
COLLEGE CATALOG 2023-2024

Herkimer County Community College

100 Reservoir Road
Herkimer, NY 13350
(315) 866-0300
www.herkimer.edu

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

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Herkimer[™]
THE STATE UNIVERSITY OF NEW YORK

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 April 26, 2023.

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.

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PRESIDENT'S MESSAGE

Welcome to Herkimer County Community College, one of the top-ranked community colleges in the nation! Since its founding in 1966, Herkimer College has maintained a reputation of excellence fostered by dedicated faculty, innovative programs and outstanding support services.

We are proud of the success of our alumni and students. Herkimer College has some of the best graduation and transfer rates among community colleges. More than 40 associate degree and certificate programs are offered in the areas of art, business, communications, criminal justice and law, education, healthcare and service, liberal arts, and STEM. Twenty degree and four certificate programs, as well as support services, are available completely online, making it convenient for non-traditional students to pursue degrees or enhance their skills.

Herkimer College offers a full college experience with on-campus housing and many co-curricular opportunities. With a variety of student clubs and organizations and an active student activities calendar, there are endless ways to get involved, develop leadership skills and explore new interests. Additionally, the Herkimer Generals are a national championship athletic program with 19 intercollegiate sports.

We support students in a variety of ways, nowhere more evident than in our commitment to access and affordability. In addition to keeping our tuition and fee rates affordable, many of our courses utilize Open Educational Resources (OER), significantly reducing the cost of textbooks for many students. New York State residents have the opportunity to qualify for free tuition through the Excelsior Scholarship program. The Herkimer County College Foundation Tuition Scholarship is available for Herkimer County residents who graduate in the top 15 percent of their high school classes. There are more than 80 other scholarships also made available through the Foundation. Herkimer College is a great value!

Herkimer College is the *right* place at the *best* time.

Sincerely,

Cathleen C. McColgin, Ph.D.

President

MISSION, VISION AND CORE VALUES

Mission Statement

Herkimer College's mission is to provide dynamic educational programs and services in an inclusive, engaging community where all learners have the opportunity to grow and succeed.

Vision Statement

Herkimer College will be the college of choice, delivering an innovative, transformative student experience inspired by a new generation.

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 expect and encourage all constituents 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, inclusivity, professionalism, and responsibility, 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

Herkimer County Community College is located in central New York State, just off exit 30 of the New York State Thruway. Herkimer College is one of 30 community colleges in the State University of New York (SUNY) system, and is ranked among the top two-year colleges in the nation based on transfer and graduation rates. Herkimer College offers a variety of associate degree and certificate programs in art, business, communication arts, criminal justice and law, education, healthcare and service, liberal arts and sciences, and STEM, and is a leading provider of fully-online degree programs. The student body of approximately 2,500 students hails from throughout the nation and several foreign countries. With on-campus housing for more than 600 students, a nationally-ranked athletics program, and a variety of student activities, clubs and events, Herkimer College students enjoy the complete college experience. Herkimer College is a fundamental contributor to the economic development of Herkimer County and the surrounding Mohawk Valley region. More information is available at www.herkimer.edu.

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.

The Middle States Commission on Higher Education (MSCHE) Standards for Accreditation were established based on four guiding principles:

- The mission-centric standards acknowledge the diversity of institutions;
- The focus of the standards is on the student learning experience;
- The standards emphasize institutional assessment and assessment of student learning; and
- The standards support innovation as an essential part of continuous institutional improvement.

Herkimer County Community College's summary of accreditation status is available to students and their families at www.msche.org. Students may also access the student resources site, including MSCHE contact

information at <https://www.msche.org/student-resources/>.

The College's academic programs are registered and approved by the New York State Department of Education. Herkimer 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).

Additional information on Herkimer College's accreditation is available at the Research and Institutional Effectiveness page on the Herkimer website.

Board of Trustees

Herkimer County Community College is governed by a 10-member Board of Trustees. The Board is made up of local representatives, four of whom are appointed by the governor of New York State, five appointed by the Herkimer County Legislature, and the Student Government President elected by the student body. The current list of trustees and their bios are available www.herkimer.edu/bot.

Campus Facilities

Centrally located in New York State, Herkimer College sits on a 500-acre campus with expansive views of the Mohawk Valley. Details regarding campus facilities are available at www.herkimer.edu/about/our-campus/.

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 on the College website. 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.

College Policies

College policies are available at www.herkimer.edu/about/leadership/board-of-trustees/board-policies-library/

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

It is the policy of the Herkimer County Community College Board of Trustees that no one shall have access to, nor will the institution disclose, any information from students' education records without the consent of students, except to personnel within the institution; to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; to a person employed by the University's System Administration; and to persons in an emergency in order to protect the health or safety of students or other persons. At its discretion, the College may provide "directory information" to individuals, organizations, and agencies in accordance with the Family Educational Rights and Privacy Act of 1974. The term "directory information" relating to a student includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Under the "Solomon Amendment" (32 CFR part 216), the "Directory Information" data referred to above must be provided, in writing, to the military upon request.

A complete statement of the College's policy is contained in the Student Handbook.

Community

Herkimer County Community College is located in southern Herkimer County, within a four-hour drive of New York City, Niagara Falls, Buffalo, Toronto, Boston, and Montreal. The village of Herkimer and its surrounding communities are part of the Mohawk Valley region, with the cities of Little Falls to the east,

and Utica and Rome to the west. The area is made up of family-oriented communities comprised of small towns and villages offering a full range of services and amenities in a relaxing setting. The area boasts a low-cost of living and good quality of life.

Herkimer County is the local sponsor of Herkimer County Community College, providing financial support to the College. Located in central New York State and nestled in the foothills of the Adirondacks, Herkimer County is noted for its farming, manufacturing and tourism. 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. For more information about Herkimer County: www.herkimercounty.org

The city of Little Falls is a short 10-minute drive from campus, and boasts an espresso bar, gem shop, arts center, French restaurant, antique centers, and a local hospital. Known as “the city that loves refugees,” nearby Utica is home to more than 40 nationalities and offers extraordinary dining options that include Bosnian, Cambodian, Vietnamese, Italian, German, Caribbean and more choices for the adventurous. Utica is also home to F.X. Matt Brewing Company, the fourth oldest family-owned brewery in the United States and the Mohawk Valley Health System with a brand new hospital under construction, 4,200 full-time equivalent employees, 17 primary care locations, a Children’s Health Center, a Women’s Health Center, general, orthopedic and neurological surgeons and a Breast Care Center.

The area offers a great deal of recreational activities, including many fairs and festivals, road races, parks, golf courses, a zoo, a large arts institute, and historical sites. Herkimer lies in the foothills of the Adirondacks — one of the nation’s largest and most beautiful parks with ample opportunities for outdoor adventures within a short drive. And with the Adirondack Bank Center, the Stanley Theater for the Arts, and the Turning Stone Resort Casino nearby, there is never a shortage of things to do.

Herkimer College is the only college located in Herkimer County, but the region is home to 25,000 college students on 10 campuses, the closest being SUNY Polytechnic Institute (SUNY Poly), Utica College, and Mohawk Valley Community College.

Community Education

Herkimer County Community College provides quality, affordable, lifelong learning opportunities, thereby strengthening the economic development of the region. The Office of Community Education can assist organizations and community groups to coordinate usage of campus for meetings and events. The Community Education Office is located in the Robert McLaughlin College Center. Visit www.herkimer.edu/ce for complete information on our programs and services.

Non-credit courses

Herkimer College offers non-credit courses designed for community members to pursue career advancement, health and wellness, and personal interests.

Training and Workforce Development Services

Herkimer College offers a variety of training and workforce development opportunities for employees and employers. Services include workforce training needs assessment; consulting services; courses, programs, seminars and workshops; and training programs.

Conference Services

The Hummel Corporate and Professional Education Center, located in the Robert McLaughlin College Center, provides a business-friendly environment for organizations to conduct conferences and meetings.

Directory

Up to date faculty and staff, office, and social media directories are maintained at www.herkimer.edu/directory

Emeriti

Emeritus status is an honor granted by the Board of Trustees to retired professional academic and administrative staff members who have demonstrated excellence and commitment to making Herkimer College the exceptional institution it is today. A complete list of emeriti is available at www.herkimer.edu/emmeriti

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. SUNY Trustees resolved to sponsor and establish a community college for the County of Herkimer on January 13, 1966. Approval was given for classes to begin in 1967 and Herkimer County Community College became the 29th community college in the State of New York.

A detailed chronological history of Herkimer County Community College is available at <https://www.herkimer.edu/about/history-and-awards/history/>

State University of New York

Herkimer County Community College is one of 30 community colleges within The State University of New York (SUNY) system.

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 at least 15 credit hours of additional course work 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.

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, and Legal Studies.

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:

Program	Degree	HEGIS
Art Studio (p. 11)	A.S.	5610
Business: Accounting (p. 12)	A.A.S.	5002
Business: Accounting (p. 13)	A.S.	5002
Business: Business Administration (p. 14)	A.A.S.	5004
Business: Business Administration (p. 15)	A.S.	5004
Business: Fashion Buying and Merchandising (p. 16)	A.A.S.	5004
Business: Health Services Management Technology (p. 17)	A.A.S.	5004
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
Communication and Media (p. 22)	A.S.	5606
Computer and Network Security (p. 23)	A.A.S.	5104
Computer Science (p. 24)	A.S.	5101
Criminal Justice (p. 25)	A.A.S.	5505
Criminal Justice (p. 27)	A.S.	5505
Criminal Justice: Crime and Intelligence Analysis (p. 29)	A.A.S.	5505
Criminal Justice: Forensic Investigations (p. 31)	A.A.S.	5505
Cybersecurity and Digital Forensics (p. 33)	A.S.	5505

Early Childhood (p. 35)	A.A.S.	5503
Electrical Technology (p. 37)	A.A.S.	5310
Engineering Science (p. 38)	A.S.	5609
Esports Management (p. 40)	A.A.S.	5099
Health Professions (p. 41)	A.S.	5299
Human Services (p. 44)	A.A.S.	5501
Legal Studies (p. 46)	A.A.S.	5099
Liberal Arts and Sciences: Childhood Education (p. 48)	A.S.	5649
Liberal Arts and Sciences: General Studies (p. 50)	A.A.	5649
Liberal Arts and Sciences: Humanities (p. 52)	A.A.	5649
Liberal Arts and Sciences: Physical Education (p. 54)	A.S.	5299
Liberal Arts and Sciences: Science (p. 56)	A.S.	5649
Liberal Arts and Sciences: Social Science (p. 61)	A.A.	5649
Music Industry (p. 64)	A.S.	5610
Physical Therapist Assistant (p. 67)	A.A.S.	5219
Psychology (p. 66)	A.A.	5320
Quality Assurance - Business (p. 70)	A.S.	5099
Quality Assurance - Science (p. 72)	A.S.	5649
Supply Chain Management (p. 73)	A.A.S.	5004

Art Studio (A.S.)

HEGIS: 5610

SUNY CODE: 2987

The Art Studio curriculum develops technical skills and visual problem-solving abilities and introduces theoretical, historical, and critical issues that prepare students to transfer to four-year colleges to major in a visual arts program. 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, the historical background and the theoretical discourse of artmaking.
- introduce students to design theory including the visual elements and principals of design, and demonstrate how to apply them to creative visually successful and emotionally expressive works of art.
- introduce students to the vocabulary and critical thinking skills necessary to analyze and contextualize their artwork and the work of others.
- enable students to develop a portfolio of work to use for transfer to a four-year institution or entry into the workforce.

Successful graduates from this program will be able to:

- demonstrate a proficiency in the creative process from research and development through refinement, completion and reflection.
- create works of art that demonstrate an understanding of the visual elements and principles of design and the ability to choose the materials and techniques that express their intention and vision.
- recognize, analyze, and discuss nuance and complexity in visual art through critical reflections that demonstrate an understanding of form and content and the ability to situate a work in its historical, social, cultural and theoretical contexts.

Transfer Information

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

Program of Study

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
HU 113	Drawing I	3
HU 120	Two Dim Design & Color	3
	Liberal Arts Elective	3
	Mathematics Selective	3
	Physical Education Activity	1

Subtotal: 17

2nd Semester

EN 112	College Literature	3
HU 220	3-Dimension Design/Sculpture	3
	Humanities Selective	3
	Social Science Elective	3
SS 161	Introductory Sociology	3
	Physical Education Elective	1

Subtotal: 16

Humanities Selective* Students must choose from: HU

113, 114, 118, 122, 123, 126, 127, 129, 140, 142, 143, 146, 148, 291.

2nd Year

3rd Semester

HU 111	Art History I	3
	EN/FL/HU Elective	3
	Humanities Selective	3
	Lab Science Selective	4
	Liberal Arts Elective	3

Subtotal: 16

Humanities Selective* Students must choose from: HU

113, 114, 118, 122, 123, 126, 127, 129, 140, 142, 143, 146, 148, 291.

4th Semester

HU 112	Art History II	3
HU 117	Drawing II	3
HU 230	Senior Art Seminar	1
	Humanities Selective	3
	Liberal Arts Elective	3

Subtotal: 13

Humanities Selective* Students must choose from: HU

113, 114, 118, 122, 123, 126, 127, 129, 140, 142, 143, 146, 148, 291

Total Credit Hours: 62

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

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:

- teach students how to prepare and analyze basic financial statements;
- introduce students to the use of accounting software to process information; and
- teach students how to use accounting principles and procedures to solve problems.

Successful graduates from this program will be able to:

- prepare and analyze financial statements;
- use software to process accounting information; and
- apply accounting principles and procedures to solve a variety of problems.

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. Although many graduates transfer to four-year colleges and universities, students planning to obtain a four-year degree in accounting are encouraged to enroll in Business Administration A.S.

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

BU 104	Financial Accounting	4
BU 111	Business Organization & Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
	Physical Education Activity	1

Subtotal: 15**2nd Semester**

BU 105	Managerial Accounting	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
EN 112	College Literature	3
	Mathematics Selective	3

Subtotal: 15**2nd Year****3rd Semester**

BU 106	Computerized Accounting Syst.	3
BU 214	Intermediate Accounting I	4
BU 216	Fundamentals of Income Tax	3
SS 185	Intro Macroeconomics	3
	Science Selective	3

Subtotal: 16**4th Semester**

BU 107	Personal Finance	3
BU 224	Intermediate Accounting II	3
SS 121	American History to 1865	3
	OR	
SS 122	American History Since 1865	3
	Business Elective	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Physical Education Activity	1

Subtotal: 16

DEISJ Selective: Student may select any Liberal Arts course from the DEISJ category.

Total Credit Hours: 62

This program is Internet accessible and may be completed entirely online. For more information:

www.herkimer.edu/ia

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

Business: Accounting (A.S.)

HEGIS: 5002

SUNY CODE: 1129

NOTE: We are no longer accepting new students into this program.

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 Polytechnic Institute, Utica University, SUNY Oswego, SUNY Geneseo, SUNY 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	Business Organization & Management	3
BU 114	Accounting I	3
EN 111	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	College Literature	3
	English Selective	3
	OR	
	Humanities Selective	3
	Mathematics Selective	3

Subtotal: 18

Mathematics Selective: MA 127 or higher

2nd Year

3rd Semester

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

Subtotal: 16

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

American History Selective: SS 121 (p. **Error! Bookmark not defined.**), SS 122 (p. **Error! Bookmark not defined.**) or SS 141 (p. **Error! Bookmark not defined.**)

4th Semester

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

Subtotal: 16

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information:

www.herkimer.edu/ia

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.

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 104	Financial Accounting	4
BU 111	Business Organization & Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Science Selective	3

Subtotal: 14**2nd Semester**

BU 105	Managerial Accounting	3
BU 141	Intro Marketing	3
EN 112	College Literature	3
IS 115	Computer Applications I	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Mathematics Selective	3

Subtotal: 18

DEISJ Selective: Student may select any Liberal Arts course from the DEISJ category.

2nd Year**3rd Semester**

BU 112	Business Communications	3
BU 232	Principles of Management	3
BU 251	Human Resource Management	3
SS 121	American History to 1865	3
	OR	
SS 122	American History Since 1865	3
SS 185	Intro Macroeconomics	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**Total Credit Hours: 64**

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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 104	Financial Accounting	4
BU 111	Business Organization & Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Lab Science Selective	4
		Subtotal: 15

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

2nd Semester

BU 105	Managerial Accounting	3
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BU 141	Intro Marketing	3
EN 112	College Literature	3
IS 115	Computer Applications I	3
	Mathematics Selective	3
	Physical Education Activity	1

Subtotal: 16

Mathematics Selective MA 127 or higher

2nd Year

3rd Semester

BU 121	Business Law I	3
BU 232	Principles of Management	3
SS 185	Intro Macroeconomics	3
	Science Selective	3
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

Subtotal: 16

4th Semester

SS 186	Intro Microeconomics	3
	Arts Selective	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	English Selective	3
	OR	
	Humanities Selective	3
	Mathematics Selective	3

Subtotal: 15

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

DEISJ Selective: Student may select any Liberal Arts course from the DEISJ category.

Mathematics Selective: MA 127 or higher.

Total Credit Hours: 62

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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

HEGIS: 5004

SUNY CODE: 0652

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	Business Organization & Management	3
BU 145	Princ Retailing	3
BU 225	Customer Service Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Business Elective	3

Subtotal: 16

Business Elective: BU 207 or BU 240 are recommended.

2nd Semester

BU 104	Financial Accounting	4
BU 112	Business Communications	3
BU 141	Intro Marketing	3
BU 143	Advertising	3
BU 157	Textiles	3
	Physical Education Activity	1

Subtotal: 17

2nd Year

3rd Semester

BU 156	History of Costume	3
EN 112	College Literature	3
	Arts Selective	3
	Mathematics Selective	3
	Science Selective	3
	Physical Education Activity	1

Subtotal: 16

4th Semester

BU 205	Retail Buying	3
BU 257	Fashion Merchandising	3
	Business Elective	3
	Diversity, Equity, Inclusion, and	3
	Social Justice Selective	
	Social Science Selective	3

Subtotal: 15

DEISJ Selective: Student may select any Liberal Arts course from the DEISJ category.

Total Credit Hours: 64

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

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 University, Canton Technology College, and Franklin University.

Program of Study

1st Year

1st Semester

BU 104	Financial Accounting	4
EN 111	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 Selective	3

Subtotal: 17

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

2nd Semester

BU 112	Business Communications	3
BU 141	Intro Marketing	3
EN 112	College Literature	3
HM 112	Issues in Long Term Care	3
	OR	
HM 212	Management Health Facility	3
	Mathematics Selective	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
SS 151	Intro Psychology	3
MT 115	Medical Terminology	3

Subtotal: 15

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

Total Credit Hours: 64

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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 SUNY Oswego, SUNY Polytechnic Institute and many other colleges and universities.

Program of Study

1st Year

1st Semester

BU 104	Financial Accounting	4
BU 111	Business Organization & Management	3
BU 251	Human Resource Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Science Selective	3

Subtotal: 17

2nd Semester

BU 112	Business Communications	3
BU 141	Intro Marketing	3
EN 112	College Literature	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Mathematics Selective	3

Subtotal: 15

DEISJ Selective: Student may select any Liberal Arts course from the DEISJ category.

2nd Year

3rd Semester

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

Subtotal: 16

4th Semester

BU 233	Bus Applications & Strategies	3
BU 250	Business Ethics	3
BU 253	Human Resources Selection and Performance Evaluation	3
IS 117	Computer Applications II	3
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

Subtotal: 16

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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 104	Financial Accounting	4
BU 111	Business Organization & Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1

Information Science Elective	3
Science Selective	3

Subtotal: 17

2nd Semester

BU 105	Managerial Accounting	3
BU 141	Intro Marketing	3
EN 112	College Literature	3
SS 151	Intro Psychology	3
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

Subtotal: 16

2nd Year

3rd Semester

BU 142	Marketing Research and New Business Development	3
BU 225	Customer Service Management	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
SS 161	Introductory Sociology	3
	Business 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	Introduction to Entrepreneurship	3

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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 104	Financial Accounting	4
BU 111	Business Organization & Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Mathematics Selective	3
	Science Selective	3

Subtotal: 17

2nd Semester

BU 105	Managerial Accounting	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
EN 112	College Literature	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3

Subtotal: 15

DEISJ Selective: Student may select any Liberal Arts course from the DEISJ category.

2nd Year

3rd Semester

BU 142	Marketing Research and New Business Development	3
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	Introduction to Entrepreneurship	3
BU 239	Small Bus Mgmt Capstone	3
HU 146	Intro to Graphics and Design	3
	Business Electives	6
	Physical Education Activity	1

Subtotal: 16

Total Credit Hours: 64

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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

HEGIS: 5506

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 SUNY Brockport, SUNY Cortland, Ithaca College and St. John's University.

Program of Study

1st Year

1st Semester

BU 111	Business Organization & Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
PE 120	Found of Physical Educ and Sport	3
PE 160	Introduction to Recreation	3
	Math Elective	3

Subtotal: 16

2nd Semester

BU 104	Financial Accounting	4
EN 112	College Literature	3
HE 121	Personal & Community Health	3
IS 115	Computer Applications I	3
PE 118	Aquatics	1
	OR	
PE 170	Lifeguard Training	1

PE 157	Adapted PE and Sport	3
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Subtotal: 17

2nd Year

3rd Semester

BU 232	Principles of Management	3
EN 228	Interpersonal Communication	3
HE 128	First Aid and CPR: Responding to Emergencies	2
SC 118	Fund of Human Anatomy and Phys	3
SS 161	Introductory Sociology	3
	Physical Education Majors Activity	1
	Physical Education Majors Activity	1

Subtotal: 16

4th Semester

BU 121	Business Law I	3
BU 225	Customer Service Management	3
PE 148	Adventure Curr and Coop Act	2
PE 156	Coaching Princ and Theories	3
SC 117	Nutrition	3
	Physical Education Majors Activity	1

Subtotal: 15

Total Credit Hours: 64

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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

Communication and Media (A.S.)

HEGIS: 5606

SUNY CODE: 2954

Communication and Media A.S. prepares students for transfer to a wide variety of media and communication programs. It emphasizes transferability, hands-on creation and digital media. Core areas of study include media production, human communication, media writing, journalistic content, and visual media.

The goals of this program are to:

- prepare students to analyze historical and contemporary media forms in order to create effective messages for targeted audiences
- provide students with a layered understanding of communication theory and opportunities to implement models in practice
- train students in methods of professional media production in a variety of contemporary and emerging forms

Successful graduates of this program will be able to:

- display understanding of media's impact on society, and write for traditional and emerging media platforms
- demonstrate understanding of communication theory and show proficiency in different forms of human communication, including speech
- produce media in various forms including, but not limited to, podcasts, video, audio, graphic, social media, journalistic and news related content.

Transfer Information

Students will be able to transfer into communication, media, and media production programs in institutions such as SUNY Cobleskill, SUNY Polytechnic Institute, SUNY Oswego and Utica University.

Program of Study

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
HU 136	Fundamentals of Media Creation	3
HU 146	Intro to Graphics and Design	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Mathematics Elective	3

Subtotal: 16

DEISJ Selective: Student may choose from courses in the DEISJ category.

Mathematics Elective: MA 124 or higher

2nd Semester

EN 112	College Literature	3
EN 118	Intro to Human Communication	3
EN 161	Journalism	3
HU 148	Digital Photography	3
SS 165	Intro Mass Media	3
	Physical Education Activity	1

Subtotal: 16

2nd Year

3rd Semester

EN 225	Public Speaking	3
EN 270	Media Writing	3
HU 257	Intermediate Media Production	3
	Laboratory Science	4
	Mathematics Selective	3

Subtotal: 16

4th Semester

HU 235	Social Media	3
HU 282	Communication & Media Capstone	3
	EN/HU Arts Selective	3
	Physical Education Elective	1
	Science Selective	3
	Social Science Elective	3

Subtotal: 16

EN/HU/Arts Selective: Students must select from the Arts category

Science Selective: Students must select from the Science category

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

This program complies with the State University General Education requirement.

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

Total Credit Hours: 64

Computer and Network Security (A.A.S.)

HEGIS: 5104

SUNY CODE: 2988

The computer and Network Security program is designed to prepare students for careers in computer and network security, 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	College Writing	3
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FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
IS 124	Principles of Programming I	3
IS 140	Networking Essentials	4
IS 207	Microcomputer Operating System	3

Subtotal: 17

2nd Semester

BU 111	Business Organization & Management	3
EN 112	College Literature	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 to Graphics and Design	3
IS 209	Linux	3
IS 242	Network Administration II	3
	Information Science Elective	3
	Science Selective	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 Selective	3
	Physical Education Activity	1

Subtotal: 16

Social Science Selective must be chosen from the DEISJ General Education course list.

Total Credit Hours: 64

Students who have previously been convicted of a felony are advised that their prior criminal history may impeded their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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.

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-oriented programming, and data structures utilizing a modern programming language. Graduates are prepared to transfer to a four-year college at the full junior status, continue their studies in a more specialized area of Computer Science, and/or develop software.

The goals of this program are to:

- prepare students to understand basic principles of algorithms and computer language;
- prepare students to develop software; and
- prepare students to evaluate the internal design and function of a modern computer system and how data is represented within the system.

Successful graduates from this program will be able to:

- utilize various programming constructs in the development of algorithms;
- identify and implement appropriate algorithms to solve specific computer applications;
- identify and explain the internal design elements in a modern computer system.

Career Opportunities/Transfer Information

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

Program of Study

1st Year

1st Semester

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

Subtotal: 14

2nd Semester

EN 112	College Literature	3
IS 125	Principles of Programming II	3
IS 141	Intr Hardware and Software Cncpt	3
MA 245	Calculus I	4
	Social Science Selective	3
	Physical Education Activity	1

Subtotal: 17

Social Sciences Selective: Choose a Social Sciences Selective from the DEISJ courses.

2nd Year

3rd Semester

IS 224	Data Structures	3
MA 248	Discrete Mathematics	3
	Arts Selective	3
	Natural Sciences & Scientific Reasoning Lab Science Selective 4	4
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

Subtotal: 17

Natural Sciences & Scientific Reasoning Selective: SC 133 is recommended.

4th Semester

HU 146	Intro to Graphics and Design	3
IS 207	Microcomputer Operating System	3
IS 241	Network Administration I	3
	Humanities Selective	3
	World History and Global Awareness Selective	3

Subtotal: 15

Total Credit Hours: 63

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

Criminal Justice (A.A.S.)

HEGIS: 5505

SUNY CODE: 0640

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, and how race, class and gender impacts those approaches.
- 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. Students will also identify and analyze how approaches to crime deterrence, investigation and apprehension are affected by race, class, and gender at the policy administrative and operational levels.
- identify issues that arise in the workplace environment of corrections as they relate to the detention, supervision, and rehabilitation of offenders.
- distinguish between different types of law and describe 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 SUNY Brockport, SUNY Oswego, SUNY Albany, SUNY Plattsburgh, SUNY Oneonta, SUNY Polytechnic Institute and Utica University.

Program of Study

1st Year

1st Semester

CJ 120	Intro Criminal Justice	3
CJ 123	Criminal Substantive Law	3
EN 111	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	College Literature	3
	Criminal Justice Elective	3
	Mathematics and Quantitative Reasoning Selective	3
	Physical Education Activity	1

Subtotal: 16

Mathematics Selective: Must be MA 124 or higher and must be chosen from the General Education category.

2nd Year

3rd Semester

CJ 151	Intro Corrections	3
HU 150	Ethics in Criminal Justice	1
SS 122	American History Since 1865	3
	OR	
SS 141	American Government	3
SS 167	Juvenile Delinquency	3
SS 241	American Minorities	3
	Natural Sciences and Scientific Reasoning	3

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 Internship	3
	OR	
	Criminal Justice Elective	3

OR

Social Science Elective 3

Physical Education Activity 1

Subtotal: 16-17**Recommended Social Science Electives**

SS 141 American Government 3

SS 152 Developmental Psychology 3

SS 162 Social Problems 3

SS 225 Terrorism and Homeland Security 3

SS 255 Abnormal Psychology 3

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

Total Credit Hours: 63

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

This program is Internet accessible and may be completed entirely online. For more information access Herkimer College's Internet Academy website: www.herkimer.edu/ia

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

Criminal Justice (A.S.)

HEGIS: 5505

SUNY CODE: 1100

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 NYS 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 of those issues; and
- provide students with a foundational knowledge of various theories of punishment, the philosophy of corrections, and the major components of the adult and juvenile correctional system, and how racial, ethnic, gender, and class issues affect policies and operations within these systems.

Successful graduates from this program will be able to:

- identify and analyze the impact of the philosophical and historical foundations of the CJ systems, and identify and apply selected statutes in the NYS penal law and criminal procedure law.
- analyze theories and compare and contrast the validity of various theories and the theory application; identify common CJ ethical issues as well as resolutions to those issues.
- identify the main parts and functions of the adult and juvenile corrections system and how racial, ethnic, gender, and class issues affect policies and operations within these systems.

Transfer Information

Graduates go on to four-year colleges and universities such as SUNY Brockport, SUNY Oswego, SUNY Albany,

SUNY Plattsburgh, SUNY Polytechnic Institute, 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	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	College Literature	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
	Criminal Justice Elective	3
	English/Humanities Elective	3
	Laboratory Science Elective	4
	US History and Civic Engagement Selective	3
	OR	
	World History and Global Awareness Selective	3
	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.

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

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, SS225, SS 227 or SS 246

Total Credit Hours: 64

This program is Internet accessible and may be completed
entirely online. For more information access Herkimer
College's Internet Academy website:
www.herkimer.edu/ia

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

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:

- introduce students to current crime analysis and intelligence theories and their applications to build their analytical, writing, and team management skills.
- 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
- introduce students to the concept of identifying characteristics of criminal activity of serial killers and serial sexual offenders and examine techniques of behavioral profiling construction and analysis.

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 to make reliable decisions based on analytical ability and critical thinking skills.
- utilize statistical research techniques and demonstrate a familiarity with computer operations and database management related to crime and intelligence analysis.
- utilize basic investigative and analytical reasoning skills to demonstrate effective communications through the use of oral and written reports.

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 200	Profiling Serial Killers	3
EN 111	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	College Literature	3
CJ 130	Intelligence Analysis	3
HU 172	Survey World Religions	3
	Mathematics Selective	3
	Physical Education Activity	1
	OR	
PE 140	Phys Ed Criminal Justice Maj	2

Subtotal: 16

Math Selective must be MA 124 or Higher

2nd Year

3rd Semester

CJ 127	Introduction to Crime Analysis and Crime Mapping	3
IS 115	Computer Applications I	3
MA 127	Mathematical Statistics I	3
	English Elective	3
	US History and Civic Engagement Selective	3

Subtotal: 15

United States History & Civic Engagement

Students must select from the following:

SS 121	American History to 1865	3
SS 122	American History Since 1865	3
SS 141	American Government	3
SS 142	State and Local Government	3
SS 246	Constitutional Law	3

English Elective

Student must select one (1) from the following:

EN 210	College Writing II	3
EN 225	Public Speaking	3
EN 228	Interpersonal Communication	3

4th Semester

CJ 250	Profiling Sexual Offenders	3
SC 150	Forensic Science I	4
SS 200	Rsch and Analy Meth Crim Anal	3
	OR	
SS 236	Research Methods for the Social Sciences	3
SS 225	Terrorism and Homeland Security	3
SS 227	Gangs: Theory, Pract and Suppres	3
	Physical Education Activity	1

Subtotal: 16

Physical Education Activity must be taken if student has not taken PE 140.

Total Credit Hours: 63

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

This program can all be completed online. For more information from Herkimer College, contact the Internet Academy at (315) 574-4006 or toll free in NYS at (844) 464-4375.

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. 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, SUNY Buffalo, SUNY Albany, SUNY Oneonta, SUNY Plattsburgh, SUNY 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	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	College Literature	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 242	Criminal Investigation	3
SC 150	Forensic Science I	4
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

Subtotal: 17

4th Semester

CJ 126	Issues in Law Enforcement	3
CJ 271	Criminal Justice Internship	3
	OR	
	Criminal Justice Elective	3
	OR	
	Social Science Elective	3
EN 228	Interpersonal Communication	3
HU 242	Forensic Photography	3
	Social Science Elective	3

Subtotal: 15

Recommended SS Electives include SS 141, SS 151, SS 152, SS 162, SS 167, SS 225, SS 241, SS 255

Prerequisites for CJ 271, Criminal Justice Practicum:

- Student must have completed basic core CJ courses: CJ 120, CJ 123, CJ 124, CJ 210
- Student's CJ GPA in above courses must be 2.3 or above.
- Student's overall GPA must be 2.0 or above.
- Student must obtain permission of instructor.

Social Science Elective

Recommended Social Science Electives include: SS 164, SS 225, SS 227

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

Total Credit Hours: 64-65

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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

Cybersecurity and Digital Forensics (A.S.)

HEGIS: 5505

SUNY CODE: 2989

The Digital Forensics program will prepare students to work in the investigatory side of the field of Cybersecurity. Digital forensic examiners are the first responders in cybercrime, corporate crime, identity theft, and cyber terrorism. Digital forensics tasks include identification of cyber threats and intrusions, assessment of cyberattack impacts, and cause and origin investigations. Successful students will gain the knowledge and skills to transfer to four-year degree programs for further specialization or to gain employment with government or private sector cyber security units.

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 security, and computer forensics;
- utilize critical thinking skills by emphasizing thoroughness of topic research as well as creative problem solving within their discipline; and
- express knowledge of proactive approaches to investigating and apprehending, or deterring cybercriminals, keeping in mind the ever changing social landscape of race, gender and class.

Microcredential Information:

Security+ Microcredential

Students wishing to earn CompTIA Security+ certification must successfully complete CJ 243 and CJ 273 with a C grade or better and successfully complete the official CompTIA course in preparation to take the CompTIA Security+ exam. Certification is optional and independent of program requirements. The official CompTIA course and exam costs are the responsibility of the student and are not included in tuition.

Transfer Information:

The 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

		Subtotal: 0
1st Semester		
CJ 120	Intro Criminal Justice	3
CJ 241	Understanding & Mng Cybercrime	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
SS 161	Introductory Sociology	3
	Mathematics and Quantitative Reasoning Selective	3

Subtotal: 16

Mathematics & Quantitative Reasoning: Must be MA 124 or higher.

2nd Semester

CJ 240	Fraud Examination	3
	OR	
CJ 245	Python Prgmg/Cybersecurity	3
CJ 243	Introduction to Information Security	3
EN 112	College Literature	3
SS 136	Criminology	3
SS 162	Social Problems	3
	Physical Education Activity	1

Subtotal: 16

2nd Year

3rd Semester

CJ 261	Computer Forensics & Invest	3
CJ 273	Netwrk Defen & Countermeasures	3
MA 127	Mathematical Statistics I	3
SS 151	Intro Psychology	3
	Natural Sciences and Scientific Reasoning	3

Subtotal: 16

Natural Science and Scientific Reasoning must be a Laboratory Science course.

4th Semester

CJ 124	Criminal Procedure Law	3
CJ 262	Advanced Computer Forensics and Investigations	3
CJ 274	Cybersecurity Capstone	3
HU 242	Forensic Photography	3

OR

	Humanities Elective	3
SS 246	Constitutional Law	3
	Physical Education Activity	1

Subtotal: 16

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

HU Elective: HU 242 Forensic Photography Strongly Recommended

Total Credit Hours: 64

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

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 (once they pay test fee and pass the NYS Assessment of Teaching Assistant Skills (ATAS) offered through the state) to Teacher in Child Day Care Centers, Preschools, Head Start programs and a variety of other early childhood facilities. Herkimer College has Transfer Articulation Agreements with the following Institutions: SUNY Buffalo State, SUNY Cobleskill and Utica University.

Program of Study

1st Year

1st Semester

ED 100	Intro Early Childhood Ed	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
HU 110	Fund of Art in Early Child Ed	3
	OR	
HU 113	Drawing I	3
	OR	
HU 114	Painting I	3
	OR	
HU 120	Two Dim Design & Color	3
SS 151	Intro Psychology	3
SS 163	Marriage and Family	3

Subtotal: 16

2nd Semester

ED 200	Curriculum and Methods in Teaching Early Childhood Education	3
ED 210	Social Foundations of Education	3
ED 250	Child Growth & Development	3
EN 112	College Literature	3
	Natural Sciences and Scientific Reasoning	3
	OR	
	Natural Sciences and Scientific Reason Lab Science	4

Subtotal: 15-16

2nd Year

3rd Semester

ED 215	Educating the Exceptional	3
ED 221	Practicum I - Early Childhood	3
EN 225	Public Speaking	3
	OR	
EN 228	Interpersonal Communication	3
	Mathematics and Quantitative Reasoning Selective	3
	World Languages Selective	3
	Physical Education Activity	1

Subtotal: 16

Math Elective: Must be MA 124 or higher.

4th Semester

ED 101	Observation and Assessment in Young Children	3
ED 205	Infant and Toddler Curriculum Development	3

ED 222	Practicum II-Early Childhood	3
EN 117	Literature for Children	3
	World Languages Selective	3
	Physical Education Activity	1
Subtotal:		16

Total Credit Hours: 63-64

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 101	Observation and Assessment in Young Children	3
ED 200	Curriculum and Methods in Teaching Early Childhood Education	3
ED 205	Infant and Toddler Curriculum Development	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 with a grade of C or better in the following:

ED 100	Intro Early Childhood Ed	3
ED 101	Observation and Assessment in Young Children	3
ED 200	Curriculum and Methods in Teaching Early Childhood Education	3
ED 205	Infant and Toddler Curriculum Development	3

One of the requirements for the completion of Practicums I & II, is to take either HE 128-First Aid & CPR: Resp to Emer., **OR** complete the **current** CPR certification from the American Heart Association.

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.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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

Electrical Technology A.A.S.

HEGIS: 5310

SUNY CODE: 0555

Students graduating with an A.A.S. degree in Electrical Technology will be prepared to enter careers in the design, application, installation, manufacturing, operation and/or maintenance of electrical/electronic(s) systems, with a focus on Smart Grid technologies.

The goals of this program are to:

- prepare students to demonstrate expertise and career advancement through applied problem-solving in their field.
- prepare students to function and communicate effectively with a technical team, designers, managers, and clients by defining and solving technical problems.
- prepare students to conduct tests, measure, analyze, and interpret results for achieving the goals of an electrical technician and their organization.

Successful candidates from this program will be able to:

- apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined problems appropriate to the discipline
- design and deliver written, oral, and graphical documentation for well-defined technical problems while working on a team.
- conduct standard tests, measurements, and experiments, analyze, and interpret the results, and design and assist with electrical engineering design and repair of systems, components or processes appropriate to the discipline.

Admissions Requirements:

This is a fall start only program.

To be considered for admission to the program, high-school graduates must have a cumulative average of 75 or higher and have successfully completed at least two high school mathematics courses and one science course (Physics or Chemistry is recommended). Transfer students are recommended to have a GPA of 2.75 with a "B" or better in college pre-calculus and a "C" or higher in general Physics.

Program of Study

1st Year

1st Semester

EE 101	Intro to Electrical Technology	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
IS 171	Computer Science	3
SC 133	Physics I	4
	Social Science Selective	3

Subtotal: 17

2nd Semester

EE 126	Electric Circuits I	4
EN 112	College Literature	3
MA 150	Applied Calculus I	4
SC 134	Physics II	4
	Physical Education Activity	1

Subtotal: 16

2nd Year

3rd Semester

EE 127	Electric Circuits II	4
EE 150	Electronics	4
EE 201	Digital Systems	4
	Arts Selective	3

Subtotal: 15

4th Semester

EE 205	Renewable Energy Systems	4
EE 210	Building Management Systems	4
EE 220	Microprocessors	4
SS 161	Introductory Sociology	3
	Physical Education Activity	1

Subtotal: 16

Total Credit Hours: 64

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

Engineering Science (A.S.)

HEGIS: 5609

SUNY CODE: 0530

This curriculum provides a sound academic core preparing the student to transfer into Baccalaureate Engineering programs. Transfer opportunities within the SUNY system include mechanical, biomedical, industrial, chemical, civil and environmental engineering.

Admission Standards:

To be considered for admission into the Engineering Science program, high school graduates must have a cumulative average of “80” or higher and a grade of “80” in Regents Physics and a grade of “85” in Precalculus. Transfer students must have a GPA of 3.0 with a “B” or better in college Precalculus and a “C” or higher in Physics.

The goals of this program are to:

- Provide students with the mathematical and scientific educational experiences and methods engineers use to solve technical problems
- Provide students with the methodology and critical thinking skills to analyze systems using mathematical and scientific concepts for engineering applications

Successful graduates of this program will be have:

- A comprehensive knowledge base of Engineering Science
- The ability to discuss and evaluate current issues in Engineering Science

Career Opportunities/Transfer Information

We have articulation agreements with SUNY Binghamton and SUNY Canton. Taking these courses does not ensure that all first two-year requirements have been met; nor will it guarantee acceptance in all programs at all institutions. The following engineering discipline course requirements are based on the Engineering SUNY Pathways. It is important that the student contact the four-year institution for the specific matriculated degree requirements for that institution. For additional information, please contact the Academic Advisement Office.

Program of Study

1st Year

1st Semester

EN 111	College Writing	3
EG 191	Introduction to Engineering	3

FS 100	First Year Student Seminar	1
IS 171	Computer Science	3
MA 245	Calculus I	4
SC 153	General Chemistry I	4

Subtotal: 18

2nd Semester

EN 112	College Literature	3
MA 246	Calculus II	4
SC 233	Calculus Physics I	4
	Engineering Pathway Elective 1	3-4
	OR	
	The Arts Selective	

Subtotal: 14-15

2nd Year

3rd Semester

EG 230	Statics	3
MA 247	Calculus III	4
SC 234	Calculus Physics II	4
	Engineering Pathway Elective 2	3-4
	OR	
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

Subtotal: 18-19

DEISJ must be from a social science designation.

4th Semester

MA 251	Differential Equations	3
	Engineering Pathway Elective 1	3
	OR	
	Arts Selective	3
	Engineering Pathway Elective 2	3-4
	OR	
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Engineering Pathway Elective 3	3
	Physical Education Activity	1

Subtotal: 13-16

DEISJ must be a social science designation.

Total Credit Hours: 63-68

Students are required to choose a pathway concentration prior to beginning the spring semester of their first year. In order to meet graduation requirements, students must successfully complete one of the following pathway options.

Biomedical and Chemical Engineering SUNY Transfer Pathway

- Engineering Pathway Elective 1: SC 154 General Chemistry II w/lab (Must be taken 2nd semester)
- Engineering Pathway Elective 2: SC 225 Organic Chemistry I w/lab (Must be taken 3rd semester)
- Engineering Pathway Elective 3: SC 238 Strength of Materials (Must be taken 4th semester)

This program complies with the State University General Education Requirement.

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.

Civil Engineering SUNY Transfer Pathway

- Engineering Pathway Elective I: SC 154 General Chemistry II w/lab (Must be taken 2nd semester)
- Engineering Pathway Elective 2: Natural Science Elective
- Engineering Pathway Elective 3: SC 238 Strength of Materials (Must be taken 4th semester)

Aerospace & Mechanical Engineering SUNY Transfer Pathway

- Engineering Pathway Elective 1: EG239 Dynamics (Must be taken 4th semester)
- Engineering Pathway Elective 2: EG 238 Strength of Materials (Must be taken 4th semester)
- Engineering Pathway Elective 3: EG 275 Electronic Circuits I (Must be taken 4th semester)

Environmental Engineering SUNY Transfer Pathway

- Engineering Pathway Elective 1: SC 154 General chemistry II w/lab (Must be taken 2nd semester)
- Engineering Pathway Elective 2: SC 155 Biology (Must be taken 3rd semester)
- Engineering Pathway Elective 3: EG 238 Strength of Materials (Must be taken 4th semester)

Industrial Engineering SUNY Transfer Pathway

- Engineering Pathway Elective 1: EG 275 Electronic Circuits I (Must be taken 4th semester)
- Engineering Pathway Elective 2: EG 238 Strength of Materials (Must be taken 4th semester)
- Engineering Pathway Elective 3: EG 239 Dynamics (Must be taken 4th semester)

Esports Management A. A. S.

HEGIS: 5099

SUNY CODE: 4261

Prepare for an exciting career in the rapidly growing field of esports, the global entertainment industry encompassing competitive video gaming. Esports is predicted to grow faster than any other sport in the next few years, and the need for managers to support game developers and the emerging audience of gaming consumers is projected to increase as well. This growth industry will create demand for employees who appreciate the professional competitive video gaming environment, understand basic technology and possess the marketing and management skills to contribute to this emergent field.

Graduates of the Esports program will be prepared to pursue positions in esports marketing and promotion, events management, esports broadcasting, tournament directors, collegiate esports coaches and directors, facilities and game day management and operations, public relations, and sales.

The goals of this program are to:

- educate students who understand all aspects of the esports business environment including the basic technology and culture of esports operations, including event management, marketing, content creation, strategic planning, and personnel management. Students will demonstrate skills in communication, critical thinking, and decision-making required to be effective managers.
- educate students to be able to pursue positions in esports facilities, operations, administration, sales and game day operations.

Successful graduates from this program will be able to:

- utilization information by applying a variety of business and industry standard software and hardware to major business functions (e.g., marketing, accounting, content creation and human resource management).
- use effective communication skills to promote a team-oriented respectful organizational environment and use marketing information management concepts, systems, and tools needed to obtain, evaluate, and disseminate information for use in making effective decisions.

1st Year

1st Semester

BU 104	Financial Accounting	4
BU 111	Business Organization & Management	3
BU 134	Intro to Esports Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
MA 124	Contemporary Math	3

Subtotal: 17

2nd Semester

BU 105	Managerial Accounting	3
EN 112	College Literature	3
IS 115	Computer Applications I	3
SS 185	Intro Macroeconomics	3
	Science Selective 3-4	3-4
	Physical Education Elective	1

Subtotal: 16-17

2nd Year

3rd Semester

BU 121	Business Law I	3
BU 225	Customer Service Management	3
HU 135	Video Game Theory	3
SS 161	Introductory Sociology	3
	US History and Civic Engagement Selective	3
	Physical Education Elective	1

Subtotal: 16

4th Semester

BU 141	Intro Marketing	3
BU 226	Intro to Sports Governance	3
BU 232	Principles of Management	3
BU 247	Event Planning and Management	3
HU 146	Intro to Graphics and Design	3

Subtotal: 15
Total Credit Hours: 64-65

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

Health Professions (A.S.)

HEGIS: 5299

SUNY CODE: 2955

The goals of this program are to:

1. Provide students with the knowledge and ability to explore natural phenomena, utilizing observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence and mathematical analysis.
2. Actively engage students in the acquisition of basic skills commonly utilized in the health professions field.
3. Enable students to discuss and critically analyze current issues in the health professions, demonstrating scientific literacy and knowledge of essential topics.

Successful graduates from this program will be able to:

1. Utilize the scientific method to develop hypotheses and perform experimental procedures, concluding with the preparation a formal laboratory report based on experimentation and scientific methods following the format used in scientific journals today.
2. Successfully complete a variety of exercises demonstrating proficiency in various skills utilized in health professions.
3. Demonstrate knowledge of essential concepts in health professions; the ability to develop and/or evaluate arguments as they occur in this field; and the ability to utilize databases to locate valid scientific research in order to communicate verbally/in written form current updates in various areas of healthcare fields and how the information may affect their own lives/careers.

Career Opportunities/Transfer Information

Articulation agreements are in place with St. Elizabeth's School of Nursing (SECON), Upstate Medical and Utica University. Completion of the Health Professions program does not guarantee acceptance at these institutions. For more information, please contact the Academic Advisement Center or the program advisor.

Pre-Medical Track (Including Medical Technology/Biotechnology)

1st Year

1st Semester

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

MA 127	Mathematical Statistics I	3
SC 153	General Chemistry I	4
SC 155	Biological Science I	4

Subtotal: 15

2nd Semester

EN 112	College Literature	3
SC 154	General Chemistry II	4
SC 156	Biological Science II	4
	Mathematics Elective	3-4
	US History and Civic Engagement Selective	3
	OR	
	World History and Global Awareness Selective	3

Subtotal: 17-18

Math Elective: Student must choose one of the following courses; MA 132, MA 141, MA 245

2nd Year

3rd Semester

EN 225	Public Speaking	3
	OR	
EN 228	Interpersonal Communication	3
SC 225	Organic Chemistry I	4
SC 253	Anatomy and Physiology I	4
SS 151	Intro Psychology	3
	Physical Education Activity	1

Subtotal: 15

4th Semester

SC 211	Microbiology I	4
SC 254	Anatomy and Physiology II	4
SS 152	Developmental Psychology	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Physical Education Activity	1

Subtotal: 15

Subtotal: 62-63

Pre-Nursing Track (Including Medical Imaging, Radiation /Respiratory Therapy)

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
MA 124	Contemporary Math	3
	OR	

MA 132	College Algebra and Trig	3
SC 141	Fund of Biology I OR	4
SC 253	Anatomy and Physiology I	4
SS 161	Introductory Sociology	3

Subtotal: 14

Nursing: MA 124, MA 130 or higher for St. Elizabeth's.

Radiation/Respiratory Therapy: MA 132

Program Recommendation for Pre-nursing only:

High School Regents Biology, Chemistry (or equivalent) within five years with B or better : SC 253

2nd Semester

SC 211	Microbiology I OR	4
SC 254	Anatomy and Physiology II	4
	US History and Civic Engagement Selective OR	3
	World History and Global Awareness Selective	3
	Math Elective	3-4
	MT, SS or Science Elective (1,2,3)	3

Subtotal: 16-17

MT/SS/Science Elective: Students must choose one of the following courses; MT 115, SC 113, SC 117, SS 162, SS 191, SS 253.

Nursing/Imaging Track: Students must take MA 127.

Radiation/Respiratory Therapy Track: Students must choose MA 141 or 245.

2nd Year

3rd Semester

EN 225	Public Speaking OR	3
EN 228	Interpersonal Communication	3
SC 253	Anatomy and Physiology I OR	4
	Laboratory Science Elective	4
SS 151	Intro Psychology	3
	Science Elective 4	4
	Physical Education Activity	1

Subtotal: 15

Science Elective:

Nursing/Imaging Track: Students must choose either SC 125 or SC 153.

Radiation Therapy Track: SC 133

Respiratory Therapy: SC 153

Laboratory Science: A biological science should be recommended.

4th Semester

SC 254	Anatomy and Physiology II OR	4
SC 211	Microbiology I	4
SS 152	Developmental Psychology	3
	EN/HU Arts Selective	3
	Science Elective 4	4
	Physical Education Activity	1

Subtotal: 15

Science Elective:

Nursing/Imaging/Respiratory Therapy Tracks: Students should choose either SC 154 or SC 255

Radiation Therapy Track: SC 134

HU 158: Ethics - Mandatory Prerequisite for Acceptance into the Utica College Nursing program or Pre-OT program.

Subtotal: 60-61

Pre-Physical Therapy Track

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
MA 127	Mathematical Statistics I	3
SC 155	Biological Science I	4
SC 153	General Chemistry I	4

Subtotal: 15

2nd Semester

EN 112	College Literature	3
MA 132	College Algebra and Trig	3
MA 141	Pre Calculus Math	3
	OR	
MA 245	Calculus I	4
SC 156	Biological Science II	4
SC 154	General Chemistry II	4
	US History and Civic Engagement Selective OR	3
	World History and Global Awareness Selective	3

Subtotal: 17-18

2nd Year

3rd Semester

EN 225	Public Speaking	3
	OR	
EN 228	Interpersonal Communication	3
SC 133	Physics I	4
SC 253	Anatomy and Physiology I	4
SS 151	Intro Psychology	3
	Physical Education Activity	1
		Subtotal: 15

4th Semester

SC 134	Physics II	4
SC 254	Anatomy and Physiology II	4
SS 152	Developmental Psychology	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Physical Education Activity	1
		Subtotal: 15

DEISJ recommended courses: SS 161, 162, 191

Subtotal: 62-63

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

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

Subtotal: 17

2nd Semester

EN 112	College Literature	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
HS 201	Chemical Dependency	3
HS 202	Group Counseling	3
SS 241	American Minorities	3
	Social Science Elective	3
	OR	
	Human Services Elective	3
	OR	
	Criminal Justice Elective	3

Subtotal: 15.5

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
4th-Semester		
SS 255	Abnormal Psychology	3
HS 214	Internship In Human Services	3.5
SS 238	Trauma Informed Care	3
HS 250	CarePath Course	3
	OR	
SS 253	Social Psychology	3
	English/Humanities Elective	3
		Subtotal: 15.5

Total Credit Hours: 64

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

This program is Internet accessible and may be completed entirely online. For more information access Herkimer College's Internet Academy website: www.herkimer.edu/ia

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.

Legal Studies (A.A.S)

HEGIS: 5099

SUNY CODE: 2635

The Legal Studies 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

Legal Studies 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 Polytechnic Institute, and Franklin University.

Program of Study

1st Year

1st Semester

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

Subtotal: 15

2nd Semester

BU 122	Business Law II	3
EN 112	College Literature	3
PL 110	Legal Research and Writing	3

PL 112	Civil Litigation and Procedure	3
IS 119	Comp Software for the Law Off	3
		Subtotal: 15
2nd Year		
3rd Semester		
BU 104	Financial Accounting	4
PL 211	Real Estate Law	3
PL 221	Administration of Estates	3
PL 251	Torts and Personal Injury	3
	Science Selective	3
	Physical Education Activity	1
		Subtotal: 17
4th Semester		
PL 231	Family Law	3
PL 271	Legal Studies Capstone	3
SS 246	Constitutional Law	3
SS 151	Intro Psychology	3
	US History and Civic Engagement Selective	3
	Physical Education Activity	1
		Subtotal: 16

Total Credit Hours: 63

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

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, Chemistry or Math.

The goals of this program are to:

- to prepare students to teach appropriate childhood content in accordance with the pertinent Common Core Learning Standards for New York State, and to develop and implement a literature-based, standards-based, interdisciplinary childhood curriculum.
- to prepare students to effectively use a variety of teaching strategies and methodologies, and to incorporate the use of a variety of technologies into their instructional repertoires with real students.
- to 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
- develop age-appropriate lesson plans based on Common Core Curriculum Standards for New York State.
- identify and implement prepared lessons, using effective classroom management techniques, UDL's and accommodations.

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. Graduates may transfer to colleges and universities such as The College of Saint Rose, Utica University, SUNY Oswego, SUNY Cortland and SUNY Plattsburgh.

Program of Study

1st Year

1st Semester

ED 210	Social Foundations of Education	3
ED 215	Educating the Exceptional	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
MA 125	Basic Concepts of Math I	3
	US History and Civic Engagement Selective	3

Subtotal: 16

2nd-Semester

EN 112	College Literature	3
EN 117	Literature for Children OR Course in Concentration Area if English Concentration*	3
EN 225	Public Speaking	3
	OR	
EN 228	Interpersonal Communication	3
MA 126	Basic Concepts of Math II	3
	Course in concentration area	3
	Physical Education Activity	1

Subtotal: 16

*Course in Concentration Area: See Childhood Education Areas of Concentration

2nd Year

3rd Semester

SS 172	Regional Geography	3
	Course in concentration area	1
	Laboratory Science Elective	4
	World History and Global Awareness Selective	3
	World Languages Selective	3

Subtotal: 16

Course in Concentration Area: See Childhood Education Areas of Concentration (p. 49)

World Languages Selective: Students must select a sequence of world language courses I & II from the World Languages General Education course list.

4th Semester

ED 250	Child Growth & Development	3
	OR	
SS 234	Child Psychology	3
	Course in concentration area	3
	Arts Selective	3

Natural Sciences & Scientific Reasoning Lab Science Selective 4	4
Physical Education Activity	1
World Languages Selective	3

Subtotal: 17

Courses in Concentration Area: See Childhood Education Areas of Concentration (p. 49)

Lab Science Selective: Lab sciences (semesters 3 & 4) should be chosen from two different disciplines from within the Natural Sciences & Scientific Reasoning General Education course list (i.e. biological science, physical science).

The Arts Selective: students must select one (1) of the following: HU 111, HU 112, HU 115.

World Languages Selective: Students must select a sequence of world language courses I & II from the World Languages General Education course list.

Total Credit Hours: 65

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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

Childhood Education Areas of Concentration

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

Concentrations

English - First Three Courses are Required

EN 123	British Literature 1450-1660	3
EN 133	American Literature 1620-1865	3
	OR	
EN 134	American Lit - 1865 - present	3
EN 210	College Writing II	3

Choose any 1 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

From this list, select 3 courses for your concentration.

SS 122	American History Since 1865	3
SS 141	American Government	3
SS 161	Introductory Sociology	3
SS 185	Intro Macroeconomics	3

Chemistry

From this list, you need to pick 3 courses for your concentration.

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

From this list, you will need to pick 3 classes out of the 4 for your concentration.

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 SUNY Cortland, SUNY Oneonta, SUNY Oswego, SUNY Polytechnic Institute and Utica College.

Program of Study:

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Arts Selective	3
	Math Elective	3-4
	Social Science Selective	3
	US History and Civic Engagement Selective	3
	OR	

World History and Global Awareness Selective	3
OR	
World Languages Selective	3

Subtotal: 16-17

Math must be MA 124 or higher.

2nd Semester

EN 112	College Literature	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Laboratory Science	4
	Social Science Selective	3
	Social Science Selective	3
	OR	
	World History and Global Awareness Selective	3
	OR	
	Humanities Elective	3
	OR	
	World Languages Selective	3
	Physical Education Activity	1

Subtotal: 17

World Language Selective must be an FL/HU prefix.

2nd Year

3rd Semester

	English/Humanities Elective	3
	Math or Science Elective 3-4	3-4
	Social Science Elective	3
	Elective	3
	Elective	3
	Physical Education Elective	1

Subtotal: 16-17

Math elective must be MA 124 or higher.

4th Semester

	Elective	3
	Elective	3
	English/Humanities Elective	3
	Math or Science Elective 3-4	3-4
	Social Science Elective	3

Subtotal: 15-16

Math elective must be MA 124 or higher.

Total Credit Hours: 64-67

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.

This program is Internet accessible and may be completed entirely online. For more information access Herkimer College's Internet Academy
website: www.herkimer.edu/ia

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

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 SUNY Cortland, SUNY Brockport, SUNY 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	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	College Literature	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	EN/HU Elective	3
	Mathematics Elective	3
	World History and Global Awareness Selective	3

Subtotal: 15

DEISJ Selective must be chosen from the EN/HU DEISJ list of courses.

Mathematics Elective: MA 124 or higher.

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
Social Science Selective	3

Subtotal: 16

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

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information, access Herkimer College's Internet Academy website: www.herkimer.edu/ia

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

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

HEGIS: 5299

SUNY CODE: 1087

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	College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
PE 113	Racquet Sports	1
PE 120	Found of Physical Educ and Sport	3
PE 130	Physical Fitness	1
PE 150	Fund of Gymnastic Activities	1
SC 141	Fund of Biology I	4

Subtotal: 17

2nd Semester

EN 112	College Literature	3
MA 127	Mathematical Statistics I	3
PE 118	Aquatics	1
	OR	
PE 170	Lifeguard Training	1
PE 128	Team Activities	1
PE 142	Team Sports	1
PE 157	Adapted PE and Sport	3
SS 161	Introductory Sociology	3

Subtotal: 15

2nd Year

3rd Semester

EN 225	Public Speaking	3
HE 128	First Aid and CPR: Responding to Emergencies	2
PE 141	Track	1
PE 148	Adventure Curr and Coop Act	2
PE 156	Coaching Princ and Theories	3
SC 253	Anatomy and Physiology I	4

Subtotal: 15

4th Semester

HE 121	Personal & Community Health	3
PE 115	Fund Danc, Rhythm and Move	1
SC 254	Anatomy and Physiology II	4
	Humanities Selective	3
	US History and Civic Engagement Selective	3
	World History and Global Awareness Selective	3

Subtotal: 17

Humanities Selective: Students must select HU prefix courses only.

US History and Civic Engagement Selective: Students must select one (1) of the following:

- SS 121 American History to 1865
- SS 122 American History Since 1865
- SS 141 American Government

World History and Global Awareness

Selective: Students must select one (1) of the following:

- SS 130 Early World Civilizations
- SS 132 Modern World Civilizations
- SS 145 World Politics

Total Credit Hours: 64

Physical Education majors are required to take all activities courses, and they must be taken in the semesters they are listed.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony

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

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

HEGIS: 5619

SUNY CODE: 0220

The mission of the science program is to develop the knowledge, skills and values needed to prepare students for successful transfer to four-year bachelor's degree programs, and to become scientifically literate citizens.

The goals of this program are to:

- provide students with the educational experiences to explore the methods scientists use to investigate 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:

- demonstrate appropriate experimental design and methodology, and utilize critical thinking skills to analyze scientific data through laboratory work;
- exhibit basic mastery of content in the natural sciences through written and/or oral communication; and
- effectively research and communicate scientific principles, utilizing appropriate information literacy skills, as they apply to current issues within the natural sciences.

Career Opportunities/Transfer Information

The science program is designed to prepare students for successful transfer to four-year degree programs in a wide variety of science disciplines including: agriculture, biology, biotechnology, chemistry, environmental studies, forest technology, geology, landscape architecture, medical technology, microbiology, nursing, occupational therapy, physical therapy, physics, plant science, radiologic technology, and science education among others. This program will also provide the necessary pathway for transfer into Pre-Medicine programs leading to careers as a medical physician, dentist, chiropractor, veterinarian, or pharmacist (<https://www.herkimer.edu/academics/transfer-services/transfer-agreements/>). Graduates have guaranteed transfer opportunities at a variety of institutions including among others: SUNY Environmental Science and Forestry, SUNY Oswego,

SUNY Upstate Medical University and Cornell.

Graduates of this program may also find employment with their two-year degree in careers such as: laboratory technician, research assistant, science journalist, water quality testing technician and more (<https://www.bls.gov/ooh/occupation-finder.htm>).

Program of Study

Students who have completed at least three years of high school math, along with biology, chemistry, and physics, will be best prepared for the rigor of this program. Students lacking this preparation may find that more time is needed beyond the 4-semester plan to fully complete the degree requirements. The number of courses taken as well as the total number of credits completed will vary based upon student selections within the plan below. Faculty advisors are available to assist students during their time here at Herkimer College. They will be able to help students navigate the program of study, ensuring that the student is adhering to the plan and meeting transfer requirements, while also identifying potential career options within the field of science.

1st Year

1st Semester

EN 111	College Writing	3
FS 105	First Yr Student Sem-Science	1
SC 153	General Chemistry I	4
SC 155	Biological Science I	4
	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 courses that meet SUNY General Education requirements for this area SUNY General Education (p. 84).

The following science courses cannot be taken within this program:

SC 108, Laboratory Protocols

SC 120, Introductory Chemistry

SC 125, Fund of Gen, Organic and Biochem

SC 126, Fund Chemistry II

SC 130, Physical Science

SC 141, Fund of Biology I

SC 142, Fund of Biology II

SC 147, The Science of Cooking

SC 150, Forensic Science I

SC 162, General Science

The following science courses can be taken ONLY with prior approval:

SC 105, Microbes in Society

SC 113, Biology of Aging

SC 114, Topics Human Biology

SC 115, Human Reproductive Biology

SC 116, Conserv and Environment

SC 118, Fund of Human Anatomy and Phys

SC 151, Fundamentals of Genetics

2nd Semester

EN 112	College Literature	3
SC 154	General Chemistry II	4
SC 156	Biological Science II	4
	Mathematics Elective	3-4
	Humanities Selective	3
	OR	
	US History and Civic Engagement Selective	3
	OR	
	World History and Global Awareness Selective	3
	OR	
	World Languages Selective	3

Subtotal: 17-18

Mathematics Elective: MA 127 or higher.

HU Selective/US History Selective/World History Selective/World Language Selective: Consult the College catalog for a list of approved courses that meet SUNY General Education requirements for these areas SUNY General Education (p. 84).

2nd Year

3rd Semester

	Laboratory Science Elective	4
	Arts Selective	3
	Mathematics Elective	3-4
	OR	
	Science Elective	3-4
	Elective	3-4
	Physical Education Activity	1

Subtotal: 14-16

Laboratory Science Elective must be a 200 level course.

Mathematics Elective: MA 127 or higher.

Elective: HU 151 or HU 158 recommended.

Arts Selective: Consult the College catalog for a list of approved courses that meet SUNY General Education requirements for this area SUNY General Education (p. 84).

4th Semester

	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Elective	3-4
	Laboratory Science Elective	4
	Mathematics Elective	3-4
	OR	
	Science Elective	3-4
	Physical Education Activity	1

Subtotal: 14-16

DEISJ Selective: Consult the College catalog for a list of approved courses that meet SUNY General Education requirements for this area SUNY General Education (p. 84).

Elective: must meet SUNY General Education requirement for Information Literacy if not met in previous semesters.

Laboratory Science Elective 100 or 200 level course.

Mathematics Elective: MA 127 or higher.

Total Credit Hours: 63-69

SUNY has created Transfer Paths that summarize the common lower division requirements shared by all SUNY campuses for similar majors within most disciplines. If students want to prepare for as many SUNY campuses as possible, the SUNY Transfer Paths will help to identify core coursework that will prepare them for multiple SUNY campuses. At Herkimer College, a structured SUNY Pathway has been established for Biology and Chemistry. Students in the LAS: Science program should consult their advisor and follow the transfer pathway guidelines at www.suny.edu/get-started/transfer-students/suny-transfer-paths.

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.

Science Transfer Opportunities

SUNY has created Transfer Paths that summarize the common lower division requirements shared by all SUNY Campuses for similar majors within most disciplines. If students want to prepare for as many SUNY campuses as possible, the SUNY Transfer Paths will help to identify core coursework that will prepare them for multiple SUNY campuses. At Herkimer College, a structured SUNY Pathway has been established for Biology and Chemistry. Students in the LAS: Science program should consult with their advisor and follow the transfer pathway guidelines.

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 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 Herkimer College 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 and 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	College Writing	3
EN 112	College Literature	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, SUNY Plattsburgh, SUNY 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 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 and 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

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.

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 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 and CPR: Responding to Emergencies	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	
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	College Writing	3
MA 095	Elementary Algebra	3
SC 211	Microbiology I	4
SC 253	Anatomy and Physiology I	4
SC 254	Anatomy and 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 and 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 and Trig	3
SC 141	Fund of Biology I	4
SC 253	Anatomy and Physiology I	4
SC 254	Anatomy and 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 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.

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 students to the methods social scientists use to explore social phenomena.
- introduce students to the major concepts, models, and issues of the social sciences.

Successful graduates from this program will be able to:

- demonstrate understanding of the methods social scientists use to explore social phenomena including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis.
- demonstrate knowledge of the major concepts, models, and issues of at least one discipline in the Social Sciences.

Transfer opportunities:

Graduates of this program have transferred to a variety of four-year public and private institutions. See Social Science Transfer Opportunities (p. 63).

Program of Study

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

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
SS 151	Intro Psychology	3
	English/Humanities Elective	3
	Mathematics Elective	3

US History and Civic Engagement Selective	3
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Subtotal: 16

Mathematics Elective: MA 124 or higher.

2nd Semester

EN 112	College Literature	3
SS 161	Introductory Sociology	3
	English/Humanities Elective	3
	Mathematics Elective	3
	OR	
	Social Science Elective	3
	World History and Global Awareness Selective	3
	Physical Education Activity	1

Subtotal: 16

Mathematics Elective: MA 124 or higher.

2nd Year

3rd Semester

	English Elective	3
	English/Humanities Elective	3
	Laboratory Science Elective	4
	Social Science Selective	3
	Social Science Selective	3
	Physical Education Activity	1

Subtotal: 17

4th Semester

	English Elective	3
	English/Humanities Elective	3
	Science Selective 3-4	3-4
	Social Science Elective	3
SS 236	Research Methods for the Social Sciences	3
	OR	
SS 245	American Women's History	3
	OR	
SS 246	Constitutional Law	3
	OR	
SS 247	Gender, Class and Race	3
	OR	
SS 258	Psychology Seminar	3

Subtotal: 15-16

English/Humanities Selective (Liberal Arts Course): See Degree Works for list of courses.

Social Science electives (Liberal Arts Courses): See Degree Works for list of courses.

Total Credit Hours: 64-65

This program is Internet accessible and may be completed entirely online. For more information, access Herkimer College's Internet Academy website:
www.herkimer.edu/ia

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

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.

ED 215	Educating the Exceptional	3
MA 127	Mathematical Statistics I	3
SS 152	Developmental Psychology	3
	OR	
SS 255	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
	OR	
SS 253	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

Music Industry (A.S.)

HEGIS: 5610

SUNY CODE: 32077

This Music Industry Degree 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.

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 SUNY Oswego, SUNY Fredonia, or SUNY Oneonta for more specialized study before entering the workforce.

Program of Study

1st Year

1st Semester

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

HU 103	Applied Music Lessons I	1
HU 138	Intro Audio Production	3
HU 177	Music in the Marketplace	3
	Music Theory Sequence (3)	3
	Physical Education Activity	1

Subtotal: 15

2nd Semester

BU 111	Business Organization & Management	3
EN 112	College Literature	3
HU 104	Applied Music Lessons II	1
SS 277	Legal Issues in Music Inc	3
	Music Theory Sequence (3)	3
	Social Science Selective	3

Subtotal: 16

Students must select a course from the Social Science General Education Category

2nd Year

3rd Semester

HU 105	Applied Music Lessons III	1
HU 253	Music Production	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3
	Mathematics Selective	3
	Science Selective	3
	US History and Civic Engagement Selective	3
	OR	
	World History and Global Awareness Selective	3

Subtotal: 16

DEISJ Selective must be chosen from the DEISJ courses in the SS category.

Mathematics Selective: MA 124 or Higher

Science Selective must be from Science General Education Category

4th Semester

HU 212	Music Appreciation	3
HU 236	Music Industry Capstone Project	1
IS 115	Computer Applications I	3
	Laboratory Science Elective	4
	Music Theory Sequence (3)	3
	Physical Education Activity	1

Subtotal: 15

Laboratory Science Selective: Students may select any 4-credit Science course from the Natural Science Category.

Music Theory Sequence: Music Industry students will be given a music theory placement exam prior to the first day of class. Students earning less than a 70% on the exam will register for HU108 Fundamentals of Music for the 1st semester, HU213 Music Theory for the 2nd semester, and HU226 Music Theory II for their 4th semester. Students earning a 70% or higher on the exam will register for HU213 Music Theory for the 1st semester, HU226 Music Theory II for their 2nd semester, and HU 228 Songwriting and Compositional Techniques for their 4th semester.

Total Credit Hours: 62-64

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

Psychology (A.A.)

HEGIS: 5620

SUNY CODE: 2580

An Associate degree in psychology from Herkimer College will prepare students for a successful transition into a four year school by providing them a solid foundation in psychological studies. The psychology degree offers students an opportunity to become familiar with the different fields in psychology. Those graduating with a degree in psychology will be able to make an informed choice on the direction of their career goals. With a degree in psychology, a variety of career opportunities are available in clinical psychology, social work, counseling, educational psychology, human resources, business management, advertising, and public relations.

The goals of this program are to:

- introduce students to how psychologists study human behavior and how this knowledge can be used to explain, predict, and influence behavior.
- introduce students to awareness of themselves, how we influence others and how they influence us.

Successful graduates from this program will be able to:

- identify and critically evaluate psychological research methods.
- complete and satisfy all required Gen Ed and core competencies for this program.
- transfer to a four-year college or university.

Transfer Information

This Associate in Arts degree is designed for transfer to many four-year institutions for more specialized study before entering the workforce. Specific transfer articulation agreements have been established with SUNY Plattsburgh, SUNY Polytechnic Institute and The College of St. Rose.

1st Year

1st Semester

EN 111	College Writing	3
FS 100	First Year Student Seminar	1
SS 151	Intro Psychology	3
SS 161	Introductory Sociology	3
	EN/FL/HU Selective	3

Social Science Elective 3

Subtotal: 16

SS Elective suggested courses: SS 121, 122, 162, 167, 185, 186, 225, 227, 255.

2nd Semester

EN 112	College Literature	3
SS 152	Developmental Psychology	3
	Lab Science Selective	4
	Social Science Elective	3
	World History and Global Awareness Selective	3

Subtotal: 16

Social Science Elective suggested courses: SS 121, 122, 136, 165, 191, 234, 235, 240.

2nd Year

3rd Semester

MA 127	Mathematical Statistics I	3
SS 163	Marriage and Family	3
SS 241	American Minorities	3
SS 255	Abnormal Psychology	3
	English Elective	3
	Physical Education Activity	1

Subtotal: 16

4th Semester

SS 236	Research Methods for the Social Sciences	3
SS 253	Social Psychology	3
SS 258	Psychology Seminar	3
	Humanities Elective	3
	Social Science Elective	3
	Physical Education Activity	1

Subtotal: 16

HU Elective suggested courses: HU 111, 115, 151, 158, 161, 172, 290, 291.

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information access Herkimer College's Internet Academy website: www.herkimer.edu/ia

For more information, contact the Humanities and Social Science Division at (315) 866-0300, ext. 8430 or toll free 1-888-GO-4-HCCC, ext. 8430.

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, Herkimer College has established a transfer articulation agreement with American International College.

Program of Study

1st Year

1st Semester

EN 111	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 and 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 and 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	College Literature	3
PT 251	Clinical Proc III Orthopedic	3
PT 252	Clinical Proc III Neurological	4
SS 255	Abnormal Psychology	3
	Physical Education Activity	1

Subtotal: 14

4th Semester

PT 255	Clinical Fieldwork II	4
PT 260	Clinical Procedures IV - Complex Interventions	2
PT 275	Clinical Procedures IV - Other Systems Interventions	1
PT 280	Clinical Fieldwork III	5

Subtotal: 12

Total Credit Hours: 64

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:

Cumulative average of 80 or better AND:

- 80 or better in Biology /Living Environment (cumulative course grade or Regents exam)
- 75 or better in Chemistry and/or Physics and/or other relevant science course (cumulative course grade or Regents exam)
- 75 or better average in the High School Math sequence

Out of state students or home school students who have no regents, the following SAT or ACT scores will be used for eligibility:

Cumulative Average of 80 or better AND:

- SAT score of 1080 or above (minimum of 500 or more required on math portion)
- ACT composite score of 21 or higher

Transfer Students:

Cumulative GPA of 3.0 or better AND:

- C or better in any college level math
- B or better in A&P I (OR C or better in A&P I, AND B or better in High School or College Biology AND C or better in high school or College Chemistry and/or Physics)

Additional Information:

- A&P I and II may be used to satisfy admission requirements. It can also fulfill requirements for graduation if it is taken within 5 years of matriculation.
- All students entering the Physical Therapist Assistant program are required to have completed a 15 hour clinical observation upon acceptance prior to the start of the first semester.
- Please note: To be eligible to sit for the National Board Examination for licensure as a Physical Therapist Assistant, you must be a US citizen.
- In order to transfer Anatomy and Physiology I or Anatomy and Physiology II to Herkimer the topics cover must match the topics covered in Herkimer's course verbatim. If the topics are not verbatim the course cannot be transferred. It is recommended that if you take A&P at another institution you take both I&II to ensure complete topic coverage.

**Disclaimer: Should you not meet specific

requirements above, applicants may be reviewed on an individual basis for eligibility.

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. Additionally, all PTA students must achieve a minimum of a 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 2 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.

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; website: <http://www.capteonline.org>

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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.

Quality Assurance - Business (A.S.)

HEGIS: 5099

SUNY CODE: 1724

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:

- prepare students to understand concepts of quality assurance and basic principles necessary for this career.
- provide students with a broad background in business.
- prepare students to apply quality assurance principles to business and industry.

Successful graduates from this program will be able to:

- communicate principles and concepts of quality assurance and its role in industry.
- identify common business principles and express them in writing.
- apply quality assurance techniques to solve business and industry problems.

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	College Writing	3
FS 100	First Year Student Seminar	1
SS 161	Introductory Sociology	3
	Science Selective	3
	World History and Global Awareness Selective	3

Subtotal: 16

2nd Semester

EN 112	College Literature	3
EN 171	Intro to Technical Writing	3
SS 204	Psychology of Work	3
	Humanities Selective	3
	US History and Civic Engagement Selective	3
	Physical Education Activity	1

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

Subtotal: 16

Business Electives

Students may choose from:

BU 104	Financial Accounting	4
BU 105	Managerial Accounting	3
BU 111	Business Organization & Management	3
BU 141	Intro Marketing	3
BU 142	Marketing Research and New Business Development	3
BU 143	Advertising	3
BU 145	Princ Retailing	3
BU 221	Public Relations	3
BU 225	Customer Service Management	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 104	Financial Accounting	4
BU 105	Managerial Accounting	3
BU 111	Business Organization & Management	3
BU 141	Intro Marketing	3
BU 142	Marketing Research and New Business Development	3
BU 143	Advertising	3
BU 145	Princ Retailing	3
BU 221	Public Relations	3
BU 225	Customer Service Management	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

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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

Quality Assurance-Science (A.S.)

HEGIS: 5649

SUNY CODE: 6504

The Quality Assurance program is an interdisciplinary program within the Science and Business Departments of Herkimer College. It focuses 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:

- prepare students to understand concepts of quality assurance and basic principles necessary for this career.
- provide students with a broad background in science.
- prepare students to apply quality assurance principles to science and industry.

Successful graduates from this program will be able to:

- communicate principles and concepts of quality assurance and its role in industry.
- identify common science principles and express them in writing.
- apply quality assurance techniques to solve science and industry problems.

Program of Study

1st Year

1st Semester

BU 112	Business Communications	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
IS 115	Computer Applications I	3
	Laboratory Science Elective	4

Subtotal: 14

2nd Semester

EN 112	College Literature	3
EN 171	Intro to Technical Writing	3
SS 204	Psychology of Work	3
	Laboratory Science Elective	4
	US History and Civic Engagement Selective	3
	OR	
	World History and Global Awareness Selective	3
	OR	
	World Languages Selective	3
	Physical Education Activity	1

Subtotal: 17

US History & Civic Engagement OR US History and Global Awareness Selective OR World Languages Selective: Consult the College Catalog for a list of approved courses that meet SUNY General Education requirements for one of these areas.

2nd Year

3rd Semester

MA 127	Mathematical Statistics I	3
QA 101	Quality Assurance I	3
SS 161	Introductory Sociology	3
	Elective	3
	Laboratory Science Elective	4
	Physical Education Activity	1

Subtotal: 17

4th Semester

EN 228	Interpersonal Communication	3
MA 128	Mathematical Statistics II	3
QA 102	Quality Assurance II	3
	Humanities Selective	3
	Laboratory Science Elective	4

Subtotal: 16

Total Credit Hours: 64

This program is Internet accessible and may be completed entirely online. For more information:

www.herkimer.edu/ia

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

Supply Chain Management (A.A.S.)

HEGIS: 5004

SUNY CODE: 2389

Students graduating with an A.A.S. in Supply Chain Management are prepared to enter careers within the industry including purchasing, transportation, inventory, and warehousing.

The goals of this program are to:

- provide students with the knowledge and ability to manage a supply chain management system, including managing the workflow of information, materials, and services from raw material suppliers through factories and warehouses to the end-customer
- provide the students with knowledge and ability to understand the philosophy of doing business that stresses processes and integration resulting in operational efficiency and profitability
- provide students with the understanding of the key interdependencies of the Supply Chain Management System

Successful graduates from this program will be able to:

- demonstrate awareness that an effective supply chain management process requires the ability to follow standard operational procedures understanding that change may be the necessary component to help advance their operation to the next step in any business function.
- demonstrate their awareness of the necessity of creating and maintaining effective and updated regulatory standards that might be necessary for any business function and its compliance requirements
- demonstrate an awareness to the interdependency of all business functions required to successfully maintain an effective supply chain management process.

Program of Study

1st Year

1st Semester

BU 111	Business Organization & Management	3
BU 126	Supply Chain Management	3
EN 111	College Writing	3
FS 100	First Year Student Seminar	1
	Math Elective	3
	Natural Sciences and Scientific Reasoning	3

Subtotal: 16

Math Elective must be chosen from the General Education math course list.

2nd Semester

BU 209	Inventry Contrl/Warehouse Mgmt	3
BU 232	Principles of Management	3
EN 112	College Literature	3
SS 151	Intro Psychology	3
	US History and Civic Engagement Selective	3
	Physical Education Elective	1

Subtotal: 16

2nd Year

3rd Semester

BU 225	Customer Service Management	3
BU 230	Transportation Management	3
BU 254	Organizational Behavior	3
EN 228	Interpersonal Communication	3
IS 115	Computer Applications I	3
	Physical Education Activity	1

Subtotal: 16

4th Semester

BU 121	Business Law I	3
BU 250	Business Ethics	3
BU 270	Supply Chain Mgmt Internship	3
	OR	
BU 203	Independent Project in Busines	3
IS 117	Computer Applications II	3
	Diversity, Equity, Inclusion, and Social Justice Selective	3

Subtotal: 15

Total Credit Hours: 63

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

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

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

HEGIS: 5011

SUNY CODE: 0897

Please note: We are no longer accepting new students in this program.

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. Experiential learning is built into the program and range from 30-120 hours. Sites include hotels, resorts, convention centers, event management companies, airlines, convention and visitor's bureau, Walt Disney World, and the American Hospitality Academy.

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 College Writing 3

FS 100	First Year Student Seminar	1
IS 113	Keyboarding with 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 and Resort Operation	3
	American History Selective	3
	Mathematics Selective	3
	Physical Education Activity	1

Subtotal: 16

2nd Year

3rd Semester

BU 221	Public Relations	3
BU 225	Customer Service Management	3
TT 210	Convention Service Management	3
TT 211	Tour Operations and Packaging	3
TT 212	Hospitality and Tourism Info Tec	3

Subtotal: 15

4th Semester

EN 112	College Literature	3
TT 235	Practicum & Senior Seminar	3
TT 240	Meet, Conf & Event Planning	3
	Foreign Language Elective	3
	OR	
	Western Civilization Selective	3
	Science Selective	3

Subtotal: 15

Total Credit Hours: 62

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. Herkimer College 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.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony.

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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.

CERTIFICATE PROGRAMS

List of approved Certificate programs offered at Herkimer County Community College:

Program:	Degree:	HEGIS
Emergency Management (p. 77)	Certificate	5508
Medical Coding/Transcriptionist (p. 78)	Certificate	5005
Paralegal Studies (p. 79)	Certificate	5099
Pre-Employment Corrections Basic Training (p. 80)	Certificate	5505
Pre-Employment Police Basic Training (p. 81)	Certificate	5505
Small Business Management (p. 83)	Certificate	5004

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 Management Certificate

HEGIS CODE: 5508

SUNY CODE: 3129

The one-year certificate program in Emergency Management provides contemporary knowledge and skills in Emergency Management. This online program is designed for transitioning professionals and those seeking industry-specific course work.

Participants will gain specialized knowledge and skills necessary to work within various aspects of Emergency Management, including Preparedness, Response & Incident Management, Disaster Recovery, Hazard Mitigation, Continuity of Operations, and other related assignments. Participants will learn practical skills from experienced emergency managers.

The goals of this program are:

- To prepare students to lead, manage, or support mitigation of, preparedness for, response to, and recovery from a disaster
- To graduate students who have the knowledge and skills necessary to be able to support whole community emergency management programs.

Successful graduates from this program will be able to:

- Apply a knowledge base of necessary skills to include whole-of-community critical incident management; emergency planning; emergency operations center organization and management; resource and capability planning; and the application of national emergency management standards prior to, during, and in the aftermath of disasters
- Demonstrate critical thinking, communication, and management skills by analyzing situations, determining proper actions, evaluating possible alternatives and unforeseen circumstances, and then taking appropriate actions as an emergency program manager

Career Opportunities:

Coupled with other academics and/or experience, successful graduates from this program may qualify for positions at local, state, or federal agencies; the private sector; or non-profit organizations in positions such as Emergency Management Specialist; Emergency Planner; Emergency Management Coordinator; Emergency Preparedness Coordinator; Emergency Management Program Coordinator; Business Continuity Specialist.

Program of Study

1st Year

1st Semester

ECM 100	Intro to Emergency Management	3
ECM 101	Emergency Mgt Preparedness	3
ECM 102	Crisis Communications	3
SS 161	Introductory Sociology	3

Subtotal: 12

2nd Semester

ECM 200	Emer Mgt Recovery & Mitigation	3
ECM 201	Emergency Mgt: Incident Mgt	3
ECM 202	Emer Mgt Continuity Programs	3
SC 107	Introduction to Climatology	3
	OR	
SC 161	Physical Geology	4

Subtotal: 12-13

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

Subtotal: 24-25

Medical Coding/Transcriptionist Certificate

HEGIS: 5005

SUNY CODE: 0062

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 with Document Proc	2
SC 118	Fund of Human Anatomy and Phys	3

MT 111	Medical Coding I	3
MT 115	Medical Terminology	3

Subtotal: 15

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

BU Elective

Recommended, select one:

BU 111	Business 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 Management	3

Subtotal: 15

Total Credit Hours: 30

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: www.herkimer.edu/ia

Paralegal Studies

HEGIS: 5099

SUNY CODE: 2272

The program's focus will be on acquiring training in the core legal content areas such as torts, property/real estate law, contracts, wills trusts, and estates, legal research and writing, civil procedure and litigation, criminal law, family law, and legal ethics.

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:

- Demonstrate knowledge of legal concepts in the areas of contracts, torts, real property law, civil litigation and procedure, administration of wills, trusts, and estates, and domestic relations law,
- Apply the ethical rules and aspirations governing the legal profession to specific factual scenarios,
- Conduct legal research on defined issues via computer-assisted and manual methods, and
- Prepare drafts of legal memoranda and select pleadings pertinent to various legal content areas.

Career Opportunities:

The certificate program is for individuals interested in seeking employment as paralegals/legal assistants in law firms, District Attorney's Offices, Public Defender's Offices, business, governmental agencies, or other settings where paralegals are utilized.

Program of Study

First Year

1st Semester

BU 121	Business Law I	3
FS 100	First Year Student Seminar	1
PL 100	Intro to Law for Paralegals	3
PL 211	Real Estate Law	3
PL 221	Administration of Estates	3
PL 251	Torts and Personal Injury	3

Subtotal: 16

2nd Semester

BU 122	Business Law II	3
IS 119	Comp Software for the Law Off	3
PL 110	Legal Research and Writing	3
PL 112	Civil Litigation and Procedure	3
PL 231	Family Law	3

Subtotal: 15

Total Credit Hours: 31

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: www.herkimer.edu/ia

Pre-Employment Corrections Basic Training

HEGIS: 5505

SUNY CODE: 3024

NOTE: We are not currently accepting new students into this program.

The Pre-Employment Corrections Basic Training Course is the first of the two phase program that leads to a correction officer obtaining a certificate of completion for a course equivalent to the Basic Course for Correction Officers. This first phase of pre-employment may be presented to both civilians and sworn correction officers.

This course will prepare students for a career as a correction officer prior to being hired by a correctional facility. As a further benefit, the program provides correction facilities and municipalities with a diverse pool of trained correction officer candidates.

Pre-Employment recruits receive over 90 percent of the basic training required to become correction officers in New York State. Courses include various law classes, defensive tactics, professional writing and communication skills, physical fitness, various procedures required of a correction officer, and many more. The firearms and police baton course are **not** included in the Pre-Employment course as recruits must be hired by a correction agency prior to receiving these two courses of instruction.

Student Entrance Requirements:

Civilians or sworn correction officers may attend Phase 1 of the Pre-Employment Correction Basic Training Course. Students:

- Be citizens of the United States of America or lawfully residing within the United States of America.
- Not have been convicted of a felony.
- Possess either a high school diploma or a General Education Diploma (GED).
- There are no minimum or maximum age requirements for students.

Program goals:

- Introduce student to the field of corrections and the requirements necessary for the successful completion of the Correction Basic Training Course as mandated by the New York State Municipal Police Training Council.

- Provide students with an overview of different types of correction methods, including laws, procedures, and policies.
- Enable students to acquire skills necessary and appropriate for use in the correctional settings.

Successful graduates from this program will be able to:

- Demonstrate mastery of the core skills of the basic correction academy as mandated by the New York State Municipal Training Council.
- Demonstrate and express knowledge in all aspects of the function and operations of a correctional facility.
- Exhibit appropriate interpersonal and communication skills necessary to thrive in a correctional setting.

Career Opportunities:

All correction officers are required to complete the Correction Basic Training Course to be employed by a corrections agency. Although the program does not guarantee admissions to a corrections agency, in combination with the phase 2 portion, all students will have met and exceeded all requirements of basic training mandated by the New York State Municipal Police Training Council. Upon successful completion of phase 1 of the Pre-Employment Correction Basic Training students will have two (2) years to be hired by a correctional facility and complete the phase 2 portion. They will receive a Correction Officer Basic Training Equivalency Certificate.

First Year

1st Semester

CJ 191	Law for Corrections Officers	5.5
CJ 193	Communication Essentials	4.5
HE 189	Physical Fitness&Wellness	2

Subtotal: 12.0

2nd Semester

CJ 190	Adm of Corrections	4
CJ 192	Corrections Applications	3
CJ 194	Issues in Corrections	2
CJ 195	Ethics for Corrections	3

Subtotal: 12

Total Credit Hours: 24

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

Pre-Employment Police Basic Training

HEGIS: 5505

SUNY CODE: 2721

The Criminal Justice Pre-Employment Police Basic Training Certificate is the first of the two phase program that leads to a police officer obtaining a certificate of completion for a course equivalent to the Basic Course for Police Officers in New York State. This first phase of Pre-Employment may be presented to both civilians and sworn police officers. It is an alternative to the conventional manner of conducting the Basic Course for Police Officers.

This course will prepare students to begin preparation for a career as a police officer prior to being hired by a law enforcement agency. As a further benefit, the program provides law enforcement agencies and municipalities with a diverse pool of trained police officer candidates.

Course work phase 1 includes, but is not limited to the various laws and procedures required of a police officer, ethics, basic criminal investigations, and physical fitness.

Student Entrance Requirements

Civilians or sworn police officers may attend Phase 1 of the Pre-Employment Police Basic Training Course.

To enroll, students must:

- Be citizens of the United States of America or lawfully residing within the United States of America.
- Not have been convicted of a felony.
- Possess either a high school diploma or a General Education Diploma (GED)
- Successfully complete a pre-acceptance interview in addition to Herkimer County Community College's general admission requirements.

There are no minimum or maximum age requirements for students. However, it should be noted that pursuant to §58 of the Civil Service Law, a candidate seeking permanent appointment to a police officer title must be twenty years of age (20) as of the date of appointment, and not more than thirty five years of age (35) as of the date when the applicant takes the written examination. Time spent on military duty or on terminal leave, not exceeding a total of six (6) years, shall be subtracted from the age of

any applicant who has passed his or her thirty-fifth (35) birthday.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of this program. For more information, visit www.herkimer.edu/felony

The goals of this program are to:

- Introduce students to the field of policing and the requirements necessary for the successful completion of the basic police academy as mandated by the Municipal Police Training Council of New York State.
- Provide students with an overview of different types of law enforcement methods, including laws, procedures, and policies.
- Enable students to acquire those interpersonal communications skills appropriate for use in law enforcement settings.

Successful graduates from this program will be able to:

- Demonstrate mastery of the core skills of the basic police academy as mandated by the Municipal Police Training Council of New York State
- Demonstrate and express knowledge in various types of law enforcement methods.
- Exhibit appropriate interpersonal skills necessary for law enforcement personnel.

Career Opportunities

Although the program does not guarantee admissions into a police department, every standard required by a full time basic police academy applies including academics, attendance, and physical fitness. Upon successful completion of the program, graduates receive a transcript and a certificate indicating completion of Phase 1 of Pre-Employment Police Basic Training. This certificate gives students two years to secure employment in a police department and complete the Phase II portion of the training before being awarded a full Basic School Certificate from the Department of Criminal Justice Services. The Phase II training is presented only to sworn police officers and contains the remainder of police training units which civilian students are prohibited by state law from attending (Counter terrorism, Firearms Training, Supervised Field Training, and Impact Device Training).

Validity of Pre-Employment Police Basic Training

A Pre-Employment Police Basic Training Course will be valid for a period of two (2) years from the date of completion of any program that includes the training. The date listed on the official transcript issued by the College will be the determining date. In instances where a graduate has not obtained employment within two (2) years, there is no need to "refresh" or repeat the Pre-Employment Basic Training Course.

Pursuant to 9NYCRR 6026.8(h), should a graduate obtain employment as a sworn police officer more than two (2) years, but less than ten (10), from the date of completion recorded on the transcript, the individual is eligible to attend a Police Officer Refresher Course as determined by the Commissioner to refresh the original pre-employment training and complete the remaining training requirements not included in the first phase of training.

If more than ten (10) years has lapsed since graduation, the student will be required to repeat the entire program or attend an entire conventional Basic Course for Police Officers upon appointment as a police officer. This is consistent with the statutory provisions established for police officers who have left police employment (ref. General Municipal Law §209-q).

Other Information

Pursuant to 9NYCRR 6026, training must be conducted as a single and cohesive unit. In practical terms, this means that a student must complete the first phase of training, during one session, at one school. Under no circumstances may a student split the training among multiple schools.

Every student enrolled in a pre-employment course regardless of employment status, must satisfactorily complete each unit of the Pre-Employment Police Basic Training Course as defined in 9 NYCRR 6026.

Program of Study

First Year

1st Semester

HE 187	Physical Fitness & Wellness I	2.5
CJ 180	Administration of Justice	2
CJ 181	Law for Police Officers	5
CJ 182	Law Enforcement Applications I	5

Subtotal: 14.5

2nd Semester

HE 188	Physical Fitness & Wellness II	2.5
CJ 183	Law Enforcement Application II	5
CJ 184	Criminal Investigations	5
CJ 185	Community Relations	3
CJ 186	Emergency Preparedness	1

Subtotal: 16.5

Total Credit Hours: 31

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

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 104	Financial Accounting	4
BU 111	Business Organization & Management	3
BU 251	Human Resource Management	3
FS 100	First Year Student Seminar	1
MA 123	Financial Mathematics	3
	Information Science Elective	3

Subtotal: 17

2nd Semester

BU 105	Managerial Accounting	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
BU 238	Introduction to Entrepreneurship	3
	Elective	3

Subtotal: 15

Total Credit Hours: 32

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, ext. 8430 or toll free 1-844-GO-4-HERK, ext. 8430.

This program is Internet accessible and may be completed entirely online. For more information: www.herkimer.edu/ia

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.

Communication Written and Oral

BU 112	Business Communications	3
EN 111	College Writing	3
EN 137	Mythology	3
EN 225	Public Speaking	3
EN 228	Interpersonal Communication	3
HU 158	Ethics	3

Critical Thinking and Reasoning Competency

BU 104	Financial Accounting	4
BU 105	Managerial Accounting	3
BU 107	Personal Finance	3
BU 121	Business Law I	3
BU 141	Intro Marketing	3
BU 232	Principles of Management	3
CJ 123	Criminal Substantive Law	3
CJ 124	Criminal Procedure Law	3
CJ 126	Issues in Law Enforcement	3
CJ 130	Intelligence Analysis	3
CJ 209	Civil Liability in CJ	3
CJ 212	Criminal Evidence	3
CJ 250	Profiling Sexual Offenders	3
CJ 262	Advanced Computer Forensics and Investigations	3
EN 111	College Writing	3
EN 133	American Literature 1620-1865	3
EN 134	American Lit - 1865 - present	3
EN 137	Mythology	3
EN 161	Journalism	3
EN 210	College Writing II	3
EN 215	Shakespeare	3
EN 217	African American Literature	3
EN 228	Interpersonal Communication	3
EN 236	Women In Literature	3
EN 251	Modern American Novel	3

EN 261	Science Fiction and Fantasy	3
HS 111	Intro to Human Services	3
HS 201	Chemical Dependency	3
HU 111	Art History I	3
HU 112	Art History II	3
HU 115	Art Appreciation	3
HU 151	Intro to Philosophy	3
HU 158	Ethics	3
MA 123	Financial Mathematics	3
MA 124	Contemporary Math	3
MA 124D	Contemporary Math - Plus	3
MA 125	Basic Concepts of Math I	3
MA 126	Basic Concepts of Math II	3
MA 127	Mathematical Statistics I	3
MA 127D	Mathematical Stats I - Plus	3
MA 128	Mathematical Statistics II	3
MA 130	Intermediate Algebra	3
MA 130D	Intermediate Algebra - Plus	3
MA 132	College Algebra and Trig	3
MA 141	Pre Calculus Math	3
MA 150	Applied Calculus I	4
MA 245	Calculus I	4
MA 246	Calculus II	4
MA 247	Calculus III	4
MA 248	Discrete Mathematics	3
MA 251	Differential Equations	3
MA 262	Linear Algebra	3
PL 100	Intro to Law for Paralegals	3
PL 112	Civil Litigation and Procedure	3
PL 221	Administration of Estates	3
PL 231	Family Law	3
SC 105	Microbes in Society	3
SC 107	Introduction to Climatology	3
SC 113	Biology of Aging	3
SC 114	Topics Human Biology	3
SC 115	Human Reproductive Biology	3
SC 116	Conserv and Environment	3
SC 117	Nutrition	3
SC 118	Fund of Human Anatomy and Phys	3
SC 120	Introductory Chemistry	3
SC 125	Fund of Gen, Organic and Biochem	4
SC 130	Physical Science	3
SC 133	Physics I	4
SC 134	Physics II	4
SC 137	Field Biol and Natural History	4

SC 141	Fund of Biology I	4	SS 255	Abnormal Psychology	3
SC 142	Fund of Biology II	4	SS 258	Psychology Seminar	3
SC 147	The Science of Cooking	4	Diversity Equity Inclusion and Social Justice (DEISJ)		
SC 150	Forensic Science I	4	CJ 126	Issues in Law Enforcement	3
SC 151	Fundamentals of Genetics	3	CJ 131	Probation & Parole	3
SC 153	General Chemistry I	4	ED 210	Social Foundations of Education	3
SC 154	General Chemistry II	4	EN 133	American Literature 1620-1865	3
SC 155	Biological Science I	4	EN 134	American Lit - 1865 - present	3
SC 156	Biological Science II	4	EN 217	African American Literature	3
SC 161	Physical Geology	4	EN 219	North American Indigenous Lit	3
SC 162	General Science	4	PT 121	Introduction to Rehabilitation	3
SC 166	Astronomy	4	SS 136	Criminology	3
SC 211	Microbiology I	4	SS 161	Introductory Sociology	3
SC 225	Organic Chemistry I	4	SS 162	Social Problems	3
SC 226	Organic Chemistry II	4	SS 167	Juvenile Delinquency	3
SC 233	Calculus Physics I	4	SS 191	Cultural Anthropology	3
SC 234	Calculus Physics II	4	SS 227	Gangs: Theory, Pract and Suppres	3
SC 253	Anatomy and Physiology I	4	SS 241	American Minorities	3
SC 254	Anatomy and Physiology II	4	SS 246	Constitutional Law	3
SC 255	Genetics	4	SS 247	Gender, Class and Race	3
SC 258	Environmental Science	4	HS 111	Intro to Human Services	3
SS 111	History of Early Western Civil	3	** HS 111 is a majors only course and must be approved.		
SS 112	History of Modern Western Civ	3	Foreign Language		
SS 121	American History to 1865	3	FL 101	Spanish I	3
SS 122	American History Since 1865	3	FL 102	Spanish II	3
SS 130	Early World Civilizations	3	FL 121	French I	3
SS 132	Modern World Civilizations	3	FL 122	French II	3
SC 139	Evol and the Human Condition	3	HU 100	Sign Language I	3
SS 141	American Government	3	HU 101	Sign Language II	3
SS 142	State and Local Government	3	HU 102	Sign Language III	3
SS 151	Intro Psychology	3	HU 100, HU 101: Herkimer College 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.		
SS 152	Developmental Psychology	3	Humanities		
SS 161	Introductory Sociology	3	EN 112	College Literature	3
SS 162	Social Problems	3	EN 123	British Literature 1450-1660	3
SS 163	Marriage and Family	3	EN 133	American Literature 1620-1865	3
SS 200	Rsch and Analy Meth Crim Anal	3	EN 134	American Lit - 1865 - present	3
SS 201	Indep Project in Social Sci	1	EN 137	Mythology	3
SS 202	Indep Project in Social Sci	2	EN 214	Creative Writing Workshop	3
SS 203	Ind Project Social Science	3	EN 215	Shakespeare	3
SS 204	Psychology of Work	3	EN 223	Basic Acting Techniques	3
SS 227	Gangs: Theory, Pract and Suppres	3	EN 231	Intro to Poetry	3
SS 236	Research Methods for the Social Sciences	3	EN 236	Women In Literature	3
SS 238	Trauma Informed Care	3	EN 241	Intro to Drama Study	3
SS 240	Adolescent Psychology	3	EN 251	Modern American Novel	3
SS 241	American Minorities	3	EN 255	Nonfiction Literature	3
SS 246	Constitutional Law	3			
SS 247	Gender, Class and Race	3			
SS 253	Social Psychology	3			

EN 261	Science Fiction and Fantasy	3	EN 210	College Writing II	3
HU 108	Fundamentals of Music	3	EN 228	Interpersonal Communication	3
HU 111	Art History I	3	HU 111	Art History I	3
HU 112	Art History II	3	HU 112	Art History II	3
HU 115	Art Appreciation	3	HU 138	Intro Audio Production	3
HU 130	Women in Art	3	HU 158	Ethics	3
HU 136	Fundamentals of Media Creation	3	HU 172	Survey World Religions	3
HU 138	Intro Audio Production	3	HU 235	Social Media	3
HU 146	Intro to Graphics and Design	3	HU 253	Music Production	3
HU 148	Digital Photography	3	MA 127	Mathematical Statistics I	3
HU 151	Intro to Philosophy	3	MA 127D	Mathematical Stats I - Plus	3
HU 158	Ethics	3	MA 128	Mathematical Statistics II	3
HU 161	Intro to the Film	3	PL 110	Legal Research and Writing	3
HU 177	Music in the Marketplace	3	SS 161	Introductory Sociology	3
HU 212	Music Appreciation	3	SS 200	Rsch and Analy Meth Crim Anal	3
HU 213	Music Theory	3	SS 225	Terrorism and Homeland Security	3
HU 226	Music Theory II	3	SS 227	Gangs: Theory, Pract and Suppres	3
HU 228	Songwriting and Compositional Techniques	3	SS 236	Research Methods for the Social Sciences	3
HU 253	Music Production	3	Mathematics Quantitative Reasoning		
HU 257	Intermediate Media Production	3	MA 123	Financial Mathematics	3
HU 290	Special Topics in Film	3	MA 124	Contemporary Math	3
HU 291	Special Topics - Humanities	3	MA 124D	Contemporary Math - Plus	3
These courses appear in more than one knowledge and skill area:			MA 125	Basic Concepts of Math I	3
EN 117	Literature for Children	3	MA 126	Basic Concepts of Math II	3
EN 123	British Literature 1450-1660	3	MA 127	Mathematical Statistics I	3
EN 133	American Literature 1620-1865	3	MA 127D	Mathematical Stats I - Plus	3
EN 137	Mythology	3	MA 128	Mathematical Statistics II	3
EN 138	Storytelling	3	MA 130	Intermediate Algebra	3
EN 231	Intro to Poetry	3	MA 130D	Intermediate Algebra - Plus	3
EN 236	Women In Literature	3	MA 132	College Algebra and Trig	3
EN 246	The Short Story	3	MA 141	Pre Calculus Math	3
EN 251	Modern American Novel	3	MA 150	Applied Calculus I	4
HU 115	Art Appreciation	3	MA 245	Calculus I	4
HU 130	Women in Art	3	MA 246	Calculus II	4
HU 151	Intro to Philosophy	3	MA 247	Calculus III	4
HU 161	Intro to the Film	3	MA 248	Discrete Mathematics	3
HU 211	American Music	3	MA 251	Differential Equations	3
HU 212	Music Appreciation	3	MA 262	Linear Algebra	3
These courses can only be used to fulfill one requirement.			Natural Sciences and Scientific Reasoning		
Information Literacy Competency			SC 105	Microbes in Society	3
BU 105	Managerial Accounting	3	SC 107	Introduction to Climatology	3
CJ 126	Issues in Law Enforcement	3	SC 109	Survey of the Adirondacks	3
CJ 127	Introduction to Crime Analysis and Crime Mapping	3	SC 113	Biology of Aging	3
CJ 261	Computer Forensics & Invest	3	SC 114	Topics Human Biology	3
EN 111	College Writing	3	SC 115	Human Reproductive Biology	3
EN 161	Journalism	3	SC 116	Conserv and Environment	3
			SC 117	Nutrition	3
			SC 118	Fund of Human Anatomy and Phys	3

SC 120	Introductory Chemistry	3	SS 167	Juvenile Delinquency	3
SC 125	Fund of Gen, Organic and Biochem	4	SS 170	Introduction to Geography	3
SC 126	Fund Chemistry II	4	SS 185	Intro Macroeconomics	3
SC 130	Physical Science	3	SS 186	Intro Microeconomics	3
SC 133	Physics I	4	SS 190	Introduction to Gender Studies	3
SC 134	Physics II	4	SS 191	Cultural Anthropology	3
SC 137	Field Biol and Natural History	4	SS 192	Intro to Archeology	3
SC 139	Evol and the Human Condition	3	SS 225	Terrorism and Homeland Security	3
SC 142	Fund of Biology II	4	SS 227	Gangs: Theory, Pract and Suppres	3
SC 147	The Science of Cooking	4	SS 236	Research Methods for the Social Sciences	3
SC 150	Forensic Science I	4	SS 238	Trauma Informed Care	3
SC 151	Fundamentals of Genetics	3	SS 237	Superheroes and Society	3
SC 153	General Chemistry I	4	SS 240	Adolescent Psychology	3
SC 154	General Chemistry II	4	SS 241	American Minorities	3
SC 155	Biological Science I	4	SS 253	Social Psychology	3
SC 156	Biological Science II	4	SS 255	Abnormal Psychology	3
SC 161	Physical Geology	4	SS 258	Psychology Seminar	3
SC 162	General Science	4	This course appears in more than one knowledge and skill area:		
SC 166	Astronomy	4	SS 246	Constitutional Law	3
SC 211	Microbiology I	4	The Arts		
SC 225	Organic Chemistry I	4	EN 123	British Literature 1450-1660	3
SC 226	Organic Chemistry II	4	EN 214	Creative Writing Workshop	3
SC 233	Calculus Physics I	4	EN 215	Shakespeare	3
SC 234	Calculus Physics II	4	EN 231	Intro to Poetry	3
SC 254	Anatomy and Physiology II	4	EN 236	Women In Literature	3
SC 255	Genetics	4	EN 251	Modern American Novel	3
SC 258	Environmental Science	4	HU 108	Fundamentals of Music	3
Other World Civilizations			HU 111	Art History I	3
HU 151	Intro to Philosophy	3	HU 112	Art History II	3
HU 172	Survey World Religions	3	HU 113	Drawing I	3
SS 130	Early World Civilizations	3	HU 114	Painting I	3
SS 132	Modern World Civilizations	3	HU 115	Art Appreciation	3
SS 172	Regional Geography	3	HU 117	Drawing II	3
SS 191	Cultural Anthropology	3	HU 118	Painting II	3
This course appears in more than one knowledge and skill area:			HU 120	Two Dim Design & Color	3
HU 151	Intro to Philosophy	3	HU 122	4D Studio Art	3
SS 191	Cultural Anthropology	3	HU 123	Watercolor Painting I	3
This course can only be used to fulfill one requirement.			HU 127	Figure Drawing	3
Social Sciences			HU 129	Introduction to Ceramics	3
HS 111	Intro to Human Services	3	HU 130	Women in Art	3
SS 136	Criminology	3	HU 136	Fundamentals of Media Creation	3
SS 151	Intro Psychology	3	HU 138	Intro Audio Production	3
SS 152	Developmental Psychology	3	HU 146	Intro to Graphics and Design	3
SS 161	Introductory Sociology	3	HU 148	Digital Photography	3
SS 162	Social Problems	3	HU 213	Music Theory	3
SS 163	Marriage and Family	3	HU 220	3-Dimension Design/Sculpture	3
SS 165	Intro Mass Media	3	HU 226	Music Theory II	3

HU 228	Songwriting and Compositional Techniques	3
HU 253	Music Production	3
HU 257	Intermediate Media Production	3
HU 291	Special Topics - Humanities	3

These courses appear in more than one knowledge and skill area:

EN 123	British Literature 1450-1660	3
EN 215	Shakespeare	3
EN 231	Intro to Poetry	3
EN 236	Women In Literature	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

These courses can only be used to fulfill one requirement.

US History and Civic Engagement

SS 121	American History to 1865	3
SS 122	American History Since 1865	3
SS 141	American Government	3
SS 142	State and Local 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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World History and Global Awareness

HU 172	Survey World Religions	3
SS 111	History of Early Western Civil	3
SS 112	History of Modern Western Civ	3
SS 130	Early World Civilizations	3
SS 132	Modern World Civilizations	3
SS 145	World Politics	3

These courses can only be used to fulfill one requirement.

COURSES

BU - Business

BU 104 - Financial Accounting (4)

This course provides an introduction to the concepts and principles of financial accounting. The accounting cycle and financial statement preparation are emphasized.

Assets, liabilities, and equity are examined. Contact hours: (4,0) Contact Hours: (4,0)

BU 105 - Managerial Accounting (3)

This course provides an introduction to managerial accounting and decision making. Topics covered include the statement of cash flows, financial statement analysis, cost-volume-profit analysis, budgeting, cost accounting systems, and capital budgeting. Prerequisite: BU 104.

Contact hours: (3,0) Contact Hours: (3,0)

BU 106 - Computerized Accounting Syst. (3)

This course is designed to provide students with an introduction to an integrated accounting system. Topics include accounting for receivables, payables, inventory, and payroll. Prerequisite: BU 104 and IS 115. Note:

Offered fall semesters only. Contact hours: (3,0) Contact Hours: (3,0)

BU 107 - Personal Finance (3)

This course provides an introduction to the basics of personal finance. Budgeting, taxes, credit management, insurance, investments, retirement planning, and estate planning are examined. Note: Offered spring semesters only. Contact hours: (3,0) Contact Hours: (3,0)

BU 111 - Business 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 126 - Supply Chain Management (3)

Supply chain management focuses on managing materials and information outside of the factory walls and includes aspects of product design collaboration, demand planning and forecasting, inventory deployment, distribution system design, channel management procurement and logistics. Contact Hours: (3,0)

BU 134 - Intro to Esports Management (3)

This course introduces students to esports and examines the history, development, operations, and management of esports players, teams, events, and competitions. Several

concerns, considerations, and areas of business activities are also explored. 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 Research and New Business Development (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. 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. NOTE: Offered Fall semesters only. Contact Hours: (3,0)

BU 209 - Inventory Control/Warehouse Mgmt (3)

Inventory Control and Warehouse Management will cover the basics of supply chain management, manufacturing planning, control systems, purchasing, physical distribution, storage handling, and quality management concepts and applications. 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 105 or 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 105 or BU 115. Note: Offered spring semester only. Contact Hours: (3,0)

BU 225 - Customer Service Management (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 226 - Intro to Sports Governance (3)

This course provides a detailed overview of the principles and the practice of sports governance. It is designed to provide the students the knowledge and understanding of governance structures within sports organizations. Students will examine sport policy developments and issues in sports. Contact Hours: (3,0)

BU 230 - Transportation Management (3)

The transportation management course will explore the role of transportation as a critical link in global supply chain management. Topics covered will include an examination of the external forces impacting supply chain management, the various modes of transportation and their current operations and the various critical transportation management issues and challenges facing today's supply chain managers. 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. Prerequisite: BU 111 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 - Introduction 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. Prerequisite: BU 111. 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. A 45-hour off-campus assignment is required. 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. Students apply theoretical and practical materials in the actual planning and presentation of a full-scale fashion show. NOTE: Offered Fall semester only. 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 247 - Event Planning and Management (3)

This course is a study of the role of the meeting planner in planning and managing virtual, in-person, and hybrid events. Site selection, negotiation, budgeting, transportation, program design, marketing, and on-site logistics are components that will be explored. Students will begin to develop a professional understanding of pivotal topics, including negotiations and agreements, concert and event production, sports and entertainment marketing, professional sports management, and effective work with vendors and clients including networking techniques. 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 Resources Selection and Performance Evaluation (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)

BU 270 - Supply Chain Mgmt Internship (3)

This course will allow students to obtain an on-site internship and obtain direct field experience in the supply chain management field. The internship must allow for 120 hours of work experience. This needs to be completed within the semester that the student is taking the course. Students need to have successfully completed BU 126, BU 209, and BU 230 in order to apply for this internship. The student can obtain this internship at a facility of their choosing. Contact Hours: (0,0)

BU 272 - Principles of Property and Asset Management I (3)

Introduces students to the process of managing property effectively according to National Property Management Association (NPMA) guidelines. Corequisite: BU 274 Contact Hours: (3,0)

BU 274 - Recitation Prop/Asset Mgmt I (3)

Provides the students the opportunity to prepare and present topics covered in BU 272: Principles of Property and Asset Management I for further discussion and analysis. Corequisite : BU 272. Contact Hours: (3,0)

BU 276 - Prin Property/Asset Mgmt II (3)

Analyzes the remaining steps in the property and asset life cycle. Property and asset management functions needed to complete the life cycle are examined. Trends and issues in property and asset management are discussed. Prerequisite: BU 272. Contact Hours: (3,0)

BU 278 - Property and Asset Management Systems: Audit, Analysis and Assessment (3)

Examines how to plan and perform a property and asset management system audit. Data collection and analysis methods are discussed. Process controls and outcome assessment are emphasized. Prerequisite: BU 272 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 and describe historical and contemporary factors shaping individual and group identity. 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, access, equity, and participation in current or future social justice action. Contact Hours: (3,0)

CJ 127 - Introduction to Crime Analysis and Crime Mapping (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. 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 180 - Administration of Justice (2)

This course is designed to educate students about the historical and philosophical development of law enforcement, the court system, and the criminal justice process and its constitutional limitations. This course is also designed to educate students on ethics in the criminal justice system. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 181, CJ 182 and HE 187. Contact Hours: (2,0)

CJ 181 - Law for Police Officers (5)

This course examines the numerous laws of New York State that a police officer will utilize in the performance of his duties. The topics covered include New York State Penal Offenses, New York State Criminal Procedure Law, New York State Juvenile Law and Procedures, New York State Vehicle and Traffic Law, Ancillary New York State Statutes, Use of Physical Force and Deadly Physical Force, Discretionary Powers, Constitutional Law, and Civil Liability/Risk Management. The topics covered in this course are mandated by the New York State Division of Criminal Justice Services for the Basic Course for Police Officers. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 180, CJ 182 and HE 187. Contact Hours: (5,0)

CJ 182 - Law Enforcement Applications I (5)

This course is designed to examine the various policies and procedures that police officers are required to know in the performance of their duties. Not only are the laws, policies, and procedures examined, but will be applied in various scenarios. The topics covered in this course include Field Note Taking and Report Writing, Communications, Observation Patrol, Case Preparation and Demeanor, Crimes in Progress, Professional Traffic Stops, EMS Basic, Traffic Direction Control, Traffic Enforcement, and Off Duty Plain Clothes Police Encounters. The topics in this course are mandated by

the New York State Division of Criminal Justice Services for the Basic Course for Police Officers. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 180, CJ 181 and HE 187. Contact Hours: (2,6)

CJ 183 - Law Enforcement Application II (5)

This course is designed to examine the various policies and procedures that police officers are required to know in the performance of their duties. Not only are the laws, policies, and procedures examined, but will be applied in various scenarios. This is a continuation of CJ 182 Law Enforcement Applications I. The topics covered in this course include Emergency Vehicle Operation Control, DWI Detection and Field Sobriety, and Physical Evidence. The topics in this course are mandated by the New York State Division of Criminal Justice Services for the Basic Course for Police Officers. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 184, CJ 185, CJ 186 and HE 188. Contact Hours: (1,8)

CJ 184 - Criminal Investigations (5)

This course examines the processes and techniques involved in the basic investigation of crimes. This includes the preliminary investigation, the process of obtaining information, interviewing techniques, handling evidence, and case preparation. The topics in this course are mandated by the New York State Division of Criminal Justice Services for the Basic Course for Police Officers. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 183, CJ 185, CJ 186 and HE 188. Contact Hours: (4,2)

CJ 185 - Community Relations (3)

This course examines the community and what is expected of police officers and their interactions with the community. Emphasis will be placed on the handling of victims as well as witnesses, crime prevention, and strong police/community relations. Topics covered in this course include Mental Illness, Persons with Disabilities, Intoxication, Victim Witness and Community Resources, Crimes Against the Elderly, Cultural Diversity, Bias Related Incidents, Sexual Harassment, and Community Oriented Policing. These topics are mandated by the New York State Division of Criminal Justice Services for the Basic Course for Police Officers. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 183, CJ 184, CJ 186 and HE 188. Contact Hours: (3,0)

CJ 186 - Emergency Preparedness (1)

This course will discuss civil disorder and unusual events and their control. Emphasis will be placed on standardized response plans for the law enforcement community. The topics in this course are mandated by

the New York State Division of Criminal Justice Services for the Basic Course for Police Officers. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 183, CJ 184, CJ 185 and HE 188. Contact Hours: (1,0)

CJ 190 - Adm of Corrections (4)

This course is designed to educate students about the various operations of correctional facility design, policies, and procedures. Students will be introduced to the numerous outside agencies that interact with correctional staff and identify ways to promote inter-agency cooperation and safeguard the integrity of the institution. Student must successfully complete HE 189, CJ 191, and CJ 193 prior to taking this course. Contact Hours: (4,0)

CJ 191 - Law for Corrections Officers (5.5)

This course examines the numerous laws of New York State that a corrections office will utilize in the performance of his/her duties. The topics covered in this course are mandated by the New York State Division of Criminal Justice Services for the Pre-Employment Correction Basic Training Program. Student must successfully complete this course in order to move on to second semester requirements (CJ 190, CJ 192, CJ 194, CJ 195). Contact Hours: (5.5,0)

CJ 192 - Corrections Applications (3)

This course is designed to examine the various functions, policies and procedures that corrections officers are required to understand in the performance of their duties. Laws, policies and procedures will be applied in various scenarios. Topics covered in this course are mandated by the New York State Division of Criminal Justice Services for the Pre-Employment Correction Basic Training Program. Student must successfully complete HE 189, CJ 191, and CJ 193 prior to taking this course. Contact Hours: (2,2)

CJ 193 - Communication Essentials (4.5)

This course is designed to increase effective and appropriate written, oral, and non-verbal communication skills reinforcing the importance of maintaining a positive public image through research, discussion and performance of skills in listening and responding, stress management, and responses to conflict. This course also focuses on developing skills in planning, organizing, composing and revising correspondence, reports, and presentations. In addition, students will develop strategies on how to effectively and proactively use traditional and social media to disseminate and manage messages. Student must successfully complete this course in order to move on to second semester requirements (CJ190, CJ 192, CJ 194, CJ 195). Contact Hours: (4.5,0)

CJ 194 - Issues in Corrections (2)

This course examines the functions of corrections officers and the pressures under which they work to serve and protect the facility and individuals associated with prisons and jails. Interpretation of laws is stressed with particular attention to understanding the inmate classification system and how it is necessary to prevent violence within the organization. Student must successfully complete HE 189, CJ 191, and CJ 193 prior to taking this course. Contact Hours: (2,0)

CJ 195 - Ethics for Corrections (3)

This course is designed to provide students with the ethical code of conduct for Correctional officers. It also covers a practical assessment of ethical guidelines as well as issues that correctional officers will encounter while working in the field. Student must successfully complete HE 189, CJ 191, and CJ 193 prior to taking this course. Contact Hours: (3,0)

CJ 200 - Profiling Serial Killers (3)

This course is designed to introduce the concept of identifying trends and characteristics of the criminal activity of serial killers 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 killers and examines the methodologies and techniques of a criminal profile construction and analysis as well as the ethics and norms of the field. Contact Hours: (3,0)

CJ 209 - Civil Liability in CJ (3)

This course explores civil liability issues faced by criminal justice practitioners, supervisors, and agencies. Topics include tort liability under state and federal law for intentional torts as False Arrest and Imprisonment and Negligence torts as applied to situations such as high-speed chases and wrongful death. The course will also extensively examine the civil liability of police and corrections officers, and their supervisors, for violations of a citizen's Constitutional Rights in areas including but not limited to an officer's use of force, an inmate's conditions of confinement, and racial profiling. Qualified Immunity and Risk Management will also be discussed. 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 242 - 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 243 - Introduction 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 Intelligence and Counterintelligence (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 245 - Python Prgming/Cybersecurity (3)

The purpose of this course is to examine the Python programming language necessary for cybersecurity practitioners. This course will examine theoretical concepts of this programming language and will also adopt a practical approach when in order for students to understand and apply this language. Students will learn Python in an effort for them to understand the underlying language found in everything from exploits to automating basic tasks in Windows and Linux. Contact Hours: (2,2)

CJ 250 - Profiling Sexual Offenders (3)

This course is designed to focus on violent sexual 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 - Advanced Computer Forensics and Investigations (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 Internship (3)

This course is designed to provide the student with an opportunity to experience working alongside professionals in an agency related to their academic interest and possible career goal. It is intended to solidify academic concepts through applicative work experiences, exposing the student to the expectations and demands of the work environment, and to assist students in making competent career choices commensurate to/with their abilities. This influencing experience can solidify the student's perspective on their chosen career path and provide them with a realistic expectation through applied learning. Students will be required to practice their emerging professional skills under the joint appraising eye of both faculty and agency supervisor. The assigned faculty member will be required to visit students/mentors on-site during the internship. Prerequisites: CJ 120, CJ 123, CJ 124, and/or permission of instructor. Contact Hours: (0,0)

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)

CJ 274 - Cybersecurity Capstone (3)

This course is designed to: 1. Introduce students to the skills and knowledge of fundamental criminal justice, information security, and/or computer forensics. 2. Introduce students to critical thinking skills by emphasizing thoroughness of topics research as well as creative problem solving within their discipline. 3. Prepare students with an understanding of proactive approaches

to investigating and apprehending, or deterring cybercriminals, keeping in mind the ever changing social landscape of race, gender, and class. Prerequisites: CJ 241, CJ 243, and CJ 240/CJ 245 Contact Hours: (2,2)

ECM - Emergency Management

ECM 100 - Intro to Emergency Management (3)

This course will provide participants with an overview and history of all-hazards emergency management in the United States, including laws and doctrine, foundational concepts, terminology, benchmark events, and case studies. Contact Hours: (3,0)

ECM 101 - Emergency Mgt Preparedness (3)

In this course, participants will review and analyze preparedness standards, such as National Incident Management System (NIMS); the National Preparedness Goal; the Homeland Security Exercise and Evaluation Program (HSEEP); and NFPA 1600: Standard on Continuity, Emergency, and Crisis Management. Participants will become familiar with benchmark preparedness practices including threat and hazard analysis, planning, organizing, equipping, training, and exercises. This course includes several practical application projects and completion of FEMA's IS-700 course. Contact Hours: (2,2)

ECM 102 - Crisis Communications (3)

This course is designed to introduce participants to the principles of crisis communications with internal and external stakeholders. Participants will become familiar with coordinating prompt, reliable and actionable information for the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available to community stakeholders. Contact Hours: (3,0)

ECM 200 - Emer Mgt Recovery & Mitigation (3)

Participants will learn the core capabilities associated with disaster recovery and hazard mitigation and the common tasks and practices associated with each. The National Disaster Recovery Framework and National Mitigation Framework will be reviewed and analyzed, as will laws such as the Robert T. Stafford Act and the Disaster Recovery Reform Act. Case studies will be used to identify practical application. Contact Hours: (3,0)

ECM 201 - Emergency Mgt: Incident Mgt (3)

This course will discuss incident management practices, tools, and standards, ranging from the National Incident

Management System (NIMS) and the Incident Command System (ICS), the Post-Katrina Emergency Management Reform Act (PKEMRA), emergency operations centers (EOCs), response core capabilities, and the National Response Framework. This course will include a number of case studies and engagement activities. As part of this course students will also complete FEMA's IS-800 course. Contact Hours: (2,2)

ECM 202 - Emer Mgt Continuity Programs (3)

This course will provide participants with the information and tools needed to prepare a continuity of operations (COOP) plan for a business or organization. Participants will review and analyze standards such as NFPA 1600: Standard on Continuity, Emergency, and Crisis Management; and FEMA's Continuity Guidance Circular. Topics will include conducting a threat and hazard assessment, identification of mission essential functions, conducting a business impact analysis, and COOP plan development. Contact Hours: (3,0)

ED - Education

ED 100 - Intro Early Childhood Ed (3)

This course is intended for students contemplating a career in education. It is designed to provide an overview of early childhood education and the development of children from birth-age 8. Concepts of developmentally appropriate practice, the learning environment, teachers, diverse learners, classroom management, and issue facing all schools will be the focus. In addition, students will be introduced to beginning principles of planning and become familiar with the New York State Learning Standards. Twenty hours of field observation is required. Contact Hours: (3,0)

ED 101 - Observation and Assessment in 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 - Curriculum and Methods in Teaching Early Childhood Education (3)

This course is designed to develop the student's ability to design a developmentally appropriate (emergent) curriculum that is supportive of the whole child from birth through age eight; as well as methods for planning (common core and creative curriculum), supervising evaluating these experiences. The student will also learn how to use differentiated instructional strategies to better meet the learning needs of most children. Contact Hours: (3,0)

ED 205 - Infant and Toddler Curriculum Development (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 arrangement for the required 15 hours of preservice contacts required which will include assessment and evaluation of infant and toddler development. Contact Hours: (3,0)

ED 210 - Social Foundations of Education (3)

This course examines the organization (historical to present) of the K-12 Education system in America. Current controversy's, legislation, and practices that affect teaching, learning, assessment, funding, diversity, and technology will be discussed. Strategies to support learning will be identified to allow for collaboration between schools, teachers, students and their families. Fifteen hours of observation is 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: (3,0)

ED 221 - Practicum I - Early Childhood (3)

This pre-service teaching experience in a diverse early childhood setting allows the student to apply skills in a NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing qualified professionals and assisting in the implementation of developmentally appropriate activities for all children while modeling reflective/professional practices. Students will attend weekly class seminars for instruction on lesson planning, UDL™ and common core curriculum or creative curriculum. Prior to enrollment, students will need to have a TB test (and chest x-ray if necessary), and proof of current Red Cross CPR certification, and fingerprinting clearance per site requirement. PREREQUISITES: ED 100, ED 101, ED 200 and ED 205 with a C grade or higher. Contact Hours: (2,2)

ED 222 - Practicum II-Early Childhood (3)

This advanced pre-service teaching experience builds on the competencies developed in ED 221. ED 222 is designed to provide the student with opportunities to apply skills in a quality, diverse early childhood environment serving young children. Emphasis is on the roles and responsibilities of the professional service provider; the assessment of teaching concepts and skills; as well as employment. Students will attend weekly class seminars for instruction on networking, job skills, resume writing, NYS requirements and how to complete mandatory workshops. Prior to enrollment, students will need to have a TB test (and chest x-ray if necessary), proof of current Red Cross CPR certification, and fingerprinting clearance per site requirement. Prerequisite: ED 100, ED 101, ED 200, ED 205 and ED 221 with a C or higher. Contact Hours: (2,2)

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 and applied to the developing child. Fifteen hours of preservice contacts are required to complete assignments throughout the course. Students must provide their own transportation to approved off-campus observation locations. Contact Hours: (3,0)

EE - Electrical Technology

EE 101 - Intro to Electrical Technology (3)

Introduction to basic electricity concepts. Laboratory exercises and projects will be performed to illustrate concepts. Introduction to written, oral, and graphical communications. Introduction to professional and ethical responsibilities. Contact Hours: (2,2)

EE 126 - Electric Circuits I (4)

A basic course in direct current circuit theory. Concepts of charge, current and voltage; Ohm™s Law, Kirchoff™s Laws; analysis of series, parallel, and combination circuits; mesh and nodal analysis; Superposition, Thevenin™s and Norton™s theorems; maximum power transfer theorem; electric fields and capacitance; magnetic fields and inductance; analysis of R-C and R-L switching networks. The laboratory is coordinated with, and supports, the theory course. Cross listed with EG 275 and IS 126. Corequisite: SC 134. Contact Hours: (3,2)

EE 127 - Electric Circuits II (4)

Alternating Current (AC) electric circuit concepts; waveform analysis; analysis of series and parallel AC circuits; electrical instrumentation and computer analysis tools used in performing laboratory experiments. Required for electrical engineering technology majors. Offered every fall semester. Prerequisites: EE 126 Electric Circuits I. Contact Hours: (3,2)

EE 150 - Electronics (4)

Study of electronic circuits and semiconductor devices including: diodes, transistors, operational amplifiers, thyristors, etc. Physics of semiconductors, transistor biasing, and amplifier circuits. Laboratory exercises provide practical application of semiconductor circuit theory. Prerequisite: EE 126 Electric Circuits I Contact Hours: (3,2)

EE 201 - Digital Systems (4)

This course analyzes digital logic systems and their components that are a major part of modern electrical technology including applications in computers, manufacturing, communication, control, and other engineering systems. Pre-requisite: EE 150 Electronics Contact Hours: (3,2)

EE 205 - Renewable Energy Systems (4)

Provides an overview of hydroelectric, coal, and nuclear energy production methods and renewable solar, geothermal, wind, and fuel cell technology. A complete system breakdown of conventional power production

methods, efficiency, and sustainability when compared with solar, geothermal, wind, and fuel cell applications. Prerequisite: SC 133. Contact Hours: (3,2)

EE 210 - Building Management Systems (4)

This hands-on course is designed for technicians and other persons involved in setting, testing, maintaining and operating modern buildings energy management systems. Topics include overview of control architecture, sensors, HVAC, lighting, as well as safety and security systems. Corequisite: EE 201. Prerequisite: EE 127. Contact Hours: (3,2)

EE 220 - Microprocessors (4)

This hands-on course is designed for test technicians and other persons involved in setting, testing, and diagnosing microprocessor-based relays. Topics include safety, electrical testing fundamentals, component testing, distribution and transmission line protection and metering and event reporting. Prerequisite: EE 127. Corequisite: EE 201. Contact Hours: (3,2)

EG - Engineering Science

EG 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. Formerly SC 191. Contact Hours: (3,0)

EG 230 - 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. Formerly SC 238. Contact Hours: (3,0)

EG 238 - 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: EG

230 Statics. Note: Offered Spring semesters only. Formerly SC 230. Contact Hours: (3,0)

EG 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. Formerly SC 239. Contact Hours: (3,0)

EG 275 - Electronic Circuits I (4)

A basic course in direct current circuit theory. Concepts of charge, current and voltage; Ohm's Law, Kirchoff's Laws; analysis of series, parallel, and combination circuits; mesh and nodal analysis; Superposition, Thevenin's and Norton's theorems; maximum power transfer theorem; electric fields and capacitance; magnetic fields and inductance; analysis of R-C and R-L switching networks. The laboratory is coordinated with, and supports, the theory course. Cross listed with IS 126 and EE 126. Contact Hours: (3,2)

EM - Emergency Medical Tech

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)

EN - English

EN 003 - Essentials of Writing (ALP) (3)

This course provides intensive instruction and practice in writing starting with brainstorming, drafting, and organization. It is designed to practice writing coherent paragraphs and essays for specific audiences; each unit of study includes drafting, revision, and editing processes as well as instruction in grammar and mechanics. This course is part of the Accelerated Learning Program (ALP). Students will have the opportunity to finish EN003 Essentials of Writing AND EN111 College Writing at the same time. After successful completion,

students will have met their General Education Basic Communications requirement, which means they can move forward with their college and career goals at Herkimer County Community College.* Please note: The course is a remedial course and does award college level credit. EN003 will not count toward any degree requirement including elective credit, but it does count as part of student's course load for the semester; it also counts toward financial aid eligibility, and eligibility to live in campus housing. Contact Hours: (3,0)

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 111 - 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 - College Literature (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 118 - Intro to Human Communication (3)

This course is designed to introduce students to fundamental theories and concepts in the study of human communication. An emphasis will be placed on communication in personal, social, and public interactions including electronically mediated messages. Contact Hours: (3,0)

EN 123 - British Literature 1450-1660 (3)

This course will survey British Literature from its beginnings to the early seventeenth century. Literature will be presented through a historical perspective, and students will closely read, and write about, texts to explore the ideas, struggles, and world views of each age to understand each historical period and its literature. This course meets the SUNY General Education requirements for Humanities and The Arts. Contact Hours: (3,0)

EN 133 - American Literature 1620-1865 (3)

A study of works by selected American writers throughout the start of a new nation and the emerging literary marketplace in the United States. Emphasis is placed on the most significant writings of representative authors from 1620-1865. Contact Hours: (3,0)

EN 134 - American Lit - 1865 - present (3)

A study of works by selected American writers throughout the start of a new nation and the emerging literary marketplace in the United States. Emphasis is placed on the most significant writings of representative authors from 1865-present. 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 introduces the principles and practices of contemporary journalism. Students learn key skills involved in reporting and writing for print and online. Other topics include the role of journalism in society, journalistic ethics, legal aspects, and analyzing and critiquing news content. 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 210 - College Writing II (3)

This course is designed to further develop students' skills in writing and research with a focus on the evaluation of argumentative and persuasive strategies in composition. Prerequisite: EN 111 or 101 with a C or better. Contact Hours: (3,0)

EN 214 - Creative Writing Workshop (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 the close study of fiction and non-fiction works by African American writers, including historical and theoretical foundational knowledge including but not limited to gender, race, and class. Students will read, analyze, and discuss literature from the beginning when enslaved African Americans began to tell their story through oral storytelling, folktales, song, and spiritual engagement. They will continue with literary works from Reconstruction, the rise of the New Negro, the Harlem Renaissance (including art, poetry, music & dance), modernism, and postmodernism with authentic and relevant primary source material. This course meets the General Education requirements for Diversity, Equity, Inclusion & Social Justice and Humanities. 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 219 - Indigenous Literatures N. Am. (3)

This course will include early Indigenous literatures, such as oral storytelling, dramatic presentations with theatrical elements, and the cultural traditions. Selections will also include literary works on indigenous cultures, customs and myths while prioritizing Native voices. Considers Indigenous literatures in their national, historical, cultural, geographical, political, and legal contexts. The course includes topics such as multiculturalism, ethnic identification, social justice, racism, genocide, land ownership, environmental degradation, and many others. This course inevitably includes other disciplines, such as multimedia art, linguistics, political science, history, sociology, ethics, religion, geography, folklore, and anthropology. 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 introduce students to the strategies and skills of oral rhetoric including audience analysis, style, and delivery. Emphasis is on research, organization, and delivery of extemporaneous speeches to inform and to persuade. Students will critique peer speeches and critically evaluate various types of historic and contemporary speeches. 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 effective and appropriate interpersonal communication in various relational, social and cultural contexts through research, discussion, performance and observation of skills in listening and responding, stress management, and responses to conflict. An emphasis will be on self-concept and perceptions of others in developing verbal and non-verbal skills grounded in informed study of communication strategies and theories. 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 242 - American Literature 1620-1865 (3)

This survey course is a study of fiction and non-fiction works by selected American writers, including historical and theoretical foundational knowledge through the lens of gender, race, and class. Students will read, analyze, and discuss literature from the early 1600s when Indigenous people used oral storytelling to share their cultural and historic heritage to the arrival of pilgrims and other passengers, such as servants and contracted workers looking for a new life in America. From the rocky start, students will then read primary source material from American citizens who fought for an end to colonialism with the Revolutionary war, citizens who wanted an end to the Atlantic slave trade and slavery altogether, and, finally, Americans who wanted individual rights and freedoms for not only themselves, but women and people who were enslaved. Emphasis is placed on the most significant writings of representative authors from 1620-1865. Contact Hours: (3,0)

EN 243 - American Lit 1865-Present (3)

This survey course is a study of fiction and non-fiction works by selected American writers, including historical and theoretical foundational knowledge through the lens of gender, race, and class. Students will read, analyze, and discuss literature from the end of the Victorian Era with the rise of literary periods such as Realism and Naturalism/Regionalism depicting the changing life in America. Students will then read primary source material from American citizens who fought for the right to vote, for safe working conditions, and, finally, for Americans who wanted to see American Democracy grow across the continent. Emphasis is placed on the most significant writings of representative authors from 1865-present day America. 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 - Media Writing (3)

This course is designed to develop the student's ability to conceptualize, write and format: audio/radio, video/television, and Internet news and news-type program scripts, PSAs, commercials and promotional announcements for delivery via electronic media. Students will also be introduced to screenplay/film dialogue script formats. Emphasis is on developing broadcast "writing for the ear" style vs. traditional 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 course is designed to help students make a smooth transition to college as well as equip students with strategies that can be used throughout college and beyond. The goal is to promote academic success and personal development of all students regardless of whether you are transitioning to college directly from high school or from another college, living on or off campus. This course is required for all new full-time students, and is most effective when taken in the first semester upon matriculation. This course is waived for students who are transferring in with 24 or more credits, and a minimum GPA of 2.00. 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. This course is designed to empower the student to develop inner qualities that will help the student maximize his or her potential in college and in life through positive adjustment into the College. The student will be introduced to available college resources, academic and personal counseling, and methods to become a self-reliant and self-actualized individual. This course is required for all new full-time students, and is most effective when taken in the first semester upon matriculation. This course is waived for students who are transferring in with 24 or more credits, and a minimum GPA of 2.0. 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. This course is designed to empower the student to develop inner qualities that will help the student maximize his or her potential in college and in life through positive adjustment into the College. The student will be introduced to available college resources, academic and personal counseling, and methods to become a self-reliant and self-actualized individual. This course is

required for all new full-time students, and is most effective when taken in the first semester upon matriculation. This course is waived for students who are transferring in with 24 or more credits, and a minimum GPA of 2.0. 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 and CPR: Responding to Emergencies (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)

HE 187 - Physical Fitness & Wellness I (2.5)

This is the first course in Physical Fitness Wellness which provides the student with a comprehensive physical fitness program. The requirements of the physical fitness standards MUST BE MET BEFORE THE END OF THE TRAINING. The 50th percentile Cooper Standards are required. Open only to Pre-Employment Police Basic

Training Majors. Co-requisites: CJ 180, CJ 181 and CJ 182. Contact Hours: (.5,4)

HE 188 - Physical Fitness & Wellness II (2.5)

This is a continuation of Physical Fitness Wellness I and provides the student with a comprehensive physical fitness program. The requirements of the physical fitness standards **MUST BE MET BEFORE THE END OF THE TRAINING**. The 50th percentile Cooper Standards are required. Open only to Pre-Employment Police Basic Training Majors. Co-requisites: CJ 183, CJ 184, CJ 185 and CJ 186. Contact Hours: (.5,4)

HE 189 - Physical Fitness&Wellness (2)

This is course in Physical Fitness Wellness provides the student with a comprehensive physical fitness program. The requirements of the physical fitness standards must be met before the end of the training. The topics covered in this course are mandated by the New York State Division of Criminal Justice Services for the Pre-Employment Correction Basic Training Program. Student must successfully complete this course in order to move on to second semester requirements (CJ190, CJ 192, CJ 194, CJ 195). Contact Hours: (1,3)

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 semester-long introduction to the Herkimer College Honors Program. Students will develop skills and knowledge needed to be successful in the Honors Program. They will utilize these attributes to select an effective mentor, and by the end of the course design an experiential learning project proposal to be completed in HP 302. This course 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)

HP 302 - Directed Honors Study II (1)

This course is designed as a special project to enrich the study of a particular topic selected by the honor student. The student works closely with a mentor 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 Capstone (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: (.5,0)

HS - Human Services

HS 111 - Intro to Human Services (3)

This course is designed for students enrolled in the Associates to Applied Science (A.A.S.) program in Human Services. Students will be introduced to the broad field of human services within an interdisciplinary context with a specific focus on helping people meet their basic needs. Students will be exposed to the various roles, functions and practice settings of the profession. Social problems

and target populations will be explored within a culturally sensitive lens. Different theoretical orientations will be presented using an experiential learning approach that emphasizes the need to pursue a strength-based approach in the helping process. 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 130 - 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 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 201 - Chemical Dependency (3)

This course introduces students to a foundational understanding of chemical dependency on a continuum of wellness. The course is designed within the general framework of definitions; intervention; treatment modalities and its impact on a micro and macro level. Students will be introduced to historical contexts, societal impacts, cultural influences and the future of prevention. This course is open to Human Services majors only and will be offered in the fall semester. Students will not be permitted to take this course without successful completion of HS 111 with a C or higher. Contact Hours: (3,0)

HS 202 - Group Counseling (3)

This course reviews the variety of groups that can be facilitated within the field of human services. The course provides core competencies towards the acquisition of group counseling skills and techniques applicable to issues including but not limited to crisis intervention, addiction, mental wellness, conflict resolution and trauma. This course will provide students with the skills of group formation, application of techniques and skills. The course is open to Human Services majors only and will be offered in the fall semester. Pre-requisites: Successful completion of HS 111 and HS 120 with a C or higher. 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. This course is taken in the third and fourth semesters of the program and students are to complete 120 internship hours (60 hours per semester). Students must earn a C (70-79) or higher in both attempts at the course for it to fulfill program requirement. Prerequisites: HS 111 and HS 120 with a C or better. Contact Hours: (2,4)

HS 250 - CarePath Course (3)

This course is in collaboration with the Mental Health Association of NYS (MHANYS) to expose students to a training modality that teaches about the process of recovery mindset. Students will be trained under the CarePath™ Program to help individuals and their families manage stress the first 90 days post-discharge from any treatment through methods of reducing stress and promoting confidence for avoiding crisis, reducing hospitalizations and improving overall health outcomes. The course incorporates tools for creating a wellness mindset and addresses the social deterrents of health while learning the interconnectedness of the eight dimensions of wellness. The CarePath™ course will provide students with training through the required

modules to become certified CarePath and Coaches through MHANYS certification and successful completion of the course. This course is open to Human Services majors only and will only be offered in the Spring semester. Students will not be permitted to take this course without successful completion of HS111, HS120 with a C or higher and with completion of EN111, EN112 and EN228. Contact Hours: (3,0)

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 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 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 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 concepts and processes of the medium of drawing. Theoretical, critical, and historical issues of art making are addressed through regular group critiques and visual presentations of historical and contemporary work while providing hands-on opportunities to use various media. This course meets the General Education requirement for The Arts. Contact Hours: (2,2)

HU 114 - Painting I (3)

This course is designed to introduce students to the concepts and processes of the medium of acrylic painting. Theoretical, critical, and historical issues of art making are addressed through regular group critiques and visual presentations of historical and contemporary work while providing hands-on opportunities to make acrylic paintings. This course meets the General Education requirement for The Arts. 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 continues to develop and broaden students' technical drawing skills and personal image vocabulary through multiple formal and conceptual approaches to abstract, non-representational and representational drawing. Color drawing materials are introduced. Lectures and visual presentations address relevant theoretical, historical, and critical concepts. This course meets the General Education requirement for The Arts. 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, design principles and color theory are emphasized. Theoretical, critical, and historical issues of art making are addressed through group critiques and visual presentations of both historical and contemporary artwork. This course meets the General Education requirement for The Arts. 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 students to the concepts and processes of the medium of watercolor painting. Theoretical, critical, and historical issues of art making are addressed through regular group critiques and visual presentations of historical and contemporary work while providing hands-on opportunities to make watercolor paintings. This course meets the General Education requirement for The Arts. 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 136 - Fundamentals of Media Creation (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, including but not limited to video, studio based, digital cinema and new media creation methods. Students will examine a number of media content creation issues including but not limited to: Elements of composition for moving and still image, issues of lighting and sound, image acquisitions, editing and output via traditional studio, field or other methods. Students will apply their knowledge by creating a variety of media productions using contemporary equipment, practices and techniques commonly found in traditional studio television/video creation, radio/audio/soundtrack creation, live media, post production media workflows and current/evolving media creation considerations for web based media creation. Special emphasis will be placed on coordinating a cohesive media creation approach that accounts for multiple distribution channels and multiple methods of end user reception of created media. Contact Hours: (2,2)

HU 138 - Intro Audio Production (3)

This course is designed to introduce students to the use and function of audio equipment to develop their production skills in music recording, film scoring, and radio/television programming. Contact Hours: (2,2)
Contact Hours: (2,2)

HU 140 - Basic Photography (3)

This course is designed to introduce students to the art of black and white silver based photographic capture and printing. This is the fundamental means that all photographic processes relied upon until the advent of digitally based photography. Topics to be discussed will be cameras and their functions, composition and design, light and exposure, darkroom procedures for developing film and making prints. Emphasis in this course will be on aesthetic exploration of the media and personal artistic expression. NOTE: 35mm cameras are available for student use. 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 to Graphics and Design (3)

This course provides the principles of graphic design using vector-based drawing and bitmap image editing software. Students will analyze the production and consumption of visual information and explore the role of images in the communication process. Students will create original digital art, with an emphasis 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 148 - Digital Photography (3)

This course is designed to introduce students to all aspects of digital photography, editing, printing, and output. Students will use industry standard software and equipment to explore making digital photographs. Topics to be discussed are digital cameras and their controls and functions, scanning, and many ways of creating,

composing, manipulating photographs in digital form.
NOTE: Cameras are available for students who do not have one. Contact Hours: (2,2)

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 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 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 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 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 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. Prior music theory experience is recommended for non-Music Industry majors before enrolling in this course. Pre-requisite: Music Theory Placement Examination (MTPE) score of 70% or higher OR HU 108 with a C or higher OR permission of the instructor. 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 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 228 - Songwriting and Compositional Techniques (3)

This course is designed to introduce the elements used in songwriting and their application. Study of existing works across all genres will be examined and used as reference for the student to create their own compositions. Class listening and critique will serve as a method of evaluation. The use of current technology for composition (including notation software, MIDI, sequencing, and virtual instruments) will also be introduced and demonstrated. Prerequisite: HU226 Music Theory II or permission by instructor. 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 235 - Social Media (3)

This course introduces students to the effective use and implementation of online social media, from the perspective of a content creator. Students will analyze major social media platforms, produce and share content for social media, and use social media as a platform for communicating information. Contact Hours: (2,2)

HU 236 - Music Industry Capstone Project (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 257 - Intermediate Media Production (3)

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, and directing. Contact Hours: (2,2)

HU 263 - Advanced Video Production (3)

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. This course is to be taken in conjunction with Station Productions and

Operations. PREREQUISITES: HU 159 and HU 257
Contact Hours: (1,4)

HU 281 - Communication Arts: Portfolio (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 282 - Communication & Media Capstone (3)

This course is designed to further develop and perfect skills involved in media creation and to offer opportunities for direction and leadership in assuming command, in delegating responsibilities, and in planning and executing media creation. Methods of media creation and message delivery include but are not limited to live and pre-produced video production, digital photography, traditional one camera digital cinema style production, live and pre-produced audio and radio production, multitrack music/soundtrack production, and graphic design. This course includes production of various types of media programs designed for public display including any and all current and developing electronic delivery means such as television, radio, online video, websites, blogs, social media and other evolving methods of message creation and delivery. Students in this course will have various campus media as an outlet for their creations including but not limited to HCTV, WVHC-FM, campus social media outlets, online outlets such as video and media hosting sites, web sites, and print and signage material. Special emphasis will be placed on coordinating a cohesive media creation approach that accounts for multiple distribution channels and multiple methods of end user reception of created media. Prerequisites: HU 136 and HU 148. Contact Hours: (2,2)

HU 290 - Special Topics 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)

HU 291 - Special Topics - Humanities (3)

This course explores selected topics in music, film, art, literature, architecture, performance or any other

humanities discipline. Course content varies but will be an in depth study of one discipline, its history, evolution and importance. The course can be repeated on different topics up to three times. Contact Hours: (3,0)

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 with 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. 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. 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. Contact Hours: (2,2)

IS 119 - Comp Software for the Law 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 - Principles of Programming I (3)

This course covers the fundamentals of computer problem solving and programming. Topics include: program development process, differences between the object-oriented, structured, and functional programming methodologies, phases of language translation (compiling, interpreting, linking, executing), and error conditions associated with each phase, primitive data types, memory representation, variables, expressions, assignment, fundamental programming constructs (sequence, selection, iteration), algorithms for solving simple problems, tracing execution, subprograms/functions/methods, parameter passing, secure coding techniques (criteria for selection of a specific type and use, input data validation), and professional behavior in response to ethical issues inherent in computing. NOTE: Offered Fall semesters only. Contact Hours: (2,2)

IS 125 - Principles of Programming II (3)

This course covers the fundamentals of algorithms and object oriented software development. Topics include: modern IDE for software development, primitive and reference data types, encapsulation, information hiding, selection, iteration, functions/methods, parameters, recursion, exception handling, generic linear data structures (arrays, records/structs) and maps, file types, file I/O, simple GUIs with event handling, programming to an interface, lambda expressions, semantics of inheritance and use of polymorphism, relation with subtyping, search (sequential, binary), select (min, max), and sort (bubble, insertion, selection) algorithms, complexity notation, documentation using standard tools,

program testing (unit testing) and debugging, reasoning about control flow in a program, and societal impacts related to computing and software. Prerequisite: IS 124. NOTE: Offered spring semesters only. Contact Hours: (2,2)

IS 126 - Electronic Circuits I (4)

A basic course in direct current circuit theory. Concepts of charge, current and voltage; Ohm's Law, Kirchoff's Laws; analysis of series, parallel, and combination circuits; mesh and nodal analysis; Superposition, Thevenin's and Norton's theorems; maximum power transfer theorem; electric fields and capacitance; magnetic fields and inductance; analysis of R-C and R-L switching networks. The laboratory is coordinated with, and supports, the theory course. Cross listed with EG 275 and EE 126. Contact Hours: (3,2)

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 and Software Cncpt (3)

This course covers fundamentals of computer architecture and organization. Topics include: classical von Neumann machine, major functional units, primary memory, representation of numerical (integer and floating point) and nonnumerical data, CPU architecture, instruction encoding, fetch-decode-execute cycle, instruction formats, addressing modes, symbolic assembler, assembly language programming, handling of subprogram calls at assembly level, mapping between high level language patterns and assembly/machine language, interrupts and I/O operations, virtual memory management, and data access from a magnetic disk. NOTE: Offered spring semesters only. Contact Hours: (3,0)

IS 146 - Intro to Graphics and Design (3)

This course provides the principles of graphic design using vector-based drawing and bitmap image editing software. Students will analyze the production and consumption of visual information and explore the role of images in the communication process. Students will create original digital art, with an emphasis on the creative process and how technology, just as traditional mediums, can be used to generate aesthetically pleasing graphic art. Contact Hours: (2,2)

IS 160 - Funds of Comp Network 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 224 - Data Structures (3)

This course covers the fundamentals of data structures and software modeling. Topics include: modern IDE for software development and code version management

systems, design and development of reusable software, software modeling (class diagram, use case, CRC card), introduction to analysis of algorithms (order notation), abstract properties, implementation and use of stacks, queues, linked lists, and binary trees, binary search trees, recursion and efficiency of recursive solutions, range of search (sequential, binary), select (min, max, median), and sort algorithms (quicksort, merge sort, heap sort) and their time and space efficiencies, software quality assurance (pre and post conditions, program testing), team development of software applications, and professional responsibilities and liabilities associated with software development. 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 language(s). Prerequisite: IS120 or IS 171. 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 and polynomials. Computer software may be used to enhance the learning experience. Proficiency must be shown in classwork and on the final exam with a 70% mastery or better. NOTE: The course is a remedial course and does not award college level credit. This is a three local credit hour course that counts toward full-time status, but does not count toward earned 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 124D - Contemporary Math - Plus (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. This course has an additional contact hour focused on teaching students non-cognitive skills and providing additional help with foundational math concepts. Contact Hours: (3,1)

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, whole numbers, integers, rational numbers and decimals, together with operations on them. In addition, numeration systems including bases other than ten, problem solving and reasoning, elements of set theory, number theory, relations, functions, statistics and probability are discussed. This course also involves the use of a calculator. 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 include logic, elementary geometry covering shapes and solids, measurement, congruence and similarity principles, constructions, coordinate geometry, transformations, and programming. Students will apply problem solving to applications and use a calculator throughout the course. 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. Contact Hours: (3,1)

MA 127D - Mathematical Stats I - Plus (3)

This course is designed to explore topics from descriptive and inferential statistics: graphing, measure 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. This course has an additional contact hour focused on teaching students non-cognitive skills and providing additional help with foundational math concepts. Contact Hours: (3,2)

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 130D - Intermediate Algebra - Plus (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. This course has an additional 1 contact hour focused on teaching students non-cognitive skills and providing additional help with foundational math concepts. Contact Hours: (3,1)

MA 132 - College Algebra and 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 150 - Applied Calculus I (4)

This is an introductory course covering both differential and the integral calculus. Topics include: functions and graphs, the derivative, differentiation rules, optimization problems, rates of change, exponential and logarithmic functions, the antiderivative, the definite integral, and integration by substitution and by parts. Prerequisite: MA 141. Contact Hours: (4,0)

MA 245 - Calculus I (4)

An introduction to calculus, including functions, limits, continuity, differentiability, the derivative, the derivatives of simple functions and trigonometric functions. The course will also include applications of the derivative as well as the antiderivative and basic integration.

Prerequisite: MA 141. Contact Hours: (4, 0)

MA 246 - Calculus II (4)

Topics include the definite integral with applications, techniques of integration, differentiation and integration of logarithmic, exponential, and inverse trigonometric functions. The course will also contain the study of sequences and infinite series. NOTE: Offered spring semesters only. Prerequisite: MA 245 (Calculus I).

Contact Hours: (4,0)

MA 247 - Calculus III (4)

Topics include calculus of parametric and polar equations, vectors and calculus of vector-valued functions, planes, lines and surfaces in space, functions of several variables, partial differentiation, extrema, and multiple integration.

NOTE: Offered fall semesters only. Prerequisite: MA 246. Contact Hours: (4,0)

MA 248 - Discrete Mathematics (3)

This course is an introduction to the study of discrete mathematics with an emphasis on logic, proof techniques, set theory, induction, recursion, counting techniques, graph theory and other discrete topics. This course is designed as a first course in rigorous proof, to be taken by mathematics and computer science majors. Prerequisites: MA 245 or permission of instructor. Contact Hours: (3,0)

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 HCPS 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)

NC - Structured Studies

NC 102 - New Student Orientation (0)

The purpose of the Orientation course is to help new students become familiar with all the services and resources offered at Herkimer College. This course also enhances and reinforces the information shared during the virtual and in person New Student Orientation. Contact Hours: (0,0)

PE - Physical Education

PE 113 - Racquet Sports (1)

Students will learn and be able to demonstrate the skills of racquet sports including tennis, pickle ball 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 115 - Fund Danc, Rhythm and 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 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 and 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 128 - Team Activities (1)

The purpose of this course is to provide basic and comprehensive sports skills and strategies in the following team sports: basketball, soccer, softball, and volleyball. Students will learn skill development, class organizational principles, and coaching/teaching strategies. Students will also be required to peer teach and write lesson plans for age appropriate teaching. Majors Only. Contact Hours: (0,3)

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 133 - 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 or any related activity. Non-Majors only - fulfills PE requirement. Contact Hours: (0,2)

PE 136 - Physical Fitness I (1)

This course is intended to increase an individual's aerobic fitness level. Upon completion of the mandatory orientation, students are able to work out seven days a week at their convenience using an exercise App through their phone. Non-Majors only - fulfills PE requirement. Contact hours (0,2). Contact Hours: (0,2)

PE 137 - Physical Fitness II (1)

This course is a continuation of PE 136: Physical Fitness I with additional emphasis being placed on aerobic conditioning activities. Upon completion of the mandatory orientation, students are able to work out seven days a week at their convenience using an exercise App through their phone. Prerequisite: PE 136. Students must receive a grade of C+ or higher in PE 136, Physical Fitness I. Non-Majors only" fulfills PE requirement. Contact hours (0,2). Contact Hours: (0,2)

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 and 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 and 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 can 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 and 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 and 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 Procedures IV - Complex Interventions (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 - Clinical Procedures IV - Other Systems Interventions (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 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 and 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 and 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 and 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 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 and 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.

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 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. Recommended prerequisite: high school chemistry and elementary algebra of college equivalent. 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-level biology, covering the basic components and processes of life including chemistry, cellular activities, physiology, heredity, molecular biology, biotechnology. 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. This course serves as the continuation of an

introduction to the study of college-level biology covering the the principles of evolution, 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 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 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 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 and 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. Recommended prerequisites: high school biology and/or chemistry or equivalent. Contact Hours: (3,3)

SC 254 - Anatomy and 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. Contact Hours: (3,2)

SS - Social Science

SS 111 - History of Early Western Civil (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. Contact Hours: (3,0)

SS 112 - History of Modern Western Civ (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 to 1865 (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. Contact Hours: (3,0)

SS 122 - American History Since 1865 (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 world civilizations from prehistory to the modern era (c.a. 1500). This course will focus on the origins, geographical context, major religions, culture, and interaction of world

civilizations. Civilizations studied will include, but not be limited to, those of Europe, 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 world civilizations in the modern era (c.a. 1500-present). This course will focus on the origins, geographical context, major religions, culture, and interaction of world 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 and 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 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 and Analy Meth Crim Anal (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 logon and participate in the online course learning activities frequently. Contact Hours: (3,0)

SS 225 - Terrorism and 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 and Suppres (3)

This course examines the socio-demographic correlates of gang formation throughout history involving race, class, and gender. There is also a concentrated emphasis on the social impact of contemporary gang membership in the United States. Topics to be covered include gang history, gang organization, social structures and systems which play in the creation and perpetuation of dynamics of power, privilege, oppression, and opportunity, and 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 for the Social 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 237 - Superheroes and Society (3)

This course is designed to address the principles of social issues and justice through the lens of popular comic books and films. Major aspects include privacy and security, immigration, justice, crime, politics, racism, socioeconomics, and mental health. This course will tie popular culture icons with real world issues and allow students to explore current social issues through a non-traditional medium. Contact Hours: (3,0)

SS 238 - Trauma Informed Care (3)

This course is designed to increase knowledge about trauma as a continuum of wellness through the exploration of the different types of trauma, symptomology, empirical research on early indicators and trauma informed interventions. This course will maximize a student's knowledge in trauma informed influences and approaches that directly impact prospective engagement within the human services field. Prerequisites: HS 111 with a C or better, SS 151 and SS 161. Course offered spring semester. 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 US 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 253 - 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 Permission of the Instructor. Note: Formerly SS 153. Contact Hours: (3,0)

SS 255 - 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. Prerequisite: SS 151 or Permission of the Instructor. Note: Formerly SS 155. Contact Hours: (3,0)

SS 258 - 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. Note: Formerly SS 158. Contact Hours: (3,0)

SS 277 - Legal Issues in Music Inc (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 and 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 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)

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 and 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 and 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 - Practicum & Senior Seminar (3)

Travel industry trends, careers and positions will be discovered through experiences in the classroom, assignments and speakers. A thirty hours experiential learning activity in travel or events 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 Practicum I (6)

This course is an on-site 18-week internship 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)

ACADEMIC INFORMATION, POLICIES, & PROCEDURES

Academic Amnesty

Herkimer College's Academic Amnesty program is designed to give a fresh start to students who have been away from the college for three years or more and who return to complete a degree or certificate. Such students may apply to have unsatisfactory grades excluded from the calculation of the grade point average (GPA).

Eligibility Requirements:

1. The student has not enrolled at Herkimer College for at least three years.
2. The student has re-matriculated into a degree or certificate program at Herkimer College.
3. The student's current cumulative GPA must be below 2.00
4. The student must submit the application after registering for the returning semester and no later than the end of the returning semester (prior to semester grades being received from faculty).
5. The student must register and complete at least 9 credit hours in their returning semester, with no F's or W's and have a semester GPA of at least 2.00.
6. Academic Amnesty may be granted only one time in a student's academic history at the college.

Procedure:

1. The student submits the application for Academic Amnesty to the Registrar's Office after registering for the returning semester. The Registrar's Office will notify the student if they are eligible; however approval can't be determined until final grades are received and processed for the returning semester.
2. The student should send the application by mail to: Registrar's Office, Herkimer College, 100 Reservoir Road, Herkimer, NY 13350 or by fax to 315-866-1657.
3. Normally D and F grades earned prior to approval of Academic Amnesty will be excluded from the GPA calculation. Any D or F grades earned during or after the returning semester will not be excluded from the GPA calculation. Any D grade excluded from the GPA but required for a degree must be repeated.

Limitations of Academic Amnesty

1. Courses that were previously applied to a program for the purpose of graduation are not eligible for Academic Amnesty.
2. Academic Amnesty does not change or adjust financial aid eligibility. Federal and state standards for the evaluation of academic history may supersede the College's Academic Amnesty policy.
3. Outstanding financial obligations incurred by the student prior to approval of Academic Amnesty remain the responsibility of the student.
4. There is no guarantee that Herkimer College's Academic Amnesty will be recognized by any other college or university.
5. Grades/courses excluded from GPA calculations as part of the Academic Amnesty will remain on the student's transcript.
6. **If approved for Academic Amnesty, the student must maintain a semester GPA of 2.00 or higher in each semester after resuming study, failure to do so will result in dismissal from the College**

Academic Honors

Full-time Academic Honors Policy

President's List:

The President's List is comprised of all students who have a semester 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. Remedial courses do not count toward the number of hours needed to qualify for the President's List.

Satisfactory Academic Progress (SAP) is based on a student's cumulative academic record and is thus distinct and separate from Academic Honors (i.e. a student can be on the academic honors list and failing to make satisfactory academic progress).

Dean's List:

The Dean's List is comprised of all students who have a semester average of 3.25 to 3.79, 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. Remedial courses do not count toward the number of hours needed to qualify for the Dean's List.

Satisfactory Academic Progress (SAP) is based on a student's cumulative academic record and is thus distinct and separate from Academic Honors (i.e. a student can be on the academic honors list and failing to make satisfactory academic progress).

Part-time Academic Honors Policy

President's List:

Part-time students will be eligible for President's List honors if they:

- have accumulated 15, 30, 45, and/or 60 earned credit hours in residence; as a part time student;
- have a minimum cumulative and semester grade point average of 3.80 or higher in the semester that they earn 15, 30, 45 or 60 hours; and
- did not have failures or unresolved incomplete (I) grade during the period.

Dean's List:

Part-time students will be eligible for Dean's List honors if they:

- have accumulated 15, 30, 45, and/or 60 earned credit hours in residence as a part time student;
- have a minimum cumulative and semester grade point average of 3.25 to 3.79 in the semester that they earn 15, 30, 45 or 60 hours; and
- did not have failures or unresolved incomplete (I) grade during the period.

Note: Remedial courses do not count toward the number of hours needed to qualify for the President's and Dean's Lists.

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.

Academic Calendar

The current academic calendar is available online at <https://www.herkimer.edu/event-calendar/>

Academic Integrity

The maintenance of academic integrity is the responsibility of both faculty and students. Current and prospective students are expected to adhere to the values of intellectual and academic honesty and integrity. Academic dishonesty is a violation of the Student Code of Conduct. Any charge of academic dishonesty shall be substantiated by the preponderance of the evidence.

Definition:

Academic dishonesty describes a wide range of behaviors to include, but are not limited to..

1. Cheating-Intentionally using unauthorized materials, information or study aids in any work submitted (e.g. copying another's work during a test or assignment, collaborating with others on an assignment without the Instructor's permission, using crib notes.)
2. Plagiarism-Deliberately reproducing or adopting ideas, works or statements of another person as one's own without acknowledgement (e.g. paraphrasing or summarizing a source without proper citation, turning in a paper written by another person, buying a paper from a commercial source, failing to properly attribute quotations within a paper or submitting the same paper for credit in more than one course without the Instructor's permission).
3. Fabrication-Intentionally falsifying or misrepresenting information derived from another source in an assignment (e.g. citing a source that doesn't exist, citing information from a source that does not contain the information, intentionally distorting or inventing data, statistical results or their meaning).
4. Other Academic Misconduct-Includes but is not limited to such actions as planning with another to commit an act of academic dishonesty, inappropriately providing or receiving information or academic work to gain an

unauthorized or unfair advantage over others (e.g. stealing, buying, selling or otherwise obtaining all or part of a test or assignment, allowing another person to access and complete required online work).

Procedure:

1. The Faculty member will review the evidence to ensure it is sufficient to warrant a charge of academic dishonesty.
2. The faculty member will contact the student regarding the incident. If the student is unable to satisfactorily explain the discrepancies, the faculty member will collect/acquire any additional evidence of the incident.
3. The faculty member will report suspected incidents to the appropriate Associate Dean. (The College reserves the right to require students to come to campus to complete verification of the authenticity of any work submitted online or in the classroom).

Consequences for academic dishonesty are enacted at the discretion of the instructor and may include the following...

- failing the test, assignment or paper
- failing the course (course failures must be approved by the Associate Dean).

Any action taken by the Instructor must be clearly communicated to the student and reported in writing to the Associate Dean and the Provost.

Students should refer to the Instructor's course syllabus for additional details regarding specific course policies.

Appeals:

If a student disputes the facts constituting evidence of the infraction, a written appeal may be filed with the divisional Associate Dean within 30 calendar days of the consequences being communicated by the faculty member. The divisional Associate Dean will then convene an ad hoc Appeal Board consisting of two faculty members. If the course in question is online, the Associate Dean of Academic Affairs may also be included.

If either the student or the faculty member disputes the decision of the Appeal Board, and has new evidence bearing on the case, they may submit an additional written appeal to the Chief Academic Officer (or his/her designee) within

one year after alleged infraction took place. The decision of the Provost shall be considered final and binding on all parties.

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. Services are offered in person and virtually. All students are welcome and all services are FREE of charge. The Academic Support Center's range of services and programs include:

- Tutoring for over 100 different courses (in person or online, individually or in small groups, by appointment or at drop-in times)
- Accessibility Services
- 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.

Accessibility Services

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 Accessibility Services office (ASO), located in the Academic Support Center, which is in the upper floor of the Library Building. Please call (ASO) 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. The Accessibility Services office 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:

Accessibility Services Coordinator
Herkimer College
100 Reservoir Road
Herkimer, NY 13350
Fax # 315-866-6957

Students requesting accommodative services must follow these procedures to be officially registered with the Accessibility Services (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. The Accessibility Services Office will review documentation and determine appropriate accommodations necessary at the postsecondary level.
4. Students registered with ASO must meet with the Accessibility 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 Accessibility Services Office. 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

Dean of Students

Office Location, CA 264 • Phone (315) 866-0300, Ext. 8276

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.

Audit Policy

A student who wishes to audit a course, on a space available basis only, must submit a Course Audit Request to the Registrar's Office. With permission of the instructor, the auditor may submit assignments and 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.

Students may change their status from audit to credit or vice versa during the add/drop period for the part of term

during which the course is taking place. 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.

Separate receipts for payments of a class on an audit basis are given to students who are also registered in a class/classes 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. Applicants must be New York State residents. Course fees and other supply costs may still apply. Guidelines for senior audit 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.

A student who meets the age and residency requirements and wishes to audit a course must submit a Senior Adult Audit Course Request to the Registrar's Office.

Career Services

The Career Services department offers free, comprehensive career services to students and employers. More information is available at www.herkimer.edu/academics/career-services/

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.

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. Students may only request to change their curriculum for the current semester until the census date. Students may request curriculum changes after this point, but, they will not go into effect until the following term.

The first curriculum change is free, all changes after are \$25.

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.

To be eligible to take College Now courses, students must receive course advisement and approval from their guidance counselor. Additionally, students must meet the pre-requisite requirements for applicable Herkimer College courses. Students are expected monitor college email and encouraged to take advantage of Herkimer College services, events, and programs. For more information about the College Now program, call 315-866-0300 extension 8239.

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.

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.

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.

Grades and Quality Points

The following is the official College grading system:

Letter Grade	Quality Points	Quality Range - 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.

* A grade with an * indicates a course below 100 level; (below college level) grades are not calculated in the GPA. Credit does not apply towards graduation.

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 review, academic restriction or considered for dismissal, depending on the extent of the deficiency. A student on academic restriction 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 review 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 Provost.

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
		15	42.9

$$42.9 \div 15 = 2.86 \text{ average}$$

Semester Grades

At the end of each semester, final grades are available through Student Online Services (www.herkimer.edu). THESE GRADES ARE PART OF THE STUDENT'S PERMANENT RECORD.

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.

Graduation Requirements

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 minimum 2.00 cumulative quality point average.
3. Payment of all financial obligations.
4. Submission of a Graduation Application in the semester prior to the graduation semester, once registration for the graduating semester is completed. Should a student fail to submit a Graduation Application, yet still complete the above requirements, they will be certified as a graduate, but will not be mailed their diploma.

The College holds formal 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 upon request.

Honors Program

Program Overview

Herkimer College's Honors Program 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, both in person and online. Students who successfully complete the Honors Program are given special recognition by the College at graduation. Students in the Honors Program also meet periodically to attend cultural functions, lectures, and to participate in other enriching events.

For more information, contact:

Jennifer A. Herzog
Herkimer College Honors Program Director
herzogja@herkimer.edu

(315) 866-0300 X8626
Technology Center (TC) 318

Benefits of the Honors Program

Students who participate in this program develop skills and knowledge that lead to career opportunities, engaging participation in community issues, and overall life-long learning.

- Completion of the Honors Program is notated on the student's official college transcript.
- Honors Program graduates are recognized in an end-of-year ceremony and at graduation.
- Honors Program students receive free membership into the National Collegiate Honors Council, which can lead to additional learning opportunities and scholarships.
- Graduates are often selected for transfer scholarships based upon their participation in the Honors Program.

Honors Program Learning Outcomes

This program is designed to:

1. provide students with an overview of the Herkimer College Honors Program.
2. provide students with an opportunity to acquire basic skills relevant to success in the Herkimer College Honors Program.
3. guide students through the role of a mentor in the exploration of a topic of interest.
4. empower students with the ability to develop an effective experiential learning proposal.
5. provide an opportunity for students to select and independently explore a topic of interest under the guidance and leadership of a mentor.
6. provide students with the opportunity to utilize knowledge learned through experience and/or research.
7. introduce students to the concept of leadership and its many facets.

- engage students in research and exploration of an area of community interest that stimulates reflective and critical thinking, problem solving, and decision-making.

Honors Program Requirements

The following requirements should be noted by all students interested in the program:

- Students who enter college need a high school average of 88 to be eligible for the special section of First-Year Student Seminar Honors (FS101). 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; this is not a required course to gain acceptance into the Program.
- Invitation letters to join the Honors Program will be sent to all students obtaining at least a 3.5 average each semester, as well as to students who transfer in with at least a 3.5 average.
- 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 email. If a student takes a semester off, a new application is not required to continue with the program; however, the cumulative 3.5 GPA requirement must be met.
- Credits in Honors courses (notated with the prefix "HP") are above and beyond degree requirements listed in the College catalog. However, the course grades are factored into student GPA calculations.
- 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.

Steps to Complete the Honors Program

Step 1: Students accepted into the Herkimer College Honors program register for HP301 (1 credit), which is an asynchronous online course. Enrolled students acquire the knowledge and skills required to develop an experiential learning project with a chosen mentor by the end of the term.

Step 2: Students who successfully complete HP301 with a B or better can then register for HP302 (1 credit) the next term. In this course, which is an asynchronous online

course, students complete the experiential learning project developed in HP301 with the assistance of their chosen mentor.

Step 3: Students who successfully complete HP302 with a B or better can then register for HP303 (1 credit) in their final semester of the program. HP303 is a capstone course (asynchronous, online) that provides students with an opportunity to use a variety of higher-level learning techniques as they work independently to develop and implement an experiential learning project that addresses a community-based issue.

Internet Academy

Herkimer College's Internet Academy provides the opportunity for students to take courses online. Students need a computer and Internet access. In an online course, the instructor and students communicate through a Digital Learning Environment (DLE). Students can log on at anytime to read/review content, compose and submit assignments, ask questions of the professor, discuss issues with other classmates and actively participate from home, office, school or anyplace where one has Internet access.

The Internet Academy offers 21 degree programs, four (4) certificate programs, and more than 150 courses entirely online. 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.

Online degree programs:

Business: Accounting (A.S. and A.A.S.)
 Business: Business Administration (A.S. and 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 & Intelligence Analysis (A.A.S.)
 Cybersecurity and Digital Forensics (A.S.)
 Health Services Management Technology (A.A.S.)
 Human Services (A.A.S.)
 Legal Studies (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.)
 Psychology (A.A.)
 Quality Assurance-Business (A.S.)
 Quality Assurance-Science (A.S.)
 Supply Chain Management (A.A.S.)

Online certificate programs:

Emergency Management
 Medical Coding/Transcriptionist
 Paralegal Studies
 Small Business Management

For more information, visit the Internet Academy website at: www.herkimer.edu/ia

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.

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 and 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 Dean of Students 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.

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.

Registration

Information pertaining to registration is disseminated to all students via college email and other media. Questions regarding registration should be directed to the Registrar’s Office.

Full-time and part-time students registering late (the first day of classes through the end of the "add" period) will be charged a late registration fee. Instructions for late registration are available at the Registrar’s Office.

Satisfactory Academic Progress and Status

A student is considered to be making 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/OR the number of credit hours earned compared the number of credit hours attempted on the chart below.

Qualitative Measure:

Total Credit Hours Attempted	Cumulative GPA		
	Good Standing	Academic Review	Academic Restriction/Dismissal*
0 - 11.5	2.00 or higher	0.75 - 1.99	Below 0.75
12 - 18.5	2.00 or higher	1.00 - 1.99	Below 1.00
19 - 36.5	2.00 or higher	1.50 - 1.99	Below 1.50
37 - 54.5	2.00 or higher	1.75 - 1.99	Below 1.75
55 or more	2.00 or higher	NA	Below 2.00

*Students in prior term on Good Standing or on Academic Review will be placed on Academic Restriction. Students in prior term on Academic Restriction will be placed on Academic Dismissal.

Quantitative Measure:

Total Credit Hours Attempted	If credits earned are greater than or equal to:	If credits earned are:	If credits earned are less than:
	Good Standing	Academic Review	Academic Restriction/Dismissal*
0-11.5	75 % of credits attempted	Less than 75% but greater than or equal to 50%	50 % of credits attempted
12 - 18.5	75 % of credits attempted	Less than 75% but greater than or equal to 55%	55 % of credits attempted
19 or more	75 % of credits attempted	Less than 75% but greater than or equal 67%	67 % of credits attempted

*Students in prior term on Good Standing or on Academic Review will be placed on Academic Restriction. Students in prior term on Academic Restriction will be placed on Academic Dismissal.

Academic Review

Academic Review is determined when a student’s cumulative grade point average does not meet the minimum requirement and/or the student does not earn the minimum credits to demonstrate academic progress. (Refer to the Standards for Academic Progress chart above).

A student placed on Academic Review will be contacted by the Advisement Center to develop/revise their schedule for the next term to repeat courses in which the student received F or Z grades. A student placed on Academic Review may have constraints placed on their schedule and or activities and will be required to take steps designed to improve their academic progress.

Academic Restriction

A student who does not meet minimum academic standards in their first term OR after a prior term of Good Standing or Academic Review will be placed on Academic Restriction. Students will be notified of their academic standing when grades are processed at the end of the term and will be required to take steps designed to improve their academic progress. This may include revision of their schedule for the next term to repeat courses in which the student received F or Z grades; credit restrictions; and/or other constraints placed on their schedule and/or campus activities.

Academic Dismissal

A student who does not meet minimum academic standards after a prior term of Academic Restriction will be placed on Academic Dismissal. Students on Academic Dismissal will be notified of their status and the appeal requirements when grades are processed at the end of the term. Eligibility for Financial Aid will be affected.

Student Retention and Graduation Rates

The most recent statistics below were published by the Voluntary Framework of Accountability (VFA) and the Integrated Postsecondary Education Data System (IPEDS):

Awards Earned

- IPEDS: 30%
- VFA Main Cohort: 32.3%
- VFA Credential Seeking: 35.7%
- VFA First Time in College: 31.1%

No Award (Transfer)

- IPEDS: 21%
- VFA Main Cohort: 32.6%
- VFA Credential Seeking: 29.4%
- VFA First Time in College: 33.7%

Fall to Next Term Retention (VFA Two-year cohort Fall Students 2019)

- VFA Main Cohort: 73.7%
- VFA Credential Seeking: 80%
- VFA First Time in College: 71.7%

IPEDS Federal Graduation Rate cohort: Fall entering, first-time, full-time, degree seeking.

VFA Main Cohort: Fall entering, first-time at reporting institution, "all students"

VFA Credential Seeking: Fall entering, earned 12 credits by end of year two.

VFA First Time in College: Fall entering, first time in any post-secondary institution.

Transcripts

Official academic transcripts can be requested through the Registrar's Office for a fee. Unofficial transcripts can be obtained through Student Online Services. There is no charge for an unofficial transcript.

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 at www.herkimer.edu/transfer.

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.

Withdrawal

Withdrawal from a Course

Students may drop/add courses or make section changes through the fifth day of classes during the fall and spring semesters for full-term classes. The drop/add period is calculated accordingly for shorter parts of term during the fall and spring semesters. 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

The last day to withdraw from full-term classes is determined by the College Registrar and is published in the academic calendar. Withdrawing from college can impact your financial aid. Students receiving federal financial aid (Title IV Financial Aid), which includes Pell Grants, Supplemental Education Opportunity Grant (SEOG), Subsidized and Unsubsidized Direct Student Loans, or PLUS (parent) loans are required to attend past the 60% point in the term. For a standard 15-week term, this corresponds to attending up until just prior to the last date to withdraw for a semester. It is important that students are actually attending classes to earn 100% of their financial aid. Being on campus participating in non-academic activities does not constitute attendance.

Students who wish to withdraw from ALL classes at Herkimer College during the semester must follow the formal withdrawal procedure.

1. Complete the Herkimer College Withdrawal Form by downloading here or obtaining from the Student Accounts Office or Registrar's Office.
2. Return the withdrawal form to the Student Accounts Office.
3. You will be referred to all relevant offices for required signatures and receive appropriate counseling from those offices.
4. The Registrar will certify the Withdrawal Form. The official date of withdrawal will be the date which the Registrar certifies the form.
5. Your withdrawal form will be reviewed by the Student Accounts Office, and Registrar's Office. Once the withdrawal is processed, the Student Accounts Office receives notification and begins the process of Return of Title IV funds.
6. You will receive a letter from the Student Accounts Office which will notify you of the impact of the Title IV recalculation. You are required to follow up with the Student Accounts Office to make sure any balance due to Herkimer College is paid so that future registration is not slowed down, late fees do not accrue on your account, and to prevent your account from being referred to a collection agency.

If you do not follow this procedure, you will remain enrolled and will receive failing grades for all courses in which work is not completed. Mere absence from classes does not constitute withdrawal.

The last day to formally withdraw from Herkimer 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.

A partial refund of tuition and fees can be made once 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 on the last date of attendance and adjusted tuition amounts (when appropriate). See below for more information on the effects of withdrawing from college on your financial aid and for information regarding refunds of tuition.

Medical Withdrawals

A medical withdrawal is a withdrawal that may be granted retroactively due to a substantiated medical issue for an individual registered student or family member. Students have up to one year from the end of the term to request a medical withdrawal.

Students seeking a medical withdrawal for either a medical or psychological concern must provide written medical documentation from the treating licensed healthcare professional along with the Herkimer College Medical Withdrawal Form.

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 to 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 medical withdrawal, however, submission of medical documentation does not guarantee approval.

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. Medical withdrawal will still affect future Satisfactory Academic Progress Standing (SAP).

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.

Establishing Last Date of Attendance for Withdrawals

The College uses the last day of a recorded academic-related activity, when available, to establish a withdrawal date.

"Academic attendance" and "attendance at an academic-related activity" include, but are not limited to:

- Physically attending a class with direct interaction
- Academic assignment submission
- Taking an exam, interactive tutorial, or a computer-based instruction
- Attending a school-assigned study group
- Participating in an online discussion that is academic-related
- Interacting online with faculty about subject matter or to ask course-related questions

An academic-related activity DOES NOT include:

- Living in institutionally provided housing or participating in the meal plan
- Logging into an online course without active participation
- Participating in academic counseling or advisement

Refund of Tuition and Fees

Depending on the date you withdraw from college, and your last date of attendance, you may be eligible for a refund of all or a portion of your tuition and fees. Herkimer College's refund policy follows the Codes, Rules, and Regulations of the State of New York with regards to the administration and operation of community colleges (8 CRR-NY 602.11). For full-term classes, students who officially withdraw from the College incur tuition liability as follows:

<u>Last Date of Attendance</u>	<u>Liability</u>	<u>Refund</u>
Prior to first day	0	0
During first week	25%	75%
During second week	50%	50%
During third week	75%	25%
After third week	100%	0

Return of Title IV Financial Aid Policy

Policy states that a student "earns" federal financial aid awards directly in proportion to the number of days the student attends classes. If a student completely withdraws from school during a term, the school must calculate the portion of the total federal financial aid the student has earned up until the date of withdrawal.

The calculation is based on the number of days the student attends minus any divided by the total number of days in the semester. If the College receives more aid than the student earns, the unearned excess funds must be returned to the source from which they came.

The College is required to perform a Return of Title IV Funds calculation for all who withdraw from the College within a payment period, including those who complete over 60% of the term.

If, after returning unearned financial aid, there is insufficient financial aid to cover your charges, you will owe a balance to Herkimer College.

The College has 30 days to perform the Return of Title IV calculation from the date that they are notified you withdrew, and are required to return any unearned aid no later than 45 days from the date the College determines that the student withdrew.

The College follows the Department of Education's order of return of Title IV funds to the programs from which

the student earned aid. Unearned federal aid is returned in the following order:

1. Unsubsidized Direct Student Loans
2. Subsidized Direct Student Loans
3. Direct PLUS Parent Loans
4. Federal Pell Grant
5. SEOG

If you withdraw prior to your loan being disbursed, the College must receive written permission from the borrower prior to disbursing the loan to your account. The College will send a request for a post withdrawal disbursement of a student/parent loan that you must return within 14 days for the College to disburse the loan.

Future Financial Aid Eligibility

State Aid

If you were eligible for state aid (TAP, Part-time Tap, or APTS) before withdrawing, you may still receive that funding for this semester. Your TAP award will be based on your tuition charge. Students who withdraw will lose their eligibility for a state award for the following semester. New York State requires that a student make academic progress toward a degree in each term for which an award is received. If you withdraw, you do not make academic progress.

Federal Financial Aid

You may also lose eligibility for federal financial aid for the following semester you are enrolled because of not making satisfactory academic progress during the term for which the aid was received.

Loan Repayment

Your federal Direct Student Loans will go into repayment status in six months from your withdrawal date, unless you have already used up your grace period. If you have already used the grace period, repayment will begin immediately.

Refunds

If you were issued a financial aid overage check (refund) from the College prior to withdrawing, it is very possible that you will have to return some or all of that refund once the Title IV recalculation is completed. Above all, if you have questions about your financial aid status and are thinking about withdrawing, please stop by or contact the Student Accounts Office BEFORE you withdraw.

Students Residing in On-Campus Housing

If you live on campus and formally withdraw, you must submit a Housing Corporation Application for Early Release. All personal belongings must be removed from the apartment, and premises vacated no later than midnight on the date the withdrawal becomes effective. For regulations governing refunds and deposits, please refer to your Housing Corporation Student Housing Contract.

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 students.

Admissions Requirements

- Matriculated study for those seeking to receive federal or state financial aid is limited to those applicants who hold a local or Regents high school diploma, GED, TASC, or who have completed an equivalent program as approved by the NYS Education Department.
- Home schooled students who have not earned their GED or TASC must submit 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 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.
- Students must provide their legal name and legal sex when applying to the college, but may also choose to supply a preferred name, gender identity, and pronouns.

Previous College Dismissal/Suspension

Applicants who have previously been dismissed or suspended from another college for disciplinary reasons will have their admissions application and additional documentation reviewed by a committee designated to make the admission decision.

Enrollment of Students with Prior Felony Convictions

In accordance with the State University of New York's policy regarding the admission of persons with prior felony convictions (Policy #3200), Herkimer County Community College is required to inquire if a student has a prior felony conviction if the student seeks participation in clinical, field experiences, or internships.

The policy and procedures related to post-acceptance enrollment of students with prior felony convictions is available at www.herkimer.edu/felony.

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.

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.

Remedial 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.

Course Credit

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 earn the student applicable 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.

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.

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.

Transfer Credit

Students desiring to transfer to Herkimer College from another college are requested to submit an official transcript of their work to the Registrar's Office for evaluation and to follow the regular admissions procedure.

Students earning a degree from Herkimer College must successfully complete a minimum of 25% of the total credit hours required for their program at Herkimer College.

Students earning a certificate from Herkimer College must successfully complete a minimum of 25% of the total credit hours required for their program, including specific courses in their field of study, at Herkimer College.

Early College 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 future program of study, this program may serve your needs.

Minors who have not earned a high school diploma or its equivalent may enroll in courses at the college as non-matriculated students if they have fulfilled the following requirements:

- Must be in 11th or 12th grade
- Must have a minimum GPA of 2.0 (C) or higher at his or her high school
- Must demonstrate appropriate preparation and ability to benefit from enrolling in the course(s) sought

Students who wish to request to enroll through the Early College Program must submit:

- Official high school transcript
- Written recommendation from the principal of the high school he or she is attending (for home school students, the recommendation should be provided by the district's superintendent)
- Written consent to enroll and release of liability for the college from the student's parents or legal guardians

Letters must address the student's psycho/social and cognitive skills as they relate to the student's ability to be successful in the requested course. The Provost will review the documentation and a recommendation in support or denial of the student's request will be issued to the Registrar and student. If the student is accepted, the following will apply:

- The parent or guardian cannot attend class with the student, but, they may audit the course at full cost.
- The student will pay full tuition.
- FERPA will apply to the student's academic account as the student will be classified as non-matriculated (a waiver is available to be signed).
- The student will abide by all campus policies and protocols.

If you are interested in the Early College Program, please contact the Registrar's office for further details.

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: <https://www.herkimer.edu/academics/college-in-high-school/high-school-and-vocation-center-articulation-agreements/>

International Student Admissions

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 copy of their passport, complete school transcripts, proof of graduation and our Declaration of Finances with supporting bank statements 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 International Admissions at international@herkimer.edu.

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.

Twenty-Four Credit Hour Option Program

International students who do not hold a secondary or high school diploma or proof of equivalent credential may apply as a matriculated student in the 24 Credit Hour Option. 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..

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. More information can be reviewed at <https://studyinthestates.dhs.gov/>

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.**

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. You must keep this document in a safe place as it is 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, plus a recent TB (tuberculosis) test. Either a meningitis immunization or signed waiver of such immunization is also required. If titers or blood tests such as the TB Mantoux 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. For additional details, refer to the International Student Handbook.

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.

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.

FINANCIAL AID & BILLING INFORMATION, POLICIES & PROCEDURES

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.

BookMarket Fee (Students may opt out during the designated period. For more information about BookMarket: www.herkimer.edu/bookmarket) per credit hour \$24.00

Costs for 2023-2024

Full-Time Tuition and Fees

2023-2024 Full-Time Tuition and Fees

	Frequency	Amount
Tuition		
Resident Tuition - New York State residents (for a minimum of one year) who provide a valid Certificate of Residence	per semester	\$2,558.00
Non-Resident Tuition -New York State residents (for a minimum of one year) who fail to provide a valid Certificate of Residence	per semester	\$4,000.00
Out of State Tuition	per semester	\$2,558.00
International Tuition	per semester	\$2,558.00

Mandatory Fees for All Students

Student Life Fee	per semester for full time students	\$210.00
Technology Fee	per semester	\$120.00

Mandatory Fees for All Students Except Internet Academy

ID Card Service Fee per semester \$15.00

Additional Mandatory Fees for All Out of State Students

Capital Fee per semester \$150.00

Additional Mandatory Fees for All International Students

Capital Fee per semester \$150.00

International Student Health Insurance per semester prevailing market rate

Medical Evacuation Policy (only with waiver of health insurance) per semester \$48.00

Additional Mandatory Fees for Student-Athletes

Accident Insurance Fee annual \$150.00

Athletic Trainer Fee annual \$150.00

			Course Fee - CJ 244 - Cyberintelligence	per course	\$50.00
Program Specific Mandatory Fees					
Curriculum Fee - Corrections Academy	per semester	\$325.00	Course Fee - CJ 261 - Computer Forensics	per course	\$50.00
Curriculum Fee - Crime & Intelligence Analysis	per semester	\$100.00	Course Fee - CJ 262 - Adv Computer Forensics	per course	\$50.00
Curriculum Fee - Cybersecurity	per semester	\$50.00	Course Fee - CJ 273 - Network Defense	per course	\$50.00
Curriculum Fee - Forensic Investigations	per semester	\$50.00	Course Fee - EE 101 - Intro to Electrical Technology	per course	\$50.00
Curriculum Fee - Police Academy	per semester	\$325.00	Course Fee - EE 126 - Electric Circuits 1	per course	\$50.00
Accident Insurance Fee – Police Academy	Annual	\$150.00	Course Fee - EE 127 - Electric Circuits 2	per course	\$50.00
Physical Therapy Licensing Fee	per semester (up to four)	\$150.00	Course Fee - EE 150 - Electronics	per course	\$50.00
Physical Therapy Practice Exam & Assessment Tool	PT275 students	\$79.00	Course Fee - EE 201 - Digital Systems	per course	\$50.00
Physical Therapy Clinical Bag	PT131 students	\$72.00	Course Fee - EG 205 - Renewable Energy Sys	per course	\$50.00
Physical Therapy Scorebuilder's Online Advantage	PT275 students	\$50.00	Course Fee - EG 210 - Bldg Mgmnt Sys	per course	\$50.00
			Course Fee - EG 275 - Electric Circuits	per course	\$50.00
			Course Fee - EG 220 - Microprocessors	per course	\$50.00
Course Specific Mandatory Fees			Course Fee - HU 113 - Drawing I	per course	\$40.00
Fitness Center Lab Fee	per course	\$45.00	Course Fee - HU 114 - Painting I	per course	\$60.00
Course Fee - CJ 127 - Intro to Crime Analysis	per course	\$50.00	Course Fee - HU 117 - Drawing II	per course	\$60.00
Course Fee - CJ 242 - Criminal Investigation	per course	\$60.00	Course Fee - HU 118 - Painting II	per course	\$60.00
Course Fee - CJ 243 - Intro to Info Security	per course	\$50.00			

Course Fee - HU 120 - Two-Dim Des & Color	per course	\$40.00	Course Fee - HU 220 - 3 Dim Design/Sculpture	per course	\$60.00
Course Fee - HU 123 - Watercolor Painting I	per course	\$60.00	Course Fee - HU 224 - Music Ensemble	per course	\$50.00
Course Fee - HU 126 - Fashion Illustration	per course	\$25.00	Course Fee - HU 242 - Forensic Photography	per course	\$60.00
Course Fee - HU 127 - Figure Drawing	per course	\$25.00	Course Fee - HU 253 - Music Production	per course	\$50.00
Course Fee - HU 129 - Intro to Ceramics	per course	\$60.00	Course Fee - HU 257 - Interm Video Production	per course	\$50.00
Course Fee - HU 136 - Fund of Media Creation	per course	\$50.00	Course Fee - HU 259 - Adv Audio Production	per course	\$50.00
Course Fee - HU 138 - Intro to Audio Prod	per course	\$50.00	Course Fee - HU 263 - Adv Video Production	per course	\$50.00
Course Fee - HU 139 - Intro to Video Prod	per course	\$50.00	Course Fee - IS 118 - Intro to GIS	per course	\$25.00
Course Fee - HU 140 - Basic Photography	per course	\$75.00	Course Fee - IS 120 - Fund Prog Development	per course	\$35.00
Course Fee - HU 141 - Commercial Photo	per course	\$75.00	Course Fee - IS 123 - Programming Visual Basic	per course	\$35.00
Course Fee - HU 142 - Adv Photography	per course	\$75.00	Course Fee - IS 124 - Princ of Programming I	per course	\$35.00
Course Fee - HU 143 - Color Photography	per course	\$75.00	Course Fee - IS 125 - Princ of Programming II	per course	\$35.00
Course Fee - HU 144 - Photojournalism	per course	\$75.00	Course Fee - IS 140 - Networking Essentials	per course	\$35.00
Course Fee - HU 146 - Intro to Computer Graphics	per course	\$25.00	Course Fee - IS 207 - Microcomputer Op System	per course	\$35.00
Course Fee - HU 147 - Portrait Studio Photo	per course	\$75.00	Course Fee - IS 208 - Microcomputer Hardware	per course	\$35.00
Course Fee - HU 148 - Digital Photography	per course	\$75.00	Course Fee - IS 209 - LINUX	per course	\$35.00
Course Fee - HU 159 - Applied Media Aesthetics	per course	\$50.00	Course Fee - IS 212 - Database Management	per course	\$35.00
			Course Fee - IS 224 - Data Structures	per course	\$35.00

Course Fee - IS 235 - Intro to Javascript Tech	per course	\$35.00	Course Fee - SC 133- Physics I	per course	\$30.00
Course Fee - IS 237 - Networking Topics	per course	\$35.00	Course Fee - SC 134 - Physics II	per course	\$30.00
Course Fee - IS 241 - Network Administration I	per course	\$35.00	Course Fee - SC 137 - Field Bio & Natl History	per course	\$30.00
Course Fee - IS 242 - Network Administration II	per course	\$35.00	Course Fee - SC 141 - Fund of Biology I	per course	\$30.00
Course Fee - IS 250 - Network Applications	per course	\$35.00	Course Fee - SC 142 - Fund of Biology II	per course	\$30.00
Course Fee - IS 260 - Computer/Network Security	per course	\$35.00	Course Fee - SC 143 - Animal Biology	per course	\$30.00
Course Fee - PT 121 - Intro to Rehabilitation	per course	\$25.00	Course Fee - SC 150 - Forensic Science I	per course	\$50.00
Course Fee - PT 131 - Clin Proc I - Basic Proc	per course	\$25.00	Course Fee - SC 153 - General Chemistry I	per course	\$30.00
Course Fee - PT 132 - Clin Proc I - Phys Agents	per course	\$25.00	Course Fee - SC 154 - General Chemistry II	per course	\$30.00
Course Fee - PT 141 - Clin Kinesiology for PTA	per course	\$25.00	Course Fee - SC 155 - Biological Science I	per course	\$30.00
Course Fee - PT 142 - Clin Proc II - Data Collect	per course	\$25.00	Course Fee - SC 156 - Biological Science II	per course	\$30.00
Course Fee - PT 143 - Clin Proc II - Adv Proced	per course	\$25.00	Course Fee - SC 211 - Microbiology I	per course	\$30.00
Course Fee - PT 251 - Clin Proc III - Orthopedic	per course	\$25.00	Course Fee - SC 214 - Cell Biology	per course	\$30.00
Course Fee - PT 252 - Clin Proc III - Neuro	per course	\$25.00	Course Fee - SC 225 - Organic Chemistry I	per course	\$30.00
Course Fee - PT 260 - Clin Proc IV - Complex In	per course	\$25.00	Course Fee - SC 226 - Organic Chemistry II	per course	\$30.00
Course Fee - PT 275 - Clin Proc IV - Other Sys	per course	\$25.00	Course Fee - SC 253 - Anatomy & Physiology I	per course	\$30.00
Course Fee - SC 125 - Fund of Genl, Org & Biochem	per course	\$30.00	Course Fee - SC 254 - Anatomy & Physiology II	per course	\$30.00

Course Fee - SC 255 - Genetics	per course	\$30.00	Parking Fine - Handicap Zone	Handicap Zone	\$25.00
Course Fee - SS 237 - Superheroes & Society	per course	\$50.00	Parking Fine - Handicap Zone unpaid after 10 days	Handicap Zone unpaid after 10 days	\$35.00
Online Course Fee - for all internet sections	per credit hour	\$16.00			
Malpractice Insurance	per fieldwork course	\$20.00	Payment Deferral	per semester	\$50.00
Music Lessons	per applicable course	\$180.00	Transcript Fee	per transcript	\$14.00

Part-Time Tuition and Fees 2023-2024

				Frequency	Amount
Physical Therapy Licensing Exam Prep Workshop	per applicable course (max \$150)	\$75.00			
Optional/Service Specific Fees			Tuition		
Alumni Fee	per semester matriculated students	\$10.00	Resident Tuition- New York State residents (for a minimum of one year) who provide a valid Certificate of Residence	per credit hour	\$189.00
Late Registration	per late registration	\$20.00	Resident Tuition for courses instructed at an off campus location (excluding College Now classes)	per credit hour	\$189.00
Replacement ID Card	per card	\$15.00	Resident Tuition for College Now students taking concurrent enrollment classes off-campus	per credit hour	\$72.00*
Returned Check Fee	per returned check	\$25.00	Resident Tuition for Pathways in Technology (P-Tech)	per credit hour	\$0
Parking Fine - Regular	Regular	\$10.00	Non-Resident Tuition for courses instructed at an off-campus location	per credit hour	\$325.00
Parking Fine - Regular ticket unpaid after 10 days	Regular ticket unpaid after 10 days	\$25.00	Non-Resident Tuition- New York State residents (for a minimum of one year) who fail to provide a	per credit hour	\$325.00

valid Certificate of Residence			Medical Evacuation Policy (only with waiver of health insurance)	per semester	\$48.00
Out of State Tuition	per credit hour	\$189.00			
International Tuition	per credit hour	\$189.00	Fee for students in College in Prison program	per credit hour	\$75.00
<i>*College Now tuition is waived for students who submit a valid affidavit/certificate of residence.</i>			Program Specific Mandatory Fees		
Mandatory Fees for All Students Except College Now			Curriculum Fee - Corrections Academy	per semester	\$325.00
Student Life Fee	per credit hour	\$15.00	Curriculum Fee - Crime & Intelligence Analysis	per semester	\$100.00
Technology Fee	per semester (3-11 credit hours)	\$40.00	Curriculum Fee - Cybersecurity	per semester	\$50.00
Mandatory Fees for All Students Except Internet Academy and College Now			Curriculum Fee - Forensic Investigations	per semester	\$50.00
ID Card Service Fee	per semester	\$15.00	Curriculum Fee - Police Academy	per semester	\$325.00
Additional Mandatory Fees for All Out of State Students			EMT Program Fee	per semester	\$750.00
Capital Fee	per credit hour	\$10.00	Physical Therapy Licensing Fee	per semester (up to four)	\$150.00
Additional Mandatory Fees for All International Students			Physical Therapy Practice Exam & Assessment Tool	PT275 students	\$79.00
Capital Fee	per credit hour	\$10.00	Physical Therapy Clinical Bag	PT131 students	\$72.00
International Student Health Insurance	per semester	market rate	Physical Therapy Scorebuilder's Online Advantage	PT275 students	\$50.00
			Course Specific Mandatory Fees		
Capital Fee	per credit hour	\$10.00	Fitness Center Lab Fee	per course	\$45.00
International Student Health Insurance	per semester	market rate	Course Fee - CJ 127 - Intro to Crime Analysis	per course	\$50.00

Course Fee - CJ 242 - Criminal Investigation	per course	\$60.00	Course Fee - HU 117 - Drawing II	per course	\$60.00
Course Fee - CJ 243 - Intro to Info Security	per course	\$50.00	Course Fee - HU 118 - Painting II	per course	\$60.00
Course Fee - CJ 244 - Cyberintelligence	per course	\$50.00	Course Fee - HU 120 - Two-Dim Des & Color	per course	\$40.00
Course Fee - CJ 261 - Computer Forensics	per course	\$50.00	Course Fee - HU 123 - Watercolor Painting I	per course	\$60.00
Course Fee - CJ 262 - Adv Computer Forensics	per course	\$50.00	Course Fee - HU 126 - Fashion Illustration	per course	\$25.00
Course Fee - CJ 273 - Network Defense	per course	\$50.00	Course Fee - HU 127 - Figure Drawing	per course	\$25.00
Course Fee - EE 101 - Intro to Electrical Technology	per course	\$50.00	Course Fee - HU 129 - Intro to Ceramics	per course	\$60.00
Course Fee - EE 126 - Electric Circuits 1	per course	\$50.00	Course Fee - HU 136 - Fund of Media Creation	per course	\$50.00
Course Fee - EE 127 - Electric Circuits 2	per course	\$50.00	Course Fee - HU 138 - Intro to Audio Prod	per course	\$50.00
Course Fee - EE 150 - Electronics	per course	\$50.00	Course Fee - HU 139 - Intro to Video Prod	per course	\$50.00
Course Fee - EE 201 - Digital Systems	per course	\$50.00	Course Fee - HU 140 - Basic Photography	per course	\$75.00
Course Fee - EG 205 - Renewable Energy Systems	per course	\$50.00	Course Fee - HU 141 - Commercial Photo	per course	\$75.00
Course Fee - EG 210 - Bldg Mgmnt Systems	per course	\$50.00	Course Fee - HU 142 - Adv Photography	per course	\$75.00
Course Fee - EG 275 - Electric Circuits	per course	\$50.00	Course Fee - HU 143 - Color Photography	per course	\$75.00
Course Fee - EG 220 - Microprocessors	per course	\$50.00	Course Fee - HU 144 - Photojournalism	per course	\$75.00
Course Fee - HU 113 - Drawing I	per course	\$40.00	Course Fee - HU 146 - Intro to Computer Graphics	per course	\$25.00
Course Fee - HU 114 - Painting I	per course	\$60.00	Course Fee - HU 147 - Portrait Studio Photo	per course	\$75.00

Course Fee - HU 148 - Digital Photography	per course	\$75.00	Course Fee - IS 209 - LINUX	per course	\$35.00
Course Fee - HU 159 - Applied Media Aesthetics	per course	\$50.00	Course Fee - IS 212 - Database Management	per course	\$35.00
Course Fee - HU 220 - 3 Dim Design/Sculpture	per course	\$60.00	Course Fee - IS 224 - Data Structures	per course	\$35.00
Course Fee - HU 224 - Music Ensemble	per course	\$50.00	Course Fee - IS 235 - Intro to Javascript Tech	per course	\$35.00
Course Fee - HU 242 - Forensic Photography	per course	\$60.00	Course Fee - IS 237 - Networking Topics	per course	\$35.00
Course Fee - HU 253 - Music Production	per course	\$50.00	Course Fee - IS 241 - Network Administration I	per course	\$35.00
Course Fee - HU 257 - Interm Video Production	per course	\$50.00	Course Fee - IS 242 - Network Administration II	per course	\$35.00
Course Fee - HU 259 - Adv Audio Production	per course	\$50.00	Course Fee - IS 250 - Network Applications	per course	\$35.00
Course Fee - HU 263 - Adv Video Production	per course	\$50.00	Course Fee - IS 260 - Computer/Network Security	per course	\$35.00
Course Fee - IS 118 - Intro to GIS	per course	\$25.00	Course Fee - PT 121 - Intro to Rehabilitation	per course	\$25.00
Course Fee - IS 120 - Fund Prog Development	per course	\$35.00	Course Fee - PT 131 - Clin Proc I - Basic Proc	per course	\$25.00
Course Fee - IS 123 - Programming Visual Basic	per course	\$35.00	Course Fee - PT 132 - Clin Proc I - Phys Agents	per course	\$25.00
Course Fee - IS 124 - Princ of Programming I	per course	\$35.00	Course Fee - PT 141 - Clin Kinesiology for PTA	per course	\$25.00
Course Fee - IS 125 - Princ of Programming II	per course	\$35.00	Course Fee - PT 142 - Clin Proc II - Data Collect	per course	\$25.00
Course Fee - IS 140 - Networking Essentials	per course	\$35.00	Course Fee - PT 143 - Clin Proc II - Adv Proced	per course	\$25.00
Course Fee - IS 207 - Microcomputer Op System	per course	\$35.00	Course Fee - PT 251 - Clin Proc III - Orthopedic	per course	\$25.00
Course Fee - IS 208 - Microcomputer Hardware	per course	\$35.00	Course Fee - PT 252 - Clin Proc III - Neuro	per course	\$25.00

Course Fee - PT 260 - Clin Proc IV - Complex In	per course	\$25.00	Course Fee - SC 226 - Organic Chemistry II	per course	\$30.00
Course Fee - PT 275 - Clin Proc IV - Other Sys	per course	\$25.00	Course Fee - SC 253 - Anatomy & Physiology I	per course	\$30.00
Course Fee - SC 125 - Fund of Genl, Org & Biochem	per course	\$30.00	Course Fee - SC 254 - Anatomy & Physiology II	per course	\$30.00
Course Fee - SC 133- Physics I	per course	\$30.00	Course Fee - SC 255 - Genetics	per course	\$30.00
Course Fee - SC 134 - Physics II	per course	\$30.00	Course Fee - SS 237 - Superheroes & Society	per course	\$50.00
Course Fee - SC 137 - Field Bio & Natl History	per course	\$30.00	Online Course Fee - for all internet sections	per credit hour	\$16.00
Course Fee - SC 141 - Fund of Biology I	per course	\$30.00	Malpractice Insurance	per fieldwork course	\$20.00
Course Fee - SC 142 - Fund of Biology II	per course	\$30.00	Music Lessons	per applicable course	\$180.00
Course Fee - SC 143 - Animal Biology	per course	\$30.00	Physical Therapy Licensing Exam Prep Workshop	per applicable course (max \$150)	\$75.00
Course Fee - SC 150 - Forensic Science I	per course	\$50.00			
Course Fee - SC 153 - General Chemistry I	per course	\$30.00	Optional/Service Specific Fees		
Course Fee - SC 154 - General Chemistry II	per course	\$30.00	Alumni Fee	per semester matriculated students	\$5.00
Course Fee - SC 155 - Biological Science I	per course	\$30.00	Late Registration	per late registration	\$20.00
Course Fee - SC 156 - Biological Science II	per course	\$30.00	Replacement ID Card	per card	\$10.00
Course Fee - SC 211 - Microbiology I	per course	\$30.00	Returned Check Fee	per returned check	\$25.00
Course Fee - SC 214 - Cell Biology	per course	\$30.00	Parking Fine - Regular	Regular	\$10.00
Course Fee - SC 225 - Organic Chemistry I	per course	\$30.00	Parking Fine - Regular ticket unpaid after 10 days	Regular ticket unpaid after 10 days	\$25.00
			Parking Fine - Handicap Zone	Handicap Zone	\$25.00

Parking Fine - Handicap Zone unpaid after 10 days	Handicap Zone unpaid after 10 days	\$35.00
Payment Deferral	per semester	\$50.00
Transcript Fee	per transcript	\$14.00

Housing and Meal Plan Costs

As of the publishing of this College Catalog, the housing and meal plan costs for 2023-2024 had not yet been established. Please visit www.herkimer.edu/costs for more information.

Housing Corporation Costs for the 2022-2023 Academic Year

- Campus Meadows: \$7,000 per year for a double bedroom (two students per bedroom); \$7,500 per year for a single bedroom (one student per bedroom)
- College Hill: \$7,500 per year (one student per bedroom)
- Reservoir Run: \$8,000 per year (one student per bedroom)

Meal Plan Costs 2022-2023 per Semester

Students living on-campus are required to purchase one of the following meal plans which include weekend use:

- Meal Plan 19: \$2,495/semester
- Meal Plan 14: \$2,140/semester

All plans include \$100 of Flex dollars.

Students living off-campus have the option of purchasing the following meal plans, which do not include weekend use:

- Meal Plan 10: \$1,630/semester
- Meal Plan 5: \$810/semester

All plans include \$100 of Flex dollars.

Financial Aid Programs

The primary purpose of the financial aid program is to enable qualified students with limited financial resources to attend Herkimer College.

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.

Based on the IPEDS Student Financial Aid 2022-23 survey, 90% of the first-time, full-time students enrolled during the Fall 2021 semester received any type of financial aid.

Students must meet specific General Eligibility Requirements to receive financial aid, and must matriculate into a degree program by completing an admissions application.

More information about Financial Aid programs and procedures are available here:

www.herkimer.edu/financialaid/.

- Parking Fee: \$80 annually for students who bring a vehicle

All prices are per year and include utilities. Rates are subject to change without prior written notice.

Standards of Satisfactory Academic Progress for Federal Financial Aid

The standards of satisfactory academic progress for federal financial aid are the same as the College's academic standards.

Federal regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program. This policy applies to students applying for Title IV financial aid, including Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Student Loans (Stafford Subsidized, Stafford Unsubsidized, and Parent PLUS). These standards ensure that only those recipients demonstrating satisfactory academic progress toward completion of their educational program continue to receive federal financial aid.

To ensure student success, Satisfactory Academic Progress is evaluated on a student's entire academic

history regardless of whether they received financial aid. Herkimer County Community College’s Financial Aid Office reviews SAP at the end of each semester; fall, spring and summer. Student’s performance is measured using three (3) components: Qualitative, Quantitative and Maximum Time Frame.

1. Qualitative Standard (Cumulative GPA)

Qualitative standard refers to the students cumulative Grade Point Average (GPA). A student is considered to be in good standing if he/she maintains a minimum GPA at the conclusion of each semester. Grades for remedial courses are not calculated in the student’s GPA. but will be included in the qualitative assessment of Satisfactory Academic Progress (SAP).

Qualitative Progress Measures:

Total Credit Hours Attempted	Minimum cumulative GPA
0-11.5	0.75
12 - 18.5	1.00
19 - 36.5	1.50
37 - 54.5	1.75
55 or more	2.00

2. Quantitative Standard (Pace of Progress)

Quantitative standard refers to successful completion of credits towards the student’s degree or certificate. A student’s academic progress will be measured by comparing the number of attempted credit hours with the credit hours successfully completed (earned). Remedial credits though they do not apply towards graduation, are included in attempted hours, and if a passing grade is achieved they are included as earned credits as well. The outcome of this evaluation measures the pace at which a student must progress to complete their program within the maximum timeframe to receive federal financial aid.

Quantitative Progress Measures:

Total Credit Hours Attempted	% of credits successfully completed
0 - 11.5	50%
12 - 18.5	55%
19 - 96	67%
97 or more	Not eligible for federal aid

3. Maximum Time Frame for Completion

Federal regulations require a maximum time frame for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. For Title IV federal aid purposes only, the College has defined a maximum number of attempted credit hours* for completion as 150% of the credits required for that particular degree or certificate. All periods of the student’s enrollment count when assessing pace. Transfer credits that count toward the student’s current program must be counted as both attempted and earned hours. For students who change majors, credits and grades that do not count toward the new major will be included in the satisfactory progress determination and maximum time frame calculation.

Example 1: An associate degree that requires 64 credits can be funded up to 96 credits (64 X 150% = 96). Once a student has attempted 96 credits they are no longer eligible for federal financial aid.

Example 2: A certificate program requires 30 credits and can be federal funded up to 45 credits (30 x 150% = 45). Once a student has attempted 45 credits they are no longer eligible for federal financial aid.

Maximum Time Frame Appeal Process

A student who has lost his/her financial aid eligibility due to exceeding the maximum time frame may submit a 150% Federal Appeal Form to the Financial Aid Office. Only extenuating circumstances which contributed to the student’s inability to complete the program of study will be considered. Examples of extenuating circumstances would be medical concerns, death in the family, fire or other catastrophic events, legal problems or other circumstances beyond their control. Appeal forms are available by contacting the Financial Aid Office. Students are required to work with their advisor to develop an academic plan for success toward graduation, and obtain their advisor’s signature on the appeal form before

submitting to the Financial Aid Office. Final decisions regarding federal student aid are determined by the Financial Aid Appeals Committee and students will be notified of their financial aid eligibility. At the end of the term, the Financial Aid Office will evaluate if student has met their academic plan for their continuation of aid for the subsequent semester. Students that fail to meet their academic plan may lose federal aid eligibility for the future semester.

Example: A typical student in his/her second semester who attempted 32 credits must have a minimum of 21 credits earned and a minimum 1.50 GPA to meet satisfactory academic progress as indicated on the chart below.

Semester	Credits attempted	Completion %	Earned credits and/or Min. GPA	
1 st	16	55%	9	1.00
2 nd	32	67%	21	1.50
3 rd	48	67%	32	1.75
4 th	64	67%	43	2.00
5 th	80	67%	54	2.00
6 th	96	67%	64	2.00

Financial Aid Warning

At the end of a term if a financial aid review determines that the student does not meet the requirements of Satisfactory Academic Progress, the student will be placed on Financial Aid Warning for one semester (fall, spring or summer). Students on Financial Aid Warning are strongly recommended to meet with an advisor from the Advisement Center. They will remain eligible for federal aid for that term but will be notified that they must improve their academic performance to avoid losing their future financial aid. After the Financial Aid Warning semester, the warning status is removed if students successfully meet the SAP requirements. Any student not meeting the Federal SAP requirements at the end of the Financial Aid Warning period will not be eligible for Federal Title IV aid unless they successfully appeal and are placed on Financial Aid Probation.

Financial Aid Probation

Students whose federal financial aid eligibility is reinstated due to approval of an appeal will be awarded federal aid and placed on a status of financial aid probation for one semester. During the probation term the student will be required to meet either the SAP requirements of the College or the requirements of an academic plan. In some cases the student may require more than one term

to meet the SAP standards. Students are recommended to meet with their academic advisor to develop an academic plan to ensure their academic success within the maximum timeframe. The academic plan can be developed that would ensure that the student will be able to meet the college's SAP standards by a specific point in time. The Financial Aid Office will review the student's progress at the conclusion of the financial aid probation term. If the student is meeting the requirements of their personal academic plan, the student remains eligible to receive Title IV federal financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. Students on financial aid probation who do not meet either the satisfactory academic progress requirements of the College or the requirements of the established academic plan in the next subsequent semester of enrollment will become ineligible for federal financial aid.

Reestablishing Aid Eligibility

A student who does not meet the Satisfactory Academic Progress (SAP) standards after the financial aid warning period or in the past was placed under Financial Aid Probation and did not meet SAP is no longer eligible for Title IV federal aid.

Reinstatement of federal financial aid eligibility may occur in one of three ways:

1. The student registers at Herkimer College and completes a minimum of six (6) college level (non-remedial) credits with a 2.0 GPA ("C" grade) or higher in each class during the semester in his or her program of study without the benefit of federal financial aid.
2. The student attended another college since eligibility was lost and the student successfully earned at least 6 credits. The 6 credit hours must have a 2.5 GPA or higher and the credits must be applicable to their program of study at Herkimer. Students must still submit an appeal to the Financial Aid Appeals Committee to evaluate progress and review official transcripts.
3. The student submits a successful appeal due to special circumstances that inhibited the student's academic progress.

Financial Aid Appeal Process

If a student fails to make Satisfactory Academic Progress after the Financial Aid Warning period or was previously placed under financial aid probation, he/she may file a Financial Aid Appeal Form on the basis of injury, illness,

the death of a relative, or other special circumstances with appropriate documentation. The appeal must explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. Appeals must be submitted to the Financial Aid Office by the due date posted for consideration of reinstatement of aid. Applications are available by contacting the Financial Aid Office.

Attempted Credit Hours

Attempted credit hours include, but are not limited to, all course work in the student's academic history at Herkimer County Community College, which includes all passed credits, applicable transfer credits, advanced placement credits, repeated classes, incompletes grades, failed grades, remedial classes as well as withdrawn classes.

Earned Credits

Earned credits include all attempted courses for which a passing grade has been received (D- or higher), remedial credits* for which a passing grade is received ("S") and all applicable transfer credits. Grades listed as "Incomplete" at the time of evaluation will be considered attempted and unearned, but will not affect the grade point average. *These earned remedial credits are only applicable to assessing federal SAP eligibility.

Incomplete Grades A letter grade of "I" (incomplete) will count as attempted credits toward a student's pursuit of program. In certain cases, financial aid eligibility and satisfactory academic progress cannot be determined with incomplete grades. These students will not be eligible for financial aid and will be responsible for all college costs incurred until a final grade is determined. It is the student's responsibility to notify the Financial Aid Office once a final grade has been submitted. The college policy is incomplete grades must be converted within 45 days of the semester of which in which it was assigned or it will be converted to an "F" grade.

Repeated Classes

Repeating a course which a student previously passed (D- or higher grade) may affect a student's eligibility for financial aid. To be eligible for federal aid, a student may repeat a previously passed course only once for that class to be included as part of the student's enrollment status. However, if a student passed a class once, then received federal aid for retaking it, and fails the second time, the student may not be paid for retaking the class a third time. For state financial aid, repeated passed classes will not be included for determining full time attendance

for state award programs (unless the student is in her/his final semester).

Course Load Requirements

The U.S. Department of Education mandates that courses must be applicable toward the degree, diploma or certificate program in which the student is enrolled. Student's financial aid may be adjusted or canceled if enrolled courses are not applicable toward their degree program.

Academic Amnesty

The Federal Student Aid program regulations make no provision for the concept of academic amnesty renewal. A school must always include all courses, whenever taken, in evaluating a student's satisfactory academic progress. Readmission to the college after an absence does not automatically mean reinstatement of aid eligibility.

BookMarket

BookMarket is a course material model that lowers the cost of materials for students and ensures students have access to all of their required course materials on or before the first day of class. Through this program, physical books are packaged and provided to students on a rental basis, and digital materials are delivered directly to students within the Generals Online digital learning platform. Costs are charged to the student's account. At the end of the term, students receive email reminders to return their physical course materials to the bookstore.

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 online at 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.

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

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

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

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;

- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Herkimer County College Foundation Scholarships

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. Most scholarships are awarded in the spring or the following fall term. Selection of recipients is made by the Herkimer College Scholarship Committee and other affiliated groups where specified in agreements with the College Foundation.

Scholarship applications are available annually in November. Students must submit completed applications by the deadline stated to be considered.

Students may be required to meet additional, specific criteria and provide further information to maintain eligibility for a scholarship award. Awards are not transferable.

A list of scholarships and their descriptions are available at www.herkimer.edu/scholarships. This is a partial scholarship list; dollar amounts and criteria are subject to change.

STUDENT SUPPORT SERVICES

Student Leadership and Involvement

The Center for Student Leadership & Involvement is responsible for planning, implementing, and coordinating co-curricular and extra-curricular activities and programs—in addition to supervising and assisting student clubs and organizations.

The mission of the Center for Student Leadership & Involvement is to help promote personal and professional growth in a fun and exciting educational environment. The goal is to help students make the most of their college experience outside the classroom through participation in organizations and activities.

The Faculty-Student Association (FSA) sponsors all active student clubs and organizations on campus. Student clubs are open to all interested students.

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 on-line 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. Employees and students are also encouraged to read and be familiar with the Sexual Violence Prevention and Response Policy.

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 wellbeing 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.

Immunization and Physical Exam Requirements

New York State Public Health Law requires students who are on campus and enrolled for six credits or more, to meet the requirements below:

- **MMR Vaccines:** All students born on or after January 1, 1957 must document immunity to Measles, Mumps, and Rubella.
- **Meningitis Vaccine:** All students must also document that they either have received the meningococcal (meningitis) vaccine or have declined to receive it. A Public Health Law effective August 15, 2003 makes it mandatory for ALL college students taking six or more credits on campus to receive information about Meningitis Disease and Vaccine. A Meningitis information sheet can be accessed here: <https://www.herkimer.edu/assets/Health/Meningitis-Fact-Sheet.pdf>
- **Tb Mantoux Vaccine or Test: ONLY** required for International Students and Students enrolled in the Physical Therapy Assistant (PTA), Early Childhood, and Childhood Education Programs.
- **Physical Exam (within the past year): ONLY** required for athletes and students enrolled in the Pre-Employment Police Academy, PTA, Early Childhood and Childhood Education Programs.
 - **ATHLETES USE THIS PHYSICAL FORM:** <https://www.herkimer.edu/assets/Health/PHYSICAL-EXAMINATION-FORM.pdf>
 - **PHYSICAL THERAPIST ASSISTANT (PTA), POLICE ACADEMY, EARLY CHILDHOOD, AND CHILDHOOD EDUCATION USE THIS PHYSICAL FORM:** <https://www.herkimer.edu/assets/Health/Physical-ExamHistory-Form-06.15.22.pdf>

PROOF OF IMMUNIZATIONS ARE REQUIRED FOR ALL STUDENTS IN ALL PROGRAMS.

IMMUNIZATION FORM:

<https://www.herkimer.edu/assets/Health/Immunization-Form-Waiver-06.24.22.pdf>

You must submit the required health information prior to beginning classes. Holds will be placed on your student account until these requirements are met. (This means that no transactions can be made on your student account - i.e.: dropping/adding classes, financial refunds, etc.) A copy of an official immunization record (such as a high school, prior college or military immunization record) may be submitted to satisfy these requirements.

REQUESTING RECORDS FROM HERKIMER

COLLEGE: To request a copy of your health records from Herkimer College, please complete and submit a Health Records Request Form:

<https://www.herkimer.edu/assets/Health/Health-Records-Request-Form-06.24.pdf>

PLEASE SUBMIT REQUIRED INFORMATION TO:

Dean of Students/Director of Athletics Office

Office Location: CA 264

Fax: 315-866-1808

Email: DeanofStudents@Herkimer.edu

If you have questions, call the Office of the Dean of Students/Director of Athletics at 315-574-4009.

Intercollegiate Athletics

Herkimer College offers a highly profiled national athletic program. Herkimer College belongs to Region III of the National Junior College Athletic Association, 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.

Intercollegiate men's teams include: baseball, basketball, JV basketball, bowling, cross country, esports, lacrosse, soccer, swimming and diving, golf, and track & field.

Intercollegiate women's teams include: basketball, bowling, cross country, esports, soccer, softball, swimming and diving, tennis, golf, track & field, and volleyball.

Each coach is responsible for the recruitment of student-athletes for their assigned sport and open tryouts are offered. Additionally, coaches will post flyers around 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 Dean of Students/Director of Athletics for further information at any time.

For more information, visit www.herkimergenerals.com.

Intramural Athletics

A listing and/or schedule of intramural activities may be obtained from the Athletics office.

Personal Counseling

Personal counseling provides students with the opportunity to speak one-on-one with a professional counselor about problems which could interfere with personal growth and academic achievement. Students seek out counseling for many different reasons including concerns with family, roommates, relationships, stress, anxiety, and adjustment to college life, academics, substance abuse, sexual assault or depression. We offer individual and group counseling. All services are confidential.

For more information:

www.herkimer.edu/counseling

Residence Life and 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 Herkimer College Housing Corporation manages residence life and housing. There are three on-campus residential communities for students (College Hill, Campus Meadows and Reservoir Run), with a total occupancy of just over 600 students.

The residential community has live-in staff members to assist students residing on campus. Resident assistants are fellow students who also live in each apartment building and are responsible for the supervision of that building. 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.

For more information about residence life and housing, contact the Herkimer College Housing Corporation Office at (315) 867-2222.

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