They provide local industry with trained technicians in a wide variety of occupational curriculums, and offer transfer options to students who wish to go on and earn advanced degrees.

During its brief history, State University has graduated more than 1 million students, the majority of whom are pursuing their careers in communities across the state.

State University is governed by a Board of Trustees, appointed by the governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the SUNY board is defined by law. The state contributes one-third to 40 percent of their operating cost and one-half of their capital costs.

For more information about SUNY visit www.suny.edu.

Accreditation

Dutchess Community College is accredited by the Middle States Association of Colleges and Secondary Schools. It is a member of the American Association of Community Colleges, the International/Intercultural Consortium of the AACCC, and a founding member of the Association of Colleges of the Mid-Hudson area. Its curricula are approved by the State University of New York and registered by the State Education Department.

Its nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000; and its Clinical Laboratory Technician program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018; (773)714-8880; and its Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (9355 -113th St. N, #7709, Seminole, FL 33775-7709, www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) (8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.)

Its concurrent enrollment program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), PO Box 578, Chapel Hill, NC 27514.

The College is authorized to award certificates, and the Associate in Arts, Associate in Science, and Associate in Applied Science degrees as established by the Board of Regents of the University of the State of New York.

The College is approved for recipients of New York State Scholarships for Veterans' training.

The Louis Greenspan Day Care Center is accredited by the National Association for the Education of Young Children (NAEYC) (1313 L St. NW, Suite 500, Washington, DC, 20005; (202) 232-8777, www.naeyc.org.)

Welcome to Dutchess Community College



1 Allyn J. Washington Center for Science and Art (Art Gallery)

2 Bowne Hall

3 Center for Business and Industry

4 Conklin Hall (Student Housing)

5 Drumlin Hall (Dining)

6 Dutchess Hall (Bookstore, Student Lounge, Theatre)

7 Falcon Hall (Gymnasium)

8 Hudson Hall (Library)

9 Louis Greenspan Day Care Center

10 Orcutt Student Services Center (Admissions, Financial Aid, Registration, Student Accounts)

11 Taconic Hall

P Parking

Parking for Persons with Disabilities

C Blue Light Emergency Phones

Proud to be a smoke- and tobacco- free campus.

DUTCHESS
COMMUNITY COLLEGE

DUTCHESS COMMUNITY COLLEGE

53 PENDELL ROAD

POUGHKEEPSIE, NY 12601

(845) 431-8000

www.sunydutchess.edu



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