

## **College Catalog 2016-2017**

**Herkimer County Community College**  
**100 Reservoir Road**  
**Herkimer, NY 13350**  
**(315) 866-0300**  
**[www.herkimer.edu](http://www.herkimer.edu)**

### **Volume 30**

**Established by authority of the State University of New York**  
**Sponsored by Herkimer County**

The College reserves the right to make such changes in policies and procedures as it, from time to time, may deem advisable. Such changes shall take effect when specified by the College.

Failure to read this catalog does not excuse students from the requirements and regulations described herein.

This catalog was published in June 2016.

Herkimer County Community College does not discriminate on the basis of race, color, gender, age, creed, religion, national origin, marital status, disability or any other characteristic protected by federal or state law in admissions, employment, or in any aspect regarding the conduct of College business.



## PRESIDENT'S MESSAGE

Welcome to Herkimer County Community College, one of the top-ranked community colleges in the nation! For 50 years, Herkimer College has maintained a reputation of excellence fostered by dedicated faculty, innovative programs and outstanding support services.

We are proud of our national rankings for both student success and athletics success. Herkimer College has been named, by the Aspen Institute, one of the nation's top 150 community colleges, recognizing exceptional student outcomes. Herkimer has also been ranked second best community college in New York State by Schools.com and one of the top 100 community colleges in the nation by CNN Money for student success, based on our impressive graduation and transfer rates. Additionally, for two consecutive years, our Herkimer Generals athletics program has ranked first nationally among two-year college (non-scholarship) athletic programs by the National Association of Two-Year College Athletic Administrators (NATYCAA).

More than 40 associate degree programs and three certificates are offered in the areas of art, business, communications, criminal justice and law, education, healthcare and service, liberal arts, science, technology, engineering and mathematics. Twenty degrees and three certificates, as well as support services, are available completely online through the College's Internet Academy, making it convenient for nontraditional students to pursue degrees or enhance their skills.

Herkimer is unique among two-year colleges in that we offer a full college experience with many opportunities to get involved. With a variety of student clubs and organizations and an active student activities calendar, there are endless ways to make friends, develop leadership skills and explore new interests. Additionally, our nationally ranked athletic teams provide plenty of ways to show school spirit.

Most importantly, the Herkimer College community is committed to helping you reach your goals. Over 22,000 graduates are proud to call Herkimer College their alma mater. We hope you will join them.

Sincerely,

Cathleen C. McColgin, Ph.D.

President

## MISSION, VISION AND CORE VALUES

### Mission Statement

The mission of Herkimer County Community College is to serve our learners by providing high quality, accessible educational opportunities and services in response to the needs of the local and regional communities.

### Vision Statement

Herkimer County Community College will continue to be a highly respected teaching and learning institution whose academic excellence will be complemented by a rich offering of co-curricular programming, quality student services and distinction in athletics.

The College will continue to serve the post-secondary education needs of the community and be a key driver in regional economics, capitalizing on the potential of its partnerships and programs in current and emerging fields.

Herkimer College students will exceed expectations in programmatic outcomes, educational core competencies, and critical thinking skills in order to become productive citizens engaged in a global society.

### Core Values

#### 1. Community

To foster a collaborative campus environment that promotes civility, creativity, diversity, open communication, social responsibility, and mutual respect among students, faculty, staff, and the public.

#### 2. Excellence

To encourage all constituencies of the college community to pursue the highest standards of performance in their academic and professional work.

#### 3. Integrity

To embrace the values of honesty, respect, consistency, diversity, and responsibility, in order to provide fair and equal treatment for all.

#### 4. Opportunity

To provide access to quality, affordable lifelong learning opportunities and to maintain an environment that fosters individual growth and development for all.

## GENERAL COLLEGE INFORMATION

### Accreditations

Herkimer County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

College curricula are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts degree, the Associate in Science degree, and the Associate in Applied Science degree as established by the Board of Regents of the University of the State of New York.

All degree and certificate programs are approved for the training of veterans and their dependents under P.L. 550 (Korean Veterans), P.L. 634 (Children of Deceased Veterans), P.L. 894 (Disabled Veterans) and P.L. 89-358 (Veterans Administration Readjustment Benefit Act of 1966).

The Physical Therapist Assistant program at Herkimer County Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. This program has been accredited since 1992.

The College Now program is accredited by the National Association of Concurrent Enrollment Partnerships (NACEP). NACEP accredited programs ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus.

The EMT Paramedic program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The Herkimer College Children's Center is accredited by the National Association for the Education of Young Children (NAEYC).

### Campus Facilities

Centrally located in New York State with about 500 acres among picturesque rolling hills, Herkimer College is one of the largest residential community colleges in the state. The campus is located in the northwest corner of the Village of Herkimer overlooking the historic Mohawk River.

Areas utilized for instruction include a seven building complex as well as outdoor facilities. Students study comfortably in our expansive Ronald F. Williams Library and Academic Support Center. Academic instruction facilities include the state-of-the-art Gaynor Science Center, television production studio, and photography, cybersecurity, childhood education and physical therapy labs.

The Bookstore is owned and operated by the Faculty Student Association, Inc, a not-for-profit corporation run by the faculty and students of Herkimer College. Any profits are returned to the FSA Budget for student activities, clubs, and athletics – so every purchase helps us to continue to provide the premier two-year SUNY experience here at Herkimer College.

Located in a separate building adjacent to the Technology Building, the Children's Center provides a high-quality, affordable childcare and preschool experience for children from ages 18 months to five years old.

Herkimer College's Hummel Corporate and Professional Education Center has a variety of state-of-the-art facilities designed to accommodate meetings, workshops, conferences, and more.

After class, students enjoy cheering on sports teams at Wehrum Stadium and other sports facilities and gather for meals in the modern dining center. Our students enjoy a full college experience with the independence and social advantages of on-campus apartment-style housing. All residential facilities are fully furnished and smoke-free environments.

At the entrance to the stadium is Veterans Memorial Park, a beautiful spot to honor and reflect on the sacrifices of the many Herkimer County citizens who have served our country. Just beyond the stadium is the Lloyd and Carol Bull Nature Center, a college and community resource, featuring an interpretive nature trail, cross country ski trail system and cross-country running course.

For more information about our campus facilities, view our virtual tours or campus map.

## Advisory Committees

Advisory committees play an integral part in curriculum building and review. Members represent a variety of businesses and government agencies throughout the area.

## Herkimer County College Foundation

Established in 1967 as a not-for-profit corporation, the Herkimer County College Foundation, Inc. helps the College secure resources that allow us to continually enhance the quality of our offerings and provide life-changing opportunities for students. By supporting the Herkimer County College Foundation, our donors enable us to award more scholarships, address the College's most important priorities, and transform the futures of individual students and the College as a whole.

The Herkimer County College Foundation has developed and supports over 80 scholarships and scholarship programs that award more than \$130,000 annually to eligible students. Grants are also awarded each year to faculty and staff for ongoing professional development and independent research.

Providing steadfast assistance to Herkimer College in initiatives to obtain private funds, the Herkimer County College Foundation has been instrumental in the acquisition of land for future campus expansion and the development of student housing adjacent to the campus. The Herkimer County College Foundation supports capital projects, invests in College programs, instructional technology, and holds multiple recognition and fundraising events.

## Institutional History

It was in the 1960s that the State University of New York Master Plan identified Herkimer County as a potential community college site, a location and a community that showed great promise to support such an important endeavor. Overlooking a small village in Upstate New York, Herkimer County Community College is a two-year unit of the State University of New York, the nation's largest comprehensive system of public higher education. A two-year degree from Herkimer prepares students for jobs or to continue their education at a four-year school.

This year, Herkimer College celebrates 50 years of excellence. We invite you to peruse our 50th anniversary events, points of pride, and a detailed chronological history highlighting special dates and milestones in the College's history.

## Herkimer County

Herkimer County, located in Central New York State, includes the heartland of the Mohawk Valley, and a significant portion of the South Central Adirondack region. The southern part of Herkimer County is bisected by several main routes of travel, the New York State Thruway and Route 5. Thruway exit 30 is located in Herkimer, and Thruway exit 29A in Little Falls. All parts of the county are easily accessible.

Since its inception, Herkimer County has been an important influence in the development of New York State. The pioneers who came here over 250 years ago left their imprint on this important valley... important in Colonial and Revolutionary history as the western frontier of freedom... important today in the cultural and economic progress of New York State.

Nestled in the foothills of the Adirondacks, Herkimer County is noted for its farming, manufacturing and tourism.

The Central New York/Adirondack region provides an opportunity to satisfy diverse cultural and recreational interests.

Herkimer County is the local sponsor of Herkimer County Community College. Governed by the County Legislature, representing 17 districts and led by the County Administrator, the County provides financial support to the College.

For more information about Herkimer County and the Herkimer County Legislature:  
<http://herkimercounty.org/content>.

## State University of New York

### General Statement

The State University of New York (SUNY) was officially established in February 1948 when New York became the 48th state, of the then 48 states, to create a state university system. SUNY initially represented a consolidation of 29 unaffiliated institutions, including 11 teachers colleges. All of these colleges, with their unique histories and backgrounds, united for a common goal: To serve New York State. Since 1948 SUNY has grown to include 64 individual colleges and universities that were

either formerly independent institutions or directly founded by the State University of New York.

Today, SUNY's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. The campuses are divided into four categories, based on educational mission, types of academic opportunities available and degrees offered. SUNY offers students a wide diversity of educational options including short-term vocational/technical courses, certificate, associate, and baccalaureate degree programs, graduate degrees and post-doctoral studies.

## STUDY OPPORTUNITIES

### **Associate in Applied Science Degree (A.A.S.)**

The objective of programs under this degree is to provide both career and general education that allows students to enter the workforce immediately upon graduation.

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

The A.S. degree programs are designed to enable the graduate to transfer to a four-year institution for more specialized training in a career field before entry into the workforce.

### **Associate in Arts Degree (A.A.)**

Programs resulting in the awarding of an A.A. degree are designed to provide the first two years of a four-year sequence leading to the baccalaureate degree. Concentrations emphasize the humanities and social sciences.

### **Dual Degrees**

A second associate degree may be awarded when a significant amount of additional course work (30 credit hours) in a different field is completed.

### **Certificate Programs**

These programs generally require one year of full-time study and prepare students for immediate entry into occupations requiring post high school training of less than associate degree level proficiency. The emphasis is on applied knowledge and skills training. A minimum of a 2.00 (based on 4.00) cumulative index is required for successful completion. Students may transfer to related associate degree programs during or after completion of the certificate.

### **Collaborative Certificate Programs**

These programs work in conjunction with other educational institutions to provide concurrent educational instruction. Students must apply to both Herkimer College and the collaborating program, meeting both program requirements. Currently, Herkimer College, in conjunction with Herkimer BOCES, offers a track in Licensed Practical Nursing. *This program is detailed in the Science Transfer Opportunities section of this catalog.*

### **4 + 1 Programs**

To provide baccalaureate degree holders the opportunity of specialized career preparation, Herkimer College has established 4 + 1 programs in several associate degree

areas. Students complete 30-36 credit hours at Herkimer College and receive transfer credit for the remaining credits required. Some study opportunities include: Accounting, Business Administration, Human Services, Marketing, Paralegal and Radio-Television Broadcasting.

### **NOTE:**

*All Herkimer College Associate in Arts (A.A.) and Associate in Science (A.S.) programs comply with the State University General Education Requirement.*



## DEGREE PROGRAMS

The first number below the program name on the following pages is the Higher Educational General Information Survey code (HEGIS). Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain financial aid awards. (Note: Herkimer College programs are approved; this statement is published to conform with Part 53, Chapter 343, Section 607 of New York State Education Law, 1977).

The second figure below the program name on the following pages is the State University program code number (SUNY Code) and should be used when filling out the State University application.

List of approved Curricula offered at Herkimer College:

<b>Program</b>	<b>Degree</b>	<b>HEGIS</b>			
			Business: Human Resource Management (p. 18)	A.A.S.	5004
			Business: Marketing (p. 19)	A.A.S.	5004
			Business: Small Business Management (p. 20)	A.A.S.	5004
			Business: Sports and Recreation Management (p. 21)	A.A.S.	5506.10
			Communication Arts: Digital Filmmaking (p. 22)	A.S.	5606
Business: Accounting (p. 11)	A.A.S.	5002	Communication Arts: Music Industry (p. 24)	A.S.	5610
Business: Accounting (p. 12)	A.S.	5002	Communication Arts: New Media (p. 27)	A.S.	5008
Business: Business Administration (p. 13)	A.A.S.	5004	Communication Arts: Radio-Television Broadcasting (p. 29)	A.A.S.	5008
Business: Business Administration (p. 14)	A.S.	5004	Computer Network Technician (p. 31)	A.A.S.	5104
Business: Fashion Buying and Merchandising (p. 16)	A.A.S.	5004	Computer Science (p. 32)	A.S.	5505
Business: Health Services Management Technology (p. 17)	A.A.S.	5004	Criminal Justice (p. 33)	A.A.S.	5505
			Criminal Justice (p. 35)	A.S.	5505

Criminal Justice: Crime and Intelligence Analysis (p. 37)	A.A.S.	5505	Liberal Arts and Sciences: Humanities (p. 57)	A.A.	5649
Criminal Justice: Cybersecurity (p. 39)	A.S.	5505	Liberal Arts and Sciences: Mathematics (p. 59)	A.S.	5649
Criminal Justice: Forensic Investigations (p. 41)	A.A.S.	5505	Liberal Arts and Sciences: Physical Education (p. 60)	A.S.	5299.30
Early Childhood (p. 43)	A.A.S.	5503	Liberal Arts and Sciences: Science (p. 62)	A.S.	5649
Emergency Medical Technician — Paramedic (p. 45)	A.A.S.	5299	Liberal Arts and Sciences: Social Science (p. 69)	A.A.	5649
Engineering Science (p. 47)	A.S.	5609	Paralegal (p. 72)	A.A.S.	5099
Fine Arts	A.A.	5610	Physical Therapist Assistant (p. 74)	A.A.S.	5219
Human Services (p. 50)	A.A.S.	5501	Quality Assurance - Business (p. 77)	A.S.	5099
Laboratory Technology (p. 52)	A.A.S.	5205	Quality Assurance - Science (p. 79)	A.S.	5649
Liberal Arts and Sciences: Childhood Education (p. 53)	A.S.	5649	Recreation Leadership (p. 80)	A.S.	5506
Liberal Arts and Sciences: General Studies (p. 56)	A.A.S.	5649	Travel & Events Management (p. 81)	A.A.S.	5011.10

## Business: Accounting (A.A.S.)

HEGIS: 5002

SUNY CODE: 0630

Students graduating with an A.A.S. in Accounting are prepared for entry-level jobs in the accounting field.

### The goals of this program are to:

- provide students with hands-on and skill building coursework in basic accounting theory, application and technology;
- enable students to graduate with the knowledge, skill and ability needed for entry-level jobs in accounting and related fields.

### Successful graduates from this program will be able to:

- use generally accepted accounting principles (GAAP) to collect, organize, report and interpret financial information;
- plan, organize and perform a wide range of accounting functions, operations and activities.

### Career Opportunities/Transfer Information

Graduates may find jobs in public accounting, private industry, government, and the not-for-profit sector. The demand for Accounting graduates is expected to increase as the economy grows. Most graduates, however, transfer to four-year colleges and universities throughout the northeast, including SUNY Institute of Technology, Utica College, SUC at Oswego, SUC at Geneseo, SUC at Plattsburgh, and SUNY Binghamton.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 111	Keyboarding Essentials	1
IS 115	Computer Applications I	3
	Physical Education Activity	1

**Subtotal: 15**

##### 2nd Semester

BU 115	Accounting II	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
	Mathematics Elective	3

		<b>Subtotal: 15</b>
<b>2nd Year</b>		
<b>3rd Semester</b>		
BU 214	Intermediate Accounting I	4
BU 216	Fundamentals of Income Tax	3
BU 217	Money & Banking	3
SS 185	Intro Macroeconomics	3
	Science Elective	3
		<b>Subtotal: 16</b>
<b>4th Semester</b>		
BU 215	Cost Accounting	3
BU 224	Intermediate Accounting II	3
BU 265	Corporate Finance	3
	Business Elective	3
	Social Science Elective	3
	Physical Education Activity	1
		<b>Subtotal: 16</b>

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 62

**Business: Accounting (A.S.)****HEGIS: 5002****SUNY CODE: 1129**

Students graduating with an A.S. in Accounting are prepared to study Accounting further at four-year colleges and universities.

**The goals of this program are to:**

- provide students with hands-on and skill-building coursework in basic accounting theory, application and technology;
- present accounting students with the option to study a wider variety of elective courses in liberal arts, math, science and humanities in addition to a core curriculum in basic accounting.

**Successful graduates from this program will be able to:**

- use generally accepted accounting principles (GAAP) to collect, organize, report and interpret financial information;
- transfer to a four-year college or university with an AS in Accounting.

**Career Opportunities/Transfer Information**

Most graduates transfer to four-year colleges and universities throughout the northeast including SUNY Institute of Technology, Utica College, SUC at Oswego, SUC at Geneseo, SUC at Plattsburgh, and SUNY Binghamton. The demand for Accounting graduates is expected to increase as the economy grows. Salaries for accountants remain well above national averages.

**Program of Study****1st Year****1st Semester**

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
	Physical Education Activity	1

**Subtotal: 14****2nd Semester**

BU 115	Accounting II	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
	English Elective	3

OR

Humanities Elective	3
Mathematics Elective	3

**Subtotal: 18**

Mathematics Elective: MA 127 or higher

**2nd Year****3rd Semester**

SS 185	Intro Macroeconomics	3
	American History Selective	3
	Arts Selective	3
	Business Elective	3
	Science Elective	3
	Physical Education Activity	1

**Subtotal: 16**

Arts Selective: Choose from EN/HU General Education list of approved courses.

**American History Selective:**

SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3

**4th Semester**

BU 215	Cost Accounting	3
BU 265	Corporate Finance	3
	Business Elective	3
	Laboratory Science Elective	4
	Social Science Elective	3

**Subtotal: 16**

Social Science Elective: SS 186 Microeconomics is recommended for transfer students. Other students may opt for another course from the General Education list of approved courses.

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Business: Business Administration (A.A.S.)

**HEGIS: 5004**

**SUNY CODE: 0632**

The Business Administration program is designed to prepare students for a business career by providing them with the skills necessary to move into responsible entry-level management positions in public and private industry. The curriculum provides an overview of business operations necessary for today's manager.

### The goals of this program are to:

- prepare students to understand the fundamentals of accounting, marketing and computer technology;
- prepare students to deal effectively with employee relations issues and apply management theory to practical case problems; and
- prepare students to communicate effectively in the business environment.

### Successful graduates from this program will be able to:

- differentiate and utilize theories taught in the classroom as it applies to accounting, marketing and computer technology;
- analyze employee related issues as they appear in the business industry, as well as dissect and evaluate management practices in various case studies; and,
- choose an appropriate communication form to illustrate business dialogue.

### Career /Transfer Information

Graduates of this program have moved into entry-level management positions in local and national companies.

A student pursuing a degree in this program may, after consultation with an academic advisor, select course(s) to prepare for career or transfer plans.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 111	Keyboarding Essentials	1
	Science Elective	3

**Subtotal: 14**

#### 2nd Semester

BU 115	Accounting II	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
IS 115	Computer Applications I	3
	Mathematics Elective	3
	Social Science Elective	3

**Subtotal: 18**

#### 2nd Year

##### 3rd Semester

BU 112	Business Communications	3
BU 232	Principles of Management	3
BU 251	Human Resource Management	3
SS 185	Intro Macroeconomics	3
	Elective	3
	Physical Education Activity	1

**Subtotal: 16**

##### 4th Semester

BU 121	Business Law I	3
BU 233	Bus Applications & Strategies	3
BU 250	Business Ethics	3
	Business Elective	3
	Elective	3
	Physical Education Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Business: Business Administration (A.S.)

**HEGIS: 5004**

**SUNY CODE: 0671**

The Business Administration program is designed to provide a strong foundation for employment in business and to prepare the student for transfer to a four-year program. This program will provide a core of courses that will enable the student to view the total picture of general management.

### The goals of this program are to:

- prepare students to understand the basic management principles and the fundamentals of accounting, marketing and computer technology;
- prepare students to work with basic computer software packages; and
- prepare students to become familiar with terminology in the business legal environment and how to communicate more effectively in business operations.

### Successful graduates from this program will be able to:

- effectively communicate principles as they apply to current issues in American business practices;
- utilize commonly available computer packages that directly apply to business functions; and
- identify common business issues and express them orally and in writing.

### Transfer Information

Successful graduates of this program have transferred into business programs at Syracuse University, SUNY Colleges, Rochester Institute of Technology and other four-year public and private institutions.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 111	Keyboarding Essentials	1
	Laboratory Science Elective	4

**Subtotal: 15**

Laboratory Science Elective: Select from Natural Science category of approved General Education courses.

#### 2nd Semester

BU 115	Accounting II	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
IS 115	Computer Applications I	3
	Mathematics Elective	3-4
	Physical Education Activity	1

**Subtotal: 16-17**

### Mathematics Elective

MA 127 or higher. Select one from:

MA 127	Mathematical Statistics I	3
MA 128	Mathematical Statistics II	3
MA 130	Intermediate Algebra	3
MA 132	College Algebra & Trig	3
MA 141	Pre-Calculus Math	3
MA 245	Calculus I	4
MA 246	Calculus II	4

### 2nd Year

#### 3rd Semester

BU 112	Business Communications	3
BU 121	Business Law I	3
BU 232	Principles of Management	3
SS 185	Intro Macroeconomics	3
	American History Selective	3
	Physical Education Activity	1

**Subtotal: 16**

### American History Selective:

Select one from:

SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3

#### 4th Semester

BU 122	Business Law II	3
SS 186	Intro Microeconomics	3
	Mathematics Elective	3-4
	Arts Selective	3
	Elective	3

**Subtotal: 15-16**

### Mathematics Elective

MA 127 or higher. Select one from:

MA 127	Mathematical Statistics I	3
MA 128	Mathematical Statistics II	3
MA 130	Intermediate Algebra	3
MA 132	College Algebra & Trig	3
MA 141	Pre-Calculus Math	3
MA 245	Calculus I	4
MA 246	Calculus II	4

### The Arts Selective:

Select one from:

EN 123	Major English Writers	3
EN 133	Major American Writers	3
EN 137	Mythology	3
EN 214	Writing Workshop I	3
EN 231	Intro to Poetry	3
EN 236	Women In Literature	3
EN 246	The Short Story	3
EN 251	Modern American Novel	3
HU 111	Art History I	3
HU 112	Art History II	3
HU 113	Drawing I	3
HU 114	Painting I	3
HU 115	Art Appreciation	3
HU 140	Basic Photography	3
HU 146	Intro Comp Graphics & Design	3
HU 161	Intro to the Film	3
HU 211	American Music	3
HU 212	Music Appreciation	3

Students should consult with their academic advisor for appropriate course selections.

Subtotal: 62-64

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 62-64

## Business: Fashion Buying and Merchandising (A.A.S.)

HEGIS: 5004

SUNY CODE: 2428

This program prepares graduates for careers throughout the Fashion Industry including positions in buying, fashion merchandising, retail and wholesale sales, retail management, marketing, and other positions within the industry. Students receive a solid background in business courses along with liberal arts courses.

### The goals of this program are to:

- present students with a variety of retail and fashion concepts;
- introduce students to the techniques of buying and promotion;
- ensure students use proper fashion terminology; and
- introduce students to the construction, care and use of fabrics.

### Successful graduates from this program will be able to:

- reflect and interpret concepts and historical backgrounds of the retail and/or fashion industry;
- apply fashion buying and promotion techniques;
- communicate effectively using proper fashion terminology; and
- analyze fabrics by their construction, care and use.

### Career Opportunities/Transfer Information

Graduates of this program have enjoyed successful careers with local and national firms such as Saks Fifth Avenue, Bed, Bath & Beyond, Teri Jon, Regatta USA, Alfred Dunner, Old Navy, Victoria's Secret, etc. in a variety of positions, including the executive level. While not designed as a transfer program, graduates have continued their education at schools such as the Fashion Institute of Technology, Buffalo State, SUC at Oneonta, Lab Institute of Merchandising College, Lasell College and Cazenovia College.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 145	Princ Retailing	3
BU 225	Customer Service Mgmt	3

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 111	Keyboarding Essentials	1
	Business Elective	3

**Subtotal: 17**

#### Business Elective

Students may choose BU 207 Personal Style or BU 240 Fashion Show Production.

##### 2nd Semester

BU 112	Business Communications	3
BU 114	Accounting I	3
BU 141	Intro Marketing	3
BU 143	Advertising	3
BU 157	Textiles	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

BU 156	History of Costume	3
EN 112	English II - Intro to Lit	3
	Liberal Arts Elective	3
	Math Elective	3
	Science Elective	3
	Physical Education Activity	1

**Subtotal: 16**

#### 4th Semester

BU 205	Retail Buying	3
BU 257	Fashion Merchandising	3
	Business Elective	3
	Liberal Arts Elective	3
	Social Science Elective	3

**Subtotal: 15**

#### Business Elective

Students may choose BU 207 Personal Style or BU 240 Fashion Show Production.

#### Liberal Arts Elective

Students may choose HU 126 Fashion Illustration.

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**Total Credit Hours: 64**



## Business: Health Services Management Technology (A.A.S.)

HEGIS: 5004

SUNY CODE: 0693

This program prepares students for positions such as service coordinators, personnel assistants, office managers, field staff supervisors, administrative assistants and other business office personnel.

### The goals of this program are to:

- prepare students for a variety of entry level employment in the health care industry and for continuing their education in a number of fields; and
- permit students to build their academic credentials and acquire career-specific skills and expertise.

### Successful graduates from this program will be able to:

- Effectively communicate underlying principles as they apply to current issues in the health care industry; and
- Perform the five levels of health care delivery and major components of each.

### Career Opportunities/Transfer Information

Graduates find employment in managed care systems, nursing homes, adult care, assisted living, independent living facilities, home care agencies, voluntary agencies, physicians' offices, hospitals, both in government and private industry. Many of our graduates transfer to four-year colleges such as Utica College, Canton Technology College, and Franklin University.

### Program of Study

#### 1st Year

##### 1st Semester

BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HM 111	Comm Med & Public Health	3
	OR	
HM 211	Medical Problems & Programs	3
IS 115	Computer Applications I	3
	Science Elective	3

**Subtotal: 16**

Science Elective: SC 141 is recommended for students planning to transfer.

#### 2nd Semester

BU 112	Business Communications	3
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BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
HM 112	Issues in Long Term Care	3
	OR	
HM 212	Management Health Facility	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

BU 232	Principles of Management	3
BU 251	Human Resource Management	3
HM 111	Comm Med & Public Health	3
	OR	
HM 211	Medical Problems & Programs	3
IS 111	Keyboarding Essentials	1
SS 151	Intro Psychology	3
MT 115	Medical Terminology	3

**Subtotal: 16**

##### 4th Semester

BU 233	Bus Applications & Strategies	3
EN 228	Interpersonal Communication	3
HM 112	Issues in Long Term Care	3
	OR	
HM 212	Management Health Facility	3
MT 112	Medical Coding II	3
SS 161	Introductory Sociology	3
	Physical Education Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Business: Human Resource Management (A.A.S.)

**HEGIS: 5004**

**SUNY CODE: 1325**

This program prepares students for entry-level human resource management positions in such areas as employee benefits, recruiting, job analysis, compensation, employee welfare coordination and training

### The goals of this program are to:

- prepare students for a variety of entry-level employment in Human Resource Management and for continuing education in a number of fields; and
- permit students to build their academic credentials and acquire career-specific skills and expertise.

### Successful graduates from this program will be able to:

- identify potential human resource management entry-level opportunities and identify different career choices in human resource management; and
- write and perform job evaluations, complete job analysis, write job descriptions, understand employee compensation & benefits issues, and understand labor laws and health and safety Issues.

### Career Opportunities/Transfer Information

Graduates find employment in public and private institutions. While not designed as a transfer program, graduates can go on to four-year programs at SUC at Oswego, SUNY Institute of Technology and many other colleges and universities.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
BU 251	Human Resource Management	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
	Science Elective	3

**Subtotal: 16**

##### 2nd Semester

BU 112	Business Communications	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
	Mathematics Elective	3
	Social Science Elective	3

		<b>Subtotal: 15</b>
<b>2nd Year</b>		
<b>3rd Semester</b>		
BU 232	Principles of Management	3
BU 252	Compensation, Benefits & Law	3
BU 254	Organizational Behavior	3
IS 115	Computer Applications I	3
SS 185	Intro Macroeconomics	3
	Physical Education Activity	1
		<b>Subtotal: 16</b>
<b>4th Semester</b>		
BU 233	Bus Applications & Strategies	3
BU 250	Business Ethics	3
BU 253	Human Res Selection Perf Eval	3
IS 117	Computer Applications II	3
	Elective	3
	Physical Education Activity	1
		<b>Subtotal: 16</b>

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 63

## Business: Marketing (A.A.S.)

HEGIS: 5004

SUNY CODE: 0633

The marketing program helps prepare students for a career in the fast-paced world of marketing. The program emphasizes marketing principles and existing practices. This career choice provides students with diverse career opportunities. This field is proving to be one of the fastest growing fields of employment opportunities.

### The goals of this program are to:

- prepare students to use various market research techniques;
- introduce students to advertising techniques;
- prepare students to understand the need for developing a marketing plan; and
- expose students to the use of technology/computers to help find solutions to common business applications.

### Successful graduates from this program will be able to:

- apply research tools to business applications;
- identify and reflect upon various techniques used in advertising;
- appreciate the value and relation of a marketing plan to the effective management of a business plan; and
- perform and apply basic statistics to solve business problems by using computers/technology.

### Career Opportunities/Transfer Information

Graduates find employment with marketing agencies, newspapers, trade journals, telephone companies, banks, computer industries, government and private industry. Specific titles may include: sales representative, marketing management trainee, market analyst or public relations employee. Early academic advisement may allow the student to transfer some credits into a four-year program. A student pursuing a degree in this program may, consult with an academic advisor to select course(s) to prepare for career or transfer plans.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1

IS 111	Keyboarding Essentials	1
	Information Science Elective	3
	Science Elective	3

**Subtotal: 17**

#### 2nd Semester

BU 115	Accounting II	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
	Liberal Arts Elective	3
	Social Science Elective	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

BU 142	Marketing Resrch & New Bus Dev	3
BU 225	Customer Service Mgmt	3
BU 232	Principles of Management	3
MA 127	Mathematical Statistics I	3
SS 185	Intro Macroeconomics	3
	Physical Education Activity	1

**Subtotal: 16**

#### 4th Semester

BU 112	Business Communications	3
BU 143	Advertising	3
BU 245	Marketing Management	3
	Business Elective	3
	Social Science Elective	3

**Subtotal: 15**

### Business Elective

Students may choose one from:

BU 121	Business Law I	3
BU 145	Princ Retailing	3
BU 203	Independent Project in Busines	3
BU 233	Bus Applications & Strategies	3
BU 238	Intro to Entrepreneurship	3

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Business: Small Business Management (A.A.S.)

**HEGIS: 5004**

**SUNY CODE: 1157**

The Small Business Management program is designed for students who would like to own and operate their own business.

### The goals of this program are to:

- prepare students for working in or starting up a small business; and
- prepare students with career specific skills and recognize small business operation issues.

### Successful graduates from this program will be able to:

- assess and formulate the steps required for business start-up; and
- evaluate Small Business Management theory as it pertains to business applications.

### Career Opportunities

The program provides students with the essential entrepreneurial tools needed to start a business. Additionally, students learn relevant job skills required by employers to fill entry-level management positions.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
	Mathematics Elective	3
	Science Elective	3

**Subtotal: 16**

##### 2nd Semester

BU 115	Accounting II	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
IS 111	Keyboarding Essentials	1
	Social Science Elective	3

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

BU 142	Marketing Resrch & New Bus Dev	3
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BU 232	Principles of Management	3
BU 251	Human Resource Management	3
IS 115	Computer Applications I	3
SS 185	Intro Macroeconomics	3
	Physical Education Activity	1

**Subtotal: 16**

#### 4th Semester

BU 238	Intro to Entrepreneurship	3
BU 239	Small Bus Mgmt Capstone	3
HU 146	Intro Comp Graphics & Design	3
	Business Electives	6
	Physical Education Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Business: Sports and Recreation Management (A.A.S.)

HEGIS: 5506.10

SUNY CODE: 0462

This program prepares students for entry-level positions in public and private recreational facilities. The curriculum offers coursework in business, health, recreation and liberal arts

### The goals of this program are to:

- prepare students to be able to plan, implement, and manage recreational and/or sports activities and facility scheduling; and
- provide students with the knowledge and training for them to be able to coach a variety of sports.

### Successful graduates from this program will be able to:

- plan and implement a culminating sport or recreational event; and
- organize, write, implement and reflect upon lesson plans that center around sports skills.

### Career Opportunities/Transfer Information

Graduates find employment at resorts, golf courses, fitness centers, sporting goods stores, campgrounds, parks, recreational departments and youth services. While not designed as a transfer program, students have continued their education at SUC at Brockport, SUC at Cortland, Ithaca College and St. John's University.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 225	Customer Service Mgmt	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
PE 120	Found of Physical Educ & Sport	3
PE 160	Introduction to Recreation	3

**Subtotal: 16**

##### 2nd Semester

BU 114	Accounting I	3
EN 112	English II - Intro to Lit	3
HE 121	Personal & Community Health	3
IS 115	Computer Applications I	3
PE 157	Adapted PE and Sport	3
	Physical Education Majors Activity	1

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

BU 232	Principles of Management	3
EN 228	Interpersonal Communication	3
HE 128	First Aid & CPR: Resp to Emer	2
PE 118	Aquatics	1
	OR	
PE 170	Lifeguard Training	1
SC 118	Fund of Human Anatomy & Phys	3
SS 161	Introductory Sociology	3
	Physical Education Majors Activity	1

**Subtotal: 16**

##### 4th Semester

BU 121	Business Law I	3
HE 130	Wellness	3
PE 156	Coaching Princ & Theories	3
SC 117	Nutrition	3
	Mathematics Elective	3
	Physical Education Majors Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8230.

Total Credit Hours: 64

## Communication Arts: Digital Filmmaking (A.S.)

**HEGIS: 5606**

**SUNY CODE: 2191**

Digital Filmmaking presents the fundamentals of independent moviemaking, the documentary, video journalism, commercial advertising, public relations, computer graphic interface and web-based delivery of electronic media content. Digital video and audio production, scriptwriting, film and mass media studies, digital and traditional photography and computer graphic studies are combined with a strong liberal arts base in a highly-transferable degree, while preparing graduates for entry level positions in digital filmmaking.

### The goals of this program are to:

- prepare students to engage in pre-production, production, and post-production related to the creation of visual digital media content for distribution via disc, internet, broadcast, satellite or other means of distribution;
- prepare students to analyze target audiences and create messages designed to satisfy the expectations of a target audience;
- prepare students to operate and utilize the equipment involved in digital image and sound production, both on location in a remote setting or in a studio environment; and
- prepare students to work collaboratively with other team members to achieve stated digital media project objectives.

### Successful graduates from this program will be able to:

- produce effective visual digital media content for distribution via various media technologies;
- identify target audiences and produce messages designed to satisfy target audience expectations;
- utilize digital media production technologies to create images and sounds in a variety of production settings; and
- collaborate with production team members to achieve desired digital media project objectives.

### Career Opportunities/Transfer Information

Students are well-prepared for transfer into traditional film studies programs, and the Digital Filmmaking degree meets the SUNY General Education requirements for

transferability. Transfer agreements exist with SUC at Fredonia and SUC at Plattsburgh. Students may choose to enter into a number of fields of media production, including independent filmmaking, broadcasting, public relations, marketing or advertising.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
HU 159	Applied Media Aesthetics	3
HU 161	Intro to the Film	3
	English Elective	3

**Subtotal: 16**

English elective; Choose one from EN 123, EN 133, EN 137, EN 236, EN 251, EN 255 or EN 261

##### 2nd Semester

EN 112	English II - Intro to Lit	3
HU 138	Intro Audio Production	4
HU 146	Intro Comp Graphics & Design	3
	Laboratory Science Elective	4
	Physical Education Elective	1

**Subtotal: 15**

Laboratory Science Elective: Choose from Natural Sciences Category

#### 2nd Year

##### 3rd Semester

EN 270	Writing for Electronic Media	3
HU 148	Digital Photography	3
HU 165	Intro Mass Media	3
HU 257	Intermediate TV Production	4
	Math Elective	3
	Physical Education Elective	1

**Subtotal: 17**

Math Elective: MA 124 or higher

##### 4th Semester

HU 255	Digital Filmmaking	3
SS 151	Intro Psychology	3
	English/Humanities Elective	3
	Science Elective	3
	Social Science Selective	3

**Subtotal: 15**

Social Science Selective: American History, Western Civilization or Other World Civilizations

English/Humanities Elective : Choose from one of the following - EN 223, HU 111, HU 115, HU 211, or HU 212

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 63

## Communication Arts: Music Industry (A.S.)

**HEGIS: 5610**

**SUNY CODE: 2032**

This program is designed to give students a broad base of knowledge in the various areas that make up the contemporary music business: music in theory and performance, recording, distribution and marketing, promotion, copyright and contract law, royalties and management. Students will choose from concentrations in Music Marketing or Music Performance.

### The goals of this program are to:

- provide students with a strong foundation in the area of music business;
- present the tools and techniques for analyzing both past and present musical compositions;
- provide students with opportunities to participate in performing music on a given musical instrument; and
- provide an understanding of fundamentals in audio production and provide application in multiple production scenarios.

### Successful graduates from this program will be able to:

- merge the understanding and practice of business fundamentals with career opportunities in the music industry;
- effectively apply knowledge of music theory in a variety of musical settings;
- display competency and growth in the performance of an applied musical instrument of choice; and
- apply fundamental techniques used for audio production in a variety of audio/visual scenarios.

### Transfer Information

This Associate in Science degree is designed for transfer to a four-year institution such as SUC at Oswego, SUC at Fredonia, or SUC at Oneonta for more specialized study before entering the workforce.

### Performance Concentration

Concentration designed for students who specialize in an instrument of their choice (including voice) and possess a basic understanding of music theory fundamentals. An interview with the full-time music professor is required to enter this concentration with a possible audition and/or

music theory placement exam required if deemed necessary.

Music Industry students must take a music theory placement exam upon registration for their first semester in order to enroll in HU 213 Music Theory. Students earning less than 60% on the exam must first take HU 108 Fundamentals of Music and achieve a 70% or higher in the course before enrolling in HU 213 Music Theory.

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HU 103	Applied Music Lessons I	1
HU 107	Keyboard Harmony	1
HU 108	Fundamentals of Music	3
	OR	
HU 213	Music Theory	3
	Laboratory Science	4
	Social Science Selective	3

**Subtotal: 16**

HU 213: HU 108 Fundamentals of Music is a pre-requisite for this course. However, a student receiving a 60% or better on the theory placement exam given prior to the first semester will fulfill the pre-requisite and enter HU 213.

Social Science Selective: Students may select an SS course from the Social Science Category.

##### 2nd Semester

EN 112	English II - Intro to Lit	3
HU 104	Applied Music Lessons II	1
HU 138	Intro Audio Production	4
HU 226	Music Theory II	3
	Humanities Elective	3
	American History Selective	3
	OR	
	Western Civilization Selective	3

**Subtotal: 17**

Humanities Elective: HU 212 Music Appreciation or a Humanities Elective recommended dependent on result of music theory placement exam.

American History/Western Civilization Selective: Students may select a course from the American History or the Western Civilization Categories.

#### 2nd Year

##### 3rd Semester



HU 105	Applied Music Lessons III	1
HU 177	Music in the Marketplace	3
HU 253	Music Production	3
	Mathematics Selective	3
	Physical Education Activity	1
	SS__General Education Selective 3	3

**Subtotal: 14**

Mathematics Selective: MA 124 or Higher

SS \_\_\_\_ General Education Selective: Students must select an SS course from one of the following General Education categories - American History, Other World Civilizations, Social Science or Western Civilization.

**4th Semester**

HU 211	American Music	3
HU 224	Music Ensemble	1
HU 236	Music Industry Capstone Proj	1
IS 115	Computer Applications I	3
	OR	
	Mathematics Selective	3
SS 277	Legal Issues in Music Ind	3
	Physical Education Activity	1
	Science Selective	3

**Subtotal: 15**

Mathematics Selective - MA 124 or Higher

Science Selective: Students may select any Science course from the Natural Science Category.

**Marketing Concentration**

Music Industry students must take a music theory placement exam upon registration for their first semester in order to enroll in HU 213 Music Theory. Students earning less than 60% on the exam must first take HU 108 Fundamentals of Music and achieve a 70% or higher in the course before enrolling in HU 213 Music Theory.

**1st Year**

**1st Semester**

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HU 107	Keyboard Harmony	1
HU 108	Fundamentals of Music	3
	OR	
HU 213	Music Theory	3
	Laboratory Science	4

	Physical Education Activity	1
	Social Science Selective	3

**Subtotal: 16**

HU 213: HU 108 Fundamentals of Music is a pre-requisite for this course. However, a student receiving a 60% or better on the theory placement exam given prior to the first semester will fulfill the pre-requisite and enter HU 213.

Social Science Selective: Student may select any course from the Social Science Category.

**2nd Semester**

BU 114	Accounting I	3
BU 141	Intro Marketing	3
EN 112	English II - Intro to Lit	3
HU 138	Intro Audio Production	4
	Humanities Elective	3

**Subtotal: 16**

Humanities Elective: HU 212 Music Appreciation or a Humanities Elective recommended dependent on result of music theory placement exam.

**2nd Year**

**3rd Semester**

BU 232	Principles of Management	3
HU 177	Music in the Marketplace	3
HU 253	Music Production	3
	Mathematics Selective	3
	American History Selective	3
	OR	
	Western Civilization Selective	3
	Physical Education Activity	1

**Subtotal: 16**

Mathematics Selective - MA 124 or Higher

American History or Western Civilization Selective - Student may select any course from the American History Category or Western Civilization Category

**4th Semester**

HU 211	American Music	3
HU 236	Music Industry Capstone Proj	1
SS 277	Legal Issues in Music Ind	3
IS 115	Computer Applications I	3
	OR	
	Mathematics Selective	3
	Science Selective	3

SS\_\_ General Education Selective 3 3

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**Subtotal: 16**

Mathematics Selective: MA 124 or Higher

SS\_\_ General Education Selective - Students must select an SS General Education course from one of the following categories - American History, Other World Civilizations, Social Science or Western Civilization

Science Selective - Student may select a course from the Science Category

Subtotal: 64

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 62-64

## Communication Arts: New Media (A.S.)

**HEGIS: 5008**

**SUNY CODE: 1939**

This program combines digital design and writing for new media with an emphasis on technology. Students will be prepared for careers in evolving media fields including journalism, social media, public relations, corporate communication, web design and more.

**The goals of this program are to:**

- prepare students to apply and adapt to emerging communication technologies;
- provide students with a foundation in digital design including web design, digital graphics, multimedia and photography; and
- provide students with a foundation in professional writing and communication including corporate communication, marketing, technical writing and journalism.

**Successful graduates of this program will be able to:**

- evaluate and use emerging communication technologies to present information;
- create, organize and present graphic projects; and
- communicate information verbally and in print, adhering to a standard of journalistic ethics.

**Transfer Information**

Upon graduation from this unique program, the student is afforded the opportunity to transfer automatically from HCCC to SUNY Institute of Technology into the B.S. degree program in Communication and Information Design.

**Program of Study**

**1st Year**

**1st Semester**

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HU 159	Applied Media Aesthetics	3
IS 115	Computer Applications I	3
	Arts Selective	3
	SS__General Education Selective 3	3
<b>Subtotal: 16</b>		

Arts Selective: Students must select a course from the General Education Arts Category

SS\_General Education Selective: Students must select an SS course from one of the following categories - American History, Other World Civilizations or Western Civilization

**2nd Semester**

EN 112	English II - Intro to Lit	3
EN 225	Public Speaking	3
	OR	
EN 228	Interpersonal Communication	3
HU 146	Intro Comp Graphics & Design	3
SS 165	Intro Mass Media	3
	Physical Education Elective	1
	Lab Science Elective	4
<b>Subtotal: 17</b>		

Lab Science Elective: Student must select (1) form the Natural Science category (SC 131 is recommended)

SS 165 is cross-listed with HU 165. New Media majors will select SS 165

**2nd Year**

**3rd Semester**

EN 161	Journalism	3
	OR	
EN 171	Intro to Technical Writing	3
EN 270	Writing for Electronic Media	3
HU 148	Digital Photography	3
HU 223	Introduction to Web Design	3
	Science Elective	3
	Physical Education Elective	1
<b>Subtotal: 16</b>		

**4th Semester**

BU 141	Intro Marketing	3
	OR	
BU 143	Advertising	3
	OR	
BU 221	Public Relations	3
HU 144	Photojournalism	3
	OR	
HU 157	Introduction to Social Media	3
	OR	
HU 205	Creative Video Techniques	3
HU 281	Communication Arts: Portfolio	3
	Mathematics Selective	3
	Social Science Selective	3
<b>Subtotal: 15</b>		

Math Selective: MA 124 or higher

Social Science Selective: Student must select a course from the General Education Social Science Category

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

This program is Internet Accessible and may be completed entirely online

For more information access Herkimer College Internet Academy website - [www.ia.herkimer.edu](http://www.ia.herkimer.edu)

**Total Credit Hours: 64**

## Communication Arts: Radio-Television Broadcasting (A.A.S.)

HEGIS: 5008

SUNY CODE: 0685

The Radio-Television Broadcasting program is designed to prepare students for careers in electronic media including radio, TV, Cable TV, communications, multi-media production and advertising.

### The goals of this program are to:

- teach students how to create video and audio programming for a variety of media and audiences;
- provide students with sufficient background in theory and technique to discuss and apply principles of revenue streams in audio and video media through advertising, marketing and sales; and
- cultivate students' ability to discuss development of the current state of media industries and future technology.

### Successful graduates from this program will be able to:

- produce programming incorporating proper pre-production, production and post-production techniques;
- utilize knowledge of marketing, advertising and sales to prepare a marketing and sales plan; and
- glean material from industry sources and describe what they have learned.

### Career Opportunities/Transfer Information

Graduates find employment in the fields of radio broadcasting, television broadcasting, cable television, production companies, advertising agencies, corporate video, institutional video, and government and educational media. While not designed as a transfer program, transfer articulation agreements have been established with SUC Plattsburgh, and SUC Fredonia.

### Program of Study

#### 1st Year

##### 1st Semester

BU 141	Intro Marketing	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HU 137	Intro Electronic Media	3
HU 159	Applied Media Aesthetics	3
	English Elective	3

OR

Humanities Elective 3

**Subtotal: 16**

#### 2nd Semester

BU 143	Advertising	3
EN 112	English II - Intro to Lit	3
HU 138	Intro Audio Production	4
IS 115	Computer Applications I	3
	English Elective	3
	OR	
	Humanities Elective	3
	Physical Education Activity	1

**Subtotal: 17**

#### 2nd Year

##### 3rd Semester

EN 161	Journalism	3
EN 225	Public Speaking	3
EN 270	Writing for Electronic Media	3
HU 257	Intermediate TV Production	4
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 17**

#### 4th Semester

HU 256	Sales & Promo Electronic Media	3
HU 258	R-TV Senior Seminar	1
	OR	
HU 272	Radio TV Internship	1
HU 259	Advanced Audio Production	4
	OR	
HU 263	Advanced Video Production	4
	Science Elective	3-4
	Social Science Elective	3

**Subtotal: 14**

HU 272: Apprenticeship option is competitive and is based on the student's GPA (2.5 cumulative, 3.0 in major), a written essay and recommendation of the R-TV faculty.

HU 138, HU 257, HU 259 and HU 263 each include a requirement of service to the College's TV Station (HCTV) and/or FM Radio Station (WVHC) outside of scheduled class time.

Students should consult with their academic advisor for appropriate course selections.

Acceptance into the second year of studies will be based on successful completion of first year exit tests. Students who do not pass the exit testing will be ineligible for acceptance into the second year of study. Students who do not successfully complete the tests will be offered the

opportunity to retake them after participating in a review session, scheduled at the discretion of the R-TV faculty. Successful completion of the exit testing will qualify students for acceptance into the second year of study.

Student placement into specific sections of Advanced Video Production will be based on students' portfolios containing projects from previous HU courses.

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**Total Credit Hours: 64**

## Computer Network Technician (A.A.S.)

**HEGIS: 5104**

**SUNY CODE: 1365**

The Computer Network Technician program is designed to prepare students for careers in computer network technology, help desk services and PC repair. The curriculum emphasizes hands-on experience as well as theory. All network and PC courses are 50% lab. Seniors will complete either a topics course or fieldwork. This program prepares students to pursue nationwide industry standard certifications such as A+ Certification, Network+ Certification, and various Microsoft Certifications.

### The goals of this program are to:

- prepare students to install and maintain desktop and network operating systems;
- prepare students to install and maintain various hardware devices and platforms; and
- prepare students to effectively document, design, implement and maintain computer networks.

### Successful graduates from this program will be able to:

- install and maintain desktop and network operating systems in accordance to manufacturer's recommendations and applicable industry standards and best practices;
- install and maintain various hardware devices and platforms in accordance to manufacturer's recommendations and applicable industry standards and best practices; and
- document, design, implement and maintain computer networks in accordance to manufacturer's recommendations and applicable industry standards and best practices.

### Career Opportunities/Transfer Information

Graduates find employment in business and industry, government, education and health fields. While not designed as a transfer program, our graduates are accepted into private colleges such as Rochester Institute of Technology and state colleges such as SUNY Institute of Technology and Cobleskill Technology College.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
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FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
IS 120	Fund Prog Development	3
IS 140	Networking Essentials	4
IS 207	Microcomputer Operating System	3

**Subtotal: 17**

#### 2nd Semester

BU 111	Bus Organization & Management	3
EN 112	English II - Intro to Lit	3
EN 171	Intro to Technical Writing	3
IS 208	Microcomputer Hardware	3
IS 241	Network Administration I	3

**Subtotal: 15**

#### 2nd Year

##### 3rd Semester

HU 146	Intro Comp Graphics & Design	3
IS 209	LINUX	3
IS 242	Network Administration II	3
	Information Science Elective	3
	Science Elective	3
	Physical Education Activity	1

**Subtotal: 16**

##### 4th Semester

IS 237	Networking Topics	3
	OR	
IS 238	Info Systems Fieldwork	3
IS 250	Network Applications	3
IS 260	Computer/Network Security	3
MA 127	Mathematical Statistics I	3
	Social Science Elective	3
	Physical Education Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

Total Credit Hours: 64

## Computer Science (A.S.)

HEGIS: 5101

SUNY CODE: 0532

The Computer Science curriculum is designed to prepare students to transfer to a Computer Science or related curriculum at a four-year college. The curriculum has a strong emphasis on programming theory, object-orientated programming, and data structures utilizing the C++ programming language. Graduates are prepared to transfer to a four-year school at the full junior status, continue their studies in a more specialized area of Computer Science, and/or develop software using the C++ programming language.

### The goals of this program are to:

- prepare students to understand basic principles and fundamentals of computer language;
- prepare students to develop software; and
- ensure students satisfy SUNY general education requirements for transfer.

### Successful graduates from this program will be able to:

- write software using the C+ programming software;
- communicate programming theory and design.

### Career Opportunities/Transfer Information

The Computer Science curriculum is designed for graduates to transfer to four-year colleges and universities in computer related programs. Students may transfer to SUNY Institute of Technology, Clarkson, SUC Potsdam, Rochester Institute of Technology, SUC Brockport, SUC Oswego, and Pace University.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
IS 124	Princ of Programming I	3
IS 140	Networking Essentials	4

**Subtotal: 14**

##### 2nd Semester

EN 112	English II - Intro to Lit	3
IS 125	Princ of Programming II	3
IS 141	Intr Hardware & Software Cncpt	3
MA 127	Mathematical Statistics I	3

Physical Education Activity	1
Social Science Elective	3

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

IS 224	Data Structures	3
	American History Selective	3
	Arts Selective	3
	Laboratory Science Elective	4
	Math Elective	3
	Physical Education Activity	1

**Subtotal: 17**

Laboratory Science Elective: SC 133 College Physics I is recommended.

Mathematics Elective: MA 141 Pre-Calculus Mathematics or higher.

##### 4th Semester

IS 207	Microcomputer Operating System	3
IS 241	Network Administration I	3
	Humanities Selective	3
	Information Science Elective	3-4
	Western Civilization Selective	3

**Subtotal: 15-16**

For more information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8230.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 62-63



## Criminal Justice (A.A.S.)

HEGIS: 5505

SUNY CODE: 1100

The Criminal Justice A.A.S. program is designed to prepare students for careers in criminal justice agencies as paraprofessionals in law enforcement, criminal investigation, probation, parole and similar fields. A three-credit internship experience is designed to integrate the theoretical knowledge learned in the classroom with the practical knowledge of working in the field

### The goals of this program are to:

- introduce students to the proactive and reactive approaches in crime deterrence, investigation, and apprehension of those who break the law;
- introduce students to the field of corrections with a focus in the areas of detention, supervision, administration and rehabilitation of incarcerated persons and alternatives to justice; and
- provide students with an overview of different types of law and provide knowledge of different crime control philosophies currently and historically used within the criminal justice system.

### Successful graduates from this program will be able to:

- compare and review proactive and reactive approaches in crime deterrence, investigation and apprehension of those who break the law;
- express knowledge in the field of correction with focus in areas of detention, supervision, administration and rehabilitation of persons and alternatives to justice; and
- distinguish between different types of law and express knowledge of different crime control philosophies currently and historically used within the criminal justice system.

### Career Opportunities/Transfer Information

Graduates find employment as police officers, criminal investigators, IRS agents, customs agents, park rangers, environmental conservation officers, state troopers, corrections officers, corrections counselors, bailiffs, court administrators, criminalists, alarm investigators, credit investigators, security detectives and loss prevention specialists. While not designed as a transfer program, many of our graduates go on to four-year colleges and universities such as SUC at Brockport, SUC at Oswego,

SUNY Albany, SUC at Plattsburgh, SUC at Oneonta, SUNY Institute of Technology and Utica College.

### Program of Study

#### 1st Year

##### 1st Semester

CJ 120	Intro Criminal Justice	3
CJ 123	Criminal Substantive Law	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
SS 151	Intro Psychology	3
SS 161	Introductory Sociology	3

**Subtotal: 16**

##### 2nd Semester

CJ 124	Criminal Procedure Law	3
CJ 125	Intro to Law Enforcement	3
EN 112	English II - Intro to Lit	3
	Criminal Justice Elective	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 16**

Mathematics Elective: Must be MA 124 or higher.

#### 2nd Year

##### 3rd Semester

CJ 151	Intro Corrections	3
HU 150	Ethics in Criminal Justice	1
SS 167	Juvenile Delinquency	3
SS 122	American History II	3
	OR	
SS 141	American Government	3
SS 241	American Minorities	3
	Science Elective	3-4

**Subtotal: 16-17**

##### 4th Semester

IS 115	Computer Applications I	3
SS 136	Criminology	3
	Electives	3-4
	EN/HU Elective	3
CJ 271	Criminal Justice Practicum	3
	OR	
	Criminal Justice Elective	3
	OR	
	Social Science Elective	3
	Physical Education Activity	1

### Recommended Social Science Electives

SS 141	American Government	3
SS 152	Developmental Psychology	3

SS 155	Abnormal Psychology	3
SS 162	Social Problems	3
SS 225	Terrorism & Homeland Security	3

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**Subtotal: 16-17**

Students should consult with their academic advisor for appropriate course selections.

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Criminal Justice (A.S.)

**HEGIS: 5505**

**SUNY CODE: 2279**

The Criminal Justice A.S. program prepares students to transfer to a four-year college or university to major in criminal justice and related social science disciplines. Building on a solid foundation of required courses focusing on law, criminology, criminal justice and private security, the curriculum allows students to take elective coursework in such areas as policing, juvenile justice, corrections and security to suit their own professional interests. In addition, students take a variety of courses in such areas as forensic science, math and social science.

### The goals of this program are to:

- provide students with philosophical and historical background of the criminal justice system as well as a working knowledge of the penal and criminal procedure law;
- introduce students to the theories of crime, crime causation, crime prevention, as well as a general understanding of criminal justice ethics and resolution to those issues; and
- provide students with a general understanding of the adult correctional system, as well as the juvenile justice system.

### Successful graduates from this program will be able to:

- express knowledge of the philosophical and historical background of the CJ system and review penal and criminal procedural law;
- analyze theories and theory application, and identify common CJ ethical issues as well as resolutions to those issues; and
- identify the main parts and functions of the adult and juvenile corrections system.

### Transfer Information

Graduates go on to four-year colleges and universities such as SUC at Brockport, SUC at Oswego, SUNY Albany, SUC at Plattsburgh, SUNY Institute of Technology, Utica College and Rochester Institute of Technology.

### Program of Study

1st Year

1st Semester

CJ 120	Intro Criminal Justice	3
CJ 123	Criminal Substantive Law	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
SS 151	Intro Psychology	3
SS 161	Introductory Sociology	3

**Subtotal: 16**

### 2nd Semester

CJ 124	Criminal Procedure Law	3
EN 112	English II - Intro to Lit	3
SS 136	Criminology	3
	Criminal Justice Elective	3
	Mathematics Elective	3

**Subtotal: 15**

Mathematics Elective: MA 124 or higher.

### 2nd Year

### 3rd Semester

SS 167	Juvenile Delinquency	3
	American History	3
	OR	
	Western Civilization Selective	3
	Criminal Justice Elective	3
	English/Humanities Elective	3
	Laboratory Science Elective	4
	Physical Education Activity	1

**Subtotal: 17**

Western Civilization Selective: This must be a Social Science course.

EN, HU, or FL Elective: Student must select one (1) course from the following categories: The Arts, Other World Civilizations or Foreign Language.

Laboratory Science Elective, student should select from the following: SC 125, SC 150 or other laboratory science elective.

### Laboratory Science Elective

Student may select one from the following:

SC 125	Fund of Gen, Organic & Biochem	4
SC 150	Forensic Science I	4

or other laboratory science elective.

### 4th Semester

	Criminal Justice Elective	3
	English Selective	3
	OR	
	Foreign Language Selective	3
	OR	
	Humanities Selective	3

Information Science Elective	3
OR	
Mathematics Elective	3
Science Elective	3
Social Science Elective	3
Physical Education Activity	1

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**Subtotal: 16**

English/Foreign Language/Humanities Selective:  
Student must select a course from one of the following categories - Arts, Foreign Language or Other World Civilizations

Mathematics Elective: MA 124 or higher

Social Science Elective: Student must select from the following: SS164, SS210, SS225, SS 227 or SS 246

Social Science Selective

Student must select one from the following:

SS 164	Understanding Addictions	3
SS 225	Terrorism & Homeland Security	3
SS 227	Gangs: Theory, Pract & Suppres	3
SS 246	Constitutional Law	3

Students should consult with their academic advisor for appropriate course selections.

### Degree Requirements

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

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Total Credit Hours: 64

## Criminal Justice: Crime & Intelligence Analysis (A.A.S.)

HEGIS: 5505

SUNY CODE: 2265

This program will focus on developing research and analytical skills to be used in either a crime analysis or intelligence unit within a variety of criminal justice agencies. Crime analysis is utilized within law enforcement agencies to determine such things as staffing patterns and assignment of specialized units to interdict specifically targeted crimes and perpetrators. They also develop profiles designed to help identify individual offenders by applying multifaceted crime analysis methods and are trained to predict future crimes by using statistical analysis and other specialized techniques.

### The goals of this program are to:

- prepare students for a variety of employment opportunities in the public as well as private sector;
- introduce students to current crime analysis and intelligence theories and their applications to build their analytical, writing, and team management skills; and
- focus on skill development in collecting and analyzing data to forecast criminal profiles, documenting illegitimate relationships between people, organizations and events, and using statistical techniques to solve crime problems.

### Successful graduates from this program will be able to:

- collect and interpret data and demonstrate the ability to communicate effectively, both orally and in written form;
- apply analytic methods in strategic and tactical analysis in accordance with law enforcement and homeland security requirements;
- utilize statistical research techniques and demonstrate a familiarity with computer operations and database management related to crime and intelligence analysis; and
- make reliable decisions based on analytical ability, critical thinking skills.

### Career Opportunities/Transfer Information

Potential employers for graduates of the Crime and Intelligence Analysis program include any local, state, or federal law enforcement or intelligence agency. The various branches of the military utilize analysts as well as private contractors dealing with security issues.

### Program of Study

#### 1st Year

##### 1st Semester

CJ 120	Intro Criminal Justice	3
CJ 123	Criminal Substantive Law	3
CJ 127	Intro to Crime Analy & Cr Map	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
SS 151	Intro Psychology	3

**Subtotal: 16**

##### 2nd Semester

CJ 124	Criminal Procedure Law	3
EN 112	English II - Intro to Lit	3
CJ 130	Intelligence Analysis	3
	Arts Selective	3
	Mathematics Selective	3
	Physical Education Activity	1

**Subtotal: 16**

Math Selective must be MA 124 or Higher

#### Arts Selective

Students must select one (1) from the following:

HU 125	Elements of Photography	3
HU 140	Basic Photography	3
HU 146	Intro Comp Graphics & Design	3
HU 205	Creative Video Techniques	3

#### 2nd Year

##### 3rd Semester

CJ 200	Int to Crim Invest An-Profilin	3
IS 115	Computer Applications I	3
MA 127	Mathematical Statistics I	3
	American History Selective	3
	English Elective	3

**Subtotal: 15**

#### American History Selective

Student must select one (1) from the following:

SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3
SS 246	Constitutional Law	3

#### English Elective

Student must select one (1) from the following:

EN 161	Journalism	3
EN 225	Public Speaking	3
EN 228	Interpersonal Communication	3
<b>4th Semester</b>		
CJ 250	CrimInvAnlysis:PrflngSexPrdtrs	3
SS 200	Rsch&Anlytical Meth Crim Anlys	3
	OR	
SS 236	Research Methods Soc Sciences	3
SS 225	Terrorism & Homeland Security	3
SS 227	Gangs: Theory, Pract & Suppres	3
	Physical Education Activity	1
	Science Selective	3
		<b>Subtotal: 16</b>

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

**For more information, access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 63

## Criminal Justice: Cybersecurity (A.S.)

HEGIS: 5505

SUNY CODE: 1734

Cybersecurity professionals are the first line of defense in protecting the cyber-network in fields such as banking and finance, transportation, petrochemical industry, law enforcement and defense communications, government and homeland security. Students in this program study a combination of criminal justice and computer-technology courses to help develop the skills needed to work in this growing, emerging career field. Computer literacy is required for entry into the program.

### The goals of this program are to:

- introduce students to the skills and knowledge needed to work within the field of cybersecurity;
- introduce students to critical thinking skills by emphasizing thoroughness of topic research and exploration as well as creative problem solving within their discipline and related disciplines; and
- prepare students with an understanding of proactive approaches to deter cybercrime and to investigate and apprehend those who break the law.

### Successful graduates from this program will be able to:

- express knowledge of fundamental criminal justice, information assurance, and computer forensics;
- utilize critical thinking skills by emphasizing thoroughness of topic research and exploration as well as creative problem solving within their discipline and related disciplines; and
- express knowledge of proactive approaches to investigating and apprehending, or deterring cybercriminals.

### Transfer Information

This associate in science degree is designed to prepare the graduate for transfer to a four-year institution for more specialized study in a Cybersecurity career field before entry into the workforce.

### Program of Study

#### 1st Year

##### 1st-Semester

CJ 120	Intro Criminal Justice	3
CJ 241	Understanding & Mng Cybercrime	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1

MA 127	Mathematical Statistics I	3
SS 151	Intro Psychology	3

**Subtotal: 16**

#### 2nd Semester

CJ 230	Intro to Information Assurance	3
CJ 240	Fraud Examination	3
SS 136	Criminology	3
EN 112	English II - Intro to Lit	3
	Science Elective	3-4

**Subtotal: 15-16**

#### 2nd Year

##### 3rd Semester

CJ 273	Netwrk Defen & Countermeasures	3
	EN/FL/HU Elective	3
CJ 261	Computer Forensics & Invest	3
	Laboratory Science Elective	4
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 17**

EN/FL/HU Elective: Student must select one (1) from the following categories: Other World Civilizations, The Arts or Foreign Language.

Mathematics Elective: Must be MA 124 or higher.

Physical Education Activity: Students may take PE 140 in place of two one-credit activities.

##### 4th Semester

CJ 124	Criminal Procedure Law	3
CJ 262	Adv Computer Forensics & Inves	3
SS 225	Terrorism & Homeland Security	3
	EN/HU Elective	3
	Social Science Selective	3
	Physical Education Activity	1

**Subtotal: 16**

Physical Education Activity: Students may take PE 140 in place of two one-credit activities.

### Social Science Elective

Student must select one from:

SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3
SS 145	World Politics	3

Students should consult with their academic advisor for appropriate course selections.

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64-65



## Criminal Justice: Forensic Investigations (A.A.S.)

HEGIS: 5505

SUNY CODE: 1329

Forensic Investigations is designed to develop occupational competence for entry into public law enforcement and/or private investigative fields.

### The goals of this program are to:

- introduce students to the skills and knowledge needed to work within the CJ field and /or forensic investigations;
- prepare students to understand the fundamentals of processing a crime scene; and
- introduce students to the complex skills required of a crime scene investigator/photographer.

### Successful graduates from this program will be able to:

- express knowledge of fundamental concepts of criminal justice and forensic investigations;
- express knowledge of a fundamental understanding of processing a crime scene; and
- express knowledge of the complex skills required of a crime scene investigator/photographer.

### Career Opportunities/Transfer Information

Graduates find employment in entry level positions in public and private investigative agencies and companies. Projected annual statewide job openings through 2008 are 300 new jobs and 1,120 replacement jobs. While not designed as a transfer program, graduates may go on to colleges and universities such as SUNY College of Technology at Canton College, John Jay College, SUC at Buffalo, SUNY Albany, SUC at Oneonta, SUC at Plattsburgh, SUC at Brockport and Utica College.

### Program of Study

#### 1st Year

##### 1st Semester

CJ 120	Intro Criminal Justice	3
CJ 123	Criminal Substantive Law	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
SS 151	Intro Psychology	3
SS 161	Introductory Sociology	3

**Subtotal: 16**

#### 2nd Semester

CJ 124	Criminal Procedure Law	3
EN 112	English II - Intro to Lit	3
EN 171	Intro to Technical Writing	3
SS 136	Criminology	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 16**

Mathematics Elective: Must be MA 124 or MA 127.

#### 2nd Year

##### 3rd Semester

CJ 125	Intro to Law Enforcement	3
CJ 141	Police Organization & Mgt	3
CJ 142	Criminal Investigation	3
	OR	
CJ 143	Criminal Invest for Police Off	3
SC 150	Forensic Science I	4
	American History Selective	3
	Physical Education Activity	1

**Subtotal: 17-18**

CJ 143: The four-credit course is for certified police only.

#### 4th Semester

CJ 126	Issues in Law Enforcement	3
CJ 271	Criminal Justice Practicum	3
	OR	
	Criminal Justice Elective	3
	OR	
	Social Science Elective	3
HU 150	Ethics in Criminal Justice	1
HU 242	Forensic Photography	3
IS 115	Computer Applications I	3
	Social Science Selective	3

**Subtotal: 16**

Recommended SS Electives include SS 141, SS 152, SS 155, SS 162, SS 210, SS 225

Prerequisites for CJ 271, Criminal Justice Practicum:

1. Student must have completed basic core CJ courses: CJ 120, CJ 123, CJ 124, CJ 210
  2. Student must have completed or be enrolled in HU 150.
  3. Student's CJ GPA in above courses must be 2.3 or above.
  4. Student's overall GPA must be 2.0 or above.
  5. Student must obtain permission of instructor.
- Social Science Elective

Recommended Social Science electives include:

SS 141	American Government	3
SS 152	Developmental Psychology	3
SS 155	Abnormal Psychology	3
SS 162	Social Problems	3
SS 164	Understanding Addictions	3
SS 167	Juvenile Delinquency	3
SS 225	Terrorism & Homeland Security	3
SS 227	Gangs: Theory, Pract & Suppres	3
SS 241	American Minorities	3

Students should consult with their academic advisor for appropriate course selections.

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

Total Credit Hours: 66-67

## Early Childhood (A.A.S.)

**HEGIS: 5503**

**SUNY CODE: 1327**

The Early Childhood program is designed to prepare students for a career in teaching young children

Students who plan to transfer into four-year teacher preparation programs should major in Liberal Arts and Sciences: Childhood Education, not Early Childhood.

### The goals of this program are to:

- prepare students to interact with young children in a professional, supportive, and developmentally appropriate manner;
- prepare students to design and implement a developmentally appropriate curriculum that addresses children's cognitive, social, emotional and physical needs; and
- prepare students to identify a wide variety of diverse cultural norms that impact children's learning.

### Successful graduates from this program will be able to:

- interact with young children in professional, supportive and developmentally appropriate manner;
- design and implement a developmentally appropriate curriculum that addresses children's cognitive, social, emotional and physical needs. They will also be able to utilize literary, artistic, and musical components in their lesson and curriculum development; and
- identify the diverse cultural differences that children are being raised with and how that impacts their learning. The students will be able to teach to a wide range of learning styles and incorporate developmentally appropriate teaching techniques which incorporate aesthetic awareness of other cultures.

### Career Opportunities/Transfer Information

Graduates will be prepared to accept positions ranging from Teacher Assistant to Teacher in Child Day Care Centers, Preschools, Head Start programs and a variety of other early childhood facilities. Students who complete the AAS degree in Early Childhood with a minimum of a 2.5 grade point average, will be guaranteed admission into the Bachelor of Science degree in Child Care & Development at Cobleskill Technology College with full junior status.

### Program of Study

#### 1st Year

##### 1st Semester

ED 100	Intro Early Childhood Ed	3
ED 250	Child Growth & Development	3
	OR	
SS 152	Developmental Psychology	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HE 128	First Aid & CPR: Resp to Emer	2
HU 110	Fund of Art in Early Child Ed	3

**Subtotal: 15**

##### 2nd Semester

ED 200	Curr & Teaching in ECE	3
ED 215	Educating the Exceptional	3
EN 112	English II - Intro to Lit	3
EN 117	Literature for Children	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

ED 221	Practicum I - Early Childhood	3
EN 228	Interpersonal Communication	3
SS 161	Introductory Sociology	3
SS 163	Marriage and Family	3
	Science Elective	3
	Elective	3

**Subtotal: 18**

##### 4th Semester

ED 222	Practicum II-Early Childhood	3
HU 210	Fund Music Early Child Ed	3
SS 151	Intro Psychology	3
SS 162	Social Problems	3
	Elective	3
	Physical Education Activity	1

**Subtotal: 16**

### Degree Requirements:

In order to earn the Associate in Applied Science degree in Early Childhood, students **MUST**:

**Attain a "C" or better in the following courses:**

ED 100	Intro Early Childhood Ed	3
ED 200	Curr & Teaching in ECE	3
ED 221	Practicum I - Early Childhood	3

**Demonstrate positive interpersonal skills, professional behavior, ethical behavior and safe and appropriate teaching practices;**

Earn a Certificate of Completion for the State Education Department approved workshop entitled “New York State Child Abuse and Maltreatment.”

### Practicum Requirements

#### Required

ED 221	Practicum I - Early Childhood	3
ED 222	Practicum II-Early Childhood	3

#### 1. Successful completion of:

ED 100	Intro Early Childhood Ed	3
ED 200	Curr & Teaching in ECE	3
HE 128	First Aid & CPR: Resp to Emer	2

2. A physical examination and Mantoux TB Immunization performed within six (6) months of the scheduled practicum starting date.

3. Written approval (practicum contract) from both the appropriate Early Childhood faculty member and practicum site supervisor PRIOR to the semester in which the practicum will take place.

4. Students must follow the requirements as outlined in the Early Childhood Practicum Handbook.

5. Students will be required to meet their own travel needs during all practicum assignments.

### Cazenovia Requirements

Students interested in Cazenovia College Inclusive Early Childhood Transfer Program must complete the following:

ED 250 Child Growth & Development

MA 127 Mathematical Statistics

4-Credit Science with Lab

Elective - Need one of the following - Sign Language, French or Spanish

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

Total Credit Hours: 65

## Emergency Medical Technician — Paramedic (A.A.S.)

**HEGIS: 5299**

**SUNY CODE: 1332**

This unique A.A.S. degree program, a partnership between HCCC and Faxton-St. Luke's Healthcare, provides the paramedic student the education necessary to function in an out-of-hospital setting as an emergency medical services professional. Trauma from motor vehicle collisions and the like, as well as medical emergencies such as heart attacks and strokes, all demand professional pre-hospital emergency medical attention. Emergency Medical Technician-Paramedic (EMT-P) gives immediate and often life-saving emergency medical care to these patients while on-scene and during transport to medical facilities. Successful graduates will be eligible for New York State Certification as well as certification with the National Registry of Emergency Medical Technicians.

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the Paramedic will function as a facilitator of access to care, as well as an initial treatment provider.

Paramedics are responsible and accountable to medical direction, the public and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long

professional development, peer evaluation and assume an active role in professional and community organizations.

### The goals of this program are to:

- gain the knowledge required to become a competent and valuable member of the Emergency Medical Service team;
- gain the organizational skills required to become a competent and valuable member of the Emergency Medical Service team;
- gain the hands-on skills required to become a competent and valuable member of the Emergency Medical Service team; and
- gain the attitude required to become a competent and valuable member of the Emergency Medical Service team.

### Successful graduates from this program will be able to:

- comprehend, apply, and evaluate the clinical information in the patient's presentation and determine the appropriate pre-hospital diagnosis;
- organize a plan of care consistent with national and regional standards of care;
- identify and perform the skills required for the presenting injury or illness consistent with national and regional standards of care; and
- display the kinds of professional behavior that is consistent with the expectations of employers and his or her peers.

### Career Opportunities

Graduates can expect good paying jobs with ambulance services, fire, police or rescue squad departments. Median annual salary in New York State is \$34,040. Projected annual statewide job openings through 2012 are 250 new jobs and 120 replacement jobs.

### Program of Study

#### 1st Year

#### 1st Semester

EM 101	Emergency Medical Tech-Basic	6
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
SC 118	Fund of Human Anatomy & Phys	3
SS 151	Intro Psychology	3
	Physical Education Activity	1

**Subtotal: 17**

FS 100: First-Year Student Seminar waived for students entering from external Paramedic Program.

**2nd Semester**

EM 102	Report Writing/Healthcare Prof	3
EM 103	EMT-Basic Fieldwork	1
EN 228	Interpersonal Communication	3
SC 127	Pathophysiology for Paramedics	3
SS 161	Introductory Sociology	3
	OR	
	Social Science Elective	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 17**

Social Science Elective: SS 263 is recommended.

**2nd Year**

**3rd Semester**

EM 201	EMT - Paramedic I	9
EM 202	EMT - Paramedic II	6

**Subtotal: 15**

**4th Semester**

EM 203	EMT - Paramedic III	9
EM 204	EMT - Paramedic IV	6

**Subtotal: 15**

Students should consult with their academic advisor for appropriate course selections.

**Selective Admission Requirements**

Entry to the EMT Paramedic program as a matriculated student is by selective admission. Applicants must meet all the requirements listed in the HCCC catalog for admission as a matriculated student and the following requirements:

- Applicants must not be convicted of or currently charged with a crime or crimes pertaining to murder, manslaughter, assault, sexual abuse, theft, robbery, abuse or sale of drugs.
- Applicant (at his/her own expense) must satisfactorily complete a health evaluation and submit a Health Evaluation form completed by a NYS Licensed Physician. The form must include a record of required minimum immunizations and titres.
- Applicants must be physically fit as specified in the NYS Department of Health functional job description.
- Applicants must agree to abide by all policies of HCCC, Faxton-St. Luke’s Healthcare Center, the Paramedic Program and the NYS Department of Health.

- Applicants shall provide evidence to Faxton-St. Luke’s Healthcare Center that he/she is covered by an appropriate health insurance.
- All EMS students in a clinical area shall wear appropriate uniforms. The color and style of the uniform shall be designated by Faxton-St. Luke’s Healthcare Center. Students are responsible to purchase their own uniforms.
- Beginning in the fall of 2016, admission requirements, including high school GPA, letters of reference, and personal interviews, will take effect. Entry into the EMT/Paramedic program will become selective and students will be admitted on a competitive basis.

For more information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8230.

**Total Credit Hours: 64**

## Engineering Science (A.S.)

**HEGIS:** 5609

**SUNY CODE:** 0530

This curriculum provides a sound academic core preparing the student preparing the student to transfer into Baccalaureate Engineering programs. Transfer opportunities are available in mechanical, industrial, chemical, electrical, civil and environmental engineering.

### The goals of this program are to:

- Provide students with the educational experiences and methods scientists use to explore natural phenomena and to employ appropriate experimental design, critical thinking and methodology to solve problems in Engineering Science

### Successful graduates of this program will be able to:

- Provide students with a comprehensive knowledge base of Engineering Science
- Provide students with opportunities to discuss and evaluate current issues in Engineering Science

### Career Opportunities/Transfer Information

- We have articulation agreements with SUNY Binghamton and SUNY Institute of Technology

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
MA 245	Calculus I	4
SC 153	General Chemistry I	4
SC 191	Introduction to Engineering	3

**Subtotal: 15**

##### 2nd Semester

EN 112	English II - Intro to Lit	3
MA 246	Calculus II	4
SC 192	Engineering Science II	4
SC 233	Calculus Physics I	4
	American History Selective	3

**Subtotal: 18**

#### 2nd Year

##### 3rd Semester

MA 247	Calculus III	4
SC 234	Calculus Physics II	4
SC 238	Statics	3
SC 155	Biological Science I	4
	OR	
IS 124	Princ of Programming I	3
	Physical Education Activity	1

**Subtotal: 15-16**

##### 4th Semester

SC 230	Strength of Materials	3
SC 239	Dynamics	3
	Arts Selective	3
	Humanities Selective	3
	Social Science Selective	3
	Physical Education Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**Total Credit Hours: 64**

## Fine Arts (A.A.)

HEGIS: 5610

SUNY CODE: 0664

The Fine Arts curriculum develops basic technical skills and visual problem-solving abilities that prepare students to transfer to four-year colleges to major in fine arts. The curriculum includes the study of painting, sculpture, drawing, pottery, photography and applied arts such as graphic design and fashion design.

### The goals of this program are to:

- present students with the basic concepts of visual aesthetics and the historical background of fine arts from ancient civilizations to the present time;
- introduce students to the use of visual elements and principles of design, and demonstrate how to use them to create visually successful and emotionally expressive art works in two and three dimensions; and
- present students to a variety of studio art materials and techniques as they relate to two and three dimensional art.

### Successful graduates from this program will be able to:

- analyze and explain the aesthetics of a work of art as it relates to the time period it was made and to work made in other time periods;
- create a visually expressive work of art that successfully uses the visual elements and principles of design; and
- choose the appropriate materials and techniques to express their ideas in a work of art.

### Transfer Information

Graduates of this program have transferred to a variety of four-year institutions, including SUC at Oswego, SUC at New Paltz, SUC at Purchase, SUNY Albany, Cazenovia College, and The College of St. Rose.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HU 113	Drawing I	3
HU 120	Two Dim Design & Color	3
	American History Selective	3
	Mathematics Elective	3-4

Physical Education Activity	1
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**Subtotal: 17**

American History Selective: Student must select a course from the American History Category

#### 2nd Semester

EN 112	English II - Intro to Lit	3
HU 220	3-Dimension Design/Sculpture	3
	English Elective	3
	Physical Education Activity	1
	Social Science Elective	3
	Studio Art Elective	3

**Subtotal: 16**

#### Studio Art Elective

Student may select one from the following:

HU 114	Painting I	3
HU 118	Painting II	3
HU 123	Watercolor Painting I	3
HU 126	Fashion Illustration	3
HU 127	Figure Drawing	3
HU 129	Introduction to Ceramics	3
HU 140	Basic Photography	3
HU 146	Intro Comp Graphics & Design	3

Students should consult with their academic advisor for appropriate course selections.

#### 2nd Year

##### 3rd Semester

HU 111	Art History I	3
	EN/FL/HU Elective	3
	Lab Science Elective	4
	Studio Art Elective	3
	Social Science Selective	3

**Subtotal: 16**

Social Science Selective: Student must select a course from the Social Science Category

#### Studio Art Elective

Student may select one from the following:

HU 114	Painting I	3
HU 118	Painting II	3
HU 123	Watercolor Painting I	3
HU 126	Fashion Illustration	3
HU 127	Figure Drawing	3
HU 129	Introduction to Ceramics	3
HU 140	Basic Photography	3
HU 146	Intro Comp Graphics & Design	3

Students should consult with their academic advisor for appropriate course selections.



## 4th Semester

HU 112	Art History II	3
HU 117	Drawing II	3
	English Elective	3
	EN/FL/HU Elective	3
	Social Science Elective	3

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**Subtotal: 15**

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 64

## Human Services (A.A.S.)

**HEGIS: 5501**

**SUNY CODE: 0604**

The Human Services program is designed to prepare students for a career in a variety of human service agencies. Students may, for example, find employment as case managers, social work assistants, family advocates, residential counselors or classroom assistants. Students may work with a variety of populations, such as the physically or developmentally disabled, elderly, youth at risk or individuals in crisis.

### The goals of this program are to:

- introduce the student to the many populations and services provided in the field of human services;
- prepare students to pursue continuing education to maintain "best practice" in their employment position and/or an advanced degree in the career of their choice; and
- prepare students for a variety of entry-level human service job opportunities.

### Successful graduates from this program will be able to:

- identify normal developmental trends throughout the life span and recognize deviations from normal development;
- identify the social systems that impact the individual's behavior;
- communicate effectively with a variety of populations;
- accurately document case records;
- identify community services available to assist clients;
- abide by the Ethical Standards of Human Service Professionals; and
- gather and apply credible and valid information to guide practice.

### Career Opportunities/Transfer Information

Graduates find employment in a variety of private and public social service agencies. While not designed as a transfer program, many of our graduates go on to four-year colleges and specific transfer articulation agreements have been established with The College of St. Rose (Social Work), Cazenovia College (Human Services), SUNY Institute of Technology (Psychology or Sociology), Hilbert College (Human Services), SUC at Cortland (Human Services), Utica College (Psychology), and

Russell Sage College (Creative Arts Therapy). A student pursuing a degree in this registered program may, after consultation with an academic advisor, select course(s) to prepare for specialization in career or transfer plans.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HS 111	Intro Social Services	3
SC 113	Biology of Aging	3
	OR	
SC 114	Topics Human Biology	3
	OR	
SC 118	Fund of Human Anatomy & Phys	3
SS 151	Intro Psychology	3
SS 161	Introductory Sociology	3
	Physical Education Activity	1

**Subtotal: 17**

##### 2nd Semester

EN 112	English II - Intro to Lit	3
EN 228	Interpersonal Communication	3
HS 120	Intro to Case Management	3
SS 162	Social Problems	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 16**

Prerequisite for HS 120: HS 111 with a grade of C or higher.

#### 2nd Year

##### 3rd Semester

HS 214	Internship In Human Services	3.5
SS 152	Developmental Psychology	3
SS 163	Marriage and Family	3
SS 241	American Minorities	3
	Social Science Elective	3
	OR	
	Human Services Elective	3
	OR	
	Criminal Justice Elective	3

**Subtotal: 15.5**

Prerequisites for HS 214:

1. Completion of 24 semester hours toward the degree in Human Services with an overall GPA of 2.0 (C) or higher.
2. Completion of EN 228, HS 111, HS 120, SS 151, SS 161, and SS 162 with a grade of C or higher.
3. Students enrolled in this curriculum must be aware that academic progress does not automatically guarantee

practicum placement. Each student must be aware that poor interpersonal skills, unethical or unprofessional behavior in the classroom or practicum site may be reason for course failure, refusal of or removal from a practicum site, or academic dismissal from this curriculum.

4. Practicum requires 120 (60 each semester) hours of volunteer work at a Human Service Agency.
5. Students will be required to meet their own travel needs during both practicum assignments.
6. Students enrolling in HS 214 must obtain the approval of the instructor and should meet with the instructor PRIOR to the beginning of the semester in order to secure their placement.
7. Students must follow the requirements as outlined in the Human Services Handbook.

### Criminal Justice Elective

Recommended for students interested in victim advocacy, or working with at-risk youth

CJ 120	Intro Criminal Justice	3
CJ 131	Probation & Parole	3
CJ 151	Intro Corrections	3
CJ 152	Issues in Corrections	3
SS 136	Criminology	3
SS 167	Juvenile Delinquency	3
<b>4th Semester</b>		
HS 214	Internship In Human Services	3.5
SS 141	American Government	3
SS 153	Social Psychology	3
SS 155	Abnormal Psychology	3
	English Elective	3
	OR	
	Humanities Elective	3
		<b>Subtotal: 15.5</b>

Prerequisite for HS 214: HS 211 with a grade of C or higher.

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Laboratory Technology (A.A.S.)

**HEGIS: 5205**

**SUNY CODE: 37241**

The Laboratory Technology program is designed to prepare students for entry level jobs as laboratory technologists. Students learn how to measure, test, and analyze physical, chemical, and biological properties accurately and according to scientific standards.

### The goals of this program are to:

- Teach the fundamental scientific, mathematical, and communication skills needed by laboratory technologists.
- Prepare students to work in laboratories.

### Successful graduates from this program will be able to:

- Exhibit competence in laboratory science theory, technology, and communication.
- Perform basic laboratory procedures, functions, and tests proficiently.

### Programs of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 105	First Yr Student Sem-Science	1
MA 127	Mathematical Statistics I	3
SC 125	Fund of Gen, Organic & Biochem	4
SC 141	Fund of Biology I	4
	Physical Education Activity	1

**Subtotal: 16**

##### 2nd Semester

EN 112	English II - Intro to Lit	3
IS 115	Computer Applications I	3
MA 128	Mathematical Statistics II	3
SC 106	Princ of Nanotechnology	3
	American History Selective	3

**Subtotal: 15**

#### 2nd Year

##### 3rd Semester

EN 171	Intro to Technical Writing	3
QA 101	Quality Assurance I	3
SC 116	Conserv & Environment	3

	OR	
SC 258	Environmental Science	4
	Arts Selective	3
SC 130	Physical Science	3
	Physical Education Activity	1

**Subtotal: 16-17**

#### 4th Semester

EN 225	Public Speaking	3
SC 105	Microbes in Society	3
SC 151	Fundamentals of Genetics	3
	OR	
SC 255	Genetics	4
SC 108	Laboratory Protocols	4
	Social Science Elective	3

**Subtotal: 16-17**

### Career Opportunities

Graduates of this program have the knowledge, skill, and ability to work productively as entry-level laboratory technologists in a variety of commercial and industrial fields, including health care, research, environmental protection, food and beverage, agriculture, and manufacturing.

For further information, contact the Business, Health, Science and Technology Division at (315)866-0300 or Toll Free 1-844-GO-4-HERK, ext. 8230.

### THIS PROGRAM COMPLIES WITH THE STATE UNIVERSITY GENERAL EDUCATION REQUIREMENT

Total Credit Hours: 63

## Liberal Arts and Sciences: Childhood Education (A.S.)

HEGIS: 5649

SUNY CODE: 1773

The Childhood Education program is designed for students interested in becoming an elementary school teacher (Pre-K through Grade 6). Students will be prepared for transfer to a four-year institution by completing general education coursework including courses in their chosen area of concentration: English, History/Social Studies, Biology, Chemistry or Math.

### The goals of this program are to:

- provide students with the opportunity to observe classroom settings in the area to solidify their education goals; and
- provide a general education background with emphasis on a concentration area and a broader liberal arts knowledge set.

### Successful graduates from this program will be able to:

- identify and implement a prepared lesson, using effective classroom management techniques and pedagogy; and
- build a skill set necessary for seamless entrance into the next level of study for educators.

### Transfer Information

Since transfer institutions may vary in their specific course requirements, successful transfer to an upper-division college will depend on the student working closely with their academic advisor and a college transfer counselor. Students are also advised to refer to the State University's teacher education transfer website [www.suny.edu/tett](http://www.suny.edu/tett). Graduates may transfer to colleges and universities such as The College of Saint Rose, Utica College, SUC at Oswego, SUC at Cortland and SUC at Plattsburgh.

### Program of Study

#### 1st Year

##### 1st Semester

ED 210	Social Foundations of Educ	3
ED 215	Educating the Exceptional	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
	American History Selective	3
	Mathematics Selective	3

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**Subtotal: 16**

Mathematics Selective: MA 124 or higher; note that some four-year colleges recommend MA 125/MA 126 sequence.

#### 2nd Semester

EN 112	English II - Intro to Lit	3
EN 117	Literature for Children	3
EN 225	Public Speaking	3
	OR	
EN 228	Interpersonal Communication	3
SS 234	Child Psychology	3
	OR	
ED 250	Child Growth & Development	3
	Mathematics Elective	3
	Physical Education Activity	1

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**Subtotal: 16**

EN 117: (Selective for English Concentration, but required for all others)

Mathematics Elective: MA 124 or higher; note that some four-year colleges recommend MA 125/MA 126 sequence.

#### 2nd Year

##### 3rd Semester

SS 172	Regional Geography	3
	Course in concentration area	3
	Foreign Language Selective	3
	Laboratory Science Elective	3
	Western Civilization Selective	3

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**Subtotal: 15**

Course in Concentration Area: See Childhood Education Areas of Concentration (p. 55)

Foreign Language Selective: Students may select Sign Language I & II in place of Foreign Language electives I & II; sequence required.

Lab Science Elective: Lab sciences (semesters 3 & 4) should be chosen from two different disciplines (i.e. biological science, physical science).

#### 4th Semester

	Course in concentration area	3
	Course in concentration area	3
	Arts Selective	3
	Foreign Language Selective	3
	Lab Science Selective	4
	Physical Education Activity	1

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**Subtotal: 17**

Courses in Concentration Area: See Childhood Education Areas of Concentration (p. 55)

Foreign Language Selective: Students may select Sign Language I & II in place of Foreign Language electives I & II; sequence required.

Lab Science Elective: Lab sciences (semesters 3 & 4) should be chosen from two different disciplines (i.e. biological science, physical science).

**Arts Selective**

Students must select one (1) of the following:

EN 117	Literature for Children	3
HU 111	Art History I	3
HU 112	Art History II	3
HU 115	Art Appreciation	3
HU 212	Music Appreciation	3

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**Total Credit Hours: 64**

## Childhood Education Areas of Concentration

Note: Students will choose from one of five concentration areas: English, History/Social Studies, Mathematics, Biology or Chemistry. Students should refer to individual curriculum guides by concentration for more information.

### Concentrations

#### English

EN 123	Major English Writers	3
EN 133	Major American Writers	3

Choose any 2 of the 6 below:

EN 117	Literature for Children	3
EN 137	Mythology	3
EN 215	Shakespeare	3
EN 217	African American Literature	3
EN 236	Women In Literature	3
EN 251	Modern American Novel	3

#### History/Social Studies

SS 122	American History II	3
SS 141	American Government	3
SS 161	Introductory Sociology	3
SS 185	Intro Macroeconomics	3

#### Biology

SC 133	Physics I	4
SC 141	Fund of Biology I	4
SC 142	Fund of Biology II	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 161	Physical Geology	4
SC 166	Astronomy	4
SC 211	Microbiology I	4

#### Chemistry

MA 245	Calculus I	4
MA 246	Calculus II	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 225	Organic Chemistry I	4
SC 226	Organic Chemistry II	4

#### Mathematics

MA 125	Basic Concepts of Math I	3
MA 126	Basic Concepts of Math II	3
MA 245	Calculus I	4
MA 246	Calculus II	4
MA 247	Calculus III	4
MA 262	Linear Algebra	3

## Liberal Arts and Sciences: General Studies (A.A.)

HEGIS: 5649

SUNY CODE: 0250

The General Studies program is designed to expose students to broad areas of human knowledge—the humanities and fine arts, the natural sciences and mathematics, and the social sciences. Students work closely with an advisor to tailor a specific program according to their needs and interests. This advising is of particular value to students who may be uncertain of the major they wish to pursue when they enter the College. General Studies students are well prepared to pursue a baccalaureate degree or to take advantage of specialized training offered by future employers.

### The goals of this program are to:

- introduce students to broad areas of human knowledge- the humanities and fine arts, the social sciences, the natural sciences and mathematics; and
- promote critical thinking skills, data analysis and creative problem solving.

### Successful graduates from this program will be able to:

- differentiate, summarize, identify and apply broad areas of human knowledge the humanities and fine arts, the social sciences, the natural sciences and mathematics; and
- analyze, evaluate said data/information and justify a solution.

### Transfer Information

Graduates of this program have transferred to a variety of four-year institutions including SUC at Cortland, SUC at Oneonta, SUC at Oswego, SUNY Institute of Technology and Utica College.

### Program of Study:

#### Courses

Humanities, Social Science, Mathematics, and Science all reflect minimum credit hours.

EN 111	English I - College Writing	3
EN 112	English II - Intro to Lit	3
FS 100	First Year Student Seminar	1
	Humanities	12
	Social Science	12
	Mathematics AND Science	13-14

Additional hours in above areas	6
Other	12
Physical Education Activity	2

Humanities: Student must select one (1) course from the Arts category.

Social Science: Student must select one (1) course from the categories listed: Social Science or American History.

Mathematics: MA 124 or higher.

Science: Student must select at least one (1) four-credit lab science course from the Natural Sciences category.

Additional Hours: Student must select one (1) course from the American History, Western Civilization, Other World Civilizations or Foreign Language categories.

Other: 12 credits of open electives

**Note:** Students who wish to graduate in four semesters with a Liberal Arts and Sciences: General Studies degree must average 16 credit hours per semester. Approved transfer credits may reduce the semester credit hour load.

Students should consult with their academic advisor for appropriate course selections. For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64



## Liberal Arts and Sciences: Humanities (A.A.)

HEGIS: 5649

SUNY CODE: 0201

This program teaches students about humanity through exploration of the art, music and literature of various cultures throughout the ages. It is designed to prepare students to transfer to four-year institutions to continue studies in writing, literature, speech, interpersonal relations, journalism, communication, music, art, philosophy or religion.

### The goals of this program are to:

- provide students with the opportunity to explore the humanistic tradition through an emphasis on the search for moral, social and political alternatives and meanings as embodied in the institutions, culture and literature of ancient and contemporary civilizations;
- introduce critical thinking skill through an emphasis on rational methods and creative problem solving through electives in writing, literature, speech, interpersonal relations, journalism, communications, music, art, philosophy and religion; and
- develop students' aesthetic awareness and the ability for self-expression.

### Successful graduates from this program will be able to:

- identify, describe and explain the humanist perspective in the culture, traditions, institutions and art of ancient and modern civilizations;
- analyze and interpret cultural structures and artifacts with critical thinking; and
- evaluate the aesthetic awareness and self-expression of themselves and others.

### Career Opportunities/Transfer Information

Graduates of four-year programs may pursue careers in writing, teaching, journalism, law, music, art, public relations and advertising. Graduates of this program have transferred to a variety of four-year institutions including SUC at Cortland, SUC at Brockport, SUNY at Albany, Utica College, St. Bonaventure, The College of St. Rose, Penn State and Old Dominion.

### Program of Study

Students should consult with their academic advisor for appropriate course selections.

#### 1st Year

#### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
	EN/FL/HU Elective	3
	English Electives	6
	OR	
	Humanities Electives	6
	Social Science Selective	3

**Subtotal: 16**

EN/FL/HU Elective: Student must select from the Arts or Foreign Language Category

English or Humanities Electives: One elective must be selected from The Other World Civilizations category.

Social Science Selective: Student may select any SS course from the Social Science category.

#### 2nd Semester

EN 112	English II - Intro to Lit	3
	English Electives	6
	OR	
	Humanities Electives	6
	Mathematics Elective	3
	Western Civilization Selective	3

**Subtotal: 15**

Mathematics Elective: MA 124 or higher

Western Civilization Selective: Student must select from the Western Civilization Category

#### 2nd Year

#### 3rd Semester

	English Elective	3
	English Electives	6
	OR	
	Humanities Electives	6
	Laboratory Science Elective	4
	Physical Education Activity	1
	Social Science Selective	3

**Subtotal: 17**

Social Science Selective: Student may select any SS course from the Social Science Category

#### 4th Semester

	English Elective	3
	EN/FL/HU Elective	3
	English Electives	6
	OR	
	Humanities Electives	6
	Physical Education Activity	1

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**Subtotal: 16**

Social Science Selective: Student may select any SS course from the Social Science Category

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8200.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Liberal Arts and Sciences: Mathematics (A.S.)

HEGIS: 5617

SUNY CODE: 0221

The Mathematics program is designed to provide students with a solid foundation in order to transfer to a four-year institution for a degree in mathematics or a mathematics related field.

### The goals of this program are to:

- prepare students to solve mathematical problems using mathematical techniques and technology;
- provide students with a solid foundation in algebra, calculus, and statistics; and
- prepare students to effectively communicate the solutions to mathematical problems.

### Successful graduates from this program will be able to:

- manipulate and analyze data to solve mathematical problems;
- demonstrate analytical abilities in organizing, data gathering, synthesizing, and evaluating; and
- demonstrate solutions to mathematical problems in written form, oral form, and using proofs.

### Career Opportunities/Transfer Information

Upon completion of a four-year degree, graduates find employment in industrial or governmental laboratories, or companies that use statistical analysis, actuarial work, or electronic computing. Others move into education and teach mathematics. Many of our graduates will go on to four-year schools such as Clarkson, Syracuse, SUC at Oswego, SUNY Institute of Technology at Utica/Rome, and Utica College.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
MA 245	Calculus I	4
SC 133	Physics I	4
	Physical Education Activity	1
	Social Science Elective	3

**Subtotal: 16**

##### 2nd Semester

EN 112	English II - Intro to Lit	3
MA 246	Calculus II	4
SC 134	Physics II	4
	Physical Education Activity	1
	Social Science Selective	3

**Subtotal: 15**

#### 2nd Year

##### 3rd Semester

IS 124	Princ of Programming I	3
	OR	
IS 171	Computer Science	3
MA 247	Calculus III	4
MA 262	Linear Algebra	3
	American History Selective	3
	Arts Selective	3

**Subtotal: 16**

#### American History Selective

Student must select one (1) of the following:

SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3

#### Arts Selective

Student may select any course from The Arts category except:

HU 110	Fund of Art in Early Child Ed	3
HU 126	Fashion Illustration	3
HU 210	Fund Music Early Child Ed	3

#### 4th Semester

MA 251	Differential Equations	3
MA 254	Math Modeling of Systems	3
	OR	
MA 255	Applied Probability	3
	Elective	3
	Humanities Selective	3
	Western Civilization Selective	3

**Subtotal: 15**

#### Western Civilization Selective

Student must select one (1) of the following:

SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 145	World Politics	3

For further information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8230.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 62

## Liberal Arts and Sciences: Physical Education (A.S.)

HEGIS: 5299.30

SUNY CODE: 2431

The Physical Education program is designed to prepare students to transfer to a four-year college or university. The curriculum emphasizes professionalism, sportsmanship, health awareness and extracurricular athletic activities.

### The goals of this program are to:

- prepare students to be effective communicators and leaders in teaching or coaching environments; and
- introduce students to the background and basic concepts of physical education and sports.

### Successful graduates from this program will be able to:

- develop and present appropriate lesson plans; and
- instruct, demonstrate, and analyze athletic and practical skills and correct common errors.

### Career Opportunities/Transfer Information

Students have transferred to colleges and universities such as Syracuse, Penn State, Adelphi, Hofstra, Rhode Island, SUC at Cortland, Ithaca, Springfield and Bowling Green. Students who transfer may then specialize in fields of Education, Sport Science, Fitness, Health and Administration. Past Herkimer students who have obtained their bachelor degree in Physical Education are now employed as full-time teachers, coaches and administrators at the elementary, junior high, high school and college levels throughout New York State and beyond.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
PE 116	Basketball	0.5
PE 120	Found of Physical Educ & Sport	3
PE 130	Physical Fitness	1
PE 113	Racquet Sports	1
	OR	
PE 115	Fund Dance, Rhythm & Move	1
SS 151	Intro Psychology	3
	American History Selective	3

**Subtotal: 15.5**

### American History Selective

Students must select one (1) of the following:

SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3
<b>2nd Semester</b>		
EN 112	English II - Intro to Lit	3
HE 121	Personal & Community Health	3
PE 114	Soccer	0.5
PE 118	Aquatics	1
	OR	
PE 170	Lifeguard Training	1
PE 121	Volleyball	0.5
PE 126	Softball	0.5
PE 113	Racquet Sports	1
	OR	
PE 115	Fund Dance, Rhythm & Move	1
PE 157	Adapted PE and Sport	3
SC 141	Fund of Biology I	4

**Subtotal: 16.5**

### 2nd Year

#### 3rd Semester

EN 225	Public Speaking	3
HE 128	First Aid & CPR: Resp to Emer	2
PE 141	Track	1
	OR	
PE 150	Fund of Gymnastic Activities	1
PE 148	Adventure Curr & Coop Act	2
	OR	
PE 156	Coaching Princ & Theories	3
SC 253	Anatomy & Physiology I	4
	Western Civilization Selective	3

**Subtotal: 15-16**

### Western Civilization Selective

Students must select one (1) of the following:

SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 145	World Politics	3
<b>4th Semester</b>		
IS 115	Computer Applications I	3
MA 127	Mathematical Statistics I	3
PE 141	Track	1
	OR	
PE 150	Fund of Gymnastic Activities	1
PE 142	Team Sports	1
PE 148	Adventure Curr & Coop Act	2
	OR	

PE 156	Coaching Princ & Theories	3
SC 117	Nutrition	3
	OR	
	Laboratory Science	4
	Humanities Elective	3

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**Subtotal: 16-17**

Humanities Elective: Students must select HU prefix courses only.

**Science Lab Sequence:**

SC 141	Fund of Biology I	4
SC 253	Anatomy & Physiology I	4
SC 254	Anatomy & Physiology II	4

Students should consult with their academic advisor for appropriate course selections.

Physical Education majors are required to take all activities in the semesters they are listed.

For more information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8230.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 64-65

## Liberal Arts and Sciences: Science (A.S.)

**HEGIS: 5619**

**SUNY CODE: 0220**

The mission of the science program is to provide the knowledge, skills and values needed to prepare the science major to transfer to upper division programs, and to produce a scientifically literate citizen.

### The goals of this program are to:

- provide students with the educational experiences to explore the methods scientists use to explore natural phenomena and to employ appropriate experimental design, critical thinking and methodology to solve problems in the natural sciences;
- provide students with a comprehensive knowledge base of the natural sciences; and
- provide students with opportunities to discuss and evaluate current issues in the natural sciences.

### Successful graduates from this program will be able to:

- employ appropriate experimental design and methodology, and use critical thinking to analyze scientific data;
- exhibit basic mastery of content in the natural sciences; and
- effectively communicate underlying principles as they apply to current issues in the natural sciences.

### Career Opportunities/Transfer Information

The science program is designed to prepare students for transfer to upper division programs in a wide variety of science disciplines including biology, biotechnology, chemistry, chiropractic, environmental studies, forestry, forest technology, geology, landscape architecture, medical technology, nursing, pharmacy, pharmacology, physical therapy, physics, plant science, radiologic technology and science education. Graduates of HCCC have transferred to the following institutions: SUNY Environmental Science and Forestry at Syracuse, Cornell University, SUNY Buffalo, SUC at Oswego, SUNY Health Science Center at Syracuse, SUNY Albany, Rochester Institute of Technology, Ithaca College, Utica College, SUC at Oneonta, SUC at Plattsburgh, SUC at Fredonia, SUNY Stony Brook, SUC at Cortland, University of Virginia, University of Massachusetts, Old Dominion, University of Pennsylvania, University of California at Irving, Northeastern Palmer College of Chiropractic and University of Fairbanks. Graduates of

HCCC and upper division programs have found employment as:

arborist	forester	pharmacist
biology teacher	forestry consultant	pharmacologist
chemist	genetic engineer	physical therapist
chemistry teacher	GIS technician	physics teacher
chiropractor	ichthyologist	plant pathologist
conservation law officer	landscape architect	public health sanitation worker
environmental education teacher	loggers insurance business	science lab technician
environmental engineer	marine field researcher	science teacher
environmental engineer	medical doctor	smoker jumper
environmental health consultant	optometrist	soil conservationist
environmental law specialist	ornithologist	veterinary technician
environmental manager	park ranger	wildlife biologist
fish culturist		zoologist
fisheries manager		
fish hatchery worker		

### Program of Study

1st Year

1st Semester

EN 111	English I - College Writing	3
FS 105	First Yr Student Sem-Science	1
	Laboratory Science Electives	8

Mathematics Elective	3-4
Social Science Selective	3

**Subtotal: 18-19**

Mathematics Elective: MA 127 or higher.

Social Science Selective: Consult the College Catalog for a list of approved Social Science courses that meet SUNY General Education requirements.

#### Laboratory Science Selectives

May not be taken without advisor approval:

SC 114	Topics Human Biology	3
SC 116	Conserv & Environment	3
SC 118	Fund of Human Anatomy & Phys	3

#### Laboratory Science Selectives

May not be taken:

SC 125	Fund of Gen, Organic & Biochem	4
SC 141	Fund of Biology I	4
SC 142	Fund of Biology II	4
SC 162	General Science	4

#### 2nd Semester

EN 112	English II - Intro to Lit	3
	Laboratory Science Electives	8
	Mathematics Elective	3-4
	Western Civilization Selective	3

**Subtotal: 17-18**

Mathematics Elective: MA 127 or higher.

#### Laboratory Science Electives

May not be taken without advisor approval:

SC 114	Topics Human Biology	3
SC 116	Conserv & Environment	3
SC 118	Fund of Human Anatomy & Phys	3

#### Laboratory Science Electives

May not be taken:

SC 125	Fund of Gen, Organic & Biochem	4
SC 141	Fund of Biology I	4
SC 142	Fund of Biology II	4
SC 162	General Science	4

#### Western Civilization Selective

Student must select one (1) of the following:

SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 145	World Politics	3

#### 2nd Year

#### 3rd Semester

	Laboratory Science Elective	4
	Arts Selective	3

Mathematics Elective	3-4
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OR

Science Elective	3-4
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Elective	3
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Physical Education Activity	1
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**Subtotal: 14-15**

Mathematics Elective: MA 127 or higher.

Elective: HU 151 or HU 158 recommended.

#### Arts Selective

Student may select any course from The Arts category except:

HU 110	Fund of Art in Early Child Ed	3
HU 126	Fashion Illustration	3
HU 210	Fund Music Early Child Ed	3

#### Laboratory Science Electives

May not be taken:

SC 125	Fund of Gen, Organic & Biochem	4
SC 141	Fund of Biology I	4
SC 142	Fund of Biology II	4
SC 162	General Science	4

#### Science Electives

May not be taken without advisor approval:

SC 114	Topics Human Biology	3
SC 116	Conserv & Environment	3
SC 118	Fund of Human Anatomy & Phys	3

#### 4th Semester

	Laboratory Science Elective	4
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	Humanities Elective	3
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	Mathematics Elective	3-4
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OR

	Science Elective	3-4
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	Elective	3-4
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	Physical Education Activity	1
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**Subtotal: 14-16**

Mathematics Elective: MA 127 or higher.

#### Laboratory Science Electives

May not be taken:

SC 125	Fund of Gen, Organic & Biochem	4
SC 141	Fund of Biology I	4
SC 142	Fund of Biology II	4
SC 162	General Science	4

#### Science Electives

May not be taken without advisor approval:

SC 114	Topics Human Biology	3
SC 116	Conserv & Environment	3

SC 118 Fund of Human Anatomy & Phys 3

A student pursuing a degree in this registered program may, after consultation with an academic advisor, select course(s) to prepare for a specialization in career or transfer plans.

See Science Transfer Opportunities (p. 65)

For further information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8230.

**This program complies with the State University General Education requirement.**

Total Credit Hours: 63-68



## Science Transfer Opportunities

Taking these courses does not insure that all first two-year requirements have been met; nor will it guarantee acceptance in all programs at all institutions. For additional information, please contact the HCCC Transfer Office.

### Biology:

This sequence is designed for transfer study in the biological sciences. Completion of a B.S. degree can lead to a career in industry, research, government or teaching in the fields of agriculture, biochemistry, ecology, environmental sciences, forestry, marine science, medicine and others. Biology serves as the major discipline for many specialized areas.

Students enrolled in this program transfer to Cornell University, SUNY College of Environmental Science and Forestry at Syracuse, other SUNY four-year units and private colleges such as Utica College.

Students who desire to transfer to a four-year college to prepare for a career in Biology are advised to take the following courses:

#### Courses

MA 245	Calculus I	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 155	Biological Science I	4
SC 156	Biological Science II	4
SC 211	Microbiology I	4
	OR	
SC 261	Ecology	4
SC 225	Organic Chemistry I	4
SC 226	Organic Chemistry II	4
SC 255	Genetics	4

### Chemistry:

The Chemistry emphasis is suggested for students interested in transferring to four-year institutions in the field of chemistry or closely allied fields. The baccalaureate degree in chemistry can lead to careers in such areas as chemical research, chemical engineering or chemical education.

Students who desire to transfer to a four-year college to prepare for a career in Chemistry are advised to take the following sequence:

#### Courses

MA 245	Calculus I	4
SC 153	General Chemistry I	4

SC 154	General Chemistry II	4
SC 225	Organic Chemistry I	4
SC 226	Organic Chemistry II	4

Other Laboratory Science electives as required.

### Chiropractic:

Successful completion of designated coursework at HCCC will meet degree requirements for the A.S. degree and will satisfy some prerequisite coursework for the Doctor of Chiropractic degree. All applicants for Doctor of Chiropractic programs must complete a minimum of 90 semester hours and in some colleges a baccalaureate degree is needed to enter the Doctor of Chiropractic degree program.

#### Courses

MA 132	College Algebra & Trig	3
SC 133	Physics I	4
SC 134	Physics II	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 155	Biological Science I	4
SC 156	Biological Science II	4
SC 225	Organic Chemistry I	4
SC 226	Organic Chemistry II	4
SS 151	Intro Psychology	3

Additional electives in Biology and Social Sciences will be determined after consultation with the student's advisor.

### Environmental and Natural Resources Conservation:

Students who desire to transfer to the one-plus-one Environmental and Natural Resources Conservation Program at the Ranger School in Wanakena, NY are advised to take the following courses. Taking these courses does not guarantee acceptance to the Ranger School.

#### Courses

EN 111	English I - College Writing	3
EN 112	English II - Intro to Lit	3
SC 155	Biological Science I	4
SS 141	American Government	3

EN 111, EN 112: with a focus on writing

Additional lab electives in Biology, Chemistry or Physics will be determined after consultation with the student's advisor.

SC 141 Fundamentals of Biology I acceptable by the Ranger School. However, SC 155 is preferred if the student is considering transfer to a four-year school after graduation from the Ranger School.

**Environmental Science and Forestry:**

This sequence is designed for transfer study in a variety of forestry occupations including:

- Biochemistry, environmental chemistry and natural and synthetic polymer chemistry
- Ecology, entomology, environmental biology, fish and wildlife biology, forest pathology, plant sciences or zoology
- Pre-medicine
- Forest management, land planning or landscape architecture

Students enrolled in this sequence transfer to the SUNY College of Environmental Science and Forestry at Syracuse, SUC at Plattsburgh, SUC at Cortland or other SUNY four-year institutions. Students should see their advisor to customize their courses to match their intended field. Students will typically take the courses below.

Additional electives in Biology, Chemistry, and/or Physics will be determined after consultation with the student's advisor.

**Courses**

MA 141	Pre-Calculus Math	3
MA 245	Calculus I	4
SC 143	Animal Biology	4
SC 155	Biological Science I	4
SC 156	Biological Science II	4
SC 258	Environmental Science	4

**Forest Technology:**

Students who desire to transfer to the Ranger School in Wanakena, N.Y. to prepare for a career in Forest Technology are advised to take the following courses. Taking these courses does not guarantee acceptance to the Ranger School.

**Courses**

EN 171	Intro to Technical Writing	3
MA 130	Intermediate Algebra	3
MA 132	College Algebra & Trig	3
MA 141	Pre-Calculus Math	3
SC 155	Biological Science I	4
SC 156	Biological Science II	4
SC 161	Physical Geology	4
SC 261	Ecology	4
SS 141	American Government	3
SS 186	Intro Microeconomics	3

\*SC 141-SC 142 Fundamentals of Biology I & II acceptable by the Ranger School. However, SC 155-SC

156 is preferred if the student is considering transfer to a four-year school after graduation from the Ranger School.

**Licensed Practical Nursing:**

This program is designed for serious students who have the goal of obtaining an RN level education in the future. Students must be dual enrolled at HCCC and Herkimer BOCES' Adult LPN part-time evening program. Students enrolled in this collaborative effort will take evening classes in nursing at the Ilion site and have clinical experiences on the weekends at various local health care facilities. Related science and RN prerequisite courses will be taken through HCCC during the day or online. At the end of 2 years, the student will receive a certificate through Herkimer BOCES in Practical Nursing and will be eligible to take the NCLEXPN exam. They will also have the ability to apply to transfer with advanced standing to many area RN programs. **Full LPN program requirements and a video tour can be viewed at [Herkimer-BOCES/LPN.org](http://Herkimer-BOCES/LPN.org).**

**HCCC Campus**

A grade of "C" Is required

SC 253	Anatomy & Physiology I	4
SC 254	Anatomy & Physiology II	4
SS 151	Intro Psychology	3
SS 152	Developmental Psychology	3

**Herkimer BOCES Ilion Site**

A minimum grade of 80 is required in each subject area

Adult Health Nursing  
Fundamentals of Nursing  
Maternal Child Health  
Nutrition  
Pharmacology  
Varied Clinical Experiences

The following are also recommended in preparation for transfer to future Registered Nursing programs students may desire to apply to:

EN 111	English I - College Writing	3
EN 112	English II - Intro to Lit	3
MA 095	Elementary Algebra	3
SC 153	General Chemistry I	4
SC 211	Microbiology I	4
SS 161	Introductory Sociology	3

**Pharmacy:**

This emphasis is designed for transfer into a professional program at a four-year institution. Transfer is not guaranteed. Students must work closely with their advisors.

**Courses**

EN 225	Public Speaking	3
MA 245	Calculus I	4
SC 133	Physics I	4
SC 134	Physics II	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 155	Biological Science I	4
SC 156	Biological Science II	4
	OR	
SC 143	Animal Biology	4
SC 211	Microbiology I	4
SC 225	Organic Chemistry I	4
SC 226	Organic Chemistry II	4
SS 151	Intro Psychology	3

**Physical Therapy:**

This emphasis is designed to assist students seeking entry into SUNY Health Science Center at Syracuse. Transfer to other institutions is possible. The program is highly competitive and transfer admission is limited (GPA 3.5 or above). Students must work closely with their academic advisors. Admission to SUNY Health Science Center at Syracuse is not guaranteed.

Students who desire to transfer to a four-year college to prepare for a career in Physical Therapy are advised to take the following courses:

**Courses**

HE 128	First Aid & CPR: Resp to Emer	2
MA 141	Pre-Calculus Math	3
	OR	
MA 245	Calculus I	4
SC 133	Physics I	4
SC 134	Physics II	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 155	Biological Science I	4
SC 156	Biological Science II	4
	OR	
SC 143	Animal Biology	4
SS 151	Intro Psychology	3
SS 152	Developmental Psychology	3

Volunteer or work experience in a physical therapy department is required.

**Physics:**

Students who desire to transfer to a four-year college to prepare for a career in Physics are advised to take the following electives:

**Courses**

MA 245	Calculus I	4
MA 246	Calculus II	4
MA 247	Calculus III	4
SC 133	Physics I	4
SC 134	Physics II	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 166	Astronomy	4

**Pre-Nursing:**

This emphasis is designed for transfer into a professional nursing program. Transfer is not guaranteed. Students must work closely with their advisors and the transfer institution.

**Courses**

If Prerequisites are not needed:

EN 111	English I - College Writing	3
MA 095	Elementary Algebra	3
SC 211	Microbiology I	4
SC 253	Anatomy & Physiology I	4
SC 254	Anatomy & Physiology II	4
SS 151	Intro Psychology	3
SS 152	Developmental Psychology	3
SS 161	Introductory Sociology	3

If Prerequisites are needed, include:

SC 125	Fund of Gen, Organic & Biochem	4
SC 141	Fund of Biology I	4

**Radiologic Technology:**

This is designed to provide students who plan to enter or who have completed approved programs in Radiologic Technology an opportunity to earn the Associate in Science Degree. A year of transfer credit will be given to students who have successfully completed their professional training.

**Courses**

MA 127	Mathematical Statistics I	3
MA 132	College Algebra & Trig	3
SC 141	Fund of Biology I	4
SC 253	Anatomy & Physiology I	4
SC 254	Anatomy & Physiology II	4
SS 151	Intro Psychology	3
	SS Elective	
	HU Elective	

SS Elective: American History, Western Civilization, or Other World Civilizations categories

HU Elective: Humanities or The Arts category

Some transfer institutions may also require:

SS 161	Introductory Sociology	3
IS 115	Computer Applications I	3
MT 115	Medical Terminology	3

**Science Education:**

Students who desire to transfer to a four-year college to prepare for a career in teaching Biology, Chemistry, Earth Science, General Science or Physics are advised to take the following electives:

**Courses**

MA 141	Pre-Calculus Math	3
	AND/OR	
MA 245	Calculus I	4
SC 133	Physics I	4
SC 134	Physics II	4
SC 143	Animal Biology	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4
SC 155	Biological Science I	4
SC 156	Biological Science II	4

MA 141, MA 245: requirements may vary from institution to institution.

Additional electives in Biology, Chemistry, Geology, Astronomy, and/or Climatology will be determined after consultation with the student’s advisor.

Students interested in transferring to a four-year college to prepare for a career in the following areas should see their advisor:

- Conservation
- Engineering Technology
- General Science
- Medical Laboratory Technology
- Medical Technology

## Liberal Arts and Sciences: Social Science (A.A.)

HEGIS: 5649

SUNY CODE: 0212

This program is designed to help students understand the sources of human behavior. It offers courses in history, political science, psychology, sociology, geography, economics and anthropology. As a result of taking these courses, a student will understand more fully such topics as prejudice, family life, democracy, human personality, crime, poverty, unemployment and inflation. The program prepares students for careers in law, government, social work and teaching. It is also designed for students who plan to transfer to four-year institutions to major in social science.

### The goals of this program are to:

- introduce the student to the concepts, theories, and methodologies associated with various disciplines in the Social Sciences including, but not limited to Economics, History, Geography, Anthropology, Sociology, Psychology and Political Science; and
- ensure students satisfy the following SUNY General Education requirement: Social Science, American History and/or Western Civilization.

### Successful graduates from this program will be able to:

- utilize knowledge management, illustrate ethics and social responsibility, and identify methodologies associated with, but not limited to, economics, history, geography, anthropology, sociology, psychology and political science; and
- complete and satisfy the following SUNY General Education requirement in: social sciences, American history and/or Western Civilization.

### Transfer Information

Graduates of this program have transferred to a variety of four-year public and private institutions. See Social Science Transfer Opportunities (p. 71).

### Program of Study

Students should consult with their academic advisor for appropriate course selections.

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1

SS 151	Intro Psychology	3
	American History Selective	3
	English Elective	3
	OR	
	Humanities Elective	3
	Mathematics Elective	3

**Subtotal: 16**

Mathematics Elective: MA 124 or higher.

#### 2nd Semester

EN 112	English II - Intro to Lit	3
SS 161	Introductory Sociology	3
	English Elective	3
	OR	
	Humanities Elective	3
	Science Elective	3
	OR	
	Mathematics Elective	3
	Western Civilization Selective	3

**Subtotal: 15**

Mathematics Elective: MA 124 or higher.

#### 2nd Year

##### 3rd Semester

	English Elective	3
	English Elective	3
	OR	
	Humanities Elective	3
	Science Elective	3-4
	Social Science Electives	6
	Physical Education Activity	1

**Subtotal: 16-17**

#### 4th Semester

	English Elective	3
	English Selective	3
	OR	
	Humanities Selective	3
	Laboratory Science Elective	4
	Social Science Electives	6
	Physical Education Activity	1

**Subtotal: 17**

English/Humanities Selective: Student **must** select one (1) from the Other World Civilizations, The Arts, or Foreign Language categories.

### Preparation for Teaching Secondary Social Studies

NOTE: Students who wish to prepare for a career in teaching secondary social studies are advised to choose electives from the following courses:

Courses

SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3
SS 145	World Politics	3
SS 172	Regional Geography	3
SS 185	Intro Macroeconomics	3
SS 191	Cultural Anthropology	3
SS 192	Intro to Archeology	3

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8430.

**This program complies with the State University General Education requirement.**

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 64

## Social Science Transfer Opportunities

Taking the following recommended courses in each area does not assure that all two-year requirements have been met, nor will it guarantee acceptance in all programs at all institutions. For additional information, contact the Herkimer College Transfer Office.

MA 127	Mathematical Statistics I	3
SS 152	Developmental Psychology	3
SS 155	Abnormal Psychology	3
SS 235	Stat/Social Sciences	3

### Psychology:

Students interested in transferring in the area of Psychology, to a four-year college, are advised to take the following specific courses:

#### Courses

MA 127	Mathematical Statistics I	3
	Psychology Electives	

### Social Services:

Students interested in preparing for further education in such disciplines as Social Work, Social Welfare, Family Services and related areas, are advised to take the following specific courses:

#### Courses

MA 127	Mathematical Statistics I	3
SS 152	Developmental Psychology	3
SS 153	Social Psychology	3

And two of the following three courses:

SS 162	Social Problems	3
SS 163	Marriage and Family	3
SS 191	Cultural Anthropology	3

### Sociology:

Students interested in pursuing a career in the area of Sociology, following further study at the baccalaureate level, are advised to take the following specific courses:

#### Courses

MA 127	Mathematical Statistics I	3
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And three of the following four courses:

SS 162	Social Problems	3
SS 163	Marriage and Family	3
SS 191	Cultural Anthropology	3
SS 241	American Minorities	3

### Special Education:

Students who wish to transfer to a baccalaureate program in preparation for a career in education and/or welfare of disabled people are advised to take the following specific courses:

#### Courses

ED 215	Educating the Exceptional	3
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## Paralegal (A.A.S)

**HEGIS: 5099**

**SUNY CODE: 0691**

The Paralegal program prepares students for positions in law offices, banks, real estate firms, brokerage houses, federal, state and local government agencies and other institutions requiring employees with legal training. Responsibilities include assisting an attorney in legal research, the preparation of documents for hearings or trial and other support services.

### The goals of this program are to enable students to:

- maintain redundant legal calendaring, client trust fund accounting and file tracking systems;
- describe the essential elements of contract law;
- describe the process for initiating and maintaining a civil lawsuit in the federal and state court systems;
- describe the major legal principles of real estate and property law, tort law, family law, and the law concerning the administration of wills, trusts and estates; and
- describe the process for conducting legal research on assigned topics / issues from contract, family, criminal, real estate, wills/trusts/estates, and tort law using both manual and computer assisted legal research and to summarize these legal research findings in the format of a legal memorandum.

### Successful graduates from this program will be able to:

- enter filing deadlines, court appearances, and other legal deadlines into a computerized legal calendaring system and also maintain a separate manual system for backup; explain how to set up and maintain a lawyer trust banking account;
- given a fact pattern, identify the intentional torts or negligent torts contained in the fact pattern and identify which fact satisfies which essential element of the tort(s);
- given a fact pattern, identify and evaluate these facts to see if the essential elements to form a valid contract are present and to explain if the contract(s) comply with legal rules such as the Statute of Frauds;
- given an extensive fact pattern and list of evidence, draft a complaint, answer, and appropriate motions;

- categorize evidence, describe the proper discovery methods and draft simple discovery pleadings and responses;
- given a detailed fact pattern, identify the correct estate in land to convey the proper form of ownership, review a land survey, verify the legal description and select proper clauses for the contract;
- given a legal issue (identified by the supervising attorney), conduct legal research, (computerized or manual) using the appropriate resources to locate cases, statutes and regulations pertinent to the issue, and write a legal memorandum summarizing the research conducted and explaining the status of the law as it relates to the identified issue;
- identify the legal issues pertaining to marriage, annulment, divorce, property division, support and child custody; and retrieve the proper forms from the courts web site; and
- draft a simple will and simple trust documents from information given in a fact pattern, list the contents of the probate estate and retrieve the proper forms for beginning the probate process.

### Career Opportunities/Transfer Information

Paralegal graduates find employment in law offices, administrative agencies, boards and commissions on the local, state and federal levels, district attorney offices, offices within the state and federal court systems, as well as abstract and title companies, bank trust departments, insurance companies and corporate legal departments. Although not designed as a transfer program, transfer articulation agreements have been established with Hilbert College, SUNY Institute of Technology, and Franklin University.

### Program of Study

#### 1st Year

##### 1st Semester

BU 121	Business Law I	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 113	Keyboarding w/Document Proc	2
PL 100	Intro to Law for Paralegals	3
	Mathematics Elective	3

**Subtotal: 15**

##### 2nd Semester

BU 122	Business Law II	3
EN 112	English II - Intro to Lit	3
PL 110	Legal Research & Writing	3



PL 112	Civil Litigation and Procedure	3
IS 119	Comp Software for theLaw Off	3
		<b>Subtotal: 15</b>
<b>2nd Year</b>		
<b>3rd Semester</b>		
BU 114	Accounting I	3
PL 211	Real Estate Law	3
PL 221	Administration of Estates	3
PL 251	Torts & Personal Injury	3
	Science Elective	3
	Physical Education Activity	1
		<b>Subtotal: 16</b>
<b>4th Semester</b>		
PL 231	Family Law	3
PL 271	Legal Studies Capstone	3
SS 141	American Government	3
	<b>OR</b>	
SS 246	Constitutional Law	3
SS 151	Intro Psychology	3
	Elective	3
	Physical Education Activity	1
		<b>Subtotal: 16</b>

Subtotal: 62

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-888-4-HERK, ext.8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 62

## Physical Therapist Assistant (A.A.S.)

**HEGIS: 5219**

**SUNY CODE: 0489**

The Physical Therapist Assistant program is designed to prepare the student to be a skilled health care technician who works under the supervision of a physical therapist. Physical Therapy is a dynamic profession involved in helping patients to preserve, develop and restore optimal function. The curriculum emphasizes "hands on" learning, professionalism, practice ethics and direct patient care. Students have the opportunity to participate in three supervised clinical affiliations for 640 hours of off-site learning.

### The goals of this program are to:

- teach students how to safely administer, document and bill treatment interventions;
- teach students how to accurately perform tests and measures;
- develop effective verbal, nonverbal and written communication skills; and
- provide students with opportunities to participate in activities to promote the profession, social responsibility and the professional culture of continuing education.

### Successful graduates from this program will be able to:

- utilize a knowledge base and scientific principles to effectively implement a physical therapist's plan of care;
- participate in assessment activities;
- utilize effective communication skills; and
- display professional behaviors in the clinical setting.

### Career Opportunities/Transfer Information

The PTA may find work in nursing homes, hospitals, private practices, schools, rehabilitation centers or any other area of practice where a supervising PT is available. The employment market is very competitive. Our program gives you the flexibility to seek jobs in diverse locations and diverse occupations. While not designed as a transfer program, HCCC has established a transfer articulation agreement with American International College.

### Program of Study

#### 1st Year

#### 1st Semester

EN 111	English I - College Writing	3
FS 135	First Year Student Sem for PTA	1
MA 127	Mathematical Statistics I	3
	OR	
MA 141	Pre-Calculus Math	3
PT 121	Introduction to Rehabilitation	3
PT 131	Clin Proc I - Basic Procedures	1
PT 132	Clinical Proc I - Phys Agents	3
SC 253	Anatomy & Physiology I	4

**Subtotal: 18**

#### 2nd Semester

PT 141	Clinical Kinesiology for PTA	4
PT 142	Clin Proc II - Data Collection	3
PT 143	Clin Proc II - Advanced Proced	2
SC 254	Anatomy & Physiology II	4
SS 151	Intro Psychology	3
	Physical Education Activity	1

**Subtotal: 17**

#### Summer Term

PT 206	Clinical Fieldwork I	3
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**Subtotal: 3**

#### 2nd Year

#### 3rd Semester

EN 112	English II - Intro to Lit	3
PT 251	Clinical Proc III - Orthopedic	3
PT 252	Clinical Proc III-Neurological	4
SS 155	Abnormal Psychology	3
	Physical Education Activity	1

**Subtotal: 14**

#### 4th Semester

PT 255	Clinical Fieldwork II	4
PT 260	Clinical Proc IV-Complex Intvnt	2
PT 275	Clin Proc IV-Other Syst Intvnt	1
PT 280	Clinical Fieldwork III	5

**Subtotal: 12**

### Admission Requirements

Admission into Herkimer's PTA program is competitive and acceptance is selective. To be considered for admission into the PTA program, high school graduates must have an average average of "80" or higher and a grade of "80" or better in Regents Biology and "75" or better in their math sequence and "75" or better in chemistry or physics. Transfer students have two admission tracks. Admission Track 1: The applicant must have a GPA of 3.0 with a "B" or better in college biology or a "C" or better in Anatomy & Physiology I and a "C" or better in college math and a "C" or better in

chemistry or physics. Admission Track 2: The applicant must have a GPA of 3.0 with a "B" or higher in Anatomy & Physiology I (all other science requirements are waived) and a "C" or better in college math. All students entering the Physical Therapist Assistant Program are required to have completed a 15-hour clinical observation. Additionally, all PTA students must achieve a minimum of "C+" in all PTA courses and a minimum of "C" in both required anatomy and physiology courses. Students must also pass all practical and competency examinations with a minimum grade of "B". During the first year of the program, if a student fails to receive these grades in all six PTA classes and two anatomy and physiology classes, ALL PTA classes must be retaken. No student may progress in the program without retaking all classes. If the failure occurs in the fall semester of the second year, the student must repeat the spring first-year classes before progressing. If the failure is of academic coursework and occurs in the spring semester of the second year, the student must repeat the fall second-year classes before progressing. If the failure is of clinical coursework and occurs in the spring semester of the second year, the student must repeat the clinical fieldwork before graduating. Additionally, all classes must be completed sequentially without any time breaks. Applicants to the Physical Therapist Assistant program will be notified by mail of special application procedures and retention requirements. For more information, contact the Admissions Office at (315) 866-0300 or toll free at 1-844-GO-4-HERK, ext. 8278.

### **Fieldwork**

In order to participate in any clinical fieldwork, the student must comply with New York State Health Department and pertinent OSHA regulations. The student must provide evidence of required immunizations. A physical examination is required for each student entering the program and must be updated annually.

Students are responsible for arranging for individual health insurance prior to each Clinical Fieldwork. The student must also have personal liability and malpractice insurance for \$1 million coverage per occurrence, which is covered by student fees.

Students are individually responsible for obtaining CPR and First Aid Certification prior to each clinical affiliation and must provide evidence to the Director of Clinical Education (DCE).

The PTA program includes two supervised five-week clinical affiliations and one supervised six-week clinical affiliation at three different sites. Due to the limited availability of local clinical sites, students enrolled in the

PTA program must be prepared to travel to participating facilities regardless of location. No guarantee of local placement can be made, however the DCE will attempt to place you as close to home as possible. Students will be required to meet their own living and travel needs during all fieldwork assignments. Clinical Fieldwork assignments usually involve a 40-hour work week for the duration of the experience. PT 280 will be scheduled only after all other course work has been completed satisfactorily. Students must have a 2.5 GPA to be assigned to PT 280 Fieldwork.

The Clinical Fieldwork experience (PT 206, PT 255 and PT 280) must be completed within one semester following the completion of prerequisite requirements.

### **Additional Program Notes**

Students must pass all SC courses with a "C" or better and all PT courses in the PTA curriculum with a "C+" or better and pass all lab practical exams to continue in this program. Students must demonstrate professional behavior in class, lab and clinical settings. A student must demonstrate discernible progress toward the achievement of a degree in this program. A student who is not making discernible progress will meet with their academic advisor for future program planning. The plan must be received and approved by the Allied Health Academic Standards Committee (AHASC).

Students previously enrolled in, and dropped from the program, who have successfully completed readmission requirements, may be readmitted one time. Students seeking to be readmitted must reapply to the program and compete with the incoming class for a seat in the class. There is no guarantee of readmission.

The demands placed upon Physical Therapist Assistant students in the academic and practical portions of the program, and later in clinical settings, make good physical and mental health essential. Successful PTA students focus on their academic preparation. Allied Health programs, by the nature of the heavy science and professional emphasis, are among the toughest programs at the College, requiring increased study and dedication over other programs. PTA's have additional expenses, including very expensive medical textbooks and lodging expenses during clinical fieldwork rotations.

### **Requirements for Certification**

Upon successful completion of the classroom and clinical fieldwork, the student is eligible to sit for the National Physical Therapist Assistant Licensing Examination and to apply to the State of New York Department of

Education for certification as a Physical Therapist Assistant.

The Physical Therapist Assistant program at Herkimer County Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

For more information, contact the Business, Health, Science, and Technology Division at (315) 866-0300 or toll-free 1-888-GO-4-HCCC, ext. 8230.

**Total Credit Hours: 64**

## Quality Assurance - Business (A.S.)

HEGIS: 5099

SUNY CODE: 2429

The Quality Assurance program will focus on developing quality assurance and quality control skills to be used in either a business management or technician role within a variety of private sector industries, including manufacturing, advanced manufacturing, health services, food and drug production, and environmental/construction services.

Quality assurance and quality control are utilized across a variety of sectors to ensure industry and legislated standards are monitored and met. Quality assurance and quality control specialists devise, implement, and track the adherence to procedures which are designed to meet the objectives of industry and legislated standards. A quality assurance and quality control specialist will also compile data for record keeping and reporting purposes, and determine incidents' root cause.

### The goals of this program are to:

- introduce the student to the concepts of quality assurance; and
- ensure students develop basic quality assurance and quality control skills.

### Successful graduates from this program will be able to:

- utilize skills to secure entry-level positions in Quality Assurance departments of a variety of private-sector industries;
- transfer to a four-year college or university.

### Career Opportunities/Transfer Information:

Upon graduation from this unique program, the student is afforded the opportunity to transfer from Herkimer College to Morrisville State College or SUNY Cobleskill into their Bachelor of Business Administration (BBA) program.

### Program of Study

#### 1st Year

##### 1st Semester

BU 112	Business Communications	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
SS 161	Introductory Sociology	3

Western Civilization Selective	3
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**Subtotal: 16**

#### 2nd Semester

EN 112	English II - Intro to Lit	3
EN 171	Intro to Technical Writing	3
SS 204	Psychology of Work	3
	American History Selective	3
	Humanities Selective	3
	Physical Education Activity	1

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**Subtotal: 16**

#### 2nd Year

##### 3rd Semester

MA 127	Mathematical Statistics I	3
QA 101	Quality Assurance I	3
	Business Electives	6
	Lab Science Selective	4

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**Subtotal: 16**

### Business Electives

Students may choose from:

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
BU 115	Accounting II	3
BU 141	Intro Marketing	3
BU 142	Marketing Resrch & New Bus Dev	3
BU 143	Advertising	3
BU 145	Princ Retailing	3
BU 221	Public Relations	3
BU 225	Customer Service Mgmt	3
BU 232	Principles of Management	3
BU 233	Bus Applications & Strategies	3
BU 250	Business Ethics	3
BU 251	Human Resource Management	3
BU 254	Organizational Behavior	3

#### 4th Semester

EN 228	Interpersonal Communication	3
MA 128	Mathematical Statistics II	3
QA 102	Quality Assurance II	3
	Physical Education Activity	1
	Business Electives	6

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**Subtotal: 16**

### Business Electives

Students may choose from:

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
BU 115	Accounting II	3

BU 141	Intro Marketing	3
BU 142	Marketing Resrch & New Bus Dev	3
BU 143	Advertising	3
BU 145	Princ Retailing	3
BU 221	Public Relations	3
BU 225	Customer Service Mgmt	3
BU 232	Principles of Management	3
BU 233	Bus Applications & Strategies	3
BU 250	Business Ethics	3
BU 251	Human Resource Management	3
BU 254	Organizational Behavior	3

Subtotal: 64

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program complies with the State University General Education requirement.**

**For more information, access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**  
Total Credit Hours: 64

## Quality Assurance-Science (A.S.)

HEGIS: 5649

SUNY CODE: 6504

The Quality Assurance program is a new interdisciplinary program within the Science and Business Departments of Herkimer College. It will focus on developing quality assurance and quality control skills to be used in either a business management or technician role within a variety of private sector industries, including manufacturing, health services, food and drug production, and environmental/construction services.

Quality assurance and quality control are utilized across a variety of sectors to ensure that industry and legislated standards are monitored and met. Quality assurance and quality control specialists devise, implement, and track the adherence to procedures, which are designed to meet the objectives of industry and legislated standards. A quality assurance and quality control specialist will also compile data for record keeping and reporting purposes, and determine incidents root cause.

### The goals of this program are to:

- Introduce the student to the concepts of quality assurance.
- Ensure students develop basic quality assurance and quality control skills.

### Successful graduates from this program will be able to:

- Utilize skills to secure entry level positions in Quality Assurance departments of a variety of private-sector industries.
- Transfer to a four year college or university.

### Program of Study

#### 1st Year

<b>Subtotal: 64</b>		
<b>1st Semester</b>		
BU 112	Business Communications	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3

SS 161	Introductory Sociology	3
	Western Civilization Selective	3

**Subtotal: 16**

#### 2nd Semester

EN 112	English II - Intro to Lit	3
EN 171	Intro to Technical Writing	3
SS 204	Psychology of Work	3
	American History Selective	3
	Humanities Selective	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Year

#### 3rd Semester

MA 127	Mathematical Statistics I	3
QA 101	Quality Assurance I	3
	Laboratory Science Electives	8
	Physical Education Activity	1

**Subtotal: 15**

#### 4th Semester

EN 228	Interpersonal Communication	3
MA 128	Mathematical Statistics II	3
QA 102	Quality Assurance II	3
	Laboratory Science Electives	8

**Subtotal: 17**

Subtotal: 64

For more information, contact the Business, Health, Science and Technology Division at (315)866-0300 or Toll Free at 1-800-GO-4-HERK, extension 8240

**Total Credit Hours: 64**

## Recreation Leadership (A.S)

HEGIS: 5506

SUNY CODE: 0609

Recreation Leadership offers an alternative to traditional Physical Education programs. Students in the Recreation Leadership program are taught how to plan, manage, and maintain a fit and active lifestyle. Students also learn how to organize recreational programs and activities that promote health and wellness for individuals and groups and study principles of strength, conditioning, diet, and exercise.

### The goals of this program are to:

- Introduce students to fundamental concepts in recreation, fitness, nutrition, athletics, and wellness.
- Teach students how to organize, manage, and lead conventional, adaptive, and therapeutic recreational activities.
- Prepare students for transfer and further study at a 4 year college or university.

### Successful graduates from this program will be able to:

- Identify the need for leisure and recreational programming.
- Plan recreational and leisure activities to meet diverse programming needs; and
- Assess the effectiveness of managed recreational outcomes and results.

### Career Opportunities/Transfer Information

Graduates of this program receive an AS degree in Recreation Leadership and are prepared to transfer to four year schools for further study in Recreation Leadership or related fields.

### Program of Study

#### 1st Year

##### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
HE 128	First Aid & CPR: Resp to Emer	2
HE 130	Wellness	3

PE 160	Introduction to Recreation	3
	Mathematics Selective	3
	Physical Education Majors Activity	1

**Subtotal: 16**

#### 2nd Semester

EN 112	English II - Intro to Lit	3
RC 101	Personal Training	3
SC 117	Nutrition	3
SS 161	Introductory Sociology	3
	OR	
SS 151	Intro Psychology	3
	Western Civilization Selective	3
	Physical Education Majors Activity	1

**Subtotal: 16**

#### 2nd year

##### 3rd Semester

PE 148	Adventure Curr & Coop Act	2
RC 220	Leisure/Recreation Programming	3
	Mathematics Selective	3
	American History Selective	3
	Lab Science Selective	4

**Subtotal: 15**

##### 4th Semester

EN 225	Public Speaking	3
HE 121	Personal & Community Health	3
PE 157	Adapted PE and Sport	3
RC 202	Therapeutic Recreation	3
	SS__General Education Selective 3	3
	Physical Education Majors Activity	1

**Subtotal: 16**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

**Total Credit Hours: 63**



## Travel and Events Management (A.A.S.)

HEGIS: 5011.10

SUNY CODE: 1831

The Travel and Events Management program prepares graduates for a wide variety of employment opportunities in the travel, hospitality and events planning fields. The degree blends hospitality business operations in fundamental areas such as: convention, conference, meeting and event planning, management of hotel sales and operations and guest services. Students also gain an understanding of the tourism industry and its dynamics. A hands-on internship experience is built into the program. Internships range from 60-120 hours and 3-6 credits. Sites include hotels, resorts, convention centers, event management companies, airlines, convention and visitor's bureau, Walt Disney World, and the American Hospitality Academy. Courses are taught in the newly designed travel suite which features a hotel front desk, meeting facilities, computer lab and a research center.

### The goals of this program are to:

- prepare students to develop basic skills used in the meeting/events planning and hospitality industries; and
- prepare students to develop basic skills in the major aspects of the travel and tourism industry.

### Successful graduates from this program will be able to:

- organize and plan a meeting, convention and conference, including destination, facilities, budgeting and logistics; and
- demonstrate proficiency using industry software applications and internet technology for the travel industry.

### Career Opportunities/Transfer Information

Career opportunities exist in airlines, meeting and event planning, corporate travel management, tour operations, cruise lines, hotels and resorts, tour companies, tourist attraction facilities, car rental agencies, theme parks, and other related industries. While this program is designed to prepare students for entry-level positions, many students go on to a four-year college. A dual admissions transfer agreement exists with Niagara University.

### Program of Study

#### 1st Year

#### 1st Semester

EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
IS 113	Keyboarding w/Document Proc	2
SS 172	Regional Geography	3
TT 130	Intro to Travel & Tourism Ind	3
TT 131	US Destin/Domes Air Ticketing	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Semester

TT 132	World Dest/Intrn Air Ticketing	3
TT 133	Land and Cruise Planning	3
TT 134	Hotel & Resort Operation	3
	Liberal Arts Elective	3
	Mathematics Elective	3
	Physical Education Activity	1

**Subtotal: 16**

#### 2nd Year

#### 3rd Semester

BU 221	Public Relations	3
BU 225	Customer Service Mgmt	3
TT 210	Convention Service Management	3
TT 211	Tour Operations & Packaging	3
TT 212	Hospitality & Tourism Info Tec	3

**Subtotal: 15**

#### 4th Semester

EN 112	English II - Intro to Lit	3
TT 235	Senior Seminar	3
TT 240	Meet, Conf & Event Planning	3
	Science Elective	3
	Foreign Language Elective	3
	OR	
	Social Science Elective	3

**Subtotal: 15**

### Walt Disney Concentration

Students may be selected through on-campus interviews for a spring semester fieldwork at a Walt Disney World resort, attraction or facility. Salary includes housing and transportation on Disney property. The program also includes management seminars, living and work experiences. HCCC will award six credits for Disney fieldwork for students in the fourth semester in the spring. Students should note a fifth semester may be required to complete this degree.

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-844-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

Total Credit Hours: 62

## CERTIFICATE PROGRAMS

List of approved Certificate programs offered at Herkimer County Community College:

Emergency Medical Technical- Paramedic (p. 84)	Certificate 3662
Medical Coding/Transcriptionist	Certificate 5005
Small Business Management	Certificate 5004
Teaching Assistant	Certificate 5503

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

## Emergency Medical Technician-Paramedic

**HEGIS: 3662**

**SUNY CODE: 1332**

This unique Certificate program, a partnership between Herkimer College and Faxton-St. Luke's Healthcare, provides the paramedic student the education necessary to function in an out-of-hospital setting as an emergency medical services professional. Trauma from motor vehicle collisions and the like, as well as medical emergencies such as heart attacks and strokes, all demand professional pre-hospital emergency medical attention. Emergency Medical Technician-Paramedic (EMT-P) gives immediate and often life-saving emergency medical care to these patients while on-scene and during transport to medical facilities. Successful graduates will be eligible for New York State Certification as well as certification with the National Registry of Emergency Medical Technicians.

### The goals of this program are to:

- gain the knowledge required to become a competent and valuable member of the Emergency Medical Service team;
- gain the organizational and hands on skills required to become a competent and valuable member of the Emergency Medical Service team;
- gain the attitude required to become a competent and valuable member of the Emergency Medical Service team.

### Successful graduates from this program will be able to:

- comprehend, apply and evaluate the clinical information in the patient's presentation and determine the appropriate pre-hospital diagnosis;
- organize a plan of care consistent with national and regional standards of care;
- identify and perform the skills required for the presenting injury or illness consistent with national and regional standards of care; and
- display the kind of professional behavior that is consistent with the expectations of employers and his or her peers.

### Career Opportunities

Graduates can expect good paying jobs with ambulance services, fire, police or rescue squad departments.

### Program of Study

#### 1st Year

##### 1st Semester

EM 201	EMT - Paramedic I	9
EM 202	EMT - Paramedic II	6
		<b>Subtotal: 15</b>

##### 2nd Semester

EM 203	EMT - Paramedic III	9
EM 204	EMT - Paramedic IV	6
		<b>Subtotal: 15</b>

Entry to the EMT Paramedic program as a matriculated student is by selective admission. Applicants must meet all the requirements listed in the Herkimer College catalog for admission as a matriculated student and the following requirements:

- Applicants must hold the EMT-Basic Certification.
- Applicants must not be convicted of or currently charged with a crime or crimes pertaining to murder, manslaughter, assault, sexual abuse, theft, robbery, abuse or sale of drugs.
- Applicant (at his/her own expense) must satisfactorily complete a health evaluation and submit a Health Evaluation form completed by a NYS Licensed Physician. The form must include a record of required minimum immunizations and titres.
- Applicants must be physically fit as specified in the NYS Department of Health functional job description.
- Applicants must agree to abide by all policies of Herkimer College, Faxton-St. Luke's Healthcare Center, the Paramedic Program and the NYS Department of Health.
- Applicants shall provide evidence to Faxton-St. Luke's Healthcare Center that he/she is covered by an appropriate health insurance.
- All EMS students in a clinical area shall wear appropriate uniforms. The color and style of the

uniform shall be designated by Faxton-St. Luke's Healthcare Center. Students are responsible to purchase their own uniforms. For more information, contact the Business, Health, Science and Technology Division @ (315)866-0300 or toll free @ 1-888-GO-4-HERK, extension 8240.

**Total Credit Hours: 30**

## Medical Coding/Transcriptionist Certificate

**HEGIS: 5005**

**SUNY CODE: 2386**

The Medical Coding/Transcriptionist program offers the opportunity for students to gain knowledge that may lead to either a position in medical coding or medical transcription. In some doctors' offices, medical coders may also be working as medical assistants. While this curriculum is designed to provide students with the knowledge necessary to allow them to perform the basic procedures for medical coding as well as medical transcription, they are also required to take courses that will assist them with becoming well-rounded employees.

### The goals of this program are to:

- prepare students for entry-level employment opportunities in the field of medical coding (ICD-9 and CPT codes); and
- prepare students for entry-level employment opportunities in the field of medical transcription.

### Successful graduates from this program will be able to:

- exhibit basic mastery of diagnostic and procedural codes which include ICD-9-CM, CPT and HCPCS codes; and
- exhibit basic mastery of transcription skills incorporating medical terminology and the appropriate formatting for various medical reports.

### Career Opportunities:

This program affords students the ability to gain the competencies needed to successfully acquire and maintain employment as a coder or transcriptionist. Coders may be found working in the back office of any health-care center as well as private centers such as hospitals, clinics, nursing homes and government agencies. Medical Transcriptionists may be found working in hospitals and physicians' offices. After acquiring the certificate and gaining experience in an office-related setting, positions in both of these fields may also become home-based.

### Program of Study

#### 1st Year

##### 1st Semester

EM 102	Report Writing/Healthcare Prof	3
FS 100	First Year Student Seminar	1
IS 113	Keyboarding w/Document Proc	2
SC 118	Fund of Human Anatomy & Phys	3
MT 111	Medical Coding I	3

MT 115	Medical Terminology	3
		<b>Subtotal: 15</b>

#### 2nd Semester

	BU Elective	3
	HM Elective	3
IS 115	Computer Applications I	3
MT 116	Medical Transcription	3
MT 112	Medical Coding II	3
<b>BU Elective</b>		
Recommended, select one:		
BU 111	Bus Organization & Management	3
BU 112	Business Communications	3
BU 121	Business Law I	3
BU 148	Digital Business	3
BU 221	Public Relations	3
BU 225	Customer Service Mgmt	3

**Subtotal: 15**

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-888-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**  
Total Credit Hours: 30

## Small Business Management Certificate

**HEGIS: 5004**

**SUNY CODE: 0933**

The one-year certificate program in Small Business Management provides students with the opportunity to learn new or upgrade existing management skills.

**The goals of this program are to:**

- prepare students to work in or set up their own small business; and
- prepare students with career specific skills including recognition of small business operation issues.

**Successful graduates from this program will be able to:**

- compose and support a business plan; and
- evaluate small business management theory as it relates to business applications.

### Career Opportunities

The program offers practical, entry-level job skills for management positions with retail, service and manufacturing -businesses, not-for-profit organizations and governmental agencies.

### Program of Study

#### 1st Year

##### 1st Semester

BU 111	Bus Organization & Management	3
BU 114	Accounting I	3
BU 251	Human Resource Management	3
FS 100	First Year Student Seminar	1
MA 123	Financial Mathematics	3
	Information Science Elective	3

**Subtotal: 16**

##### 2nd Semester

BU 115	Accounting II	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
BU 238	Intro to Entrepreneurship	3
	Elective	3

**Subtotal: 15**

A curriculum change from a one-year certificate to a two-year A.A.S. degree in Business: Small Business Management, Business: Business Administration or Business: Marketing is available. See your advisor for details.

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-888-GO-4-HERK, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

**Total Credit Hours: 31**

## Teaching Assistant Certificate

**HEGIS: 5503**

**SUNY CODE: 1330**

The teaching assistant program fulfills the college credit hour requirement for a New York State Level III Teaching Assistant Certificate. The program prepares the student for a teaching assistant position in grades pre-K - 12 and provides the student a core of college-level courses that may be applied to an associate level or transfer degree.

### The goals of this program are to:

- provide the student with a solid, comprehensive background in liberal arts education;
- provide students with the opportunities to observe and familiarize themselves with teaching techniques and classroom management; and
- provide the student with an understanding of child growth and development.

### Successful graduates from this program will be able to:

- assist the lead classroom teacher in providing instruction/programming to a diverse population of students;
- assist the lead classroom teacher in the daily activities of classroom management;
- identify the stages of children's physical, social and cognitive growth and development;
- provide a developmentally appropriate response to student needs; and
- under the supervision of the lead teacher, provide instruction in basic curriculum content areas.

### Career Opportunities/Transfer Information

Graduates find employment in elementary or secondary schools. Others may opt to continue their studies by pursuing a degree in Liberal Arts: Childhood Education, Liberal Arts: General Studies, Liberal Arts: Humanities or Liberal Arts: Social Science. Upon completion of the A.A. degree, students may transfer to SUC at Cortland, SUC at Oswego and a variety of other four-year institutions which feature educational programs.

### Program of Study

1st Year

1st Semester

ED 210	Social Foundations of Educ	3
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ED 215	Educating the Exceptional	3
EN 111	English I - College Writing	3
FS 100	First Year Student Seminar	1
	Elective	3
	Mathematics Selective	3

**Subtotal: 16**

Elective: See below

### 2nd Semester

EN 112	English II - Intro to Lit	3
EN 117	Literature for Children	3
ED 250	Child Growth & Development	3
	Elective	3
	Science Elective	3-4

**Subtotal: 15-16**

Elective: See below

Electives are restricted to the courses listed below.

Any additional substitutions must have both advisor and dean approval. Open electives are:

ED 100	Intro Early Childhood Ed	3
ED 200	Curr & Teaching in ECE	3
HU 100	Sign Language I	3
HU 110	Fund of Art in Early Child Ed	3
HU 210	Fund Music Early Child Ed	3
IS 115	Computer Applications I	3
SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 121	American History I	3
SS 122	American History II	3
SS 151	Intro Psychology	3

For more information, contact the Humanities and Social Science Division at (315) 866-0300 or toll free 1-888-GO-4-HERK, ext. 8200.

**This program is Internet accessible and may be completed entirely online.**

**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**

**Total Credit Hours: 31-32**



## SUNY GENERAL EDUCATION

This plan applies to students first matriculated Fall 2004 or after who intend to transfer to a SUNY college or university.

## Approved Courses

It is highly recommended that graduates of A.A. and A.S. programs complete a minimum of one course in seven of the ten knowledge and skill areas listed below.

Students in A.A.S. programs are encouraged to select electives to complete as many skill areas as possible.

### Courses

#### Mathematics

MA 123	Financial Mathematics	3
MA 124	Contemporary Math	3
MA 125	Basic Concepts of Math I	3
MA 126	Basic Concepts of Math II	3
MA 127	Mathematical Statistics I	3
MA 128	Mathematical Statistics II	3
MA 130	Intermediate Algebra	3
MA 132	College Algebra & Trig	3
MA 141	Pre-Calculus Math	3
MA 245	Calculus I	4
MA 246	Calculus II	4
MA 247	Calculus III	4
MA 251	Differential Equations	3
MA 254	Math Modeling of Systems	3
MA 255	Applied Probability	3
MA 262	Linear Algebra	3

#### Natural Sciences

SC 107	Introduction to Climatology	3
SC 109	Survey of the Adirondacks	3
SC 114	Topics Human Biology	3
SC 115	Human Reproductive Biology	3
SC 116	Conserv & Environment	3
SC 117	Nutrition	3
SC 118	Fund of Human Anatomy & Phys	3
SC 120	Introductory Chemistry	3
SC 125	Fund of Gen, Organic & Biochem	4
SC 126	Fund Chemistry II	4
SC 127	Pathophysiology for Paramedics	3
SC 130	Physical Science	3
SC 133	Physics I	4
SC 134	Physics II	4
SC 137	Field Biol & Natural History	4
SC 141	Fund of Biology I	4
SC 142	Fund of Biology II	4
SC 143	Animal Biology	4
SC 145	Plant Biology I-Botany	4
SC 150	Forensic Science I	4
SC 153	General Chemistry I	4
SC 154	General Chemistry II	4

SC 155	Biological Science I	4
SC 156	Biological Science II	4
SC 161	Physical Geology	4
SC 166	Astronomy	4
SC 211	Microbiology I	4
SC 225	Organic Chemistry I	4
SC 226	Organic Chemistry II	4
SC 230	Strength of Materials	3
SC 233	Calculus Physics I	4
SC 234	Calculus Physics II	4
SC 238	Statics	3
SC 239	Dynamics	3
SC 253	Anatomy & Physiology I	4
SC 254	Anatomy & Physiology II	4
SC 255	Genetics	4
SC 258	Environmental Science	4
SC 261	Ecology	4

#### Social Sciences

HU 165	Intro Mass Media	3
SS 136	Criminology	3
SS 151	Intro Psychology	3
SS 152	Developmental Psychology	3
SS 153	Social Psychology	3
SS 155	Abnormal Psychology	3
SS 158	Psychology Seminar	3
SS 161	Introductory Sociology	3
SS 162	Social Problems	3
SS 163	Marriage and Family	3
SS 167	Juvenile Delinquency	3
SS 170	Introduction to Geography	3
SS 185	Intro Macroeconomics	3
SS 186	Intro Microeconomics	3
SS 190	Introduction to Gender Studies	3
SS 191	Cultural Anthropology	3
SS 192	Intro to Archeology	3
SS 241	American Minorities	3
SS 246	Constitutional Law	3

This course appears in more than one knowledge and skill area:

SS 246	Constitutional Law	3
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#### American History

SS 121	American History I	3
SS 122	American History II	3
SS 141	American Government	3
SS 245	American Women's History	3
SS 246	Constitutional Law	3

This course appears in more than one knowledge and skill area:

SS 246	Constitutional Law	3
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This course can only be used to fulfill one requirement and is for students scoring above 84 on NYS Regents American History.

#### Western Civilization

EN 137	Mythology	3
HU 111	Art History I	3
HU 112	Art History II	3
SS 111	History of Western Civ I	3
SS 112	History of Western Civ II	3
SS 145	World Politics	3

These courses appear in more than one knowledge and skill area:

EN 137	Mythology	3
HU 111	Art History I	3
HU 112	Art History II	3

These courses can only be used to fulfill one requirement.

#### Other World Civilizations

HU 151	Intro to Philosophy	3
HU 172	Survey World Religions	3
SS 130	Early World Civilizations	3
SS 172	Regional Geography	3
SS 191	Cultural Anthropology	3

This course appears in more than one knowledge and skill area:

HU 151	Intro to Philosophy	3
SS 191	Cultural Anthropology	3

This course can only be used to fulfill one requirement.

#### Humanities

EN 112	English II - Intro to Lit	3
EN 117	Literature for Children	3
EN 123	Major English Writers	3
EN 133	Major American Writers	3
EN 137	Mythology	3
EN 138	Storytelling	3
EN 215	Shakespeare	3
EN 217	African American Literature	3
EN 231	Intro to Poetry	3
EN 236	Women In Literature	3
EN 241	Intro to Drama Study	3
EN 246	The Short Story	3
EN 249	Short Crime Fiction	3
EN 251	Modern American Novel	3
HU 115	Art Appreciation	3
HU 130	Women in Art	3
HU 151	Intro to Philosophy	3
HU 158	Ethics	3
HU 161	Intro to the Film	3
HU 211	American Music	3

HU 212	Music Appreciation	3
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These courses appear in more than one knowledge and skill area:

EN 117	Literature for Children	3
EN 123	Major English Writers	3
EN 133	Major American Writers	3
EN 137	Mythology	3
EN 138	Storytelling	3
EN 231	Intro to Poetry	3
EN 236	Women In Literature	3
EN 246	The Short Story	3
EN 251	Modern American Novel	3
HU 115	Art Appreciation	3
HU 130	Women in Art	3
HU 151	Intro to Philosophy	3
HU 161	Intro to the Film	3
HU 211	American Music	3
HU 212	Music Appreciation	3

These courses can only be used to fulfill one requirement.

#### The Arts

EN 117	Literature for Children	3
EN 123	Major English Writers	3
EN 133	Major American Writers	3
EN 137	Mythology	3
EN 138	Storytelling	3
EN 214	Writing Workshop I	3
EN 215	Shakespeare	3
EN 223	Basic Acting Techniques	3
EN 231	Intro to Poetry	3
EN 236	Women In Literature	3
EN 246	The Short Story	3
EN 251	Modern American Novel	3
HU 111	Art History I	3
HU 112	Art History II	3
HU 113	Drawing I	3
HU 114	Painting I	3
HU 115	Art Appreciation	3
HU 117	Drawing II	3
HU 118	Painting II	3
HU 120	Two Dim Design & Color	3
HU 123	Watercolor Painting I	3
HU 125	Elements of Photography	3
HU 126	Fashion Illustration	3
HU 127	Figure Drawing	3
HU 129	Introduction to Ceramics	3
HU 130	Women in Art	3
HU 137	Intro Electronic Media	3
HU 138	Intro Audio Production	4

HU 140	Basic Photography	3
HU 141	Commercial Photography	3
HU 142	Advanced Photography	3
HU 143	Color Photography	3
HU 144	Photojournalism	3
HU 146	Intro Comp Graphics & Design	3
HU 147	Portrait Studio Photography	3
HU 148	Digital Photography	3
HU 159	Applied Media Aesthetics	3
HU 161	Intro to the Film	3
HU 205	Creative Video Techniques	3
HU 210	Fund Music Early Child Ed	3
HU 211	American Music	3
HU 212	Music Appreciation	3
HU 213	Music Theory	3
HU 220	3-Dimension Design/Sculpture	3
HU 257	Intermediate TV Production	4
HU 259	Advanced Audio Production	4
HU 263	Advanced Video Production	4

These courses appear in more than one knowledge and skill area:

EN 117	Literature for Children	3
EN 123	Major English Writers	3
EN 133	Major American Writers	3
EN 137	Mythology	3
EN 138	Storytelling	3
EN 215	Shakespeare	3
EN 231	Intro to Poetry	3
EN 236	Women In Literature	3
EN 246	The Short Story	3
EN 251	Modern American Novel	3
HU 111	Art History I	3
HU 112	Art History II	3
HU 115	Art Appreciation	3
HU 130	Women in Art	3
HU 161	Intro to the Film	3
HU 211	American Music	3
HU 212	Music Appreciation	3

These courses can only be used to fulfill one requirement.

#### Foreign Language

FL 101	Spanish I	3
FL 102	Spanish II	3
FL 121	French I	3
FL 122	French II	3
HU 100	Sign Language I	3
HU 101	Sign Language II	3

HU 100, HU 101: HCCC reserves the right to use American Sign Language for students in programs

leading to careers in health and social service agencies or in programs leading to teacher certification.

#### Basic Communication

EN 101	Enhanced College Writing	3
EN 111	English I - College Writing	3
EN 214	Writing Workshop I	3
EN 225	Public Speaking	3
EN 270	Writing for Electronic Media	3

## TRANSFER OPPORTUNITIES

Herkimer College has established many transfer agreements with four-year colleges and universities to provide a seamless transfer of credits. A complete list is available here:

[http://www.herkimer.edu/transfer\\_services/agreements/](http://www.herkimer.edu/transfer_services/agreements/)

The State University of New York has established a transfer policy which guarantees all holders of the A.A. and A.S. degree admission to a four-year unit of the university. Entrance within a particular institution is not guaranteed. Students considering transfer in any of these programs are advised to consult with their advisor and/or transfer counselor for complete information regarding special qualifications or conditions for admission to the receiving institution.

## COURSES

### BU - Business

#### BU 111 - Bus Organization & Management (3)

Business Organization and Management provides a comprehensive introduction to fundamental business principles and procedures. Emphasis is on how the factors of production are used in free-market economies to provide consumers with goods and services. Contact Hours: (3,0)

#### BU 112 - Business Communications (3)

This course studies the principles of effective business communication as they relate to contemporary business organizations. Emphasis is on developing skill in planning, organizing, composing, and revising business messages. Specific topics include preparing business correspondence, reports and presentations. The job search and problems unique to intercultural business communication are also discussed. Contact Hours: (3,0)

#### BU 114 - Accounting I (3)

Accounting I provides an introduction to financial accounting for sole proprietorships. Journal entry, general ledger, and financial statement preparation is emphasized. Cash, receivables, inventory, and fixed assets are examined. Contact Hours: (3,1)

#### BU 115 - Accounting II (3)

Accounting II provides an introduction to financial accounting for partnerships and corporations. Additional topics covered include accruals and deferrals, payroll, and financial statement analysis. Managerial accounting is discussed. Prerequisite: BU 114. Contact Hours: (3,0)

#### BU 121 - Business Law I (3)

This course examines the origin and development of contemporary contract law with emphasis placed on the formation of valid contracts. Third-party rights, performance and discharge, breach of contract and remedies are also examined. Basic concepts of negotiable instruments are explored as well. Contact Hours: (3,0)

#### BU 122 - Business Law II (3)

This course emphasizes fundamental legal principles relating to the formation, interpretation, performance and remedies of sales contracts under the Uniform Commercial Code (UCC). Additional topics explored through case study include warranties, employment and

agency relationships and various legal forms of business. Product liability theories are examined as they relate to Article 2 of the UCC. Offered Spring semesters only. Contact Hours: (3,0)

#### BU 141 - Intro Marketing (3)

Students are introduced to core marketing activities including market segmentation, market research, consumer behavior, product strategy, pricing, promotion, and distribution. Principles, policies, and practices used by manufacturers, wholesalers, and retailers are covered. The importance of consumer behavior and motivation are analyzed to provide an understanding of market planning. The system of distribution of goods from the producer to the consumer is discussed. Contact Hours: (3,0)

#### BU 142 - Marketing Resrch & New Bus Dev (3)

Marketing Research examines the use of statistical research methods to collect, analyze, report and interpret market data. Emphasis is placed on developing a comprehensive business strategy to market products or services. Prerequisite: BU 141 or permission of instructor. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### BU 143 - Advertising (3)

This course introduces students to the uses of promotional and institutional advertising through print and broadcast media, direct mail, point of sale, and web and social media advertising. Areas of study include the advertising plan and budget, use of demographics, media selection, copywriting, and layout, as well as coordination of advertising with other phases of sales promotion. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### BU 145 - Princ Retailing (3)

This course is designed to introduce the student to basic retail terminology, theory and practices as they relate to today's business environment. Retail organization, management and sales promotion are among the topics explored. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### BU 148 - Digital Business (3)

This is a survey course designed to provide the student with a thorough knowledge of digital business. Concepts discussed include electronic business, mobile business, and ubiquitous business. The student will be introduced to both the theory and practice of conducting business

digitally. Note: Offered fall semesters only. Contact Hours: (3,0)

#### **BU 149 - Marketing on the Internet (3)**

This course explores the concepts and theories of on-line marketing with an emphasis on the use of the Internet and the Web to reach customers. Course topics will include an introduction to the Internet, analyses of the characteristics and behaviors on the Internet user population, the use of the Internet for research, products and pricing for Internet marketing plans, and ethics and laws relating to Internet marketing. Students will explore the characteristics that make web sites effective for various purposes. Students will learn to use email, FTP, a web browser, web search tools and a LISTSERV. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### **BU 156 - History of Costume (3)**

This course is a survey of fashion history, fashion trends and issues. The students will examine the major historical influences on fashion as a background to understanding contemporary fashion and anticipating future changes. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### **BU 157 - Textiles (3)**

The fabrics commonly used in fashion apparel and home furnishings are studied, including sources of fibers, construction, comparative qualities and usage from the fashion viewpoint. Methods of fiber identification, yarns, knits, and construction are studied for their practical application in the fashion merchandising field. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### **BU 201 - Independent Project in Bus (1)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,2)

#### **BU 202 - Independent Project in Bus (2)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which

are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,4)

#### **BU 203 - Independent Project in Business (3)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Associate Dean is required. Contact Hours: (0,6)

#### **BU 205 - Retail Buying (3)**

This course is a study of retail buying to help prepare students for merchandising careers in retailing. Material will cover basic concepts, principles and techniques used by retail buyers in completing their day-to-day duties and responsibilities. The overall goal is for students to use the information presented to learn how to develop an effective buying strategy. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### **BU 207 - Personal Style (3)**

Students will cover the basics of fashion and style. Students will expand their knowledge in wardrobe planning by utilizing their talents with guidelines outlined in the textbook and from lectures. Course will prepare students for careers in imaging consulting/personal styling. Contact Hours: (3,0)

#### **BU 214 - Intermediate Accounting I (4)**

Intermediate Accounting I examines the conceptual framework of financial accounting theory. Accounting for assets, earnings, and cash flow is analyzed. Financial statement preparation and disclosure is emphasized. Prerequisite: BU 115. Note: Offered fall semesters only. Contact Hours: (4,0)

#### **BU 215 - Cost Accounting (3)**

This course explores cost classification and flow in manufacturing systems under job costing, process costing and standard costing. Emphasis is on cost allocations and analyses in budget and statement preparation. Prerequisite: BU 115. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### **BU 216 - Fundamentals of Income Tax (3)**

This course provides an introduction to the internal revenue code and other sources of current tax law for purposes of tax research, planning and compliance. Preparation of tax returns for individuals and small

businesses is emphasized. Income, deductions, exclusions, allowances, exemptions and credits are explored. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### BU 217 - Money & Banking (3)

Money and Banking examines the economic effects of financial intermediation. The structure and function of the Federal Reserve System is emphasized. Fiscal Policy is analyzed. Foreign trade and financial markets are discussed. Basic money management skills are addressed. Note: Offered fall semesters only. Contact Hours: (3,0)

#### BU 221 - Public Relations (3)

Public Relations introduces students to the principles and practices of building good public relations between industry and employees, stockholders, consumers, suppliers and other primary publics. The course emphasizes modern media and the growth and development of public relations as a vital managerial operation. Contact Hours: (3,0)

#### BU 224 - Intermediate Accounting II (3)

Intermediate Accounting II examines corporate earnings and long term debt. Accounting for bonds, leases, pensions, taxes, and earnings per share are emphasized. Contingent liabilities are discussed. Prerequisite: BU 115. Note: Offered spring semester only. Contact Hours: (3,0)

#### BU 225 - Customer Service Mgmt (3)

Customer relations techniques and principles in the professional business environment will be studied. Current approaches to appropriate customer and product service will be reviewed. Service principles in sales, and customer service skills will be stressed. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### BU 232 - Principles of Management (3)

Principles of Management examines basic management functions and objectives. Emphasis is placed on using current management theory in making business decisions in a rational and systematic manner. Contact Hours: (3,0)

#### BU 233 - Bus Applications & Strategies (3)

This course analyzes actual business situations. Students apply several management strategies in problem identification and solutions. Decision making techniques are utilized. Prerequisite: Either BU 111 or BU 232, or HM 112 or HM 212. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### BU 238 - Intro to Entrepreneurship (3)

Introduction to Entrepreneurship profiles the role of entrepreneurs in today's economy. Entrepreneurial skills

needed to organize and manage a small business are emphasized. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### BU 239 - Small Bus Mgmt Capstone (3)

This course is designed for students who are planning to own and operate a small business. Successful completion of this course will enable students to develop a comprehensive business strategy to market a product or service in an entrepreneurial environment. Prerequisite: BU 111. Co-requisite: BU 238. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### BU 240 - Fashion Show Production (3)

Application of fashion buying and merchandising techniques in actual situations is explored. Students apply theoretical and practical materials in the actual planning and presentation of a full-scale fashion show. Contact Hours: (3,0)

#### BU 245 - Marketing Management (3)

This course explores central management principles and activities related to successful marketing of goods and services. The emphasis is on company strategy, marketing policy, organization, implementation and control. Prerequisite: BU 141 or permission of instructor. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### BU 250 - Business Ethics (3)

Students will explore and develop an awareness of the challenges that businesses encounter when creating and implementing an ethical decision making process. A review of business web site ethical declarations and the review of current examples of business ethical practices will help to create the student's foundation in building his/her ethical business decision making process. Prerequisite: BU 111 NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### BU 251 - Human Resource Management (3)

Principles and practices of human resource administration are examined. The course addresses objectives and functions of the human resource department, managerial practices, criteria of worker selection and placement, job evaluation, benefits, health and safety issues, supervisory and leadership skills and group behavior patterns. Contact Hours: (3,0)

#### BU 252 - Compensation, Benefits & Law (3)

This course is designed for students who are majoring in Human Resource Management or for students who need a business elective and want some understanding of the topic. An emphasis is on various types of compensation



and salary structure programs in addition to mandatory and discretionary employee benefits. Prerequisite: BU 251. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### **BU 253 - Human Res Selection Perf Eval (3)**

This course is designed for students majoring in Human Resource Management. The subject matter includes assessment and design of staffing, placement, and evaluation procedures. Attitudes and abilities of personnel as they relate to job requirements are studied. Prerequisite: BU 251. NOTE: Offered Spring semesters only. Contact Hours: (3,0)

#### **BU 254 - Organizational Behavior (3)**

This course is designed as an introduction to human behavior in organizations. The focus is on improving analytical, decision-making, interpersonal and leadership skills within the organization. Students will also focus on theories and research findings on the topic of change within the business environment. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### **BU 257 - Fashion Merchandising (3)**

This course covers terminology and fundamentals of the fashion industry and examines the development of merchandise from concept to consumer. The course traces the history of the industry, analyzing the impact that politics, art, media, the economy and society have on fashion, as well as the contributions of historical and modern fashion innovators. The fashion cycle and its relation to consumers demand is explored as a means of learning how fashion trends evolve. Emphasis is placed on the importance of the industry to the global economy, and the future of fashion is considered. As many of these fundamentals are covered in the other preliminary Fashion Buying and Merchandising courses, this course is intended to be a capstone course for the program. Note: offered spring semesters only. Contact Hours: (3,0)

#### **BU 265 - Corporate Finance (3)**

This course provides an introduction to basic financial management. Financial analysis and planning, working capital management and capital budgeting are emphasized. Financial markets and debt and equity financing are discussed. Prerequisite: BU 115 or permission of instructor. NOTE: Offered spring semesters only. Contact Hours: (3,0)

## **CJ - Criminal Justice**

### **CJ 120 - Intro Criminal Justice (3)**

This course is designed to provide a descriptive overview of the adult and juvenile justice systems in general, from the commission of crimes and offenses through sentencing and appeal procedures. Historical and philosophical development of law, crime, and punishment, careers, and public policy are explored, as well as individual rights in a democratic society, legal definitions of various crimes, political constraints and reform proposals. Contact Hours: (3,0)

### **CJ 122 - Intro Economic Crime Invest (3)**

This course is designed to educate students about the nature, origin and permutations of fraud and high technology-based or assisted criminal activity (a.k.a. computer crime). Students will be provided with a foundation in the legal principles of information security and specific investigative methods and techniques which are utilized by practitioners to investigate fraud and high technology crime in modern law enforcement and/or business settings. Focus on legal foundations will be applicable, including criminal and civil federal laws contained in the United States Code as well as criminal and civil laws contained in the codes of New York State. Contact Hours: (3,0)

### **CJ 123 - Criminal Substantive Law (3)**

This course is designed to introduce students to the history, philosophy, scope, purpose, definition and classification of modern criminal law and the relationship between the constitutional rights of the individual and the protection of society. Contact Hours: (3,0)

### **CJ 124 - Criminal Procedure Law (3)**

This course is designed to provide the student with the opportunity to analyze the rules of evidence and criminal procedural laws and the laws of arrest, search and seizure. Contact Hours: (3,0)

### **CJ 125 - Intro to Law Enforcement (3)**

This course is designed to familiarize the student with the many different types of organizations which are involved in law enforcement activities at the local, state and national level. Analysis of traditional police functions and law enforcement procedures are included. Contact Hours: (3,0)

### **CJ 126 - Issues in Law Enforcement (3)**

This course examines the functions of police officers and the pressures under which they work to protect individual freedoms. Interpretation of laws is stressed, with

particular attention to the conflict between what police feel they need to perform their duties and protection of personal rights. Contact Hours: (3,0)

#### **CJ 127 - Intro to Crime Analy & Cr Map (3)**

This course is designed to explore the history of crime analysis and crime mapping in criminal justice organizations. It will cover the functions and processes of crime analysis, the methods used to identify crime patterns, develop statistical techniques used in analysis, and discuss pin mapping as well as computer mapping of crime and the use of Geographical Information Systems in the criminal justice arena. Laboratory exercises will be utilized to further reinforce the concepts learned in the classroom, and will afford the student the opportunity to gain the skills required to perform the various statistical analyses used in crime analysis. Contact Hours: (2,2)

#### **CJ 130 - Intelligence Analysis (3)**

This course is designed to introduce students to the process of intelligence analysis. This process defines problems, data collection and storage, data analysis and dissemination for action by appropriate personnel. Students will analyze relationships between individuals, between individuals and organizations, and between organizations. Students will also be exposed to analytical problem-solving and research ability in a criminal justice environment. Contact Hours: (3,0)

#### **CJ 131 - Probation & Parole (3)**

This course is designed to introduce students to the fields of probation and parole. The course will examine a variety of community-based correctional practices and strive to understand the roles of individuals who work within community programming. Most importantly, students will begin to gain an understanding of those individuals who receive the services of these fields. The ultimate goal of this course is for students to develop their ability to critically examine a diverse range of correctional programming. Contact Hours: (3,0)

#### **CJ 141 - Police Organization & Mgt (3)**

This course is designed to familiarize the student with the history of law enforcement management and to examine traditional managerial models. Theoretical and practical concepts of policing and police management are analyzed. The roles of police officers in society and the duties of police administrators are discussed. Contact Hours: (3,0)

#### **CJ 142 - Criminal Investigation (3)**

This course is designed to develop a general understanding of the science of criminal inquiry and to build on this knowledge by detailing the elements of

crime scene investigation in specific areas of criminal activity. Major aspects of the criminal investigation function of police are included, from the preliminary investigation to the preparation of the case for review by the prosecutor. The course consists of lecture and applied laboratory exercises. Contact Hours: (2,2)

#### **CJ 143 - Criminal Invest for Police Off (3)**

This course is designed to develop a general understanding of the science of criminal inquiry and to build on this knowledge by detailing the elements of investigation in specific areas of criminal activity. Major aspects of the criminal investigation function of police are included, from the preliminary investigation to the preparation of a case for review by a prosecutor. This course consists of lecture and applied laboratory exercises. This course will meet the requirements for Police Officer Certification as Crime Scene and Evidence Specialist. Contact Hours: (2,2)

#### **CJ 151 - Intro Corrections (3)**

This course examines the history of corrections throughout the world. The role of penitentiaries, prisons, jails and grass roots organizations is explored, along with the concepts of punishment, rehabilitation, retribution, restitution and transformation of adult and juvenile offenders. Contact Hours: (3,0)

#### **CJ 152 - Issues in Corrections (3)**

This course is designed to introduce students to a variety of concepts and policy issues that are critical to the field of corrections. The course is designed to develop the student's ability to critically examine a diverse range of topics. Students will discuss such issues as the purpose of incarceration, experiences of living and working within prisons, alternative systems of corrections, international correctional methodologies, as well as the impact of gender, race and class issues upon our correctional system. Contact Hours: (3,0)

#### **CJ 200 - Int to Crim Invest An-Profilin (3)**

This course is designed to introduce the concept of identifying trends and characteristics of the criminal activity of repeat or serial offenders and the use of this information to predict when and where these offenders are likely to strike next. This course also identifies the behavioral and personal characteristics of serial offenders and examines the methodologies and techniques of profile construction and analysis as well as the ethics and norms of the field. The course will focus on select types of violent crimes, including homicide and sexual assaults, and on those persons who commit these types of crimes. Contact Hours: (3,0)

**CJ 210 - Intro Private Security (3)**

This course is designed to familiarize students with a survey of the historical and philosophical background of modern private security. There is an emphasis on the principles of security, risk management and loss prevention in industrial, commercial, retail and government settings. Contact Hours: (3,0)

**CJ 212 - Criminal Evidence (3)**

This course is designed to familiarize students with the laws and rules which govern the admissibility of evidence in a criminal trial. Among the topics to be covered are the background and sources of evidentiary rules, relevance and materiality, the distinction between direct and circumstantial evidence, the hearsay rule and its exceptions, character evidence, privileges, examination and competency of witnesses, the scope of direct and cross examination, impeachment, scientific and physical evidence. Prerequisite: CJ 123, CJ 124, or Permission from Instructor. Contact Hours: (3,0)

**CJ 230 - Intro to Information Assurance (3)**

This course is designed to address the fundamental principles of information security. Major aspects include issues associated with protecting information assets, and determining appropriate levels of protection and response to security incidents. There is an emphasis on the technical processes required to build a consistent, reasonable information security system, with appropriate intrusion detection and reporting procedures. Contact Hours: (3,0)

**CJ 240 - Fraud Examination (3)**

Fraud examination studies the principles and methodology of fraud detection and deterrence. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements and interviewing witnesses. Contact Hours: (3,0)

**CJ 241 - Understanding & Mng Cybercrime (3)**

The purpose of this course is to explore the evolving crime problem rooted in decades of technology development, criminal adoption of computers and other forms of information technology for illicit purposes, and the labels for social constructs of crimes involving theft, manipulation, degradation or destruction of data. Contact Hours: (3,0)

**CJ 243 - Intro to Information Security (3)**

This course is designed to address the fundamental principles of information security. Major aspects include issues associated with basic networking and operating system fundamentals, protection of information assets, and determining appropriate levels of protection and response to security incidents. There is an emphasis on the technical processes required to build a consistent, reasonable information security system as well as policy creation and implementation. Contact Hours: (2,2)

**CJ 244 - Cyber Intell/Counter Intell (3)**

This course is designed to introduce students to the field of intelligence/counterintelligence. Major aspects of the course will address the role, purpose, and history of intelligence analysis; the use of intelligence to carry-out national security, law enforcement and cybersecurity objectives; the roles of intelligence and counterintelligence in network security; the role of intelligence collection to support decision making; the role of counterintelligence as a means of deception in law enforcement and criminal behavior; and the role of intelligence in creating a security program. This course will tie intelligence collection and counterintelligence to current cyber threats. Contact Hours: (2,2)

**CJ 250 - CrimInvAnlysis:PrflngSexPrdtrs (3)**

This course is designed as a continuation of the Introduction to Criminal Investigative Analysis course focusing on violent crimes against children, the elderly, and women. Aberrant sexual behaviors and repeat sexual offenders will be explored as well as the role of fantasy in the execution of these crimes. Intervention strategies will also be discussed and analyzed. Contact Hours: (3,0)

**CJ 261 - Computer Forensics & Invest (3)**

Computer Forensics and Investigations presents methods to properly conduct a computer forensics investigation, beginning with a discussion of ethics then focusing on the process of identifying, collecting and analyzing computer evidence. Students will receive a working knowledge of hardware and operating systems (OSS) to maximize their success on projects and exercises. Contact Hours: (2,2)

**CJ 262 - Adv Computer Forensics & Inves (3)**

This course will examine the computer forensic analysis process and related criminal investigation methods ranging from searching, recovering, imaging, analysis and preservation of evidence on a variety of storage media. The course contents will be supplemented with hands-on exercises, case studies, and projects. Advanced topics such as disk geometry and analysis of non-Windows

based systems. Prerequisite: CJ 261 with C or better.  
Contact Hours: (2,2)

### CJ 271 - Criminal Justice Practicum (3)

This course is designed to expose students to practical experience in an agency or department in the Criminal Justice System. Prerequisites: CJ 120, CJ 123, CJ 124, CJ 210, HU 150 and permission of instructor. Contact Hours: (3,0)

### CJ 272 - Pract Private Security (3)

This course is designed to expose students to practical experience in a corporate or private security setting. Prerequisites: CJ 120, CJ 123, CJ 124, CJ 210, HU 150 and permission of instructor. Contact Hours: (0,0)

### CJ 273 - Netwrk Defen & Countermeasures (3)

The purpose of this course is to explore in-depth network defense concepts and techniques. This course will examine theoretical concepts that make the world of networking unique. This course will also adopt a practical approach when examining network defense techniques and includes hands-on practical applications. Along with examining different network defense strategies, this course will explore the fields of steganography and malware commonly utilized in cybercrime. Contact Hours: (2,2)

## ED - Education

### ED 100 - Intro Early Childhood Ed (3)

This course will explore the relationship between the physical environment and the young child, from birth through age eight. On the basis of both historical and current theories of child development, the student will learn how to select and design developmentally appropriate programs that are supportive and inclusive of all children's needs. Twelve hours of class observation in early childhood settings is required. Contact Hours: (3,0)

### ED 101 - Obs/Assessmnt -Young Children (3)

This course prepares students to use systematic observations, documentation, and other classroom based assessment techniques to understand young children's growth and development. Students will use the information gained to plan curriculum that is responsive to and supportive of children's learning and development from preschool through second grade. Observation and assessment will focus on physical, cognitive, language, and social/emotional development. Students will compile various assessments in a study of one child's development over the course of the semester. Fifteen hours of preservice contacts are required to complete assignments throughout the course. Observation site is located at the

Herkimer College Childcare Center, an NAEYC accredited program, or another approved program. Students must provide their own transportation to off-campus locations. Contact Hours: (3,0)

### ED 200 - Curr & Teaching in ECE (3)

This course is designed to develop the student's ability to creatively design a developmentally-appropriate (emergent) curriculum that is supportive of the whole child, from birth through age eight. The student will also learn how to utilize teaching methodologies to best meet each child's individual learning style. Prerequisite: ED 100 or permission of instructor. Contact Hours: (3,0)

### ED 205 - Infant & Toddler Curr Devel (3)

This course is intended for early childhood teacher candidates to develop appropriate curriculum that will promote participation and progress of infants and toddlers in the Physical, Cognitive, Language and Literacy Developmental areas. The course will examine the influence of family, culture and developmentally appropriate curriculum and environments for infant and toddler group care. Students will make arrangements for the required 15 hours of field observations which will include assessment and evaluation of infant and toddler development. Prerequisite: ED 100 completed with a grade of C or better. Contact Hours: (3,0)

### ED 210 - Social Foundations of Educ (3)

This course offers an overview of the profession of teaching, with a focus on some or all of the following: social issues affecting schools and teachers, education in a multicultural society, the roles and the job of teachers, the history of education, the organization of elementary and secondary schools, the role of government in financing education, philosophies of education, history of American education and emerging trends and reforms in education. Writing is an integral part of the course. Twenty hours of observation is also required. Contact Hours: (3,0)

### ED 215 - Educating the Exceptional (3)

This course is intended for teacher and paraprofessional candidates to develop the necessary skills to provide (individualizing) instruction that will promote participation and progress of students with disabilities in the general education curriculum. Characteristics of various disabilities along with basic educational services provided to individuals with disabilities according to special education process and State and Federal special education laws and regulations will be presented. Effective teaching and paraprofessional practices and application of positive behavioral supports and interventions to address student classroom management

needs will be examined. Fifteen hours of preservice contacts are required to complete assignments throughout the course. Students must provide their own transportation to off-campus locations. Course Pre-requisite: Students must have current (within one year) TB test results. Contact Hours: (2,2)

#### ED 221 - Practicum I - Early Childhood (3)

This pre-service teaching experience is designed to provide the student with opportunities to observe and participate under the supervision of qualified professionals in diverse programs serving young children. Weekly class seminars will be held to instruct students in the art of lesson plan design and behavior management. Prior to enrollment, you will need to have a TB test, and have completed a Red Cross CPR certification.

PREREQUISITES: ED 100, ED 200, HE 128 Contact Hours: (1,4)

#### ED 222 - Practicum II-Early Childhood (3)

This pre-service teaching experience is designed to provide the student with opportunities to observe and participate under the supervision of qualified professionals in diverse programs serving young children. Weekly class seminars will be held to instruct students in the areas of child assessment, parent-teacher conferences, and job preparation. Prior to enrollment, you will need to have a TB test, and have completed a Red Cross CPR certification. PREREQUISITES: ED 100, ED 200, ED 221, HE 128 Contact Hours: (1,4)

#### ED 250 - Child Growth & Development (3)

This course provides an opportunity to study human development from the prenatal period through early adolescence, including physical, cognitive, social, and emotional aspects. Theoretical perspectives will be examined applied to the developing child. Fifteen hours of preservice contacts are required to complete assignments throughout the course. Observation site is located at the Herkimer College Childcare Center, an NAEYC accredited program, or another approved program. Students must provide their own transportation to off-campus locations. Contact Hours: (3,0)

### EM - Emergency Medical Tech

#### EM 101 - Emergency Medical Tech-Basic (6)

This course is designed to provide the basic education needed by Emergency Medical Technicians to provide patient care in the pre-hospital setting. The course covers all techniques of emergency medical care presently considered within the responsibilities of the emergency medical technician as well as all operational aspects of the

job which the student will be expected to perform. Emphasis is placed on recognition of symptoms of illnesses and injuries and application of proper procedures of emergency care. Demonstration, practice, and clinical observation are carefully integrated into the didactic portion of the class. Contact Hours: (5,3)

#### EM 102 - Report Writing/Healthcare Prof (3)

This course is designed to introduce healthcare providers to professional medical documentation practices. Documentation is an important part of the patient care process. The written report will become a part of the patient's permanent hospital record and in combination with other healthcare professional reports become a valuable source for research on trends in emergency medical care and a guide for continuing education and quality improvement. This medical documentation may be used as evidence in a legal case. Contact Hours: (3,0)

#### EM 103 - EMT-Basic Fieldwork (1)

This course is offered to EMT-Basics in order to gain sufficient field experience to begin the paramedic program courses. This course will provide the student with supervised riding time as an EMT-Basic as well as three case review sessions to discuss what the students have been exposed to in the field experience. Field rotations place the student in the role of the EMT-Basic on actual emergency calls and expect them to integrate history taking, physical exam and cognitive knowledge learned in their EMT class into the total management of the patient. The student's schedule is developed based upon the Basic Life Support unit assignment location and shift times, and preceptor availability. The student must maintain records of all patient contacts and will be required to submit documentation of all their activities and feedback they receive from their preceptor to the Faxton-St. Luke's Healthcare Instructors prior to completion of this course. NOTE: Offered spring semesters only. Contact Hours: (0,2)

#### EM 201 - EMT - Paramedic I (9)

Paramedic candidates will participate in classroom lecture, skills lab(s), and clinical training and education that prepares them to provide medically competent and correct advanced life support treatment of the critically ill and injured, using good medical judgment. Prerequisite: Current Basic EMT certification. Note: Offered Fall semesters only. Contact Hours: (3,12)

#### EM 202 - EMT - Paramedic II (6)

During and after Paramedic I the paramedic candidate will participate in a supervised field internship program where continued instruction and on the job practical

application of the knowledge and skills attained in EM 201 are practiced and evaluated under the guidance of Faxton-St. Luke's EMS Education Program field preceptors. Candidates will also participate in various clinical rotations as required by the program. Co/prerequisite: EM 201. NOTE: Offered fall semesters only. Contact Hours: (3,6)

#### EM 203 - EMT - Paramedic III (9)

Paramedic candidates will participate in continued classroom lecture, skills lab(s), and clinical training and education that prepares them to provide medically competent and correct advanced life support treatment of the critically ill and injured, using good medical judgment to the paramedic standard of care. This course includes ACLS, PALS and PHTLS certifications. Prerequisites: EM 201 and EM 202. Note: Offered Spring semesters only. Contact Hours: (8,2)

#### EM 204 - EMT - Paramedic IV (6)

During and after Paramedic III, the paramedic candidate will participate in a supervised field internship program where continued instruction and on the job practical application of the knowledge and skills attained in EM 201, EM 202 and EM 203 are practiced and evaluated under the guidance of Faxton-St. Luke's EMS Education Program field preceptors. Critical Rotations will also continue during this course. Upon completion of this course, as well as all other course requirements, candidates will be eligible for the NYS and National Registry practical and written certification examinations. Co/prerequisite: EM 203. NOTE: Offered spring semesters only. Contact Hours: (3,6)

## EN - English

#### EN 099 - Academic Writing Seminar (1)

This course is designed to further develop and promote the writing skills and strategies students learn while concurrently enrolled in EN 111. Focused instruction on mechanical, grammatical and syntactical techniques will include spelling, word choice, punctuation, capitalization, sentence structure, and paragraph organization. Contact Hours: (1,0)

#### EN 101 - Enhanced College Writing (3)

This course is designed to further develop students' reading and writing skills and strategies while enhancing mechanical, grammatical and syntactical techniques. This course will include two lab-hours during which students will workshop and revise assignments with the instructor. This course is an intensive writing course that covers the following stages of writing: preliminary thought and

discussion, research, organization, writing, revising and editing. Students produce at least ten pages of formal prose intended for a critical reader as well as at least 15 pages of informal work such as a personal journal. Students work in traditional rhetorical forms and write a research paper. There are no prerequisites or co-requisites; however, students must successfully complete EN 101 before enrolling in other English courses. Students may not receive credit for both EN 101 and EN 111. Contact Hours: (3,1)

#### EN 110 - Service Learning/Volunteer Prj (0.5)

This course is designed as a co-requisite for selected sections of EN 111 - English I to encourage participation in volunteer activities. Students will choose a volunteer site that is appropriate to their curriculum and, with oversight by the Service Learning Site Supervisor in cooperation with the English I instructor, will perform 20 hours of volunteer work each semester. The volunteer work might include reading to young children or tutoring school-age children, visiting patients in a nursing home or other health care facility, assisting in an office of a not-for-profit agency, etc. Students will then use that experience as the basis for journal and essay writing in EN 111 - English I. Co-requisite - EN 111. Contact Hours: (0,1.4)

#### EN 111 - English I - College Writing (3)

This course is designed as an intensive writing course that covers the following stages of writing: preliminary thought and discussion, research, organization, writing, revising and editing. Students produce at least ten pages of formal prose intended for a critical reader as well as at least 15 pages of informal work such as a personal journal. Students work in traditional rhetorical forms and write a research paper. Students may not receive credit for both EN 101 and EN 111. Contact Hours: (3,0)

#### EN 112 - English II - Intro to Lit (3)

This course is designed as an introduction to literary genres leading to a greater appreciation of fiction, poetry and drama. Contact Hours: (3,0)

#### EN 117 - Literature for Children (3)

This course is designed as a survey of literature written for children. Emphasis is on the selection, analysis, and comprehensive knowledge of books for children from toddler through junior high school ages. The course introduces practical aspects of fostering literacy development in young children. It focuses on emerging and early literacy in the home, early care, and in educational settings with an emphasis on ages three through 10. The students will study strategies for holistic integration of the various literacy processes. It addresses

the role of children's literature, the relationship between early language development and literacy opportunities and methods for developing language, and positive attitudes toward books. This course has an embedded lab experience in the preschool where students will apply concepts they have learned in class. Contact Hours: (3,0)

#### EN 123 - Major English Writers (3)

This course is designed to introduce students to selected masterworks of English literature. Literature will be presented through a historical perspective with emphasis on selected works of the Middle Ages, the Renaissance, the 19th century and the modern age. Through lecture, discussion and student writing, students will explore the interpretation of literature while gaining an appreciation for each piece of literature's place in the historical period in which it was written. Contact Hours: (3,0)

#### EN 133 - Major American Writers (3)

A study of works by selected American authors. The goal is to understand the place these authors and their works hold in the canon of American literature. Authors may include Mark Twain, Ernest Hemingway, William Faulkner, Virginia Woolf, Edgar Allan Poe, Emily Dickinson, Langston Hughes, Harper Lee, and Kate Chopin, among others. Emphasis is on the impact of historical and social events, as well as biographical influences, on the literature. In addition to focusing on the literary content of important American novels and short stories, this course will also analyze the historical context of those works. Over the past two hundred years, migration, war, slavery, industrialization, economic crisis, cultural upheavals, and our unique religious, ethnic, and ideological fabric have defined much of our nation's history. We will explore how events and issues influenced American writers, and how those writers, through their works, affected our view of the American experience. Contact Hours: (3,0)

#### EN 137 - Mythology (3)

This course is designed to familiarize students with major myths of the world and the context of the cultures that created them. It will include some classical Greek and Roman myths. Other myths may include Sumerian, Norse and other archetypal legends. The material will be covered in a variety of ways. Mythological works are typically chosen from Greek tragedies and epics, Gilgamesh, Norse eddas (eddur), American Aboriginal and other aboriginal legends, and some Eastern myths. Contact Hours: (3,0)

#### EN 138 - Storytelling (3)

This course is designed to introduce students to the major elements of a story through the use of the body and voice in telling stories. Application of the theory through intensive practice of storytelling in class and at off-campus sites is included. Contact Hours: (3,0)

#### EN 144 - Literature Western World (3)

This course is designed to introduce students to the universal themes of Western literature from the earliest times to the present. Contact Hours: (3,0)

#### EN 161 - Journalism (3)

This course is designed to introduce students to the basic elements of news and news writing based on the major types of news stories that appear in American dailies. Prerequisite: C or better in EN 111 or permission of the instructor.> Contact Hours: (3,0)

#### EN 171 - Intro to Technical Writing (3)

This course is designed to introduce students to the techniques and styles of technical writing, with special attention to the use of visuals and to some basic principles of formatting and design for technical documents. Students examine and write the following: short reports, definitions, technical descriptions, instructions, abstracts, process explanations, proposals, letters and resumes. Prerequisite: C or better in EN 111. Contact Hours: (3,0)

#### EN 214 - Writing Workshop I (3)

This course is designed to introduce students to the basic elements of writing fiction. Students read and discuss each other's short stories in a workshop environment. The purpose of this workshop is to encourage students to shift their perspective from that of readers (an interpretive approach to fiction) to that of writers (a functional approach to fiction). The emphasis is on how a short story works as opposed to what a short story means. The focus is on the development of narrative technique to enhance the awareness of thematic content, enabling students to better express a wider range of thoughts and emotions. Prerequisite: C or better in EN 111 or permission of instructor. Contact Hours: (3,0)

#### EN 215 - Shakespeare (3)

This course is designed to develop the skills required to read the plays and poems of Shakespeare. Students will be tested on each play with both essay and short-answer exams. Plays selected will cover the range of Shakespeare's works from the early 1590's to 1611. Contact Hours: (3,0)

**EN 217 - African American Literature (3)**

This course is designed for close study of fiction and non-fiction works by African American writers in the 19th and 20th centuries. In this class, we will explore themes within the chosen texts, the historical context in which they were written, and how they speak to people of all races today. Themes include re-reading and re-writing of history, the marginalization of African American people, and the formation of identity in the world today. Contact Hours: (3,0)

**EN 218 - Contemporary American Poetry (3)**

This course is designed as a study of the work of major American poets from mid-twentieth century to the present. Emphasis is on aesthetic, as well as on the historical, social and/or political contexts that inform the poetry. Contact Hours: (3,0)

**EN 223 - Basic Acting Techniques (3)**

This course is designed to heighten the student's expressive ability through the refinement of the actor's tools (emotions, body and voice) and the development of a critical approach to the dramatic text. Contact Hours: (3,0)

**EN 225 - Public Speaking (3)**

This course is designed to develop the student's skill in oral rhetoric. Emphasis is on research, organization and presentation of speeches that inform and persuade. Delivery, style and audience analysis are stressed. Extemporaneous speeches are evaluated by the group. Contact Hours: (3,0)

**EN 227 - Voice and Diction (3)**

This course is designed to place emphasis on recognition of the physical mechanisms that affect and produce the human voice. It presents a study of diction towards the goal of becoming an effective speaker of standard American English speech. It is designed for Radio-TV majors. Contact Hours: (3,0)

**EN 228 - Interpersonal Communication (3)**

This course is designed to increase interpersonal effectiveness by developing skills in self-expression, listening and responding, communicating support and resolving conflict. Contact Hours: (3,0)

**EN 231 - Intro to Poetry (3)**

This course is designed to develop a student's awareness of and appreciation for the resources of written and spoken language, with emphasis on the types and

techniques of poetry and the styles of major poets.

Contact Hours: (3,0)

**EN 236 - Women In Literature (3)**

This course is designed to increase student awareness of prevailing images of women in fiction and society. Stereotypes examined include Woman as Sex-Object, Woman as Seductress-Goddess, the Dominating Woman, and Woman Alone. Contact Hours: (3,0)

**EN 241 - Intro to Drama Study (3)**

This course allows students to study a wide range of plays from classical Greek drama through Shakespeare and up until the modern era. The course examines both the short play and those which employ the classical five-act and the modern three-act structures. This is neither a course in acting nor a course in writing plays. Contact Hours: (3,0)

**EN 246 - The Short Story (3)**

This course is designed to introduce students to the short story as a distinct literary form. Students will learn to read short stories with better understanding and appreciation. Reading selections for in-class discussion include stories by both recognized masters and lesser known contemporary authors. Contact Hours: (3,0)

**EN 249 - Short Crime Fiction (3)**

This course is designed to introduce students to the literary genre of crime fiction and includes works by Poe, Doyle, Chesterton and others.> Contact Hours: (3,0)

**EN 251 - Modern American Novel (3)**

This course is designed to introduce students to the major works by America's leading twentieth century novelists. An emphasis will be placed on contemporary authors and their themes, local color, similarities and differences to each other. Research on each author is also intertwined throughout the course. Several novels will be covered in a fifteen week time period. Contact Hours: (3,0)

**EN 252 - Interviewing Pract & Princ (3)**

This course is designed to introduce students to the interviewing process, the structure of the interview, questions and their uses, survey interviews, journalistic interviews, counseling interviews, as well as performance appraisals. It is an intensive communications course in which student's role play cases in those interview formats, hand in one writing assignment and conduct one interview and present its results to the class. Contact Hours: (3,0)



**EN 255 - Nonfiction Literature (3)**

This course is designed as a survey of nonfiction, both traditional and contemporary. The course will look at a variety of compositions within nonfiction, with importance given to the selection and analysis of nonfiction works ranging from memoir to biography. The course aims to illustrate how nonfiction can both reinforce and reshape our original conceptions of historical moments and/or assumed truths. Contact Hours: (3,0)

**EN 261 - Science Fiction and Fantasy (3)**

This course develops students' awareness and appreciation for the genres of science fiction and fantasy. Students will read, write about and discuss engaging stories from both genres. Contact Hours: (3,0)

**EN 270 - Writing for Electronic Media (3)**

This course is designed to develop the student's ability to conceptualize, write and deliver: radio, television, and Internet news and news-type program scripts, PSAs, commercials and promotional announcements for electronic media, and screenplay/film dialogue scripting formats. Emphasis is on developing broadcast style vs. print style copy. Pre/Co-requisite: EN 111. Contact Hours: (3,0)

**ES - English as 2nd Language****ES 100 - Essentials of Written Comm-ESL (3)**

This course for the ESL student at the low-intermediate level focuses on the development of basic writing skills, including the composing and revision process and the development of ideas. Basic English sentence structure will also be covered. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 101 - Intermediate Writing - ESL (3)**

This course for the ESL student at the intermediate level focuses on the further development of basic writing skills, including basic research skills. The course includes a review of the basic sentence patterns of English, as well as an introduction to more complex variations. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 102 - Advanced Writing (3)**

This course for the ESL student at the advanced level focuses on the development of more sophisticated writing skills, including research skills. Assignments exploring the various traditional rhetorical forms emphasize organization and the coherent development of ideas. The course includes a review of the basic sentence patterns of

English and their more complex variations. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 105 - Essentials of Grammar - ESL (2)**

This course for the ESL student at the low-intermediate level focuses on the basic elements of American English grammar. Particular emphasis will be placed on simple verb tenses and the uses of nouns, pronouns, and adjectives. This course does not satisfy any graduation requirements. Contact Hours: (2,0)

**ES 106 - Intermediate Grammar (2)**

This course for the ESL student at the intermediate level provides opportunities for further practice in basic American English grammar. Beginning with a review of simple tenses, the course includes the study of compound tenses, as well as the formation of negative statements, questions, and sentences involving coordination, subordination, and comparison. This course does not satisfy any graduation requirements. Contact Hours: (2,0)

**ES 107 - Advanced Grammar - ESL (2)**

This course for the ESL student at the advanced level provides opportunities for further practice in basic American English grammar while introducing more advanced concepts, including voice and mood. This course does not satisfy any graduation requirements. Contact Hours: (2,0)

**ES 110 - Essentials of Reading - ESL (3)**

This course is designed to provide the ESL student at the low-intermediate level with opportunities to develop fundamental reading comprehension and critical thinking skills and to expand vocabulary appropriate to college-level texts. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 111 - Intermediate Reading (3)**

This course is designed to provide the ESL student at the intermediate level with opportunities to further develop reading comprehension and critical thinking skills and to expand vocabulary appropriate to college-level texts. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 112 - Advanced Reading (3)**

This course is designed to provide the ESL student at the advanced level with opportunities to develop more sophisticated reading comprehension and critical thinking skills and to expand vocabulary appropriate to college-level texts. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 120 - Essen of Spoken English-ESL (3)**

This course for the ESL student at the low-intermediate level emphasizes the development of conversational English by giving students practice with spoken language. Emphasis on understanding idiomatic expressions is enhanced by listening to and repeating taped exercises, by imitating the instructor and through interviewing and role-playing among classmates. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 121 - Intermed Speaking & Listening (3)**

This course for the ESL student at the intermediate level provides the opportunity to further develop skills for understanding spoken communication, to practice effective listening strategies, and to practice common conversational patterns. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 122 - Advanced Speaking & Listening (3)**

This course for the ESL student at the advanced level is designed to further develop English speaking vocabulary through a variety of exercises that include imitation of taped speech, repetition of the instructor's speech and interaction with classmates, practice with individual presentations and participation in activities such as panel discussions. This course does not satisfy any graduation requirements. Contact Hours: (3,0)

**ES 123 - Improving Pronunciation - ESL (2)**

This course is intended to develop student accuracy in producing and recognizing the sounds, as well as the rhythm, stress, and intonation patterns of spoken English, through a variety of exercises that will include taking dictation, imitating speech, both taped and live, and interacting with classmates. These exercises will form the basis of both class work and assignments. This course does not satisfy any graduation requirements. Contact Hours: (2,0)

**ES 131 - International Student Issues (1)**

This course is designed to address the day-to-day issues a student faces living and studying in a new environment, dependent upon a second language for most interpersonal communications. Students will compare experiences and discuss problem solving techniques. The course will provide opportunities for practice in informal communication. For international students, this course may be substituted for freshman seminar. Contact Hours: (1,0)

**ES 132 - Intro to US Culture (3)**

This course is designed to introduce international students to the many facets of American culture with an opportunity for English conversation. Discussion topics will include family life, politics, education, history, the economy, sports, entertainment and other lifestyle issues. Contact Hours: (3,0)

**FL - Foreign Language****FL 101 - Spanish I (3)**

This course is designed to provide the student with a reading, writing, listening and speaking knowledge of Spanish. In addition to language skills, the course provides an understanding of the civilization and culture of Spanish-speaking peoples. Contact Hours: (3,0)

**FL 102 - Spanish II (3)**

This course is designed to provide the intermediate Spanish student with a reading, writing, listening and speaking knowledge of Spanish. In addition to language skills, the course provides an in-depth study of the culture of Spanish-speaking peoples. Prerequisite: Spanish I or permission of instructor. Contact Hours: (3,0)

**FL 121 - French I (3)**

This course is intended to aid the student in developing elementary speaking, listening, reading and writing skills in French. The course will also provide an introduction to the culture and customs of French-speaking countries. Contact Hours: (3,0)

**FL 122 - French II (3)**

This course is intended to aid the student in further developing the speaking, listening, reading and writing skills acquired in French I. The course will continue to provide information about the culture and customs of French-speaking countries. Prerequisite: French I or permission of instructor. Contact Hours: (3,0)

**FS - First Year Student Seminar****FS 100 - First Year Student Seminar (1)**

This seminar is required for all new, full-time students. It is designed to help students be successful in their classes and adjust to the many challenges of college life. Course should be taken in first semester. Contact Hours: (1,0)

**FS 101 - First Year Student Sem-Honors (1)**

The College offers special section(s) of First-Year Student Seminar for students who qualify for the Honors Program. Contact Hours: (1,0)

**FS 102 - First Year Student Sem-Adults (1)**

The College offers special section(s) of First-Year Student Seminar for adult students. Available fall semester only. Contact Hours: (1,0)

**FS 105 - First Yr Student Sem-Science (1)**

This seminar is required for all new, full-time students majoring in science. It is designed to assist students in achieving success in all of their classes, particularly science classes, as well as to adjust to the many challenges of college life. This course should be taken in the first semester. Class meets throughout the entire semester. Contact Hours: (1,0)

**FS 135 - First Year Student Sem for PTA (1)**

This seminar is required for all students majoring in the Physical Therapist Assistant curriculum. It is designed to assist students in achieving success in all of their classes, particularly physical therapy classes, as well as to adjust to the many challenges of college life. Specific clinical preparation will be provided during the semester. This seminar must be taken in the first semester of the technical program and meets during the entire semester. It is run in concurrence with PT 121. Note: Offered Fall semesters only. Contact Hours: (1,0)

**HE - Health****HE 121 - Personal & Community Health (3)**

This course is a study of health concerns relating to college students. Topics to be covered are mental health and stress; psychoactive substances; infectious diseases; sexuality and birth control; and cardiovascular fitness. Consideration of possible solutions to potential health concerns will be discussed. Contact Hours: (3,0)

**HE 128 - First Aid & CPR: Resp to Emer (2)**

This course represents the American Red Cross Responding to Emergency and Community Cardiopulmonary Resuscitation. It is a basic rescuer course, and the student who is at least 80% successful will earn certification from the American Red Cross as First Aid/CPR/AED Certified. Contact Hours: (1,2)

**HE 130 - Wellness (3)**

This course is an examination of the concept of wellness and the wellness movement. The course content centers around the physical, social, emotional, intellectual, spiritual, environmental and occupational dimensions of wellness. The content of the course will also assist students seeking to build on or begin a wellness lifestyle. Contact Hours: (3,0)

**HM - Health Services Mgmt****HM 111 - Comm Med & Public Health (3)**

This course provides an overview of health care in the United States. The American system of health services and the philosophy, history, organization and utilization of public health programs at various levels are examined. NOTE: Offered fall semesters only. Contact Hours: (3,0)

**HM 112 - Issues in Long Term Care (3)**

The study of long-term health care and the greatest challenges facing it are studied in depth. The population needs, consumer demands, resource consumption, and financing are reviewed with an emphasis on a well-organized, efficient, client-oriented continuum of care. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**HM 211 - Medical Problems & Programs (3)**

Various aspects of the health care industry are reviewed, including personnel and the team concept in health services. Economic and social factors affecting the U.S. health care delivery system are studied. Issues such as death, dying, loss and bereavement are examined. NOTE: Offered fall semesters only. Contact Hours: (3,0)

**HM 212 - Management Health Facility (3)**

This course provides an introduction to the basic structure of health-related facilities, including nursing homes, adult care facilities, home care agencies, voluntary agencies, ambulatory centers, hospitals and independent living facilities. Management systems and responsibilities as they relate to the health care industry are reviewed. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**HP - Honors Program****HP 301 - Directed Honors Study I (1)**

This course is designed as a special project to enrich the study of a particular course in which the student is enrolled. The student works closely with the faculty member who teaches the course in the design and implementation of the project. It is open only to Honors Program students. Honors Program credits are earned above and beyond degree requirements. They do not count toward graduation. Contact Hours: (0,2)

**HP 302 - Directed Honors Study II (1)**

This course is designed as a special project to enrich the study of a particular course in which the student is enrolled. The student works closely with the faculty member who teaches the course in the design and

implementation of the project. It is open only to Honors Program students. Honors Program credits are earned above and beyond degree requirements. They do not count toward graduation. Contact Hours: (0,2)

#### HP 303 - Honors Seminar (1)

This course is an in-depth exploration in an area of community interest. The course relies on research, discussion and a service project. It is approached in a non-traditional manner. It is open only to Honors Program students. Honors Program credits are earned above and beyond degree requirements. They do not count toward graduation. Contact Hours: (1,0)

### HS - Human Services

#### HS 111 - Intro Social Services (3)

This course is designed to introduce students to the human services issues facing the United States and the diverse roles that social work professionals play in responding to those issues. Contact Hours: (3,0)

#### HS 118 - Medication Administration (3)

The course will prepare the direct care professional working with those with developmental disabilities in New York State to become certified in medication administration. The course will cover pharmacology with an emphasis on drug classifications, therapeutic action and side effects, and State and Federal Laws related to dispensing medications. The administration procedures and the documentation requirements will also be covered. Contact Hours: (3,0)

#### HS 120 - Intro to Case Management (3)

The focus of this course is the acquisition of basic practice skills for the A.A.S. Human Service Practitioner. Topics will include the basics of case management, interviewing, individual and group counseling, supervision, and documentation. Prerequisites: completion of HS 111 with a grade of C or higher. Contact Hours: (3,0)

#### HS 168 - Occupation and Well Being (3)

Individuals participate in occupation (activities such as play, self-care, and work) from birth to death. This course is an introduction to the meaning and characteristics of human occupation throughout the life span. The meaning and relationship of occupation to the development of self-efficacy and wellness is explored. The physical, psychological, spiritual, and psychosocial components of occupational performance are introduced as well as activity adaptation to enhance learning and performance. This course is designed for the student pursuing a career in human services. Contact Hours: (3,0)

#### HS 203 - Ind Project in Human Services (3)

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading, research, or community involvement will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Instructor and the Division Dean is required. Contact Hours: (0,6)

#### HS 214 - Internship In Human Services (3.5)

This course is designed to provide students with a supervised practical experience in a public or private human service agency. Prerequisites: completion of 24 semester hours with an overall GPA of 2.0 or higher, as well as completion of HS 111 and HS 120 with a C or better. Contact Hours: (2,3)

### HU - Humanities

#### HU 100 - Sign Language I (3)

This course is designed to develop student understanding of the function and use of fingerspelling, signed English, and basic American Sign Language (ASL). Students develop skills associated with these studies, along with an understanding of Deaf American culture. Contact Hours: (3,0)

#### HU 101 - Sign Language II (3)

This course is designed to develop additional skills in signed English and more familiarity with expressing and receiving American Sign Language (ASL), as well as additional understanding of Deaf American culture. Prerequisite: HU 100. Contact Hours: (3,0)

#### HU 102 - Sign Language III (3)

This course is designed to continue the student's development of skills and information begun in HU 100 and HU 101, with heavier emphasis on synonyms and conversation, interpretive skills especially important in medical, educational and legal fields. Prerequisite: HU 101. Contact Hours: (3,0)

#### HU 103 - Applied Music Lessons I (1)

This course is designed to give students the opportunity to study a musical instrument or voice with a private instructor. All skill levels are welcome to enroll in this course. Students must provide their own instruments with the exception of keyboard instruments. Contact Hours: (0,2)

**HU 104 - Applied Music Lessons II (1)**

This course is designed to give students the opportunity to study a musical instrument or voice with a private instructor. All skill levels are welcome to enroll in this course. Students must provide their own instruments with the exception of keyboard instruments. Contact Hours: (0,2)

**HU 105 - Applied Music Lessons III (1)**

This course is designed to give students the opportunity to study a musical instrument or voice with a private instructor. All skill levels are welcome to enroll in this course. Students must provide their own instruments with the exception of keyboard instruments. Contact Hours: (0,2)

**HU 107 - Keyboard Harmony (1)**

This course is designed to provide an introduction to basic skills in piano performance as well as musical knowledge, including note reading, scales, rhythmic patterns, elementary keyboard, and basic concepts of harmony through group instruction. Contact Hours: (1,0)

**HU 108 - Fundamentals of Music (3)**

This course is designed to provide an introduction to the fundamental elements that are used to create music. Topics include notation, rhythm and meter, scales and intervals, and harmony, beginning with triads and working with more complex structures. The course is recommended for all students, including Music Industry majors who have not had high school theory. Contact Hours: (3,0)

**HU 110 - Fund of Art in Early Child Ed (3)**

This course is designed to provide students with an opportunity for hands-on exposure to the materials used in various stages of artistic development from early childhood through the pre-adolescent stage. Curriculum planning and activities for gifted children and children with special needs are emphasized. Contact Hours: (2,2)

**HU 111 - Art History I (3)**

This course is designed to introduce the student to the history of art from cave paintings through the Italian Renaissance. Emphasis is placed on the way of life as expressed through art and artifacts of past cultures. Contact Hours: (3,0)

**HU 112 - Art History II (3)**

This course is designed to introduce the student to great movements in art history from the High Renaissance

through contemporary art. Art of the 20th century is emphasized. Contact Hours: (3,0)

**HU 113 - Drawing I (3)**

This course is designed to introduce students to the approaches of drawing as expression and provides hands-on opportunities to use various media. The elements of line, shape, value and perspective are emphasized. Contact Hours: (2,2)

**HU 114 - Painting I (3)**

This course is designed to introduce students to the fundamental techniques of color mixing and application in acrylic painting and to help develop skills necessary for the more sophisticated problems of conveying mood and feeling. Contact Hours: (2,2)

**HU 115 - Art Appreciation (3)**

This course is designed to develop the student's awareness and understanding of all styles of art from traditional to avant garde through a detailed analysis of visual art and architecture. Contact Hours: (3,0)

**HU 117 - Drawing II (3)**

This course is designed to develop advanced skills in composition, color usage and conveying content for the student who has already received instruction in the fundamentals of drawing. Contact Hours: (2,2)

**HU 118 - Painting II (3)**

This course is designed to develop skills for self-expression through the use of advanced techniques for the student who has already received instruction in the fundamentals of painting. Contact Hours: (2,2)

**HU 120 - Two Dim Design & Color (3)**

This course is designed to develop the skills necessary to research and develop a visual idea. Visual elements, principles of design and color theory are emphasized. Contact Hours: (2,2)

**HU 122 - 4D Studio Art (3)**

This course is an introduction to time-based art. Video, performance art, and site-specific art will be explored through established and emerging technologies. Emphasis will be on individual and collaborative artistic development. Contact Hours: (2,2)

**HU 123 - Watercolor Painting I (3)**

This course is designed to introduce the student to the fundamentals of watercolor painting with an emphasis on still life. Some drawing experience is recommended. Contact Hours: (2,2)

**HU 125 - Elements of Photography (3)**

This course is designed as a survey course to introduce the student to the tools, techniques and aesthetic nature of this visual medium. This non-lab class explores photography as a tool for documentation, expression and exploration of many aspects of modern life and individual interests. Photography is a broad discipline that includes applications in business, science and art, as a hobby or a profession. This class will take a real world look at how to use photography effectively in whatever area one chooses. Topics will include film and digital cameras, lenses, flash, color films and processing, filters and special effects, composition and general shooting techniques. Contact Hours: (3,0)

**HU 126 - Fashion Illustration (3)**

This course is designed to introduce the student to the fundamentals of fashion illustration with an emphasis on comprehensive drawings for layouts and completed works of art. Contact Hours: (2,2)

**HU 127 - Figure Drawing (3)**

This course is designed to introduce the student to the four basic components of drawing the figure: structure, anatomy, design and expression. Various media and artistic styles will be explored. Contact Hours: (2,2)

**HU 129 - Introduction to Ceramics (3)**

This introductory studio course in ceramics is designed to acquaint the student with various on and off the wheel forming processes. Lecture and labs will study the practical aspects of clay, claybodies, glaze formulation and developing a personal style in clay. Contact Hours: (2,2)

**HU 130 - Women in Art (3)**

This course is a survey of Women's Art from the Medieval Art to the present, including the art of women from Western, and Non-Western culture. The course will also examine the artistic images of women in ancient cultures from Cave Art to the Roman Empire. Contact Hours: (3,0)

**HU 135 - Video Game Theory (3)**

Video Game Theory introduces students to the vast diversity of video game types, their evolution over time, archetypes of players, and future trends of the industry. Students analyze games for their social, historical and cultural significance. Students will learn about the successes and pitfalls of marketed games. Issues of character development and narrative structure also will be covered, as well as effective group dynamics of a video

game design team. Majors or instructor's permission only. Contact Hours: (3,0)

**HU 137 - Intro Electronic Media (3)**

This course is designed to familiarize students with fundamentals of broadcasting, including historical development, financial structure, the role of the FCC and the federal government, station structure and management and theories of communication. NOTE: Offered fall semesters only. Contact Hours: (3,0)

**HU 138 - Intro Audio Production (4)**

This course is designed to introduce students to the function and use of broadcast audio equipment and to develop their equipment skills so that they can produce programming for a broadcast station. Students will be required to write and produce various types of audio programming. Students in this course must complete required fieldwork with either or both of the campus media (HCTV and/or WVHC-FM). Contact Hours: (2,4)

**HU 140 - Basic Photography (3)**

This class is designed to introduce students to the technical and aesthetic aspects of black and white still photography. Topics include cameras and camera techniques, light, film exposure, black and white darkroom procedures and composition and design. Students process and print their own black and white photographs. Note: 35mm cameras are available to students who do not have their own. Contact Hours: (2,2)

**HU 141 - Commercial Photography (3)**

This course is designed to introduce students to the field of commercial photography. They begin to use the 4x5 camera and studio lighting. Emphasis is placed on the nature of commercial images and the needs of the marketplace. Topics to be discussed include architectural, product, industrial, editorial photography, shooting for the printed page, and the business of photography. Prerequisite: HU 140 or permission of instructor. Contact Hours: (2,2)

**HU 142 - Advanced Photography (3)**

This advanced class in black and white photography is designed to enable the student to gain more control over the medium and increase both technical and visual skills. Some of the topics to be discussed are the zone system, advanced darkroom procedures, toning and archival processing. Emphasis will be placed on the student's personal creativity and approach to picture making. Prerequisite: HU 140 or permission of the instructor. Contact Hours: (2,2)

**HU 143 - Color Photography (3)**

This course is designed to introduce students to color theory and practice. Students learn to expose and print color negatives and use color slide film. The aesthetics of color and the use of color in composition are emphasized. Note: 35 mm cameras are available for students who do not have their own. Prerequisite: HU 140 or permission of instructor. Contact Hours: (2,2)

**HU 144 - Photojournalism (3)**

This course is designed to introduce students to the practical and ethical concerns of photojournalism. Emphasis is placed on photographs that inform. Topics include caption writing, photo-editing, the photo-essay, page layout and design and the electronic darkroom. Projects include photographing real events on campus such as sports, meetings, entertainment and other journalistic situations. Note: 35mm cameras are available for students who do not have their own. Prerequisite: HU 140 or permission of instructor. Contact Hours: (2,2)

**HU 146 - Intro Comp Graphics & Design (3)**

This course is designed to provide the principles of computer-based graphic design using vector-based drawing and photographic image editing software. Students will create original graphic art and generate composite art based on digital images. Emphasis will be placed on the creative process and how technology, just as traditional mediums, can be used to generate aesthetically-pleasing graphic art. Contact Hours: (2,2)

**HU 147 - Portrait Studio Photography (3)**

This course is designed to introduce the student to the basics of professional studio portraiture. Using modern electronic flash equipment, students will explore various lighting techniques. Posing of men, women and couples is covered, as well as the business of operating a small portrait/wedding studio. Prerequisite: HU 140 or consent of instructor. Contact Hours: (2,2)

**HU 148 - Digital Photography (3)**

This course is designed to allow the student to explore all aspects of digital image capture, manipulation and output. The use of digital images in advertising and business is discussed. Students will learn on professional equipment using the industry standard software. Topics to be covered are digital cameras, print, negative and slide scanning, and many ways of creating, composing and manipulating photographs in digital form. Prerequisite: HU 146 or permission of instructor. Contact Hours: (2,2)

**HU 149 - Internship in Photo Technology (3)**

This practicum is designed to give the students hands-on experience in a photographic setting. Possible work sites include portrait studios, newspapers, commercial studios, photo finishing labs, sales and public relations offices. The class combines field work and class work. This course is for second year Photographic Technology majors only. Contact Hours: (1,4)

**HU 150 - Ethics in Criminal Justice (1)**

This course is designed to provide the student with a practical introduction to ethical thought. The course emphasizes the rights, responsibilities and problems of professionals in the field of criminal justice. Students concentrate on realistic case problems. Contact Hours: (1,0)

**HU 151 - Intro to Philosophy (3)**

This course is designed to introduce the students to the major problems of philosophy in such fields as ethics, theory of knowledge, artificial intelligence, theory of mind, religion and philosophy of science. Contact Hours: (3,0)

**HU 157 - Introduction to Social Media (3)**

This course is designed to introduce students to the effective use and implementation of online social media. Students will analyze major social media platforms, write and design content for social media, and use social media as a platform for communicating information. Contact Hours: (2,2)

**HU 158 - Ethics (3)**

This course is designed to introduce students to the principal theories of ethics and morals including Utilitarianism, duty theories, virtue theories and religious theories, and to apply them to realistic case problems. Contact Hours: (3,0)

**HU 159 - Applied Media Aesthetics (3)**

This course is designed to explore the fundamentals of visual and auditory aesthetics within the context of communicating to diverse audiences through various media. Students will examine a number of media content elements including, but not limited to: light, color, sound, motion, composition and editing. Students will apply their knowledge by creating a variety of media productions using contemporary equipment, practices and techniques commonly found in television/video, radio/audio, film, and Internet programming. Contact Hours: (2,2)

**HU 161 - Intro to the Film (3)**

This course is designed to introduce students to the art of the film, with consideration of its historical, social, political, dramatic and technical achievements. Contact Hours: (2,2)

**HU 165 - Intro Mass Media (3)**

This course is designed to help the student develop an understanding of the effects of mass media such as TV, radio, newspapers, magazines and advertising. Students investigate and discuss topics such as sex and violence as content, psychological manipulation and legal aspects of the media. Cross-listed with SS 165. Contact Hours: (3,0)

**HU 166 - Survey American TV (3)**

This course is designed to make the student an informed consumer of television. TV is presented as an art form that is primarily a business. Specific topics covered include programming, program genres, industry structure, advertising, the medium's social and cultural impact and emerging TV technologies. Contact Hours: (3,0)

**HU 172 - Survey World Religions (3)**

This course is designed to introduce students to the social, ritual, and theoretical expressions of the world's major religions. Contact Hours: (3,0)

**HU 177 - Music in the Marketplace (3)**

This course is designed to introduce students to the different areas of the music business. Among the topics to be discussed are the roles of major and independent labels in the music industry, the role of the government in legislating the industry, the collection and distribution of music royalties, basic music law, and creating, promoting, distributing, and merchandising music and musical acts, especially in the age of the Internet and computer technology. Contact Hours: (3,0)

**HU 201 - Ind Proj/Humanities (1)**

This course provides the student with an opportunity to independently pursue a topic in an area with a faculty resource person. A substantial amount of outside work will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,2)

**HU 202 - Indep Project in Humanities (2)**

This course provides the student with an opportunity to independently pursue a topic in an area with a faculty

resource person. A substantial amount of outside work will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,4)

**HU 203 - Indep Project in Humanities (3)**

This course provides the student with an opportunity to independently pursue a topic in an area with a faculty resource person. A substantial amount of outside work will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,6)

**HU 205 - Creative Video Techniques (3)**

This course is designed as a hands-on television production experience which focuses on equipment and aesthetic techniques for the production of videos in non-studio environments. Special emphasis is placed on the use of video editing procedures and portable video cameras. R-TV majors may not take this class. Contact Hours: (2,2)

**HU 210 - Fund Music Early Child Ed (3)**

This course is designed to introduce students to the main elements of music, fundamentals of musical notation, vocal skills, keyboard and recorder techniques. Students participate in projects and activities appropriate to the teaching of children. Contact Hours: (3,0)

**HU 211 - American Music (3)**

This course is designed to introduce students to American music through a study of the contributions of various ethnic groups, folk and art sources, leaders in composition and outstanding musical performers. Contact Hours: (3,0)

**HU 212 - Music Appreciation (3)**

This course is designed to introduce the student to the major styles and periods in musical history, with emphasis upon understanding basic concepts of musical composition and developing better listening skills. Contact Hours: (3,0)

**HU 213 - Music Theory (3)**

This course is a fundamental study of music notation, scales, modes, keys, intervals, simple chord progressions, elementary sight singing, melodic and rhythmic dictation, and elementary keyboard accompaniment using primary chords. Contact Hours: (3,0)



**HU 220 - 3-Dimension Design/Sculpture (3)**

This course is designed to provide students with the basic principles of three-dimensional design and analysis of forms in space. In addition, this course is a hands-on introduction to the art of sculpture. Contact Hours: (2,2)

**HU 223 - Introduction to Web Design (3)**

This course is designed to introduce students to the principles of graphic design and composition of aesthetically pleasing Web sites using text, graphics, and interactive multimedia elements. Students analyze target audiences and use writing techniques specific to this medium. Contact Hours: (2,2)

**HU 224 - Music Ensemble (1)**

This course gives student musicians the opportunity to perform on their musical instrument in a variety of solo and/or ensemble situations. Prior performance experience is required. Students must provide their own instruments and any additional equipment needed (piano provided). Contact Hours: (0,3)

**HU 226 - Music Theory II (3)**

This course is designed to be a continuation of Music Theory I. There will be further study of the structure of chords, harmonic progression, voice leading, modulation and basic composition. Additionally, students will be asked to analyze music excerpts to understand how the techniques learned in class are employed within compositions. Beyond the written work required for the course, students will transcribe simple melodic and rhythmic examples. Prerequisite: HU 213. Contact Hours: (3,0)

**HU 230 - Senior Art Seminar (1)**

This course is designed to help students develop a portfolio of artwork for transfer to a four-year institution or for job interviews. Assessment of work, methods of presentation and documentation, and resume and admissions essay writing are included. Prerequisite: six credits of studio art or permission of instructor. Contact Hours: (1,0)

**HU 236 - Music Industry Capstone Proj (1)**

This course provides students of the Music Industry curriculum with the opportunity to independently pursue a culminating activity within their concentration with a faculty resource person. Students will create a project and experience that is relevant to situations found in the current music industry and that will require the application of knowledge and skills acquired earlier in courses within their concentration. A substantial amount

of outside work will be required. In addition, the student will meet with a faculty member who will monitor the student's progress. The evaluation of this course will be based upon the results of the activity in the form of a project which is submitted by the end of the semester. The course is restricted to Music Industry majors only. Contact Hours: (1,0)

**HU 242 - Forensic Photography (3)**

Forensic Photography is an integral part of the police investigation function. It is important that everyone from the basic police officer to the experienced investigator realize the value of this investigative tool. This class will explore the elements necessary to produce the photographic proof needed to document a criminal investigation using specialized techniques of forensic photography; assist laboratory personnel with forensic photography; provide surveillance assistance to covert operations, and provide the prosecution with the necessary forensic photography work needed for trial. Contact Hours: (2,2)

**HU 253 - Music Production (3)**

This course is designed to develop and perfect skills involved in music production. Skills covered include working in digital multi-track recording environments, utilizing MIDI-based instruments and sample sets, recording in a studio environment and mixing recorded performances. Prerequisite: RT 151 or HU 138. Contact Hours: (2,2)

**HU 255 - Digital Filmmaking (3)**

This course is designed to allow students to apply the skills they have acquired in the previous semesters toward the hands-on creation of their own digital productions. Content will include conceptualization and all phases of pre-production, production and post-production. This course will provide the students with an opportunity to create portfolio material that can be applied toward transfer to a four year school. Prerequisites: HU 161, (RT 225 or HU 257) and HU 148. Contact Hours: (2,2)

**HU 256 - Sales & Promo Electronic Media (3)**

This course covers the techniques, principles and strategies used in professional sales and promotions in the electronic media, with an emphasis on the radio and television broadcasting industry and how it relates to other advertising media, such as newspaper, Cable TV and the Internet. Current approaches to successful selling and promotion design are incorporated into the steps of delivering an effective sales presentation. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**HU 257 - Intermediate TV Production (4)**

This course is designed to enable the student to increase and refine skills in electronic news gathering (ENG) and electronic field production (EFP) in a digital environment, emphasizing camcorder operation, non-linear digital editing, visual composition and aesthetics, lighting, producing, directing and mobile production truck operations. Students in this course must complete required fieldwork with either or both of the campus media (HCTV and/or WVHC-FM). Contact Hours: (2,4)

**HU 258 - R-TV Senior Seminar (1)**

This course is designed to help students hone skills and techniques necessary for success in a broadcasting or other media work environment. Among topics covered are: media career options, state of the industry, motivation techniques, one-on-one communication skills, personal organization, career planning and job search skills. Prerequisites: (RT 142 or HU 137), (RT 151 or HU 138) and (RT 161 or HU 159). NOTE: Offered spring semesters only. Contact Hours: (1,0)

**HU 259 - Advanced Audio Production (4)**

This course is designed to develop and perfect skills involved in audio production and to offer opportunities for experience in different applications of audio. It includes production of different types of programs for on-air use. Students in this course must complete required fieldwork with either or both of the campus media (HCTV and/or WVHC-FM). Prerequisite: RT 151 or HU 138. NOTE: Offered spring semesters only. Contact Hours: (1,6)

**HU 263 - Advanced Video Production (4)**

This course is designed to develop and perfect skills involved in television production and to offer opportunities for direction and leadership in assuming command, in delegating responsibilities, and in supervising and evaluation. It includes production of various types of programs for on-air use. Students in this course must complete required fieldwork with either or both of the campus media (HCTV and/or WVHC-FM). Prerequisite: (RT 161 or HU 159) and (RT 225 or HU 257). Contact Hours: (1,6)

**HU 272 - Radio TV Internship (1)**

This course is designed as an apprenticeship involving work at a professional video or audio facility. Prerequisites: (RT 142 or HU 137), (RT 151 or HU 138), (RT 161 or HU 159) and (RT 225 or HU 257) as well as a 2.5 overall GPA at the time of application for the apprenticeship and a 3.0 GPA in Radio-TV courses. Contact Hours: (0,2)

**HU 280 - Communications Arts Portfolio (1)**

This course is designed to give communication arts majors the opportunity to review and evaluate their course-based achievements, and to organize and present their most successful efforts into presentation portfolios. Students will work with faculty members from appropriate courses for advisement in the selection and presentation of materials. Course restricted to graduating seniors. Contact Hours: (1,0)

**HU 281 - Communication Arts: Portofolio (3)**

Communication Arts: New Media majors will evaluate course-based achievements, organizing and sharing their best work using digital portfolios created with industry-standard software and online systems. Students will collaborate with faculty and peers to critique and improve portfolio pieces. Additional topics include exploring transfer and employment opportunities, developing a professional social media presence, and resume writing. Course restricted to Communication Arts: New Media seniors. Contact Hours: (2,2)

**HU 290 - Special Topic in Film (3)**

This course is designed to introduce students to a specific genre of film (such as comedy, documentary, horror, detective, etc.), its characteristics, and to the technical and dramatic conventions utilized by that genre. Films are analyzed for their artistic, social, historical, cultural, and theoretical significance. Contact Hours: (2,2)

**IS - Information Science****IS 111 - Keyboarding Essentials (1)**

This course is designed to develop correct keyboard usage through the use of course specific software as well as Microsoft Word. Instruction includes basic word processing techniques in the preparation of simple business documents. A minimum speed of 20 wpm on a three-minute timing is expected. A proficiency exam is available for a nominal fee. Contact Hours: (1,1)

**IS 113 - Keyboarding w/Document Proc (2)**

This course is designed to develop correct keyboard usage through the use of course specific software as well as Microsoft Word. Instruction includes in-depth preparation of simple business letters, memos, tables and reports. Strong emphasis is placed on accuracy. A minimum speed of 35 wpm during a five- minute timing is expected. A proficiency exam is available for a nominal fee. Online sections of this course will also require (in addition to the textbook/material requirements. Contact Hours: (1,3)

**IS 115 - Computer Applications I (3)**

This course examines the impact of computers in society covering terms and concepts to provide a fundamental knowledge of the computer age. Windows-based application software will be used. Hands-on sessions utilizing popular software products will allow students to become familiar with word processing, spreadsheet, database and presentations software. Online sections of this course will also require (in addition to the textbook/material requirements. Contact Hours: (2,2)

**IS 117 - Computer Applications II (3)**

Advanced features in word processing, spreadsheet and database software will be developed. Topics include working with advanced functions, automating tasks using macros, analyzing data and building applications. Web-page development will be introduced using HTML. Prerequisite: IS 115. Note: Offered spring semesters only. Contact Hours: (2,2)

**IS 118 - Intro to Geograph Info Systems (3)**

Geographic Information Systems are computer-based applications for the collection, storage, analysis and presentation of spatial and attribute data in a visual format, often through the use of maps. They have become integrated into every aspect of society including the monitoring and management of the environment, business and marketing, crime analysis, transportation, emergency response, civil engineering, tax assessment, precision agriculture, siting of facilities and more. Various topics including cartographic principles, data classification and collection, thematic map design, and GIS related software is covered. Students taking this course should have prior skills with the Windows Operating System, and should feel comfortable using the Internet. NOTE: Offered fall semesters only. Contact Hours: (2,2)

**IS 119 - Comp Software for theLaw Off (3)**

This course examines the software used in the legal field. Students will develop skills using computer programs that will enable them to gather, organize, and search data, draft legal documents, and prepare summaries. To help with managing the legal office, students will learn timekeeping and billing software and set up a case management program to track and control cases. NOTE: Offered spring semesters only. Contact Hours: (2,2)

**IS 120 - Fund Prog Development (3)**

The student will acquire the capabilities of programming, logic, and application development using an object-oriented programming language. Emphasis will be placed on problem analysis, documentation, and developing

programs to meet given specifications. Topics include: classes and objects, methods and properties, explicit data type conversions, input validation, sequence, selection, repetition, functions, and arrays. Students will complete several projects to reinforce programming concepts. NOTE: Offered Fall semesters only. Contact Hours: (2,2)

**IS 123 - Programming in Visual Basic (3)**

Students will develop applications using Visual Basic. Some of the topics covered include sequential access files, database, string manipulation, arrays, and functions. Prerequisite: IS 120 or IS 171 or IS 124. Note: Offered spring semesters only. Contact Hours: (2,2)

**IS 124 - Princ of Programming I (3)**

This course provides an introduction to programming. Topics include an overview of a modern programming language, as selected by the instructor, data types, operators, control structures, and input/output functions. Students prepare programs using the programming language selected. Note: Offered fall semesters only. Contact Hours: (2,2)

**IS 125 - Princ of Programming II (3)**

This course examines additional topics in program development and object-oriented programming. Emphasis is placed on the role of data structures in program design: multidimensional arrays, pointers, and dynamic data types. Students prepare programs in a modern programming language, as selected by instructor. Prerequisite: IS 124. Note: Offered spring semesters only. Contact Hours: (2,2)

**IS 130 - Mobile App Development I (3)**

This course is an introduction to writing apps for mobile devices. It familiarizes the student with the development software needed for creating mobile apps, the programming logic used in the apps, and the code that puts the software design and logic into practice. Contact Hours: (2,2)

**IS 131 - Mobile App Development II (3)**

This course is a second course in writing apps for mobile devices. Topics covered include programming business applications for tablets, databases on tablets, communicating with the cloud, and apps with connections (i.e., camera, USB ports, and external storage). Prerequisite: IS 130 or IS 125. Contact Hours: (2,2)

**IS 132 - Mobile App Development III (3)**

This is a capstone course in developing mobile applications. Students will have the opportunity to fine-

tune their skills in creating mobile applications.

Prerequisite: IS 131. Contact Hours: (2,2)

#### IS 140 - Networking Essentials (4)

This course teaches students fundamental computer networking concepts and terminology. Network design issues such as topology, protocols, cabling and devices are covered in detail. Students also study network troubleshooting and security issues. This course closely follows the Network+ Certification curriculum. Contact Hours: (3,2)

#### IS 141 - Intr Hardware & Software Cncpt (3)

This course provides students with an understanding of computer system hardware and software concepts with an emphasis on the role these items play in program development. Among the topics to be discussed are the representation of data, the attributes of various hardware components, the interconnection of components in making a complete system, the role of the computer operating system and modern software engineering practices. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### IS 160 - Funds of Comp Netwrk Architect (3)

Survey of networking concepts. Topics include: introduction to topologies, protocols, cabling and network transmissions. Understanding hardware concepts such as upgrading, repairing and providing routine maintenance with diagnostic tools will also be presented. Contact Hours: (3,0)

#### IS 171 - Computer Science (3)

Beginning programming designed to provide a brief introduction to the development, structure, operation, and application of computer programs is explored. Emphasis is given to writing and running student-written programs in an object oriented programming language. Emphasis is on mathematical applications. The laboratory experience provides hands-on practice. Note: Offered fall semesters only. Contact Hours: (2,2)

#### IS 201 - Independ Proj in Info Science (1)

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,2)

#### IS 202 - Indep Proj in Info Science (2)

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,4)

#### IS 203 - Indep Proj in Info Science (3)

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,6)

#### IS 204 - Information Systems Management (3)

In this course students will learn how to manage information systems, solving problems within the framework of time and budgetary constraints. Prioritization, concept, planning and communication skills are developed. The management of new technologies will be presented and discussed. Prerequisite: IS 140. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### IS 206 - Intro Computer Game Graphics (3)

This course is designed to introduce students to the different areas of the computer game graphics programming. Among the topics to be discussed are programming conventions, mathematics of graphics, 3D Fundamentals, Gouraud shading, texture-mapping, animation and shading. Students will practice the techniques covered by developing working C++ and/or C# game programs. Prerequisite: IS 125. Contact Hours: (3,0)

#### IS 207 - Microcomputer Operating System (3)

This course provides students with both a practical and theoretical understanding of operating systems and their role in modern computer systems. Topics include process management, virtual memory, device management, spooling, multitasking, network connectivity, file system, and security. The installation, configuration, management, and troubleshooting of a current Microsoft Windows operating system will be covered in detail. Contact Hours: (2,2)

**IS 208 - Microcomputer Hardware (3)**

This course introduces students to microcomputer hardware components. Students will learn how to upgrade, repair and troubleshoot a microcomputer system. Proper use of hardware and diagnostic tools will be taught. Students will learn how to add peripheral devices, including the loading of device drivers. This course closely follows the A+ Certification curriculum for Microcomputer Hardware. NOTE: Offered spring semesters only. Contact Hours: (2,2)

**IS 209 - LINUX (3)**

This course teaches students how to use and administer the Linux Operating System. Prerequisite: IS 207 or permission of the instructor. NOTE: Offered fall semesters only. Contact Hours: (2,2)

**IS 212 - Database Management (3)**

This is a comprehensive course in database management with a focus on the effective use of database systems and database design. Topics will include database concept, relational database, entity integrity, normalization of tables, functions, and Structured Query Language (SQL). Prerequisite: IS 115. NOTE: Offered fall semesters only. Contact Hours: (2,2)

**IS 222 - Advanced Prog Techniques (3)**

This course is an introduction to programming a visual user interface. Topics include elements of a visual interface, implementation of methods, use of predefined classes and programmer defined classes. Concepts will be illustrated using Visual C++.NET. Prerequisite: IS 125. NOTE: Offered spring semesters only. Contact Hours: (2,2)

**IS 224 - Data Structures (3)**

This course studies data structures including arrays, linked lists, stacks, queues, trees and graphs. Topics include specification and implementation of Abstract Data Types and efficiency of sorting and searching algorithms. The level of data description, and its role in the selection of appropriate data structures, is examined. Principles will be illustrated using the C++ programming language. Prerequisite: IS 125. NOTE: Offered fall semesters only. Contact Hours: (2,2)

**IS 230 - Database Theory (3)**

This course provides an introduction to data base theory and concepts. Topics include data modules, data normalization, data description and query languages, file organizations, file security and data manipulation using

data base systems. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**IS 235 - Web Programming I (3)**

This course will provide the student with a solid background in programming and design concepts used in developing a web site. Topics include web overview, coding HTML and other web languages. NOTE: Offered fall semesters only. Contact Hours: (2,2)

**IS 237 - Networking Topics (3)**

This course teaches students various topics on Networking hardware, software and operating systems. The specific topics covered depend upon both the need of the students for that semester as well as newly developed technologies and strategies for maintaining computer networks. Prerequisite: IS 241. NOTE: Offered spring semesters only. Contact Hours: (2,2)

**IS 238 - Info Systems Fieldwork (3)**

This course is designed for students seeking a career in the Information Science environment. Students will be placed as interns in a local business or with HCCC's Academic Computing Services totaling 120 hours. The fieldwork will consist of students applying their computer skills to accomplish various tasks. This course is open to fourth semester Information Science majors with a GPA of 3.0 or higher in Information Science courses. Students must obtain the sponsorship of a faculty member before registering for the course. Contact Hours: (0,0)

**IS 239 - Video Game Devel Sr Prj (3)**

This course is designed to provide students with a collaborative senior project that combines both the creative and technical aspects of video game development. Specifically, students will create a story line, design necessary art, and program either a new game idea with a playable demonstrator or create a significant modification of an already published game. Students will attend lecture and guidance sessions with instructors and work together in project groups in a laboratory setting. This course is cross-listed with HU 239. Contact Hours: (3,0)

**IS 241 - Network Administration I (3)**

This course teaches students how to perform many of the day-to-day tasks of network administration primarily using Windows Server. These tasks include creating user and group accounts, administering user and group accounts, securing network resources, network printing and monitoring resources. Prerequisite: IS 140 or permission of instructor. NOTE: Offered spring semesters only. Contact Hours: (2,2)

**IS 242 - Network Administration II (3)**

This course teaches students how to perform many of the more advanced tasks of network administration using routers, firewalls, and Windows server services. These tasks include: configuring routing protocols, VLANs, NAT/PAT, VPN, remote administration and task automation. Prerequisite: IS 241. NOTE: Offered fall semesters only. Contact Hours: (2,2)

**IS 250 - Network Applications (3)**

This course will teach students to set up and maintain network-based servers and services. This includes the back-end servers supporting these services including web database and media servers. Prerequisite: IS 140 and IS 209 or IS 120 and IS 130. Note: Offered spring semesters only. Contact Hours: (2,2)

**IS 260 - Computer/Network Security (3)**

The purpose of this course is to introduce computer and network security. The main portion of the course will focus on security threats and virus issues involved in information technology today. This will include the definition and classification of threats and the common prevention methods including PC, LAN and WAN protection. This will also include securing common services. Prerequisites: IS 140 and IS 209. NOTE: Offered spring semesters only. Contact Hours: (2,2)

**MA - Mathematics****MA 095 - Elementary Algebra (3)**

This course is designed for students with weak or non-existent algebra skills. Some of the topics to be included are algebraic expressions, linear equations, word problems, graphing straight lines, systems of linear equations, factoring, and radicals. Computer software may be used to enhance the learning experience. Proficiency must be shown in classwork and on the final exam with a 'C' or better. NOTE: This is a three credit hour course that counts toward full-time status, but does not count toward graduation credit. Contact Hours: (3,0)

**MA 123 - Financial Mathematics (3)**

Mathematics are applied to financial operations. Topics include interest and discounts, credit and payments, taxes, financial analysis, statistics, charting and graphing, business operations and basic geometry. Contact Hours: (3,0)

**MA 124 - Contemporary Math (3)**

This course is intended to explore some basic mathematical concepts of general interest and use to

students in the liberal arts. Topics include inductive and deductive reasoning; techniques for solving problems; set theory; number theory and the real number system; and logic. Additional topics will be chosen from among the following: number representation and calculation; equations and inequalities; graphs, functions, and linear systems; consumer mathematics and financial management; geometry; counting methods and probability theory; and statistics. Prerequisite: MA 095 or sufficient placement scores. Contact Hours: (3,0)

**MA 125 - Basic Concepts of Math I (3)**

This course is the first of a two-course sequence designed to introduce students to the basic structure of mathematics. Topics cover the structure of real numbers through a careful development of subsystems, to include the natural numbers, the whole numbers, integers, rational numbers and decimals, together with operations on them. Numeration systems including bases other than ten are discussed. The language and nature of deductive reasoning together with basic elements of set theory are introduced. Problem solving is emphasized. The sequence is appropriate for students preparing to teach at the elementary school level. Prerequisite: MA 095 or sufficient placement score. NOTE: Offered fall semesters only. Contact Hours: (3,0)

**MA 126 - Basic Concepts of Math II (3)**

This course is the second of a two-course sequence. Topics are chosen from an introduction to elementary number theory, elementary geometry, measurement, coordinate geometry and transformations, probability, statistics and consumer mathematics. Applications, problem solving and the use of technological tools will be introduced. Prerequisite: MA 125. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**MA 127 - Mathematical Statistics I (3)**

This course is designed to explore topics from descriptive and inferential statistics: graphing, measures of central tendency and variation, probability, Central Limit Theorem, estimation, the binomial distribution, the normal distribution and hypothesis testing. The laboratory provides hands-on technology experience using a statistical software package. Prerequisite: MA 095 or sufficient placement score. Online sections of this course will also require (in addition to the textbook/material requirements:1. The textbook is, Elementary Statistics Picturing the World, by Larson/Farber, 6th Edition, hard copy or online version available through the Herkimer College bookstore or on the Pearson website.2. Minitab Express Software (six month rental required). Minitab rentals:OnTheHub offers

rental options for all of the Minitab products including the new Minitab Express for Mac or for PC. Students can purchase on-line and download straight to their pc. You will be required to provide a campus email address (.edu) or other proof of your academic status. OnTheHub offers a 6-month rental for \$29.99 or a 12-month rental for \$49.99. To purchase simply go to [www.OnTheHub.com/minitab](http://www.OnTheHub.com/minitab). Within the Minitab program are videos to get you started, how-to guides and a data set library.<sup>3</sup> Pearson MyStatLab Access Code which is available through the Herkimer College bookstore or on the Pearson website. Contact Hours: (3,1)

### MA 128 - Mathematical Statistics II (3)

The techniques of sampling, organizing, and graphing data, as well as analysis techniques learned in MA 127, will be geared toward the presentation of a major project in statistics. The course topics include an in-depth study of regression and correlation, Chi-squares, F-distribution, ANOVA and nonparametric statistics. A calculator is required. The course is computer-assisted. Prerequisite: MA 127. NOTE: Offered spring semesters only. Contact Hours: (3,0)

### MA 130 - Intermediate Algebra (3)

This course is designed to give a thorough treatment of those topics in algebra necessary for success in later mathematics courses. Topics include fundamental algebraic operations, exponents, radicals, absolute value, factoring, algebraic fractions, equations, inequalities, complex numbers and graphing. Prerequisite: MA 095 or sufficient placement score. Contact Hours: (3,0)

### MA 132 - College Algebra & Trig (3)

This course includes topics in both intermediate and advanced algebra and right triangle trigonometry. The course will deal with equations, inequalities, graphing, polynomials, rational expressions, and trigonometric functions including trigonometric functions as circular functions, trigonometric identities and equations. Prerequisite: MA 130 or high school equivalent. Contact Hours: (3,0)

### MA 141 - Pre-Calculus Math (3)

The study of polynomial, rational, trigonometric, logarithmic and exponential functions; in particular, the algebra and the curve sketching techniques involved with these functions. Prerequisite: MA 132 or high school equivalent. Contact Hours: (3,0)

### MA 245 - Calculus I (4)

An introduction to calculus, including functions, limits, continuity, differentiability, the derivative, the derivatives

of simple functions and trigonometric functions, and the application of the derivative and antidifferentiation. Prerequisite: MA 141 Pre-calculus Mathematics, or high school equivalent. NOTE: Offered fall semesters only. Contact Hours: (4,0)

### MA 246 - Calculus II (4)

Topics include the definite integral with applications, techniques of integration, differentiation and integration of logarithmic and exponential functions, integration of trigonometric functions, infinite series and conic sections. Prerequisite: MA 245. NOTE: Offered spring semesters only. Contact Hours: (4,0)

### MA 247 - Calculus III (4)

Topics include plane curves, parametric equations, polar coordinates, vectors and geometry in space, vector-valued functions, functions of several variables, multiple integration, vector fields and line integrals. Prerequisite: MA 246. Contact Hours: (4,0)

### MA 251 - Differential Equations (3)

Topics include definitions and properties of differential equations; differential equations of first degree and order; application, linear independence; general solutions to homogeneous and non-homogeneous equations; and differential operators. Prerequisites: MA 245 and MA 246. Contact Hours: (3,0)

### MA 254 - Math Modeling of Systems (3)

This course provides a thorough study in the application of mathematical techniques for the modeling of a system. Students are engaged in translating the physical systems observed in business and science into a set of equations which describe the system. Students will construct a mathematical model on a topic of their choice. A portion of the course includes computer applications. Prerequisites: MA 245 and MA 246 or permission of instructor. Contact Hours: (3,0)

### MA 255 - Applied Probability (3)

This course is an introduction to probability and statistics, including basic theory of probability, discrete and continuous probability distributions, and multivariate distributions. Applications of probability will be a major component to this course. Successful completion of this course will prepare a student for the SOA/CAS Exam 1/P. Prerequisite: MA 246. Contact Hours: (3,0)

### MA 262 - Linear Algebra (3)

This course studies operations with matrices and their applications, computational properties of determinants, development of the properties of vector spaces with

examples, and properties and applications of linear transformation on vector spaces. Includes computer applications. Prerequisites: MA 245 and MA 246 or permission of instructor. Contact Hours: (3,0)

## MT - Medical Coding/Transcriptionist

### MT 111 - Medical Coding I (3)

This course introduces the student to the Medical Coding profession, focusing on the application of the ICD-10-CM coding system with exposure to ICD-10-PCS codes. Note: Offered fall semesters only. Contact Hours: (3,0)

### MT 112 - Medical Coding II (3)

This course will introduce the student to the Current Procedural Terminology (CPT) Coding System. The student will learn to understand and apply CPT codes while reviewing medical records and the HCPCS coding system. NOTE: Offered spring semesters only. Contact Hours: (3,0)

### MT 115 - Medical Terminology (3)

This course presents a programmed-learning word-building systems approach to the study of basic medical terminology. The instructor serves as a facilitator with the student as a self-directed learner. Prefixes, suffixes, word roots, combining forms, special endings, abbreviations, and symbols are included in the content. Emphasis is placed on word building, spelling, definition, and pronunciation of commonly used medical terms. NOTE: Offered fall semesters only. Contact Hours: (2,2)

### MT 116 - Medical Transcription (3)

This course is an introduction to medical transcription and to medical references. Accurate transcription of medical reports is emphasized. Medical terminology, language skills, and medical transcription skills are introduced and reinforced. Transcription of reports of inpatient and outpatient case studies are available through audio CD, WAV files downloaded from the Internet, or audiotapes. Prerequisites are MT 115 and IS 113 or permission of instructor. NOTE: Offered spring semesters only. Contact Hours: (2,2)

## PE - Physical Education

### PE 113 - Racquet Sports (1)

Students will learn and be able to demonstrate the skills of racquet sports including tennis and badminton at the beginning, intermediate and advanced levels. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Majors only. Contact Hours: (0,3)

### PE 114 - Soccer (0.5)

Students will learn and be able to demonstrate the skills of soccer at the beginning, intermediate and advanced levels. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Rules and strategies will be explored. Majors only. NOTE: Offered spring semesters only. Contact Hours: (0,1.5)

### PE 115 - Fund Dance, Rhythm & Move (1)

This class is designed to give students the fundamental skills and knowledge of body movements and dance techniques. Students will be learning rhythmic techniques and movements as well as developing their own sense of rhythm. Students will also be developing their own style of teaching different techniques and dances. Majors only. Contact Hours: (0,3)

### PE 116 - Basketball (0.5)

Students will learn and be able to demonstrate the skills of basketball at the beginning and intermediate levels. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Students will create lesson plans. History, rules, offensive and defensive strategies and current trends will be covered. Majors only. NOTE: Offered fall semesters only. Contact Hours: (0,1.5)

### PE 118 - Aquatics (1)

This course is designed to provide students with the fundamental skills of swimming. This course covers the basics from the beginner to the advanced swimmer with an emphasis on teaching techniques. Students will learn all of the swim strokes and dive skills as well. Majors only. Contact Hours: (0,3)

### PE 120 - Found of Physical Educ & Sport (3)

This course is designed to provide students with a sound foundation of the history, current developments and future challenges of physical education and its outgrowth field. The psychomotor, affective and cognitive domains of physical education with career opportunities and future developments of physical education will be discussed. Contact Hours: (3,0)

### PE 121 - Volleyball (0.5)

Students will learn and be able to demonstrate the skills of volleyball at the beginning and intermediate levels. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Rules, scoring and strategies will be



explored. Majors only. NOTE: Offered spring semesters only. Contact Hours: (0,1.5)

#### PE 126 - Softball (0.5)

Students will learn and be able to demonstrate the skills of softball at an intermediate level. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Majors only. Contact Hours: (0,1.5)

#### PE 130 - Physical Fitness (1)

Students will learn and be able to demonstrate the skills of physical fitness at an intermediate level. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Majors only. Contact Hours: (1,1)

#### PE 131 - Phys Ed Activities (1)

Designed to fulfill the Physical Education requirement in all non-PE related majors degree programs, students choose two of the following activities dependent on the semester offered: aerobics, badminton, basketball, beginning swimming, cross-country skiing, fitness swim, golf, indoor/outdoor soccer, self-defense, speed and agility, softball, strength and conditioning, tennis, volleyball and walking. Non-Majors only - fulfills PE requirement. Contact Hours: (0,2)

#### PE 132 - Phys Ed Activities (1)

Students choose from two of the activities listed in PE 131 that have not been previously taken. Non-majors only - fulfills PE Requirement. Contact Hours: (0,2)

#### PE 133 - Phys Ed Activities (1)

Students choose from two of the activities listed in PE 131 that have not been previously taken. Non-majors only - fulfills PE requirement. Contact Hours: (0,2)

#### PE 134 - Phys Ed Activities (1)

Students choose from two of the activities listed in PE 131 that have not been previously taken. Non-majors only - fulfills PE requirement. Contact Hours: (0,2)

#### PE 136 - Physical Fitness I (1)

This course is designed as an orientation to health appraisal through the use of the Super Circuit Fitness Center. Increased muscular and cardiovascular endurance is acquired. Non-majors only - fulfills PE requirement. Contact Hours: (0,2)

#### PE 137 - Physical Fitness II (2)")

This course is a continuation of PE 136 Physical Fitness I with additional emphasis being placed on aerobic

conditioning activities. Prerequisite: PE 136. Students must receive a grade of C" or higher in PE 136

#### PE 140 - Phys Ed Criminal Justice Maj (2)

The course is designed to provide criminal justice major students with the proper fitness training to help them pass with a minimum of 40 percent in all categories of the State Physical Fitness Test: dynamic strength, aerobic power test and flexibility. NOTE: Offered spring semesters only. Contact Hours: (2,1)

#### PE 141 - Track (1)

Students will learn and be able to demonstrate the skills of track and field at the beginning and intermediate levels. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Conditioning, rules and personnel will be covered. Students will learn the training methods and rules of cross country. Majors only. Contact Hours: (0,3)

#### PE 142 - Team Sports (1)

This course is designed to give students the knowledge and understanding of playing team sports. Students will be learning and performing the fundamental skills involved in several team games including football, lacrosse, floor hockey, etc. They will also be taught instructional techniques and be able to demonstrate proficiency in the classroom environment. Majors only. Contact Hours: (0,3)

#### PE 148 - Adventure Curr & Coop Act (2)

This course will assist students in developing team cooperation, trust, communication skills and problem solving skills. Included will be innovative warm-up activities and conditioning exercises, group cooperation, personal and group problem solving initiatives, spotting skills, trust activities and skills associated with facing their own perceived limitations. Teamwork will be developed through working, playing and accomplishing goals together as a group. The students will learn in a friendly and supportive environment which will enable them to learn the basics of trust, cooperation and healthy risk-taking behaviors. Majors only. Contact Hours: (1,2)

#### PE 150 - Fund of Gymnastic Activities (1)

Students will learn and be able to demonstrate the skills of apparatus and floor exercise at the beginning and intermediate levels. They will also be taught instructional techniques and be able to demonstrate these skills proficiently in a teaching environment. Majors only. Contact Hours: (0,3)

**PE 156 - Coaching Princ & Theories (3)**

This class is designed to give students the understanding and knowledge of what it takes to be a good, successful coach. Students will learn and develop coaching strategies and coaching philosophies that best suit their sport of choice. Students will also learn the role of a coach, how to create practice plans and different styles of coaching at different levels. Majors only. Contact Hours: (3,0)

**PE 157 - Adapted PE and Sport (3)**

This course seeks to provide students with the theoretical and practical knowledge to plan and implement appropriate physical education programs for students with disabilities. Focus is on integrated settings with emphasis on the adaptation of physical education to needs of children with physical, intellectual, emotional or sensory disabilities. Strategies for program planning and implementation include writing IEPs, activity/equipment adaptation and techniques of teaching. Majors only. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**PE 160 - Introduction to Recreation (3)**

This course is designed to introduce the student to the different aspects of both Indoor and outdoor recreation. Aspects include but are not limited to: history, leadership roles, values of recreation, management roles, liabilities, recreational opportunities and indoor/outdoor activities. These activities may include orienteering, hiking, arts and crafts, event planning, games and tournament set up. Activities for all age groups will be explored. Contact Hours: (3,0)

**PE 170 - Lifeguard Training (1)**

This course teaches the necessary skills training for a person to qualify as a water safety lifeguard. It involves explanations, demonstrations, practice and review of the rescue skills essential for lifeguards. The course also includes instruction in First Aid, CPR for the Professional Rescuer and Waterfront Module. Upon successful completion, the student will receive the following certificates: American Red Cross Lifeguard Training, and CPR/AED for the Professional Rescuer. Contact Hours: (0,3)

**PL - Paralegal****PL 100 - Intro to Law for Paralegals (3)**

This course provides students with a historical and sociological perspective of the law and our legal system. Areas of study include the structure of American

government, sources of law, basic terminology and procedures, ethical standards of practice, and the structure of the federal and state court systems. An introduction to the major substantive areas of the law and to legal analysis provides the student with the foundation necessary for further paralegal study. Note: Offered fall semesters only. Contact Hours: (3,0)

**PL 110 - Legal Research & Writing (3)**

This course prepares students to research legal questions with particular emphasis on federal and New York State law. Students are instructed in the use of computer assisted legal research (CALR). Emphasis is placed on the ability to research, organize and draft legal memoranda. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**PL 112 - Civil Litigation and Procedure (3)**

This course will provide students with critical procedural skills needed to commence and maintain a lawsuit in both state and federal courts. Students will also learn vital skills necessary in the paralegal profession, such as client interviewing, ethics, file organizations, and drafting of pleadings and motion papers. Federal and State laws and procedures relating to civil litigation process such as jurisdiction and the legal aspects of initiating and responding to a civil action are covered. Detailed attention is paid to the discovery process, rules of evidence, and ethical issues. Note: Offered spring semesters only. Contact Hours: (3,0)

**PL 211 - Real Estate Law (3)**

This course examines the law of real property and surveys the more common types of real estate transactions, estates in land, concurrent ownership, conveyances, and related documents. Drafting problems involving these instruments are also covered. A study of the recording system and closing procedures is presented as well as an introduction to the legal aspects of leases and the landlord and tenant relationship. Ethical issues related to real estate law are addressed throughout the class. Note: Offered fall semesters only. Contact Hours: (3,0)

**PL 221 - Administration of Estates (3)**

This course provides information and procedures on wills, trusts, estates, probate, accounting, administration, devises, bequests, lapse, after-born children, will execution, life insurance, and estate planning. Ethical issues are an integral part of this course. This course is designed to prepare and qualify graduates of the paralegal curriculum to accept positions in law offices, banks, trust companies, real estate offices, and other institutions by providing a basic understanding of the nature of estate

administration, estate documents, and the parties typically involved therein. Note: Offered fall semesters only.

Contact Hours: (3,0)

#### PL 231 - Family Law (3)

This course studies the law pertaining to the formation and dissolution of the marital relationship, asset/debt allocation in divorce, child custody and visitation, legitimacy, adoption, guardianship, spousal and child support, domestic violence issues, and separation and settlement agreements. The drafting of relevant pleadings, as well as the rules of civil procedure as they relate to Family Law, will also be addressed as are issues such as same-sex marriage, single-parent adoptions, ethics, and evolving issues in family law. Note: Offered spring semesters only. Contact Hours: (3,0)

#### PL 251 - Torts & Personal Injury (3)

This course provides a solid foundation in tort and personal injury law. Focus is on a thorough exploration of intentional torts, negligence, vicarious liability and strict liability and the appropriate legal defenses to each. The skills developed throughout this course will enable the student to identify, research, and analyze possible tort liability from different perspectives and in a variety of factual settings. Note: Offered fall semesters only.

Contact Hours: (3,0)

#### PL 271 - Legal Studies Capstone (3)

This course is designed to provide an integrative culminating experience for senior students in the Paralegal Program. There is a didactic component of the course that is completed by all students which involves various assignments and discussions involving ethics and current issues in the legal profession. Students enrolled in this course must also complete either (a) a ninety (90) contact-hour supervised practical experience in a law firm or other approved legal setting under the supervision of an attorney or (b) they must, under faculty supervision, successfully complete and present a written Capstone project. Each student may select the option (?a? or ?b? above) that best fits his or her individual circumstances and career goals. This Capstone project will require the student to research, write, and present a major paper on a contemporary legal topic and must demonstrate the student's ability to integrate the legal knowledge gained throughout the program, ethical standards of the profession, and the student's critical analysis skills into a written work product. Prerequisite: Second-year status. Note: Offered spring semesters only. Contact Hours: (3,0)

## PT - Physical Therapy

### PT 121 - Introduction to Rehabilitation (3)

This course defines for the student the role of the physical therapist assistant and his/her place as a member of the rehabilitation team. The student learns the history of the profession of physical therapy and is introduced to its professional association, the American Physical Therapy Association (A.P.T.A.). The rehabilitation philosophy, therapeutic communication, medical and professional conduct, ethics, fraud and abuse, malpractice, New York State Education Law, federal and state laws impacting physical therapy, the referral process, patient dignity, patient rights, domestic violence and individual and cultural differences are discussed. The Disablement model, International Classification of Functioning, Disability and Health (ICF) model, the elements of effective patient/client management, plan of care, participation in the operation of a physical therapy service, infection control, clinical problem solving and judgment making, interventions and outcomes are discussed utilizing the Guide to Physical Therapist Practice. The student is introduced to infectious diseases and immune system conditions and discusses the therapy implications for the physical therapist assistant. The student learns the basics of medical terminology and documentation. Co-requisites: PT 131 and PT 132. Contact Hours: (3,0)

### PT 131 - Clin Proc I - Basic Procedures (1)

This lab course is designed to introduce the physical therapist assistant to a variety of basic skills and techniques which make up the patient's plan of care. Basic patient care skills are learned with consideration for safety and patient comfort. Students are introduced to safety, body mechanics, positioning, patient transfers, gait training with a variety of ambulatory aids and activities of daily living. Students also study architectural barriers and are presented with physical challenges within the environment. Co-requisites: PT 121 and PT 132. Contact Hours: (0,3)

### PT 132 - Clinical Proc I - Phys Agents (3)

This course is designed to introduce the physical therapist assistant to a variety of basic skills and techniques which make up the patient's plan of care. Students are introduced to the application of physical therapy physical agent interventions including specific physics concepts as they apply to the application of physical agents. Students are expected to demonstrate competency in the application of these skills. Co-requisites: PT 121 and PT 131. Contact Hours: (2,3)

**PT 141 - Clinical Kinesiology for PTA (4)**

This detailed study of the human body focuses on the internal and external forces acting on the body to produce movement. Students will study the structure of specific joints and how the structure affects their movement and the function of muscles when acting individually and in combination with other muscles. Practical experience will include analysis of the components of human motion, including palpation of bones, ligaments and muscles on the human body. In addition, students will learn to perform posture and gait analysis. Prerequisite SC 253. Co-requisites: PT 142, and PT 143. Contact Hours: (3,3)

**PT 142 - Clin Proc II - Data Collection (3)**

This course builds the students' repertoire of clinical skills and techniques and continues to prepare the physical therapist assistant student for implementing the physical therapist's plan of care. The student learns data-collection skills including measuring joint range of motion using a goniometer or other tools, muscle length testing, sensory, reflex, balance and coordination testing, cranial nerve testing and manual muscle testing, vital sign collection, anthropometric data collection and blood chemistry review. The student is expected to demonstrate competency in all data collection skills. Prerequisites: PT 121, PT 131, PT 132 and SC 253. Co-requisites: PT 141 and PT 143. Contact Hours: (2,3)

**PT 143 - Clin Proc II - Advanced Proced (2)**

This course builds the students' repertoire of clinical skills and techniques and continues to prepare the physical therapist assistant student for implementing the physical therapist's plan of care. The student is introduced to the intervention of therapeutic exercise including passive range of motion, stretching, strengthening, PNF, balance, aerobic, aquatic and other exercise techniques. The student learns the principles and application of massage. The student is introduced to integumentary and lymphatic systems, wounds, wound care, bandaging and compression techniques including the clinical implications for physical therapist assistant. The student is introduced to the hematological system disease pathology including the clinical implications for physical therapist assistants. The student is expected to demonstrate competency in the application of components of the physical therapists plan of care including the interventions of therapeutic exercise, massage and wound care. Prerequisites: PT 121, PT 131, PT 132 and SC 253. Co-requisites: PT 141 and 142. Contact Hours: (1,2)

**PT 206 - Clinical Fieldwork I (3)**

Clinical Fieldwork I begins the fieldwork series for the PTA student. Five weeks (200 hours) of full-time clinical experience are required. The student now has the opportunity to interact with patients and professional staff in a health care facility. This placement allows the student to gain experience in the skilled application of techniques learned in PT 121, PT 131, PT 132, PT 141, PT 142 and PT 143, including ambulation and transfer training, modality application and therapeutic exercise. Prerequisites: PT 121, PT 131, PT 132, PT 141, PT 142, PT 143, SC 253 and SC 254. Student must be First Aid and CPR certified and provide all required CPR, First Aid and health record documentation. Contact Hours: (0,0)

**PT 251 - Clinical Proc III - Orthopedic (3)**

The student will study physical therapy interventions for musculoskeletal conditions. Pathology related to these conditions will be discussed. Orthopedic musculoskeletal, soft-tissue and connective tissue conditions are covered. This course also discusses orthopedic pediatric and geriatrics. Each joint is discussed in lecture with progression treatment techniques covered in lab. Wellness, obesity, pharmacology, and diagnostic imaging are discussed. This course is taken simultaneously with PT 252 (Neurological). Prerequisites: PT 121, PT 131, PT 132, PT 141, PT 142, PT 143, SC 253 and SC 254. Contact Hours: (2,3)

**PT 252 - Clinical Proc III-Neurological (4)**

The student will study physical therapy direct interventions for neuromuscular conditions. Normal developmental sequences and reflexes are covered. Pathologies relating to neuromuscular conditions will be discussed. Congenital and early childhood disorders covered in this course include cerebral palsy, Down's syndrome, spina bifida, spinal muscular atrophy, autism, Asperger's Disorder, and muscular dystrophy. Acquired disabilities covered in this course include cerebral vascular accident, traumatic brain injury, spinal cord injury, multiple sclerosis, Parkinson's disease, amyotrophic lateral sclerosis, muscular dystrophy, along with other neuromuscular diseases and peripheral nerve injuries. This course is taken simultaneously with PT 251 (Orthopedic). Prerequisites: PT 121, PT 131, PT 132, PT 141, PT 142, PT 143, SC 253 and SC 254. Contact Hours: (3,3)

**PT 255 - Clinical Fieldwork II (4)**

Five weeks (200 hours) of full-time clinical experience are included in Clinical Fieldwork II. During this second affiliation, the student is given the opportunity to refine

treatment skills and, depending on the facility assigned, acquire alternate treatment protocols. This level allows the student to gain experience in the application of skills and techniques learned in PT 251 and PT 252 for the Neuromuscular and Musculoskeletal practice patterns. Prerequisite: Successful completion of PT 251 and PT 252. Student must be First Aid and CPR certified and provide all required CPR, First Aid and health record documentation. Contact Hours: (0,0)

#### PT 260 - Clinical Proc IV-Complex Intvn (2)

This course is designed to allow the student to study the disease processes and rehabilitation concepts of cardiopulmonary disorders, pulmonary disease, burns, peripheral vascular disease, cancer, visual and auditory impairments, amputations, prosthetics and orthotics, along with death and dying. The student will gain hands-on practice in rehabilitation of these disorders and the psychological considerations of each. Prerequisites: PT 121, PT 131, PT 132, PT 141, PT 142, PT 143, PT 251, PT 252, SC 253 and SC 254. Contact Hours: (1,3)

#### PT 275 - Clin Proc IV-Other Syst Intvnt (1)

This course continues to build the students' repertoire of clinical skills and techniques and continues to prepare the physical therapist assistant student for implementing the physical therapist's plan of care. This course introduces the student to women's health issues, men's health issues and other systems (endocrine, metabolic, gastrointestinal, urinary and renal, hepatic and biliary) disease pathology including the clinical implications for physical therapist assistants. The student also discusses pharmacology and the implications for patient care. The student is prepared to take a Comprehensive Program Final Examination. Current professional topics are discussed as appropriate. Co-requisites: PT 260 Contact Hours: (0,2)

#### PT 280 - Clinical Fieldwork III (5)

The student has now gained the academic background to complete his/her degree. Six weeks (240 hours) of full-time clinical experience are included in Clinical Fieldwork III. During this final affiliation, the student is given more exposure to alternate treatment protocols. They will refine treatment skills learned in the final semester, as well as become more efficient with documentation and interventions. Prerequisite: successful completion of all other degree requirements and a minimum 2.5 GPA. Student must be CPR certified and provide all required CPR, First Aid and health record documentation. Contact Hours: (0,0)

## QA - Quality Assurance

### QA 101 - Quality Assurance I (3)

This course in quality assurance is designed for Quality Assurance majors. The course provides an essential knowledge base of the theories behind, and purpose of, quality assurance and quality control (QA/QC). Topics covered include the central concept of QA/QC, application of QA/QC across a variety of sectors, the determination of QA/QC objectives, and the methodology in reviewing QA/QC procedures. Students will use case studies to review QA/QC incidents to determine points of failure in QA/QC procedures. Note: Offered Fall semesters only. Contact Hours: (3,0)

### QA 102 - Quality Assurance II (3)

This course in quality assurance is designed for Quality Assurance majors. The course presents technical procedures applied in quality assurance and quality control (QA/QC). Topics covered include development, implementation, and tracking adherence of QA/QC procedures, tools and techniques utilized in managing QA/QC data, and presentation of QA/QC results. Prerequisites: IS 115, MA 127, MA 128, EN 171 and QA 101. Note: Offered Spring semesters only. Contact Hours: (3,0)

## RC - Recreation

### RC 101 - Personal Training (3)

Personal Training teaches students how to plan, manage, and maintain a fit and active lifestyle. Basic principles of health and wellness are emphasized. Diet and exercise programs are discussed. Rehabilitation and adapted training methods are explored. Contact Hours: (3,0)

### RC 202 - Therapeutic Recreation (3)

Therapeutic Recreation examines the history, philosophy, and practice of recreation therapy. Basic principles of recreational programming for rehabilitation, treatment, and health care needs are discussed. Contact Hours: (3,0)

### RC 220 - Leisure/Recreation Programming (3)

Leisure and Recreation Programming examines the planning and management of organized leisure and recreation activities. Program development is emphasized. Staffing, budgeting, and scheduling techniques are discussed. Marketing and assessment strategies are addressed. Contact Hours: (3,0)

## SC - Science

### SC 105 - Microbes in Society (3)

This introductory course will educate the liberal arts student on the role of microorganisms in society today. Students will be introduced to the diverse types of microbes that exist and will learn how they can be both beneficial and detrimental to all living organisms. Specific topics to be covered include: microbial evolution and ecology; epidemiology; bio-warfare; and emerging infectious disease. Contact Hours: (3,0)

### SC 106 - Princ of Nanotechnology (3)

This course will provide students with an introduction to basic concepts underlying the field of nanotechnology. Topics to be covered include the history of nanoscale technology, summary of common practices and protocols in nanotechnology, current applications of nanotechnology, and an analysis of the potential for future developments within this area. Contact Hours: (3,0)

### SC 107 - Introduction to Climatology (3)

This introduction to climatology examines the elements of weather on both a local and global scale. The physical factors that influence weather will also be discussed. Current climate factors to be studied include global warming and ocean currents such as El Nino and La Nina. Students will utilize the scientific method to create a weather forecast. Students will use techniques learned in class to write a research paper on a weather event of their choosing. Contact Hours: (3,0)

### SC 108 - Laboratory Protocols (4)

This course will provide students with the knowledge and skills needed to complete commonly used tasks in a modern science laboratory. Topics to be covered include microbiological culturing, nucleic acid analysis, chemical analysis, and basic animal care. Laboratory Technology majors only or permission of instructor. Note: Offered Spring semesters only. Contact Hours: (3,2)

### SC 109 - Survey of the Adirondacks (3)

This course is designed to cover many aspects of the Adirondack Region including its historical development, environmental issues, natural history and ecology, land use planning and future use. This course is offered as a science elective to be delivered exclusively over the Internet. Contact Hours: (3,0)

### SC 113 - Biology of Aging (3)

This course is designed to explore the biological aging process as part of the normal developmental sequence and process of change from conception to death. This aging

process will be viewed as the developmental continuum that occurs in all human beings. Typical biological aging changes in all body systems, as well as some disease processes, will be discussed. Contact Hours: (3,0)

### SC 114 - Topics Human Biology (3)

This course is designed to give students an overview of human physiology and the role we play as humans in the biosphere. This course provides the student with a better understanding of the basic biological concepts and current technologies that affect our everyday lives. Contact Hours: (3,0)

### SC 115 - Human Reproductive Biology (3)

This course is designed to present human reproduction strictly from a biological point of view. Topics include the anatomy and physiology of the reproductive systems, development and differentiation, sexually transmitted diseases, birth control and contraception, infertility, abortion, birth defects and others. Issues in reproductive technology and their future implications are also discussed. Contact Hours: (3,0)

### SC 116 - Conserv & Environment (3)

This course provides an introduction to the fundamentals of ecology, economical and environmental issues of natural resources, and the disruption of ecosystems. Current environmental terminologies, including renewable/nonrenewable resources, sustainable development, global climate change, deforestation, pollution and overpopulation are used to illustrate human implications on the environment. Contact Hours: (3,0)

### SC 117 - Nutrition (3)

This course is designed to provide students with an overview of the six classifications of nutrients and their role in the body. Students should exit this course with a better understanding of the basic concepts underlying diet and nutrition throughout the life span. Students should also be prepared to implement the nutrition concepts learned into their daily life. Food safety, technology and world food problems are also discussed in this course. Contact Hours: (3,0)

### SC 118 - Fund of Human Anatomy & Phys (3)

This course provides a basic understanding of the human body with regard to anatomy and physiology and addresses the human body systems as they function in health and disease states, and explores medical and technical applications. Contact Hours: (3,0)

**SC 120 - Introductory Chemistry (3)**

This course is designed for the student with little or no background in chemistry. The topics presented include: the Periodic Table, atoms, elements and compounds, chemical reactions, states of matter, solutions, acids and bases, nuclear chemistry, organic chemistry and biochemistry. Upon completion of this course, the student will understand the relevance of chemistry to everyday life. Students may not receive credit for both this course and SC 125 or SC 153. Contact Hours: (3,0)

**SC 125 - Fund of Gen, Organic & Biochem (4)**

This course is designed for the student with little or no background in chemistry. The topics presented include: The Periodic Table, atoms, elements and compounds, chemical reactions, states of matter, solutions, acids and bases, nuclear chemistry organic chemistry and biochemistry. Upon completion of this course, the student will understand the relevance of chemistry to everyday life. The accompanying laboratory illustrates principles learned in lecture and emphasizes general laboratory techniques. Students may not receive credit for both this course and SC 120 or SC 153. Contact Hours: (3,2)

**SC 126 - Fund Chemistry II (4)**

This course is a continuation of SC 125. The topics presented include introductory organic chemistry and biochemistry. The relationship between understanding the chemicals in our world and being a safe, wise and healthy consumer is reinforced throughout the course. The accompanying laboratory illustrates principles learned in lecture and emphasizes general laboratory techniques. Prerequisite: SC 125 or SC 153. Students may not receive credit for both this course and SC 154. Contact Hours: (3,2)

**SC 127 - Pathophysiology for Paramedics (3)**

This course will focus on an in-depth understanding of the mechanism of human body function and pathophysiology. An orientation to disease as disordered physiology enables the student to understand how and why the symptoms of various conditions appear. In this course, the normal function of each organ system is summarized followed by a discussion of a number of major diseases within each system with particular emphasis on how signs and symptoms of the selected diseases are produced by disordered physiology. Prerequisite: SC 118. NOTE: Offered spring semesters only. Contact Hours: (3,0)

**SC 130 - Physical Science (3)**

This course concentrates on the central concepts of the four physical sciences: Physics, Chemistry, Earth Science, and Astronomy. A conceptual approach is taken using equations to demonstrate the connection between theory and practical concepts rather than being used as a number-crunching tool. Qualitative or conceptual exercises will be emphasized over math-based quantitative problems to illustrate these concepts. Contact Hours: (3,0)

**SC 133 - Physics I (4)**

This course explores the properties of matter, kinematics, linear dynamics, statics, work, conservation of energy and momentum, collisions, gravitation, rotational kinematics and dynamics, equilibrium, simple harmonic motion, waves and sound. The topics of college physics are presented in a traditional sequence through both lecture and laboratory experiences, while introducing 'relative and modern physics' early and frequently to demonstrate that physics is a relevant expanding science for students planning a career in medicine, dentistry, physical therapy, research, teaching, engineering and other technical professional fields. Skill in elementary algebra is recommended. Contact Hours: (3,3)

**SC 134 - Physics II (4)**

This course is a continuation of SC 133, including the study of electricity, magnetism, electromagnetic oscillations, geometrical and physical optics. As with SC 133, the topics are presented in a traditional sequence through both lecture and laboratory experiences. Prerequisite: SC 133 or equivalent. Note: Offered Spring semesters only. Contact Hours: (3,3)

**SC 137 - Field Biol & Natural History (4)**

This course is primarily designed for the non-science student who wants to explore the natural world around us. A large portion of time is spent in HCCC's Nature Center or on field trips. The student will gain an appreciation of general ecology, geology, natural history of plants and animals, techniques for identifying, collecting and processing major groups of organisms, orienteering and GIS/GPS. Contact Hours: (2,4)

**SC 139 - Evol and the Human Condition (3)**

This course is designed to introduce students to the theory of evolution and its applications to the human lifestyle. It will cover basic evolutionary principles and the significance of evolution throughout the history of life. Topics covered include: evidence of evolution, Darwin's theory of natural selection, heredity, mutation, speciation, the history of life, extinction and cultural evolution. The

course cumulates with discussion of how evolution has influenced human lifestyle including human social behavior, puberty, reproduction, nutrition and disease. Contact Hours: (3,0)

#### SC 141 - Fund of Biology I (4)

This course is designed primarily for the student not enrolled in the LAS: Science program. This general biology course serves as an introduction covering the sphere of life, its origin, diversity and interrelationships with the environment, the language of life and the transmission of information, and the evolution of life. This study emphasizes the unifying themes that support the network of life and the scientific process through scientific inquiry. Students may not receive credit for both this course and SC 155. Contact Hours: (3,2)

#### SC 142 - Fund of Biology II (4)

This course is designed primarily for the student not enrolled in the LAS: Science program. This course continues the introduction to college biology covering the systems of life, including energy capture and use, organ systems, reproduction and development and behavior. Prerequisite: SC 141. Students may not receive credit for both this course and SC 156. NOTE: Offered spring semesters only. Contact Hours: (3,2)

#### SC 143 - Animal Biology (4)

This introductory study of the Animal Kingdom covers the anatomy, physiology, evolution and ecology of the major vertebrate and invertebrate groups. Recommended prerequisite: SC 141 or SC 155. Contact Hours: (3,2)

#### SC 144 - Fundamentals of Ecotourism (3)

This is an introductory course in the fundamentals of ecotourism. The class reviews the ecotourism and environmental tourist category within the tourism industry and issues such as site planning and development, operator obligations and best practice, strategic management and the role of indigenous communities have become crucial professional and industry considerations. Contact Hours: (3,0)

#### SC 145 - Plant Biology I-Botany (4)

This course is designed to introduce the principles of botany including plant structure, function, growth, reproduction and ecology. The evolution of the Plant Kingdom is considered, along with a survey of present Plant Divisions and an introduction to plant identification. Prerequisite: SC 141 or SC 155. Contact Hours: (3,2)

#### SC 147 - The Science of Cooking (4)

This course uses common food preparation techniques to introduce students to scientific principles. Students will find answers to why recipes contain certain ingredients, why eggs solidify when cooked, why foods are prepared certain ways, as well as many other food related science questions. Laboratory experiments performed by cooking common foods in the kitchen will illustrate the impact of physical or chemical changes in a food system on the flavor, texture and appearance of the food. Important concepts and terminology related to the chemistry behind proteins, fats, carbohydrates, beverages and other food products will be developed throughout the course. No science background is necessary to take this course and it is designed for non-science majors that want to explore science through foods. Contact Hours: (3,2)

#### SC 150 - Forensic Science I (4)

This course examines the collection, preservation, analysis and interpretation of physical evidence of various types, including forensic photography, latent fingerprints, foot prints, tire tracks, firearms identification, tool marks, glass fracture, questioned documents and ink identification. The function of the crime laboratory and the use of the criminalist as an expert witness will also be discussed. The course is designed to aid in the training of potential investigators and those interested in pursuing a forensic science career. It does not qualify the student as a criminalist. Criminal Justice A.S. students only. Prerequisite: High School Regents Chemistry or College Chemistry. Contact Hours: (3,2)

#### SC 151 - Fundamentals of Genetics (3)

This is an introductory course in the fundamentals of genetics. The class conveys the basic processes of gene transmission, regulation, mutation and expression for the liberal arts student. Students learn about the social and historical importance of genetics as well as the future implications for humans. Contact Hours: (3,0)

#### SC 153 - General Chemistry I (4)

This course is designed primarily for the student enrolled in the LAS: Science program. This course covers fundamental chemical and physical properties of matter, stoichiometry, chemical reactions, solutions, atomic structure and bonding, properties of gases, liquids and solids, molecular interactive forces, and other chemistry-related topics. The accompanying laboratory illustrates some of the principles learned in lecture and emphasizes general laboratory techniques. Students may not receive credit for both this course and SC 120 or SC 125. NOTE: Offered fall semesters only. Contact Hours: (3,3)



**SC 154 - General Chemistry II (4)**

This course is designed primarily for the student enrolled in the LAS: Science program. This course is a continuation of SC 153, including topics on chemical kinetics, chemical equilibrium, liquids and solids, acids and bases, thermodynamics, nuclear chemistry, introduction to organic chemistry and some other chemistry related topics. The accompanying laboratory illustrates some of the principles learned in lecture and emphasizes general laboratory techniques. Prerequisite: SC 153. NOTE: Offered spring semesters only. Contact Hours: (3,3)

**SC 155 - Biological Science I (4)**

This course is designed primarily for the student enrolled in the LAS: Science program who intends to transfer upon graduation. This course serves as an introduction to the study of college biology covering the basic components and processes of life including chemistry, cellular activities, physiology, heredity, molecular biology, biotechnology and the principles of evolution. Students may not receive credit for both this course and SC 141. NOTE: Offered fall semesters only. Contact Hours: (3,3)

**SC 156 - Biological Science II (4)**

This course is designed primarily for the student enrolled in the LAS: Science program who intends to transfer upon graduation. A continuation of an introduction to the study of college biology covering the classification and diversity of life, plant and animal structure and function and the interrelationships between organisms and the environment. Prerequisite: SC 155. Students may not receive credit for both this course and SC 142. NOTE: Offered spring semesters only. Contact Hours: (3,3)

**SC 161 - Physical Geology (4)**

This course in physical geology covers minerals, rocks, erosion, deposition, earthquakes, volcanoes, plate tectonics and other areas of geology. The accompanying laboratory will include exercises in related topics including topographic maps and identification of rocks and minerals. NOTE: Offered spring semesters only. Contact Hours: (3,2)

**SC 162 - General Science (4)**

This course is designed for the student with little or no background in science. The topics presented include: Biology, Chemistry, Geology, and other core areas within the Natural and Physical Sciences. Upon completion of this course, the student will understand the relevance of science within everyday life. The accompanying laboratory illustrates principles learned in lecture and

emphasizes general scientific principles. Contact Hours: (3,2)

**SC 166 - Astronomy (4)**

This course studies celestial cycles, timekeeping, astronomical instruments, methods and limitations. Collecting and interpreting astronomical data accompanies a historic investigation of the solar system, exo-planets, life in the universe, stars' origins, evolution and demise, galaxies and the universe: its structure, origin, and the forces that drive it. The accompanying field and laboratory work coordinates hands-on learning with concepts encountered in the classroom along with the economic, social, and political impact of the space age. Contact Hours: (3,2)

**SC 180 - Princ of Robotics (4)**

This course provides students with an understanding of computer robotic systems. The hardware and software concepts essential for the construction and operation of robot systems will be emphasized. Among the topics to be discussed are the mechanical and physical elements of robotic systems, the sensors utilized by robotic systems to interact with items in the physical world, the role of software in the design and operation of robotic systems, the basic software concepts of sequence, selection and repetition, and modern software engineering practices. Students will apply the concepts of the course in various laboratory based assignments. Contact Hours: (3,2)

**SC 191 - Introduction to Engineering (3)**

This course provides a thorough study in the disciplines of engineering. Student will work collaboratively on projects introducing the topics of statistics, mechanics, material balance, electrical theory, and energy. Students will be engaged in the application of problem solving techniques and the presentation of solutions. A portion of the course includes computer applications. Prerequisite: MA 245 or concurrent enrollment. Note: Offered Fall semesters only. Contact Hours: (3,0)

**SC 192 - Engineering Science II (4)**

This course provides a thorough study in the tools and techniques of engineering design. Student will work collaboratively on projects introducing the topics of graphical communication, including sketching, computer-aided design, and parametric modeling. Students will be engaged in the engineering design process. A portion of the course includes computer applications. Prerequisite: SC 191. Note: Offered Spring semesters only. Contact Hours: (3,2)

**SC 201 - Independent Project in Science (1)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Associate Dean is required. Contact Hours: (0,2)

**SC 202 - Independent Project in Science (2)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Associate Dean is required. Contact Hours: (0,4)

**SC 203 - Independent Project in Science (3)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Associate Dean is required. Contact Hours: (0,6)

**SC 204 - Independent Project in Science (4)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Associate Dean is required. Contact Hours: (0,8)

**SC 211 - Microbiology I (4)**

This course is designed to provide students with a working knowledge of major microbiological concepts. This is achieved through the survey of microorganisms; the study of microbial structure, metabolism and genetics; and the analysis of microbial infection and disease. Basic laboratory skills and microscopy techniques are developed through hands-on exercises involving the isolation,

culturing, characterization and identification of bacteria in addition to other selected activities. Contact Hours: (2,4)

**SC 214 - Cell Biology (4)**

This course provides students with a detailed understanding of the smallest unit of life - the cell. Topics covered include: membrane structure, organelle function, cell cycle regulation and cancer development. The laboratory component of this course will be used to reinforce concepts learned in the classroom, and will offer students the opportunity to employ techniques used in current cell biology research. Prerequisites: SC 141 or for LAS: Science Majors, SC 155 and SC 156. or SC 253. Contact Hours: (3,3)

**SC 225 - Organic Chemistry I (4)**

This course in organic chemistry is designed for science majors. Topics covered include hydrocarbon structures and properties, alkanes, alcohols, alkenes, elimination reactions, addition reactions, stereochemistry, substitution reactions, alkynes, arenes, spectroscopy and organometallic compounds. Theories of reactions and reaction mechanisms are discussed. The accompanying laboratory illustrates some of the principles learned in lecture and emphasizes organic laboratory techniques. Prerequisite: SC 154. Note: Offered fall semesters only. Contact Hours: (3,3)

**SC 226 - Organic Chemistry II (4)**

This course continues with organic chemistry for science majors. The lecture covers preparation and reactions of alcohols, ethers, aldehydes, ketones, enols, carboxylic acids, amines and phenols. It also includes the chemistry of carbohydrates, lipids, proteins and nucleic acids. The accompanying laboratory illustrates some of the principles learned in lecture and emphasizes organic laboratory techniques. Prerequisite: SC 225. Note: Offered Spring semesters only. Contact Hours: (3,3)

**SC 230 - Strength of Materials (3)**

Students study the basic principles of statics and structural mechanics; how load forces and moments of inertia affect axial, shearing and bending stresses; deflections of structural and machine members by measurement of tension, compression, shear, percent of reduction and elongation of materials. Prerequisite: SC 234 Calculus Physics II. Note: Offered Spring semesters only. Contact Hours: (3,0)

**SC 233 - Calculus Physics I (4)**

Calculus Physics I studies university physics through lecture, demonstration, laboratory and problem solving. Newton's Laws and other principles serve as models for

the investigation of translational motion, mass, work, energy, momentum, rotation, oscillation, simple harmonic motion and waves. Prerequisite: MA 245. Note: Offered Spring semesters only. Contact Hours: (3,3)

#### SC 234 - Calculus Physics II (4)

This course is a continuation of SC 233, the Calculus-based study of university physics through lecture, demonstration and problem solving. Newton's Laws, conservation of energy and other principles serve as models for the investigation of electricity, magnetism, electromagnetic waves, physical and geometric optics. Prerequisite: SC 233. Note: Offered Fall semesters only. Contact Hours: (3,3)

#### SC 238 - Statics (3)

This course provides a thorough study in the analysis of the Laws of Equilibrium using applied vector algebra. Topics covered include the equilibrium of particles and rigid bodies in two and three dimensions, analysis of simple structure, internal forces in beams, friction, centroids, and moments of inertia. Prerequisites: MA 245 and MA 246. Note: Offered Fall semesters only. Contact Hours: (3,0)

#### SC 239 - Dynamics (3)

This course provides a thorough study in the analysis of dynamic equilibrium. Topics covered include kinematics and kinetics of particles and rigid bodies, relative motion, moving coordinate systems, work-energy and impulse-momentum technique, and introduction to angular and vibratory motions. Prerequisite: SC 233. Note: Offered Spring semesters only. Contact Hours: (3,0)

#### SC 247 - Kinesiology (3)

This course is a study and analysis of human body movement. It involves bio-mechanical principles of movement based on anatomical concepts; specifically, joints, bone, cartilage, muscles, tendons, ligaments and components of the nervous system. Prerequisite: SC 253. Contact Hours: (3,0)

#### SC 253 - Anatomy & Physiology I (4)

This course provides a thorough study of the structure and function of the human body. Topics include general anatomical structure and mapping of the human body, chemistry, the cell and the anatomy and physiology of the integumentary, skeletal, muscular and nervous systems. In the laboratory, students are engaged in identification and recognition of anatomical structures and physiology of the cell and body systems using microscopy, models and dissection specimens. The course is designed to provide an essential knowledge base for nursing students

and/or students entering other allied health fields. Required prerequisites: high school chemistry or the equivalent taken within the past five years and high school biology or the equivalent taken within the past five years. Recommended prerequisites: college chemistry (SC 125 or SC 153) and/or college biology (SC 141 or SC 155). Contact Hours: (3,3)

#### SC 254 - Anatomy & Physiology II (4)

This course is a continuation of SC 253. The course provides a thorough study of the structure and function of the human body, building on the general knowledge base provided in Anatomy and Physiology I, with a more in-depth study of regulation of body function and homeostatic imbalance. Topics include the special senses, and the endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems. In the laboratory, students are engaged in identification and recognition of anatomical structures and physiology using dissection specimens, microscopy and experimentation. Prerequisite: SC 253 (recommended grade of C or better). Contact Hours: (3,3)

#### SC 255 - Genetics (4)

This course is designed to give students an overview of the basic principles underlying the study of genetics. Students will also be exposed to the theories and techniques used by both classical geneticists and modern day molecular geneticists. Laboratory experiments will be utilized to further reinforce the concepts learned in the classroom, and will afford the student the opportunity to gain the skills required to perform cutting-edge genetic research. Prerequisite: SC 141 or for LAS: Science majors SC 155. Contact Hours: (3,2)

#### SC 258 - Environmental Science (4)

This course provides an in-depth examination of current environmental issues, possible ramifications of such issues, and the relationship of various fields of study (economics, politics, geology, biology, chemistry, ecology, etc.) to Environmental Science. Students will conduct literature reviews, participate in research projects and contribute to class discussions. Laboratory exercises involve personal communication with people associated with government agencies, environmental organizations and pro-active citizens groups for the preparation and delivery of Powerpoint presentations.-1 Large, fully-enclosed glass or plastic container, with cap. A large ball canning jar, plastic canister, etc... will work well. The container must be air tight when closed.-Pea-sized gravel (approximately 1.5 cups). Fish tank gravel works well.-Activated charcoal (approximately 0.5 cups). You can find this with fish tank supplies.-Potting soil (approximately 4 cups).

You can dig this in your yard or purchase it in any garden supply store. This should NOT include any chemical fertilizers.-Natural twigs and tree bark-1 or 2 humidity-loving houseplants-1 or 2 worms. You can dig this in your yard or purchase in any fishing supply locations.- Plant sprayer (optional)-Stick to arrange gravel, soil, and plants in the base of your container (optional)-Newspaper or plastic sheet (optional) Contact Hours: (3,2)

#### SC 261 - Ecology (4)

This course is designed to represent an ecosystem approach to the study of biogeochemical cycles, energy flow, environmental influences, populations, communities and habitats. Extensive lab work is carried out in the field including a four-day field trip. Prerequisite: SC 141 or for LAS: Science majors - SC 155 and SC 156. Contact Hours: (3,3)

### SS - Social Science

#### SS 111 - History of Western Civ I (3)

This course is designed to examine the economic, political, and social development of the major periods of Western Civilization. Emphasis is on developing an understanding of the Ancient and Classical World, the Middle Ages and the Renaissance and Reformation. Contact Hours: (3,0)

#### SS 112 - History of Western Civ II (3)

This course is designed to examine the economic, political and social development of the major periods of Western Civilization. Emphasis is on developing an understanding of the Age of Absolutism, the Enlightenment, the French Revolution, Industrial Revolution, Nationalism, the Wars of the 20th Century and the Modern World. Contact Hours: (3,0)

#### SS 118 - Vietnam War His Perspect (3)

This course is designed to explore the origins of the Vietnamese revolution and the United States involvement in that conflict. The American participation in that struggle is examined in the context of the economic, political and sociological systems of traditional Vietnamese culture as well as the context of U.S. foreign and domestic policy. The impact of U.S. involvement on both nations is considered. Contact Hours: (3,0)

#### SS 121 - American History I (3)

This course is designed to develop the student's understanding of the political, economic, social, and intellectual history of the United States. Emphasis is placed on the European background, the founding of the American colonies, the establishment of a new nation and

the testing of the Union. The Winter Mini 2015 V2 Online section of this course will also require (in addition to the textbook/material requirements: 1. The Patriot (Movie) 2. Gettysburg (Movie) 3. Andrew Jackson - Good Evil The Presidency (PBS Documentary) The above items can be purchased, rented, or they may sometimes be available on YouTube. Contact Hours: (3,0)

#### SS 122 - American History II (3)

This course is designed to examine the reconstruction of the South, the effects of industrialization, the reform movements of the Twentieth Century and the emergence of the United States as a world power. Contact Hours: (3,0)

#### SS 130 - Early World Civilizations (3)

This course is designed to study the development of non-European civilizations from prehistory to the modern era (c.a. 1500). The course will focus on the origins, geographical context, major religions, culture and interactions of world civilizations. Civilizations studied will include, but not be limited to, those of India, China, Japan, Mesoamerica, Africa and the Middle East. Contact Hours: (3,0)

#### SS 132 - Modern World Civilizations (3)

This course is designed to study the development of non-European civilizations in the modern era (c.a. 1500-present). This course will focus on the origins, geographical context, major religions, culture, and interactions of world civilizations. This course will also focus on contact and encounters between European and non-European civilizations. Topics studied will include, but not be limited to, Eurasian trade and commerce, colonialism, the transatlantic slave trade, World War I, World War II, the Israeli-Palestinian conflict, modern day China, and modern day Islam. Contact Hours: (3,0)

#### SS 136 - Criminology (3)

This course is designed to introduce students to critical concepts and policy issues in the field of criminology. We will survey categories of crime (i.e., white-collar crime, crimes against persons), means of defining crime, study criminological theories, as well as explore significant and/or controversial issues within the field of criminology. Contact Hours: (3,0)

#### SS 141 - American Government (3)

This course is designed to introduce students to the United States government by examining the Constitution, the Supreme Court, Congress, the President, the electoral process, political parties and interest groups. Civil

liberties and the struggle for equal rights will also be discussed. Contact Hours: (3,0)

#### SS 142 - State & Local Government (3)

An examination of the institutions, structure, organization and operation, finances and politics of state and local governments with a particular emphasis on New York State. Contact Hours: (3,0)

#### SS 145 - World Politics (3)

This course is designed to introduce students to the contemporary world political system, including various analytic perspectives, great-power rivalries, the making of foreign policy, the role of non-state actors, the increasing interdependence of nation-states, the uses of force and diplomacy and the changing character of power. Contact Hours: (3,0)

#### SS 151 - Intro Psychology (3)

This course is designed to provide an engaging introduction to the essential topics in psychology, including perception, emotion, learning, child development, personality, psychopathology and social interaction. Students will explore how such knowledge relates to debates about nature versus nurture, free will, and consciousness. Students are also exposed to the historical development of the biological, evolutionary, cognitive and psychoanalytic theoretical perspectives, with a focus on the importance of scientific methods and the principles of research design, throughout this course. Contact Hours: (3,0)

#### SS 152 - Developmental Psychology (3)

This course is designed to introduce students to the physical, psychomotor, cognitive, social, and emotional aspects of human development, from conception to death. Contact Hours: (3,0)

#### SS 153 - Social Psychology (3)

This course is designed to familiarize students with the nature and causes of individual behavior in social situations. Major topics include social perception and cognition, attitude formation and change, social influence, altruism and aggression. Prerequisite: SS 151 or equivalent. Contact Hours: (3,0)

#### SS 155 - Abnormal Psychology (3)

This course is designed to examine the behavior patterns which interfere with personal efficiency including characteristics, probable etiologies and common modes of treatment of the behavior patterns studied. Contact Hours: (3,0)

#### SS 158 - Psychology Seminar (3)

This course is designed to examine specified topics in psychology with an instructor who has a special interest and expertise in that area and provide a comprehensive overview of the specified topic. Examples of prior seminars include the following: Behavior Modification, Learning, Theory Practice of Counseling, Human Sexuality, Adolescent Psychology and Research in Psychology. Contact Hours: (3,0)

#### SS 160 - Diversity In Families (3)

This course is designed to familiarize students with the diverse needs of the child within the context of family, school and community. The interplay of diverse cultures, lifestyles, abilities, language and communication with the role of the early childhood environment and other community institutions will be examined. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative, family/child partnerships through effective use of community and family resources. Contact Hours: (3,0)

#### SS 161 - Introductory Sociology (3)

This course is designed to familiarize students with the concepts and methods of sociology. The concepts include culture, socialization, deviance and social stratification. The concepts are used to analyze major aspects of society, including racial and ethnic relations, the family, politics and the state, education, population and social change and social movements. Contact Hours: (3,0)

#### SS 162 - Social Problems (3)

This course is designed as an analysis of major contemporary social problems, including illness and health care, alcohol and other drugs, crime and violence, family problems, social inequality, poverty and unemployment, problems in education and populations and environmental problems. Emphasis is given to placing these problems in a global context, analyzing them from the three main theoretical perspectives of sociology and strategies for societal action that may offer solutions. Contact Hours: (3,0)

#### SS 163 - Marriage and Family (3)

This course is designed as a social, scientific, and cross cultural analysis of marriage and the family. Major topics include trends in family change, dating, sexual mores and mate selection, family life stages, marriage, intimacy and happiness, dissolution of marriage, remarriage and parent-child relationships. Contact Hours: (3,0)

**SS 164 - Understanding Addictions (3)**

This course is designed to provide students with a foundational understanding of substance and behavioral addictions, from both historical and contemporary perspectives. Topics will include definitions and models of addiction; contributing variables leading to addiction; the neurobiology of addiction; prevention and treatment approaches for addictions; and the impact of addiction on society. Contact Hours: (3,0)

**SS 165 - Intro Mass Media (3)**

This course is designed to help the student develop an understanding of the effects of mass media such as TV, radio, newspapers, magazines and advertising. Students investigate and discuss topics such as sex and violence as content, psychological manipulation and legal aspects of the media. Cross-listed with HU 165. Contact Hours: (3,0)

**SS 167 - Juvenile Delinquency (3)**

This course is designed to familiarize students with the study of juvenile delinquency in the United States. Topics include the definition of delinquency, measuring delinquency, causes and correlates of delinquency, methods of dealing with delinquency and an overview of the juvenile justice system. Contact Hours: (3,0)

**SS 170 - Introduction to Geography (3)**

This course is designed to introduce the student to the major topics of geography. Topics include: physical, demographic, cultural, economic and environmental geography. Contact Hours: (3,0)

**SS 172 - Regional Geography (3)**

This course is designed to examine various regions of the world by concentrating on the social, political and economic problems as they relate to the geographic characteristics of those areas. Contact Hours: (3,0)

**SS 180 - Organized Crime (3)**

This course is designed to familiarize the student with the origins, history, theoretical explanations, and structure of organized crime. This course will also cover transnational organized crime and how this relates to the organized crime issue in the United States. Contact Hours: (3,0)

**SS 185 - Intro Macroeconomics (3)**

This course is designed to familiarize students with the economy as a whole including such topics as national income, inflation, production and employment, money and banking, supply and demand, fiscal and monetary policy,

economic growth and development and international trade. Contact Hours: (3,0)

**SS 186 - Intro Microeconomics (3)**

This course is designed to familiarize students with consumer demand, theory of the firm, resource and income allocation and the economics of the environment. Contact Hours: (3,0)

**SS 190 - Introduction to Gender Studies (3)**

This is an introductory course to educate students on the basic concepts of the study of gender through a feminist perspective. It is a close examination of the status of women and men in today's society across all borders: race, class, sexual orientation, religion. It covers topics such as politics, media and music, health and the body, globalization, relationships, work and wages. It will examine the social institutions and cultural representations affecting gender today by taking a brief look at how both men and women's roles have been socially and culturally constructed. Through a multi-disciplinary perspective, students will learn to think critically about how their lives are shaped in regards to gender: historically, psychologically, culturally, and globally. Contact Hours: (3,0)

**SS 191 - Cultural Anthropology (3)**

This course is designed to examine the concepts of culture, language, subsistence strategies, economic systems, social stratification, gender, marriage, family, kinship and residence patterns, religion and magic and the arts and how they relate to various cultural groups around the world. Contact Hours: (3,0)

**SS 192 - Intro to Archeology (3)**

This course is designed to examine archaeological techniques, including excavation, dating techniques, artifact analysis and interpretation, site location and evaluation, and others, used to increase knowledge of human cultural and physical evolution and contemporary world cultures. Contact Hours: (3,0)

**SS 200 - Rsch&Analytical Meth Crim Anly (3)**

This course is designed to introduce students to the basic concepts of research methodology and experimental design in crime analysis and criminal justice related research. The use of descriptive statistical methodologies to evaluate quantitative and qualitative data is explored. A limited introduction to hypothesis testing is also included. Contact Hours: (3,0)

**SS 201 - Indep Project in Social Sci (1)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,2)

**SS 202 - Indep Project in Social Sci (2)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,4)

**SS 203 - Ind Project Social Science (3)**

This course provides the student with an opportunity to independently pursue a topic in this area with a faculty resource person. A substantial amount of outside reading and research will be required. In addition, students will meet with a faculty member who will monitor the student's progress. The evaluation in this course will be based upon the written reports and other projects which are submitted throughout the semester. Permission of the Division Dean is required. Contact Hours: (0,6)

**SS 204 - Psychology of Work (3)**

In this course, students will discover that knowledge of psychology can result in better managers, employees and employers. Salient topics include employee selection and training, work motivation performance evaluation, diversity, leadership and workplace stress. Industrial and organizational psychology (also known as I/O psychology or work psychology) is the scientific study of employees, workplaces, and organizations. 'Industrial and organizational psychologists contribute to an organization's success by improving the workplace and the performance, satisfaction and well-being of its people. An I/O psychologist researches and identifies how employee behaviors and attitudes can be improved through hiring practices, training programs, and feedback and management systems. I/O psychologists also help organizations transition among periods of change and development.' (Wikipedia) This course is only offered in the online format. Students are required to log on and

participate in the online course learning activities frequently. Contact Hours: (3,0)

**SS 225 - Terrorism & Homeland Security (3)**

This course examines the several forms of terrorism and how local, regional, and national agencies can equip themselves for homeland security. Among the issues discussed will be the historical aspects of terrorism, current forms of terrorism, why individuals participate and who participates, the future of terrorism, and homeland security. Contact Hours: (3,0)

**SS 227 - Gangs: Theory, Pract & Suppres (3)**

This course examines the socio-demographic correlates of gang formation throughout history with a concentrated emphasis on the social impact of contemporary gang membership in the United States. Topics to be covered include gang history, gang organization, a review of existing theoretical and applied gang research, the contribution of gangs to social problems and effective interventions to gang-related problems. Contact Hours: (3,0)

**SS 234 - Child Psychology (3)**

This course is designed to familiarize students with the major areas of child psychology, including physical, social, emotional and intellectual functioning over time, from conception through late childhood. Attention is focused on the mastery of basic concepts and theories, along with supporting research and application. Observations of children are required outside the classroom. Contact Hours: (3,0)

**SS 235 - Stat/Social Sciences (3)**

This course is designed to provide an introduction to descriptive and inferential statistical analysis, emphasizing the logic and techniques especially applicable to behavioral research. Discussions focus on understanding statistical concepts, statistical problem solving strategies and statistical thinking. Students will learn to use computer software to assist in the analysis and interpretation of data. Contact Hours: (3,0)

**SS 236 - Research Methods Soc Sciences (3)**

This course is designed as an introduction to the methods of scientific inquiry applicable to the social sciences. Students become familiar with research methodology and concepts through a series of readings, projects and discussions. Contact Hours: (3,0)

**SS 240 - Adolescent Psychology (3)**

This course is designed to examine the physical, cognitive, emotional, and social development of the

adolescent and young adult. Students will study major concepts and theoretical models of development, cross-cultural research, and the sociocultural and economic influences on adolescent development. Contact Hours: (3,0)

#### SS 241 - American Minorities (3)

This course is designed to examine the conflicts and compromises that have been common to ethnic, racial and religious majority/minority relations in the United States, past and present. Contact Hours: (3,0)

#### SS 243 - Local History (3)

This course is designed to introduce students to the study of history from the local, as opposed to the national or international, perspective. Through an emphasis on the historical development of Herkimer County and its surrounding area, students will learn the research skills needed to find information not only on the history of Central New York, but any local community or region. Students may be expected to visit historical sites and presentations in the area. Contact Hours: (3,0)

#### SS 244 - The U. S. Civil War (3)

This course is designed to familiarize the students with the background, political struggles, battle strategies and the aftermath of the United States Civil War. The focus of the course will be multi-disciplinary; economics, sociology, geography, political science and history will all be used to examine the Civil War. Prerequisite: SS 121 or 122. Contact Hours: (3,0)

#### SS 245 - American Women's History (3)

This course is designed for a close study of influential American women beginning in the early 1600's. While the class theme looks at women in history, other factors will include race, religion, class, etc. The class lectures and presentations will show how diverse and individualized women are, yet how similar their end goal has been: the vote, marital rights, wages, etc. The course will also examine how gender relations have influenced or how they have been influenced by major historical events. Contact Hours: (3,0)

#### SS 246 - Constitutional Law (3)

This course is designed to enable students to identify, explain and analyze the fundamental rights enumerated in the Constitution of the United States as they apply to individuals. Students also gain a historical perspective on the creation of the Constitution as well as the changes and developments since its inception. Contact Hours: (3,0)

#### SS 247 - Gender, Class, and Race (3)

This course will allow students to explore the social, historical and cultural construction of gender, class and race. Students will investigate how these variables affect life chances. Historical facts will be examined that shape the current status of women and men from various backgrounds. The focus will be on inequality and how it is patterned by gender, class and race. Contact Hours: (3,0)

#### SS 277 - Legal Issues in Music Ind (3)

This course is designed to provide an in-depth examination of copyright law and agreements basic to the music industry. Agreements to be reviewed include major label record contracts, independent label record contracts, management agreements, sampling licenses and music publishing agreements. Prerequisite: successful completion of HU 177. Contact Hours: (3,0)

### TT - Travel and Tourism

#### TT 130 - Intro to Travel & Tourism Ind (3)

This course provides an introduction to the size and scope of the hospitality and travel and tourism industry. It offers a comprehensive overview of the many components that comprise this exciting field. Career options within the worldwide hospitality and travel and tourism industry are also explored. Contact Hours: (3,0)

#### TT 131 - US Destin/Domes Air Ticketing (3)

Students will identify the states and demonstrate knowledge of major cities and U.S. destinations, places of interest and travel information. Students will learn about domestic air travel and gain an understanding of airline operations, airline travel codes, fares, reservations and ticketing procedures. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### TT 132 - World Dest/Intrn Air Ticketing (3)

Students will be able to identify the countries and major cities of the world, destination information and places of interest. Students will also become familiar with specifics of international airline travel and operations, codes, schedules, fares, rules, time zones, the 24-hour clock, currency exchange, check-in baggage, etc. and will be able to define terms that apply to international airline travel. Co-requisite: TT 131 NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### TT 133 - Land and Cruise Planning (3)

This course provides a detailed study of hotels, car rentals and cruise ships and an introduction of U.S. Customs and



travel documents. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### TT 134 - Hotel & Resort Operation (3)

This course provides the fundamental concepts of hotel and resort operations including front office, the guest cycle, guest relations, housekeeping and other departmental areas. Students are acquainted with front office computer systems. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### TT 210 - Convention Service Management (3)

A comprehensive look at the meetings and convention market, types of organizations that stage such events, and a step-by-step process for selling and servicing various groups. Prerequisite: TT 130. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### TT 211 - Tour Operations & Packaging (3)

This course provides an introduction to the group and individual tour travel market. Students will learn types of tours and packages, components of tours, analyze tour brochures and develop and price a tour. Tour operations and pre-trip planning and preparation will also be discussed. Prerequisite: TT 130. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### TT 212 - Hospitality & Tourism Info Tec (3)

This course is an overview of technology and internet usage in the tourism and hospitality industry with emphasis on software used in event and meeting planning, hotel operations and retail travel management. NOTE: Offered fall semesters only. Contact Hours: (3,0)

#### TT 235 - Senior Seminar (3)

Travel industry trends, careers and positions will be discovered through experiences in the classroom, assignments and speakers, plus activities and internships. Sixty hours of internships in travel-related areas will be required. Students will be prepared for interviews and employment. Prerequisites: Travel seniors only. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### TT 240 - Meet, Conf & Event Planning (3)

This course is a study of the role of the meeting planner in planning and managing the meeting, including site selection, negotiation, contracts, budgeting, transportation, program design, marketing and on-site logistics. Prerequisite: TT 130, TT 210. NOTE: Offered spring semesters only. Contact Hours: (3,0)

#### TT 244 - Walt Disney World Internship (6)

This course is an on-site 18-week fieldwork experience at Walt Disney World in Florida. Students are selected by Walt Disney World personnel. Students are responsible for their own travel arrangements, room and board. TT 244 may be substituted for TT 235 and TT 240 with advisor's approval. Travel seniors only. NOTE: Offered spring semesters only. Contact Hours: (0,12)

#### TT 251 - Experience Travel I (1)

This course is designed to allow students to gain hands-on experience in the travel field by traveling to a specific site. Students will research and discuss travel plans, destinations, attractions and modes of transportation. Students will study specific jobs as they relate to the travel field and enhance their knowledge of airline travel, surface travel and travel by waterway. NOTE: Offered spring semesters only. Contact Hours: (0,2)

#### TT 252 - Experience Travel II (1)

This course is designed to allow students to gain hands-on experience in the travel field by traveling to a specific site. Students will research and discuss travel plans, destinations, attractions and modes of transportation. Students will study specific jobs as they relate to the travel field and enhance their knowledge of airline travel, surface travel and travel by waterway. Contact Hours: (0,2)

#### TT 253 - Experience Travel III (1)

This course is designed to allow students to gain hands-on experience in the travel field by traveling to a specific site. Students will research and discuss travel plans, destinations, attractions and modes of transportation. Students will study specific jobs as they relate to the travel field and enhance their knowledge of airline travel, surface travel and travel by waterway. Contact Hours: (0,2)

#### TT 254 - Experience Travel IV (1)

This course is designed to allow students to gain hands-on experience in the travel field by traveling to a specific site. Students will research and discuss travel plans, destinations, attractions and modes of transportation. Students will study specific jobs as they relate to the travel field and enhance their knowledge of airline travel, surface travel and travel by waterway. Contact Hours: (0,2)

## POLICIES, PROCEDURES & SERVICES

### Academic Information and Regulations

#### Academic Honesty Policy

Academic dishonesty shall include securing of information relative to the content of an examination prior to the scheduled time of the examination, giving or receiving assistance during an examination, and presenting as one's own in reports, term papers or other projects any expression, quotations, or creative work of others without giving due credit to the author.

Plagiarism and cheating are violations of the Student Code of Conduct. The maintenance of academic honesty is the responsibility of both faculty and students. Any written assignment submitted by a student must be of original authorship. Representation of another's work as his/her own shall constitute plagiarism. Any charge of plagiarism shall be substantiated either by a direct correlation between the original and the alleged plagiarized copy or a preponderance of evidence. Cheating shall be considered a violation and subject to the same penalties. Students should refer to the course syllabus for additional details.

See the Student Handbook for additional information.

#### Attendance

To maintain high quality academic work, regular attendance at class is necessary. Absence from class is considered a serious matter and never excuses a student from class work. After reviewing the student's justification, the instructor may give the student the opportunity to make up the work missed; however, this decision is at the instructor's discretion. A college-wide attendance policy empowers a faculty member to administratively withdraw a student who has missed 20% of the class meetings in a course.

#### ***Students Unable, Because of Religious Beliefs, to Register or Attend Classes on Certain Days***

New York State Education Law, §224-a requires that this community college offer equivalent opportunities to students to make up registration, study, or work requirements missed relating to their inability to attend because of religious beliefs. Additional information is available in the Student Handbook. Specific information about this law is available to all students through the Dean of Students' office on campus.

#### Change of Course/Curriculum

Students may drop/add courses for any given term as per the schedule posted by the Registrar's Office. Students may add courses providing space permits. Schedule changes are initiated with the student's assigned academic advisor.

Following the official time period for dropping and adding a class, a student may withdraw from a course. This will be noted on an official transcript. Students who do not formally withdraw in the Registrar's Office will be carried on class rosters, and will receive a failing grade for all assignments and tests not completed. The last date to withdraw formally from a course is the end of the tenth week of classes, or the equivalent time period (67%), in the case of a course of shorter duration than a full semester. Applicable fees may apply. Any adjustments in charges will be based on the date the schedule changes are completed.

Students wishing a change of curriculum (major) must complete the appropriate form obtained from the Advisement Center. The first curriculum change is free, all changes after are \$25.

#### Course Overloads

An overload is defined as a course a student wishes to take above and beyond 18 credits in a given semester. Physical Education Activities (one credit hour course) and Honors Program are exceptions and do not need to meet the criteria.

The following criteria are used in determining approval for an overload:

1. Overloads are exceptions and not the norm.
2. The student should have a GPA of 3.25 or higher in course work completed at Herkimer College.
3. The student should not have withdrawn from a course in any previous semester. (The impact is to elevate QPA and indicates that the student was unable to handle the normal load during that semester).
4. Generally, overloads are not allowed for freshman students.
5. Seniors with the approval of the Associate Dean may overload to meet graduation requirements.
6. There is a maximum of 22 credits allowed per semester, NO EXCEPTIONS.

All overloads must be approved by the Associate Dean of the Division.

**Grades and Quality Points**

The following is the official College grading system:

<b>Letter Grade</b>	<b>Quality Points</b>	<b>Quality Range</b> - Based upon comparison with other students in the course or students who have taken the course previously.
A+, A,	4.0	Superior mastery of facts and principles;
A-	3.7	clear evidence that stated course objectives and requirements were met by the student.
B+	3.3	Above average mastery of facts and principles;
B	3.0	evidence that stated course objectives
B-	2.7	and requirements were met by the student.
C+	2.3	Average mastery of facts and principles;
C	2.0	some evidence that stated course objectives
C-	1.7	and requirements were met by the student.
D+	1.3	Little mastery of facts and principles;
D	1.0	acceptable evidence that stated course objectives
D-	0.7	and requirements were met by the student.
F	0.0	No mastery of facts and principles; little evidence that stated course objectives and requirements were met by the student.

AW	Administrative Withdrawal
AF	Administrative Failure
I	Incomplete
WM	Medical Withdrawal
W	Withdrawn
P	Satisfactory completion of required course.
S	Satisfactory completion of a non-credit course.
U	Unsatisfactory
Z	Given to students who officially register for a course but who fail to attend. This grade is the equivalent of an "F".

In computing averages for all students, only grades earned at the College are considered. A student must maintain a 2.0 cumulative average in order to qualify for graduation. If, at the end of any semester, a student is deficient in quality points or credit hours earned, he/she may be placed on academic warning, probation or considered for dismissal, depending on the extent of the deficiency. A student on probation who does not overcome quality point or credits completed deficiency at the end of the next semester will be considered for dismissal. A student on academic warning may not carry, during the next semester in attendance, more than the normal number of credit hours for that curriculum. A student may also be required to take a reduced load.

The College reserves the right to withdraw, suspend or dismiss any student whose academic standing, conduct or attendance is unsatisfactory.

***Appealing and Changing Grades***

Students have the option of appealing a grade at the end of the semester if they feel there is an error.

1. Appeals of grades received for a spring or summer semester must begin by October 15 of the following fall semester. Appeals of grades received for a fall or winter semester must begin by March 1 of the following spring semester.

2. Students must first consult with the instructor who gave the grade. (If the instructor is unavailable, students appeal directly to the appropriate Associate Dean.)
3. If the appeal with the instructor is unsatisfactory to the student, she/he may appeal to the appropriate Associate Dean.
4. If the appeal with the Associate Dean is unsatisfactory to the student, she/he may appeal to the Dean of Academic Affairs.
5. Appeals noted in (3) and (4) above must be initiated before the end of the semester in which the process commenced.

**Computation of Quality Points and Average**

To determine the quality point average, multiply the quality point value of each grade by the credits designated for each course; then divide the total quality points by the number of quality credit hours.

Example:

Course	Grade	Quality Credit Hours	Quality Points
English	A	3	12
History	C+	3	6.9
Art	C-	3	5.1
Science	B+	3	9.9
Elective	B	3	9
		<b>15</b>	<b>42.9</b>

$42.9 \div 15 = 2.86$  average

**Semester Grades**

At the end of each semester, final grades are available through Student Online Services ([www.herkimer.edu](http://www.herkimer.edu)). THESE GRADES ARE PART OF THE STUDENT'S PERMANENT RECORD. Grades will not be available if the student has a financial obligation to the College.

**Incompletes**

If a student has encountered serious extenuating circumstances that interfere with his/her ability to complete course requirements, the student may request an

incomplete from the faculty member. The student must submit the request, which explains the circumstances, in writing to the faculty member.

To be eligible for an incomplete, the student must discuss the extenuating circumstances with the faculty member before the last day of class, so that the determination to award an incomplete can be made by the time grades are submitted.

For full semester, winter mini and summer classes, the student must complete and submit all work to the instructor within 45 calendar days from the end of the final exam period for the relevant semester. For courses ending before the end of the semester, the deadline is 45 calendar days after the last day of the class.

**Internet Academy**

Herkimer College's Internet Academy provides the opportunity for students to take courses online anytime. All that is needed is a computer and Internet access. In an online course, the instructor and students communicate through the Internet. Students can log on at anytime and compose and submit assignments, ask questions of the instructor, discuss issues with other classmates and actively participate from home, office, school or anyplace one has Internet access.

The Internet Academy offers 19 degree programs and three certificate programs entirely online. Herkimer College offers more than 170 courses online through the Open SUNY. Internet Academy courses are taught by many of the same experienced professors who teach on campus.

A full range of academic and student services are available to online students including:

Academic advisement

Financial aid assistance

Transfer counseling

Career counseling

Online orientation

Access to Herkimer College, SUNY, national and international research sources

Interlibrary loan

Online tutoring

Additional conveniences include online application and registration, online ordering of textbooks from the Herkimer College Bookstore, online tutoring services, listings of all Internet Academy course descriptions and

faculty, and program descriptions including the sequence of courses needed to complete two-year requirements.

Internet Academy students may take HE 130 Wellness or HE 121 Personal and Community Health instead of the two PE activities.

### **Two-year degree programs:**

Business: Accounting (A.S. and A.A.S.)

Business: Business Administration (A.S. and A.A.S.)

Business: Health Services Management (A.A.S.)

Business: Human Resource Management (A.A.S.)

Business: Marketing (A.A.S.)

Business: Small Business Management (A.A.S.)

Criminal Justice (A.S. and A.A.S.)

Criminal Justice: Crime and Intelligence Analysis (A.A.S.)

Criminal Justice: Cybersecurity (A.S.)

Criminal Justice: Economic Crime (A.S.)

Human Services (A.A.S.)

Liberal Arts and Sciences: General Studies (A.A.)

Liberal Arts and Sciences: Humanities (A.A.)

Liberal Arts and Sciences: Social Science (A.A.)

Paralegal (A.A.S.)

Travel & Events Management (A.A.S.)

### **One-year certificate programs:**

Medical Coding/Transcriptionist

Small Business Management

Teaching Assistant

For more information please visit the Internet Academy website at: [www.ia.herkimer.edu](http://www.ia.herkimer.edu).

### **College Now Concurrent Enrollment Program**

College Now is the concurrent enrollment program (CEP) at Herkimer College. Concurrent enrollment programs are cooperative agreements between colleges and high schools that offer high school students the opportunity to take college courses in their high schools. College Now courses are taught by high school instructors who have been recommended by their principals and meet the qualifications required of part-time faculty at Herkimer College. College Now instructors are required to follow the same guidelines, policies, and standards as part-time faculty members who teach on campus. The College Now

program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accredits those partnerships that meet the national standards in five categories: curriculum, students, faculty, assessment and evaluation.

To be eligible to take College Now courses, students must receive approval from their guidance counselors and obtain signatures from their parent/guardian prior to registering. Additionally, students must meet the prerequisite requirements of certain Herkimer College courses. For more information about the College Now program, call 315-866-0300, extension 8273 or visit [www.herkimer.edu/college\\_now](http://www.herkimer.edu/college_now).

### **Honors Program**

The College offers an honors program that provides qualified students with additional opportunities to expand their intellectual and artistic growth and to enrich their individual skills and abilities. The program promotes Herkimer College's commitment to the pursuit of academic excellence and is available to students in all curricula. Students who successfully complete the Honors Program are given special recognition by the College. The Honors Program enables students who are enrolled full-time to work on an independent project in one-credit courses during two different semesters. The student selects the concentration area in which he/she wants to work independently, and the project is designed by the mentor and the student. During the fourth semester (spring), student must enroll in a required Honors Seminar course. This is a nontraditional, interdisciplinary course that provides students with an opportunity to use a variety of higher level learning techniques and to interact with other students who excel academically. Students in the Honors Program also meet periodically to attend cultural functions and to discuss special topics.

The following requirements should be noted by all students interested in the program:

1. Students who enter college need a high school average of 88 to be eligible for the special section of First-Year Student Seminar. This section will augment the study of the topics by incorporating selected readings and other supporting material. Students will be nurtured for the Honors Program and counseled for entry into the program.
2. Invitation letters will be sent to all students obtaining at least a 3.5 average during their first semester as well as to students who transfer in with at least a 3.5 average.

3. Students applying for the program must complete an application and information sheet each semester. Applications will be evaluated by a reviewing committee to determine if the student will be accepted into the program. All applicants will be notified of committee decisions on acceptance or denial to the program via mail or email.
4. A standard schedule of courses for a particular program as specified in the College catalog must be taken.
5. Credits in Honors courses (notated with the prefix "HP") must be above and beyond degree requirements listed in the College catalog.
6. A student cannot withdraw from any course.
7. A student with a reduced course load due to enrollment in developmental courses is ineligible to apply for the Honors program during the semester that developmental courses are taken.
8. Students must maintain a 3.5 GPA and an "A" or "B" in all Honors courses (HP 301, HP 302, HP 303) to remain in the program.

#### Full-time Honors Policy

##### President's List

The President's List is comprised of all students who have an average of 3.80 or better, with the exception of those who have failures, unresolved incompletes, equivalent credit courses, or have earned less than twelve credits in that semester. The President's List is determined at the end of each semester and is entered on the student's permanent record. Developmental courses do not count toward the number of hours needed to qualify for the President's List.

##### Dean's List

The Dean's List is comprised of all students who have an average of 3.25 or better, with the exception of those who have failures, unresolved incompletes, or have earned less than twelve credits in that semester. The Dean's List is determined at the end of each semester and is entered on the student's permanent record. Developmental courses do not count toward the number of hours needed to qualify for the Dean's List.

#### Part-time Honors Policy

##### President's List requirements:

Part-time students will be eligible for President's List honors if they:

1. Have accumulated 15, 30, 45, and/or 60 earned credit hours in residence;
2. Have a minimum cumulative grade point average of 3.80; and
3. Did not have failures or unresolved incomplete (I) grade during the period.

##### Dean's List requirements:

Part-time students will be eligible for Dean's List honors if they:

1. Have accumulated 15, 30, 45, and/or 60 earned credit hours in residence;
2. Have a minimum cumulative grade point average of 3.25; and
3. Did not have failures or unresolved incomplete (I) grade during the period.

Note: Developmental courses do not count toward the number of hours needed to qualify for the Dean's/President's List.

#### Senior Status

A student must have earned a minimum of 30 semester credit hours to be considered a senior. However, senior status does not imply that the student will necessarily graduate with the senior class. A typical student would have approximately 30-32 semester credit hours going into the third semester at the College, and would ordinarily need 62-64 semester credit hours in the curriculum to be eligible for graduation at the end of two years at the College.

#### Graduation with Honors/High Honors/Highest Honors

The requirements for graduation with honors include a 3.25 cumulative average. The requirements for graduation with high honors include a 3.80 cumulative average. The requirements for graduation with highest honors include a 4.0 cumulative average. This designation requires a minimum of 30 semester hours earned at Herkimer College.

#### Physical Education Requirement

Two credits of physical education activity courses, in two different activities, are required for students in all degree programs. One credit may be granted for participation in a varsity sport as long as the sport end activity are different. Students who complete their program entirely online may take either HE 130 or HE 121 to satisfy the physical education requirement.

Students may be exempted from required physical education activity courses for certified medical reasons. Documentation from your doctor, stating the specific reason for the exemption and the period of time it covers, must be provided to the Health Office at least one (1) year prior to the anticipated graduation date. In such cases, a minimum of two credits in a non-activity physical education or health course must be completed.

Military veterans may have earned credit and should contact the Registrar.

### Matriculation

Matriculation refers to a full-time or part-time student who has successfully satisfied all admission requirements and is officially accepted into a degree or certificate program through the Admissions Office. A full-time matriculated student meets the above-mentioned criteria and registers for 12 or more credit hours. A part-time matriculated student meets the above criteria and registers for less than 12 credit hours.

### Registration

Information pertaining to registration is disseminated to all students through various media. Questions regarding registration should be directed to the Registrar's Office.

Full-time and part-time students registering late will be charged a late registration fee. Instructions for late registration are available at the Registrar's Office.

### Requirements for Degrees and Certificates

1. Satisfactory completion of the minimum number of credits and courses required by the specific program. The student is responsible for registering for the proper courses and for fulfilling all degree requirements as outlined herein.
2. The earning of a 2.00 cumulative quality point average.
3. Payment of all financial obligations.
4. Submission of a Graduation Application and payment of the graduation and alumni fee in the semester prior to the graduation semester, once registration for the graduating semester is completed.

The College holds graduation ceremonies once a year at the end of the spring semester. Students completing requirements at times other than the spring semester will be awarded their diploma or certificate at the end of their graduating semester once completion of degree

requirements have been certified and the diploma or certificate has been received from the vendor.

Prior to commencement, a statement indicating completion of degree or certificate requirements will be issued.

### Second Chance Policy

Any student who returns to Herkimer College after an absence of three or more consecutive years may petition the Registrar to have the previous grade point average adjusted. Under this rule, if the Registrar approves the petition, applicable courses will be credited. Normally, grades of "C" or better will be considered for credit. Grades of "D" may be considered for "second chance" credit as long as the average of credits applicable is "C" or better. All courses and grades remain on the student's record. This policy may be applied only one time per student.

Students who are allowed readmission under the Second Chance Policy must attain a 2.0 grade point average for their first semester after resuming their studies. Failure to do so will result in dismissal from the College.

### Student Retention and Graduation Rates

The most recent statistics published by SUNY indicate that the percent of Herkimer College's first time, full time students (Fall 2009) who graduated with a degree in two years is 19.1%. This is significantly higher than the statewide average of 10.5%. After three years, 30.0% of Herkimer College entrants have earned a degree compared to 22.4% at similar institutions statewide.

Retention is a measure of how many first-time, full-time freshmen continue their studies at the college the next fall and is one indicator of persistence of study in their degree fields. The retention rate for Herkimer College has been close to average for similar NYS institutions. The average retention rate (2011) for Herkimer College is 54.3% compared to an average of 58.3% for similar NYS institutions.

### Transcripts

Official academic transcripts can be requested through the Registrar's Office. The fee for a transcript is \$5. There is no charge for an unofficial transcript.

### Transportation to Field Experiences

Students in some programs may be required to participate in field experiences arranged by the College in local schools, hospitals, social agencies and business establishments. Each student is responsible for arranging and paying the transportation to scheduled off-campus experiences.

### Withdrawal from a Course

Students may drop/add courses or make section changes through the third day of classes during the fall and spring semesters for full-term classes. Drop/add for the mini and summer sessions is allowed on the first day of class. Evening class drop/add is allowed up to the second class session. Students may drop/add courses providing space permits. These changes will not appear on an official transcript. Following the official time period for dropping and adding a class, a student may withdraw from a course. This will be noted on an official transcript. Students who do not formally withdraw in the Registrar's Office will be carried on class rolls, and will receive a failing grade for all assignments and tests not completed. The last date to withdraw formally from a course is the end of the tenth week of classes, or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

Any adjustments in charges will be based on the date the schedule changes are completed.

### Withdrawal from the College

Students wishing to withdrawal from **ALL** of their classes at Herkimer College during the semester must follow the formal procedure.

#### Procedure to withdraw from classes

1. Obtain the Herkimer College Withdrawal Form from the Bursar's Office.
2. Complete and sign the withdrawal form. Return it to the Bursar's Office.
3. If available, the Bursar or Assistant Bursar will counsel you regarding the financial implications of withdrawing from the college.
4. When possible, you will be referred to all relevant offices for required signatures and receive appropriate counseling from those offices.
5. The Registrar will certify the Withdrawal Form. The official date of withdrawal will be the date which the Registrar certifies the form.

Students who do not follow this procedure will be carried on the College rolls and will receive failing grades for all courses in which work is not completed. Mere absences from the class does not constitute withdrawal. Unless you officially withdraw from the College, you will be appropriately graded by your instructors, normally an "F".

The last day to formally withdraw from the College and receive "W" grades is the end of the tenth week of classes, or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

No partial refund of tuition and fees can be made until a student has officially completed the withdrawal procedure and the withdrawal has been certified by the Registrar.

A hold will be placed on the student records until the College determines that all student financial obligations have been met. Students receiving federal and/or state financial aid may be subject to reductions in financial aid based upon the last date of attendance and adjusted tuition amounts (when appropriate).

### Students Residing in On-Campus Housing

Students living on campus who withdraw, must vacate the residence halls and remove all personal belongings from the premises no later than midnight of the date on which the withdrawal becomes effective. For regulations governing room refunds and deposits, please refer to the Herkimer Residence Life housing contract.

### Withdrawal from the College for Medical Reasons

A medical withdrawal is a withdrawal that may be granted due to a substantiated medical concern for an individual registered student or family member.

Students seeking a medical withdrawal for either a medical or psychological concern must provide written medical documentation from the treating licensed healthcare professional as soon as the concern is identified. Documentation should be submitted to the Registrar, must be legible, on original letterhead and must include:

- Medical/Psychological diagnosis
- Date(s) of treatment including onset
- Treatment Plan (current and ongoing) including medication, referrals, etc.
- Opinion as the student's ability to successfully return to college related activities: academic work, residential life (if applicable), etc.



- Date and signature of the licensed healthcare professional

The medical documentation will be reviewed and a recommendation to either support or deny the medical withdrawal will be provided to the Registrar and student.

All medical documentation is confidential and will only be shared with the student's written permission. The medical documentation will be retained in the student's file by the Dean of Students.

Herkimer College makes every effort to accommodate requests for a medical withdrawal, however, submission of medical documentation does not guarantee approval.

The Academic Standards and Regulations guidelines will not be applied to any student who has formally withdrawn for a certified medical reason. However, students who are approved for a medical withdrawal are still liable for incurred charges and may be subject to reductions in financial aid based upon their last date of attendance.

**Satisfactory Academic Progress and Status**

A student is considered to be making satisfactory academic progress if he/she maintains a GPA of 2.0 or higher. A student's academic status is determined by the student's cumulative GPA and the number of credit hours earned, compared to the number attempted shown on the table below. (Attempted credits include all coursework in the student's academic history at Herkimer College, including transfer, remedial, failures, withdrawals and advanced placement credits)

**Standards for Academic Progress**

	<b>Good Academic Standing</b>	<b>Academic Warning</b>	<b>Academic Probation*</b>	<b>Academic Dismissal *</b>
Total Credit Hours Attempted	GPA	GPA	GPA	GPA
12-18 credits	2.0 or higher	1.99-1.50	1.49-.50	Below .50
19-36 credits	2.0 or higher	1.99-1.75	1.74-1.00	Below 1.00
37-48 credits	2.0 or higher	1.99-1.85	1.84-1.50	Below 1.50
49 or more credits	2.0 or higher	1.99-1.85	1.84-1.75	Below 1.75

\* *First Time Freshman whose status is dismissal will be placed on academic probation after his/her first term.*

**FAILURE TO MEET THE STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS WILL AFFECT FINANCIAL AID ELIGIBILITY.** Students should contact the Financial Aid Office for information.

Students with questions about academic standards and requirements can contact the Advisement Center at 315-866-0300 x8239 or submit information request.

**Students Residing in On-Campus Housing**

Students living on campus who withdraw must vacate the residence halls and remove all personal belongings from the premises no later than midnight, of the date on which the withdrawal becomes effective. For regulations governing room refunds and deposits, please refer to the Herkimer Residence Life housing contract.

**Withdrawal for Emergency Active Duty**

In the event of a national emergency, students may have responsibilities which supersede their academic obligations to the College. Having produced written proof of such assignment or duty to the Dean of Students, and with the expressed approval of the Provost, each student will be provided with options for withdrawal.

**Academic Standards and Regulations**

### Academic Warning

A student is placed on academic warning if his/her GPA is below 2.0. Students on academic warning are encouraged to revise their schedules. Specifically, all courses in which the student received Fs or Zs should be retaken. A student placed on academic warning may have accompanying constraints placed upon his/her participation in certain activities and/or course work (i.e. athletics, field work, Student Senate, etc.). In addition, a student should consider attending tutoring, counseling, and/or study sessions to help improve his/her level of academic performance. Students on warning may be permitted to register for up to 18 credits.

### Academic Probation

Academic Probation is determined when a student does not earn the minimum number of credits to demonstrate academic progress, and/or the student's cumulative grade point average does not reflect satisfactory progress given the number of credits attempted. (Refer to the Standards for Academic Progress chart (p. 145)).

At the end of the semester, students will be notified of Academic Probation student standing. Students on Academic Probation will receive information explaining the process to follow in order to return for the subsequent semester. If the deadline is not adhered to, the student will not be permitted to attend.

Students on Academic Probation will be required to meet with an Advisement Center representative to develop/revise a schedule to repeat as many courses in which the student received grades of F or Z as possible, and the schedule will not exceed 14 credit hours.

### Academic Dismissal

A student will be dismissed when he/she fails to meet the minimum academic standards. A student who is dismissed is not eligible for federal financial aid.

1. Students who have been academically dismissed may only appeal the dismissal due to extenuating circumstances that may permit the student who fails to meet the aforementioned standards to continue at the College. Students who feel they can present satisfactory evidence of extenuating circumstances should file the Dismissal Appeal Form with the appropriate division immediately after receiving notification of dismissal. Appeal decisions will be made prior to the start of the next semester.

A Financial Aid Appeal form may be requested from the Financial Aid Office for review of reinstatement of aid based on evidence of extenuating circumstances. The Financial Aid Appeals Committee makes final decisions of financial aid eligibility.

2. Students with more than one (1) dismissal may be readmitted, with restrictions, if they have not attended Herkimer College for at least six months from the date of dismissal.
3. Dismissed students who have not been enrolled for at least three (3) full years since their dismissal may be readmitted and may be eligible for the Second Chance Policy. Approval of the Second Chance Policy does not grant student's eligibility for federal financial aid. A financial aid appeal may be granted for exceptional circumstances only.
4. Should a student feel unjustly denied readmission, he/she may petition in writing, within four (4) days of being denied readmission, to the Provost. The final decision for academic reinstatement will rest with the Provost.

### Audit Policy

A student who wishes to audit a course, on a space available basis only, must obtain permission from the instructor of the course and the appropriate associate dean. With permission of the instructor, the auditor may submit written work for feedback. The final grade of "AU" (audit) will be assigned and a record of the course being audited will appear on the student's transcript.

A student wishing to change his/her status must follow the procedure for changing a course. Changing from audit to credit or credit to audit basis during the semester will not be permitted after the fifth instructional day of the semester or the beginning of the second class meeting for an evening, summer session, mini semester or shorter session course. Credit for an audited course cannot be established at a later date except by enrolling in the course for credit in a subsequent semester and satisfying all course requirements at that later time.

A part-time student auditor pays full tuition and fees for the course and attends under the same regulations established for full-time student auditors.

Students wishing to register for a class on an audit basis must contact the Registrar's Office.

Separate receipts for payments of a class on an audit basis are given to students who are also registered in a class(es) for credit. This eliminates the problem of a person

registered for nine credit hours and three audit hours becoming classified as a full-time student.

### Senior Adult Auditors

The State Education Law has been amended to add that tuition may be waived for persons 60 years of age and older at community colleges who wish to audit credit courses. Guidelines for senior adult auditors are the same as those established for full-time student auditors in credit classes where space is available as determined by the institution. Auditing is limited to credit courses.

## Admissions

### Admission

Herkimer College does not discriminate on the basis of race, color, creed, gender, national origin, age, disability, marital status or any other characteristic protected by federal or state law in admissions, employment, or in any aspect regarding the conduct of College business.

The College is officially designated by the State University of New York as a "Full Opportunity College", and operates with a policy of open admissions for all Herkimer County residents. Admissions Requirements for non-Herkimer County residents are described under the 'Out-of-County Students' section.

### Admissions Requirements

- Full-time study at Herkimer College (12+ credit hours) is limited to those applicants who hold a high school diploma or a GED (now, "TASC"). Exception will be allowed for International students who are participating in the 24 College Credit Hour Program.
- All applicants are encouraged to schedule an interview and/or information session with Admissions prior to acceptance.
- Home schooled students who have not completed an approved program of study, must obtain a GED (now, "TASC") before admission to the college on a full-time basis. An approved program is accredited through an organization approved by the NYS Education Department or by a letter of certification from the school district superintendent in which the student resides.
- Students who have been dismissed from another college for disciplinary reasons or have been convicted of a felony will not be admitted to study at Herkimer County Community College either on a part-time or full-time basis until a satisfactory review of the incident(s) has been completed by a committee

comprised of the Dean of Students, Director of Campus Safety, and Director of Admissions.

- Students who expect to receive financial aid must file the Free Application for Federal Student Aid (FAFSA) no later than 60 days prior to the start of classes. Late filers will be responsible for tuition, fees, books and other expenses until the FAFSA has been processed.

### Out-of-County Students

Out-of-county (Non-Herkimer County) resident students are required to have a high school average of 68 or higher or a GED (now, "TASC") test score of 2400 or more. Those out-of-county students failing to meet this criteria will not be accepted to the College; however, they may appeal based on extenuating circumstances (Contact Admissions for Appeal Form).

Alternatives to this admission requirement include:

- Scoring 500 or more on each of the English and Math sections of the SAT
- Scoring a 21 or higher composite score on the ACT
- Transferring to Herkimer College with six or more college credits (not developmental courses) with a 2.0 GPA or higher

The College reserves the right to review other admissions criteria for out-of-county students.

### Admission — International Students

#### *Applicants with International Credentials*

The basic requirement for admission is the successful completion of an approved secondary/high school program, or proof of the equivalent of secondary/high school completion. Applicants must submit the Herkimer College free application for admission along with a notarized photo-stat of secondary/high school diploma if secondary/high school records are in English, or an officially certified translation if the records are in a language other than English.

Students desiring International Student Application Forms should write to the Admissions Assistant for International Recruitment.

Holders of Student Visas are required to carry an academic program of twelve (12) semester hours each semester. Failure to do so may result in termination of International Student Status at the College. This College is authorized under federal law to enroll non-immigrant alien students.

### ***Obtaining a Student Visa***

If you are currently outside the United States you should apply for an F-1 Student Visa at the United States Embassy or Consulate. U.S. Government regulations require you to attend the college which issues the I-20 which you use to enter the United States. Since you plan to attend Herkimer College, please use the I-20 that the College sends to you. If you are currently inside the United States on an F-1 Student Visa and plan to enroll at Herkimer College and do not plan to leave the United States before starting to study at our college, you will be sent an I-20 from Herkimer College that will allow you to attend our college.

As a student coming to the United States to study, you will need to apply for a visa at the United States Embassy or Consulate nearest your home. The following items will be required for your visa application:

1. An I-20 Form and an acceptance letter provided by Herkimer College.
2. A current, valid passport.
3. Financial documentation for the period of time indicated on your I-20 Form, Item No. 7.
4. Proof that your permanent residence is outside of the United States.
5. Two passport size photographs.
6. A non-immigrant visa application.
7. A copy of the SEVIS receipt.

### **Important:**

The issuance of an I-20 is created and issued to you by Herkimer College through Student and Exchange Visitor Information System (SEVIS), a web-accessible database used by the Department of Homeland Security to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on F, M or J visas. SEVIS is managed by the Student and Exchange Visitor Program (SEVP) within U.S. Immigration and Customs Enforcement.

For initial admission, you must attend the school specified on your visa. If you have a Form I-20 A-B from more than one school, it is important to have the name of the school

you intend to attend specified on your visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. **Failure to attend the specified school will result in the loss of your student status and subject you to deportation. You must attend Herkimer College at least one semester before you are allowed to transfer to a different college.**

### ***Traveling to the United States***

When you arrive at your United States port of entry (a port in the United States where customs officials are stationed to oversee the entry and exit of people), you will be directed to the Immigration Station/United States Customs. The immigration inspector will ask to see your passport and I-20. The inspector will stamp your I-20 and give you an arrival/ departure document (a white card) called an I-94 Form. You must keep these documents in a safe place as they are your permission to be in the United States.

When you arrive in the United States, you will probably arrive in New York City, San Francisco, Houston, Chicago or Los Angeles. Once you have gone through immigration/customs you will need to connect with your next flight to Central New York. The closest airports to Herkimer College are Syracuse (SYR) and Albany (ALB), N.Y. If you plan to travel to Central New York by train or bus, Union Station (UCA) in nearby Utica, N.Y. is the most convenient. When you make your final travel arrangements, please send us a copy of your flight arrangements. If you need to be picked up at the airport or at the train station, please notify us at least one week prior to your arrival.

### ***Predeparture Checklist Documents***

1. Official transcripts from your secondary/high school and/or college.
2. The following mandatory medical records are required prior to registration of your courses:
  - Proof of immunizations indicating vaccine dates of two Measles, one Mumps and one Rubella shot. If titers or blood tests were completed, the doctor should indicate positive or negative results.
  - A physical exam form should also be completed. *All documents should be completed in English.*
3. Prescriptions for medications.
4. If married, a copy of your marriage certificate.
5. If you have children, a copy of their birth certificates.

\*Please obtain English translations of all documents through the United States Embassy or Consulate.

### ***Health Insurance (International Students)***

All international students are required by SUNY to have health insurance for the duration of their stay in college. If an international student has coverage similar to the SUNY policy, they may seek a waiver\*{see below}.

HTH Worldwide is contracted by SUNY to provide health insurance to International Herkimer College students while in the United States and abroad. For insurance policy details, please visit <http://www.haylor.com>. Health care services in the United States can be very costly. It is important to have insurance coverage of these medical expenses to avoid accumulating a large out of pocket health care bill. The cost of the insurance is \$550 per semester. This plan provides full policy benefits everywhere in the world except the student's country of origin where coverage is limited.

If you have your own health insurance you must determine if it meets SUNY guidelines. To do so you must supply the Herkimer College Bursar's office with a copy of this policy. If the policies are similar, you may sign a waiver to be exempt from purchasing the SUNY policy.

### ***Expenses (International Students)***

You should bring at least US \$1500.00 with you (traveler's checks) to cover your expenses for at least your first one month stay in the United States. This amount does not include your tuition and fees, textbooks, rent and other expenses. You may need to pay for transportation, personal items, food and housing before you begin your studies. Once you arrive on campus, some of your expenses will include many of the items listed below. You may want to bring some of these items with you from home, or you may purchase them after you arrive in the United States.

1. Blankets, sheets and towels
2. Personal and bathroom items
3. Small appliances and a radio-alarm clock
4. Small kitchen or cooking items
5. Clothing for both warm and cold weather

### ***English as a Second Language***

English as a Second Language (ESL) at Herkimer College serves both international students and U.S. residents for whom English is not a first language. The program includes courses in reading, grammar, writing, and speaking and listening in English, as well as courses in American Pronunciation and United States culture and student life. This intensive program is designed to prepare students for enrollment in programs leading to graduation from the College. Herkimer College does not require TOEFL for admission. All new international students must take the college placement tests, as well as the appropriate language development courses. Students may be advised to take a combination of ESL courses and college courses leading toward their degree or certificate goals. Special ESL tutors supplement the class work of students in language classes and provide language-focused assistance for students enrolling in degree and certificate programs.

Regularly scheduled individualized assessment makes it possible for students to be promoted into advanced ESL work and college academic programs in a flexible timeframe.

### **Advanced Placement Examination (AP)**

The College recognizes credit for Advanced Placement Examinations of the College Entrance Examination Board for college level courses taken by students while still attending high school. Advanced Placement scores of 5, 4, and 3 will normally earn the student college credit for the corresponding courses required for a degree or certificate at Herkimer College.

### **American College Testing-Proficiency Examination Program (ACT-PEP)**

The College has determined that students successfully completing ACT-PEP: Regents College Examinations may be eligible for course credits consistent with the offerings of the College. Further information can be obtained from the Registrar's Office.

### **Assessment Testing of Reading, Writing and Mathematical Skills**

The College assesses reading, writing and mathematical skills of all incoming full-time students to determine appropriate course placement and support services.

Based on the results of the high school transcript, SAT, ACT, or placement testing, students may be enrolled in course(s) to remediate deficient skills.

Developmental courses are three credits each, but are not applicable to degree requirements. Students receiving financial aid may use these courses to qualify for full-time status.

### Proficiency Examinations

Students can meet program requirements for several different courses through proficiency examinations. Contact the Associate Dean of the division in which the specific course is offered for detailed information regarding whether such an examination is available and what procedures apply to that particular examination.

### Credit by Examination (CLEP)

Herkimer College participates in the College Level Examination Program of the College Entrance Examination Board and will grant course credits to students who pass CLEP examinations consistent with the offerings of the College.

Further information can be obtained from the Registrar's Office.

### Credit by Examination (CPE)

The College may grant credit by proficiency examination to students whose previous training, experience or independent study has provided them with the appropriate background.

The New York State Education Department, in cooperation with colleges and universities throughout New York State, has established a program of examinations whereby individuals who have developed college-level competencies outside of the formal classroom situation can demonstrate those competencies and receive credit for them. The examinations, now available in more than 30 subjects, are developed by faculty members from higher education institutions in New York State.

Herkimer College participates in the College Proficiency Examination Program and will grant course credits to students who pass CPE's consistent with the offerings of the College.

Further information on CPE can be obtained from the Registrar's Office.

Also, information can be received directly from the State Education Department by writing to:

College Proficiency Examination Program  
State Education Department  
Albany, New York 12224

### Credit for Service School Training

The College will grant credit for formal courses listed in the American Council on Education's, "A Guide to the Evaluation of Educational Experiences in the Armed Services," and for Contract Training Programs taught by civilian educational institutions under contract with various military services. The formal courses must be recommended for collegiate credit by A.C.E.'s GUIDE. Students should process requests through the Registrar.

### High School and Vocational Center Articulation Agreements

Herkimer College has established articulation agreements with high schools and vocational centers. Students who have participated in one of the programs or courses may be eligible for college credit, and should consult with the high school guidance counselor or teacher for more information. A complete list of high school and vocational center articulation agreements is available at: [http://www.herkimer.edu/transfer\\_services/high\\_school\\_vocational\\_articulation\\_agreements](http://www.herkimer.edu/transfer_services/high_school_vocational_articulation_agreements)

### Out-of-State (Non-residents)

For tuition and financial aid purposes, a student is considered out-of-state (non-resident) if he/she has not been an official resident of New York State for a period of one full year immediately prior to the start of classes. Proof of residency must be submitted prior to registration. All international students attending the College on a student visa are also considered non-resident students.

### Certificate of Residence

To verify your residence from your home county, a "Certificate of Residence" form is required from every New York State student annually. Students not supplying this form are subject to paying at the higher out-of-state rate.

### Transfer Students

#### (Admission with Advanced Standing)

Students desiring to transfer to Herkimer College from another college are requested to submit an official transcript of their work to the Admission's Office for evaluation and to follow the regular admissions procedure. Students earning a degree or certificate from Herkimer College must successfully complete, at Herkimer College, 30 hours for the degree and 15 hours for the certificate of the total hours required for the program.

Only grades of “C” or better will be considered for transfer credit. Records from other colleges will be evaluated in terms of academic credit applicable to the course offerings at Herkimer College.

In the case where the transfer of credit(s) is denied and the student wishes to appeal, the Provost’s Office will review the credits and provide a decision. The student has the ability to make a second appeal with SUNY System Administration Provost’s Office. Their decision would be the final decision and no further appeals would be permissible. This policy can be found at: [www.herkimer.edu/learn/transfer-services/](http://www.herkimer.edu/learn/transfer-services/)

### The Early Admission Program

High School students may wish to pursue college-level work for a variety of reasons. If you are interested in earning college credits before full-time entrance or wish to accelerate your program of study, this program may serve your needs. Please contact the Registrar’s Office for further details.

### Time-Shortened Associate Degree

Through various combinations including taking college courses during high school, enrollment in mini and summer sessions or credit by examination, certain students may complete degree requirements in less than two full years.

### Twenty-Four Credit Hour Option Program

Any student (including International Students) who do not possess a high school diploma or GED (now, "TASC") may apply as a non-matriculated student. After successfully completing 24 college credits in specific areas of study, the student may obtain a State High School Equivalency Diploma without having to take the equivalency examination. Current guidelines for granting the diploma on the basis of college credit can be obtained by writing to the NYS Department of Education, Office for Diversity, Ethics, and Access, Room 530 Education Building, Albany, NY 12234..

### College Dismissal, Suspension or Felony Conviction

Applicants who have been either dismissed or suspended from other colleges for disciplinary reasons or convicted of a felony will have their Admissions Application and

“Request for On-Campus Study” reviewed by a committee designated to make the admission decision. Applicants who are awaiting conclusion of a felony hearing will have their applications placed in pending until such decision is rendered. The applicant will be notified by the Director of Admissions that he/she has completed the special screening required by the College and is being accepted or denied admission to the College.

Applicants who have felony convictions or have been dismissed/suspended from another college for disciplinary reasons, and who meet admissions qualifications, may also be accepted with the condition that they complete a conditional waiting period without any further arrests/convictions. Also, any new arrests/convictions prior to registration may be grounds for the applicant’s immediate rejection from the College.

### Readmission

Students who have previously attended Herkimer College and desire to return to full-time study should complete the Request to Return form at [www.herkimer.edu/apply](http://www.herkimer.edu/apply).

### Campus Safety

The goals of Campus Safety are to provide protection for all students, faculty, staff and visitors to Herkimer College, to safeguard all real and personal property, and to enforce College policies and regulations.

The Campus Safety Department includes a director, assistant director, nine full-time and several part-time safety officers. Campus Safety provides continuous patrols of the campus including Campus Meadows, College Hill and Reservoir Run housing complexes by uniformed Safety Officers 24 hours a day, seven days a week, 365 days a year.

Campus Safety Officers are trained in specific areas that concern the College environment. CPR, first aid, emergency response procedures, cultural diversity and sexual assault response are some of the topics included in the training.

Members of Campus Safety do have Peace Officer status, as defined in the New York State Criminal Procedure Law, and therefore do have the power to make arrests on campus.

Campus Safety has a cooperative working relationship with the Herkimer Police Department and other law enforcement agencies to help maintain a safe campus atmosphere.

If an accident occurs that we believe may have an effect on the safety and well-being of the members of our

community, information concerning this matter will be distributed by way of paper flyer, on-campus electronic bulletin, College Intranet site, and College e-mail. Information concerning registered sex offenders is available in the Director of Campus Safety's office.

A copy of the Herkimer College campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the Campus Safety Committee. Please direct all such requests to the Office of the Dean of Students at (315) 866-0300, ext. 8276. Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/>.

The Annual Security and Fire Report is available by clicking on the following link <http://www.herkimer.edu/assets/Documents/Explore/2014-1-Annual-Security-and-Fire-Safety-Report-.pdf>. To obtain a physical copy, please contact the Director of Campus Safety (CA 264) during regular business hours.

Employees and students are encouraged to read and be familiar with the Sexual Violence Prevention and Response Policy.

## Community Education

The Office of Community Education plays a key role in supporting Herkimer County Community College's mission. We provide quality, affordable, lifelong learning opportunities as well as business and industry training, thereby strengthening the economic development of the region. Community Education also coordinates the usage of campus facilities by groups and organizations. The Community Education Office is located in the Robert McLaughlin College Center. Please feel free to contact us at (315) 866-0300, ext. 8251, or visit [www.herkimer.edu/ce](http://www.herkimer.edu/ce) for complete information on our programs and services.

## Financial Aid

The primary purpose of the financial aid program is to enable qualified students with limited financial resources to attend Herkimer College. Approximately 75% of our student population receives some source of financial aid while attending our institution. Students must meet specific General Eligibility Requirements to receive

financial aid, and must matriculate into a degree program by completing an admissions application.

Financial aid is any grant, scholarship, loan, or employment opportunity with the express purpose of assisting students with educational related expenses. Although the primary obligation for college expenses rests with the student and the student's parents, the College, the community and the State and Federal governments have programs of financial assistance that can be employed separately or in combination to meet individual needs.

More information about Financial Aid programs, policies and procedures are available here: [www.herkimer.edu/financialaid/](http://www.herkimer.edu/financialaid/).

## Herkimer County College Foundation Scholarships

Selection of recipients is made by the Herkimer College Scholarship Committee and other affiliated groups where specified in agreements with the College Foundation. Students must complete applications by the deadline to be considered. A list of scholarships and their descriptions are available here: [www.herkimer.edu/foundation/scholarships](http://www.herkimer.edu/foundation/scholarships).

Complete requirements for each scholarship listed can be obtained from the Foundation Office by calling 315-866-0300, ext. 8459.

## Student Services

Student Services at Herkimer College are an aggregate of specialized services offered by Student Personnel and Counseling professionals. Personnel are experienced and trained to assist the student in adjusting to college life, dealing with everyday academic demands, solving problems, and planning for the future, whether it be in the work place or in transfer to another college/university to continue studies.

The specialized services include:

1. admissions counseling for prospective students
2. financial aid counseling/advisement
3. on-campus and off-campus housing
4. placement testing and course advisement
5. counseling — personal/drug/alcohol/other
6. career counseling/full and part-time search assistance
7. transfer counseling and assistance
8. student activities



9. subject-specific and study strategies tutorial sessions
10. special needs assistance for students with disabilities
11. judicial affairs/student code of conduct
12. health services
13. athletics and recreation
14. campus safety

#### Academic Advisement and Counseling Center

The Academic Advisement and Counseling Center is located in the Robert McLaughlin College Center, room 302, and offers academic advising, as well as, personal, career and transfer counseling.

#### Academic Advisement

The Academic Advisement Center is responsible for assigning faculty advisors to students, assisting students with the curriculum change process, and assisting new students with placement score interpretation and initial course registration. The Advisement Center is also responsible for coordinating the First Year Student Seminar program. The Advisement Center is home to over 400 advisees, but also assists non-advisees when faculty advisors are unavailable during winter and summer breaks. Such assistance includes course selection, schedule adjustments, curriculum changes, referrals and counseling on the impact of each academic decision. The Advisement Center educates student advisees on the self-registration process and how to be responsible consumers of their education through one-on-one appointments, publications and workshops.

#### Personal Counseling

Counseling services provide students with the opportunity to speak one-on-one with a counselor about problems which could interfere with personal growth and academic achievement. Reasons to seek out counseling could include concerns with family, roommates, relationships, stress, anxiety, adjustment to college life, academics, substance abuse, sexual assault or depression.

#### Career Services

A variety of career services are available to Herkimer College students. Individual career counseling (including assessments) can help a student confirm their current major, identify a transfer major, and help to identify

potential career paths. Workshops are offered each semester to teach skills to help students to transition into the workforce. Students can also have their resume critiqued and participate in a mock interview. In addition to the annual Career Fair, employers with specific hiring needs are brought to campus to recruit future employees. Students can also learn about on-campus and community based employment opportunities by visiting Career Services or [www.herkimer.edu/jobs](http://www.herkimer.edu/jobs)

#### Transfer Counseling

Services include individual assistance with the transfer counselor (i.e. selection of courses for transfer to specific colleges or majors), transfer assistance workshops, Transfer College Days, individual on-campus visits by various four-year colleges, a transfer resource library, information on transfer agreements and transfer scholarships and computer assisted transfer college search.

#### Academic Support Center

The Academic Support Center offers a wide range of services, aimed to provide all Herkimer College students with opportunities for academic success, regardless of previous academic preparation. The mission of the Center is to encourage academic potential and to provide opportunities to maximize that potential. All students are welcome and all services are FREE of charge. The Academic Support Center's range of services and programs include:

- Placement testing (all incoming students)
- Tutoring for over 100 different courses (in person or online, individually or in small groups, by appointment or at drop-in times)
- Services for students with disabilities
- Academic coaching and peer mentoring

Good study skills are critical to college success. Entering freshmen are frequently not prepared for the heavy workload they encounter in college. Professionals in the Academic Support Center are available to assist students in evaluating study skill strengths and weaknesses and offer personalized help individually, in small groups or via an online conference. Workshops may also be offered throughout the year to help students improve skills in time/task management, note-taking, test-taking, memorization and concept mapping strategies. In addition, free online study resources may be found on the Herkimer College Academic Support Center website.

The Academic Support Center is located in the Library Building. General hours are 8 a.m. to 6 p.m. Mondays-Thursdays and 8 a.m. to 4 p.m. Fridays during regular semesters. Hours at other times vary and are posted. The main office is staffed all year. The telephone number is (315) 866-0300, ext. 8288.

### The Center for Student Leadership and Involvement

The Center for Student Leadership & Involvement is located in the Robert McLaughlin College Center room 220. This office serves to support and augment the varied co-curricular and academic pursuits of the Herkimer College student body. Over 40 active clubs and organizations provide students with the opportunity to explore new ideas, assume leadership roles, and assist in sponsoring programming activities. The office staff works directly with student groups and helps them turn their ideas into real programs. Leadership development programs are offered to assist students in becoming more effective in working with clubs and organizations and with their future careers. The Center for Student Leadership & Involvement staff work directly with the Student Government Association, the Student Activities Committee, and other campus offices/departments to plan and organize a wide range of social and educational programs. In addition, The Center for Student Leadership & Involvement operates the Alumni Hall (RMCC 217), Game Room, and the Commuter Student Resource Center (RMCC 223).

### College Regulations and Student Conduct

Procedures relating to "Rules and Regulations for Maintenance of Public Order," the "Student Code of Conduct" and "Hearing Procedures," are available online annually in the Student Handbook and made available to all students. Additionally, an "Academic Dishonesty Procedure" and a formal "Grievance Procedure" for the benefit of the College's students and employees are outlined as well. All students should become familiar with these policies and statements. Failure to read these important sections of the Student Handbook will not excuse the student from any violations of these College policies.

The authority and jurisdiction of the College to discipline students under the terms of the Student Code of Conduct shall extend to misconduct which occurs on or off campus which may adversely affect the interests of the College and/or the safety and well being of members of the College community.

Students are expected to maintain standards of conduct that will reflect credit to the College and the community

in accordance with the adopted policies. Student athletes must meet NJCAA academic standards and abide by a special code of conduct for athletes to retain their eligibility to participate in athletics.

Herkimer College has a formal discrimination and harassment policy for the benefit of its employees and students. This policy will be used for the review of allegations employees or students have against other employees or students of Herkimer College. A complaint may be filed for any unlawful discrimination against someone in regard to race, color, religion, gender, age, creed, national origin, marital status, disability or any other characteristic protected by federal or state law.

### First Year Student Seminar

All new, full-time students are scheduled to take First Year Student Seminar (FS 100) as a required course. Students are graded in the course and the course must be successfully completed to qualify for graduation. First Year Student Seminar is an ongoing orientation program. It is designed to help students prepare and adjust to all of the academic and social challenges that the College will afford to them.

### Guidelines and Procedures for Students with Disabilities

Herkimer College is committed to ensuring that qualified students with disabilities have equal access to College programs in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973.

Students with documented disabilities receive accommodative services through the Services for Students with Disabilities (SSD) Office. SSD is located in the Academic Support Center, which is in the Library Building. Please call SSD at 315-866-0300 ext. 8331 with any questions/concerns.

At the postsecondary level, the student with a disability is responsible for initiating any request for accommodative services. Students requesting services must provide current documentation from a qualified professional. Documentation should be current (no more than three years old), and should include a statement of disability and any recommended accommodations. IEP's and 504 plans are insufficient documentation, but can be included as part of a more comprehensive evaluative report. SSD will arrange for the provision of appropriate accommodations including, but not limited to, alternative testing accommodations, auxiliary aids and assistive technology.

**Documentation should be mailed or faxed to:**

Coordinator of Services for Students with Disabilities  
 Herkimer College  
 100 Reservoir Road  
 Herkimer, NY 13350  
 Fax # 315-866-6957

Dean of Students

Office Location, CA 264 • Phone (315) 866-0300, Ext.  
 8276

**Students requesting accommodative services must follow these procedures to be officially registered with the Services for Students with Disabilities (SSD) Office:**

1. Requests for services **must** be made in a timely manner. Requests should be made at least 30 days in advance of any accommodation, including placement testing. Failure to disclose and failure to provide appropriate documentation without this lead time may lead to possible delays in provision of services.
2. Documentation **must** include a diagnosis of disability and accommodations recommended by a qualified professional. IEP's and 504 plans are not sufficient documentation by themselves, but can be included as part of a more comprehensive evaluative report.
3. SSD will review documentation and determine appropriate accommodations necessary at the postsecondary level.
4. Students registered with SSD must meet with the Special Services Coordinator **each semester** to develop an accommodation plan. At this time, the student's signature will be necessary to grant permission to release information pertinent to the provision of accommodative services. Students subsequently will meet with each instructor during his/her office hour to review the accommodation plan.

***Services for Students with Special Needs***

Voluntary self-identification of a documented disability will allow the college to help prepare appropriate support services to facilitate learning for special needs students. Medical or other professional diagnostic reports are required to insure appropriateness of the accommodation. A student who requires an accommodation should contact the Coordinator of Services for Students with Disabilities. The phone number is 315-866-0300, ext. 8331.

***Title IX***

**CAMPUS TITLE IX COMPLIANCE OFFICERS:**

Director of Human Resources

Office Location, CC 241 • Phone (315) 866-0300, Ext.  
 8332

**Health Services**

The Health Office will be open on Tuesdays and/or Thursdays from 12:30 p.m. - 3:00 p.m. with a Nurse Practitioner.

For an appointment with the Nurse Practitioner, please contact Erin DeChiaro, Administrative Assistant to the Dean of Students at 315.866.0300 ext 8276 or by email [dechiaree@herkimer.edu](mailto:dechiaree@herkimer.edu).

For other health issues, please contact Bassett Convenient Care at 315.867.2884 or visit them at 321 East Albany Street, Hekimer, NY 13350.

***Immunization Requirements***

New York State Public Health Law 2165 requires students taking six credit hours or more on campus to have proof of two MMR's (Measles, Mumps & Rubella). This law applies to all students born after January 1, 1957.

A new public health law effective August 15, 2003 makes it mandatory for ALL college students taking six credit hours or more on campus to receive information about Meningitis disease and vaccine. ALL students must have a record of receiving the Meningitis vaccine or sign a waiver declining the vaccine.

All students have 30 days from the first day of school to comply with the above requirements.

***Intercollegiate Athletics***

Herkimer College offers a highly profiled national athletic program. Herkimer College belongs to Region III of the National Junior College Athletic Association (NJCAA), Men's and Women's Divisions. The College is also a member of the Mountain Valley Collegiate Conference, which is comprised entirely of community colleges. Herkimer College was the number 1 ranked Division III NJCAA athletic program in the country for the 2013-14 year.

Intercollegiate men's teams include: baseball, basketball, bowling, cross country, lacrosse, soccer, swimming and diving, tennis and track & field.

Intercollegiate women's teams include: basketball, bowling, cross country, lacrosse, soccer, softball, swimming and diving, tennis, track & field and volleyball.

### **How To Become Involved**

Each coach is responsible for the recruitment of student-athletes for their assigned sport. A list of sports and coaches may be obtained from the Director of Athletics office (PE 104) located in the Physical Education Building. Additionally, coaches will post flyers around the campus which will notify students about organizational team meetings prior to the beginning of an athletic season. Students should feel free to contact individual coaches or the Director of Athletics for further information at any time.

#### ***Guidelines for Granting Physical Education Credit for Participation in an Intercollegiate Sport:***

1. Students successfully completing an intercollegiate sport shall receive one (1) credit toward their P.E. activity graduation requirement.
2. Maximum credit to be earned in this manner is one (1).
3. Coaches will be responsible for reporting to the Registrar which students have successfully completed the sport and have earned the credit.
4. Team managers will not be eligible for receiving physical education activity credit.
5. Students may receive transfer credit in the following situations:
  - a. Varsity sport appears on transcript for two (2) credits. Only one (1) credit may be awarded.
  - b. Varsity sport on transcript for zero (0) credits with proper documentation from sending institution. One (1) credit may be awarded.
  - c. Varsity sport not on transcript. If student can provide written documentation from sending institution, student may be awarded one (1) credit.

### **Intramural/Club Sports**

The intramural sports program serves to compliment the academic mission of the College by offering a recreational co-curricular experience. Activities include: flag football, 3 on 3 basketball, 5 on 5 basketball, volleyball, softball, dodge ball, floor hockey, Frisbee golf, 3 on 3 soccer and numerous tournaments. If you would like to start a new intramural sport, you are encouraged to stop in and see the Director of Athletics in PE 104.

Club sports are open to all students and include men's baseball (fall), men's & women's lacrosse (fall), men's & women's soccer (spring) and women's softball (fall).

### **Residence Life and Housing**

As one of numerous community colleges within the SUNY system that offers on-campus housing, Herkimer College provides students the opportunity to enhance their academic experience by being contributing members of their residential community. By living on campus, students are able to establish a sense of belonging, develop critical thinking skills, make ethical decisions, and assume self-responsibility.

The HCCC Housing Corporation manages housing and residence life and offers three residential communities for students (College Hill, Campus Meadows and Reservoir Run), with a total occupancy of just over 600 students.

Each residence apartment building has a live-in staff member to assist the students residing in that building/community. Resident assistants are fellow students who also live in each apartment building and are responsible for the supervision of that facility. They are trained as counselors, community builders, problem-solvers and activity planners. Area coordinators are full-time, live-in professional staff members who supervise the resident assistants and have overall management responsibility for a specific community. The entire housing and residence life function is managed by the Director of Residence Life.

Each apartment is completely furnished and includes a refrigerator, stove/oven, dishwasher and garbage disposal. Each apartment is also equipped with cable service and high speed internet.

The College maintains a list of off-campus housing options, and will assist students in securing off-campus housing. The College neither inspects nor makes any specific off-campus housing recommendations to students.

For more information about housing and residence life, contact the HCCC Housing Corporation Office at (315) 867-2222.

### **Veterans Benefits**

Veterans' enrollment certifications are processed by the Registrar's Office. All veterans planning to obtain educational assistance benefits through the Veterans Administration must record their intentions with the Registrar's Office for each certification period. Those students applying for veteran's benefits at Herkimer College for the first time should make

application to the Veterans Administration well in advance of the college registration. Forms are available at the Registrar's Office or online at [www.GIBILL.va.gov](http://www.GIBILL.va.gov). Federal and state regulations require that colleges report promptly to the VA non-attendance or termination of study on the part of students receiving benefits. All students receiving educational assistance benefits are required to submit monthly attendance reports signed by their instructors confirming satisfactory attendance. Failure to submit these reports or an unsatisfactory report may result in termination of benefits and possible reimbursement of monies received from the VA. For further information, please contact the Registrar's Office.

### **Image Release Policy**

As a student, faculty or staff member, or visitor to the campus of Herkimer County Community College or at an event not on campus, but sponsored by Herkimer College, you grant permission to Herkimer College and/or its assigns, its clients, or agents, full permission to to use, publish, and copyright, either in whole or in part, photographs or other images or likenesses of yourself in the form of videotape, film or digital stills, or any other medium. Such material may be used with or without your name in publications, television, billboards, online, social media and other media for promotion and advancement of the College. You give this permission without expectation of any remuneration. If you do not consent to this general permission, you must contact the Director of Public Relations, in writing, at Herkimer College, 100 Reservoir Road, Herkimer, NY, 13350.

### **Release of Student Information**

In releasing information about students, Herkimer College follows the provisions of the Family Educational Rights and Privacy Act of 1974. A complete statement of the College's policy is contained in the Student Handbook.

## COSTS FOR 2016-2017

The following costs for Herkimer County Community College are in effect for 2016-17:

2016-17 Full Time Tuition & Fees

2016-17 Part Time Tuition & Fees

2016-17 On-Campus Housing & Meal Plans

All tuition and fees must be paid on or before the due date of the semester's billing. **All fees are subject to change at the discretion of the College and without notice.**



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