

2019-2020 Course Catalog and Information Guide



**SUNY
CORNING**
COMMUNITY COLLEGE

Learning Transforms Lives

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Vision Statement

Corning Community College will be a premier community college where learning transforms lives.

Mission Statement

Corning Community College serves lifelong learners in our region by providing access to high-quality, affordable transfer, career, and workforce development educational opportunities. Our learning environment fosters empowerment, leadership, and teamwork for academic, professional, and personal success. We collaborate locally and promote global awareness for social, environmental, and economic sustainability.

Accreditation

The degree programs described in this catalog are registered with the New York State Education Department and are approved by the State University of New York Board of Trustees. The College is accredited by the Middle States Association of Colleges and Secondary Schools. The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. It may be contacted at (404) 975-5000 for program information. CCC is fully accredited by the Veterans Administration for educational benefits to qualified veterans under existing applicable public laws. Corning is also accredited under Chapter 35, Title 38, U.S.C. (a program of educational aid for children, spouses, and survivors of veterans whose deaths or permanent total disabilities were a result of injuries or diseases received from their military service).

CCC Institutional Learning Outcomes

CCC's Institutional Learning Outcomes are the expectation of student achievement through curricular and co-curricular activities

1. Demonstrate critical thinking.
2. Communicate effectively orally and in writing, and through other modes of expression.
3. Utilize research, apply scientific reasoning and mathematical concepts, and employ creative techniques to solve problems
4. Demonstrate knowledge and skill proficiency in a program of study.
5. Apply information literacy skills necessary to support continuous, lifelong learning.
6. Demonstrate cultural and global awareness and civic knowledge.
7. Demonstrate growth in professional and personal development.

Non-Discrimination Notice

Corning Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational and employment opportunity and access to services, programs, and activities without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, pregnancy, predisposing genetic characteristics, military status, criminal conviction, or any other protected characteristic. Employees, students, applicants, or other members of the College community (including, but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The College's policy is in accordance with federal and state law and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, and the NYS Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Inquiries regarding the application of Title IX and other laws, regulations, and policies prohibiting discrimination may be directed to: Connie Park, Executive Director of Human Resources/Chief Diversity Officer/Title IX Coordinator, 1 Academic Drive, Corning, NY 14830, cpark3@corning-cc.edu, (607) 962-9444. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, OCR.NewYork@ed.gov, (646) 428-3800. The College's complete Equal Employment and Education Opportunity Policy, which includes the procedure for filing complaints of discrimination and harassment, is available in the back of this catalog.

Catalog Information

Every effort is made to ensure that the information provided in this catalog is accurate and current at the time of publication. Corning Community College reserves the right to correct errors and to add, withdraw or modify programs or courses based on changing needs or circumstances consistent with SUNY and NYS Education Department policy. Changes will be posted in the addendum section of the catalog as they occur. The information in this catalog was frozen as of 7/1/2019.

SUNY Corning Community College
1 Academic Drive
Corning, New York 14830-3297
admissions@corning-cc.edu
www.corning-cc.edu

Telephone Directory

Main number.....	607-962-9CCC
Toll free.....	800-358-7171
Voice/TDD Service	use 711 relay
FAX.....	962-9456
Accelerated College Education Program (ACE)	962-9140
Academic Affairs	962-9231
Academic & Workforce Development Center	936-5500
Admissions.....	962-9151
Airport Corporate Park	936-7397
Alumni Relations	962-9473
Arthur A. Houghton, Jr. Library.....	962-9251
Athletics	962-9318
College Store.....	962-9322
Enrollment Advisement Center	962-9875
(financial aid, registration, bills)	
Health Office.....	962-9257
Honors Program.....	962-9202
Housing Information.....	962-9528
Human Resources	962-9229
Humanities & Social Sciences Division	962-9271
Information Technology (Help Desk).....	962-9555
Institutional Advancement	962-9458
Intramurals & Recreation.....	962-9476
President.....	962-9232
Professional Studies Division	962-9239
Public Safety	962-9000
STEM Division	962-9243
Student Accounts	962-9490
Student Development.....	962-9264
Student Accessibility Services	962-9262
Student/Residential Life.....	962-9245
Student Support Services	962-9459
Student Transcripts.....	www.corning-cc.edu/transcript
Veteran's Services	962-9433
Workforce Development & Community Education.....	962-9276

Calendar

The following calendar indicates important dates for traditional semesters. Courses offered at different times would follow a modified schedule. The Calendar is subject to change.

2019-2020

Fall 2019

Classes begin.....	August 19
No classes-Labor Day holiday	September 2
Early alerts submitted	September 8
Warning grades submitted.....	October 6
No classes-Columbus Day break	October 14-20
Last day to drop a full-term course	October 27
No classes-Thanksgiving break	November 25-30
Last day of classes	December 7
Final examinations	December 9-14

Spring 2020

Classes begin.....	January 21
Early alerts submitted	February 9
Presidents' Day Break.....	February 17-22
Warning grades submitted.....	March 8
Last day to drop a full-term course	March 29
Spring break	April 6-11
Last day of classes	May 9
Final examinations	May 11-15
Commencement	May 16

Winter 2020 Session

Classes in session.....	December 16-January 16
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Summer 2020 Sessions

Classes begin.....	May 26
Last day of classes	August 8

Day and evening summer sessions of varying lengths are offered throughout the summer. Specific information is available from Enrollment Advisement Center.

College Closing

If the College closes due to inclement weather or other emergency, text messages are sent first. Students can register to receive emergency text notifications by texting CCCST to 64600. After text messages are sent, an announcement will be posted on the College's website (<https://www.corning-cc.edu>), social media channels, and released to local radio and television stations.

Academic Policies and Procedures

These policies and procedures will guide and benefit you as you proceed through your studies. This section is arranged alphabetically for your convenience.

Consult the Enrollment Advisement Center (EAC) for assistance with interpretation of these policies. In matters where an educational judgment is necessary, the Enrollment Advisement Center or the appropriate Associate Dean can provide clarification. If you should disagree with the interpretation which you receive, the final source of appeal is the Provost. Please ask questions about any policy which concerns you.

Academic Policy Appeals

Any student has the right to appeal to the Educational Standards and Policies Committee for an exception to academic policies and procedures. The appeal process is readily available and each appeal is given careful individual consideration. The written appeal should clearly state the desired action and the reasons for the request. All appeals are submitted to the Enrollment Advisement Center where they will be forwarded to the appropriate individual for review. Educational Planners are willing to assist in preparing an appeal. An appeal form can be obtained from MyCCC on your student tab or from the Enrollment Advisement Center.

Academic Progress Policy

Standards of Academic Progress

The Standards of Academic Progress at Corning Community College require students to maintain a standard of progress to keep matriculation in a degree program and eligibility for financial aid. Good academic standing is important to all students. To be considered in good academic standing and make progress toward a degree or certificate, students must maintain a 2.0 grade point average and successfully complete 67% of their attempted credit/credit equivalent hours each semester. At least once each semester, students are encouraged to meet with their faculty advisor or with an educational planner in the Educational Planning Center to review their academic progress.

Matriculated CCC students (full-time and part-time) will be evaluated at the end of each fall and spring semester of attendance on the following criteria and must meet both the GPA and passed hours requirements to remain in good academic standing. If the standard of progress is not achieved, a student will be placed on academic probation or academic suspension as indicated in the chart.

Students should be aware that grades of A, A-, B+, B, B-, C+, C, D, F, and, I, N, P, W, R, S, and U count as “hours attempted,” under the Academic Progress Policy. Passed hours include grades of A through D, and P.

How Academic Standing is Determined

a. GPA Requirements:

Students’ GPA will be used to determine their academic progress status based on total hours attempted as follows:

GPA	0-1.40	1.41-1.60	1.61-1.99	2.0+
Total HA 0.50-32.5	Probation	Probation	Probation	
Total HA 33-48.5	Suspension	Probation	Probation	
Total HA 49+	Suspension	Suspension	Probation	

Students meeting the GPA requirement for “Good Standing” must also pass 67% of hours attempted in the semester being evaluated. Students who do not pass 67% of hours attempted, in the semester being evaluated, will be placed on probation regardless of GPA.

Probation

Academic probation serves as warning that a student is in academic jeopardy. Students may be placed on academic probation either by their GPA, according to the above chart, or by not passing 67% of their attempted hours within a semester. Students placed on academic probation should meet with their faculty advisor or with an educational planner in Enrollment Advisement Center to discuss the requirements for good academic standing, to register for courses, and to create an academic success plan. A student placed on academic probation will be limited to 13 credit hours for the subsequent semester unless an Academic Progress Appeal is submitted and approved (see Academic Appeal Process below).

Suspension

Students will be placed on academic suspension when their GPA fails to meet the requirements of the above chart based on the total number of hours they have attempted. Academic suspension means that the student is no longer in a degree program, loses all financial aid, and is not eligible to return to CCC for one full academic semester. If the student had pre-registered for courses, his or her schedule will be deleted. A student placed on academic suspension at the conclusion of the fall semester may not enroll in the subsequent winter session or spring semester. Likewise, a student placed on academic suspension at the conclusion of the spring semester may not enroll in the subsequent summer session or fall semester. A student will remain on academic suspension until an Academic Progress Appeal has been submitted and reviewed by the Enrollment Advisement Center (see Reinstatement below).

Academic Progress Appeal

Students who are seeking a change in status and/or credit limit need to complete and submit an Academic Progress Appeal. As part of the appeal process, students must submit a plan for academic success that identifies the cause(s) of their poor academic performance and demonstrate that actions have been taken to avoid or eliminate these causes. To begin the appeal process, students should meet with their faculty advisors or an Educational Planner in the Enrollment Advisement Center to create a plan for academic success and to complete the Academic Progress Appeal. The Academic Progress Appeal is then submitted to the Enrollment Advisement Center where it will be forwarded to an Educational Planner for review. Academic Progress Appeals are available online or from the Enrollment Advisement Center.

Reinstatement

A student who has been placed on academic suspension may appeal this action if extenuating circumstances have led to the lack of progress toward a degree/certificate. As part of the appeal process, students must submit a plan for academic success that identifies the causes of their poor academic performance and demonstrates that they have taken actions to avoid or eliminate these causes. To begin the appeal process students must meet with their faculty advisor or an educational planner in the Enrollment Advisement Center to create a plan for academic success and to complete the Academic Progress Appeal. The Academic Progress Appeal is then submitted to the Enrollment Advisement Center where it will be forwarded to the appropriate individual for review. Academic Progress Appeals are available online and in the Enrollment Advisement Center.

When an appeal is granted, the student will be reinstated with probationary status. This status limits the number of credit hours for which the student may register. Once reinstated, a student will be re-evaluated at the conclusion of the semester in accordance with the Standards of Academic Progress, as noted above. Moreover, if a reinstated student earns a semester GPA of 2.0 or higher and has completed at least 67% of the hours attempted in that semester and still falls in suspension status, the student will continue with probationary status.

Readmission for Students with Load Hour Limits

- a. Following a period of non-attendance at CCC for less than four semesters (not exclusive of summer and winter semesters), students must reapply to the College through the Admissions office. Any prior academic status and credit limit is still in place. Students who wish a change in status must complete and submit a Readmit Appeal to the Enrollment Advisement Center. If the Appeal is approved, the student will be enrolled in probationary status and be limited to the number of hours they can register.
- b. If two or more years have elapsed since last attendance, students will be readmitted in good standing with no credit limit. However, subsequent academic progress will be reviewed in

accordance with the policy, unless a student has earned a 2.0 or higher semester GPA and completed at least 67% of the hours attempted in the semester of the student's return.

Adding Courses

Students can register for a course through their academic advisor or their MyCCC account. Registration occurs continuously throughout the academic year on a rolling semester basis. At the time of registration, course pre-requisites and enrollment capacity are checked. Once a course has started, it may be added only with the instructor's permission. Usually courses cannot be added after the first week of classes. To submit an add request to the instructor for a course that has already started, the student submits an online add request through MyCCC.

Advanced Standing

Advanced standing may be granted to transfer students from other colleges or post-secondary schools, applicants with credit for lifelong learning and those who have shown proficiency in specific subject areas through standardized examination programs.

Animal Use In Courses Policy

Some majors-level courses and programs within the STEM Division require vertebrate dissection and/or the use of living animals. Unless required by a specific program, participation in dissection in non-majors courses within the STEM Division is not mandatory. Alternatives to dissection will be provided where necessary. Please see individual catalog descriptions for courses that require participation in this activity.

Appeals Protocol to this Policy:

- Objections to this policy will first be brought, in writing, to the Sciences Department Chairperson for discussion and a decision.
- If this decision is not satisfactory, the individual may refer the objection, in writing within five business days, to the Associate Dean of the STEM Division for a decision.
- If this decision is not satisfactory, the individual may refer the objection, in writing within five business days, to a committee composed of the Provost, one faculty member from the Sciences Department (other than the one teaching the course in question), and one Associate Dean (other than the Associate Dean of the STEM Division). The decision of the committee is final.

Attendance

Success in courses is directly related to attendance. Regular attendance in class and laboratory sessions is expected of all students; however, instructors determine student attendance requirements for their courses. These attendance requirements, along with their relationship to final grades, should be clearly stated in the course syllabus. Attendance also affects eligibility for financial aid, and it is important that students attend classes on a regular basis to avoid loss of financial aid.

Audit of a Course

Auditing a course means a student is not taking a course for credit, is not required to submit assignments or take tests, and any assignments submitted might not be graded by the instructor. A grade of T will be given to a student auditing a course. A student may audit a course on a space-available basis and with the permission of the instructor. The decision to audit a course must be declared at the time of registration for the course. Enrollment for students auditing a course begins two weeks before the course starts. The last day for adding an audit course will be the same as that for adding any course for credit. The student may retake such a course for credit in a subsequent semester, but may not receive a grade other than T in the semester in which the intent to audit has been declared. Students auditing a course pay a non-refundable fee and any lab or other course fees. Any person over 55 years of age can audit a course without paying the audit fee, though lab or other course fees still apply. In all cases, since fees incurred with auditing a course are non-refundable, students do not drop or withdraw from an audited course.

Catalog Changes

CCC's Course Catalog and Information Guide is compiled and published each academic year during the spring semester. The policies and procedures contained in the catalog are in effect as of August of the academic year of the catalog. Every effort is made to ensure the information provided in the catalog is accurate and current at the time of publication. Corning Community College reserves the right to correct errors and to add, withdraw, or modify programs or courses based on changing needs or circumstances consistent with SUNY and NYS Education Department policy. Changes will be posted in the addendum section of the catalog as they occur. If policy or procedure changes are made during the academic year that take effect during the current catalog's time-frame, the change will also be posted to the addendum section of the catalog.

Changing Programs

Students who wish to change from one program to another should begin by meeting with their advisor. Forms necessary for recording a change of program are available from MyCCC, advisors, or the Educational Planning Center (EPC). Program change requests require a student's and an advisor's signature and are submitted to the Enrollment Advisement Center.

Course Cancellations

Weather: On days when the weather is inclement, College officials will make every effort to announce class cancellations no less than two hours prior to the affected class. Register for emergency text alerts or visit www.corning-cc.edu.

Instructor absence: When an instructor is absent and the class is cancelled, a notice will be posted on MyCCC or an email will be sent to the class, if time permits. Furthermore, the appropriate division secretary will post an official notice of class cancellation using a standardized printed poster. If there is no notice and an instructor does not appear during the first ten minutes of a class, students may leave.

Insufficient enrollment: If registration in any course is insufficient, the course may be cancelled at the discretion of the Associate Dean of Instruction and/or Provost

Course Shelf Life

It is important that CCC graduates have the most current knowledge and skills required in their field of study. Skills acquired in a course previously taken are subject to course shelf life limitations as stipulated in the course description found in the College catalog. Any course used to meet a program requirement will need to be repeated if its course shelf life has been exceeded. A student repeating a course due to the course shelf life policy will pay full tuition charges for the course. The course will count towards the student's requirements and enrollment status for determining financial aid eligibility. (Also see Repeat Courses information). Transferability of courses from other institutions would follow the same shelf life requirements as approved for CCC courses. Any appeals are to follow the current policy and procedure used for course waivers and substitutions.

Course Substitutions

Under special conditions, other courses can be substituted for program requirements. Inquiries should be made to the Associate Dean of the academic division that oversees the program. When necessary, consultation will be made with the Associate Dean overseeing the course being considered for substitution.

If determination is made that a suitable course can be substituted, the Associate Dean overseeing the program will notify the Registrar.

Course waiver requests for wellness awareness (HLTH, HEPD, PEPD, REPD, WELL) requirements and/or wellness activity (PFIT, RECC) requirements should be initiated through the Associate Dean of the Professional Studies Division. If the course waiver is due to a medical condition, the College Nurse, located in the Health Office, will initiate the waiver. Any waivers for the wellness requirements will then be sent to the Associate Dean of the Professional Studies Division.

Course waiver requests for foreign language requirements should be initiated through the Associate Dean of the Humanities and Social Sciences Division. An educational planner for Accessibility Services will be consulted when a documented disability is the basis for the request.

Credit / Advanced Standing

Some students come to CCC already having proficiency in one or more courses. Credit can be received for prior course work, life experience, or examination. When considering students for advanced standing, the College is guided by the recommendations of the American Council on Education and the American Association of Collegiate Registrars and Admissions Officers and reserves the right to evaluate all academic work in terms of current validity. The learning experience must be at the college level.

Degree candidates must complete a minimum of 30 program hours of credit in residence at CCC. Fees are assessed for many of the methods listed below.

There are several methods by which credit is granted:

1. Transfer Credit

Credit-bearing transfer courses (at C level or above) may be accepted from any regionally accredited, candidate, or correspondent institution of higher education or NYS Education Department chartered degree-granting institution. There shall be no limit on the number of transfer credits accepted. However some programs have special requirements regarding transfer credit.

Transfer credit can be awarded for course work taken from a foreign institution. The transcript from the foreign institution must be evaluated by an approved agency (World Education Services). The foreign institution must be accredited and a grade of C or better must have been achieved for the course work.

Credit for military or other training programs may be earned through any of the following means: military course work, non-collegiate institution sponsored courses/workshops as recommended for credit by the American Council on Education, course work approved by the New York State Education Department (National College Credit Recommendation Service [NCCRS]) or a CCC associate dean and CCC approved training programs offered through industry.

An applicant who has attended other colleges, post-secondary schools, or the military and who wishes to receive transfer credit for work completed must provide the Admissions Office with an official transcript from each school/organization. A student must complete a minimum of 30 program hours of credit for a degree at CCC. For certificate students, 50% of the program hours of credit must be completed at CCC.

2. Credit by Examination

Credit may be awarded to students who earn an appropriate grade in any of the following exams: CCC challenge exams, Excelsior College exams, Advanced Placement exams offered through the College Board, International Baccalaureate Exams, College Level Examination Program (CLEP) and DANTES/DSST exams. In

some cases, CCC course work or other demonstration of skills may be required before credit is granted. You may obtain credit for these courses by successfully completing the exam (provided the academic divisions have comprehensive examinations available). Your transcript will show the credit earned. No letter grade is given; this credit will not affect your GPA (Grade Point Average). There is no limit to the amount of credit that can be earned in this manner; however, this credit does not apply to the residency requirement. Make arrangements through the appropriate academic division. Contact the Admissions Office or an academic advisor for information.

3. Articulated Credit

Articulated credit is earned via industry licensures, credentials, and certification. Students are encouraged to present any credentials they've earned to the appropriate Associate Dean of Instruction. If determined eligible, credit will be awarded to the student's CCC transcript as CR. Credentials will be evaluated based on the College's transfer policies. Contact the Admissions Office or an academic advisor for information.

4. Credit for Prior Learning

To demonstrate learning done out of the classroom, students also have the option of creating a portfolio targeting the specific course outcomes of a needed class. Corning Community College follows the Council for Adult and Experiential Learning (CAEL) guidelines for individual portfolio development. Students who plan to complete a portfolio must have college credit for ENGL1010, College Composition I. Students should discuss this option with the Associate Dean of Instruction for the appropriate academic division. Not all colleges will accept credit for portfolios, so students who plan to transfer should check with their prospective transfer college(s). Credit through portfolio assessment is granted by an academic division. Persons who have gained college-level learning through work or other experiences may demonstrate that knowledge through various methods (performance, oral, or written). These credits are not considered CCC residency credits, but are treated as transfer credit. See Admissions or an academic advisor for information.

Credit for Military or Other Training Programs

See Transfer Credit or Credit for Prior Learning. For consideration of credit for military service, submit an official academic transcript to the Office of Admissions.

Credit Through Portfolio Assessment

See Credit for Prior Learning.

Dean's and President's Lists

To be eligible for Dean's List for a given semester, a student who is registered full-time for that semester must:

1. Be matriculated to an academic program
2. A semester GPA of 3.5 or higher
3. Twelve or more hours of earned credit (equivalent credit hours are not included)
4. No grade lower than C
5. No I or N grades

A part-time student must be matriculated to an academic program, have accumulated twelve earned credit hours since matriculation (excluding equivalent credit hours) by the end of the semester, have a semester GPA of 3.5 or higher, have no grade lower than C that semester, and have no I or N grades that semester.

Following the accumulation of twelve earned credits (excluding equivalent credits), a part-time student is eligible each semester that she or he remains matriculated to an academic program, earn six or more credits (excluding equivalent credits) that semester, has a GPA of 3.5 or higher for that semester, has no grade lower than C for the semester, and has no I or N grade for that semester.

To be eligible for President's List for a given semester, students must meet all the following criteria:

1. Matriculated to an academic program
2. A semester GPA of 3.75 or higher
3. Twelve or more hours of earned credit (equivalent credit hours are not included)
4. No grade lower than C
5. No I or N grades

Part-time students will be considered for President's List in a semester in which they have earned at least six credit hours of course work during the semester in accordance with the above requirements.

A student who completes an incomplete (I) will be awarded Dean's or President's List status retroactively in the semester in which the I was originally assigned, if all other criteria are met.

Developmental Progress Policy

Developmental Placements

All CCC college-level courses require proficiency in reading, writing, mathematical, verbal or other skills. To help students enroll in courses best suited to their skills, assessments are used to determine appropriate courses. When learning needs are identified, students are required to take developmental courses. Developmental courses are credit-equivalent courses, meaning that they count towards the student's load hours for full-time status and financial aid, but they do not meet program requirements and are not calculated in the Grade Point Average (GPA).

Developmental Progress Policy

Based on placement, students may be required to take ENGL 0980, or the ENGL 0999/1010 support combination and take MATH 0860, 0960, 0970, or 0980 before taking a credit class. If students are placed into ENGL 0980 Reasoning, Reading, and Writing for Academic Studies, they will receive instruction in both reading and writing strategies; the grade is either fail or pass. Students earning the minimum pass in ENGL 0980 are required to take ENGL 0999/1010 co-requisite. Students with consistent high-quality classwork will be reviewed for ENGL 1010 alone.

If a learning need is identified in mathematics, students must register in MATH 0860 (Basic Math Review), MATH 0960 (Pre-Algebra), MATH 0970, or MATH 0980, as determined by the placement process. Students placed into these courses must complete MATH 0860 or MATH 0960 with a grade of B- or higher and MATH 0970 or 0980 with a grade of C or higher.

Upon successful completion of developmental courses, the student will be prepared to take college-level math, MATH 1110 or higher. Even if a program does not require a credit-bearing mathematics course, students must demonstrate entry-level college mathematics skills through assessment or by passing MATH 0860, 0960, 0970, or 0980 before they graduate.

All full- and part-time students placed in one or more developmental classes will also be placed in FYEX 1000 (First Year Experience, 3 credit hours).

Students (new and continuing) placed in any developmental courses will be limited to no more than a 16 hour load until they have successfully passed these developmental courses. Credit and equivalent credit count toward the 16 hour limit.

Students who are placed in any developmental courses based on an assessed need should enroll in the appropriate course(s), including FYEX 1000, in their first semester. Students who do not successfully complete their developmental course(s) and FYEX 1000 in their first semester must re-register for them in their second semester.

A list of students who are expected to complete developmental courses and FYEX 1000 in three full-time (or equivalent) semesters will be reviewed to determine if dismissal is warranted. Those students who are dismissed (developmental dismissal) can register for further study at CCC only under the following conditions: (1) one year has elapsed since dismissal and (2) they meet the current institutional placement practices. Developmental dismissal may be challenged by a student by submitting an appeal to the Educational Standards and Policies Committee. For further information regarding this policy, contact the Enrollment Advisement Center.

Dropping a Course

Process:

The College realizes that students sometimes need to drop courses after classes begin. Students who have begun attendance in a course may drop the course without the instructor's signature. To drop a class the student submits an online drop form through MyCCC.

Before dropping any course it is strongly recommended that the students:

1. Discuss the decision with their instructor, advisor, and/or coach.
2. Check with the Educational Planning Center to determine any effects on financial aid, billing, academic progress, and/or developmental progress.
3. The date the Educational Planning Center is notified of the drop will be the official drop date.

Deadline:

A course can be dropped until 60% of the length of the course. For clarification of exact deadline dates, see the course instructor or a representative of EAC. All student drops submitted after the official drop date must have the approval of Provost. After 60% of the length of a course has passed, students still have the option of officially withdrawing from the College (see Withdrawal from College).

Academic Record

A course dropped in the first 20% of the length of the course will not appear on the student's academic transcript. Courses dropped between 20% and 60% of the length of the course will appear on the student's academic transcript with a W indicating "withdrawal." After 60% of course has passed a course may not be dropped and a final grade will be recorded on the student's academic transcript.

Drops by Instructor

Faculty members may drop students from their courses for non-attendance. Refer to the course syllabus and instructor.

Early Alert

Within the first three weeks of each semester, faculty identifies students who are showing signs of problems that could result in their being unable to successfully complete the course. The faculty will specify areas of concern (i.e., attendance, preparation, effort, etc.) and report them to Enrollment Advisement Center. Students who are identified receive an email notification that specifies the area of concern along with suggestions for improvement. Contact Enrollment Advisement Center for more information

Email

Students and employees are given a CCC email account. The College uses email as an official communication tool. As the College may send official correspondence to users via electronic mail;

students, faculty, and staff, are expected to maintain available space in their @corning-cc.edu email account and are responsible for regularly reading any such correspondence as may be transmitted. For more information, refer to the College's Acceptable Use Policy which can be found in MyCCC

Final Exams

The last week of the fall and spring semester is final exam week. Courses that run through the last week of these semesters will have a final exam scheduled in a three-hour time block. Final exams for evening and weekend courses will be held in the course's last regularly scheduled class period and regularly scheduled room. Internet courses may have a final exam time scheduled. Refer to the course instructor for information. For courses that do not run through the last week of the fall and spring semester and for classes in the winter and summer semesters, final exams are arranged by instructors with their students.

The final exam schedule will be posted in MyCCC. Students who have exam time conflicts should see their instructor.

Cancellations

If a day of classes is cancelled during Final Exam week, the day shall be made up on the Monday of the following week. If multiple days are missed during Final Exam week, the second day missed shall be made up on Tuesday of the following week and so forth.

Fresh Start

Fresh Start provides an opportunity for students who left the College after experiencing academic difficulties to continue their studies with their GPA set to 0.0. Students are eligible for Fresh Start if they meet the following requirements:

1. Their GPA was below 2.0 when they left the College.
2. One calendar year has elapsed since their last attendance at CCC.
3. They have achieved a 2.5 GPA in the first 12 credits earned (excluding developmental and wellness activity courses) upon returning to CCC. If more than 12 credits are earned, then all earned credits (excluding developmental and well-ness activity courses) up to and including that semester will be used to calculate GPA.
4. They have completed all developmental coursework and have no outstanding incompletes.

They must complete and submit an application for a Fresh Start to the Enrollment Advisement Center.

Students may apply for Fresh Start only once. It cannot be applied to a previous degree. If granted Fresh Start, there may still be implications for financial aid, veteran's benefits, and transferability. Once granted, Fresh Start may not be rescinded. All course work will remain on the transcript with the notation, "Fresh Start

Granted.” No prior course work grades will be used in the calculation of the student’s GPA. Students will receive credit for the courses in which they achieved a C or better so that these credits can be used in program evaluations. Any prior course work in which students have earned a D grade cannot be used to meet degree requirements. Credits for courses in which a C or better has been achieved in work prior to the Fresh Start cannot be used to fulfill residency requirements. Once Fresh Start is granted the GPA will be calculated with grades received only since the student’s return to the College. For more information or to apply, contact the Enrollment Advisement Center.

State University of New York (SUNY) General Education Requirement

SUNY requires students intending to receive a baccalaureate degree from a SUNY college or university to fulfill specific general education requirements. At least 30 credits must be earned in courses approved in the following ten areas: mathematics, natural science, social science, American history, western civilization, other world civilizations, humanities, arts, foreign languages, and basic communication.

CCC students in Associate in Arts or Associate in Science programs, except the Engineering Science program which is waived from the requirement, will be able to complete seven of ten SUNY General Education Requirement academic areas (including mathematics and basic communication), two competency areas, and 30 credits of SUNY General Education courses in all transfer programs. Once certified as meeting these general education requirements at CCC, students will not be required to complete them again upon transfer to any baccalaureate granting SUNY institution. Courses which have been approved as meeting the general education criteria are identified in their course description. On the following page is a chart indicating approved CCC courses and the approved SUNY general education category it fulfills.

Mathematics (M)	Natural Sciences(NS)	Social Sciences(SS)	American History(AH)	Western Civilization(WC)	Other World Civilizations(OWC)	Humanities(H)	The Arts(A)	Foreign Language (FL)	Basic Communication(BC)
MATH1120	ASTR1010	ANTH2120*	HIST1110	ARTS1310*	ANTH2120*	ARTS1310*	ARTS1000	ARAB1010	ENGL1010
MATH1130	ASTR1020	ECON2001	HIST1120	ARTS1320*	ARTS1500*	ARTS1320*	ARTS1030	ARAB1020	ENGL1510
MATH1140	BIOL1010	GEOG1210	HIST2320	GOVT1010	HIST2110	ENGL1020	ARTS1210	ARAB2010	
MATH1150	BIOL1020	HIST1050		HIST1010	HIST2120	ENGL1520	ARTS1310*	CHIN1010	
MATH1215	BIOL1030	PSYC1101		HIST1020	HIST2180	ENGL2010	ARTS1320*	CHIN1020	
MATH1225	BIOL1040	PSYC2201		HUMA1010*	HIST2410	ENGL2020	ARTS1400	CHIN2010	
MATH1230	BIOL1050	PSYC2207		HUMA1020*		ENGL2040	ARTS1410	CHIN2020	
MATH1240	BIOL1060	PSYC2208		MUSC1230*		ENGL2090	ARTS1420	FREN1010	
MATH1310	BIOL1500	PSYC2212		MUSC1240*		ENGL2160	ARTS1440	FREN1020	
MATH1411	BIOL1510	PSYC2214		THEA1010		ENGL2170	ARTS1450	FREN2010	
MATH1412	BIOL1520	PSYC2215				ENGL2180	ARTS1500*	FREN2070	
MATH1413	BIOL2010	PSYC2221				ENGL2190	ARTS1670	FREN2080	
MATH1510	CHEM1010	SOCI1010				ENGL2220	ARTS2110	FREN2130	
MATH1610	CHEM1020	SOCI2000				ENGL2310	ENGL2480	FREN2140	
MATH1620	CHEM1030	SOCI2030				ENGL2320	ENGL2490	FREN2310	
MATH2330	CHEM1510	SOCI2060				ENGL2330	MCOM1210	GERM1010	
MATH2410	CHEM1520	SOCI2310				ENGL2410	MCOM1220	GERM1020	
MATH2560	CHEM2010					ENGL2420	MUSC1010*	GERM2010	
MATH2610	ERTH1010					ENGL2711	MUSC1110*	GREK1010	
MATH2620	GEOL1510					ENGL2712	MUSC1120*	GREK1020	
	GEOL1530					ENGL2770	MUSC1311	HEBR1010	
	PHYS1730					HUMA1010	MUSC1321	ITAL1010	
	PHYS1740					HUMA1020	MUSC1411	LATN1010	
	PHYS1820					HUMA2010	MUSC1412	LATN1020	
	PHYS2830					HUMA2030	MUSC1421	RUSS1010	
	PHYS2840					HUMA2070	MUSC1920-90	RUSS1020	
	SCIN1110					HUMA2200	MUSC2820	RUSS2010	
						MCOM2700	MUSC2870	SIGN1010	

Mathematics (M)	Natural Sciences(NS)	Social Sciences(SS)	American History(AH)	Western Civilization(WC)	Other World Civilizations(OWC)	Humanities(H)	The Arts(A)	Foreign Language (FL)	Basic Communication(BC)
						MCOM2710	MUSC2920	SPAN1020	
						MUSC1010*	THEA1010*	SPAN2010	
						MUSC1110*	THEA1100	SPAN2070	
						MUSC1120*	THEA1020	SPAN2080	
						MUSC1230*	THEA1040	SPAN2130	
						MUSC1240*	THEA1100	SPAN2140	
						PHIL1010	THEA1110	SPAN2310	
						PHIL1050	THEA2080		
						PHIL1100	THEA2090		
						PHIL1230	THEA2101		
						PHIL1300	THEA2110		
						PHIL2010	THEA2220		
						PHIL2050			
						PHIL2070			
						PHIL2200			
						PHIL2250			
						PHIL2310			
						PHIL2320			
						PHIL2360			
						PHIL2420			
						PHIL2500			
						THEA2501			

**This course appears in more than one knowledge and skill area, but can be used to fulfill only one requirement.*

Grades

Grades, as follow, will be issued at the end of each semester.

Grade	Points	Achievement in Subject
A	4.0	Comprehensive knowledge, understanding, marked perception, originality
A-	3.7	
B+	3.3	Moderately broad knowledge, understanding, noticeable perception, originality
B	3.0	
B-	2.7	
C+	2.3	Reasonable knowledge, understanding, some perception, originality
C	2.0	
D	1.0	Minimum knowledge, understanding, limited perception, originality
F	0.0	Unacceptable knowledge, understanding, failing work

The following grades and notations are not used to determine GPA:

- H** Honors work. Appears next to course.
- I** Incomplete. May be assigned at the discretion of the instructor in special circumstances in which course requirements have not been completed by a student who has clearly demonstrated potential for successfully completing the course. A written statement of requirements for completing the course must be given to the student and the faculty member's Associate Dean. Credit hours and grade points are not assigned for an I grade. When the requirements have been completed, the faculty member will submit a grade change from the I to another letter grade. Course requirements for the I grades must be completed within one calendar year; however, the instructor has the prerogative of establishing an earlier deadline.
- N** No grade/no credit.
- P** Passing work at a C level or higher.
- R** Official withdrawal from College.
- S** Satisfactory. For courses not counted for degree credit.
- T** Audit.
- U** Unsatisfactory. Courses not counted for degree credit.
- W** Official withdrawal from course.

Grade Point Average (GPA)

Each graduating student must earn a minimum 2.0 grade point average. To determine a grade point average (GPA), divide the total number of grade points earned by the number of credit hours taken. For example:

ENGL1020	3 cr. hr.	A (4.0 pts)	= 12.0
HIST1110	3 cr. hr.	C+ (2.3 pts)	= 6.9
MATH0860	1 cr. hr.	P (no value)	= 0.0
MATH1110	3 cr. hr.	F (0.0 pts)	= 0.0
RECC1010	1 cr. hr.	B (3.0 pts)	= 3.0
11 cr. hr. total pts.			= 21.9
10 credits have point value			

Dividing 21.9 points by 10 credits equals 2.19 GPA

For each credit hour, points are assigned based on the grade received. This average is calculated by dividing the total grade points earned by the number of credit hours taken. For repeated courses, the most recent grade is used in the calculation. For students granted Fresh Start status, only grades earned upon return to CCC will be calculated in the GPA. Developmental courses are not calculated in the GPA.

Program Grade Point Average (PGPA):

Each graduating student must earn a minimum 2.0 program grade point average. The PGPA will be determined by calculating the grade point average of the courses used to fulfill the program requirements as outlined in the College catalog and based on only those courses used to meet program and degree requirements, including program electives and free electives. Transfer credits are not calculated in the PGPA.

Grading Practices

Grades are due 72 hours after the last date of term. If you have questions about your grade or wish to pursue a grade dispute, make an appointment with the instructor so that you can discuss the reason for your grade. Only the faculty member(s) who awarded the grade can authorize a change, with approval of the Division's Associate Dean of Instruction. You are entitled to know the basis upon which you are graded.

If you are not satisfied with the resolution of the grading problem after talking with your instructor, you have the right to discuss the matter with the division's associate dean. If you are still not satisfied with the resolution of the grading problem, the final appeal rests with the Provost.

Time Limit for Grade Change

A student has the right to challenge a final grade given by a faculty member within one year of the awarding of the grade. If a faculty member is unavailable, you can discuss this matter with the appropriate Associate Dean. After the one-year time limit has passed, all grade changes must be requested by submitting an academic appeal to the Educational Standards and Policies Committee (see Academic Appeals for process information).

Graduation Application and Review

A full semester before intended graduation, students should complete a graduation application and check with the Educational Planning Center. Their academic record will then be reviewed to determine that all degree requirements are met. It is the student's responsibility to make certain that all requirements for graduation have been met. Students have the right to come under the regulations published in the catalog in effect during the first semester of their matriculation at CCC or, if they choose, a catalog published after they have matriculated at CCC.

Graduation Requirements

Each graduating student must:

- Complete all of the requirements for the program as described in the catalog; and,
- Complete a minimum of 60 semester credit hours for degrees and the minimum required semester credit hours for certificates, (some programs require more than 60 credit hours); and,
- Earn a minimum 2.0 PGPA and a minimum overall 2.0 GPA; and,
- Meet the College's Residency requirement of 30 program credit hours for degrees and 50% of program credit hours for certificates.

Graduation honors

- Summa cum laude: students must have a GPA of 3.9;
- Cum laude: students must have a GPA of at least 3.5;
- Program Honors: graduates must have a Program Grade Point Average (PGPA) of at least 3.5. The award will be presented to the graduate with the highest PGPA in each program.
- Phi Theta Kappa: to wear the gold PTK stole at commencement, students must have completed all graduation requirements with a total GPA of 3.5 or higher and be a member of PTK.

Any student within six credit hours of completion of the degree or certificate and who has a minimum PGPA of 2.0 at the time of commencement will be allowed to participate in commencement exercises. The degree or certificate will be conferred and the diploma will be issued in August, January or May following completion of all requirements.

Independent Study

These courses are supervised by instructors with permission of the appropriate Associate Dean. Interested students should contact the Instructor to find out if an independent study in a given subject area is possible. Once approved by the Instructor and the Associate Dean, the student adds for the course through MyCCC.

Multiple Programs

Students may be permitted to earn more than one degree or complete the requirements for more than one program. You can initiate that action by completing a program change form or meeting with the Associate Dean responsible for the new program. A degree can be awarded only once, but more than one program can be earned within any degree. It is recommended that students consult with financial aid before pursuing multiple programs.

The requirements for earning multiple programs are:

- All of the requirements for each program must be met.
- At least 15 additional credit hours must be earned for each additional program, at least nine of which have been earned in residence at CCC.

Pass/No Grade-No Credit Option

Students who have been named to the President's List or Dean's List may enroll the next semester in any one free elective course under the pass/no grade option. This course will not affect the GPA, and it will be noted as pass/no grade on the transcript. When choosing this option, students must notify the Enrollment Advisement Center within two weeks of the beginning of the course in a 15-week semester (or equivalent). If, by the end of the 13th week (or equivalent), the student wishes to receive a standard grade, they may do so by notifying the Enrollment Advisement Center. Students can continue to use this option as long as they remain on the President's List or Dean's List. This option will be used for free electives only; however, if a student subsequently changes programs, courses with the P grade, already taken, can fulfill the new program's requirement.

Placement into Courses

Except in special circumstances, students entering CCC are assessed to determine their level of reading, writing, and mathematical ability for placement into appropriate entry-level courses. The course number of a developmental course will begin with a zero. If students are placed into and required to take a developmental course, they will be monitored under CCC's Developmental Progress Policy.

Posthumous Degree Policy

Corning Community College may award a posthumous degree as recognition of a student's academic achievement that would have resulted in a degree, except for the occurrence of death. At the request of the family or a campus representative, a posthumous degree may be awarded if the student meets the following criteria:

1. At the time of death, the student was enrolled in courses that would complete all degree requirements.
2. The instructors in those courses believe that the student would have successfully completed the courses.
3. The academic division recommends the awarding of the degree.
4. The Faculty Assembly approves the awarding of the degree.
5. The Provost approves the awarding of the degree.

Registration

In order for a student to receive credit in a course, the student must be properly registered for that course. Enrollment in a course is not official until proper registration materials have been filed with the Enrollment Advisement Center. Also see Add a Course, Auditing a Course, and Dropping a Course.

Blocks to registration: Further registration in courses may not be permitted until outstanding requirements are met. Examples of reasons for students' registrations being blocked are satisfying the College's academic, developmental, health and financial requirements.

Online Registration: Online registration is available through MyCCC. Most continuing students in good academic standing will be permitted to register online during open registration periods. Students who meet with an academic advisor will be permitted to register prior to open registration. First-time, full-time students, students with pending developmental requirements and students who are not in good academic standing are strongly encouraged to consult with an advisor before registering for courses. Student-initiated online registration will be blocked for courses requiring instructor consent and courses for which prerequisites have not been met.

Repeat Courses

A student may repeat a course for a letter grade. For any repeated course the original grade together with the repeat grade will be recorded on the student’s transcripts, but only the most recent grade (exclusive of a W or R), even if it is lower than the original grade, will be used to compute the GPA. If the student repeats the course due to an expired shelf life, the new grade will be used in the calculation of the student’s PGPA.

Students should note: because the most recent grade is used, if they repeat a course and earn a lower grade, their GPA will go down. Likewise, if they fail the course or earn a grade that does not fulfill the requirement, they risk having to take the course once again.

The TAP award will count repeat courses toward full-time attendance if a student earns a D or higher in a course with shelf life or a course required to continue in a program. However, if a student repeats a course in which he/she earns a D or higher and the course does not have a shelf life or the shelf life has not expired, the student must have 12 or more hours of other courses to be considered a full-time student for TAP.

For questions about repeat courses, contact the Enrollment Advisement Center.

Residency Requirement

Students who are New York State residents qualify for the New York resident tuition rate. To qualify for the resident tuition rate, a student is required by law to present, once each academic year, a residency certificate indicating that he or she has been a legal resident of the State of New York for one year, and of a New York county for at least six months prior to attending CCC. If a student lived in more than one New York county for the six months prior to attendance at CCC, the student must apply for a residency certificate from each New York county in which he or she lived.

A Certificate of Residency issued by the student’s home country entitles the student to pay the resident tuition rate to attend the College and not the higher, non-resident tuition rate. A Certificate of Residency obtained from a student’s home country is the only proof of residence that qualifies a student for in-state tuition.

A student may also be eligible for resident tuition regardless of their permanent domicile if, within the last five years, he or she received a GED from New York State OR graduated from a New York State high school which he or she attended for at least two years. Please note that a Certificate of Residence issued by the home country will still be required as explained above.

If a student moves to NY State for the sole purpose of attending college, the student does not qualify for the resident tuition rate.

A student may apply for a Certificate of Residency no earlier than sixty (60) days before the start of the semester, and no more than thirty (30) days after. That gives a student a 90-day window in which to obtain the certificate. Counties are permitted by law to refuse applications after the 30th day of the semester. Many counties adhere to this deadline with NO EXCEPTIONS.

Note: As each county may handle residency applications differently, it is important that the student check the county’s requirements for applying for a Certificate of Residency. It is the student’s obligation to ensure that they are familiar with and have complied with their county’s requirements for a Certificate of Residency. There are printed instructions on the back of the standard residency application for New York counties provided by the College. These instructions were valid at the time of printing. However, counties may change their requirements periodically. Students are strongly encouraged to check their county’s websites for the most up-to-date instructions for a Certificate of Residency.

Standard residency applications will be mailed to all students before the beginning of the fall semester and to all new students before the beginning of the spring semester. Students may also obtain a standard residency application at the Enrollment Advisement Center or the Student Accounts Office.

The application must be completed by the student, notarized, and submitted to the Student Accounts Office **no more than 30 calendar days into the semester**. Both Student Accounts and the Enrollment Advisement Center will send the completed, notarized residency applications to the County Treasurer of the county in which the student resided. The County Treasurer will then issue a residency certificate to the College on behalf of the student.

Note: Tuition bills will include non-resident charges for students who have not submitted a valid Certificate of Residency to the Student Accounts Office. Non-resident charges DOUBLE the tuition portion of the bill. **Students will be liable for the non-resident charges if they fail to obtain and submit a Certificate of Residency by the thirtieth day after the start of classes.**

Semester Schedule Limits and Course Loads

The minimum full-time load is 12 load hours, usually four courses. An average load is 15 credit hours. If you take fewer than 12 load hours a semester, you are a part-time student. Permission from the Associate Dean of Instruction of the student's program is required to take more than 19 hours. Students who plan to work while taking classes should talk with their academic advisor or Educational Planner to realistically plan how much time can be committed to college studies, work obligations and home responsibilities.

Most associate degree programs require 62-72 credit hours of course work. In order to graduate in two years a student should plan to take 15-18 hours per semester. Each hour of work in class can be expected to require at least two hours of study outside of class. Students with no outside employment or other major responsibilities can generally carry a full-time load. If a student intends to work more than 15 hours a week, the College recommends that the student reduce academic load and plan to take more than two years to complete a degree.

Recommended levels of work and study are as follows:

- If you work 1 to 10 hours per week, CCC recommends you schedule 13-16 credit hours.
- If you work 11 to 20 hours per week, CCC recommends you schedule 9-13 credit hours.
- If you work 21 to 30 hours per week, CCC recommends you schedule 6-9 credit hours.
- If you work 31 to 40 hours per week, CCC recommends you schedule 3-6 credit hours

Student Progress Policy

See Academic Progress Policy

SUNY Cross-Registration Policy

Corning participates in SUNY's cross-registration program, which allows students the opportunity to take courses at other participating institutions while enrolled at CCC. Students may cross-register for courses provided they meet the rules, procedures, fees, and deadlines. It is important to be aware that each institution sets its own policies, procedures, registration dates and deadlines, and fees related to cross-registration. It is the responsibility of the students to be aware of these conditions before they cross-register at any SUNY institution. Any registration that occurs prior to the posted registration date will not be converted to a cross-registration. Priority registration dates are designed to serve native students taking courses at CCC. More information about SUNY Cross-Registration can be found at <https://www.suny.edu/crossregister/index.xhtml>.

Transcript of Courses

An official academic record listing courses and grades for each student each semester is kept in the Office of the Registrar. Refer to www.corning-cc.edu/transcript to request an official transcript. Students can access their unofficial transcript through their MyCCC account. Any student who has not satisfied obligations to the College may have the transcript of record withheld until such obligation is satisfied.

Transfer Credit

See Credit/Advance Standing

Warning Grades

At mid-semester, students with D or F averages in any course will be notified of their standing. This grade is only to encourage those students to get help in the course and is not an additional grade on their records. Students who get a warning grade should go immediately their instructor or advisor to discuss what to do about it. Tutoring help, study skills help, or seeing an educational planner for assistance are possible solutions. Contact the Enrollment Advisement Center for further information.

Withdrawal from College

Official withdrawal from the College is possible any time prior to the start of final exams. Obtain withdrawal information from the Enrollment Advisement Center, or an advisor. An exit interview with an Educational Planner is strongly suggested and should be arranged at the Enrollment Advisement Center.

To officially withdraw from College, the student must notify EAC by submitting an online drop request for each registered course through his or her MyCCC account. The date EAC is notified is the official withdraw date.

Before withdrawing it is strongly recommended that students discuss the decision with their instructor, advisor, and/or coach, and check with the Enrollment Advisement Center to determine any effect on their financial aid, bill, academic progress, and academic record.

A grade of R may be placed on the record for each course being taken at the time of withdrawal. If there are any outstanding obligations, your academic records will be held until they are satisfactorily fulfilled; until that time no transcript requests will be processed.

Withdrawal from Courses

See Dropping a Course

Writing-Process and Writing-in-Content-Areas Courses

To uphold its commitment to the continuing development of students' skills in written communication, CCC has designated courses as Writing-Process (WP) or Writing-in-Content-Areas (WCA) if those courses meet the following criteria (see glossary).

Accelerated College Education Program (ACE)

ACE is a concurrent enrollment program for high school students who have a strong academic background. The program is nationally accredited through the National Alliance for Concurrent Enrollment Partnership (NACEP) and is one of only 72 two-year colleges in the country to have achieved this status.

Students take college-level courses at their home high school and earn SUNY Corning Community College (CCC) credits at a substantially reduced tuition cost. These credits generate a CCC transcript and transfer directly to Corning Community College.

Students must meet the prerequisites for the courses, as described in the course section of this catalog. If a course requires eligibility to enroll in ENGL 1010 and the student has not taken that course, he or she must demonstrate proficiency through basic skills assessments in reading and writing.

For more information about the program, and cost savings students can benefit from, please contact the Office of Academic Outreach at (607) 962-9491; or visit the ACE website at www.corning-cc.edu/ace.

Honors Program

The Honors Program offers motivated students the opportunity to sharpen their research skills, broaden their knowledge across disciplines, and create unique projects tailored to their specific career goals and academic interests while collaborating with other students and in cooperation with faculty. In pursuit of academic excellence, students will be challenged to think critically, creatively, and in divergent ways.

Eligibility:

Entering freshmen with a high school GPA of 3.5 or equivalent and CCC students with a cumulative GPA of 3.5 and at least 12 credit hours earned are eligible to take Honors courses, either toward an Honors diploma or to simply enhance their academic work across disciplines.

Honors Courses:

Any student who is Honors-eligible can enroll in an Honors course whether he or she intends on completing an Honors diploma or not. Honors courses fall into the following categories:

Existing courses taken for Honors credit:

Any CCC course can be taken for Honors credit provided that the student and instructor agree on the additional curriculum and work that must be completed in order for the student to earn honors credit. To take an existing course for Honors credit, an interested student should approach his or her instructor within the first five weeks of the semester and ask if he or she can take the course for Honors credit. The student and instructor should write up and sign a brief "Honors Contract" that outlines the additional curriculum, work and instructor-student contact time that the student must complete, and the content should be forwarded to the Honors Program Coordinator for approval by the Honors Committee.

Honors Forum:

The Honors Forum is a seminar for the discussion of various ideas and topics arising from outside readings or activities. Emphasis is on the preparation, presentation, discussion, and analysis of these topics, as well as on effective communication of ideas. Guest speakers and field trips are also often part of the Forum. The Honors Forum is listed in the CCC Catalog and Class Schedule as Honors Forum I (HONS 2960) and Honors Forum II (HONS 2961).

Honors Service Learning and Independent Study:

Service Learning and Independent Study courses can also be developed for Honors students. Eligible students who are interested should meet with the appropriate instructor and discuss the parameters of such a course. If the instructor agrees, an "Honors Contract" should be drawn up and submitted as described above.

Honors Diploma:

To earn an Honors Diploma, a student must complete no fewer than 15 credit hours of Honors course work, from the type of Honors courses listed above. Up to three credits can be taken as Service Learning or Independent Study.

Presidential Scholar

The Presidential Scholars award goes to First-time, full-time applicants ranked in the top 10% of their graduating class; earning Regents diplomas from one of the designated high schools for 2019; residing in Chemung, Steuben, or Schuyler county; and graduating in June prior to their entry into SUNY CCC. See the website for details: <https://www.corning-cc.edu/presidential-scholars>.

Admission

Corning Community College offers support services to help applicants find areas of study best suited to their interests, aptitudes, and abilities. Those who have previously done well in school can expect challenge and growth at CCC. Those who may need assistance developing reading, writing, or mathematics skills will find support and services are available here to help build the foundation which leads to success in college.

Application Process

Please refer to the Office of Admissions official web page for the current application process at <https://www.corning-cc.edu/apply>. Those who wish to have an interview should contact the Office of Admissions for an appointment. All accepted students will be informed of assessment, advising, and orientation procedures.

Before a student can be considered as an eligible candidate for a degree or certificate, a student must be matriculated. Non-matriculated students may take a full time course load. However, non-matriculated students are strongly recommended to matriculate as programs of study and requirements may change. Admission policies are the same for full- and part-time status.

- Full-time (12 credit hours or more)
- Part-time (11.5 credit hours or fewer)

Students may enroll without having definite plans for the future. Academic advisers or Educational Planners offer guidance and support, and they can help select appropriate courses for the first semester. Applicants interested in career planning services may contact the Enrollment Advisement Center for assistance in the career decision-making process.

Many students take a course or two for their own interest or because other obligations preclude full-time study. Students planning to attend as a non-matriculated student are not required to go through the admission process and can enroll for courses by registering through the Enrollment Advisement Center.

Students who are working toward a degree or who will be applying for financial aid need to complete the application process described on the College's official web page.

Admission Policy

1. Preliminary Education Requirements

Applicants for matriculation must have a diploma from an accredited high school; equivalency diploma (i.e., GED, TASC, or EDP); certification of completion of a four-year high school course as a home schooled student; or an associates or higher degree from a regionally accredited post-secondary institution (AOS degrees are not considered for matriculation purposes but students may receive transfer credit if applicable). Applicants who have attended post-secondary institutions must request an official transcript be

sent to Corning Community College. An official transcript from each previously attended institution must be received in order to grant transfer credit. Admission into certain programs may require additional prerequisites. See program descriptions for details.

2. Correspondence Schools

As of March 2008, we will only accept correspondence school degrees if the student resided in the correspondence school's state at the time of schooling and the school is registered with the department of education in that state.

Applicants who have completed an out of state correspondence school for their high school requirements may not meet the preliminary education requirement set by the New York State Department of Education.

3. Assessment / Course Placement

Many entering students will be assessed for their abilities in reading, writing, and mathematics before registering for classes in order to determine the most appropriate beginning-level courses.

Students with disabilities can make arrangements for accommodations by contacting the Accessibility Services Office well in advance of taking the assessments.

Entrance examinations such as Scholastic Aptitude Test (SAT) or American College Testing (ACT) are not required.

4. Accelerated Senior Year (ASY)

Applicants who have substantially met high school graduation requirements at the end of their junior year may be considered for full-time study during their traditional 12th grade academic year only when the Director of Admissions judges the student to be academically prepared and capable of success. Decisions will be based on the following criteria:

- a. An academic background that includes three years of English, social studies, mathematics, and science at the Regents level. Candidates should have an 85 average or higher in these academic disciplines. Other appropriate courses may be included when calculating the academic average.
- b. A written recommendation from the high school principal or counselor which includes (1) a statement endorsing study at CCC, and (2) an outline of courses to be taken at CCC that will satisfy remaining high school graduation requirements.
- c. A written recommendation from parent or guardian.
- d. A written letter from the student addressing his/her academic goals and reason for attending.
- e. Completed Accelerated Senior Year Form.
- f. A meeting with an admissions representative.

It is imperative that applicants considering early admission are academically prepared to take college-level courses. High School students who enroll at CCC while completing requirements for their high school diploma are not eligible for any federal financial aid, including student loans. They may apply for New York State TAP awards if they enroll full-time and successfully complete ability-to-benefit testing.

5. Home-Schooled Applicants

We recommend that all home-schooled applicants meet with an admissions representative to discuss the process.

- a. Home-schooled applicants seeking admission to the College must submit certification of an equivalent of a four-year high school course of study. Applicants home-schooled in New York State (who do not have an equivalent diploma) are required to submit a letter from the Superintendent documenting attainment of the substantial equivalent to a high school diploma or CCC's Superintendent Form for Home Schooled Applicants. This form must be completed by the superintendent of the school district in which the student resided. The form must include the superintendent's signature and school district seal to be valid.
- b. Applicants completing their home-school requirements outside of NYS must provide a letter or other documentation from officials in the school district of their residence certifying the completion of a program of home instruction meeting the requirements of the state of residence for the recognized equivalent of a high school diploma.
- c. Applicants who are under the compulsory age of attendance will be eligible for consideration for admission only if they can provide verification of an equivalent of a four-year high school course of study.
- d. Home-schooled applicants beyond compulsory school age (completion of the school year in which the student turned 16, or older if required by the school district of residence) who cannot obtain certification of completion will not be eligible for financial aid or for matriculation. However, applicants may choose the following alternate paths towards matriculation:
 - Take courses that satisfy the New York State option for college coursework (see section 8); or
 - Earn a New York State High School Equivalency Diploma.

Once one of the above is completed, applicants would be considered for admission. Applicants must notify the Office of Admissions for consideration.

6. Readmission

Matriculated students who have withdrawn from the College, have not been in attendance for two semesters exclusive of the summer and winter terms, have graduated from CCC or have been

academically separated must apply for readmission to return as students and will be considered for readmission under the current catalog requirements.

Transcripts submitted prior to the Fall of 2002 may need to be re-submitted. Please inquire with the Office of Recruitment and Admissions if you have questions as to the need for submission of transcripts.

7. International Applicants

International applicants must follow the application process as outlined for full-time matriculated students. In addition, they must submit scores from the Test of English as a Foreign Language (TOEFL) and satisfactory evidence that they have sufficient funding to finance both living and college expenses. Applicants with coursework taken at foreign institutions must provide the Office of Admissions with an official evaluation from an approved educational evaluation service. Contact the Office of Admissions to find out which evaluators are approved. See details of the international admissions process and deadlines on the college's official web page.

8. Applicants who do not meet the preliminary education requirements

Applicants who left high school prior to graduation and have not earned a General Equivalency Diploma (GED) or Test Assessing Secondary Completion (TASC) who have received an Individualized Educational Plan (IEP) diploma, can be considered for admission to CCC if they meet the following conditions: the applicant's high school class must have graduated or the applicant must be at least 19 years of age; and the applicant must take the ability-to-benefit tests and meet the College's standards. The application will then be reviewed and a decision will be made by the Director of Admissions. Applicants who are admitted through this method may apply to New York State for an equivalency diploma after completion of 24 hours of college credit in these subject areas: English – 6 credits, Math – 3 credits, Natural Science – 3 credits, Social Science – 3 credits, Humanities – 3 credits, 6 credits in any other courses within the degree requirements. CCC does not offer a GED/TASC program. For more information on how college courses can be used to earn an equivalency diploma: <http://www.access.nysed.gov/what-hsetasc-test>. Students who do not meet the preliminary education requirements are not eligible for any federal financial aid, including student loans.

9. Taking Courses Without Matriculating

Individuals who wish to take courses without matriculating are not required to go through the admissions process; however, they must speak with an Admissions Representative, an ACE Representative, or by visiting the Enrollment Advisement Center. Students who are not matriculated into a degree seeking program are not eligible for any federal financial aid, including student loans.

Health form

Each student must complete a self-reporting health questionnaire and submit it to the Health Office. Students may be accepted and register prior to receiving immunization records. However, immunization requirements must be met or a hold will be placed on the student’s record. All applicants born January 1, 1957 or after and taking 6 or more hours must have up-to-date vaccinations for measles, mumps, and rubella in order to be registered for classes. Health forms are available on the College’s web page. New health forms will be required of applicants who have not attended during the prior year.

Applicants in the Nursing Program or the Athletic Program must request a special health form that requires a complete physical by their Health Care Provider. Persons with physical limitations must have statements from their doctors and must contact the Health Office if excused from physical education activities.

Applicants with prior disciplinary dismissal from another institution on their application for admission to the College will be required to follow the procedures outlined by the Admission Review Committee and Provost. Students will be notified within a week of their application of the procedures in writing to the address they provide on their application. Although every attempt will be made to review a student’s application, application materials received within 30 days of the start of classes are not guaranteed ample time to review the materials for decision.

In addition to a review of the submitted application packet, applicants may be asked to come in for an interview, as a part of the Admissions Review Team’s consideration. Applicants who are accepted may or may not have conditions as part of their acceptance to the College. Failure to adhere to the conditions could result in dismissal from the College. Applicants may be denied acceptance to the College based on the Admissions Review Team’s recommendations.

Applicants who have applied, but have their application reprocessed for a future term may be required to submit a new supplemental application (including required documents) if the original submission date exceeds one year.

Applications will not be reviewed by the Admissions Review Team unless they are complete.

Bills, Cost, and Payment

Upon registration, a student agrees to be responsible for the educational costs associated with their registration. Tuition and fees are due in full prior to the start of the semester. There are 3 ways to fulfill this obligation:

1. Pay in full by the due date.
2. Set up an installment plan by completing the online paperwork, paying the installment plan fee, and making the first payment by the first due date.
3. Complete all financial aid paperwork, so that financial aid

can be used to pay prior to the start of the semester. Note: if the amount of aid is not sufficient to cover the balance due, payment arrangements as outlined above must still be made for the remaining balance.

Due dates for payments and installment plans are outlined below:

Semester	Due dates for pay in full or installment	Payment Plan Available	# of Payments in Installment Plan
Fall	August 15	Yes	4-due 15th of Aug. thru Nov.
Winter	December 15	No	
Spring	January 15	Yes	4-due 15th of Jan. thru April
Summer	May 15	Yes	3-due 15th of May, June, July for balances over \$500

If payment is not made by the due date, a one percent per month late fee will be charged to the student’s account. Students with delinquent accounts will be blocked from registering for future courses, and a hold will be placed on transcripts until all past due balances are paid in full. If action is necessary to enforce collection, all reasonable collection fees, including attorney fees, will be charged to the student. Students should seek the personal attention of the staff in the Student Accounts if they have any questions or difficulties in making full payment by the payment due date.

Installment Plan

The purpose of an installment plan is to help make college affordable. It allows students to spread their payments for tuition and fees over a four-month period. There is a processing fee of \$30. Students with delinquent accounts are ineligible for the installment plan. Questions about the installment plan may be directed to the Student Accounts.

Emergency Loans

The purpose of an emergency loan is to provide a “bridge” for students who have financial needs at the beginning of a semester, while financial aid or other financial resources are being processed. These loans provide interim resources for necessary purchases, such as books and supplies. Students who wish to apply for an emergency loan must complete financial aid applications and the Certificate of Residence to be eligible. Students with delinquent accounts are ineligible. Questions about these loans may be directed to the Enrollment Advisement Center.

Taxpayer Relief Act

Taxpayers may be eligible for tax credits based on payment of qualified tuition and related expenses to CCC. For further information concerning the American Opportunity Credit or Lifetime Learning tax credits, please contact the IRS or a tax consultant. Information is also available at the following website: www.ed.gov.

Refund of Tuition and Fees

If students drop courses within the first three weeks of classes, but do not completely withdraw from the College, they may be eligible for a refund of tuition and fees. Those who completely withdraw from classes may receive a partial refund of tuition and fees. The withdrawal date is determined by the date the Enrollment Advisement Center is officially notified of the withdrawal. The following schedule illustrates the percentage to be refunded for completely withdrawing from the semester:

Semester	Withdrawal Percentage
<u>Fall/Spring Semester</u>	
1st Week	75%
2nd Week	50%
3rd Week	25%
4th Week & after	0%
<u>Winter Semester</u>	
1st Week	75%
2nd Week & after	0%
<u>Summer Semester</u>	
1st Week	75%
2nd Week & after	0%

Amounts to be refunded shall first be credited to outstanding balances and to any loss or reduction of awards under financial aid assistance programs.

If students withdraw from a full-time course load, an administrative fee of \$50 is charged to their account. If they withdraw from a part-time course load, a \$25 fee will be charged. If students withdraw and still have financial obligations, their records (i.e. academic transcripts) will be held until those obligations are satisfied. Students who are dismissed from the College for other than academic reasons are not entitled to a refund.

Costs

All costs are estimates only and are subject to change without prior notice. The Corning Community College Board of Trustees will approve final rates for the 2019-2020 academic year in June, 2019 (after publication of this catalog). Go to <https://www.corning-cc.edu/tuition-and-costs> to find approved rates as they are available.

Tuition (Subject to change)
Full-time students (12 or more credit hours)

New York State Resident with valid Certificate of Residence.....	2,436.00	per semester
Pennsylvania Resident living in Perry Hall.....	2,436.00	per semester
New York State Resident without valid Certificate of Residence.	3,984.00	per semester
Out-of-State Resident.....	3,984.00	per semester

Part-time students (fewer than 12 credit hours)

New York State Resident with valid Certificate of Residence.....	203.00	per credit hour
New York State Resident without valid Certificate of Residence.	332.00	per credit hour
Out-of-State Resident.....	332.00	per credit hour

Non-credit courses

Tuition and fees vary and are subject to change

Room and Board Rates (for students living on campus)

Housing Deposit.....	450.00	per year
Double Room.....	3,180.00	per semester
Single Room.....	4,000.00	per semester
Super Single Room.....	4,200.00	per semester
Meal Plan (mandatory).....	1,770.00	per semester
Residence Hall Program Fee.....	25.00	per semester

Mandatory Student Fees

Advising, assessment, and records fee

4.5-6.5 credit hours.....	7.50	per semester
7.0-11.5 credit hours.....	15.00	per semester
12 or more credit hours.....	30.00	per semester

Athletic fee

0.5-11.5 credit hours.....	6.00	per credit hour
12 or more credit hours.....	72.00	per semester

College ID Card fee.....	10.00	per semester
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Health fee

6.0-11.5 credit hours.....	5.00	per semester
12 or more credit hours.....	10.00	per semester

Student Activity fee

0.5-11.5 credit hours.....	7.25	per credit hour
12 or more credit hours.....	73.00	per semester

Technology fee

6.0-11.5 credit hours.....	12.00	per credit hour
12 or more credit hours.....	175.00	per semester

Physical Education fee.....	8.00	per semester
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Other Fees and Expenses

Assessment of Prior Learning

Corning Community College Challenge Exam (written or lab).....	80.00	
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Articulated Credit Transcription Fee.....	80.00	
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Portfolio Evaluation (1-6 credits).....	400.00	
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Portfolio Evaluation (7-12 credits).....	800.00	
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Portfolio Evaluation (13-18 credits).....	1,000.00	
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Test proctoring fee (for non-CCC exams).....	25.00	
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Audit of course.....	177.00	per credit hour
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Student Health Insurance (required for Perry Hall residents and Nursing Students who are not covered by their own plan).....	1,831.00	per year (Spring + Fall Semester)
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Student Health Insurance (required for Perry Hall residents and Nursing Students who are not covered by their own plan).....	1,136.00	per semester (Spring Semester only)
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Course fees.....	Varies	by course
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Estimated Cost of Books and Supplies.....	700.00	per semester
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Lab Fees.....	30	per credit hour (maximum = \$180)
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Late payment on student account.....	1%	per month
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Nursing Liability Insurance.....	7.50	per semester
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Nursing Program fee (NURS 1100, 1500, 2100, 2500).....	500.00	per semester
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Nursing Uniform.....	60.00	initial cost
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Open Educational Resource Fee.....	25.00	per class
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Parking permit fee.....	25.00	per year
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Returned check fee.....	25.00	per occurrence
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Financial Aid Awards and Procedures

The primary obligation for meeting college costs lies with the student and the student’s parents. However, financial aid, through the state and federal government and CCC Scholarships, provides funds to eligible students that can be combined or used separately to help meet the cost of attendance at CCC. While the financial aid process is sometimes complicated, helpful staff are available to assist students and parents with the process.

Types of Aid

Financial assistance falls into three basic categories:

- Grants and scholarships: No repayment. Grants based on need. Scholarships based on student’s academic performance or special talents.
- Loans: Typically low interest with repayment after the student graduates or ceases enrollment.
- Employment (Work-Study): Certain number of hours per week in on- or off-campus work.

Applying for State and Federal Aid

To apply for most state and federal aid programs students must file the Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.gov. Students/parents should first apply for a federal student aid username and password (FSAID) at studentaid.gov/fsaid. The FSAID is used as their electronic signature. CCC’s federal code is 002863; enter this on the FAFSA. Once the FAFSA is processed, students receive a Student Aid Report (SAR).

New York State residents may apply for the New York State Tuition Assistance Program (TAP). When completing your FAFSA on the Web, the confirmation page will provide a link to the TAP on the Web application. The CCC school code for NYS is 2042. You may also apply online at www.tapweb.org once your FAFSA is processed. If you are unable to complete the application electronically, you may request a paper Express TAP Application (ETA) from the CCC Financial Aid Office once your FAFSA is processed.

The Financial Aid Office will receive your FAFSA data electronically from the federal processor. You may be required to submit additional information or documentation to complete your application. If so, we will notify you once your FAFSA is received.

Once your application is complete and correct, we will verify your admission status, academic progress and your expected enrollment status to determine your eligibility for financial aid. We will send you an award letter indicating your eligibility and instructions for your next steps to accept/decline your awards.

When to Apply

You must apply for state and federal aid every year. The FAFSA and TAP applications are available on October 1st for the following

academic year. Whether you are a new or continuing student, it is strongly suggested that you complete your FAFSA by April 1 if you will be enrolling in the fall semester and October 1 if you will not enroll until the spring semester of the academic year.

How Eligibility is Determined

You must be officially accepted by the CCC Admissions Office in a degree program. Eligibility for all federal and state aid is awarded for enrollment in courses that are degree/program requirements. Students should review their “degree evaluation” on MyCCC to make certain that the courses they have registered for are degree/program requirements of their current primary program of study. Students must also meet the College federal and state satisfactory academic progress requirements.

Please note there are strict limitations on awarding federal aid retro- actively after the student has ceased attendance so completion of the FAFSA and all other federal aid requirements prior to the beginning of the academic year is strongly suggested.

Enrollment Status (*hours in program of study)

Award	12 or more*	9-11.5*	6-8.5*	0.5-5.5*
Federal Pell Grant	100% of eligible award	75% of eligible award	50% of eligible award	0-25% of eligible award
TAP	100%	0%	0%	0%
Federal Direct Loan	100% of eligible award	100% of eligible award	100% of e eligible award	0%

Federal campus-based aid and federal direct loans are awarded on the basis of the student’s financial need (Cost of Education minus Family Contribution equals Financial Need). A student’s financial need is also adjusted for the receipt of private scholarships or grants, and it is the student’s responsibility to notify the Financial Aid Office if they are receiving assistance of this type. Also, benefits received from outside programs such as the Trade Adjustment Act, Workforce Investment Act, ACCESS (VESID), etc. will be used in determining a student’s financial need. Federal PLUS (parent loans) are available to assist families to bridge the gap between cost of education and student financial aid eligibility. High school students who are enrolled at the College while completing requirements for their high school diploma are not eligible for any federal aid.

Disbursement of Federal Aid

Federal aid is generally disbursed beginning the fifth week of the semester to students who have completed all federal aid requirements and continues weekly throughout the academic year for late applicants who are eligible for federal aid. Also, excess federal aid over and above charges for tuition, fees, housing, etc. may be used in the College Store and will be made available to students, who have completed all requirements, two weeks prior to the beginning of the semester. Students who have been awarded Pell Grant and have excess Pell Grant funds over and above their charges for tuition and fees who wish to purchase books through other retailers may apply for an emergency loan. For more information, contact the Enrollment Advisement Center.

Financial Aid Programs

Federal Pell Grant

Students accepted in a program and enrolled in courses that are degree/program requirements of their primary program of study should apply. Eligibility is determined by family size, income, assets, etc.; continued eligibility is affected by academic progress. Amounts range from approximately \$652 to \$6,195 per academic year depending on enrollment status. Available to both full- and part-time students. Complete the FAFSA.

Tuition Assistance Program (TAP)

New York State residents who are accepted in a program, enrolled in 12 or more program hours and are in good academic standing should apply for this grant. Usually students are eligible if their family's state net taxable income is no more than \$80,000. For independent students with no dependents, the net taxable income limit is \$10,000. Incomes may be higher if more than one family member is in college full-time. Annual awards range from \$500 to 100 percent of tuition. Students may use up to six semesters of TAP eligibility to pursue an associate degree. Complete the FAFSA and Express TAP applications.

A student may be eligible to receive TAP for part-time enrollment if they are certified under the Americans with Disabilities Act (ADA). ADA defines a person with a disability as anyone with physical or mental impairment that substantially limits one or more major life activity, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The disability must be documented with CCC's Office of Accessibility Services before the student is considered for TAP for part-time enrollment.

Excelsior Scholarship

The Excelsior Scholarship, in combination with other aid programs including the Federal Pell Grant and NYS TAP, provides free college tuition to NYS residents who meet the eligibility requirements. To be eligible, a student must enroll full-time,

complete at least 30-credit hours per year, be on track to graduate in two years, and have family income of \$125,000 or less. Recipients must live and work in New York State for the number of years equal to awards received. Failure to meet these requirements will result in the conversion of the award to a no-interest loan. Complete the Excelsior Scholarship application at www.hesc.ny.gov.

Part-Time Tuition Assistance Program

New York State residents who were accepted in a program as first-time freshmen, have earned 12 credits or more in each of two consecutive semesters, maintained a 2.0 cumulative GPA, and enrolled between 6 and 11 credit hours in their program of study should apply for this grant. Income guidelines are the same as the Tuition Assistance Program. Awards are based on a prorated schedule through NYSHESC. Complete the FAFSA and the Express TAP application.

Additional Financial Aid Programs

Students who are accepted in a program and have financial need in excess of their Pell and/or TAP awards may be eligible for additional aid. Award amounts vary based on financial need.

Federal College Work-Study (FWS):

A type of federal aid that allows eligible students to work part-time while attending school at least half-time. The total award amount depends on need, other aid received and the availability of funding. Available jobs can be found in MYCCC on the "Student" tab under the "On-Campus Student Jobs" link. The amount of the award actually received is dependent upon how many hours the student works. Complete the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG):

From \$300 to \$600 per academic year and awarded to the neediest students attending at least 6 credit hours who are also Pell Grant eligible. Complete the FAFSA.

Aid for Part-Time Study (APTS):

This grant is for matriculated part-time students enrolled in at least 3 credit hours; however, priority is given to half-time students. Applicants must be New York State residents and be in good academic standing prior to applying. For dependent students or married students with dependents, the family net taxable income can range up to \$50,500. Independent students must have a net taxable income of \$34,250 or less. Students are not eligible if they have already used all semesters of TAP eligibility. Remedial courses can be counted toward a student's part-time load hours if the student is also enrolled in at least three credit hours. Amounts: up to \$1,000 per semester. APTS applications are available from the EAC or on the web at <https://www.corning-cc.edu/financial-aid-scholarships>. Completed applications are submitted to the Enrollment Advisement Center.

Educational Loans

CCC participates in the Federal Direct Loan Program for students and the Federal Direct Parent Loans for Undergraduate Students (Direct PLUS). Funding for your student loan and/or parent loan will come directly from the U.S. Department of Education. Direct Loans may be used for any related educational expense. Students must be accepted in a program and registered for at least 6 credits of degree/program requirements in their primary program of study each semester. Loans are available to students with demonstrated financial need.

Federal Direct Loans (Subsidized/Unsubsidized):

“Subsidized” loans up to \$3,500 for freshmen and \$4,500 for sophomores (26 or more credit hours earned) per year are available depending on financial need. The federal government will pay the interest on “subsidized” loans while the student is in school. However, students must complete their educational program within 150% of the length to remain eligible for the interest subsidy. Additional “unsubsidized” loan funds may be available up to \$2,000 per year for dependent students and \$4,000 per year for independent students, however, interest accrues to the student from the time of disbursement of the loan. Loans are subject to an origination fee which is deducted from the proceeds of the loan. The interest rate is fixed for each loan, and repayment begins six months after leaving school or dropping below half-time. Minimum repayment is \$50 monthly. Complete the FAFSA. For more information about these programs and to complete the Direct Loan Master Promissory Note and Entrance Counseling for first-time borrowers go to <https://studentloans.gov>.

Loan Repayment Example - 10 years (120 months)

Loan Amount	Monthly Payment at 5% interest	Total repaid
\$5,000	\$53	\$6,364
\$10,000	\$106	\$12,728
\$15,000	\$159	\$19,092
\$20,000	\$212	\$25,456

Direct Parent Loans for Undergraduate Students (Direct PLUS):

Up to total educational expense minus financial aid per academic year on behalf of each dependent undergraduate. Interest rate is fixed for each loan, and there is an origination fee. Repayment begins immediately after receipt of second disbursement of the loan. Complete the FAFSA. For more information and to complete a Direct Loan PLUS Promissory Note/Application go to <https://studentloans.gov>.

Scholarships, Awards and Loans

CCC administers a number of scholarships, awards and loan funds provided by the CCC Development Foundation Inc., Office of Institutional Advancement, Alumni Association, academic divisions, as well as community members and organizations. They

vary in amount and are based on a variety of factors including high school record, academic record at CCC, academic program and need. Application requirements and deadlines vary.

Scholarships and Awards:

These funds are intended for costs associated with attending CCC. They are presented to students currently enrolled at CCC at the annual Scholarship Ceremony in the fall.

Loans:

Emergency funds are established to provide students with loans for books and other educational needs. Because of the personal nature of loans, the names of recipients are not publicly announced. For current information about specific scholarships, awards and loans administered by CCC, visit <https://www.corning-cc.edu/scholarships>.

Keystone Scholarship

The Keystone Residential Scholarship provides Pennsylvania residents who live on campus with the ability to earn an associate’s degree from SUNY Corning Community College at the same tuition as New York State residents.

Good Neighbor Plan

The Good Neighbor Plan reduces the cost of attending for students who are not New York State residents. For the 2019-2020 academic year, the Good Neighbor Plan ensures SUNY CCC’s tuition for out-of-state students is a better value than that offered by several other regional community colleges.

Veterans’ Benefits

In addition to the traditional forms of financial aid, students who are military veterans, members of the Reserves or National Guard may be eligible for education benefits from the Department of Veterans Affairs. The Veteran’s Certification Representative at CCC is available to assist you in the application and payment process. The Department of Veterans Affairs provides educational assistance allowance to veterans eligible for:

- Montgomery GI Bill Active Duty (Ch. 30)
- Montgomery GI Bill Selected Reserve (Ch. 1606)
- Post-9/11 GI Bill (Ch. 33) – eligible veterans receive housing allowance, book stipend and tuition benefit.

If you are currently active duty you may be eligible for the Department of Defense Tuition Assistance Program. All branches of service have its own criteria for eligibility, obligated service, application process and restrictions.

Please consult the GI Bill Website (www.benefits.va.gov/gibill) for application procedures, eligibility requirements, payment rates, and additional information regarding VA benefits. You may also contact the VA School Certifying Official by phone at 607-962-9433, toll free 800-358-7171, ext. 9433 or email bauman@corning-cc.edu.

Disabled Veterans with at least a 20 percent service connected disability may be eligible for Vocational Rehabilitation. Interested veterans should visit www.vba.va.gov/bln/vre for additional information and application.

Veteran Dependents may be eligible for the following benefits please consult the GI Bill website (www.benefits.va.gov/gibill) for application procedures, eligibility requirements and payment rates.

- Post -9/11 GI Bill Transfer of Entitlement: Veterans may be eligible to transfer their Post-9/11 GI Bill Benefits to their children and/or spouse.
- Post 9/11 GI Bill: Marine Gunnery Sergeant John David Fry Scholarship: Children of an active duty member of the Armed Forces who had died in the line of duty on or after September 11, 2001, are eligible for this benefit. A child may be married or over 23 and still be eligible.
- Survivors' and Dependents' Educational Assistance Program (Ch. 35): Spouse/Widow or Child of a veteran who is permanently and totally disabled or died as a result of a service connected disability may be eligible.

New York State residents may qualify for the Veterans Tuition Award: Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are: Vietnam Veterans who served in Indochina between December 22, 1961 and May 7, 1975. Persian Gulf Veterans who served in the Persian Gulf from August 2, 1990. Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001. Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal. Amounts: Awards are 100% of tuition. If the veteran also receives TAP, the combination of the two awards cannot exceed tuition. Students should complete the New York State Veterans Tuition Award (VTA) the FAFSA and the Express TAP application. The VTA form is available at www.hesc.ny.gov. Additional state aid includes Military Service Recognition Scholarship (Child/Spouse), Regents Awards for Children of Deceased & Disabled Veterans. Recruitment Incentive and Retention Program (Army & Air National Guard, and Naval Militia). For more information regarding eligibility for these programs visit www.hesc.ny.gov.

Policies Affecting Eligibility for Financial Aid

Program of Study & Financial Aid Eligibility

As stated previously, state and federal financial aid award amounts (TAP, PT-TAP, APTS, PELL Grant, Federal Direct Loans, etc.) are based on hours in program. College policy allows students to change their primary program of study or, if in a dual program, add/ change

their secondary program until the 3rd week of the semester. However, the policy governing state and federal financial aid eligibility is as follows:

To determine financial aid eligibility, the College must verify a student's hours of study are applicable to the degree/program requirements of their "official" primary or secondary program(s) of study. Enrollment status for students in both a primary and secondary program will be based on the program for which the greatest number of hours applies. Enrollment status will not be based on hours that are split between two programs. Meeting this requirement is ultimately the student's responsibility.

Primary Programs & Financial Aid Eligibility Issues:

To resolve an "audit" issue, when courses do not apply to your program of study, students will have until the end of the third week of classes to officially change their current primary program of study for TAP and federal aid.

Failure to make the necessary changes to the primary program of study by the end of the third week of classes will result in decertification of the student's TAP award and recalculation of federal aid for that semester.

Secondary Programs & Financial Aid Eligibility Issues:

Adding or changing a secondary program of study will not resolve an "audit" issue for that current semester once the semester has begun. However, the new secondary program will be used in evaluating the student's eligibility for subsequent semesters.

Program Hours & Financial Aid Eligibility:

Financial aid awards are determined based on hours applicable to the student's program of study. Semester awards will be recalculated for changes in enrollment status through the end of the third week of classes and at that time, the student's enrollment status will be "frozen." After the student's enrollment status is frozen, there will be no recalculation of the student's federal aid if the student adds courses (with the exception of the Federal Direct Loan program and requirement for half-time enrollment status.) However, failure to attend or dropping a late starting course may result in recalculation of state and/or federal aid for the semester. Also, recalculation of federal aid awards may occur throughout the semester if the student withdraws from all courses or if the student receives F grades in all courses and the College determines that the student did not attend past the 60% point of the semester.

Full-time New York State TAP awards require a student to carry 12 hours or more of new study within the program of record and meet all academic and pursuit of program guidelines to maintain eligibility. If a student fails to maintain full-time status in program, the full-time award will be canceled.

The only exception to the requirement of being full-time in program for NYS TAP eligibility is the special consideration given in the student's graduating term. If the student does not need 12 or more hours in program to meet the degree requirements and graduate, courses that would qualify as free electives can be added to establish full-time status except any previously passed course.

For example, if the student only needs a 3 credit hour liberal arts course to meet the degree requirements and graduate, the student can add any "free elective" course(s) for consideration of full-time status for NYS requirements. Essentially, this means courses OTHER than physical education courses (PFIT).

This does not apply to the federal aid programs. Students will receive federal aid, if eligible, for courses that are required for program completion.

Repeat Courses & Financial Aid Eligibility

State Aid

Courses that have been previously passed with a D or higher are not typically covered by state financial aid unless one of the following circumstances applies:

- a. The student is repeating a course that requires a minimum grade to continue in program, or the repeat course has a shelf life that has expired.
- b. Students repeating a course only to better their cumulative grade point average or to affect their enrollment status should understand that this repeated course will not be considered when determining financial aid enrollment status or eligibility.

Federal Aid

Repeat credit courses that have been previously passed (D or higher) may be included in student's enrollment status one time for federal aid eligibility. Repeat of passed remedial courses will not count in a student's enrollment status.

Academic Progress Policy for Federal Financial Aid

For continued federal financial aid eligibility, academic progress will be reviewed at the end of each semester of enrollment. All semesters of attendance are included in the review regardless of whether or not the student received federal aid in all semesters of attendance.

Status: Good Standing for Federal Aid Eligibility:

To meet this standard for continued federal aid eligibility, the student must have a 2.0 grade point average and have passed 67% of the hours attempted in the prior semester of attendance. Passed hours include grades of A - D and P. (See exception regarding students granted "Fresh Start" by the College.)

Status: Probation for the College

Federal Aid Warning

The first time that students who have been in "Good Standing" fail to pass 67% of their attempted hours in the prior semester or their overall GPA drops below a 2.0, they will be placed on "federal aid warning" and will maintain federal financial aid eligibility for their next semester of enrollment. To maintain federal aid eligibility the student must return to "Good Standing" by the end of the next semester.

The number of "federal aid warning" semesters is not limited. A student who returns to "Good Standing" would be placed on "financial aid warning" in the next semester of attendance and so on.

Federal Aid Probation

Students who fail to return to "Good Standing" at the end of the "federal aid warning" semester will not be eligible for further federal financial aid (regardless of whether or not the student received federal financial aid while on "financial aid warning"). The student would have two options for the next semester of attendance. The student may attend without federal financial aid in an effort to return to "Good Standing" on their own or they may appeal for reinstatement of their federal financial aid and if approved would be placed on "federal aid probation."

Approval of appeals is not automatic and would be based on the student's academic plan as outlined in the appeal and the ability to return to "Good Standing" by the next semester or within a reasonable time-frame.

Status: Suspension from the College and Federal Aid Eligibility

Students who are placed on "Suspension" may appeal for reinstatement of their federal financial aid. Students may submit to the Enrollment Advisement Center a copy of the appeal form that is submitted to the Educational Standards and Policies Committee to appeal their suspension.

This should not be construed to assume that federal financial aid eligibility will automatically be reinstated even if the College approves the student's reinstatement to "Probation" status. However, if the College does reinstate a student who is on "Suspension" to "Probation" status, then the Financial Aid Appeals Committee will review the student's appeal and notify the student of their decision regarding reinstatement of federal financial aid. The decision will be based on the student's academic plan and ability to return to "Good Standing" by the next semester or within a reasonable timeframe.

Program Completion Requirement (150% Rule) for Federal Financial Aid Eligibility

For federal aid eligibility, students must complete their program of study within a time-frame not greater than 150% of the published hours required for graduation. Attempted hours are used to evaluate the 150% point. Hours for all graded courses (A, A-, B+, B, B-, C+, C, D, F, and I, N, P, W, R, S, U, X and graded remedial courses) count as “hours attempted.” Transfer courses applicable to the student’s program of study also count in hours attempted. For example, if the program requires 62 hours for completion, once the student has attempted 93 hours, including transfer hours applicable to the program, they are no longer eligible for federal aid at CCC. Once the student has graduated from one program of study at CCC, federal aid eligibility may be reinstated for pursuit of a subsequent program of study, provided they meet all other requirements for federal aid eligibility (academic progress, etc.)

Total hours and specific course requirements required for graduation are published in the College Catalog which can be found on the College’s website or MyCCC.

Students who change programs, fail to pay careful attention to program requirements or have continued academic difficulty are more likely to lose federal aid eligibility by failing to complete graduation requirements within the required time-frame.

Students may appeal for one additional semester if they are able to complete graduation requirements. Students who were required to complete developmental courses are strongly encouraged to appeal. However, approval of appeal is not automatic and will be based on the student’s overall academic record.

Multiple Programs of Study for Federal Aid Eligibility

Students who have completed/graduated from one program of study and are readmitted to another program of study will be evaluated based on the courses that apply to their current program in terms of total hours attempted, total hours passed and cumulative grade point average. They will be allowed to receive federal aid for an additional period of time based on 150% of the additional credit hours required for the new program of study. Students attempting to complete a third (or more) program of study may be denied further federal aid if the new program is not “substantially” different from the other programs that the student has already completed. In any case, each student will be evaluated on a case-by-case basis.

Withdrawals:

Students who withdraw totally from the institution, either officially or unofficially, will not meet academic progress and will be placed on financial aid warning or probation.

Non-credit Remedial Courses:

Students who are required to take non-credit remedial courses have up to three full-time semesters to complete these requirements as per College policy. Remedial course hours will count toward hours attempted. As they will be counted toward the 150% time frame (see Program Completion Requirements Rule), a student may appeal for an extension of eligibility for federal aid for one semester to complete graduation requirements. Approval of an appeal is not automatic and will be based on the student’s overall academic record.

Fresh Start and Federal Aid Eligibility

Granting of “Fresh Start” does not alter the calculation of the academic progress for federal aid. The Enrollment Advisement Center and Financial Aid Office will recalculate the student’s grade point average based on all GPA hours in the student’s academic history. This calculation of GPA will be used to determine the student’s academic progress for federal financial aid.

Overall Grade Point Average (GPA):

The overall GPA is the average of all course grades (excluding transfer courses) relative to their quality points.

Withdrawal from CCC and Financial Aid Obligations

Financial Aid Office recalculates federal financial aid* eligibility for any student who completely withdraws, stops attending classes, or is dismissed during the semester, prior to 60% of the semester being completed. Recalculation is based on the percent of earned federal financial aid based on the following formula:

Percent of federal aid earned = number of days completed up to the withdrawal date** divided by total days in the semester (excluding break weeks). For more specific information regarding this time frame, please contact the Enrollment Advisement Center.

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula: aid to be returned = amount of Federal Title IV Aid disbursed minus Federal Title IV aid earned.

When federal financial aid is returned the student may owe money to CCC and may also owe funds to the federal government. If repayment is owed to a federal aid program the student will have 45 days from the date of notification to repay these funds. Failure to repay within 45 days will result in the account information being turned over to the U.S. Department of Education for collection and future federal aid eligibility would be lost until this debt is repaid. Students should contact the Educational Planning Center regarding any money owed to CCC.

* Federal financial aid for this calculation at CCC includes Federal Pell Grant, FSEOG, Federal Direct Student Loans and Federal Direct PLUS (Parent Loan). Any unearned funds are returned to the Direct Loans first, then Pell Grant and then SEOG.

** Withdrawal date is defined as the actual date the student began the withdrawal process or the student's last date of recorded attendance for the student who leaves without notifying CCC.

*** For students who receive all Fs or a combination of F's and W's, the Financial Aid Office will confirm the last date a student attended and will return funds if the last date of attendance is prior to the 60% point of the semester. The return of funds in this case would occur after the semester is over and students will be notified if they have had a recalculation performed, and if so, will be billed by the Student Accounts Office.

Academic Progress Requirements for New York State Aid

For determining continuing eligibility for state aid, refer to the following charts. The standard consists of three components: credits earned*, cumulative GPA and minimum percentage of hours that must be completed with a grade. (*Developmental courses are not included in credits earned).

Students are measured based on the NYS aid payment for which they are being certified. For each payment, the student will be required to have earned a certain number of credits with a minimum cumulative GPA and complete a minimum percentage of hours with a grade of A-F (I grades do not count in total) in the previous semester. To receive NYS aid, students must be enrolled in appropriate course work that applies toward their program of study.

Students receiving APTS or part-time TAP for Students with Disabilities will be evaluated based on the requirements that pertain to their full-time equivalent semesters based on the number of payments received.

Chart #1: Satisfactory academic progress for NYS TAP/Pursuit of Program Requirements (applies to all NYS students who received First TAP payment Fall 2010 or later).

Applies to non-remedial students first receiving aid in 2010-11 and thereafter.

Calendar: Semester

Pts. Accrued	0pts	6pts	12pts	18pts	24pts	30pts
Seeking the	1st	2nd	3rd	4th	5th	6th
	payment	payment	payment	payment	payment	payment
A student must have earned at least this						
many credits	0	6	15	27	39	51
With at least						
this GPA	0	1.3	1.5	1.8	2.0	2.0
Pursuit of program	0	6hrs	6hrs	9hrs	9hrs	12hrs
		comp to				
		grade	grade	grade	grade	grade

Chart #2: Satisfactory academic progress for NYS TAP effective Summer 2010/Pursuit of Program Requirements (applies to all NYS students who received first TAP payment Fall 2007 or later):

Applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

Calendar: Semester

Pts. Accrued	0pts	6pts	12pts	18pts	24pts	30pts
Seeking the	5th	6th	1st	2nd	3rd	4th
	payment	payment	payment	payment	payment	payment
A student must have earned at least this						
many credits	0	3	9	18	30	45
with at least						
this GPA	0	0.5	0.75	1.3	2.0	2.0
Pursuit of program	0	6hrs	6hrs	9hrs	9hrs	12hrs
		comp to				
		to grade				

Subject to change as mandated by NYS Higher Education Services Corporation and NYS Department of Education.

Developmental Courses:

For students who are required to take developmental course work, the "credit hour" equivalent of the courses will be used to determine enrollment status (full-time, part-time) for both state and federal aid. For TAP eligibility, first-time TAP recipients must be registered for, and successfully complete, at least 3 credit hours in addition to the remedial courses in that first semester to maintain TAP eligibility. If TAP has been received previously, even at another college, students must be registered for 6 credit hours in addition to remedial courses. Remember that you must have a minimum of 12 hours of degree/program requirements.

For federal aid, once you have taken 30 hours of remedial courses, these courses will no longer count towards your enrollment status.

Registration/Attendance:

Only registered students are eligible for financial aid. Class attendance and official verification of that attendance will ultimately determine eligibility for financial aid. If attendance cannot be verified, then financial aid awards may be revised and students will be billed for any funds that are owed for tuition and fees or for cash disbursements that are no longer covered by awards.

Any changes in the number of registered hours can impact financial aid eligibility for that semester and for future semesters (academic progress). It is the student's responsibility to maintain registration status and attendance for financial aid purposes and to promptly report any changes to Enrollment Advisement Center.

For TAP, any courses dropped within the refund period may result in a loss of the full TAP award. To be eligible for full-time TAP, students must be attending 12 hours of degree/program requirements and have incurred full-time tuition charges by the end of the third week of the semester. As TAP awards are not prorated, the whole TAP award will be cancelled.

One-time Waiver

New York State Commissioner of Education regulations permit students to receive a one-time waiver of the good academic standing requirement as an undergraduate. The institution issues the waiver if there are extenuating circumstances. The waiver is not automatic and is intended only to accommodate extraordinary or unusual cases. The waiver is only applicable when there is a reasonable expectation that the student will meet future requirements. The waiver provision does not exist to provide one additional term of eligibility for all students who fail to meet pursuit of progress requirements. It is expected that most students who fail to meet pursuit of progress requirements will not be granted the waiver and will not receive any further state awards until they have regained good academic standing.

If appropriate, the student would obtain, complete and return the New York State TAP Waiver Form available in EAC. Specific details regarding the extenuating circumstance(s) need to be reported, such as specific events and dates, and the appropriate third party documentation is required whenever possible. The Financial Aid Appeals Committee will review the appeal and make a determination.

Waiver of C-Average Requirement

Students who have received the equivalent of two or more full years of state-funded student financial aid (at any New York State school) must have and maintain a cumulative GPA of 2.0 or better to be eligible for continued state-funded assistance.

The C-average requirement may be waived for undue hardship based on the student's personal illness or injury or other extenuating circumstances.

Documented circumstances must have directly affected the student's ability to achieve a cumulative GPA of 2.0 as of the end of a particular semester or term. The C-average waiver is separate from the one-time good academic standing waiver and may be granted more than once if circumstances warrant, however, it is only applicable when there is a reasonable expectation that the student will meet future requirements.

The student would obtain, complete and return a New York State TAP Waiver of the C-Average Requirement Form available in EAC. Specific details regarding the extenuating circumstance(s) need to be reported, such as specific events and dates, and the appropriate third party documentation is required whenever possible. The Financial Aid Appeals Committee will review the appeal and make a determination.

Readmitted Students:

Students who have received two or more years of payment of any state awards and who are readmitted to CCC must have a cumulative GPA of 2.0 or better to receive any further state-sponsored student aid. The cumulative GPA would be based on prior grades earned at CCC.

Regaining Eligibility:

Students who are denied an award for failing to achieve a cumulative GPA of 2.0 can regain award eligibility by completing appropriate coursework (without state support) to achieve a cumulative GPA of 2.1. Students cannot regain eligibility by remaining out of school for a period of time

Degrees

CCC offers the following degrees:

- Associate in Arts
- Associate in Science
- Associate in Applied Science
- Associate in Occupational Studies Certificate
- Associate in Arts Degree (AA)

Associate in Arts Degree (AA)

Associate in Arts programs must contain from 60 to 64 credit hours with more than 75% of the required credits drawn from the Liberal Arts and Sciences. Approved waivers may allow an Associate in Arts program to exceed 64 credits. Associate in Arts programs must provide for the completion of seven of the ten SUNY General Education areas and for completion of thirty credits of approved SUNY General Education courses.

Curriculum requirements for AA:

- Six credits of English (three in rhetoric and three in literature)
- Three credits of mathematics
- Six credits of laboratory science
- Six credits of social sciences
- Six credits of humanities and
- Sufficient liberal arts and sciences requirements or electives to achieve the 75% minimum

Any remaining credits can be assigned to free electives or other program requirements. A minimum of nine credits must be up-per-level. These specific requirements may be modified if there is demonstrated evidence that the modifications are warranted by transfer requirements, but the requirements must still conform to SUNY and NYS Education Department regulations.

Associate in Science Degree (AS)

Associate in Science programs must contain from 60 to 64 credit hours with between 50% and 75% of the required credits drawn from the Liberal Arts and Sciences. Approved waivers may allow an Associate in Science program to exceed 64 credits. Associate in Science programs must provide for the completion of seven of the ten SUNY General Education areas and for completion of thirty credits of approved SUNY General Education courses.

Curriculum requirements for AS:

- Six credits of English (three in rhetoric and three in literature)
- Six credits of mathematics
- Six credits of laboratory science
- Six credits of social sciences or three credits of social sciences & three credits of humanities and
- Sufficient liberal arts and sciences requirements or electives to achieve the 50% minimum

Any remaining credits can be assigned to free electives or other program requirements. A minimum of nine credits must be up-per-level. These specific requirements may be modified if there is demonstrated evidence that the modifications are warranted by transfer requirements, but the requirements must still conform to SUNY and NYS Education Department regulations.

Associate in Applied Science Degree (AAS)

Associate in Applied Science programs must contain from 60 to 64 credit hours with between 25% and 50% of the required credits drawn from the Liberal Arts and Sciences. Approved waivers may allow an Associate in Applied Science program to exceed 64 credits.

Curriculum requirements for AAS:

- Six credits of English (three in rhetoric and three in literature)
- Three credits of mathematics
- Three credits of laboratory science
- Six credits of social sciences or three credits of social sciences and three credits of humanities and
- Sufficient liberal arts and sciences requirements or electives to achieve the 25% minimum

Any remaining credits can be assigned to free electives or other program requirements. These specific requirements may be modified if there is demonstrated evidence that the modifications are warranted by career or transfer requirements, but the requirements must still conform to SUNY and NYS Education Department regulations.

Associate in Occupational Studies Degree (AOS)

Associate in Occupational Studies programs must contain a minimum of 60 credit hours and a program grade point average of 2.0 must be achieved for graduation. This degree has no liberal arts requirement but does require minimum competencies in communication and quantitative skills.

Curriculum requirements for AOS:

- A program core or concentration of courses ranging from 48 to 57 credit hours, based upon the specific career. This concentration is designed to prepare students for entry-level positions by focusing on the methods, techniques and skills necessary to find employment upon graduation. Each program allows a minimum of nine credit hours of technical or free electives, which may include any credit course the College offers.

Certificates

Certificate programs require approximately 30 hours of course-work in a specific career area. Students do not earn an Associate's degree, but most courses can be applied toward a degree if a student wishes to take additional courses later.

Program Link to Career or Transfer Paths

Use this guide to determine the best program of study for you.

For a Career In:

Accounting.....
 Advertising.....

 Anthropology.....
 Art (fine arts, commercial art).....

 Astronomy.....
 Automotive.....
 Biochemistry, Biology, Bioinformatics, Biotechnology.....
 Botany.....
 Broadcasting – Radio/TV.....
 Business Administration.....
 Business Education.....

 Chemical Dependency Counseling.....
 Chemistry.....

 Chemical Safety.....
 Care.....
 Cell Biology.....
 Childhood Education.....

 Chiropractic.....
 Climate Science.....
 Computational Biology.....
 Computer Graphics.....
 Computers.....
 Conservation.....
 Counseling.....

 Community and Public Health.....
 Criminal Justice.....
 Dentistry.....
 Drafting/Design.....
 Early Childhood Education.....

 Earth Science.....
 Ecology.....
 Economics.....

 Electricity/Electronics.....
 Engineering.....
 English.....

Enroll in:

Accounting, Business
 Business Administration,
 Fine Arts & Design,
 Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
 Liberal Arts & Science: Humanities & Social Sciences (Social Sciences)
 Fine Arts & Design,
 Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
 Liberal Arts & Sciences: Mathematics & Science
 Auto Body, Auto Mechanics, Auto Technology, Engineering Science
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
 Business Administration
 Business Administration,
 Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
 Chemical Dependency Counseling
 Chemical Technology, Engineering Science,
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Mathematics & Science Child
 Early Childhood Services, Human Services
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Childhood Education (Teacher Education Transfer)
 Liberal Arts & Sciences: Education/Childhood Education
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Mathematics & Science
 Computer Aided Drafting, Mechanical Technology: CAD Design
 Computer Science, Engineering Science, Information technology
 Environmental Science, Liberal Arts & Sciences: Mathematics & Science
 Chemical Dependency Counseling, Human Services,
 Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
 Health & Physical Education Studies
 Criminal Justice
 Liberal Arts & Sciences: Mathematics & Science
 Computer Aided Drafting, Mechanical Technology: CAD Design
 Early Childhood Services, Early Childhood Studies, Human Services
 Liberal Arts & Sciences: Humanities & Social Sciences
 Liberal Arts & Sciences: Mathematics & Science
 Liberal Arts & Sciences: Mathematics & Science
 Business Administration
 Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
 Electrical Technology-Electronics, Engineering Science
 Engineering Science, Technology programs
 Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)

Environmental Science	Environmental Science, Liberal Arts & Sciences: Mathematics & Science
Evolutionary Biology.....	Liberal Arts & Sciences: Mathematics & Science
Film	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Finance.....	Business Administration
Forensics	Liberal Arts & Sciences: Mathematics & Science
Forestry	Environmental Science, Liberal Arts & Sciences: Mathematics & Science
Genetics.....	Liberal Arts & Sciences: Mathematics & Science
Geology.....	Liberal Arts & Sciences: Mathematics & Science
Gerontology	Human Services, Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Government.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Graphic Design	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Health.....	Health & Physical Education Studies, Nursing
History.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Hospitality.....	Business Administration
Human Services	Human Services
Hydrology	Liberal Arts & Sciences: Mathematics & Science
Immunology.....	Liberal Arts & Sciences: Mathematics & Science
Information Technology.....	Computer Information Science, Information Technology
Insurance	Business Administration
International Studies	Liberal Arts & Sciences: Humanities & Social Sciences (Individual Studies)
Journalism	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Land Management	Liberal Arts & Sciences: Mathematics & Science
Languages (Interpreter/Translator/Educator).....	Liberal Arts & Sciences: Humanities & Social Sciences
Law	Business Administration, Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Law Enforcement.....	Criminal Justice
Library Science	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Machining	Computer Numerical Control Programming, Machine Tool Technology
Management.....	Business Administration
Management Information Systems	Computer Information Science
Manufacturing.....	Engineering Science, Manufacturing Technology
Marine Biology	Liberal Arts & Sciences: Mathematics & Science
Marketing.....	Business Administration
Material Science.....	Liberal Arts & Sciences: Mathematics & Sciences, Engineering Science
Mathematics.....	Liberal Arts & Sciences: Mathematics & Science
Mechanical Design.....	Computer Aided Drafting, Engineering Science, Mechanical Technology: CAD Design
Media/Communications.....	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Medical Laboratory Technology.....	Liberal Arts & Sciences: Mathematics & Science
Medicine	Liberal Arts & Sciences: Mathematics & Science
Meteorology.....	Liberal Arts & Sciences: Mathematics & Science
Microbiology.....	Liberal Arts & Sciences: Mathematics & Science
Molecular Biology	Liberal Arts & Sciences: Mathematics & Science
Music (Education/Therapy)	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Nanotechnology	Liberal Arts & Sciences: Mathematics & Science
Numerical Control	Computer Numerical Control Programming, Machine Tool Technology Mechanical Technology: CAD Design
Nursing.....	Nursing

Nutrition.....	Liberal Arts & Sciences: Mathematics & Science
Occupational Therapy.....	Liberal Arts & Sciences: Mathematics & Science
Office Technology.....	Business Administration
Personnel.....	Business Administration
Pharmacy.....	Liberal Arts & Sciences: Mathematics & Science
Philosophy.....	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Physical Education.....	Health & Physical Education Studies
Physical Therapy.....	Liberal Arts & Sciences: Mathematics & Science
Physics.....	Liberal Arts & Sciences: Mathematics & Science
Plant Biology.....	Liberal Arts & Sciences: Mathematics & Science
Political Science.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Psychology.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Public Administration.....	Business Administration, Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Radiologist/Radiology Technician.....	Liberal Arts & Sciences: Mathematics & Science
Recreation.....	Health & Physical Education Studies, Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Respiratory Therapy.....	Liberal Arts & Sciences: Mathematics & Science
Sales & Customer Service.....	Business Administration
Science Education.....	Liberal Arts & Sciences: Mathematics & Science
Secondary Education.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Social Work.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Sociology.....	Liberal Arts & Sciences: Humanities & Social Sciences (Social Sciences)
Sonography.....	Liberal Arts & Sciences: Mathematics & Science
Speech.....	Liberal Arts & Sciences: Humanities & Social Sciences
Speech Therapy.....	Liberal Arts & Sciences: Mathematics & Science
Sports Management.....	Business Administration
Statistics.....	Liberal Arts & Sciences: Mathematics & Science
Sustainability.....	Sustainability Studies
Teaching Assistant.....	Teaching Assistant
Television.....	Liberal Arts & Sciences: Humanities & Social Sciences (Comm./Humanities)
Theatre (Performance/Playwright).....	Liberal Arts & Sciences: Humanities & Social Sciences (Theatre Arts)
Toxicology.....	Liberal Arts & Sciences: Mathematics & Science
Ultrasound.....	Liberal Arts & Sciences: Mathematics & Science
Veterinary Medicine.....	Liberal Arts & Sciences: Mathematics & Science
Wildlife Biology.....	Liberal Arts & Sciences: Mathematics & Science
X-Ray Technician.....	Liberal Arts & Sciences: Mathematics & Science
Zoology.....	Liberal Arts & Sciences: Mathematics & Science

Three academic divisions offer more than 40 programs and more than 800 credit and non-credit courses. In addition to daytime offerings on campus, a wide variety of credit and non-credit courses are taught in the evening and during the summer at various locations throughout Steuben, Chemung, Schuyler, Tioga and Yates counties. Specific preparation for programs will be found on the program pages. To be eligible to receive financial aid, students must be accepted in one of the following approved programs.

<u>Program</u>	<u>Type</u>	<u>Degree</u>	<u>HEGIS Code</u>
Accounting	Career	AAS	5002
Auto Body & Collision Repair	Career	AOS	5306
Automotive Mechanics	Career	Certificate	5306
Automotive Technology	Career	AOS	5306
Business Administration	Career	AAS	5004
Business Administration	Transfer	AS	5004
Chemical Dependency Counseling	Career	AAS	5501
Chemical Technology	Career	AAS	5305
Community and Public Health	Transfer	AS	5299
Computer Aided Drafting	Career	Certificate	5303
Computer Information Science	Transfer	AS	5101
Computer Numerical Control Programming	Career	Certificate	5399
Computer Science	Transfer	AS	5101
Criminal Justice	Career	AAS	5505
Criminal Justice	Transfer	AS	5505
Directed Studies	Career	AAS	5649
Early Childhood Services	Career	Certificate	5503
Early Childhood Studies	Career	AAS	5503
Electrical Technology-Electronics	Career	AAS	5310
Engineering Science	Transfer	AS	5609
Environmental Science	Transfer	AS	5499
Fine Arts & Design	Transfer	AS	5610
Health and Physical Education Studies	Transfer	AS	5299
Human Services	Career	AAS	5501
Information Technology	Career	AAS	5504
Liberal Arts & Sciences:			
Childhood Ed/Teacher Ed Transfer	Transfer	AS	5608
Education/Childhood Education	Transfer	AS	5608
Humanities & Social Sciences	Transfer	AA	5649
Humanities & Social Sciences	Transfer	AS	5649
Mathematics & Science	Transfer	AS	5649
Machine Tool Technology	Career	AAS	53036
Machine Tool Technology	Career	Certificate	5303
Manufacturing Technology	Career	AAS	5315
Mechanical Technology: CAD Design	Career	AAS	5315
Nursing	Career	AAS	5208.10
Police Basic Training	Career	Certificate	5505
Sustainability Services	Transfer	AS	5640
Teaching Assistant	Career	Certificate	5503

SUNY Transfer Paths

SUNY has created Transfer Paths that summarize the common lower division requirements shared by all SUNY campuses for similar majors within most disciplines. If you want to prepare for any of SUNY's four-year institutions, the SUNY Transfer Paths will help you identify core coursework that will prepare you for multiple SUNY institutions. Below are disciplines. It is very important to consult your academic advisor for guidance before following these paths.

Adolescence Education
 Adolescence Education: Inclusive Generalist Track
 Anthropology
 Art Education
 Art Studio
 Biology
 Business
 Chemistry
 Childhood Education
 Communication: Media
 Communication: Non-Media
 Community and Public Health
 Computer Science
 Criminal Justice/Criminology
 Design
 Dietetics
 Early Childhood Education
 Early Childhood/Childhood Education
 Economics
 Engineering: Aerospace
 Engineering: Biomedical
 Engineering: Chemical
 Engineering: Civil
 Engineering: Computer
 Engineering: Electrical
 Engineering: Environmental
 Engineering: Industrial
 Engineering: Mechanical
 Engineering Technology: Civil

Engineering Technology: Electrical
 Engineering Technology: Manufacturing
 Engineering Technology: Mechanical
 English
 Environmental Sciences: Biophysical Track
 Environmental Sciences: Social Science Track
 Geography
 Geology
 Health Education
 History
 Hospitality Management
 Mathematics
 Media Production
 Music Industry
 Nursing
 Nutrition Science
 Physical Education
 Physics
 Political Science
 Psychology
 Social Work
 Sociology
 Spanish
 Sport Management
 Sustainability Studies
 Technology Education
 Theatre

More information about the SUNY Transfer Path's tool is available at <http://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths>

Academic Programs

Accounting

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Tim Bonomo

Upon completion, the AAS in Accounting program will prepare students for immediate entry-level positions such as bookkeeper, accounting clerk, office manager, accounts payable or accounts receivable clerk, tax preparer, or inventory clerk. The AAS in Accounting is designed as a terminal degree program. Those students seeking a four-year degree or higher in accounting should enroll in our Business Administration, Associate in Science degree transfer program.

Graduates are able to:

- Develop the basic skills required in designing and maintaining a moderately complex, double entry set of accounting records;
- Describe the theoretical foundations of the accounting discipline;
- Develop basic quantitative skills required by those who are employed in entry-level accounting positions;
- Understand basic written and oral communication skills required by those who are employed in entry-level accounting positions;
- Expose our graduates to “alternative” accounting systems;
- Understand computer technology and its relationship to the accounting field.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Accounting (ACCT 1030, 1040, 1060, 2030, 2050,	
Mathematics (MATH 1110 or higher)*	3	1100, 2100)	24
Social Sciences elective	3	Business Applications (BUSN 1100)	3
Economics 1000 (or higher)	3	Business Law I and II (BUSN 1231, 1232)	6
Humanities elective	3	Management elective (MGMT 2041, 2042, 2045, or 2047)	3
Laboratory Science elective	3	General Business (BUSN 1030)	3
Program elective (see list below)	3	Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters).

First Semester

Financial Accounting (ACCT 1030)	4
English (ENGL 1010)	3
Mathematics (MATH 1110 or higher)	3
Business Applications and Solutions (BUSN 1100)	3
Laboratory Science elective	3

Second Semester

Economics 1000 (or higher)	3
English (ENGL1020)	3
Managerial Accounting (ACCT1040)	4
Fundamental Accounting Procedures (ACCT 1060)	2
Business elective	3

Third Semester

Federal Income Tax (ACCT 1100)	3
Intermediate Accounting I (ACCT 2030)	4
Social Sciences elective	3
Business Communications (BUSN 1030)	3
Business Law (BUSN 1231)	3

Fourth Semester

Business Law II (BUSN 1232)	3
Computerized Accounting (ACCT 2100)	3
Cost Accounting (ACCT 2050)	4
Program elective (see below)	3
Management elective (see program requirements)	3

Footnotes:

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

* Program Electives: select from PHIL 2500 or any courses with the following prefix: ACCT, BUOT, BUSN, ECON, HOSP, MGMT, MKTG

*Management Electives: select from courses with prefix MGMT

* This program is not intended for transfer. Students looking for the first two years of a four-year degree in accounting should enroll in the Business Administration AS transfer program

* Take MATH 1215 or higher if planning to transfer to a four-year college.

Auto Body and Collision Repair

Associate in Occupational Studies Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: Brian Halm

The Auto Body and Collision Repair A.O.S. degree program is a four-semester curriculum consisting of 62 credit hours of practical and classroom instruction in automotive-related and free-elective courses. It provides students with an opportunity to acquire skills in specialized phases of the automotive service industry unavailable to students in the Certificate program. You will acquire hands-on experience with foreign and domestic vehicles with courses in automotive electrical systems, basic fuel systems, steering & suspension systems, brake systems, power accessory systems, basic auto body, refinishing, minor collision, major collision, automotive welding, damage analysis & estimation, and hazardous materials handling. This educational program culminates in an automotive practicum that gives the student an opportunity to work and learn in industry under the supervision of the faculty. Career opportunities encompass many phases of the automotive service industry. Some of the job titles include:

- Auto Body Repair Technician
- Auto Body Mechanic
- Auto Body Assembler
- Collision Technician
- Frame Technician
- Automotive Painter
- Automotive Paint Mixer
- Automotive Welder
- Frame Technician
- Industrial Painter
- Automotive Collision Estimator

Students are prepared for and are required to take at least one National ASE Certification Test prior to graduation. Auto Body & Collision students will receive EPA 609 Certification. Graduates will be able to:

- Repair Minor Collision Damage
- Repair Major Collision Damage
- Refinish Multiple Surface Types using Water Based and Solvent Based Finishes
- Service/Repair Suspension Systems
- Service/Repair Brake Systems
- Service/Repair Exhaust Systems
- Service/Repair Cooling Systems
- Diagnose/Service/Repair Air Conditioning Systems
- Diagnose/Service/Repair Basic Electrical Systems
- Diagnose/Service/Repair Basic Fuel Systems
- Diagnose/Service/repair Major Accessory Systems
- Estimate Collision Damage
- Demonstrate the use of Industry Safety Standards
- Understand Project Management Techniques

The automotive facilities are located on CCC's Main Campus and at CCC's Airport Corporate Park (ACP) facility in Big Flats, NY. After evaluation by CCC's faculty, students with GST BOCES Bush or Coopers Education Center training may receive advanced standing through the Articulation Agreement. Other BOCES students may apply for advanced standing through the Credit for Prior Learning Program see Admissions Personnel for details. Students who have completed the Certificate program and elect to enter the A.O.S. degree program can typically complete the additional requirements in one academic year.

The College provides 40 – 50 lab vehicles and consumable materials such as bench components, fluids, chemicals, repair parts/components, gaskets, etc. for use on provided lab vehicles. Students are allowed to work on their own vehicles at the lab instructor's discretion, but are not required to provide a project vehicle. Any parts/components necessary to work on a student vehicle is the responsibility of the student.

Students will be required to purchase a prescribed list of hand tools at the beginning of the program. Students should see their adviser for a detailed tool list. In order to participate in any automotive lab, a student must maintain a valid automobile driver's license. For program assistance, students should consult their adviser.

Students participating in any Automotive Technology or Auto Body and Collision Program must be able to meet these physical requirements:

- Must have a valid driver's license.
- Must be able to lift 50lbs to eye level.
- Must be able to effectively communicate with a person 6 – 10 feet away.
- Must be able to distinguish sounds associated with mechanical failures.
- Must be able to visually decipher small images on a computer monitor or display.
- Must be able to comprehend written information found in service repair manual systems.

High school or equivalent preparation is required. While not specific program requirements, in order to graduate from this program students must demonstrate the writing skills necessary to enter ENGL 1010, College Composition I, and the math skills necessary to enter MATH 1150, Quantitative Reasoning II. Based on placement, students may be required to successfully complete preparatory course(s) before attempting further course or program requirements. It is essential to discuss this with an adviser.

Program Requirements	
Auto Body/Automotive courses: AUTO 1000, 1010, 1410, 1540, 2140, 2230, ABOD 1010, 1020, 1510, 2010, 2030, 2040, 2050, 2070	53
Technical Electives	9
Total Hours	62

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

Intro to Automotive Technology (AUTO 1010)	3
Automotive Lab I (AUTO 1000)	4
Automotive Electronics I (AUTO 1410)	4
Auto Body I (ABOD 1010)	4

Second Semester

Chassis & Alignment Lab (AUTO 1540)	4
Welding & Cutting (ABOD 1020)	4
Refinishing I (ABOD 1510)	4
Free Elective	3

Third Semester

Damage Analysis & Estimation (ABOD 2040)	3
Auto Refinishing II (ABOD 2070)	4
Minor Collision Repair (ABOD 2030)	4
Hazardous Communications (ABOD 2010)	3
Free Elective	3

Fourth Semester

Automotive Power Accessories (ABOD 2230)	4
Major Collision Repair (ABOD 2050)	4
Automotive Practicum (AUTO 2140)	4
Free Elective	3

Footnotes:

**Technical Electives: any ABOD or AUTO course or FYEX 1000, MACH 1040, ENGL 1501, ENGL 1502, CHEM 1030.*

**Based on placement, students might be required to successfully complete preparatory course(s) before attempting further course or program requirements, which may require summer enrollment. It is essential to discuss this with an advisor.*

**While not specific program requirements, in order to graduate from this program students must demonstrate the writing skills necessary to enter ENGL 1010 and the math skills necessary to enter MATH 1230. Students should be ready for MATH 1230 by the third semester of this program.*

Automotive Mechanics Certificate, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: Brian Halm

The Automotive Mechanics Certificate Program is a two semester curriculum consisting of 30 credit hours of practical and classroom instruction in automotive related courses. This program is offered to allow students an opportunity to explore both the Automotive Technology and Auto Body and Collision career paths. Depending on the optional courses selected, students choose to be prepared for basic entry-level positions in the Automotive Technology or Auto Body and Collision fields. Core courses focus on the fundamental systems of the automobile: cooling and heating, electrical, suspension, brakes, exhaust and emission controls. Hands-on experience is emphasized. Students spend 14 hours per week in automotive-related laboratories developing the necessary manual skills, and 9 hours per week in related classroom courses. You will acquire hands-on experience with foreign and domestic vehicles with courses in steering & suspension, brakes, exhaust, cooling, basic fuel and automotive electrical systems, and choose from emission systems, basic auto body repair, refinishing, and automotive welding. During the second semester, students take one ASE exam of their choice. Career opportunities may include:

- Line Mechanic
- Brake Specialist
- Alignment Specialist
- Auto Body Mechanic
- Auto Body Assembler

Students are required to take at least one National ASE Certification test prior to graduation. Graduates will be able to:

- Diagnose/Service/Repair Suspension Systems
- Diagnose/Service/Repair Brake Systems
- Diagnose/Service/Repair Exhaust Systems
- Diagnose/Service/Repair Basic Fuel Systems
- Diagnose/Service/Repair Cooling Systems
- Demonstrate the use of industry safety standards

Choose From:

- Diagnose/Service/Repair Emission Systems
- Diagnose/Service/Repair Basic Body Components
- Diagnose/Service/Repair Refinishing Operations
- Perform Automotive Welding

The automotive facilities are located on CCC's Main Campus and at CCC's Airport Corporate Park (ACP) facility in Big Flats, NY. After evaluation by CCC's faculty, students with GST BOCES Bush or Coopers Education Center training may receive advanced standing through the ACE Program. Other BOCES students may apply for advanced standing through the Credit for Prior Learning Program see Admissions Personnel for details. Students who have completed the Certificate program and elect to enter the A.O.S. degree program can typically complete the additional requirements in one academic year, depending on the Certificate Program options chosen.

The College provides 40 – 50 lab vehicles and consumable materials such as bench components, fluids, chemicals, repair parts/components, gaskets, etc. for use on provided lab vehicles. Students are allowed to work on their own vehicles at the lab instructor's discretion, but are not required to provide a project vehicle. Any parts/components necessary to work on a student vehicle is the responsibility of the student.

Students will be required to purchase a prescribed list of hand tools at the beginning of the program. Students should see their adviser for a detailed tool list. In order to participate in any automotive lab, a student must maintain a valid automobile driver's license. For program assistance, students should consult their adviser.

Students participating in any Automotive Technology or Auto Body and Collision Program must be able to meet these physical requirements:

- Must have a valid driver's license.
- Must be able to lift 50lbs to eye level.
- Must be able to effectively communicate with a person 6 – 10 feet away.
- Must be able to distinguish sounds associated with mechanical failures.

- Must be able to visually decipher small images on a computer monitor or display.
- Must be able to comprehend written information found in service repair manual systems.

High school or equivalent preparation is required. While not specific program requirements, in order to graduate from this program students must demonstrate the writing skills necessary to enter ENGL 1010, College Composition I, and the math skills necessary to enter MATH 1150, Quantitative reasoning II. Based on placement, students may be required to successfully complete preparatory course(s) before attempting further course or program requirements. It is essential to discuss this with an adviser.

Program Requirements:

Technical Concentration (AUTO 1000, 1010, 1090, 1410, 1540)	18
Technical Options (AUTO 1420, 1510, 1520, ABOD 1010, 1020, 1510)	12
Total hours	30

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in two semesters.)

First Semester

Auto Lab I (AUTO 1000)	4
Introduction to Automotive Technology (AUTO 1010)	3
Automotive Electronics I (AUTO 1410)	4
<i>Choose between:</i>	
Fuel Systems I (AUTO 1420) or Autobody I (ABOD 1010)	4

Second Semester

Chassis and Alignment Lab (AUTO 1540)	4
Automotive Chassis (AUTO 1090)	3
<i>Choose 8 credit hours from the following:</i>	
Automotive Electronics II (AUTO 1510)	4
Auto Re finishing I (ABOD 1510)	4
Welding and Cutting (ABOD 1020)	4
Fuel Systems II (AUTO 1520)	4

Footnotes:

* Based on placement, students might be required to successfully complete preparatory course(s) before attempting further course or program requirements, which may require summer enrollment. It is essential to discuss this with an advisor

Automotive Technology

Associate in Occupational Studies Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: Brian Halm

The Automotive Technology A.O.S. degree program is a four-semester curriculum consisting of 63 credit hours of practical and classroom instruction in automotive-related and free-elective courses. It provides students with an opportunity to acquire skills in specialized phases of the automotive service industry unavailable to students in the Certificate program. You will acquire hands-on experience with foreign and domestic vehicles with courses in steering & suspension systems, brake systems, automotive electronics, power accessory systems, diagnostic equipment utilization, automatic and manual transmissions, major engine repair, ignition systems, fuel systems and OBDII emissions systems. This educational program culminates in an automotive practicum that gives the student an opportunity to work and learn in industry under the supervision of the faculty. Career opportunities encompass all phases of the automotive service industry. Some of the job titles include:

- Line Technician
- Brake Specialist
- Fuel System Specialist
- Alignment Specialist
- Under-Car Specialist
- Shop Foreman
- Service Salesperson
- Service Writer
- Service Manager

Students are prepared to take the NYS Motor Vehicle Inspector License Certification Test, and required to take at least two National ASE Certification Tests prior to graduation. Automotive Technology students will receive EPA 609 Certification. Graduates will be able to:

- Diagnose/Service/Repair Cooling Systems
- Diagnose/Service/Repair Air Conditioning Systems
- Diagnose/Service/Repair Electrical Systems
- Diagnose/Service/Repair Suspension Systems
- Diagnose/Service/Repair Brake Systems
- Diagnose/Service/Repair Exhaust Systems
- Diagnose/Service/Repair Fuel Systems
- Diagnose/Service/Repair Emission Control Systems
- Diagnose/Service/Repair Microprocessor Controlled Systems
- Diagnose/Service/Repair Major Engine Systems
- Diagnose/Service/Repair Major Drive Train Systems
- Diagnose/Service/Repair Major Accessory Systems
- Demonstrate the use of Industry Safety Standards
- Understand Project Management Techniques

The automotive facilities are located on CCC's Main Campus and at CCC's Airport Corporate Park (ACP) facility in Big Flats, NY. After evaluation by CCC's faculty, students with GST BOCES Bush or Coopers Education Center training may receive advanced standing either through the ACE Program or Articulation Agreement. Other BOCES students may apply for advanced standing through the Credit for Prior Learning Program see Admissions Personnel for details. Students who have completed the Certificate program and elect to enter the A.O.S. degree program can typically complete the additional requirements in one academic year.

The College provides 40 – 50 lab vehicles and consumable materials such as bench components, fluids, chemicals, repair parts/components, gaskets, etc. for use on provided lab vehicles. Students are allowed to work on their own vehicles at the lab instructor's discretion, but are not required to provide a project vehicle. Any parts/components necessary to work on a student vehicle is the responsibility of the student.

Students will be required to purchase a prescribed list of hand tools at the beginning of the program. Students should see their adviser for a detailed tool list. In order to participate in any automotive lab, a student must maintain a valid automobile driver's license. For program assistance, students should consult their adviser.

Students participating in any Automotive Technology or Auto Body and Collision Program must be able to meet these physical requirements:

- Must have a valid driver's license.
- Must be able to lift 50lbs to eye level.
- Must be able to effectively communicate with a person 6 – 10 feet away.
- Must be able to distinguish sounds associated with mechanical failures.
- Must be able to visually decipher small images on a computer monitor or display.
- Must be able to comprehend written information found in service repair manual systems.

High school or equivalent preparation is required. While not specific program requirements, in order to graduate from this program students must demonstrate the writing skills necessary to enter ENGL 1010, College Composition I, and the math skills necessary to enter MATH 1150, Quantitative Reasoning II. Based on placement, students may be required to successfully complete preparatory course(s) before attempting further course or program requirements. It is essential to discuss this with an adviser.

Program Requirements:

Automotive courses: AUTO 1000, 1010, 1090, 1410, 1420, 1510 1520, 1540, 2130, 2140, 2190, 2210, 2230, 2960	54
Free electives	9
Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters).

First Semester

Auto Lab I (AUTO 1000)	4
Introduction to Automotive Technology (AUTO 1010)	3
Automotive Electronics I (AUTO 1410)	4
Fuel Systems I (AUTO 1420)	4

Second Semester

Chassis and Alignment Lab (AUTO 1540)	4
Automotive Chassis (AUTO 1090)	3
Automotive Electronics II (AUTO 1510)	4
Fuel Systems II (AUTO 1520)	4

Third Semester

Internal Combustion Engines (AUTO 2130)	4
Electronic Engine Controls (AUTO 2190)	4
Power Transmissions (AUTO 2210)	4
Free electives	6

Fourth Semester

Drivability (AUTO 2960)	4
Automotive Practicum (AUTO 2140)	4
Automotive Power Accessories (AUTO 2230)	4
Free electives	3

Footnotes:

Based on placement, students might be required to successfully complete preparatory course(s) before attempting further course or program requirements, which may require summer enrollment. It is essential to discuss this with an advisor.

Business Administration

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Tim Bonomo

The (AAS) career program in Business Administration offers an excellent opportunity for students looking for employment following graduation with an Associate's degree. This program enables students to develop the proficiencies necessary for entry-level employment in fields such as marketing, sales, management, customer service, office management, administrative support, and hospitality. The career program offers a range of program requirements and electives for entrepreneurs who want to develop the skills to start and manage a small business. While most of the coursework is centered on general business subjects, the diversity of liberal arts courses allows students a deeper understanding of business associates, customers, and others.

Graduates will be able to:

- Demonstrate the foundation of business knowledge required to successfully complete the transition to a position in business;
- Understand a broad based liberal arts education suitable to multiple applications and occupations;
- Provide educational enhancement opportunities for employers looking to increase the expertise of their employees.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Business Concentration Requirements	21
Mathematics (MATH 1110 or higher)* ³	3	Accounting (ACCT 1000 or 1030)	4
Social Sciences elective	3	Business Law I (BUSN 1231)	3
Economics elective (ECON 1000, 2001, or 2002)	3	Applied Business Math (BUSN 1033)	3
Humanities elective	3	Business Communications (BUSN 1030)	3
Laboratory Science	3	Principles of Business (BUSN 1040)	3
Free electives	3	Business Applications and Solutions (BUSN 1100)	3
		Total hours	64

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Principles of Business (BUSN 1040)	3
Business Applications and Solutions (BUSN 1100)	3
Mathematics (MATH 1110 or higher)	3
Program elective ¹	3

Second Semester

English (ENGL 1020)	3
Accounting (ACCT 1000 or 1030)	4
Business Communications (BUSN 1030)	3
Business Law I (BUSN 1231)	3
Professionalism (BUSN 1055)	3

Third Semester

Economics elective	3
Humanities elective (SPCH 1080 recommended)	3
Business Law II (BUSN 1232)	3
Applied Business Mathematics (BUSN 1033)	3
Program elective ¹	3

Fourth Semester

Laboratory Science	3
Social Sciences elective	3
Program elective ¹	6
Free elective	3
Management elective ²	3

Footnotes:

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

¹Program electives: Select from PHIL 2500; or courses with the following prefixes: ACCT, BUOT, BUSN, ECON, HOSP, MGMT, MKTG.

²Management Elective: Select from courses with the prefix: MGMT

Business Administration

Associate in Science Degree, Transfer program

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Tim Bonomo

Students seeking a bachelor's degree in accounting, business, economics, marketing, sports marketing, business management, sports management, human resource management, operations, management, tourism, hospitality, entrepreneurship, or finance should take the Associate in Science (AS) degree transfer program of study. This program is designed to parallel the courses they would otherwise be taking during the first two years of study at a four-year college. A faculty advisor will guide students in selecting electives that will make transferring to a four-year college as efficient as possible. After completion of our AS degree, many students choose to work while finishing their bachelor's degree, as Corning Community College has recently developed bachelor's (four-year) degree completion and articulation agreements with other colleges in our region.

Graduates will be able to:

- Demonstrate the foundation of business knowledge required to successfully complete the next level of courses post CCC;
- Have the ability to complete a baccalaureate degree in two years post CCC;
- Have the opportunity to specialize in a variety of business-related areas;
- Achieve a broad-based liberal arts education suitable to multiple applications and transfer programs of study.

Program Requirements:

English (ENGL 1010-1020)*	6	Accounting (ACCT 1030, 1040)	8
Mathematics (MATH 1215 or higher)*	3	Principle of Business (BUSN 1040)	3
Upper-level Mathematics (MATH 1510 or 1610)*	3	Business Law (BUSN 1231)	3
Social Sciences (ECON 2001-2002)	6	Statistics (BUSN 2053)	4
Laboratory Science electives	6	Business Applications and Solutions (BUSN 1100)	3
Public Speaking (SPCH 1080)	3	Principles of Marketing (MKTG 2050)	3
Principles of Management (MGMT 2041)	3	Program electives ¹	3
Liberal Arts and Sciences elective	6	Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

Principles of Business (BUSN 1040)	3
English (ENGL 1010)	3
Business Applications and Solutions (BUSN 1100)	3
Mathematics* (MATH 1215 or higher)	3
Liberal Arts and Sciences elective	3

Second Semester

Financial Accounting (ACCT 1030)	4
English (ENGL 1020)	3
Laboratory Science	3
Liberal Arts and Science elective	3
Economics (ECON 2001)	3

Third Semester

Managerial Accounting (ACCT 1040)	4
Principles of Management (MGMT 2041)	3
Laboratory Science	3
Principles of Economics (ECON 2002)	3
Mathematics (MATH 1510 or MATH 1610)	3

Fourth Semester

Principles of Marketing (MKTG 2050)	3
Statistics (BUSN 2053)	4
Program elective ¹	3
Public Speaking (SPCH 1080)	3
Business Law I (BUSN 1231)	3

Footnotes:

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses. If a student needs to take lower-level math courses in preparation for the required math courses, the extra hours of math credit can be used as part of liberal arts and sciences electives. MATH 1215 does not satisfy prerequisites for MATH 1510 and MATH 1610.

1. Program Elective: Select from courses w/the following prefixes: ACCT, BUSN, ECON, MGMT, MKTG

Students should check with an advisor before scheduling a business elective to insure that the course will transfer to the college of their choice. In special cases another course may be taken to fulfill this requirement if the student intends to transfer to a college which has unusual requirements. In such cases a waiver may be granted by the Associate Dean of Business Administration and Computing.

** Students who intend to pursue an accounting degree after transferring should add ACCT 1060 for a program total of 65 cr. hrs. and should determine whether both BUSN 1231 and BUSN

** Students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an advisor.

Chemical Dependency Counseling

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

Coordinator: Eric A. Smith

This program is designed to prepare students to enter the field of alcoholism and substance abuse treatment.

Graduates will be able to:

- Use communication skills to understand consumer problems and assist in problem solving;
- Perform essential case management functions including interviewing, record keeping, gathering intake information, making referrals, and identifying consumer problems and issues;
 - Maintain professional and ethical standards;
 - Understand and respond to potential crisis issues and situations;
 - Identify and contact human services resources and agencies in the community;
 - Interact in group settings, including counseling and education groups provided for treatment purposes.

Corning Community College is a New York State Office of Alcoholism and Substance Abuse Service (OASAS) approved education provider. Required courses for the Chemical Dependency Counseling AAS meet OASAS requirements for 350 hours of training for NYS OASAS Credential Alcoholism and Substance Abuse Counselor (CASAC).

Program Requirements:

English (ENGL 1010 and 1020)*	6	Human Services (HUSR 1030, 1040, 1510**, 1110, 1221, 1620, 2010, 2963 ² , 2964 ²)	32
Mathematics (MATH 1110 or higher)* ¹	3		
Social Sciences (SOC 1010, PSYC 1101)	6	Health (HLTH 1202, 1203, 2900) ³	9
Laboratory Science (BIOL 1050 recommended)	3	Wellness (Activity Component)	1
Free electives (see advisor for suggestions) ⁴	4	Total hours	64

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Mathematics (MATH 1110 or higher)	3
Psychology or Sociology (PSYC 1101, SOC 1010)	3
Substance Use Disorder Counseling I (HUSR 1110)	3
Health (HLTH 1202 or 1203)	3
Wellness (Activity Component)	1

Second Semester

English (ENGL 1020)	3
Laboratory Science (BIOL 1050)	3
Psychology or Sociology (PSYC 1101 or SOC 1010)	3
Introduction to Helping Skills (HUSR 1030)	3
Health (HLTH 1202 or 1203)	3
Peer Recovery Advocacy and Coaching (HLTH 2900)	3

Third Semester

Ethics Human Serv/Chem Dep. (HUSR 1620)	3
Human Services II (HUSR 1040)	3
Group Dynamics (HUSR 1510)	3
Therapeutic Crisis Intervention (HUSR 1221)	3
Substance Use Disorder Counseling II (HUSR 2010)	3
Free elective	1

Fourth Semester

Human Services Practicum I & II (HUSR 2963, 2964) ²	12
Free elective	3

Footnotes:

1. Statistics is recommended for students interested in transfer.
2. It is recommended that HUSR 2963 and 2964 be taken together in the fourth semester. The practicum may be taken in separate semesters only with the Department Chair's approval. These courses may be taken only with the permission of the Instructor and must be completed within a drug/alcohol treatment facility.
3. One credit will be used toward the instructional/awareness component of the Wellness requirement.

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and math courses.

Chemical Technology

Associate in Applied Science Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: David Pindel

Chemical technicians work in research, process improvement, product development, measurement documentation, environmental testing, and quality control. They help design, setup, and analyze experiments in research, product/process development and quality control. They select and order materials and equipment, operate sophisticated instruments, and perform physical and chemical analyses on raw materials and products. Chemical technicians do experiments to obtain reliable data and use computers to analyze data and communicate information. They often work with other professionals to solve problems. The Chemical Technology program is flexible. It emphasizes fundamentals and practical applications in order to train students for immediate employment and prepares them to continue to work towards an advanced degree. Students will have the opportunity to participate in a work internship that will assist them to experience on-the-job reality and gain skills that will enhance their ability to procure employment after graduation. Students in the Chemical Technology program may be required to complete a criminal background check, child abuse screening, and/or drug testing due to the requirements of their internship location. Acceptable results will be determined by the internship site.

Graduates will be able to:

- Operate laboratory instruments, perform reliable scientific measurements;
- Use chemical and technical language, design experiments, evaluate experimental design;
- Prepare samples for experiments;
- Write standard operating procedures (SOPs);
- Document results of experiments;
- Analyze scientific data;
- Use quality control measures in scientific experiments;
- Perform common chemical calculations, and draw chemical structures using computer programs;
- They will locate information in databases and evaluate scientific journal articles.

Opportunities for employment are excellent and feedback from those who have transferred to institutions such as Syracuse, RIT, University of Rochester, Penn State, Cornell, and Alfred indicates CCC students are well prepared academically.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Elementary Statistics (MATH 1310)	4
Social Sciences electives	6	Program electives (3 courses from list below) ²	9
Mathematics (MATH 1215 or higher)*	6	Free electives	3
Chemistry (CHEM 1510-1520) ¹ or (CHEM 1010-1020)		Wellness	2
& (CHEM 2010, 2020, 2033, 2043)	28	Total hours	64

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

<u>First Semester</u>		<u>Second Semester</u>	
English (ENGL)	3	English (ENGL 1020)	3
Mathematics (MATH 1215 or higher)	3	Mathematics (MATH 1225 or higher)	3
Chemistry (CHEM 1510 or 1020) ¹	4	Chemistry (CHEM 1520 or 1010)	4
Social science elective	3	Social Sciences elective	3
Program elective (MECH 1050 recommended)	3	Program elective	3
Wellness	1		
<u>Third Semester</u>		<u>Fourth Semester</u>	
Organic Chemistry I (CHEM 2010)	5	Organic Chemistry II (CHEM 2020)	5
Analytical Chemistry (CHEM 2033)	5	Chemical Instrumentation (CHEM 2043)	5
Elementary Statistics (MATH 1310)	4	Program elective (CHTK 2960 recommended)	3
Wellness	1	Free elective	3

Footnotes:

¹ For those who have recently successfully completed high school chemistry, CHEM 1510-1520 should be selected.

² Program electives: Select courses from the following: BIOL 1510 or higher; CHTK 2960; ENGR 1030 or higher; MECH 1050 or higher; ELEC 1010 or higher; GEOL 1510 or 1530; GLSS 2010, GLSS 2020, MATH 1413 or higher; MFGT 2010, MFGT 2020; PHYS 1010 or higher; TECH 1110; TECH 1120; CSST 1091.

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and math courses.

Community and Public Health

Associate in Science Degree, Transfer program

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Eric Smith

Department Coordinator: Rosemary Anthony

Public and Community Health Education is a field with many opportunities and room to grow and explore. This program can provide you with the introductory, but specialized knowledge and skills you need to address current and emerging public and community health issues. With the rapid development of new technologies for disease prevention and promotion of health, public and community health professionals require a broad-ranging education with emphases on problem-solving skills and an understanding of the complexity of creating individual and community health. Biostatisticians apply statistical theory, methods, and techniques to the planning, development, and evaluation of health programs and problems. They collect and analyze various types of information such as demographic and vital statistics, social and business data, health resources statistics, and other forms of social and economic data that are relevant to modern health problems. Upon completion, transfer degree options include health education, health promotion, wellness, nutrition, public health, health management or epidemiology/biostatistics. An A.S. in Public and Community Health offers you a foundation that will prepare you for further education and a career in service to humanity.

Graduates are able to:

- Demonstrate the ability to interpret and analyze evidence-based health and wellness information in order to make sound decisions and solve problems as they apply to community and public health.
- Demonstrate basic knowledge and skills in assessment, planning, implementation and evaluation of individual and community health needs.
- Identify and utilize behavioral strategies to promote positive lifestyle choices and improve the health of individuals and communities.
- Demonstrate proficiency in suitable technologies, scientific inquiry skills and communication strategies relevant to community and public health issues;
- Demonstrate the ability to discuss and integrate the importance and influence of social and cultural factors and their effects on public health.

High school or equivalent preparation required

Program Requirements:		Core Program Requirements:	
English (ENGL 1010 and 1020)	6	Foundations of Personal Health (HLTH 1207)	3
Mathematics (MATH 1215 and MATH 1225, 1310, or higher) ¹	6	Principles of Community Health (HLTH 1700)	3
Laboratory Science (BIOL 1050, 1060, 1210, 1500, CHEM 1030, EARTH 1010, GEOL 1530 or other) ²	6	Global Health (HLTH 1400)	3
Psychology (PSYC 1101)	3	Intro to Nutrition (HLTH 1510)	3
Sociology (SOC 1010)	3	Program Requirements (depending on track)⁴:	19
Speech (SPCH 1060 or 1080)	3	Human Sexuality (HLTH 1201)	3
Liberal Arts and Sciences electives ³	6	Perspectives of Drugs and Society (HLTH 1202)	3
		Intro to Health Ed and Wellness (HLTH 2212)	3
		Life Coaching for Hlth Behavior Change (HLTH 2100)	3
		Stress Management (HLTH 2400)	3
		Fund. of Epidemiology & Biostatistics (HLTH 2800)	3
		Grant Writing and Fundraising (HLTH 1610)	3
		Internship (INTR)	3
		Health or Wellness Prof. Dev electives	3
		Health, Wellness, Phys Ed, Prof. Dev electives (PEPD)	6
		Foreign Language elective	4
		Microbiology (BIOL 2010)	4
		Total hours	64

Health Education Track

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English Composition I (ENGL 1010)	3
College Mathematics I (MATH 1215 or higher)	3
Principles of Anatomy & Physiology I (BIOL 1210)	4
Intro to Psychological Sciences (PSYC 1101)	3
Foundations of Personal Health (HLTH 1207)	3

Third Semester

Public Speaking (SPCH 1060 or 1080)	3
Elective (PSYC 2207, 2208, 2209, 2214, 2215, 2221, SOI 2000 or 2210)	3
Principles of Comm & Public Health (HLTH 1700)	3
Perspectives of Drugs and Society (HLTH 1202)	3
Foreign Language	4

Second Semester

English Composition II (ENGL 1020)	3
College Mathematics II (MATH 1225 or higher)	3
Principles of Anatomy & Physiology II (BIOL 1220)	4
Intro to Health Education and Wellness (HLTH 2212)	3
Introduction to Sociology (SOI 1010)	3

Fourth Semester

Elective (Am. Hist., West. Civ., Art, or Foreign Language)	3
Intro to Nutrition (HLTH 1510)	3
Human Sexuality (HLTH 1201)	3
Electives (Health, Wellness, Phys. Ed. Prof. Dev, PEPD)	6
Global Health (HLTH 1400)	3

Community and Public Health Track

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English Composition I (ENGL 1010)	3
College Mathematics I (MATH 1215 or higher)	3
Laboratory Science (BIOL 1050 or 1210)	3
Intro to Psychological Sciences (PSYC 1101)	3
Foundations of Personal Health (HLTH 1207)	3

Third Semester

Public Speaking (SPCH 1060 or 1080)	3
Intro to Nutrition (HLTH 1510)	3
Principles of Comm and Public Health (HLTH 1700)	3
Liberal Arts and Science elective (Must be from 2 different categories: Amer Hist, Western Civ, Art, or Foreign Language)	6
Life Coaching for Hlth Beh Change (HLTH 2100)	3

Second Semester

English Composition II (ENGL 1020)	3
College Mathematics II (MATH 1225 or higher)	3
Laboratory Science (BIOL 1500, 1060, 1220, CHEM 1030, EARTH 1010, GEOL 1530, or other lab science)	3
Foreign Language (including sign language)	4
Intro to Sociology (SOI 1010)	3

Fourth Semester

Stress Management (HLTH 2400)	3
Fundamentals of Epidemiology & Biostatistics (HLTH 2800)	3
Grant Writing and Fundraising (HLTH 1610)	3
Global Health (HLTH 1400)	3
Internship (INTR)	3

Allied Health Track

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English Composition I (ENGL 1010)	3
College Mathematics I (MATH 1215 or higher)	3
Principles of Anatomy & Physiology I (BIOL 1210)	4
Intro to Psychological Sciences (PSYC 1101)	3
Foundations of Personal Health (HLTH 1207)	3

Third Semester

Public Speaking (SPCH 1060 or 1080)	3
Elective (PSYC 2207, 2208, 2209, 2214, 2215, 2221, SOCI 2000 or 2210)	3
Principles of Comm & Public Health (HLTH 1700)	3
Perspectives of Drugs and Society (HLTH 1202)	3
Microbiology (BIOL 2010)	4

Second Semester

English Composition II (ENGL 1020)	3
Elementary Statistics (MATH 1310)	4
Principles of Anatomy & Physiology II (BIOL 1220)	4
Intro to Health Education and Wellness (HLTH 2212)	3
Introduction to Sociology (SOCI 1010)	3

Fourth Semester

Elective (Am. Hist., West. Civ., Art, or Foreign Language)	3
Intro to Nutrition (HLTH 1510)	3
Human Sexuality (HLTH 1201)	3
Fundamentals of Epidemiology & Biostatistics (HLTH 2800)	3
Global Health (HLTH 1400)	3
Electives (Health, Wellness, Phys. Ed. Prof. Dev, PEPD)	3

Computer Aided Drafting (CAD)

Certificate, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

Drafting is an intensive program emphasizing the development of manual and computer aided (CAD) drafting skills. Graduates will have hands on knowledge of machining process for the creation of machine components from raw stock to quality control inspection using the ANSI standard for geometric dimensioning and tolerance. Should students decide to continue their education in the pursuit of an A.A.S degree in technology, the majority of these courses apply directly to the A.A.S. degree programs in Mechanical Technology: CAD Design, Manufacturing, and Machine Tool Technology as directed below.**

Graduates will be able to:

- Develop skills to use AutoCAD and SolidWorks to create working drawings to expected industry standards.
- Produce 2-D drawings and 3-D models for import into computer assisted manufacturing (CAM) software for computer numerical control (CNC) machining program generation;

While not a specific program requirement, in order to graduate from this program students must demonstrate the writing skills necessary to enter ENGL 1010, College Composition I.

Program Requirements

Technical Concentration

(CADD 1700, 2710; MACH 1040; MECH 1050, 1550, 1560, 1570; TECH 1120)	24
Mathematics (MATH 1230 or higher)*	3
Electives (see list below)	3
Total hours	30

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in two semester.)

First Semester

Mathematics (MATH 1230 or higher)	3
Engineering Graphics I (MECH 1050)	3
Spreadsheet Applications in Technology (TECH 1120)	1
Precision Machining I (MACH 1040)	5
Computer Aided Drafting I (CADD 1700)	3

Second Semester

Engineering Graphics II (MECH 1550)	3
CNC Programming (MECH 1560)	3
Dimensional Metrology (MECH 1570)	3
Computer Aided Drafting II (CADD 2710)	3
Electives	3

Footnotes:

*Based on placement, students might be required to successfully complete preparatory course(s) before attempting further course or program requirements. It is essential to discuss this with an advisor.

* Electives: Select from ENGL 1010; MATH 1240; GEOG 1210; and any CADD, CRST, ELEC, MACH, MECH, MFGT, TECH course.

*Mechanical drawing experience is recommended.

**21 of the 30 credit hours of this program apply towards the specific 64 credit requirement of the Machine Tool Technology A.A.S. pro- gram allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

* 24 of the 30 credit hours of this program apply towards the specific 64 credit requirement of the Manufacturing Technology A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

* 24 of the 30 credit hours of this program apply towards the specific 64 credit requirement of the Mechanical Technology: CAD Design A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

Computer Numerical Control Programming

Certificate, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

This certificate is designed to prepare students for a position operating or writing coded instructions (programs) for automated computer numerically controlled (CNC) machines. Programming is done both by hand and with the use of PC based automatic programming (Mastercam) software. CNC programs are written in both standard M & G code and conversational formats. Machining experience is acquired through the operation of both CNC machining centers and conventional machine tools, which include two vertical and one horizontal machining centers (two of which are equipped with automatic tool changers), and an array of standard milling, grinding, and turning machines (some of which are equipped with state-of-the-art digital readout systems). Inspection devices used include optical comparators, coordinate measuring machines, digital height gauges, as well as other traditional measuring tools. Students with experience in the machine trades or other technical occupations may qualify for some credit through challenge examinations. They should discuss this with their faculty advisor.

Graduates will be able to:

- Have the tools necessary to program in both a production and tool-shop environment;
- Generate CNC code by both manual and computer-assisted methods;
- Understand the aspects of machine programs, tooling and first piece inspection, and state-of-the-art software and hardware systems.

While not a program requirement, students must demonstrate the writing skills necessary to enter ENGL 1010 in order to graduate from this program. Based on assessment, students might be required to take developmental English to fulfill this requirement. High school or equivalent preparation is required; it is also recommended that students have at least the equivalent of two years mathematics including algebra and either geometry or intermediate algebra. Some required classes are held at off-site locations evenings and weekends. Students must provide their own transportation.

Program Requirements:

Precision Machining I (MACH 1040)	5	Dimensional Metrology (MECH 1570)	3
CNC Programming (MECH 1560)	3	Engineering Graphics I (MECH 1050)	3
CNC Machining (MACH 2400)	5	Computer Aided Drafting I (CADD 1700)	3
Tooling Technology (MACH 2410)	4	Mathematics (MATH 1230-1240 or higher)*	6
		Total hours	32

Sample Sequence: (intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

Precision Machining (MACH 1040)	5
Mathematics (MATH 1230)	3

Second Semester

CNC Programming (MECH 1560)	3
Mathematics (MATH 1240)	3
Engineering Graphics I (MECH 1050)	3

Third Semester

CNC Machining (MACH 2400)	5
Computer Aided Drafting I (CADD 1700)	3

Fourth Semester

Tooling Technology (MACH 2410)	4
Dimensional Metrology (MECH 1570)	3

Footnotes:

*Based on placement, students may be required to take MATH 0960, before taking math credit courses.

*29 of the 32 credit hours of this program apply towards the specific 64 credit requirement of the Machine Tool Technology A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

*18 of the 32 credit hours of this program apply towards the specific 64 credit requirement of the Manufacturing Technology A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

*18 of the 32 credit hours of this program apply towards the specific 64 credit requirement of the Mechanical Technology: CAD Design A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

Computer Science

Associate in Science Degree, Transfer program

Division of STEM

Associate Dean: Bradley Cole

Coordinator: Joe Oppenheim

Students in the Computer Science program are educated in the design and implementation of system software. The program provides the first two years of a baccalaureate computer science degree with transfer options that include scientific programming, systems programming, systems design, computer engineering, and other computer-related disciplines. Graduates of computer science programs commonly seek employment with computer manufacturers or software houses that specialize in system software.

Graduates will be able to:

- Demonstrate knowledge and understanding of essential facts, concepts, principles, and theories relating to computer science;
- Understand and demonstrate the structure of mathematics in its relation and application to computer science;
- Apply knowledge and skills to solve problems effectively and efficiently;
- Communicate effectively with a range of audiences;
- Understand the professional, ethical, security and social issues and responsibilities in computer science.

Program Requirements:

English (ENGL 1010-1020)*	6	Computer Science (CSCS 1240, 1320, 1730,	
Mathematics (MATH 1413 or higher)*	8	2320, 2330, 2650 and CSCS 1200)	25
Laboratory Science electives ¹	6	Humanities electives ¹	3
Social Sciences electives ¹	3	Program electives ² (see list below)	6
Liberal Arts & Sciences electives	6	Wellness	1
		Total hours	64

Sample Sequence: (intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

Program Elective (CSNT 1200 recommended) ²	3
Structured and Object-Oriented Problem-Solving (CSCS)	3
Computer Essentials (CSCS 1200)	4
Mathematics (MATH 1413 or higher) ³	4
English (ENGL 1010)	3

Second Semester

C/C++ Programming (CSCS 1320)	4
UNIX/Linux Fundamentals (CSCS 1730)	4
Mathematics (MATH 1610 or higher) ³	4
English (ENGL 1020)	3

Third Semester

Humanities elective ¹	3
Laboratory Science elective ¹	3
Liberal Arts and Science elective ¹	3
Data Structures (CSCS 2320)	3
Discrete Structures (CSCS 2330)	3

Fourth Semester

Computer Organization (CSCS 2650)	4
Program elective ²	3
Liberal Arts & Sciences electives ³	3
Laboratory Science elective ¹	3
Wellness	1
Social Science elective ¹	3

Footnotes:

¹ Select to fulfill requirements of transfer college. If using PHYS for laboratory science elective, select PHYS 1010 or higher

² Select from CSCS, CSIT, CSNT, CSNS, or CSWT; select to fulfill requirements of transfer college.

³ A transfer college will typically require Calculus II or higher levels of math for Computer Science. Select to fulfill requirements of transfer college.

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

* Students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an advisor.

* Since programs at transfer colleges vary greatly, it is essential that students meet early with their advisor in order to select appropriate electives.

* High school or equivalent preparation required: biology, chemistry or physics and four years of mathematics, including algebra, geometry or intermediate algebra, trigonometry, and pre-calculus. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program.

Criminal Justice

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

A rewarding, action-oriented career in Criminal Justice begins with a balanced combination of law enforcement theory and practical experience. Anchored in a solid curriculum that includes liberal arts courses, the Criminal Justice program prepares students for careers in law enforcement, security, investigation, corrections, military intelligence, and other related professions. To qualify for positions in the criminal justice field, graduates usually must pass a written civil service examination, physical agility tests and are subject to background investigations.

Graduates will be able to:

- Demonstrate knowledge of the criminal justice system, the causes of criminal conduct, and the response to criminal behavior;
- Demonstrate beginning application of law;
- Understand the value of ethical behavior in the administration of justice;
- Apply critical thinking in criminal justice;
- Apply beginning technical proficiencies;
- Use appropriate communication skills;
- Demonstrate awareness of our pluralistic society to foster understanding and tolerance.

Hands-on experience combines with studies in government, law, psychology, and literature to develop the competence needed for the variety of demands placed daily on criminal justice personnel. Recognized throughout the northeast as an exceptional educational facility, the CCC Criminal Justice Complex, located on Goff Road (Exit 48, Route 352) in East Corning, features state-of-the-art investigative tools. It is also a New York State regional training center that certifies law enforcement officers.

Newly added to this program is a Law Enforcement Track. Students who choose this option will attend CCC's Southern Tier Law Enforcement track typically in their fourth and final semester.* Graduates in the Law Enforcement Track will have attained a level of expertise in the areas of New York State laws, crime scene investigations, physical training, defensive tactics, emergency medical services, emergency vehicle operations, and many other ancillary police activities sufficient for New York State Phase I Certification. Graduates will receive both an Associate in Applied Science degree in Criminal Justice and Police Basic Training certification. Students interested in this option must apply; acceptance is not guaranteed and is determined in part based on successful completion of a background check, physical fitness requirements, and an oral board interview.

**Note that the Southern Tier Law Enforcement Academy is offered in the Spring semester only. Students who begin this program in Spring or Summer semesters will require careful advising to ensure preparation for an academy session prior to their final semester.*

Criminal Justice Track

Program Requirements:			
English (ENGL 1010 and 1020)*	6	Criminal Justice (CRJ 1010, 1030, 1040,	
Mathematics (MATH 1110 or higher; 1150 recommended)*	3	1050, 2015, 2025, 2050)	21
Social Sciences (PSYC 1101 and SOCI 1010)	6	Criminal Justice electives ***	12
Social Sciences elective	3	Free electives	6
Government (GOVT 1010, 1020, 2040)	3		
Laboratory Science (see list below) **	3		
		Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

<u>First Semester</u>		<u>Second Semester</u>	
English (ENGL 1010)	3	English (ENGL 1020)	3
Mathematics (MATH 1150 recommended)	3	Penal Law (CRJ 1050)	3
Introduction to Criminal Justice (CRJ 1010)	3	Police Operations (CRJ 1030)	3
Criminal Procedure Law (CRJ 1040)	3	Free elective	3
Social Sciences (PSYC 1101 or SOCI 1010)	3	Social Sciences (PSYC 1101 or SOCI 1010)	3
Wellness (Awareness Component)	1	Laboratory Science	3
<u>Third Semester</u>		<u>Fourth Semester</u>	
Criminal Evidence & Procedures (CRJ 2025)	3	Criminal Justice Ethics (CRJ 2050)	3
Criminal Investigations (CRJ 2015)	3	Criminal Justice elective (SOCI 2310 or any CRJ)	5
Criminal Justice electives	5	Social Sciences elective	3
Government (GOVT 1010, 1020, 2040)	3	Free elective	3
Wellness Activity	1		

Law Enforcement Track

Program Requirements:

English (ENGL 1010 and 1020)*	6	Criminal Justice (CRJ 1010, 1030, 1040, 1540, 1550, 1560, 1570, 1580, 1590, 2050)	28
Mathematics (MATH 1110 or higher; 1150 recommended)*	3	Cooper Norms Fitness Preparation (PEPD 1018)	3
Social Sciences (SOCI 1010 and PSYC 1101 or SOCI 2310)	6	Police Report Writing (ENGL 1410)	2
Government (GOVT 1010, 1020, or 2040)	3	Guided Program Electives****	9
Laboratory Science (see list below)**	3	Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

<u>First Semester</u>		<u>Second Semester</u>	
English (ENGL 1010)	3	English (ENGL 1020)	3
Mathematics (MATH 1110 or higher)	3	Police Operations (CRJ 1030)	3
Introduction to Criminal Justice (CRJ 1010)	3	Laboratory Science	3
Criminal Procedure Law (CRJ 1040)	2	Social Sciences (PSYC 1101 or SOCI 2310)	3
Social Sciences (SOCI 1010)	3	Guided Program Elective	3
<u>Third Semester</u>		<u>Fourth Semester</u>	
Criminal Justice Ethics (CRJ 2050)	3	Police Physical Conditioning/Wellness (CRJ 1540)	2
Government (GOVT 1010, 1020, 2040)	3	Police Basic Procedures (CRJ 1560)	3
Cooper Norms Fitness Preparation (PEPD 1018)	3	Police Community Interaction (CRJ 1570)	3
Guided Program Electives	6	Police Investigation (CRJ 1580)	3
		Police Certified First Responder (CRJ 1590)	2
		Police Report Writing (ENGL 1410)	2
		Laws of NY State (CRJ 1550)	3

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

**Laboratory Science recommended: BIOL, CHEM, or SCIN 1030-1040. Some BIOL and CHEM courses will not be appropriate.

*** For criminal justice elective, select any GOVT course, HUSR 11211, 1221, 1581, 1582, 1590 or PSYC 2030, 2208, 2214, SOCI 2000, 2030, 2310, 2210 or any CRJ course not required for the AAS degree.

****For guided program electives, select from BUSN 1055, 1100, HLTH 1202, 1203, 1207, 2400, HUSR 1121, 1221, 1510, 1581, 1582, 1590, PSYC 2030, 2208, 2214, SIGN 1010, 1020, SOCI 2000, 2030, 2210, 2310, SPAN 1010, 1020, 2010, 2020, or any CRJ course not already required for this program.

It is highly recommended that students in this program see their academic adviser each semester to plan their schedules.

Criminal Justice

Associate in Science Degree, Transfer program

Division of Professional Studies

Associate Dean: Deborah Beall

This program provides a core of criminal justice courses meshed with a sound liberal arts foundation designed for students planning to transfer to baccalaureate programs in the criminal justice field. Students will be prepared for future leadership positions in criminal justice. They will learn to think critically, communicate effectively, and develop a sound ethical base for decision making.

Graduates will be able to:

- Demonstrate knowledge of the criminal justice system, causes of criminal conduct, and responses to criminal behavior;
- Demonstrate a knowledge of the evolution of criminal law and an understanding of the values and ethics essential to the administration of justice.
- Students will be practiced in social science research methods and skilled in preparing research proposals and will demonstrate an awareness of our pluralistic society to foster understanding and tolerance.

High school or equivalent preparation required: Strong communication and computation skills are recommended.

Program Requirements:			
English (ENGL 1010 and 1020.)*	6	Government (GOVT 1010, 1020, or 2040)	3
Mathematics (MATH 1215 or higher and MATH 1310)*	7	Criminal Justice	
Laboratory Science	6	(CRJ 1010, 1050, 2030, 2040, 2050, 2203)	18
Free elective ²	6	Spanish (SPAN 1010 or higher)	4
Social Sciences (PSYC 1101; SOCI 1010, 2310; and either PSYC 2206 or SOCI 2060)	12	Wellness (PFIT 1015 and WELL 1010 recommended)	2
		Total hours	64

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL1010)*	3
Mathematics (MATH 1215 or higher)*	3
Free elective	3
Psychology (PSYC 1101)	3
Introduction to Criminal Justice (CRJ 1010)	3
Wellness Awareness or Activity	1

Second Semester

English (ENGL 1020)	3
Elementary Statistics (MATH 1310)	4
Penal Law (CRJ 1050)	3
Sociology (SOCI 1010)	3
Government (GOVT 1010, 1020, or 2040)	3
Wellness Activity or Awareness	1

Third Semester

Laboratory Science	3
Evolution of Criminal Law (CRJ 2030)	3
Sociology of Crime and Delinquency (SOCI 2310)	3
Treatment of Criminal Offender (CRJ 2203)	3
Free elective	3

Fourth Semester

Laboratory Science	3
Constitution and the Accused (CRJ 2040)	3
Research Methods in Social Sciences (PSYC 2206 or SOCI 2060)	3
Spanish (SPAN 1010)	4
Criminal Justice Ethics (CRJ 2050)	3

Footnotes:

¹ Students transferring to Alfred University must take two Activity courses

² Students transferring to Alfred University must take PHIL 1010 or 2010

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

* Students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an advisor.

Cybersecurity

Associate in Science Degree, Transfer program

Division of STEM

Associate Dean: Bradley Cole

Coordinator: Joe DeLeone

In an increasingly networked world, the threat to critical infrastructures and personal data is real and pervasive. There is a clear need for skilled professionals to help prevent damaging and costly security breaches. This program places emphasis on the fundamental skills and knowledge required to safeguard an organization's information and defend systems while preparing students for successful transfer to a 4-year institution to continue their studies in computer and/or network security related field. Any student enrolling or currently enrolled in the program is required to inform the department chair of any prior felony convictions or felony convictions that occur while the student is enrolled in the program; enrollment in the program is then contingent on approval by the department chair.

Graduates are prepared to:

- Demonstrate knowledge and understanding of essential facts, concepts, design principles, policies, laws and threats relating to computer and network security
- Identify and explain the impact of technology on individuals and organizations, including security and ethical issues
- Demonstrate the ability to program effectively and securely
- Configure and administer systems and networks with an understanding of vulnerabilities and defensive techniques utilized to keep data secure
- Communicate effectively with individuals in and outside of the field.

Program Requirements:

English (ENGL 1010 and 1020.)*	6	Computer Courses (CSNT1200, CSNT1500 or CRST1010, CSNS1610, CSNS2620, CSCS1240, CSCS1730, CSCS1320 or CSCS2420, CSIT2400)	28-29
Mathematics (MATH 1310 and 1413 or higher)*	8	Philosophy (PHIL 2010)	3
Laboratory Science (PHYS 1730-1740)	8	Wellness (Activity and/or Awareness)	1
Social Sciences elective	3	Total hours	63-64
Humanities elective	3		
Liberal Arts & Science elective	3		

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

Mathematics (MATH 1413 or higher) ¹	4
English (ENGL 1010 or higher)	3
Structured & Obj-Oriented Problem-Solving (CSCS 1240)	3
Introduction to Networks (CSNT1200)	4
UNIX/Linux (CSCS 1730)	4

Second Semester Mathematics

(MATH 1310 or higher) ¹	4
English (ENGL 1020)	3
Fundamentals of Information Security (CSNS 1610)	4
Wellness (Activity and/or Awareness)	1
Routing and Switching Essentials (CSNT1500 or CRST1010 Computer Hardware ⁴)	4

Third Semester

Principles of Physics (PHYS 1730)	4
Database System (CSIT 2400)	3
C/C++ Programming (CSCS1320) (or CSCS2420 Java Programming ⁴)	3 or 4
Introduction to Ethics (PHIL 2010)	3

Fourth Semester

Principles of Physics II (PHYS1740)	4
Fundamentals of Information Assurance (CSNS 2620)	3
Humanities elective ²	3
Liberal Arts and Sciences elective ²	3
Social Science elective ²	3

Footnotes:

¹ Math courses higher than MATH 1413 may be preferred by some transfer schools.

² Students must choose from courses that are in the following different SUNY Gen Ed Knowledge and Skills areas: Social Science, American History, Western Civilization, Other World Civilizations, The Arts, and Foreign Languages. Advisor assistance is strongly encouraged.

³ or MATH1411 and MATH1412

⁴ If transferring to Alfred State

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and math courses. *Students in this program who plan to transfer to a SUNY college can meet 30 credits of the general education requirement.

* Since programs at transfer colleges vary greatly, it is essential that students meet early with their advisor in order to select appropriate electives.

* High school or equivalent preparation required: biology, chemistry or physics and four years of mathematics, including algebra, geometry or intermediate algebra, trigonometry, and pre-calculus. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program.

* Any student enrolling or currently enrolled in the program is required to inform the program coordinator of any felony convictions that occur while the student is enrolled or have occurred prior to enrollment.

Directed Studies
Associate in Applied Science Degree, Career program

Divisions of Humanities and Social Sciences, Professional Studies

Associate Dean: Byron Shaw

Associate Dean: Deborah Beall

This program is designed to allow the opportunity to pursue a degree for career enhancement or to accommodate the immediate needs of business and industry. Students must meet with an advisor and prepare a detailed educational plan to be presented to and approved by the associate deans before enrolling in the program.

Graduates will be able to

- Develop a program to suit a unique career choice not met by any other program.

Although this program is not intended for transfer, students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an advisor.

High school or equivalent preparation required.

Program Requirements:			
English (ENGL 1010 and 1020.)*	6	Liberal Arts and Sciences electives	6
Mathematics (MATH 1110 or higher)*	3	Free electives	33
Laboratory Science elective	3	Wellness	2
Social Sciences electives	6		
Humanities elective	3	Total hours	62

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters. The sequence of courses may vary from this sample depending on the student's intended eventual major.)

First Semester

English	3
Mathematics (MATH 1110 or higher)	3
Social Sciences elective	3
Free electives	6
Wellness (Awareness/Instructional Component)	1

Second Semester

English	3
Social Sciences elective	3
Humanities elective	3
Liberal Arts and Sciences elective	3
Free electives	3
Wellness (Activity Component)	1

Third Semester

Laboratory Science	3
Liberal Arts and Sciences electives	3
Free electives	9

Fourth Semester

Free electives	15
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Footnotes:

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

Early Childhood Services

Certificate, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

This program is designed to give students preparation for a number of positions in early childhood education. Students will acquire the skills and knowledge to allow them to work directly or indirectly with young children aged birth through eight years. Methods, observing behavior, psychology, communications, and appropriate developmental practice are emphasized. Credits in this program partially fulfill the requirements in the Early Childhood Studies A.A.S. degree program.

Graduates have:

1. Identify, analyze, evaluate, and apply historical information on current issues about program settings, whole child development, and the necessary partnerships between families and teachers
2. Use observation and recording methods, interpret data, and link the findings for further application
3. Recognize and support a holistic program that demonstrates developmentally appropriate practice for the typical child, inclusive of diversity, culture, differing abilities, home language, and anti-biased curriculum
4. Apply knowledge, skills, and competencies required to obtain entry-level employment in early childhood settings
5. Make use of reflective practices to base decisions and actions on ethical and professional standards
6. Opportunity to apply for a Child Development Associate (CDA), a nationally accepted credential awarded by the Council for Professional Recognition. Students must meet all eligibility requirements prior to the application process.

While not a specific program requirement, in order to graduate from this program students must demonstrate the math skills necessary to enter MATH 1110, Structures of Mathematics I or higher. Based on assessment, students may need to successfully complete MATH 0960, Basic Math Skills; MATH0970, Quantitative Reasoning; or MATH0980, Beginning Algebra to fulfill the graduation requirement. It is essential to discuss this with an advisor.

Program Requirements:

English (ENGL 1010)*	3
Early Childhood Education (ECED 1110, 1120, 1130, 1140, 2960)	18
Early Childhood or Human Services (ECED 1150 or HUSR 1030)	3
Psychology (PSYC 1101, 2207)	6
Program elective (see list below)	3
Total hours	33

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in two semesters.)

First Semester

English (ENGL 1010)	3
Introduction to Early Childhood Education (ECED 1110)	3
Observing & Recording Behavior Child (ECED 1120)	3
Help Skills/Families, Schools, Communities: A Partnership (HUSR 1030 or ECED 1150)	3
Infant & Toddler: Dev & Practice (ECED 1130)	3
General Psychology I (PSYC 1101)	3

Second Semester

Methods & Materials Early Childhood Ed. (ECED1140)	3
Field Experience-Early Childhood (ECED 2960)	6
Child Psychology (PSYC 2207)	3
Program elective	3

Footnotes:

*Program Electives: Select from ECED 1524; EDUC 1560

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

*All 33 credit hours of this program fit into the program requirements for the Early Childhood Studies A.A.S. degree allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two -year degree.

Early Childhood Studies

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

This program provides a core of early childhood courses, including a supervised field experience, with a sound liberal arts foundation. It is designed for students planning to work in early childhood fields. Child development theory and practice will be woven together to give the student the skills and knowledge to work effectively with children from birth through age eight. An emphasis throughout the curriculum is on working with children and families from diverse backgrounds and abilities.

Graduates will be able to:

1. Identify, analyze, evaluate, and apply theoretical information on current issues about the program settings, whole child development, and the necessary partnership between families and teachers
2. Use observation and recording methods, interpret data, and link the findings for further applications
3. Recognize and support developmentally appropriate practice for the typical child, inclusive of diverse cultures, differing abilities, home language, and anti-bias curriculum
4. Apply knowledge, skills, and competencies required for career-track employment in early childhood settings
5. Make use of reflective practices to base decisions and actions on ethical and professional standards
6. Obtain a foundational base of knowledge through completion of General Education courses

Program Requirements:

English (ENGL 1010-1020)*	6	Early Childhood (ECED 1110, 1120, 1130, 1140,	
Mathematics (MATH 1130-1140 required)*	6	1150, 1524, 2960)	24
Laboratory Science (SCIN 1110-1120 required)	6	Children's Literature (ENGL 2030)	3
Psychology (PSYC 1101, 2207)	6	Special Ed. & Inclusive Classroom (EDUC 1560)	3
Social Sciences elective (HIST 1010, 1020, 1110, 1120, or SOCI 1010)	3	Free electives	3
Wellness	2	Total hours	62

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL)	3
Mathematics (MATH 1130)	3
General Psychology (PSYC 1101)	3
Intro Early Childhood Education (ECED 1110)	3
Social Sciences elective (SOCI 1010; HIST 1010, 1020, 1110, 1120)	3
Wellness (Awareness/Instructional Component)	1

Second Semester

English (ENGL 1020)	3
Mathematics (MATH 1140)	3
Child Psychology (PSYC 2207)	3
Observing & Recording Behavior Child (ECED 1120)	3
Families, Schools, Comts.: Partnership (ECED 1150)	3
Free elective	3

Third Semester

Laboratory Science (SCIN 1110)	3
Methods & Materials Early Childhood Ed.(ECED1140)	3
Infant & Toddler: Dev and Practice (ECED 1130)	3
Language Development & Children (ECED 1524)	3
Special Ed. & Inclusive Classroom (EDUC 1560)	3

Fourth Semester

Laboratory Science (SCIN 1120)	3
Children's Literature (ENGL 2030)	3
Field Experience-Early Childhood (ECED 2960)	6
Wellness (Activity Awareness)	1

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

Electrical Technology – Electronics

Associate in Applied Science Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

The Electrical Technology program prepares students to enter the rapidly expanding field of electronics. Their studies qualify them to work in the exciting fields of electronic design, computer repair, communications, systems control, and technical sales and service. This program stresses electronic analysis and design using digital and analog electronics, instrumentation, and programming. Laboratory experience is a part of each of the courses in this program.

Graduates will be able to:

- Design, construct, and analyze electronic circuits;
- Demonstrate the use of electrical and mechanical equipment and instrumentation;
- Demonstrate proficiency in the use of computer software for drawing, simulation, and programming;
- Produce proper documentation of experiments, projects, and programs.

For students who decide to go on for further education after the A.A.S. degree, many four-year colleges now offer bachelor degree programs in technology and technical education specifically designed for graduates in electrical technology. High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program.

Program Requirements:

English (ENGL 1010 and 1020 or 1030.)*	6	Technical Concentration (ELEC 1010, 1500, 1510,	
Mathematics (MATH 1230-1240 or higher)*	6	2000, 2010, 2020, 2030, 2070;	
Social Sciences electives	3	MECH 1050; TECH 1030, 1080 and Technical	41-42
		Electives)**	
Physics (PHYS 1010)	4	Total hours	63-64
Social Sciences or Humanities	3		

Students must have a good working knowledge of WORD (word processing) and EXCEL (spreadsheets and charts) for science and technology courses. If not already required in their program, students who lack these skills should still take TECH 1110 and TECH 1120 to make up the deficiency. Challenge exams for these courses are also available.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL1010)	3
Mathematics (MATH 1230 or higher)	3
Manufacturing Methods (TECH 1030)	3
Engineering Graphics (MECH 1050)	3
Electricity (ELEC 1010)	4
Manufacturing Methods Lab (TECH 1080)	1

Third Semester Social

Sciences elective	3
Linear Electronics (ELEC 2010)	4
Electronic Construction (ELEC 2000)	1
Technical Elective I**	3
Microprocessors (ELEC 2030)	4

Second Semester

English (ENGL 1020)	3
Mathematics (MATH 1240 or higher)	3
Digital Electronics (ELEC 1510)	4
Elementary Physics (PHYS 1010)	4
Solid State Electronics (ELEC 1500)	4

Fourth Semester

Social Sciences or Humanities elective	3
Industrial Electronics (ELEC 2020)	4
Technical Elective II**	2 or 3
Industrial Data Acquisition (ELEC 2070)	4

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

**Student chooses either MECH 2050 or GLSS 2010 for Technical Elective I, and either ELEC 2050 or GLSS 2020 for Technical Elective II.

Engineering Science

Associate in Science Degree, Transfer program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

Engineering Science provides a foundation in engineering principles, physical sciences, mathematics, and social fields in preparation for making important contributions to engineering and society. The program provides university parallel coursework for the first two years of a bachelor's degree in engineering. Graduates continue their education by transferring to a four-year institution where they specialize in traditional fields such as electrical, mechanical, chemical, civil, environmental, materials, aerospace, and biomedical engineering. Past graduates have successfully completed studies at Alfred University, Clarkson University, Cornell University, Rensselaer Polytechnic Institute, Rochester Institute of Technology, SUNY Buffalo, the Watson School of Engineering at SUNY Binghamton, and numerous others nationwide.

Corning Community College maintains membership in the State University of New York Two Year Engineering Science Association, a consortium of two-year and four-year ABET accredited institutions offering study in engineering.

Graduates will be able to:

- Demonstrate an understanding of engineering principles and concepts through graphic, oral, and written communication;
- Apply engineering principles and concepts in solution of problems and experiments;
- Perform selected tasks relative to laboratory experiments in the physical sciences;
- Interpret data according to physical fundamentals;
- Demonstrate computer literacy and programming proficiency;
- Use information from appropriate literature sources in completing objectives;
- Apply teamwork concepts in the solution of problems, experiments, or projects.

High school or equivalent preparation required: Four years of science including biology, chemistry and physics, and four years of mathematics, including algebra, geometry or intermediate algebra, trigonometry, and pre-calculus. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program.

Program Requirements:

English (ENGL 1010-1020)*	6	Chemistry (CHEM 1510-1520)	8
Mathematics (MATH 1610-1620, 2610-2620)*	16	Engineering (ENGR 1010, 1030)	5
Social Sciences electives (ECON 2001 or 2002)	3	Physics (PHYS 1820, 2830, 2840)	12
Social Sciences or Humanities elective	3	Technical Concentration (see list below)	14
Computer programming (ENGR 1050)	3	Total hours	70

*Based on placement, students might be required to successfully complete preparatory course(s) before attempting further course or program requirements.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL1010)	3
Mathematics (MATH 1610)	4
Chemistry (CHEM 1510)	4
C for Engineers (ENGR 1050)	3
Engineering Orientation (ENGR 1010)	2

Third Semester

Mathematics (MATH 2610)	4
Physics (PHYS 2830)	4
Technical Concentration	7
Social Sciences (ECON 2001 recommended)	3

Second Semester

English (1020)	3
Mathematics (MATH 1620)	4
Chemistry (CHEM 1520)	4
Physics (PHYS 1820)	4
Graphics for Engineers (ENGR 1030)	3

Fourth Semester

Mathematics (MATH 2620)	4
Physics (PHYS 2840)	4
Technical Concentration	7
Social Sciences or Humanities (ECON 2002 recommended)	3

Footnotes:

1. Technical Concentration: Select from CHEM 2010-2020; ENGR 2110-2120, 2150, 2180. Courses should be chosen to conform to the program requirements of the college to which the student plans to transfer. If Chemical Engineering is the intended transfer major, select CHEM 2010-2020 and two of the ENGR courses. Otherwise, select the four ENGR courses.

Environmental Science

Associate in Science Degree, Transfer Program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: David Pindel

The Environmental Science A.S. degree is designed to enable students to transfer to most baccalaureate institutions with standing as a junior. The program outcomes prepare students for “green” employment in industries that are targeting global climate change, management of natural resources, and protection of the environment. While completion of this degree alone prepares students for work as environmental technicians, continuation through transfer institutions qualifies the graduate for work as environmental engineers, educators, environmental field biologists, and other environmental scientists in both the public and private sector.

Graduates will demonstrate:

- A thorough understanding of the theoretical principles, processes, and relationships underlying the environmental sciences;
- An ability to apply this knowledge to a wide variety of practical situations;
- An understanding of the social, economic, political, and ethical issues related to the environmental sciences, perform relevant laboratory experiments and interpret data gathered from such experiments;
- The ability to critically analyze and formulate possible solutions to environmental issues.

Inherent in Corning Community College’s mission is preparing students for a life of service to their professions and their communities in a globally interdependent society. The environmental analysis community is a key player in directing important public policy objectives related to quality of life issues, economic development, and environmental responsibility.

Program Requirements:			
English (ENGL 1010 and 1020)*	6	Environmental Ethics (PHIL 2200)	3
Mathematics (MATH 1310 or higher)*	6	Program Electives **	
Social Science electives	6	BIOL 2010, 2050, 2060, 2080, GEOL 1510,	
Laboratory Science (BIOL 1510-1520; CHEM 1510-1520)	16	PHYS 1730-1740, CHEM 2010-2020	7
Environmental Science (BIOL 1500)	4	Wellness Activity or Awareness	1
Ecology (BIOL 2040)	4	Free electives	6
Environmental Geology (GEOL 1530)	4	Total Hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
General Chemistry I (CHEM 1510)	4
General Biology I (BIOL 1510)	4
Environmental Science (BIOL 1500)	4
Wellness (Activity or Awareness Component)	1

Second Semester

English (ENGL 1020)	3
General Chemistry II (CHEM 1520)	4
General Biology II (BIOL 1520)	4
Mathematics (MATH 1310 or higher)	3
Social Science elective	3

Third Semester

Social Science	3
Mathematics (MATH 1310 or higher)	3
Ecology (BIOL 2040)	4
Program electives	4

Fourth Semester

Environmental Ethics (PHIL 2200)	3
Environmental Geology (GEOL 1530)	4
Program electives	3
Free electives	6

Footnotes:

Program electives: Select courses from the following to total 10 credit hours: BIOL 2010, BIOL 2050, BIOL 2060, BIOL 2080, CHEM 2010, CHEM 2020, GEOL 1510, PHYS 1730, PHYS 1740. (Please note: all courses identified as program electives are not offered both fall and spring semesters.)

** Students in this program who plan to transfer to a SUNY college can meet 21 credits of the general education requirement.*

** Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses. Successful completion of some or all developmental courses may also be required before students can enroll in the science classes pertinent to this program.*

***Program electives option to be determined by desired transfer school program requirements.*

Fine Arts and Design

Associate in Science Degree, Transfer program

Division of Humanities and Social Science

Associate Dean: Byron Shaw

Department Chair: Fred Herbst

This program is designed to enable students in both fine arts and commercial art to transfer to many baccalaureate institutions with standing as a junior. Due to the variety of requirements from transfer destinations, this program is meant to cover as many bases as possible. Its flexibility encourages students to explore a spectrum of art forms and styles without locking them into a particular discipline. Its general education requirements in mathematics, lab sciences, social sciences, and wellness will provide students the required elements of a liberal arts and sciences education. Its core courses—art history, design, drawing, and painting—are the elemental building blocks for further study in fields as varied as ceramics, digital art, or art education. A required portfolio preparation course will specifically acquaint students with the expectations of quality transfer institutions.

Graduates of this program will be able to:

- Demonstrate fundamental drawing concepts, including line, proportion, value, gesture, texture, and style.
- Be able to draw an architectural interior in correct linear perspective.
- Draw and paint realistic portraits and figure subjects in correct proportion, including self-portraits.
- Demonstrate proficient use of pen and ink, charcoal, conte crayon, ink wash, oil paint, and all graphite media.
- Demonstrate proficiency in manipulating the major elements of 2-D and 3-D design, including shape, scale, color theory, balance, symmetry, kinetics, texture, materials, and composition.
- Demonstrate a foundational knowledge of major historical styles of western art, from ancient Egypt through the present.
- Assemble a portfolio and resume for possible transfer or employment.
- Demonstrate a foundational knowledge in the liberal arts and sciences, to include Basic Communication, Humanities, Social Sciences, Natural Sciences, Mathematics, and Western Civilization.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Laboratory Science electives	6
Mathematics (MATH 1110 or higher)*	6	Social Sciences electives	6
Core Requirements:		Humanities electives*	6
ARTS 1310, 1320 (Art History I & II)	6	Art electives*	6
ARTS 1030, 2030 (Drawing I & II)	6	Free electives	3
ARTS 1410 (2-D Design)	3	Wellness	2
ARTS 1420 (3-D Design)	3		
ARTS 2110 (Painting I)	3		
ARTS 2999 (Portfolio Preparation)	1	Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

College Composition (ENGL 1010)	3
2-D Design (ARTS 1410)	3
Drawing I (ARTS 1030)	3
Mathematics elective	3
Social Sciences elective	3
Wellness	1

Second Semester

English (ENGL 1020)	3
Drawing II (ARTS 2030)	3
3-D Design (ARTS 1420)	3
Mathematics elective	3
Social Sciences elective	3
Wellness	1

Third Semester Art

History I (ARTS 1310)	3
Painting I (ARTS 2110)	3
Portfolio Preparation (ARTS 2999)	1
Art or Media elective	3
Laboratory Science elective	3
Humanities elective	3

Fourth Semester Art

History II (ARTS 1320)	3
Laboratory Science Elective	3
Art or Media elective	3
Humanities elective	3
Free elective	3

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

*Suggested HUMA electives: PHIL 2360 (Philosophy of the Arts), foreign language, or theatre.

*Suggested ARTS electives: ARTS 1210, 2210 (Ceramics I & II), ARTS 1220 (Basic Black & White Photography), ARTS 1400 (Intro to Digital Art), ARTS 1440 (Intro to Graphic Design), ARTS 1450 (Digital Photography), ARTS 2120 (Painting II), ARTS 2220 (Advanced Photographic Communications), ARTS 2540 (Graphic Design II), ARTS 2550 (Web Design), ARTS 2620 (Ceramic Sculpture), ARTS 2990 (Independent Studio Project)

*Students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an adviser.

Health and Physical Education Studies
Associate in Science Degree, Transfer program
 Division of Professional Studies
 Associate Dean: Deborah Beall

This program includes theoretical and practical coursework to enable students to transfer into baccalaureate programs for health education, health and wellness promotion, nutrition, integrative health, wellness, physical education, athletic training, sports management, or fitness specialist.

Graduates will be able to:

- Articulate and demonstrate core principles in the field of study;
- Demonstrate cognitive, interpersonal and technical skills;
- Use and evaluate a variety of assessment tools;
- Apply discipline-specific philosophies, theories and models to create programs for healthy behavior change;
- Use the scientific process to evaluate current data and research in the areas of health education, wellness and physical education.

High school or equivalent preparation required: one year of biology.

Program Requirements:			
English (ENGL 1010-1020)*	6	Foundations of Personal Health (HLTH 1207)	3
Mathematics (MATH 1215-1225 or higher)*	6	BLS-CPR (HLTH 1010)**	1
Social Sciences (PSYC 1101)	3	Intro Health, PE, & Recreation Profession (PEPD 1200)	3
Laboratory Science (BIOL 1210-1220)	8	Health, Wellness, and Professional Development electives	
Humanities (SPCH 1060 or 1080)	3	(HLTH, PEPD, REPD, WELL)	12
Liberal Arts and Sciences electives (upper level)	6	Physical Education Electives (PFIT)	10
		Advanced First Aid (HLTH 2007)**	1
		Service Learning (INTD 1000)	1
		Total hours	63

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

<u>First Semester</u>		<u>Second Semester</u>	
English 1010	3	English 1020	3
Mathematics (MATH 1215 or higher)	3	Mathematics (MATH 1225 or higher)	3
Principles of Anatomy & Physiology I (BIOL 1210)	4	Principles of Anatomy & Physiology II (BIOL 1220)	4
Introduction to HPER: the Profession (PEPD 1200)	3	Foundations of Personal Health (HLTH 1207)	3
BLS for Professional Rescuer (HLTH 1010)	1	General Psychology I (PSYC 1101)	3
Physical Education electives (PFIT)	3	Physical Education electives (PFIT/RECC)	1
<u>Third Semester</u>		<u>Fourth Semester</u>	
Public Speaking (SPCH 1060 or 1080)	3	Liberal Arts elective (upper level) ²	3
Liberal Arts elective (upper-level) ¹	3	Physical Education/Recreation electives (PFIT/RECC)	3
Health/Wellness/Professional Development electives	6	Health/Wellness/Professional Development electives	6
Physical Education electives (PFIT/RECC)	3	Service Learning (INTD 1000)	1
Advanced First Aid (HLTH 2007)	1		

Footnotes:

*Baccalaureate transfer institutions require a GPA of 2.5 - 3.0 for articulation into an upper-level Health and Physical Education Studies program. Liberal arts elective recommendations: Educational Psychology, Child Psychology, Adolescent Psychology, Social Psychology, Elementary Statistics, foreign language, and Ethics course.

**Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

**Students may elect to take Responding to Emergencies (HLTH 1100) in order to receive credit for both BLS-CPR and Advanced First Aid.

**Proof of Current Basic Life Support CPR and Advanced First Aid Certification verification or students must be submitted prior to the completion of the program. If students do not have these certifications upon entering the program, they can complete them as part of the Health, Wellness and Prof. Development electives - HLTH 1010 BLS-CPR and HLTH 2007 Advanced First Aid, or students may elect to take HLTH 1100 Responding to Emergencies to receive credit for both BLS-CPR and Advanced First Aid.

1 Must be chosen from American History, Western Civilization, Other World Civilizations, Art, Foreign Language, CSIT 1380 Computer class.

2 Must be chosen from 2 different categories in American History, Western Civilization, Other World Civilizations, Art, Foreign Language, CSIT 1380 Computer class

Students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an advisor.

Human Services

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

Coordinator: Eric A. Smith

This is a career track program intended for students who wish to enter the helping professions. The courses provide students with an overview of the human services field along with the communication and documentation skills required. Appropriate selection of electives allows students to tailor the program to specific areas of interest. Students may choose to focus on services to the developmentally or physically challenged, children, youth, the elderly, or to offer help in the areas of domestic violence, child abuse or crisis intervention.

Graduates will be able to:

- Understand the roles and duties of human services professionals;
- Identify areas of employment;
- Use communication skills to facilitate problem solving;
- Fulfill essential case management functions including interviewing, record keeping, gathering intake information, making referrals, and identifying consumer problems and issues;
- Maintain professional and ethical standards of confidentiality;
- Understand and respond to potential crisis issues and situations;
- Identify and contact resources and agencies in community settings;
- Work effectively in different organizational structures.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Human Services (HUSR 1010, 1030, 1040, 2960, and 2961 or two 3-credit Liberal Arts/Gen Ed. courses ⁵)	21
Mathematics (MATH 1150 recommended) ^{1*}	3	Crisis Management elective	
Psychology and Sociology (PSYC 1101 and SOCI 1010)	6	(from HUSR 1211, 1221, or 1581)	1.5
Psychology or Sociology (2000-level)	3	Program elective	3
Organizational Behavior (PSYC 2030)	3	Free electives	12
Laboratory Science (BIOL 1050 recommended)	3	Wellness	2
		Total hours	63.5

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL1010)	3
Mathematics (MATH 1150 recommended) ¹	3
Human Services I (HUSR 1010) ³	3
Program elective	3
Psychology or Sociology (PSYC 1101 or SOCI 1010)	3
Wellness (Awareness/Instructional Component)	1

Second Semester

English (ENGL 1020)	3
Laboratory Science (BIOL 1050 recommended)	3
Introduction to Helping Skills (HUSR 1030) ³	3
Crisis Management elective	
(from HUSR 1211, 1221, 1581)	1.5
Psychology or Sociology (PSYC 1101 or SOCI 1010)	3
Free elective	3

Third Semester

Human Services II (HUSR 1040) ³	3
Sociology or Psychology (2000-level)	3
Organizational Behavior (PSYC 2030) ⁴	3
Free elective	6
Wellness (Activity Component)	1

Fourth Semester

Human Services Practicum I (HUSR 2960) ²	6
Human Services Practicum II (HUSR 2961 or two General Education/Liberal Arts Electives)	6
Free elective	3

Footnotes:

¹A statistics course is recommended for students interested in transfer.

²It is recommended that HUSR 2960-2961 be taken together in the third or fourth semester. The practicum may be taken in separate semesters only with Department Chair's approval. These courses may be taken only with permission of the Department Chair of Human Services. In addition, students must have taken and completed HUSR 1010, 1030, and 1040 with a grade of C or higher.

³It is strongly recommended that students take HUSR 1010, 1030, and 1040 in sequence.

⁴Organizational Behavior (PSYC 2030) may be taken in the fourth semester.

⁵Students may substitute 2 3-credit General Education courses for HUSR 2961. The courses must be from 2 different SUNY General Education categories. See SUNY General Education for details.

*Program elective: Includes most HUSR courses and any three credit HLTH course.

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

Information Technology

Associate in Applied Science Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Coordinator:: DJ Dates (Computer and Network Technology)

Coordinator: Matt Haas (Systems Administration)

The career program in Information Technology is designed to offer students several paths of study leading to an A.A.S. degree in their chosen field. The program is designed to be flexible and diverse so as to offer students the opportunity to choose a career path that best suits their interests and provides them with marketable skills for entering the global job market, or for continuing their education. This program offers specialization in web technology, network technology, and system administration. Avenues for various career paths could include positions at national supercomputing and science laboratories, continuing on in the undergraduate and eventually graduate programs at other institutions, or positions in the corporate world (banks, financial institutions, etc.) The program also provides educational enhancement opportunities to local employers who want to advance the education of their employees.

Graduates will be able to:

- Communicate effectively written and oral communication skills;
- Work effectively in a team environment both as a member and as a leader;
- Utilize analytical problem-solving techniques and critical thinking skills;
- Apply knowledge needed to successfully work with the various computer, networking, system, and application technologies as covered in the various program options.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Concentration requirements (see sample sequence)	31-36
Mathematics (MATH 1230 or higher)*	3-6	Program electives	3-6
Social Sciences electives	6		
Liberal Arts & Sciences elective	3		
Laboratory Science elective	3		
Wellness	2	Total hours	64

Information Technology: Computer and Network Technology

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English Composition I (ENGL 1010)	3
Mathematics (MATH 1230)	3
Introduction to Networks (CSNT 1200)	4
Computer Hardware (CRST 1010)	4
Social Sciences elective ²	3

Second Semester

English Composition II (ENGL 1020)	3
Program elective ⁴ (CSCS1730 recommended)	3
Operating Systems (CRST 1030)	4
Structured & Object-Oriented Problem Solving (CSCS 1240)	3
Routing and Switching Essentials (CSNT 1500)	4
Wellness (Awareness Component)	1

Third Semester

Systems Configuration & Maintenance (CRST 2040)	4
Laboratory Science elective ¹	3
Network Software (CSNT 2200)	4
Social Sciences elective ³	3

Fourth Semester

Connecting Networks (CSNT 2800)	3
Information Technology Practicum (CRST 2050)	4
Fundamentals of Information Security (CSNS 1610)	4
Liberal Arts elective	3
Wellness (Activity Component)	1

Footnotes:

¹Select PHYS 1010 or higher;

²General Psychology recommended;

⁴ Select from CRST, CSCS, CSIT1320, 2044 or higher, CSNS, CSNT, and CSWT course with advisor's approval.

***Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

**Adviser assistance in selection of courses is highly recommended;

Information Technology: System Administration

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English Composition I (ENGL 1010)	3
Mathematics (MATH 1230)	3
Introduction to Networks (CSNT 1200)	4
UNIX/Linux Fundamentals (CSCS 1730)	4
Structured & Object-Oriented Problem Solving (CSCS 1240)	3

Second Semester

English Composition II (ENGL 1020)	3
HPC Fundamentals (CSIT 1320)	3
Social Sciences elective	3
C/C++ Programming (CSCS 1320)	4
Wellness (Awareness component)	1

Third Semester

Data Structures (CSCS 2320)	3
Laboratory Science elective ²	3
Data Communication (CSCS 2700)	3
Social Sciences elective	3
Program elective ¹	3
HPC Experience I (CSIT 2044)	2

Fourth Semester

HPC Experience II (CSIT 2048)	2
Liberal Arts elective	3
Systems Programming (CSCS 2730)	3
Program elective ¹	3
Computer Organization (CSCS 2650)	4
Wellness (Activity component)	1

¹Select from CSIT1320, 2240 or higher, ELEC 1010 or ELEC 1510, CRST, CSCS, CSNS, CSNT, and CSWT with advisor's approval.

²Select any Astronomy, Biology, Chemistry, Earth Science, Geology, Physics 1010 or higher, or General Science course which has a laboratory experience along with the lecture.

Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer)
Associate in Science Degree, Transfer Program

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Julie Dick

This program is designed for students planning to transfer to a four-year institution, other than Elmira College, to pursue a degree in Education. Graduates will:

1. Have the skills and knowledge necessary to understand the aims of public education in our society, current trends in education, and the general roles and responsibilities of teachers
2. This knowledge will prepare them to pursue an education program at a transfer institution
3. Demonstrate competency in understanding the concepts, principles, and practices of several areas of the Liberal Arts and Sciences, with special focus on preparing them to take the first of three certification exams

High school or equivalent preparation is required to enroll in this program. Students must maintain a 2.7 or higher GPA for successful recommendation and admission to a certification program at a four-year institution following graduation from CCC. Given the diversity of requirements at individual transfer colleges, it is essential that students in this program meet with a faculty adviser to determine appropriate courses.

Program Requirements:

English (ENGL 1010 - 1020) ³	6	Program requirements: (EDUC1010, EDUC1560, EDUC 2040, EDUC 2050 or EDUC 1150, PSYC2207 or 2208)	
Foreign Language (SIGN, SPAN or other)	6		
Laboratory Science (SCIN1110 and 1120)	6	General Education Requirement: The Arts	15
Mathematics (MATH 1130 or higher) ³	6	General Guided Elective ⁴	3
Social Sciences (HIST1110 or 1120 & PSYC1101)	6	Wellness	3
Concentration electives from one area below	9	Total hours	2
			62

A. English: select English.

B. Social Studies: select from courses in history, anthropology, economics, geography, and government..

C. Mathematics: select from math courses numbered 1130 and higher.

D. Guided Education: Select from a list of approved courses based on transfer school. Consult with your advisor for direction on upper level requirements. Students transferring to Alfred University must take ENGL2030 Children's Literature, PSYC2208 Adolescent Psychology, and a Global Awareness general education course (consult with the approved Gen Ed list from Alfred University). Students transferring to Mansfield must take ENGL2030 Children's Literature, SPCH1080 Public Speaking, and PSYC2212 Education Psychology.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

Composition I (ENGL1010)	3
Mathematics (recommend MATH1130 or higher)	3
Foundations of Education (EDUC1010)	3
General Psychology (PSYC1101)	3
Foreign Language I (SIGN, SPAN, or other)	3

Second Semester

Composition II (ENGL1020)	3
Mathematics (recommend MATH1140)	3
Child Psychology (PSYC2207 or 2208)*	3
Teaching in the Diverse Classroom (EDUC2040)	3
Foreign Language II (SIGN, SPAN or other) ²	3

Third Semester

Laboratory Science (SCIN1110)	3
American History (HIST1110 or 1120)	3
Special Ed/Inclusive Class (EDUC 1560)*	3
Concentration elective	3
Wellness (Awareness or Activity) ¹	1
Guided General Elective**	3

Fourth Semester

Laboratory Science (recommend SCIN1120)	3
Schools & Society (EDUC2050 or ECED1150)	3
Concentration electives	6
Arts elective*	3
Wellness (Awareness or Activity) ¹	1

Footnotes:

* All education students are required to see an advisor.

*Students transferring to a New York State institution are advised to take a studio art course. Students transferring out-of-state may be required to take a theory course. Consult with your advisor and/or transfer school for guidance.

*EDUC1010, 1960, EDUC2040 may not transfer to a SUNY transfer institution; contact an Educational Planner for information regarding transferability to the institutions in which you are interested.

¹ Students transferring to Alfred University must take two Activity courses.

² Foreign language must be 2 semesters of the same language.

³Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

⁴Consult an advisor for specific course to meet the Guided General Elective.

Liberal Arts and Sciences: Education/Childhood Education

A jointly registered program of Corning Community College and Elmira College

Corning Community College: Associate in Science Degree

Transfer program Elmira College: Bachelor of Science or Bachelor of Arts Degree

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Julie Dick

This program is designed for students planning to transfer to Elmira College as Childhood Education majors. Qualified students who enter this program at CCC are simultaneously accepted into Elmira College. At Elmira College, students may choose to pursue either a Bachelor of Science or Bachelor of Arts degree. During their final semester at CCC, students will meet with Elmira College advisors who will register them for their next semester. Students must maintain a 2.7 or higher Grade Point Average for successful transfer.

Graduates will:

1. Have the skills and knowledge necessary to transfer to the Education Certification program at Elmira College only
2. Have the skills and knowledge necessary to understand the aims of public education in our society, current trends in education, and the general roles and responsibilities of teachers
3. Demonstrate their competency in understanding the concepts, principles, and practices of several areas of the Liberal Arts and Sciences, with special focus on preparing them to take the first of three certification exams.

All teachers in New York State must successfully complete one year of language at the college level. They must also complete their education program and pass all state certification exams before receiving their initial certificate.

It is highly recommended that students consult with their advisor each semester.

Program Requirements at Corning Community College:			
English (ENGL 1010-1020)*	6	C. Mathematics: Courses numbered higher than 1215 and up to 4 hours from chemistry or physics courses numbered 1500 or higher	
Foreign Language (Spanish or Sign strongly recommended)	8	Program requirements (EDUC 1010, 1560, 1960, 2040; PSYC 1101; PSYC 2207 or 2208; HIST 1010, 1020, 1110 or 1120)	21
Laboratory Science electives	6	Free elective	3
Mathematics (MATH 1215-1225 or higher)*	6	Wellness	2
Concentration electives from one area below:	15	Total hours	64
At least 9 hours must be upper-level courses. ¹			
A. Communications/Humanities: Courses in art, foreign languages, humanities, media communications, music, philosophy, speech, theatre, & 2000-level English.			
B. Social Sciences: Courses in anthropology, economics, geography, government, history, psychology, and sociology.			

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

<u>First Semester</u>		<u>Second Semester</u>	
English (ENGL 1010)	3	English (ENGL 1020)	3
Mathematics (MATH 1215 or higher)	3	Mathematics (MATH 1225 or higher)	3
Foundations of Education (EDUC 1010)	3	Child or Adolescent Psychology (PSYC 2207 or 2208)	3
General Psychology I (PSYC 1101)	3	Teaching in the Diverse Classroom (EDUC 2040)	3
Foreign Language elective	4	Foreign Language elective	4
Wellness (Awareness/Instructional Component)	1		
<u>Third Semester</u> Laboratory		<u>Fourth Semester</u>	
Science elective	3	Laboratory Science elective	3
Concentration electives ¹	6	Concentration electives	9
Special Ed & Inclusive Classroom (EDUC 1560)	3	Fieldwork & Seminar in Education (EDUC 1960)	3
History (HIST 1010, 1020, 1110, or 1120)	3	Fine Arts Course	3
		Wellness (Activity Component)	1

Footnotes:

In the Communications/Humanities and Social Sciences areas, upper-level courses have a 2000 number; they are noted as upper-level courses in the description. Mathematics upper-level courses are numbered 1215 or higher. Science upper-level courses are numbered 1500 or higher.

**Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.*

Liberal Arts and Sciences: Humanities and Social Sciences

Associate in Arts Degree, Transfer program

Divisions of Humanities and Social Sciences

Associate Dean: Byron Shaw

This program provides the first two years of a traditional college education leading toward such professions as law, teaching at all levels through college, journalism, psychology, international affairs, translation, political science, and many more that require a strong academic background in such disciplines as economics, English, government, history, modern and classical languages, music, philosophy, psychology, sociology, theater, and others. By following a rigorous liberal arts and sciences curriculum, graduates will develop capabilities in academic research and writing; an ability to apply scientific method and critical thinking skills to validate their own ideas and inquiries; sufficient math skills to deal with complex problems; and an awareness and appreciation of living in a culturally, racially, and ethnically diverse society. The humanities, social sciences, and liberal arts and sciences electives allow students to focus their curriculum toward a specific goal or to explore a variety of disciplines. The courses accommodate a wide range of career choices. For curricular guidance to meet transfer and career goals, consult an academic advisor or educational planner. Additionally, you can refer to SUNY Transfer Paths at www.SUNY.edu. In a world where technology is constantly changing, students must be ready for a tomorrow where jobs change rapidly or disappear. This program provides a solid educational foundation by encouraging students to be knowledgeable about the past, but prepared for the future.

Graduates will have:

- Self-Direction (To Work on One's) – The ability to independently define, plan, and complete a project in conformance with assigned criteria, locating, evaluating, integrating, and correctly documenting any necessary primary or secondary source material;
- Analytical skills (To Think) – The ability to evaluate the quality of a claim, concept or process by careful consideration of the appropriateness, relevance, and/or truth of the supporting evidence;
- Understanding of the World (To Know) – The ability to demonstrate a foundation knowledge of the Natural World, The Physical World, The Social/Cultural World, The Historical World and The Contemporary World;
- Problem Solving (To Discover) – The ability to determine the best of many possible solutions to problems, whether numerical, symbolic, ethical, linguistic, or social;
- Expressivity (To Communicate) – The ability to clearly present information through writing, speech, visual presentation, or performance;
- Understanding of Human Condition and Human Behavior (To Understand) – The ability to demonstrate a basic understanding of motive and resultant human behaviors and activities;
- Creativity (To Innovate) – The ability to devise and express original insights and/or distinctive relationships among concepts;
- World Citizenship (To Appreciate) – The ability to demonstrate fundamental appreciation of cultures other than one's own.

Program Requirements:

English (ENGL 1010-1020)	6	Mathematics (MATH 1110 or higher)*	3
Foreign Languages	6	Humanities electives	3
Social Sciences electives	6	Liberal Arts and Sciences lower-level electives	15
Laboratory Science electives	6	Liberal Arts and Sciences upper-level electives	9
		Free electives	6
		Wellness	2
		Total hours	62

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters. Students who are decided about an academic major should see an advisor or educational planner about the choice of courses that are appropriate for an established transfer path. The following is the default sequence for students who are undecided about an academic major or whose transfer goals are not accommodated by an established transfer path.)

First Semester

English (ENGL 1010) ¹	3
Foreign Language ²	3
Mathematics (MATH 1110 or higher)	3
Laboratory Science elective	3
Social Sciences elective ³	3
Wellness ⁴	1

Second Semester

English (ENGL 1020)	3
Foreign Language	3
Social Sciences elective ³	3
Laboratory Science elective	3
Humanities	3
Wellness ⁴	1

Third Semester

Liberal Arts and Sciences electives (lower level) ^{3,5}	9
Liberal Arts and Sciences electives (upper level) ^{3,5}	3
Free elective	3

Fourth Semester

Liberal Arts and Sciences electives (lower level) ^{3,5}	6
Liberal Arts and Sciences electives (upper level) ^{3,5}	6
Free elective	3

Footnotes:

¹Based on placement, students might have to take developmental and/or prerequisite courses before taking the required English or Mathematics courses.

²The level to be determined by academic preparation or background experience, with six credits in the same language.

³When choosing electives, students should be aware of SUNY's requirement to satisfy seven out of ten General Education areas and have at least 30 General Education credits. See the course catalog for information.

⁴Any combination of activity and/or awareness

⁵In the humanities and social sciences, upper-level courses carry a designation of 2000 or above, and they are noted as upper-level courses in the course descriptions. Science and mathematics upper-level courses are those mathematics courses numbered 1310 or higher and science courses are numbered 1500 or higher.

Liberal Arts and Sciences: Humanities and Social Sciences

Associate in Science Degree, Transfer program

Divisions of Humanities and Social Sciences

Associate Dean: Byron Shaw

This program is highly transferable and provides flexibility and exploration in a wide variety of studies since it contains many free electives. The training in disciplines under the general category of liberal arts and sciences is also excellent preparation for many traditional careers, including medicine, dentistry, law, teaching, business, international studies, mass media, mass communications, health, physical education, and recreation. Students can choose to concentrate in an area that matches their interests, or they can develop a curriculum to suit a unique academic goal not met by any other program. By following a rigorous liberal arts and sciences curriculum, graduates will have developed capabilities in academic research and writing; an ability to apply scientific method and critical thinking skills to validate their own ideas and inquiries; sufficient math skills to deal with complex problems; an awareness and appreciation of living in a culturally, racially, and ethnically diverse society.

Graduates will have:

- **Self-Direction (To Work on One's Own)** – The ability to independently define, plan, and complete a project in conformance with assigned criteria, locating, evaluating, integrating, and correctly documenting any necessary primary or secondary source material;
- **Analytical skills (To Think)** – The ability to evaluate the quality of a claim, concept or process by careful consideration of the appropriateness, relevance, and/or truth of the supporting evidence;
- **Understanding of the World (To Know)** – The ability to demonstrate a foundation knowledge of the Natural World, The Physical World, The Social/Cultural World, The Historical World and The Contemporary World;
- **Problem Solving (To Discover)** – The ability to determine the best of many possible solutions to problems, whether numerical, symbolic, ethical, linguistic, or social;
- **Expressivity (To Communicate)** – The ability to clearly present information through writing, speech, visual presentation, or performance;
- **Understanding of Human Condition and Human Behavior (To Understand)** – The ability to demonstrate a basic understanding of motive and resultant human behaviors and activities;
- **Creativity (To Innovate)** – The ability to devise and express original insights and/or distinctive relationships among concepts;
- **World Citizenship (To Appreciate)** – The ability to demonstrate fundamental appreciation of cultures other than one's own.

Program Requirements:

English (ENGL 1010-1020)*	6	B. Social Sciences: Select from courses in anthropology, economics, geography, government, history, psychology, and sociology.	
Humanities electives Social Sciences electives	6	C. Individualized Studies: Select from liberal arts and sciences courses. (Selection of this concentration requires approval by associate deans of instruction for the program in collaboration with the academic advisor.)	
Laboratory Science electives	6		
Mathematics (MATH 1110 or higher)*	6		
Concentration electives from at least one area below	15		
At least 9 hours must be upper-level courses. ¹			
		Free Electives	15
A. Communications/Humanities: Select from courses in art foreign languages, humanities, media communications, music, philosophy, speech, theatre and 2000-level English.		Wellness	2
		Total Hours:	62

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters. The sequence of courses may vary from this sample depending on the student's intended eventual major.)

<u>First Semester</u>		<u>Second Semester</u>	
English (ENGL 1010)	3	English (ENGL1020)	3
Social Sciences elective	3	Social Sciences elective	3
Mathematics	3	Mathematics	3
Humanities elective	3	Humanities elective	3
Free elective	3	Free elective	3
		Wellness (Activity Component)	1
<u>Third Semester</u>		<u>Fourth Semester</u>	
Laboratory Science elective	3	Laboratory Science elective	3
Concentration electives ¹	6	Concentration electives ¹	9
Free electives	6	Free electives	3
Wellness (Activity Component)	1		

Footnotes:

¹In the Communications/Humanities and Social Sciences areas, most upper-level courses carry a 2000 designation; they are noted as upper-level courses in the course description. Sciences & Mathematics upper-level courses are those math courses numbered 1310 or higher and science courses numbered 1500 or higher.

*Students in this program who plan to transfer to a SUNY college can meet 21 credits of the general education requirement.

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

Liberal Arts and Sciences: Mathematics and Science

Associate in Science Degree, Transfer program

Division of STEM

Associate Dean: Bradley Cole

Department Chair Mathematics: Raymond LaBounty

Department Chair Sciences: David Pindel

This program is recommended for students interested in the mathematics/sciences area of liberal arts and sciences. Students who choose this program are typically interested in transferring to major in mathematics or the natural or physical sciences, or are those who have interest in careers such as pharmacy, medicine, physical therapy, veterinary medicine, or mathematics or science education. It involves a more rigorous and concentrated level of mathematics and science than the other liberal arts programs, but still allows approximately 21 hours of electives. In all cases, students should look closely at the mathematics and science course descriptions to ensure that this program matches their abilities and career choice. Depending upon their long-range plans, they might also take a foreign language as an elective.

Graduates will demonstrate:

- Self-Direction (To Work on One's Own) – The ability to independently define, plan, and complete a project in conformance with assigned criteria, locating, evaluating, integrating, and correctly documenting any necessary primary or secondary source material;
- Analytical skills (To Think) – The ability to evaluate the quality of a claim, concept or process by careful consideration of the appropriateness, relevance, and/or truth of the supporting evidence;
- Understanding of the World (To Know) – The ability to demonstrate a foundation knowledge of the Natural World, The Physical World, The Social/Cultural World, The Historical World and The Contemporary World;
- Problem Solving (To Discover) – The ability to determine the best of many possible solutions to problems, whether numerical, symbolic, ethical, linguistic, or social
- Expressivity (To Communicate) – The ability to clearly present information through writing, speech, visual presentation, or performance;
- Understanding of Human Condition and Human Behavior (To Understand) – The ability to demonstrate a basic understanding of motive and resultant human behaviors and activities;
- Creativity (To Innovate) – The ability to devise and express original insights and/or distinctive relationships among concepts;
- World Citizenship (To Appreciate) – The ability to demonstrate fundamental appreciation of cultures other than one's own.

High school or equivalent preparation required: Two years of science and three years of mathematics, including algebra, geometry, intermediate algebra, and trigonometry. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program.

Program Requirements:

English (ENGL 1010-1020)*	6	Mathematics and/or Science Concentration ^{2,3}	13
Mathematics ^{2*}	6	Free electives ^{4,5}	21
Social Science electives	3	Wellness	2
Social Science or Humanities elective	3	Total hours	62
Laboratory Science sequence ¹	8		

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters. The sequence of courses may vary from this sample depending on the student's intended eventual major.)

First Semester

English (ENGL 1010)	3
Laboratory Science ¹	4
Mathematics ²	3
Free electives ⁴	6
Wellness (Awareness/Instructional Component)	1

Second Semester

English (ENGL 1020)	3
Laboratory Science ¹	4
Mathematics ²	3
Science/Mathematics concentration ^{2,3}	3
Free electives ⁵	3

Third Semester

Social Sciences elective	3
Science/Mathematics ^{2,3}	6
Free electives	6
Wellness (Activity Component)	1

Fourth Semester

Social Science or Humanities elective	3
Science/Mathematics ^{2,3}	4
Free electives	6

Math Focus Sample Sequence: (This sequence is a more specific guide for those who intend to transfer as a mathematics major).

First Semester

English (ENGL 1010)	3
Mathematics (MATH1610) ²	4
Social Science (or Laboratory Science) ^{1,5}	3(4)
Computer Elective ^{3,6}	3
Free Elective	3

Second Semester

English (ENGL 1020)	3
Mathematics (MATH 1620) ²	4
Laboratory Science ^{1,7}	4
Social Science elective ³	3
Wellness Awareness (HLTH or WELL)	1

Third Semester

Concentration (MATH 2610) ^{2,3}	4
Concentration (MATH 2350 or 2410) ^{2,3}	3
Laboratory Science (or Social Science) ¹	4(3)
Free elective	3
Wellness Activity (PFIT or RECC)	1

Fourth Semester Concentration

(MATH 2560) ^{2,3}	3
Free elective (MATH 2350 or 2620)	3(4)
Free elective	4
Free elective ⁴	3
Free elective ⁵	3

Footnotes:

1 Science courses must be selected from those that have a two-semester sequence and are numbered 1500 or higher. In addition, any two courses from GEOL 1510, 1520, and 1530 can count as a sequence.

2 Mathematics courses must be selected from courses numbered 1310 or higher. Students planning to transfer to a mathematics program at a four-year institution should select 1610-1620 to meet the mathematics requirement. To meet the concentration requirement, they should choose MATH 2610, and two courses from MATH 2330, 2410, 2560, 2620.

3 Select from science courses numbered 1500 or higher, math courses numbered 1310 or higher, and up to 3 credits in a computer programming language from the following list: CSCS 1320, CSCS 2420, CSST 1600, ENGR 1050, ELEC 2070 or TECH 1060.

4 Students planning to transfer to a mathematics or physics program at a four-year institution are recommended to take a computer programming language. 5 Foreign language recommended.

**Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses. Students in this program who plan to transfer to a SUNY college can meet 7 of the 10 SUNY Knowledge and Skills areas and 30 SUNY General Education credits. For more information on SUNY General Education requirements, refer to the catalog index or see an advisor.*

Machine Tool Technology

Associate in Applied Science Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

Students in the Machine Tool Technology program study that portion of the manufacturing arena that actually produces the parts that go into the products sold throughout the world. Machinists set up and operate a vast variety of machine tools from basic lathes to advanced computer numerically controlled (CNC) machining centers. In today's highly automated, high precision environment, the machinist needs a comprehensive knowledge of mathematics, precision measurement, CNC programming, and communication skills. Machinists must understand the working properties of metals such as steel, cast iron, aluminum and the effect heat treating has on their properties. They must be able to read complicated blueprints, translating these images into machined objects.

Graduates will be able to:

- Write and edit programs;
- Run parts on a CNC machining center;
- Use basic machining equipment and tools;
- Calculate and identify proper tool geometry, feeds, speeds, screw threads, and tapers to machine parts of various materials;
- Design simple jigs and fixtures;
- Read and inspect parts made to drawing specifications;
- Draw parts of various types and process them with MasterCam software.

In today's environment, the machinist is an integral part of a manufacturing team which analyzes processes, estimates costs, schedules production, and programs automated machines which are factors necessary to ensure a continuous refinement and improvement of the manufacturing process. With this involvement comes the knowledge and pride of having an immediate impact on, and control over, quality. Quality and productivity are critical factors in today's global economy. Some required classes are held at off-site locations evenings and weekends. Students must provide their own transportation.

Program Requirements:

English (ENGL 1010 & 1020)*	6	Technical Concentration (MACH 1040, 1540, 2510,	
Mathematics (MATH 1230, 1240 or 1310 or higher)*	6	2380, 2400, 2410; MECH 1050, 1560, 1570;	
Social Sciences electives	3	TECH 1030, 1110 ¹ , 1120 ¹)	39
Physics (PHYS 1010)	4	Machine Tool Co-op (MACH 2350)	3
Social Sciences or Humanities	3	Total Hours	64

Students must have good working knowledge of WORD (word processing) and EXCEL (spreadsheets and charts) for science and technology courses. If not already required in their program, students who lack these skills should still take TECH 1110 and TECH 1120 to make up the deficiency. Challenge exams for these courses are also available.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Mathematics (MATH 1230 or higher)	3
Precision Machining I (MACH 1040)	5
Engineering Graphics I (MECH 1050)	3
Technical Word Processing and Research (TECH 1110) ¹	1
Spreadsheet Applications in Technology (TECH 1120) ¹	1

Second Semester

English (ENGL 1020)	3
Mathematics (MATH 1240 or higher)	3
Precision Machining II (MACH 1540)	5
CNC Programming (MECH 1560)	3
Dimensional Metrology (MECH 1570)	3

Summer: Machine Tool Co-op (MACH 2350) 3

Third Semester Manufacturing

Methods (TECH 1030)	3
CNC Machining (MACH 2400)	5
MasterCam I (MACH 2380)	3
CNC Lathe Programming (MACH 2510)	3

Fourth Semester

Social Sciences or Humanities elective	3
Tooling Technology (MACH 2410)	4
Physics (PHYS 1010)	4
Social Science elective	3

Footnotes:

¹Evening students should substitute BUOT 1062 and CSST 1051.

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

*High school or equivalent preparation required: Two years of high school mathematics including algebra and either geometry or inter-mediate algebra. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program

Machine Tool Technology

Certificate, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

The purpose of this certificate program is to prepare students for immediate employment as entry level machine operators. They will become proficient in the operation of basic machine tools such as lathes, milling machines, grinders, drill presses and precision measurement equipment. To prepare for future career opportunities in the operation of machining centers, the College's first course in CNC programming is also required. Students will develop supportive skills in basic mathematics and writing appropriate to a machinist position and necessary to continue their machinist training in an associate's degree program in Machine Tool Technology.

Graduates will be able to

- Immediately enter the workforce with the skills required to run both production and job-shop parts;
- Apply their skills to set-up and operate common manufacturing machine tools;
- Edit CNC programs "on-the-fly" to assist in production scheduling;
- Demonstrate proficiency in the use of standard and state-of-the-art metrology to verify parts to a documented drawing.

To provide students with the option of electing this program or the associate's degree in Machine Tool Technology, the first semester of both programs is identical. High school or equivalent preparation required: Two years of high school mathematics including algebra and either geometry or inter-mediate algebra. Students who don't have this preparation will be able to get it here, but it may take longer to complete the program. Some required classes are held at off-site locations evenings and weekends. Students must provide their own transportation.

Program Requirements:

English (ENGL 1010.)* Mathematics	3
(MATH 1230 or higher)*	3
Technical Concentration (MACH 1040, 1250, 1540; MECH 1050, 1560, 1570; TECH 1110, 1120, 1030)	27
Total hours	33

Students must have a good working knowledge of WORD (work processing) and EXCEL (spreadsheets and charts) for science and technology courses. If not already required in their program, students who lack these skills should still take TECH 1110 and TECH 1120 to make up the deficiency. Challenge exams for these courses are also available.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in two semesters.)

First Semester

English	3
Mathematics (MATH 1230 or higher)	3
Precision Machining I (MACH 1040)	5
Engineering Graphics I (MECH 1050)	3
Technical Word Processing and Research (TECH 1110)	1
Spreadsheet Applications in Technology (TECH 1120)	1

Second Semester

Metallurgy for the Machinist (MACH 1250)	3
Manufacturing Methods (TECH 1030)	3
Precision Machining II (MACH 1540)	5
CNC Programming (MECH 1560)	3
Metrology (MECH 1570)	3

Footnotes:

* Based on placement, students might be required to successfully complete preparatory course(s) before attempting further course or program requirements.

* All 33 credit hours of this program apply towards the specific 64 credit requirement of the Machine Tool Technology A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

* 18 of the 33 credit hours of this program apply towards the specific 64 credit requirement of the Manufacturing Technology A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

* 18 of the 33 credit hours of this program apply towards the specific 64 credit requirement of the Mechanical Technology: CAD Design A.A.S. program allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

Manufacturing Technology

Associate in Applied Science Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

Manufacturing Technology is a field of study that prepares students for careers in production settings, technical and/or management oriented professions. Manufacturing technicians are primarily involved with the management, operation, and maintenance of complex, team-oriented technological systems. Typical on-the-job functions may include work in production and inventory control, quality assurance, methods analysis, manufacturing supervision, and facilities management.

Within the traditional manufacturing courses, the program will integrate the latest concepts of Quality Management or Six Sigma Lean Principles that are increasingly important to the leadership and management of all organizations. With an awareness of growing global competition, the students will learn to apply these principles to produce benefits for customers, owners, employees, suppliers, and society at large. The initial semester will focus on topics common to all technical fields. Subsequent courses become more specialized and use the scientific method to identify and solve problems related to a manufacturing environment.

Graduates will be able to:

- Perform manufacturing process analysis and product testing;
- Apply a problem-solving approach to manufacturing cost reduction;
- Develop quality control programs;
- Use of a Computer Aided Design (CAD) system;
- Recognize and use project management techniques;
- Use word processing, spreadsheets and presentation software.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Technical Concentration (CADD1700, CADD2710;	
Mathematics (MATH 1230-1240 or higher)*	6	ELEC 1010, MECH 1050, 1550, 1560, 1570, 2050,	
Social Sciences or Humanities elective	3	2210; MACH 2380; MFGT 2020, 2060; TECH 1030,	42
		1080)	
Social Sciences elective	3		
Physics (PHYS 1010)	4	Total hours	64

Students must have a good working knowledge of WORD (word processing) and EXCEL (spreadsheets and charts) for science and technology courses. If not already required in their program, students who lack these skills should still take TECH 110 and TECH 1120 to make up the deficiency. Challenge exams for these courses are also available.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Mathematics (MATH 1230 or higher)	3
Engineering Graphics I (MECH 1050)	3
Manufacturing Methods (TECH 1030)	3
Manufacturing Methods Lab (TECH 1080)	1
Electricity (ELEC 1010)	4

Second Semester

English (ENGL 1020)	3
Mathematics (MATH 1240 or higher)	3
CNC Programming (MECH 1560)	3
Engineering Graphics II (MECH 1550)	3
Physics (PHYS 1010)	4

Third Semester

Materials (MECH 2210)	4
MasterCam I (MACH 2380)	3
Quality Management (MFGT 2020)	3
Hydraulics & Pneumatics (MECH 2050)	3
Computer Aided Drafting I (CADD 1700)	3

Fourth Semester

Computer Aided Drafting II (CADD 2710)	3
Manufacturing Supervision (MFGT 2060)	3
Dimensional Metrology (MECH 1570)	3
Social Sciences or Humanities electives	6

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra.

Mechanical Technology: CAD Design

Associate in Applied Science Degree, Career program

Division of STEM

Associate Dean: Bradley Cole

Department Chair: John Longwell

Every new product, machine, vehicle, or device we enjoy today represents the work of creative mechanical designers. Those who derive satisfaction from the challenge of solving mechanical problems, making things work, and using computer technology to create new things may have a future in this exciting field. This program represents a blend of applied design theory with the most recent innovations in Computer-Aided Design (CAD), Rapid Prototyping, Computer Numerical Control and traditional industrial practices. Initial courses focus on topics common to all technical fields, including mathematics, engineering graphics, machine tools, and basic electricity. Subsequent courses become more specialized as students apply computer technology to problems related to machine design and automation.

Graduates are prepared to:

- Use of a CAD system for design, manufacture, and analysis; select materials, and design mechanical components and systems;
- Perform technician assignments involving measurements, test equipment, data recording and analysis;
- Communicate with and understand technical terminology;
- Use word processing, spreadsheet, and presentation software;
- Recognize and use project management techniques.

Should students decide to continue their education at the four-year college level, courses taken at Corning transfer to upper-division colleges granting Bachelor of Technology degrees in Mechanical Technology, Manufacturing Technology, and Manufacturing Engineering Technology.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Technical Concentration (ELEC 1010; TECH 1030, 1080;	
Mathematics (MATH 1230-1240 or higher)*	6	MECH 1050, 1060, 1550, 1570, 2010, 2050,	
Social Sciences elective	3	2170, 2210; CADD 1700, 2710)	39
Physics (PHYS 1010)	4	Technical Elective***	3
Social Sciences or Humanities electives	3	Total hours	64

Students must have good working knowledge of WORD (word processing) and EXCEL (spreadsheets and charts) for science and technology courses. If not already required in their program, students who lack these skills should still take TECH 1110 and TECH 1120 to make up the deficiency. Challenge exams for these courses are also available.

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Mathematics (MATH 1230 or higher)	3
Engineering Graphics I (MECH 1050)	3
Manufacturing Methods (TECH 1030)	3
Manufacturing Methods Lab (TECH 1080)	1
Electricity (ELEC 1010)	4

Second Semester

English (ENGL 1020)	3
Mathematics (MATH 1240 or higher)	3
Engineering Graphics II (MECH 1550)	3
Physics (PHYS 1010)	4
Dimensional Metrology (MECH 1570)	3

Third Semester

Social Sciences elective	3
Hydraulics and Pneumatics (MECH 2050)	3
Technical Mechanics (MECH 1060)	2
Computer Aided Drafting I (CADD 1700)	3
Materials (MECH 2210)	4
Technical Elective	0-3

Fourth Semester

Social Sciences or Humanities elective	3
Machine Design (MECH 2010)	3
Strength of Materials (MECH 2170)	4
Computer Aided Drafting II (CADD 2710)	3
Technical elective	0-3

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses. Math 1310 does not count toward the 6 credits of math for the program.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra.

*** Technical elective: Choose from MFGT 2020 or MECH 1560. Note: both can be taken if desired and are recommended by the Technology Department.

Nursing

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall Department Director: Krystal Jubilee

The integrated curriculum includes learning experiences in medical, surgical, pediatric, obstetric, geriatric, psychiatric and community settings. Clinical experience is provided in hospitals in Corning, Elmira, Sayre, Montour Falls, Troy and at other health care agencies throughout the area during day, evening, and weekend hours. Students are responsible for their own transportation to clinical agencies and are expected to rotate agencies each semester.

Graduates will be able to:

- Provide and manage patient-centered nursing care through interdisciplinary teamwork and therapeutic communication, clinical judgement and nursing process.
- Engage in professional practice within an ethical and legal framework to provide safe, competent, quality care.
- Continue professional growth and development to achieve desired health outcomes utilizing evidence-based practice.
- Utilize informatics and technology in the healthcare system to provide established standard of care.
- Provide patient-centered care for a diverse population across the life span to achieve needs satisfaction.
- Successful completion of this program enables graduates to take the National Council Licensing Examination for Registered Nurse (NCLEX).

This program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and registered by the New York State Education Department and the State Board of Regents. **Admission to the Nursing program does not guarantee eligibility to register into the first nursing course. Registration into nursing courses is on a space-available basis.**

Eligibility and steps:

- Students must successfully complete courses in biology and chemistry either in high school (with a grade of 75% or its letter grade equivalent or higher) or in college (with a grade of C or higher.).
- Students must have completed all developmental courses (see prerequisites below), place in ENGL 1010 based on CCC assessments tests and must be eligible to take MATH 1215 or higher by assessment tests.
- Students will be required to submit a completed “Eligibility Packet for Nursing I”. The packet includes instructions on what documentation is required to be submitted for review and how to complete the requirements. Required areas include :
 - Results of a criminal background check
 - Results of Pennsylvania child abuse screening
 - Proof of current American Heart Association or American Red Cross BLS certification
 - Completion of the “Essential Functions” of the Nursing program form
 - Submission of required health form information to the identified company and results of Health Form compliance from identified company
 - Minimum GPA of 2.75

Students are required to meet the criteria set by the clinical agencies. This includes health form components, background check and/or child abuse check included in the eligibility packet. In addition, students will be required to have flu vaccines as part of their clinical lab requirement. An applicant who has been convicted of a felony may not be allowed to take the NCLEX. For more information, contact the Nurse Education Department Director. Students entering the Nursing program will need to know basic keyboarding and computer use. CCC offers both of these courses.

Prospective students who have graduated from an accredited PN program may be eligible for advanced placement. All LPNs requesting advanced placement MUST complete an “Advanced Placement Packet”, submit an official PN transcript and evidence of licensure as a practical nurse; meet the entry requirements for the College; meet prerequisite requirements for entrance into their initial nursing course. To be considered for advanced placement LPNs must also complete at least 12 credits of program requirements including Principles of Anatomy and Physiology I and score 75% or higher on an advanced placement exam. For further information regarding the exam please contact the Nurse Education Department. The advanced placement exam is valid for three years and can only be taken once.

Nursing courses, specifically NURS 1100, 1500, 2000, 2100, 2500, have a shelf life of three years. If a student is unsuccessful in any of the clinical nursing courses, NURS 1100, 1500, 2100, or 2500, they would have the opportunity to submit a petition to the Nurse Education Department requesting the chance to repeat the course. Petitions are only available through the Nurse Education Department. Students are only allowed to repeat one clinical nursing course. Students must complete the sequence of nursing courses within five years of beginning their first nursing course.

Prerequisite Courses:

Developmental Courses: Any developmental courses will need to be completed successfully prior to submission of the “Eligibility for Nursing I” packet.

Math: Must be eligible to take MATH1215 or higher by assessment test.

Science: See chart below.

Science	If never taken in high school then:	If taken in high school and received less than 75% OR took in college and received less than a “C” then:	If taken in high school and received more than 75% OR taken in college and received more than a “C” then:
Biology	Must take BIOL 1050 or 1060 or 1020 or 1510 with a grade of “C” or higher.	Must take BIOL 1050 or 1060 or 1020 or 1510 with a grade of “C” or higher.	Prerequisite is met.
Chemistry	Must take CHEM 1010 or 1020 or 1510 and pass with a grade of “C” or higher.	Must take CHEM 1020 or 1010 or 1510 and pass with a grade of “C” or higher.	Prerequisite is met.

Program Requirements:			
English (ENGL 1010 and 1020)	6	Nursing (NURS 1100, 1500, 2000, 2100, 2500) ^{1, 2, 3, 4}	36
Mathematics elective (MATH 1215 or higher) ⁵	3	Nursing elective ⁶	1
Social Sciences (PSYC 1101, SOCI 1010)	6	Laboratory Science (BIOL 1210, 1220 and 2010) ¹	12
		Total hours	64

Footnotes:

Based on placement, students might be required to successfully complete preparatory course(s) and prerequisite courses before attempting further course or program requirements.

1 BIOL 1210 Principles of Anatomy & Physiology I must be taken prior to or concurrently with NURS 1100 Nursing I and BIOL 1220 Principles of Anatomy & Physiology II must be taken prior to or concurrently with NURS 1500 Nursing II. BIOL 2010 Microbiology must be taken prior to or concurrently with NURS 2100 Nursing III. All lab science program requirements must be completed with a grade of C or higher and be completed prior to entering NURS 2500 Nursing IV.

2. A grade of C or better in a nursing course is necessary to continue to the next nursing course. Students who fail to provide safe and satisfactory patient care may be dropped from nursing courses and assigned a final grade of “D” or “F” at any time during the semester. Students who are unsuccessful in NURS 1100, 1500, 2100, and/or 2500 must petition the Department of Nurse Education for a second opportunity to complete the program. An unsuccessful attempt is: completion of a course with a grade of “D”, or withdrawal from a course. Students must petition by February 15th for returning in the fall semester and September 15th for returning in the spring semester. Failure to meet the deadline will result in the non-approval of the student’s petition, and the student will need to wait until the following year. Readmission to nursing courses is on a space-available basis determined following the last nursing exam of the semester – students will be notified by the Nurse Education Department. Successful completion of NURS 1511 is required prior to re-entry into Nursing II, NURS 2110 is required prior to re-entry into Nursing III, and NURS 2510 is required prior to re-entry into Nursing IV. For re-entering students, credits previously earned for Nursing I, II, and III are valid for three years. After three years previously passed nursing courses will need to be repeated. Only one nursing course can be repeated. Eligibility packets/Advanced Placement packets are available in the Nurse Education Department or on the college website under Academic Programs > Health and Nursing > Nursing. Petitions for the Nursing program are available in the Nurse Education Department. Nursing courses must be completed within five years of beginning initial nursing course.

3 Advanced placement students – all LPNs will need to register and pass the advanced placement exam and submit a completed Advanced Placement Packet. The Advanced Placement exam can only be taken once. Students should contact the Nurse Education Department for more information. Advanced Placement students entering NURS 1500 Nursing II, based on receiving approval for advanced placement and space availability, are required to successfully complete NURS 1511 prior to beginning NURS 1500. Assessment for Prior Learning forms will be completed in NURS 1511 in order to receive credit for NURS 1100 Nursing I. Advanced Placement students will be registered in nursing courses on a space available basis.

4 Evidence of certification in BLS CPR must be maintained throughout the program and evidence submitted to the Nurse Education Department. The ONLY acceptable CPR courses are American Heart Association course “BLS Provider” or American Red Cross course “Basic Life Support for the Professional Rescuer.” No other CPR certification will be accepted. Verification of an updated CPR certification will be monitored throughout each nursing course. Lapses in certification can lead to unsuccessful completion of a nursing course.

5 Prerequisite and program requirements for Math courses will need to be completed with a “C” or higher

6 Nursing electives: Select from NURS 1502, 1515, 1551, 2102, 2502, 2992; HLTH 1100, 1510, 2007, 2503.

Police Basic Training

Certificate, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

The program has been approved by the New York State Division of Criminal Justice Services to meet Phase I of the Police Academy Training. (Phase II occurs after employment.) Entry into the program requires approval from the program coordinator, and completion of all remediation requirements. This certificate is not a guarantee of employment. No persons with a felony conviction in any state will be accepted. All applicants will be required to supply the following information prior to being accepted in this program: a) FBI/DCJS criminal history; b) NYS driver's abstract from the NYS Department of Motor Vehicles proving the applicant's privilege to operate a motor vehicle in the state of New York; and c) CCC Health Form documenting immunizations and an up-to-date physical exam which documents the ability of the applicant to perform the physical tasks in the PFIT curriculum. Due to physical fitness requirements from the NYS Department of Criminal Justice Services, all students will be required to successfully achieve a 40% rating on a physical fitness test based on the Cooper Norms, administered by staff designated by the session director and conducted in accordance with NYS DCJS guidelines. Due to the competitive nature of employment positions in law enforcement, each applicant will be required to successfully pass an oral board interview conducted by staff designated by the session director.

Graduates will:

- Have attained a level of expertise in the areas of: New York State Laws, crime scene investigations, physical training, defensive tactics, emergency medical services, emergency vehicle operations, and many other ancillary police activities sufficient for New York State Phase I Certification.

Recognized throughout the northeast as an exceptional educational facility, the CCC Criminal Justice Center is a New York State regional training center that certifies law enforcement officers. It is located on Goff Road (off Route 352) in East Corning. In accordance with NYS Civil Service Law for the appointment of police officers, preference for acceptance will be given to applicants who are between 20 and 34 years of age.

26 credit hours of this program can be applied towards the completion of the Criminal Justice A.A.S. degree and 19 credit hours of this program can be applied towards the completion of the Criminal Justice A.S. degree.

Program Requirements:			
English (ENGL 1010, 1410)	5	Mathematics (MATH 1110 or higher)	3
Sociology (SOC 1010)	3	Physical Education (PEPD 1018)	3
Criminal Justice		Total hours	33
(CRJ 1010, 1540, 1550, 1560, 1570, 1580, 1590)	19		

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Sociology (SOC 1010)	3
Introduction to Criminal Justice (CRJ 1010)	3
College Mathematics (MATH 1110 or higher)	3
Physical Education (PFIT 1018)	3

Second Semester

Police Physical Conditioning and Wellness (CRJ 1540)	2
Laws of NY State (CRJ 1550)	3
Police Basic Procedures (CRJ 1560)	3
Police Community Interaction (CRJ 1570)	3
Police Investigation (CRJ 1580)	3
Police Certified First Responder (CRJ 1590)	2
Police Report Writing (ENGL 1410)	2

Sustainability Studies

Associate in Science Degree, Transfer program

Division of Professional Studies

Associate Dean: Deborah Beall

The Sustainability Studies program at Corning Community College is designed for students who are interested in pursuing careers related to environmental sustainability within a large range of professional fields. The College's grounds, which include Spencer Crest Nature and Research Center, serve as an outdoor classroom and lab space for many of the required academic classes. The program explores the interplay between the natural environment, the built environment, and society through an interdisciplinary lens. Within the two-year scope of this program, students will complete a variety of courses from the natural sciences, social sciences, and humanities in addition to fulfilling SUNY's general education requirements. The structure of this program will provide students with hands-on experience in the sustainability field through coursework, independent research, internships, and unique learning experiences. Upon completion of this program students will have marketable skills for employment or to advance their education at a transfer institution. Students with degrees in Sustainability may pursue careers in a wide range of vocations, including outdoor education, environmental policy, sustainability planning, conservation management, corporate responsibility, and many others

Graduates are prepared to:

- Demonstrate understanding of the natural, manmade, and social environments and their interactions as they contribute to the complexity of environmental issues;
- Be able to differentiate among and apply models from various disciplines to environmental problems with the goal of finding sustainable solutions;
- Clearly communicate issues and problems related to social, environmental, and economic sustainability orally and in writing;
- Use the scientific method and social science research methods to document and analyze problems related to environmental sustainability.

Applied learning in the form of an internship or service learning is a required part of the program. This requirement was included to help students clarify career objectives and prepare for those eventual careers. To determine the best fit for the student's career goals they will sit down with their academic advisor and/or the Applied Learning Coordinator. In addition to hosting applied learning projects at the nature center on campus, host sites will be identified by faculty and the Applied Learning Coordinator.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Internship (ITRN 2010) or Service Learning (INTD 1000)	3
Mathematics (MATH 1413 or higher and MATH 1310)*	8	Research Methods in Social Science (SOC 2060)	3
Lab Science (BIOL 1510-1520 or BIOL 1010 and 1030)	6-8	Environmental Ethics (PHIL 2200)	3
Social Sciences (ECON 2001, ECON 2002)	6	Track-specific courses	24-26
Intro to Sustainability (SUST 1000)	3		

Program requirements depending on track:

Sustainability: BIOL 2040, GOVT 1010, HLTH 2200 or 1400, SOC 1010, SOC 2400, 1 credit PFIT, and 7-9 credits Free Electives.

Sustainable Business: ACCT 1030 and 1040, BUSN 1040, 1231, MGMT 2041, MKTG 2050, and 6 credits Free Electives.**

Environmental Policy: SOC 1010, GOVT 1010, 1020 and 2010, Government Elective, HIST 1050, 2 credit Wellness (HLTH or WELL or PFIT), and 6 credits Free Electives.**

Sustainability Track

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester (Fall)

English (ENGL 1010)	3
Statistics (MATH 1310)	4
Plant Biology (BIOL 1010) or Env. Science (BIOL 1500)	3-4
Introduction to Sociology (SOC 1010)	3
Introduction to Sustainability (SUST 1000)	3

Second Semester (Spring)

English Composition II (ENGL 1020)	3
Pre-Calculus or higher (MATH 1413)	4
General Biology II (BIOL 1520) or Intro to Env. Science/Sustainability (BIOL 1030)	3-4
Research Methods in Social Science (SOC 2060)	3
Macro Economics (ECON 2001)	3

Third Semester (Fall)

Ecology (BIOL 2040)	4
American Federal Government (GOVT 1010)	3
Environmental Health (HLTH 2200) or Global Health (HLTH 1400)	3
Micro Economics (ECON 2002)	3
Free Elective	3

Fourth Semester (Spring)

Internship (ITRN 2010) or Service Learning (INTD 1000)	3
Environment and Society (SOC 2400)	3
Environmental Ethics (PHIL 2200)	3
Wellness Activity (PFIT)	1
Free elective	4-6

Sustainable Business Track

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester (Fall)

English Comp I (ENGL 1010)	3
Statistics (MATH 1310)	4
Plant Biology (BIOL 1010) or Environmental Science (BIOL 1500)	3-4
Principles of Business (BUSN 1040)	3
Introduction to Sustainability (SUST 1000)	3

Second Semester (Spring)

English Composition II (ENGL 1020)	3
Pre-Calculus or higher (MATH 1413)	4
General Biology II (BIOL 1520) or Intro to Env. Science/Sustainability (BIOL 1030)	3-4
Research Methods in Social Science (SOC 2060)	3
Macro Economics (ECON 2001)	3

Third Semester (Fall)

Financial Accounting (ACCT 1030)	4
Business Law (BUSN 1231)	3
Principles of Management (MGMT 2041)	3
Micro Economics (ECON 2002)	3
Free elective	3

Fourth Semester (Spring)

Internship (ITRN 2010) or Service Learning (INTD 1000)	3
Principles of Marketing (MKTG 2050)	3
Managerial Accounting (ACCT 1040)	4
Free electives	4-6

Environmental Policy Track

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester (Fall)

English Comp I (ENGL 1010)	3
Statistics (MATH 1310)	4
Plant Biology (BIOL 1010) or Environmental Science (BIOL 1500)	3-4
Introduction to Sociology (SOC 1010)	3
Introduction to Sustainability (SUST 1000)	3

Second Semester (Spring)

English Composition II (ENGL 1020)	3
Pre-Calculus or higher (MATH 1413)	4
General Biology II (BIOL 1520) or Intro to Environmental Science/Sustainability (BIOL 1030)	3-4
Research Methods in Social Science (SOC 2060)	3
Macro Economics (ECON 2001)	3

Third Semester (Fall)

Financial Accounting (ACCT 1030)	4
Business Law (BUSN 1231)	3
Principles of Management (MGMT 2041)	3
Micro Economics (ECON 2002)	3
Free elective	3

Fourth Semester (Spring)

Internship (ITRN 2010) or Service Learning (INTD 1000)	3
Principles of Marketing (MKTG 2050)	3
Managerial Accounting (ACCT 1040)	4
Free electives	4-6

Footnotes:

* Based on placement, students may be required to take ENGL 0980 or ENGL 0990 before taking ENGL 1010, and MATH prerequisite courses before taking the required math credit courses. Successful completion of some or all developmental courses may also be required before students can enroll in the science classes pertinent to this program.

**To fulfill SUNY general education requirements in an additional 2 categories it is recommended that you select electives from the following areas American History, Other World Civilizations, Arts, and/or Foreign Language. Contact your advisor for help selecting the electives for your chosen transfer institution and interests.

Teaching Assistant Certificate, Career program

Division of Professional Studies, Associate Dean: Deborah Beall

Department Chair: Julie Dick

This program is intended for students interested in becoming a Teaching Assistant Level III. The third-level certificate permits the holder to provide direct instructional services to students under the general supervision of a licensed or certified teacher.

Graduates will be expected to

- Demonstrate competence in the following areas: literacy instruction of all students, instruction of students with special needs, awareness and appreciation of a variety of learning styles and instructional methodology, support of math instruction and development of study skills with students.

All candidates for Certification are required to pass the New York State Assessment of Teaching Assistant Skills, offered through the NYS Department of Education. New York State law also requires that candidates for certification submit to a fingerprint supported criminal history background. Additionally, candidates for certification are required to complete two clock hours of coursework or training regarding the identification and reporting of suspected child abuse and maltreatment and two clock hours of coursework or training in school violence prevention and intervention. Training in the identification of child abuse and maltreatment can be obtained via a non-credit course offered by CCC, Professional Development (PDEV) 0011. The Level III certification is continuously valid with completion of the required professional development hours every five years.

Program Requirements:

English (ENGL 1010)*	3	Child or Adolescent Psychology (PSYC 2207 or 2208)	3
Math for Elementary Teachers I (MATH 1130)*	3	Fieldwork and Seminar in Education (EDUC 1960)	3
Foundations of Education (EDUC 1010)	3	Teaching in a Diverse Classroom (EDUC 2040)	3
General Psychology (PSYC 1101)	3		
Program Elective**	3	Total hours	24

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL)	3
Math for Elementary Teachers I (MATH 1130)	3
Foundations of Education (EDUC 1010)	3
General Psychology (PSYC 1101)	3

Second Semester

Child or Adolescent Psychology (PSYC 2207 or 2008)	3
Fieldwork and Seminar in Education (EDUC 1960)	3
Teaching in a Diverse Classroom (EDUC 2040)	3
Program elective	3

Footnotes:

*Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

*All 24 credit hours of this program fit into the program requirements for the Liberal Arts and Sciences: Childhood Education (Teacher Education Transfer) degree, Liberal Arts and Sciences: Education/Childhood Education degree, or the Liberal Arts and Sciences: Humanities and Social Sciences, AS degree allowing a student the opportunity to apply the credits earned in the certificate towards the completion of a two-year degree.

**Program electives: ECED 1524 (Language Development and Children), EDUC 1560 (Special Ed & Inclusive Classroom), FYEX 1000 (First Year Experience), SCIN 1110 (Physical Sciences), SCIN 1120 (Natural Sciences), MATH 1130 (Math for Elementary Teachers I), CSST 1031 (Introduction to Graphical User Interface [GUI]), BUOT 1062 (Word Processing for Non-Major), CSST 1051 (Introduction to Spreadsheets), or HUSR 1520 (Introduction to Differing Abilities).

Course Descriptions

Courses are listed alphabetically by subject prefixes and 4-digit numbers that indicate the course level. Generally numbers that begin with a 0 are non-credit or developmental courses and do not apply to a degree. Those that begin with a 1 are freshmen or first-year level courses; a 2 indicates a sophomore or second-year level course and usually has a prerequisite. See the program pages for program specific requirements. When a prerequisite is indicated, students who believe they have knowledge similar to the prerequisite may consult with the course instructor about registration.

New courses are continuously being added and some courses are being deleted from the curricula, so if a course is not listed in this catalog, students should consult the appropriate division to

find a description. For more detailed information about a course, the course outline (syllabus) is available from the division secretary. Help in locating information about courses is also available from counselors, advisers, or the Enrollment Advisement Center.

Please note also that not every course is offered every semester. Fall and Spring are used to indicate when courses are normally offered. "ASN" identifies those courses not offered on a regular basis.

For more information on CCC's non-credit course offerings contact our department of Workforce Development & Continuing Education or visit our website under the Community tab.

<u>Discipline</u>	<u>Prefix</u>		
Accounting	ACCT	Hospitality	HOSP
Anthropology	ANTH	Humanities	HUMA
Arabic	ARAB	Human Services	HUSR
Architectural Drawing	TECH	Interdisciplinary	INTD
Art	ARTS	Internship	ITRN
Astronomy	ASTR	Italian	ITAL
Auto Body	ABOD	Latin	LATN
Automotive	AUTO	Learning Skills	LEAR
Biology	BIOL	Machine Technology	MACH
Business	BUSN	Management	MGMT
Career Planning	CRPL	Manufacturing Technology	MFGT
Chemical Technology	CHTK	Marketing	MKTG
Chemistry	CHEM	Mathematics	MATH
Chinese	CHIN	Mechanical Technology	MECH
Computer	CRST, CSCS, CSIT, CSNT, CSST, CSWT	Media Communications	MCOM
Computer Science Network Security	CSNS	Medical Terminology	MEDT
Computing Graphics	CADD	Music	MUSC
Criminal Justice	CRJ	Nursing	NURS
Early Childhood	ECED	Office Administration	BUOT
Earth Science	ERTH	Philosophy	PHIL
Economics	ECON	Physical Education	PFIT
Education	EDUC	Physics	PHYS
Electrical Technology	ELEC	Psychology	PSYC
Engineering	ENGR	Reading Skills	READ
English	ENGL	Russian	RUSS
Fire Science	FIRE	Science, General	SCIN
French	FREN	Service Learning	INDI
First Year Experience	FYEX	Sign Language	SIGN
Geography	GEOG	Sociology	SOCI
Geology	GEOL	Spanish	SPAN
German	GERM	Speech	SPCH
Government	GOVT	Success Skills	SCSS
Greek	GREK	Sustainability	SUST
Health Education	HLTH	Technology, General	TECH
Health, Phys. Ed., Recreation Dev.	HEPD, PEPD, REPD	Theatre	THEA
Hebrew	HEBR	Wellness	WELL
History	HIST	Winemaking	WINE
Honors	HONS	Word Processing	BUOT
		Writing Skills	WRIT

Course Categories Chart

How courses meet discipline electives

Liberal
Arts and
Sciences
Electives

Business	Accounting, Business, Computer, Computer Network, Computer Science, Management, Marketing, Office Administration, Hospitality.
Communications	English, Media Communications, Speech, Theatre.
Honors	All courses with the HONS prefix.
Humanities	Art, Foreign Languages, Humanities, Media Communications, Music, Philosophy, Sign Language, Speech, Theatre, 2000-level English.
Laboratory Science	Any Astronomy, Biology, Chemistry, Geology, Physics, and General Science courses which have laboratory experiences along with lectures.
Mathematics	All courses with the MATH prefix.
Science	Includes all Laboratory Science and most General Science courses.
Social Sciences	Anthropology, Economics, Geography, Government, History, Psychology, Sociology.
Additional Courses	Architectural Drawing, Auto Body, Automotive, Career Planning, Chemical Technology, Computing Graphics, Computer Repair, Computer Science Network Security, Criminal Justice, Early Childhood, Education, Electrical Technology, Engineering, First Year Experience, Health Education, Health Education Professional Development, Human Services, Interdisciplinary, International Law Enforcement, Internship, Learning Skills, Machine Tool Technology, Mechanical Technology, Medical Terminology, Nursing, Physical Education Professional Development, Recreation Education Professional Development, Recreation, Service Learning, Sustainability Studies, Technology (General), Wellness, Winemaking, Writing Skills.
Wellness Requirement	<u>Awareness/Instructional:</u> Health Education, Wellness. <u>Activity:</u> Physical Education, Recreation.

Free
Electives

Equivalent Credit Courses Equivalent credit courses are not used to satisfy degree requirements.

ABOD Auto Body

Division of STEM

Faculty: Brian Halm, Jason Stanbro, Calvin Stedje

Note: All AUTO Labs require a valid driver's license and tools. Please see "Min Required Tool List" found at the College Store, appendices in the catalog, or an Automotive Technology Advisor.

ABOD 1010 Auto Body I

Collision Blue-printing, panel replacement, straightening and alignment, MIG, gas and spot welding, collision repair, and auto body tool identification and operation. (4 cr. hrs.) (Fall). Lecture/laboratory. Lab Fee. Auto body tools required.

ABOD 1020 Welding and Cutting

Different types of welding used to repair and assemble automobiles. Cutting apart and welding a vehicle safely without causing undue damage to the vehicle. Industrial welding procedures are also introduced. (4 cr. hrs.) (Spring). Lecture/laboratory. Personal welding tools needed. Lab fee.

ABOD 1510 Auto Refinishing

Current re finishing techniques. Includes primers and finishes, surface preparation, selection of tools, spraying and stripping techniques, safety and environmental regulations. Application of solvent based paint. (4 cr. hrs.) (Spring). Lecture/laboratory. Lab fee. Approved HVLP spray gun required.

ABOD 2010 Hazardous Communications

The safe handling, storage, and disposal of hazardous chemicals. Shop safety practices, personal safety, and environmental controls. "Right to Know," "Cradle to Grave" laws and Area Source Rule will be researched. Written assignments required. (3 cr. hrs.) (Fall). Prerequisite: Eligible to take ENGL 1010.

ABOD 2030 Minor Collision Repair

Focuses on metal bonding along with panel alignment and placement and the repair of plastics and fiberglass. Use of body jacks introduced. (4 cr. hrs.) (Fall). Prerequisites: ABOD 1020; Eligible for college-level math. Lecture/laboratory. Auto body tools required. Lab fee.

ABOD 2040 Damage Analysis and Estimation

Analyzing damage caused by a collision and estimating the cost to repair. Manual analysis as well as estimations using collision estimation software will be covered. Primary, secondary, direct and indirect damage will be analyzed. (3 cr. hrs.) (Fall).

ABOD 2050 Major Collision Repair

Straightening and repairing the frame system of a damaged automobile. Topics also include suspension, alignment, and major metal components. (4 cr. hrs.) (Spring). Prerequisites: ABOD 1010, 1020, 2030; Eligible for college-level math. Lecture/laboratory. Auto body tools required. Lab fee.

ABOD 2070 Automotive Refinishing II

Paint blending for today's automobiles. Analyzing color and its relationship to the prime is the major focus. Water based re finishing utilized. (4 cr. hrs.) (Fall). Prerequisites: ABOD 1510, Eligible for college-level math. Lecture/laboratory. Spray HVLP equipment required. Lab fee.

ABOD 2080 Advanced Auto Refinishing

Covers the custom re finishing with an airbrush. Includes analysis of paint problems, demonstrations of custom processes such as pin striping, lettering, detailing scenes, flames, and graphics; selection of air brushes; use of HVLP and touch-up spray guns; introduction of multi-state, pearl and heavy metallic paints. (3 cr. hrs.) (Fall/Spring). Lecture/ demonstration. Air brushes and specialty tools mandatory. Lab fee.

ABOD 2110 Specialty Automotive Construction

How an automobile is constructed from the ground up. Covers all necessary technology from suspension to paint. Projects will be team efforts. Teamwork and leadership intensive. (3 cr. hrs.) (Fall). Lecture/ laboratory. Lab fee.

ABOD 2130 Automotive Glass Installation

Installation and safe removal of auto glass which is a growing sector of the automotive industry. Attention to installation of structural glass as a concern for passenger safety. (3 cr. hrs.) (Fall). Lecture/ laboratory. Special installation tools needed. Lab fee.

ACCT Accounting

Division of Professional Studies

Faculty: Thomas Owen, Barbara Squires

ACCT 1000 Accounting Practices

Vocabulary and concepts of accounting and bookkeeping for the small business. Provides some knowledge of accounting for working in a business environment and some skills to do the accounting in a small business organization. (4 cr. hrs.) (ASN). Cannot be taken for credit if credit has already been earned for ACCT 1030.

ACCT 1010 Microcomputer Bookkeeping

The application of computerized general ledger accounting software with emphasis on processing transactions and payroll, printing reports, as well as managing both accounts receivable and accounts payable. (1 cr. hr.) (ASN). Prerequisites: ACCT 1000 or ACCT 1030, BUSN 1100. Students may not receive credit for both ACCT 2100 and ACCT 1010.

ACCT 1030 Financial Accounting

Theories, principles and procedures related to financial or general accounting. Generally accepted accounting principles as they relate to the valuation of assets and equities and the measurement of accrual-based income. (4 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010 and MATH 1110 or higher.

ACCT 1040 Managerial Accounting

Introduction to internal and manufacturing accounting: job order, process and standard costing. Includes cost behavior, cost-volume-profit analysis, operating budgets and capital budgeting techniques, cost allocations and statement of cash flows. (4 cr. hrs.) (Fall, Spring). Prerequisite: ACCT 1030 and BUSN 1100.

ACCT 1060 Fundamental Accounting Procedures

In-depth study of manual accounting procedures, preparation and analysis of the Statement of Cash Flows, as well as alternatives for making accrual and deferral adjustments, including merchandise inventory and closing entries. (2 cr. hrs.) (Spring). Prerequisites: ACCT 1030 and BUSN 1100.

ACCT 1100 Federal Income Tax

Current federal income tax law and its application to the individual taxpayer. Inclusions and exclusions to gross income, deductions, capital gains and losses and preparation of individual returns. (3 cr. hrs.) (ASN).

ACCT 2030 Intermediate Accounting I

Intensive study of generally accepted accounting principles. The accounting cycle; cash; receivables; inventories; property, plant, and equipment; depreciation, and compound interest. (4 cr. hrs.) (Fall). Prerequisite: ACCT 1030.

ACCT 2050 Cost Accounting

Cost accumulation and allocation procedures; cost terminology; tools for planning and control; cost-volume-profit analysis; job order and process systems, standard costing and variance analysis; JIT costing; budgeting; performance evaluation in various environments; ABC and capital budgeting. (4 cr. hrs.) (Spring). Prerequisite: ACCT 1040.

ACCT 2100 Computerized Accounting

Primarily an applications course. A computerized general ledger system for general accounting and preparation of financial statements. Payroll accounting, including federal tax reporting requirements. (3 cr. hrs.) (Spring). Prerequisites: ACCT 1030 and BUSN 1100. Lecture/laboratory.

ANTH Anthropology

Division of Humanities and Social Sciences
Faculty: Edward Franklin

ANTH 2000 Biological Anthropology

This course is an introduction to Biological Anthropology. Students will learn foundations of scientific evolutionary theory, basic biological concepts of biology, genetics, inheritance, human biology, primatology, the course of human evolution, and how this leads to modern human diversity. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to enroll in ENGL 1010. Upper-level course.

ANTH 2120 Cultural Anthropology

A holistic study of human variation and adaptation over time in a wide range of societies from non-literate, nonindustrial communities, and modern non-Western cultures and indigenous peoples of the Americas. Focus includes kinship systems, economic arrangements, social control, religion and art. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to enroll in ENGL1010. Upper-level course. Writing in content area. Meets SUNY General Education requirements in Other World Civilization and Social Sciences. Recommended for second-year students.

ARAB Arabic

Division of Humanities and Social Sciences
Faculty: Michael Beykirch

ARAB 1010 Elementary Modern Standard Arabic Conv. & Structure I

Modern standard Arabic vocabulary and expressions. Listening comprehension, speaking ability, and extensive practice in reading and writing the Arabic alphabet. (4 cr. hrs.) (ASN). Lecture/Recitation/Laboratory. Meets SUNY General Education requirement in Foreign Languages.

ARAB 1020 Elementary Modern Standard Arabic Conv. & Structure II

Additional practice in conversation, development of reading and writing skills, and a systematic study of modern standard Arabic grammar. (4 cr. hrs.) (ASN). Prerequisite: ARAB 1010 or equivalent. Lecture/Recitation/Laboratory. Meets SUNY General Education requirement in Foreign Languages.

ARTS Arts/History & Studio

Division of Humanities and Social Sciences
Faculty: Fred Herbst, David Higgins

ARTS 1000 Essentials of Art

An introduction to the visual arts emphasizing the understanding and appreciation of art through a review of the elements and principles of art and design, as well as an examination of two- and three-dimensional art forms, methods and media. (3 cr. hrs.). Meets SUNY General Education requirements in The Arts.

ARTS 1004 Introduction Art Appreciation

An introduction to art as a form of visual communication. Emphasis on historical, social, ethnic, and intellectual basis for creating art, as well as the relevance of art in contemporary culture. (1 cr. hr.) (ASN). Available for New York State teacher certification as required through GST-BOCES This course will NOT meet the Arts requirement for students intending to transfer to teacher education programs.

ARTS 1030 Drawing I

A beginning course employing a variety of media. Emphasis on development of visual perception and drawing ability through the study of shape, proportion, line, linear perspective, value and texture. Still-life, architectural and natural forms will be explored. (3 cr. hrs.) (Fall, Spring). Individual and group instruction; lecture/studio. Fee \$25. Meets SUNY General Education requirement in the Arts.

ARTS 1210 Ceramics I

The nature of clay and its aesthetic potential for the creation of functional and decorative forms. Emphasis on hand building, wheel-throwing, clay making, glazing, kiln firing techniques, and maintaining a ceramic studio. (3 cr. hrs.) (Fall, Spring). Individual and group instruction; lecture/studio. Fee \$40. Meets SUNY General Education requirement in The Arts.

ARTS 1310 Art History: Prehistoric to Medieval

Survey of representative works of art for increased aesthetic perception. Analysis of architecture, sculpture, and painting of western art history from Ancient Egyptian through the Middle Ages. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Western Civilization, Humanities, or The Arts.

ARTS 1320 Art History: Renaissance to Modern

Representative works of architecture, painting and sculpture in Western art from the Renaissance to the present for increased aesthetic perception. (3 cr. hrs.) (Spring). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Meets SUNY General Education requirements in Western Civilization, Humanities, or The Arts.

ARTS 1400 Introduction to Digital Art

An introduction to the concepts and tools of digital art. Commercial applications, such as Adobe Photoshop, will be used and demonstrated. Provides experience in applying the principles of design, composition, color systems, and image manipulation. (3 cr. hrs.) (ASN) Lecture/Activity. Fee \$25. Meets SUNY General Education requirement in The Arts.

ARTS 1410 Two-Dimensional Design

Studio investigation of design principles and elements of line, space, shape, value, texture, and color in two-dimensional form. Visual perception, creative insight, visual organization, and craftsmanship in a variety of media. (3 cr. hrs.) (Fall). Individual and group instruction; lecture/studio. Fee \$25. Meets SUNY General Education requirement in the Arts.

ARTS 1420 Three-Dimensional Design

Studio investigation of design principles and elements of line, space, shape, value, texture, and color in three-dimensional form. Visual perception, creative insight, visual organization, and craftsmanship. (3 cr. hrs.) (Spring). Individual and group instruction; lecture/studio. Fee \$25. Meets SUNY General Education requirements in the Arts.

ARTS 1440 Introduction to Graphic Design

The science of visual communications. Explores theoretical and practical aspects of graphic design. Includes typography, logo design and identity systems, color theory, illustration, and packaging. Hands-on experience with computer-generated graphic design. (3 cr. hrs.) (ASN). Lecture/studio. Fee \$25. Meets SUNY General Education requirement in the Arts.

ARTS 1450 Digital Photography

An introduction to digital photography. Includes use of a digital camera, studio lighting techniques, digital photographic printing options, and Adobe Photoshop as a digital darkroom. (3 cr. hrs.) (ASN) Lecture/ Activity. Fee\$25. Students must supply their own 3+ megapixel digital camera with a manual mode. Meets SUNY General Education requirement in The Arts.

ARTS 1500 East Asian Art

A survey of the arts of China, Korea, and Japan. Topics include how different types of art are tied to and transformed by cultural factors. The distinctive aesthetic styles of East Asia will be explored in painting, sculpture, architecture and decorative arts. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Meets SUNY General Education requirements in The Arts and Other World Civilizations.

ARTS 1505 Contemporary Craft History

A survey of the important themes, artists, and objects (including glass, ceramics, metalworking, fibers, woodworking, and textiles) of 20th century American craft. Social issues and historical factors affecting the evolution of contemporary craft production will also be examined. (3 cr. hrs.) (Fall, Spring). Prerequisite: ENGL1010.

ARTS 1670 American Art I

A survey of the visual arts of the Thirteen Colonies and the United States of America, 1674-1913 (from Colonial times to the Armory Show). Explores the influence of social and political issues on the painting, sculpture, crafts, and architecture of a growing nation. Emphasizes the thematic and chronological development of a distinctive cultural expression separate from, and occasionally in opposition to, European trends. Prerequisite: eligible to take English 1010. Writing in content area. Meets SUNY General Education requirement in the Arts.

ARTS 2030 Drawing II

Form and space relationships of effective visual composition. An expanded range of media and techniques. Still-life, architectural, portrait and landscape subjects will be explored. (3 cr. hrs.) (Spring). Prerequisite: ARTS 1030. Individual and group instruction; lecture/ studio. Upper-level course. Fee \$25. Meets General Education requirements in the Arts.

ARTS 2110 Painting I

Beginning course in oil painting. Nature and role of color and other formal elements in descriptive and expressive integral composition. Still-life, architectural, portrait and landscape subjects. (3cr. hrs.) (Spring). Prerequisite: ARTS 1030. Individual and group instruction; lecture/ studio. Upper-level course. Fee \$40. Meets SUNY General Education requirement in the Arts.

ARTS 2120 Painting II

Further developing and expanding the fundamental objectives of painting. Emphasis on mastering composition and an expanded range of media and styles. Critical evaluation of paintings, past and present. (3 cr. hrs.) (ASN). Prerequisite: ARTS 2110. Individual and group instruction; lecture/studio. Upper-level course. Fee \$40. Meets CCC General Education in the Arts.

ARTS 2210 Ceramics II

Advanced hand building and wheel-throwing techniques. Further investigation of creative design, compounding glazes and firing techniques (3 cr. hrs.) (Fall, Spring). Prerequisite: ARTS 1210. Individual and group instruction; lecture/studio. Upper-level course. Fee \$40. Meets SUNY General Education requirements in the Arts.

ARTS 2540 Intro to Graphic Design II

Advanced projects in graphic design with an emphasis on building a portfolio for employment or transfer. Projects will be based on real world professional design problems. Stylistic and aesthetic issues will be stressed. (3 cr. hrs.) (ASN). Prerequisite: ARTS 1440. Upper-level course. Fee \$25.

ARTS 2550 Web Design

Practical and aesthetic aspects of design for the Internet. Includes navigation, usability, complex layout techniques, typography, GIF animation, rollovers, and other effects. (3 cr. hrs.) (ASN). Prerequisite: ARTS 1440 or CSWT 1041. Upper-level course. Fee \$25.

ARTS 2620 Ceramic Sculpture

Sculptural concept and communication. The development of understanding and creation of aesthetic formal organizations of three-dimensional space and matter. Studio problems in clay modeling techniques of sculpture construction, carving, and casting. (3 cr. hrs.) (ASN). Prerequisite: ARTS 1210 or 1420. Upper-level course. Fee \$30. Meets CCC General Education requirement in the Arts.

ARTS 2990 Independent Studio Projects

Advanced studio projects based on the student's experience in a studio discipline. Time and nature of the project will be determined by the student and the instructor of each discipline involved. (3 cr. hrs.) (Fall, Spring). Prerequisite: Highest course in the specific area of interest and only with instructor consent. Upper-level course. Specially-supervised independent study. May be taken in each discipline for credit and repeated as an audit. Fee \$20.

ASTR Astronomy

Division of STEM
Faculty: Deborah Dann

ASTR 1010 Elements of Astronomy

The nature of stars as individuals and as groups. Astronomical instruments, the sun, stellar evolution, recent developments in astronomy (black holes, quasars, etc.), a survey of the solar system. Use of the College Observatory. (3 cr. hrs.) (Spring). Prerequisite: Placement in college level math, eligible to take ENGL 1010. Lecture/laboratory. Writing in content area. Designed for non-science majors to fulfill laboratory science requirements and for science majors as an elective. Lab Fee. Meets SUNY General Education requirements in Natural Sciences.

ASTR 1020 The Solar System

Introduction to the evolution and properties of the planets, asteroids, comets, and other members of the solar system; includes a historical review of models of the solar system. (3 cr. hrs.) (Fall). Prerequisite: Placement in College level math. Eligible to take ENGL 1010. Lecture/laboratory/observatory session. Writing in content area. Designed for non-science majors to fulfill laboratory science requirements and for science majors as a free elective. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

ASTR 1030 Observational Astronomy

Constellation identification, photography, observation of planets and deep sky objects, planning and conducting observatory sessions for visiting groups. Optional activities include planetarium and observatory field trips. (1 cr. hr.) (ASN). Lectures/observations. One night each week in the laboratory or at the Observatory, weather permitting.

AUTO Automotive

Division of STEM

Faculty: Brain Halm, Jason Stanbro, Calvin Stedje

Note: All AUTO Labs require a valid driver's license and tools. Please see "Minimum Required Tool List" found at the College Store, Appendix in the catalog, or an Automotive Technology Advisor.

AUTO 1000 Auto Lab I

First of a four-semester sequence of lab and lecture courses. Includes safety practices, symptom analysis, inspection, testing and servicing, welding techniques, and systems inter-relationships. (4 cr. hrs.) (Fall). Laboratory. Lab Fee.

AUTO 1010 Intro to Automotive Technology

First of a four-semester sequence of lab and lecture courses. Introduces safety practices, symptom analysis, inspection, testing and servicing, and systems inter-relationships. Written project and oral presentation required. (3 cr. hrs.) (Fall). Lecture.

AUTO 1090 Automotive Chassis

Suspension systems; chassis designs including cars and light trucks; operation and repair procedures for all brakes including ABS systems, steering and air conditioning; four-wheel alignment theory and practice. Written project and oral presentation required. (3 cr. hrs.) (Spring). Co-requisite: AUTO 1540. Lecture. Course fee.

AUTO 1100 Basic Automotive Tune-Up

Working safety, use of shop manuals, the four-cycle engine, the ignition system, automotive safety check, automotive tune-up principles and procedures, and auto emission testing. (1 cr. hr.) (ASN). Lecture/ laboratory. Offered evenings only. Not open to auto majors for credit. Lab fee.

AUTO 1410 Automotive Electronics I

Basic electrical and circuit concepts in automotive systems. Included are diagrams, charging system, starting and ignition systems, lighting and accessories. (4 cr. hrs.) (Fall). Lecture/laboratory. Lab fee.

AUTO 1420 Fuel Systems I

The study of automotive fuel, fuel storage, and fuel delivery systems used by major manufacturers. Diagnosis and testing of associated components. (4 cr. hrs.) (Fall). Lecture/laboratory. Lab fee.

AUTO 1510 Automotive Electronics II

Operation, diagnosis, and maintenance of electronic ignition, microprocessor controlled systems, and Supplemental Restraint Systems (SRS). Oscilloscopes, and analog and digital VOMs used for diagnostic purposes. (4 cr. hrs.) (Spring). Prerequisite: AUTO 1410. Lecture/ laboratory. Lab fee.

AUTO 1520 Fuel Systems II

Automotive engine emissions and the control of those emissions as used by manufacturers. Diagnosis and testing of related components. (4 cr. hrs.) (Spring) Prerequisite: AUTO 1420. Lecture/ laboratory. Lab fee.

AUTO 1540 Chassis and Alignment Lab

Service and analysis of the automotive chassis, brake service including anti-lock systems, front and rear steering and suspension component replacement, four-wheel alignments, basic air conditioning operations. (4 cr. hrs.) (Spring). Prerequisite: AUTO 1000. Co-requisite: AUTO 1090 unless in the Auto Body and Collision Repair Program. Laboratory. Lab fee.

AUTO 1580 Electronic Braking Systems

Analyzes major anti-lock brake systems, system design and diagnostic techniques, hydraulic and brake fundamentals. Theoretical discussions supplemented with system demonstrations. (3 cr. hrs.) (ASN).

AUTO 2130 Internal Combustion Engine

Theory of gas engine operation, cooling and lubrication systems, material selection, measurement and component function and design. Lab consists of problem diagnosis, major engine repair, and performance testing. (4 cr. hrs.) (Fall). Prerequisite: AUTO 1510. Lecture/laboratory. Lab fee.

AUTO 2140 Automotive Practicum

Field experience in Automotive Service. A supervised 12-hour-per-week work session at an established automotive repair business. Students keep a log of all educational activities, work schedule, and completed objectives. Provides an understanding of the organizational structure of an auto- motive service business. (4 cr. hrs.) (Spring). Prerequisites: AUTO 2190 or ABOD 2030. Lecture/ laboratory. On-the-job-training.

AUTO 2190 Electronic Engine Controls

An intensive study of the most popular foreign and domestic electronic engine timing and fuel control systems. Classroom instruction is augmented by laboratory diagnosis and testing of specific systems. (4 cr. hrs.) (Fall). Prerequisite: AUTO 1510. Lecture/laboratory. Lab fee.

AUTO 2210 Power Transmissions

Operation and repair of differentials, standard and automatic transmissions and transaxles. Power flow, hydraulic circuitry, diagnostic troubleshooting and overhaul. (4 cr. hrs.) (Fall). Prerequisite: AUTO 1090 and 1540. Lecture/laboratory. Lab fee.

AUTO 2230 Automotive Power Accessories

A study of the design, operation, diagnosis and repair of common modern vehicle accessory systems. Included topics are operation, electrical and mechanical diagnosis, disassembly and repair of accessory systems. This course emphasizes "hands-on" experience. (4 cr. hrs.) (Spring) Prerequisites: AUTO 1410 and AUTO 1540. Lecture/laboratory. Lab fee.

AUTO 2960 Drivability

Practical instructions and general procedures for testing and servicing automobile systems used by major manufacturers. Diagnosis of drivability complaints associated with these systems emphasized. Customer relations issues will be addressed using written and oral presentations. (4 cr. hrs.) (Spring) Prerequisites: AUTO 1520, 1540, 2190. Lecture/laboratory. Lab fee.

BIOL Biology

Division of STEM

Faculty: Edward Franklin, Brenda Gustin, Eriko Heise, Robert Koble, David Pindel, Donna Moore Powers, Matthew Skerritt

BIOL 1010 Introduction to Biology - Plants

Explores the biological principles that govern living organisms; surveys bacteria, protists, fungi and plants; and investigates reproduction and growth of plants. Emphasizes sustainability through the study of ecology of the groups at individual and community levels. Designed for the non-major. (3 cr. hrs.) (Fall, Summer). Prerequisite: Eligible to take ENGL 1010. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Science.

BIOL 1020 Introduction to Biology - Animals

Surveys the animal kingdom with emphasis on diversity, complexity, ecology and sustainability. Emphasizes animal biology, including organ systems and genetics. Designed for the non-major. (3 cr. hrs.) (Spring). Prerequisite: Eligible to take ENGL 1010. Lecture/laboratory. Lab fee Meets SUNY General Education requirement in Natural Sciences.

BIOL 1030 Introduction to Environmental Science and Sustainability

Students learn the interrelationships between humans and their environment by exploring the effects of the environment on organisms as well as sustainable solutions in the context of people, the planet, and profits. Topics include human population, biodiversity, ecosystem services, energy use, global climate trends, and food and water security. (3 cr. hrs.) (Winter, Spring, Summer). Prerequisite: Eligible to take ENGL 1010. For non-science majors only. Lecture/laboratory. Meets SUNY General Education requirement in Natural Sciences.

BIOL 1050 Introduction to Human Biology

Covers body chemistry, the organ systems, human genetics, and human ecology. Laboratory offers but does not require vertebrate dissection. (3 cr. hrs.) (Fall, Spring, Summer). Prerequisite: Eligible to take ENGL 1010. Designed for non-science majors. Lecture/laboratory. Lab Fee. Meets SUNY General Education requirements in Natural Sciences.

BIOL 1060 Introduction to Biology - Food Science

Surveys basic biological principles with an emphasis on food science. Includes the characteristics and diversity of life, food requirements of the human body, environmental impact of food production, food resources, and sustainability issues. Laboratory activities reinforce relationships between biological principles and food. Designed for non-majors. (3 cr. hrs.) (Fall). Prerequisite: Eligible to take ENGL 1010. Lecture/ laboratory. Lab fee. Meets CCC General Education requirement in Natural Sciences.

BIOL 1070 Botany for Gardeners

The principles of plant biology, including growth, development, life cycles, nutrient requirements, and genetics, and its application to agriculture and food production. Conventional and organic methods used to cultivate soil fertility and prevent plant predation and disease as way to promote human and environmental sustainability. Includes maintaining garden plots on campus. (3 cr. hrs.) Prerequisite: eligible to take ENGL 1010. Lecture/laboratory. Lab fee. (Summer).

BIOL 1210 Principles of Anatomy & Physiology I

Presents an introduction to Anatomy and Physiology including body organization, biochemistry, cells, genetics, integumentary, skeletal, muscular, and nervous systems. Laboratory includes the dissection of preserved mammal organs. This course is designed for nurses, physical education students and assistant level health care fields. This course is not recommended for science majors. (4 cr. hrs.) (Fall, Summer). Prerequisites: high school biology and chemistry with a grade of 75% or higher or college biology and chemistry. Eligible to take ENGL 1010 and placement into college level math. Lecture/laboratory. Lab fee.

BIOL 1220 Principles of Anatomy & Physiology II

Presents an introduction to Anatomy and Physiology including the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Laboratory includes the dissection of preserved mammal organs and fetal pig. This course is designed for nurses, physical education students and assistant level health care fields. This course is not recommended for science majors. (4 cr. hrs.) (Spring, Summer). Prerequisites: BIOL 1210. Lecture/laboratory. Lab fee.

BIOL 1500 Environmental Science

Explores interrelationships between organisms and the environment. The impact of human activities such as pollution, resource use and population growth is studied. Basic ecological concepts provide a foundation for understanding environmental problems and global change. Labs will illustrate the complexity associated with environmental change and emphasize sustainability. Laboratory includes the observation of plants, algae, bacteria and animals. For Math/Science and Environmental Science students. (4 cr. hrs.) (Fall) Prerequisite: Eligible to take ENGL 1010, placement into college level math, high school biology or one semester of

college biology. Lab Fee. Cannot receive credit for BIOL 1030 after successfully completing BIOL 1500. Meets SUNY General Education requirement in Natural Sciences.

BIOL 1510 General Biology I

Emphasizes the modern aspects of biology and its techniques. Includes biochemistry, cell structure and physiology, genetics, a survey of the three domains of organisms, and plant structure and physiology. For math/science students. (4 cr. hrs.) (Fall) Prerequisite: Placement into college-level math; eligible to take ENGL 1010, 75% or higher in high school biology and high school chemistry or 75% or higher in high school biology and concurrent enrollment in CHEM 1010 or 1020. Successful completion of any 3 or 4 credit college biology course may substitute for high school biology. Lecture/laboratory. Lab fee. Meets SUNY General Education in Natural Sciences.

BIOL 1520 General Biology II

Emphasizes the modern aspects of biology and its techniques. Includes evolution, animal diversity, human and animal anatomy/physiology, animal behavior, reproduction and development, and ecology. For math/science students. Laboratory requires dissection of a preserved fetal pig and various vertebrate organs, as well as the use of living invertebrates and fish. (4 cr. hrs.) (Spring). Prerequisite: Placement into college-level math; eligible to take ENGL 1010 and 75% or higher in high school biology and high school chemistry or 75% or higher in high school biology and concurrent enrollment in CHEM 1010 or 1020 or BIOL 1510. Successful completion of any 3 or 4 credit college biology course may substitute for high school biology. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

BIOL 1550 History of Biological Ideas (Honors)

An introduction to the history of some major themes in biology. Includes research, discussion, and analysis of the development of major underlying themes and concepts in biology. Areas covered may include anatomy/physiology, medicine, genetics, evolution, and microbiology. (3 cr. hrs.) (Spring) Prerequisite: ENGL 1010 and one semester of college biology. Lecture, readings, discussions, and presentations. Does not satisfy lab science requirements.

BIOL 1560 Current Issues in the Life Sciences (Honors)

This course will explore and analyze many of the current issues and controversies that involve the various life sciences, with the goal of getting students to critically think about these issues, develop and defend personal positions, and understand the science behind them. The course is divided into four broad modules: the nature of science, health, society, & medicine, genetics & molecular biology, and environmental science & sustainability. It includes research, discussion, analysis, and presentations. (3 cr. hrs.) (Fall). Prerequisite: ENGL 1010 and one semester of college biology. Lecture, readings, discussions, and presentations. Does not satisfy lab science requirements.

BIOL 2010 Microbiology

A study of bacteria, fungi, viruses, and protozoans. Emphasizes the anatomical, cultural, physiological, and reproductive characteristics of true bacteria and practical applications of microbiology including aspects of disease. Various techniques and procedures used in microbiology labs including, culture, enumeration, and identification. (4 cr. hrs.) (Fall, Spring, Summer). Prerequisite: Two college biology courses numbered 1200 or higher OR one semester of college biology courses numbered 1200 or higher and one semester of college chemistry OR BIOL 1210 with a "C" or better. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Science.

BIOL 2020 Human Anatomy & Physiology I

This course is designed for science majors, the allied health professions (physical therapy, occupational/exercise/respiratory therapy, athletic trainer, tomography, etc.) and students planning on earning advanced degrees (MD, DO, DC, DDS, PhD, pharmacy). A detailed study of the human body: its chemical, molecular, cellular, genetic and tissue components: skeletal and muscular structure and function; nervous system, neural control mechanisms; and sensory pathways and structures. Laboratory requires microscopy, dissection of a preserved cat cadaver and various vertebrate organs. (4 cr. hrs.) (Fall). Prerequisites: Two college biology classes. Lecture/Laboratory. Lab Fee. Student is recommended to take CHEM 1020 or equivalent.

BIOL 2030 Human Anatomy & Physiology II

This course is designed for science majors, the allied health professions (physical therapy, occupational/exercise/respiratory therapy, athletic trainer, tomography, etc.) and students planning on earning advanced degrees (MD, DO, DC, DDS, PhD, pharmacy). Continuing from BIOL 2020, BIOL 2030 is a detailed study of the structure and function of the human endocrine, digestive, respiratory, cardiovascular, excretory, and reproductive systems. Laboratory requires microscopy, dissection of a preserved cat cadaver, various vertebrate organs and physiology lab exercises. (4 cr. hrs.) (Spring). Prerequisite: BIOL 2020. Lecture/ laboratory. Lab fee.

BIOL 2040 Ecology

Examines the relationship between organisms and their environment with special attention paid to the concepts of species interaction, biodiversity, competition, predation, animal behavior, adaptation and sustainability. Populations, communities, ecosystems and the biosphere will also be studied. Students will have the opportunity to explore topics and areas of ecology that are of interest to them. Laboratory includes the study of ponds, streams, forests and cemeteries, as well as the use of live invertebrates. (4 cr. hrs.) (Fall). Prerequisite: Eligible to take ENGL 1010 and two college biology courses. Lab fee.

BIOL 2050 Cell Biology

Introduction to the molecular mechanisms of eukaryotic cell function. Topics include biochemistry of the cell, bioenergetics and catalysis, the sub-cellular organelles, intracellular transport, intercellular communication, and cell growth and division. Laboratory exercises will complement these topics by utilizing current techniques in molecular cell biology. (4 cr. hrs.) (Fall) Prerequisite: Two college biology courses. Lecture/laboratory. Lab fee.

BIOL 2060 Genetics

Presents an introduction to modern genetics, including the transmission of hereditary information; DNA structure and replication, gene expression and regulation, mutation, DNA repair, and population genetics. Laboratory exercises complement these topics utilizing current techniques in molecular biology. (4 cr. hrs.) (Spring). Lecture/laboratory. May not be substituted for BIOL 1520. Lab fee. Prerequisite: Two college biology courses. One college chemistry course recommended.

BIOL 2080 Evolution

Examines the basic concepts of evolution, including natural selection, significance of behavior, and sexual reproduction, adaption, speciation, and the history of life on earth. The historical framework of evolutionary thought, as well as modern aspects and applications of the theory, will be studied and discussed. Students will be able to explore topics and areas of evolution that are of special interest to them. (3 cr. hrs.) (Spring). Prerequisite: Eligible to take ENGL 1010 and two college biology courses. Lecture only. Fulfills upper-level science requirements. Does not satisfy lab science requirements.

BUOT Business/Office Technology

Division of Professional Studies

Faculty: Deborah Dunbar

Note: The following courses may be taught in a simulated office environment.

BUOT 1010 Foundations for Word Processing

Introduces touch-typing skills, speed development, beginning word processing, and proofreading using software packages on the computer within the framework of an office environment. (3 cr. hrs.) (ASN). Lecture/Laboratory. Recommended for students who are preparing for employment in office technology and others who want a good foundation in keyboarding and word processing.

BUOT 1061 Computer Keyboarding

Touch typing on computer keyboards to obtain a general proficiency level. (1 cr. hr.) (ASN). Lecture/laboratory. Not recommended for students who need a good foundation in keyboarding and word processing.

BUOT 1062 Word Processing for Non-Major

Using microcomputer word processing software for basic word processing functions including editing, formatting, indenting, columns, tables and document enhancements. (1 cr. hr.) (ASN). Laboratory.

BUOT 1101 Introduction to Desktop Publishing

Use of microcomputer and current application software to introduce the elements of graphic design. Concepts include graphic and text organizers, text blocks, headlines, margins, columns, white space, fonts, and graphic images. (1 cr. hr.) (ASN). Prerequisite: BUOT 1091.

BUOT 1520 Intermediate Word Processing

Continued development of speed building within the intermediate and advanced word processing skills such as merging documents, desktop publishing, graphic design, and newsletter layout. Students are required to master proofreading techniques and continue to develop professionalism in researching, writing, presenting and supervising. (3 cr. hrs.) (ASN). Prerequisite: BUOT 1010. Lecture/laboratory.

BUOT 2010 Office Procedures

Enhancing personal/professional skills while learning concepts of information management; meetings, conference, and travel arrangements; financial and legal functions; telephone techniques; and records management. (3 cr. hrs.) (ASN.) Lecture/laboratory.

BUOT 2960 Office Technology Practicum

On-the-job training in business or industry. The practicum experience is a minimum of 180 hours and includes a weekly on-campus seminar used for discussion of the practicum experiences, assessment of learning, and leadership training. (4 cr. hrs.) (ASN). Prerequisite: 2.0 program GPA and prerequisite or co-requisite BUOT 2010.

BUSN Business – General

Division of Professional Studies

Faculty: Timothy Bonomo, Deborah Dunbar, Robert Kephart II, Jennifer O'Hara, Thomas Owen

BUSN 1003 Personal Budgeting

Introduction to personal budgeting, including budget preparation and analysis, understanding credit reporting agency procedures and credit reports, overview of what types of credit, effective credit card use, and establishing financial goals. (.5 cr. hr.) (ASN).

BUSN 1021 New Venture Creation

Starting a new business, understanding who entrepreneurs are, seeking and evaluating opportunities for new ventures, and gathering resources to convert those opportunities into business. (3 cr. hrs.) (ASN).

BUSN 1030 Business Communications

Effective techniques for oral and written communications. Analyzing and writing letters, memos, and business reports. Proficiency in language mechanics will be assessed. (3 cr. hrs.) (Fall, Spring).

BUSN 1033 Applied Business Mathematics

The four arithmetic processes and the algebra of business. Application of mathematics to typical business problems. Taxes, insurance, payroll, depreciation, trade and cash discounts, markup, simple interest and bank discounts, and financial statement analysis. (3 cr. hrs.) (Fall, Spring)
Prerequisite: Placement in MATH 1110 or higher.

BUSN 1040 Principles of Business

Survey of and introduction to economics, marketing, management, labor relations, finance, accounting, business law and related topics. Nature of organization and operation of American business. (3 cr. hrs.) (Fall, Spring).

BUSN 1055 Professionalism

Understanding of individual and workplace needs as they relate to professionalism, team building, and career growth. Topic areas include human relations, business ethics, business etiquette, team building concepts, and career enrichment. (3 cr. hrs.) (Fall, Spring). Discussion, participation, and role-playing exercises. May be taught in a simulated work environment.

BUSN 1060 Customer Service & Relationship Management

Helps students define customer service standards for the organization and the individual, develop skills for listening and calming oneself and others, explore options for resolving issues with realistic expectations and gain techniques to maintain perspective and equilibrium. (3 cr. hrs.) (ASN).

BUSN 1100 Business Applications and Solutions

Communication, decision making, and critical thinking facilitated by the use of software using online tools and word processing, spreadsheets, presentations and databases in a simulated business environment to support other required business courses. (3 cr. hrs.) (Fall, Spring).

BUSN 1230 Personal Law

Survey of the laws affecting common legal problems of consumers and households. Topics include: hiring a lawyer; the court systems and procedures; small claims court procedures; family law; land- lord/tenant; buying a home; estate planning; and other topics as time permits. (3 cr. hrs.) (ASN).

BUSN 1231 Business Law I

Introduction to the American legal system and specific topics that affect business conduct. Includes legal terminology, the court systems and civil procedures, business ethic, tort law, criminal law, intellectual property and computer law, common law contract, and other topics as time permits. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010.

BUSN 1232 Business Law II

Upper-level course covering the modern statutory and common law regulation of business relation- ships and transactions. Includes the Uniform Commercial Code topics of sales, secured transactions, commercial paper/banking, business organizations, bankruptcy, agency and accountant liability. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010.

BUSN 2020 Personal Finance

Basic areas of personal finance, such as banking, home financing, insurance, investments, credit financing, and retirement planning. (3 cr. hrs.) (ASN).

BUSN 2035 Principles of Finance

The basic principles of business finance. Types of business organizations; instruments of credit and finance; short, intermediate and long-term financing; analysis of financial statements; forecasting; budgeting. (2 cr. hrs.) (ASN). Prerequisite: ACCT 1030, 1040.

BUSN 2040 Principles of Investment

Securities as they impact the financial marketplace. General securities, fixed income investments, municipals, mutual funds, options, margins, the Federal Reserve, and taxation of investments. (3 cr. hrs.) (ASN).

BUSN 2053 Business Statistics & Data Analysis

The application of basic statistical methods to business problems. Studies include the assembling of statistical data, sampling techniques, measures of central tendency, dispersion, regression and correlation analysis, hypothesis testing, and probability theory. A statistical software package for data analysis will be utilized throughout the course for presentation and student project work. (4 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1110 or higher and BUSN 1100.

BUSN 2970 Business Management Internship

Capstone course to provide management students the opportunity for experiential learning combined with utilization of Microsoft Project software. Students will be required to complete a minimum of 40 hours of field experience in a local business. The field experience may consist of software instruction and application exercises, case study analysis, simulations and development of work teams. The classroom portion of the course is analyzed and evaluated through the completion of a portfolio that students develop as the semester progresses. At the end of the course, students complete a final presentation. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010, MGMT 2041, MGMT 2047, BUSN 1040, BUSN 1055, BUSN 1100, and Associate Dean of Business or instructor consent. This course is a combination of seminar and field experience and may be team taught.

CADD Computing Graphics

Division of STEM
Faculty: Dale Crandall, John Longwell

CADD 1700 Computer Aided Drafting I

Introduction to computer aided design (CAD) techniques. Teaches commands necessary to generate basic three dimensional part models, assemblies and two-dimensional engineering drawings through use of a computer using the solid modeling program, Solid Works. (3 cr. hrs.) (Fall, Spring). Lecture/graphics terminal lab. Lab fee.

CADD 2710 Computer Aided Drafting II

Advanced computer aided design (CAD) techniques. Students utilize the solid modeling program, Solid Works, to generate three-dimensional parametric models assemblies and drawings. Topics include weldments, sheet metal parts, surfacing, motion simulation and mold tools. Students also utilize a laser interferometer (3D Laser Scanner) for reverse engineering and a fused deposition 3D Platter for Rapid Prototyping their designs. (3 cr. hrs.) (Spring). Prerequisite: CADD 1700. Lecture/graphics terminal lab. Lab fee.

CHEM Chemistry

Division of STEM
Faculty: Kamesh Narasimhan, Ruth Wenner, Kyle Williams

CHEM 1010 Chemical Principles

Introductory general chemistry emphasizing applied theory, problem solving, unit-conversion, lab skills. (4 cr. hrs.) (Fall, Spring) Prerequisite: Placement into college level math. Eligible to take ENGL 1010. Not recommended for math/science students. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

CHEM 1020 Introduction to Organic & Biochemistry

This course provides a survey of basic facts and principles of organic chemistry and biochemistry. Topics include the structure, properties, and reactivity of some of the major types of organic functional groups. Other topics include carbohydrates, lipids, proteins, enzymes, nucleic acids, and metabolism. (4 cr. hrs.) (Fall, Spring, Summer) Prerequisite: Eligible to take ENGL 1010, placement into college level math. Lecture/laboratory. Designed for nursing and other allied health majors; not recommended for math/science students. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

CHEM 1030 Environmental Chemistry

Explores the environment from a chemical perspective, including the chemistry of the air, water, and soil. Special attention to the chemical aspects of problems in the environment principally caused by humans. Basic concepts for informed participation as individuals, parents, employees, and citizens. Lab provides hands-on experience with experimentation, data collection, and analysis needed to understand the role scientific method and chemistry play in addressing environmental problems and issues. (3 cr. hrs.) (Spring). Prerequisite: Eligible to enroll in ENGL 1010. Online lecture/on campus laboratory. Designed for non-science majors to fulfill laboratory sciences requirements and for science majors as an elective. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

CHEM 1510 General Chemistry I

Principles of chemistry and its quantitative aspects. Stoichiometry, characteristics of matter, structure and bonding, elementary thermochemistry, solutions, equilibrium, thermodynamics, and electrochemistry. Descriptive chemistry is integrated throughout the course. (4 cr. hrs.) (Fall, Summer) Prerequisite: Eligible to take ENGL 1010. 75% or higher in high school chemistry and placement in college level math, or CHEM 1020 and placement in college level math, or CHEM 1010. High school physics recommended. Intended for math/science students. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

CHEM 1520 General Chemistry II

Principles of chemistry and its quantitative aspects. Stoichiometry, characteristics of matter, structure and bonding, elementary thermochemistry, solutions, equilibrium, thermodynamics, and electrochemistry. Descriptive chemistry is integrated throughout the course. (4 cr. hrs.) (Spring, Summer). Prerequisite: CHEM 1510. Intended for math/science students. It is recommended that students be familiar with algebraic and logarithmic calculations; high school physics is strongly suggested. Lecture/laboratory. Lab fee. Meets SUNY General Education requirements in Natural Sciences.

CHEM 2010 Organic Chemistry I

Studies the principles and techniques to describe, explain, and predict the behavior of organic compounds including theories of bonding, nomenclature and isomerism, spectroscopy, resonance and hyper conjugation and reaction mechanisms. (5 cr. hrs.) (Fall). Prerequisite: Two college chemistry courses. Lecture/laboratory. Lab fee. Meets General Education requirements in Natural Sciences.

CHEM 2020 Organic Chemistry II

Applies the principles to selected functional groups. Application of organic chemistry to other fields. Laboratory techniques in the analysis, isolation and synthesis of organic compounds. (5 cr. hrs.) (Spring). Prerequisite: CHEM 2010. Lecture/laboratory. Lab fee. Meets General Education requirement in Natural Sciences.

CHEM 2033 Analytical Chemistry

Fundamental principles of chemical measurement discussed from sampling through analysis and interpretation of results. Strong emphasis on use of standards, methods of calibration, experimental design, data collection, and statistical treatment of results, documentation, quality control and assurance, and good laboratory practices. Experiments include analysis used in medical diagnosis, pharmaceuticals, air, food and water quality, and research studies. Techniques include volumetric, titrimetric, and gravimetric analysis; potentiometry, spectrophotometry, atomic absorption spectrometry, and various forms of chromatography. (5 cr. hrs.) (Fall). Prerequisite: Two college chemistry courses. Designed for math/science and chemical technology students.

CHEM 2043 Chemical Instrumentation

Broad survey of spectroscopic, electrochemical, chromatographic and other instrumental analytical techniques. Strong emphasis on use of standards, methods of calibration, experimental design, data collection, statistical treatment of results, documentation, quality control and assurance, and good laboratory practices. Techniques will include nuclear magnetic resonance, mass spectrometry, liquid chromatography, Infrared and UV-Visible spectrophotometry. (5 cr. hrs.) (Spring). Prerequisite: CHEM 2033. Designed for math/science and chemical technology students.

CHIN Chinese

Division of Humanities and Social Sciences

CHIN 1010 Beginning Chinese I

Practice in conversation, development of reading and writing characters, and a systematic study of grammar. Attention to the culture of Chinese-speaking countries. (4 cr. hrs.) (ASN). Lecture/Recitation/Laboratory. Meets SUNY General Education requirement in Foreign Languages.

CHIN 1020 Beginning Chinese II

Additional practice in conversation, development of reading and writing characters, and a systematic study of grammar. Attention to the culture of Chinese-speaking countries. (4 cr. hrs.) (ASN). Prerequisite: CHIN 1010 or equivalent Lecture/Recitation/Laboratory. Upper-level course. Meets SUNY General Education requirement in Foreign Languages.

CHIN 2010 Intermediate Chinese I

Development of greater facility in reading, writing, speaking, and understanding the language through systematic continued study of its structures. Attention to the culture of Chinese-speaking countries. (4 cr. hrs.) (ASN). Prerequisite: CHIN 1020 or equivalent. Lecture/Recitation/Laboratory. Upper-level course. Meets SUNY General Education requirement in Foreign Languages.

CHIN 2020 Intermediate Chinese II

Continued development at the intermediate level of a facility in reading, writing, speaking and understanding the language through systematic study of its structures. Attention to the culture of Chinese-speaking countries. (4 cr. hrs.) (ASN). Prerequisite: CHIN 2010 or equivalent. Lecture/Recitation/Laboratory. Upper-level course. Meets SUNY General Education requirement in Foreign Languages.

CHTK Chemical

Technology Division of STEM

Faculty: Kyle Williams

CHTK 2960 Chemical Technology Work Internship

A co-op work experience for chemical technology students at a regional industrial site. (3 cr. hrs.) (ASN). Prerequisite: CHEM 2033.

CRJ Criminal Justice

Division of Professional Studies

Faculty: Mark Hartwell

CRJ 1010 Introduction Criminal Justice

Agencies and processes in the criminal justice system – legislature, police, prosecutor, public defender, courts and corrections. Roles and problems of law enforcement in a democratic society, component interrelations and checks and balances. (3 cr. hrs.) (Fall, Spring).

CRJ 1020 Criminal Evidence & Procedure

The admissibility of criminal evidence in the courtroom, including a review of its historical development, the effect of changing philosophies, and current constitutional and procedural considerations. Case studies. (3 cr. hrs.) (Fall, Spring). Prerequisite: CRJ 1010, ENGL 1010. Lectures/case studies.

CRJ 1030 Police Operations

Survey of law enforcement agencies emphasizing the patrol function and the prevention of crime. Traffic, investigation, juvenile, vice, and other specialized operational units. (3 cr. hrs.) (Fall, Spring). Prerequisite: CRJ 1010, ENGL 1010, and satisfactory completion of all reading placements.

CRJ 1040 Criminal Procedure Law

Criminal Procedure Law of the State of New York. Applicability of definitions, geographical jurisdictions of offenses, scope of prosecution, rules of evidence, preliminary proceedings, local criminal court, laws of arrest, proceedings from arraignment to plea, pre-trial proceedings, search and seizure. (3 cr. hrs.) (Fall, Spring).

CRJ 1050 Penal Law

Penal Law of the State of New York. Application of law and definitions, justification as a defense, anticipatory offenses, offenses against the person, offenses involving damage and intrusion to property. Theft, fraud, public health, morals, and public order. (3 cr. hrs.) (Fall, Spring).

CRJ 1070 Police - Community Relations

Explores the interrelationship between criminal justice agencies and various segments of the community they serve. Forces that affect interaction between the police and citizens including the psychology of bias, racism and cross cultural communication will be examined along with concepts of community oriented policing services. (3 cr. hrs.) (Fall, Spring).

CRJ 1206 Collection, Identification, and Preservation of Evidence

Collecting, packaging, and transporting evidence. Lab examination, custody, and its exhibition in court. (1 cr. hr.) (Fall, Spring). Fee \$10.

CRJ 1209 Narcotics & Dangerous Drugs

Problems created by illegal use of narcotics and dangerous drugs. Classification, description, history of drugs. Etiology of addiction, extent of drug use, relationships to criminal behavior, and methods of police investigation and control. (1 cr. hr.) (Fall, Spring). Fee \$10.

CRJ 1210 Robbery

Legal aspects, classification, planning, use of disguises, the extent of the problem, and surveillance photography in robbery investigations. (1 cr. hr.) (Fall, Spring).

CRJ 1214 NYS Security Guard Certificate

Intended to meet the requirements set forth by the New York State Security Guard Act of 1992 for the certification of security guards. It includes the curriculum for the Eight Hour Pre-Assignment security guard training course, as set forth by NYS Department of Criminal Justice Services (DCJS), covering the duties, responsibilities, and functions of security guards. The topics covered will include the role of a security officer, the legal powers and limitations of a security officer, emergency situations, communication and

public relations, access control, ethics and code of conduct. Upon successful completion of this course, the student will receive the NYS Security Guard 8 Hour Pre-Assignment Certificate. (0.5 cr. hrs.).

CRJ 1219 Hate Crimes

A study of hate crimes, including the history, terminology, motivations, and types of hate crimes along with both the groups and individuals responsible for hate crimes and these groups and individuals victimized by hate crimes. In addition, an examination of the state and federal hate crime laws and the penalties for such offences. (1 cr. hr.) (Fall, Spring).

CRJ 1540 Police Physical Conditioning and Wellness

Assists the student in developing an optimal level of physical fitness in the areas of cardio-respiratory endurance, muscular strength, flexibility, speed, and endurance through personal training, nutrition, and stress awareness. This level of physical fitness meets the NYS Department of Criminal Justice Services requirements for the included portions of the Basic Course for Police Officers. (2 cr. hrs.) (Spring). Prerequisite: Students must be accepted into the Police Basic Training Certificate program and have successfully completed all courses required in the fall semester of the program.

CRJ 1550 Laws of New York State

Provides a comprehensive overview of NYS laws commonly used in professional law enforcement applications and meets the NYS Department of Criminal Justice Services requirements for the law portion of the Basic Course for Police Officers. (3 cr. hrs.) (Spring). Prerequisite: Students must be accepted into the Police Basic Training Certificate program and have completed the courses required in the fall semester of the program. Grading: A through C, F.

CRJ 1560 Basic Police Procedures

Provides a comprehensive overview of the basic skills and practices necessary for daily professional law enforcement duties which meet the NYS Department of Criminal Justice Services requirements for the included portions of the Basic Course for Police Officers. (3 cr. hrs.) (Spring). Prerequisite: Students must be accepted in the Police Basic Training Certificate program and have completed the courses required in the fall semester of the program.

CRJ 1570 Police Community Interaction

Provides a comprehensive overview of community interaction and personal communication skills commonly used in professional law enforcement applications that meets the NYS Department of Criminal Justice Services requirements for the included portions of the Basic Course for Police Officers. (3 cr. hrs.) (Spring). Prerequisite: Students must be accepted in the Police Basic Training Certificate program and have completed the courses required in the fall semester of the program.

CRJ 1580 Police Investigations

Provides a comprehensive overview of police investigative techniques commonly used in professional law enforcement applications that meets the NYS Department of Criminal Justice Service's requirements for the included portions of the Basic Course for Police Officers. (3 cr. hrs.) (Spring). Prerequisite: Students must be accepted in the Police Basic Training Certificate program and have completed the courses required in the fall semester of the program.

CRJ 1590 Police Certified First Responder

Provides a comprehensive overview of police investigative techniques commonly used in professional law enforcement applications that meets the NYS Department of Criminal Justice Service's requirements for the included portions of the Basic Course for Police Officers. (2 cr. hrs.) (Spring). Prerequisite: Students must be accepted in the Police Basic Training Certificate program and have completed the courses required in the fall semester of the program.

CRJ 2010 Criminal Investigation I

Fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence. Scientific aids, modus operandi, sources of information, interview and interrogation, follow-up and case preparation. Methods of investigation, initial steps, obtaining information, specific offenses. (4 cr. hrs.) (Fall, Spring). Prerequisite: CRJ 1010 and ENGL 1010. Lecture/laboratory. Fee \$25.

CRJ 2015 Criminal Investigations

A study of the fundamentals of criminal investigations, including general criminal investigative methods, preliminary investigations, and the subsequent phases of investigations. Topics include investigative and crime scene management, utilization of criminalistics experts and forensic science laboratories, sources of information and informants, basic criminal intelligence analysis, interviews and interrogations, documentation and report writing, witnesses, surveillance operations, various types of investigations including undercover and sting operations, legal issues and case law, search and seizure warrants, case files, prosecution preparation, courtroom testimony and demeanor, and trials. In addition, the course will review the current role of criminal investigations in terrorism and national security issues. (3 credits) (Fall, Spring).

CRJ 2020 Criminal Investigation II

The investigator in court, identification and reproduction, specialized scientific methods, investigative operations. (4 cr. hrs.) (Spring). Prerequisite: CRJ 2010. Lecture/laboratory. Fee \$25.

CRJ 2025 Criminal Evidence & Procedure

The admissibility of criminal evidence in the courtroom, including historical development, changing philosophies, and current constitutional and procedural considerations. (3 cr. hrs.) (Fall, Spring). Prerequisites: CRJ 1010, 1040, 1050, and ENGL 1010.

CRJ 2030 Evolution of Criminal Law

The evolution of criminal law from ancient times to current U.S. law. How guilt is established, defining criminal conduct, *mala prohibita v. mala in se*, the significance of resulting harm, punishment vs. rehabilitation, exculpation. (3 cr. hrs.) (Fall). Prerequisite: CRJ 1050, ENGL 1010. Writing in content area. Upper-level course.

CRJ 2040 The Constitution & the Accused

Advanced study of the fourth, fifth, and sixth Constitutional amendments. Theories and values of the framers, the evolution of these theories and values to our current criminal justice system. (3 cr. hrs.) (Spring). Prerequisite: CRJ 1050, CRJ 2030, ENGL 1010. Writing in content area.

CRJ 2050 Criminal Justice Ethics

Identification and analysis of the diverse ethical issues encountered in the Criminal Justice System. Traditional ethical theories examined and applied to topics such as discretion, deadly physical force, misconduct, gratuities, authority and responsibility, affirmative action, civil disobedience, strikes, undercover operations, whistle blowing, and privacy. (3 cr. hrs.) (Fall, Spring). Prerequisite: CRJ 1010, ENGL 1010.

CRJ 2105 Juvenile Justice System

Examines the social controversy and debate over what should be done with juvenile delinquents and juvenile offenders. Investigates the role corrections should play in society's campaign against problem youths and youthful offenders, attempting to answer what effects of various social problems as well as the economic, political, religious, and technological forces that influence patterns of juvenile behavior and the formulation of interventions and punishments. (3 cr. hrs.) (ASN).

CRJ 2203 Treatment of Criminal Offender

The post-conviction process. Development of a correctional philosophy, theory, and practice; description of institutional operation, programming and management; community-based corrections; probation and parole. (3 cr. hrs.) (Fall, Spring). Prerequisite: ENGL 1010.

CRPL Career Planning

Division of Professional Studies

CRPL 1010 Career Directions

Students will explore careers through self-analysis and consideration of the job outlook. Career and college planning will be conducted through self-assessing interests, values and skills as well as defining short and long-range career goals. Includes FOCUS career assessment, career research and informational interviewing. (1 cr. hr.) (Fall, Spring). Lecture/discussion/activities.

CRPL 1020 Job Search Strategies

Development of a plan and portfolio of necessary documents for a job search. Includes resume and cover letter writing, application completion, targeting employers, networking and interviewing techniques. (1 cr. hr.) (Fall, Spring). Lecture/discussion/activities. Co-requisite: ENGL 1010.

CRPL 1030 Understanding Work Expectations

An in-depth exploration of employer expectations including values, ethical behavior, conduct, first impressions, diversity and problem-solving. Importance is directed toward acquiring knowledge and skills in interpersonal relationship and performance on the job to improve job satisfaction and success. (2 cr. hrs.) (Fall, Spring). Lecture/discussion/activities.

CRST Computer Repair Systems

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Elmarine Jimenez, Joseph Oppenheim

Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CRST 1010 Computer Hardware Technologies

Prepares students for the PC hardware portion of A+ Certification exams. Topics follow objectives as defined by current CompTIA standards. Topics include computer proper PC assembly/disassembly techniques, motherboards, CPUs, memory, mass storage devices, power supplies, network hardware, and safety. (4 cr. hrs.) (Fall, Spring). Prerequisite: Ready to take a college-level composition course and have no developmental mathematics requirements. Lecture/ Laboratory. Fee \$50. Shelf Life Alert.

CRST 1030 Operating System Technologies

Prepares students for the Operating Systems portion of A+ Certification exams. Topics follow objectives as defined by current CompTIA standards. Topics include Operating Systems fundamentals, installation, configuration and upgrading of Windows based systems, basic diagnosis and troubleshooting of operating system problems and an introduction to Windows networking. (4 cr. hrs.) (Spring). Prerequisite: Eligible to take a college-level composition course and completion of all developmental mathematics requirements. Lecture/Laboratory.

CRST 2040 Systems Configuration and Maintenance

Use of diagnostic hardware and software, virus and spyware scanning tools, troubleshooting of various system level and application packages. Backup/disaster recovery techniques, and preventative maintenance are discussed. Detailed discussion of mass storage devices, such as CD/ DVD standards and hard disks included. Attention will be given to current trends in hardware and software technology. (4 cr. hrs.) (Fall). Prerequisites: CRST 1030, CSNT 1200, and have taken or be taking CRST 1010. Lecture/Laboratory. Lab fee. Shelf Life Alert

CRST 2050 Information Technology Practicum

A course containing a supervised work experience in an information technology field at local industries, community agencies and/or education institutions. Work must directly relate to the student's chosen concentration. (4 cr. hrs.) (Fall, Spring). Prerequisite: CSNT 1200 and either CSIT 1320 or CRST 2040, or CSNT 1200 and concurrent enrollment in CRST 2040. Shelf Life Alert.

CSCS Computer Science

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Elmarine Jimenez, Joseph Oppenheim

Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CSCS 1200 Computer Essentials

Theories and applications of computers. Includes computer architecture, hardware, software, number coding, problem solving paradigms, microcomputer applications, network technology, computer ethics, computer careers, e-commerce, and system software. (4 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take a college-level composition course and completion of all developmental mathematics requirements. Lecture/Laboratory. Shelf Life Alert.

CSCS 1240 Structured and Object-Oriented Problem Solving

Logic for analyzing problems and communicating problem-solving procedures to the computer. Data types and variables, control structures, arrays, sorting and searching, "common sense" analysis, problem-solving, logic flow charting, pseudo coding, and Unified Modeling Language (UML). (3 cr. hrs.) (Fall, Spring). Prerequisites: Eligible to take a college-level composition course and completion of all developmental math requirements. Lecture/Laboratory. Shelf Life Alert.

CSCS 1320 C/C++ Programming

C/C++ Programming for systems, commercial, and scientific applications. Topics include: procedural vs. object-oriented programming, data types, operators, standard control structures, functions, pointers, arrays, structures, classes, objects, encapsulation, inheritance, polymorphism templates and libraries. (4 cr. hrs.) (Fall, Spring) Prerequisite: CSCS 1240. Lecture/Laboratory. Shelf Life Alert.

CSCS 1730 UNIX/Linux Fundamentals

UNIX Operations System basics. Exploration of the command-line environment, use of the UNIX shell by model editing, shell scripting, regular expressions, file manipulation, filters, wild cards, I/O manipulation, and related topics. Exposure to graphical environments and related components such as X server, Window Manager, and Desktop environments. (4 cr. hrs.) (Fall, Spring). Prerequisite: Be taking or have taken CSCS 1240 Lecture/Laboratory. Shelf Life Alert.

CSCS 2320 Data Structures

Data and data structures, linear lists, strings, stacks, queues, linked lists, arrays, and orthogonal lists. Trees, multi-linked structure, table search, sorting techniques, storage allocation, and sequential and random file access. (3 cr. hrs.) (Fall). Prerequisite: CSCS 1320. Lecture/Laboratory. Shelf Life Alert.

CSCS 2330 Discrete Structures

Discrete mathematical foundations and their relationship to computing. The foundation of discrete structures, mathematical reasoning, combinatorics, graphs and trees, Boolean Algebra and logic gates, and Karnaugh mapping. (3 cr. hrs.) (Fall) Prerequisite: MATH 1240 and either CSCS 1320 or CSCS 2420. Students cannot receive credit for this course and MATH 2330. Shelf Life Alert.

CSCS 2420 Java Programming

Basic concepts of object-oriented programming, fundamentals of the language and syntax, algorithmic thinking, problem solving, control structures, data types, operators, input/output, method (user defined and API), single-subscripted arrays and strings, and class libraries. Extensive hands-on program development creating stand-alone applications. (3 cr. hrs.) (Fall, Spring). Prerequisite: CSCS 1240. Lecture / Laboratory. Shelf Life Alert.

CSCS 2430 Digital Logic

Logic gates, flip-flops, circuit diagrams of different types of registers and counters, decoders, encoders, multiplexers, demultiplexers, adders, and characteristics of Asynchronous and Synchronous transmission. (3 cr. hrs.) (ASN). Prerequisites: CSCS 1240 and eligible to take college-level math. Shelf Life Alert.

CSCS 2650 Computer Organization

Computer architecture and assembly language programming methods. Includes addressing, binary and computer arithmetic, boolean logic, bus structures, control and data flow, data representation, debugging, input/output, instruction cycle, instruction sets, interrupts, linking, machine language, memory, processors, registers, storage, subroutines, and translation. Connection to compilers and operating systems discussed. (4 cr. hrs.) (Spring). Prerequisite: CSCS 1320 or CSCS 2420. Lecture / Laboratory. Shelf Life Alert.

CSCS 2700 Data Communications

Networks and communication techniques with computers or peripheral devices. Includes communications links and equipment, coding of information, line controls, protocols, multiplexing, socket programming, error correction algorithms, data transmission, and local area networks. Emphasis on modern internet protocols such as TCP/IP, including the application, transport, network, and link layers. (3 cr. hrs.) (Fall). Prerequisite: CSNT 1200 and either CSCS 1320 or CSCS 2420. Shelf Life Alert.

CSCS 2730 Systems Programming

Systems programming for portable operating system implementations. File and Device I/O, timers, process management, sockets, threads, file systems, terminals, signals, pipes, semaphores. Focus on concurrency and effective resource utilization. (3 cr. hrs.) (Spring). Prerequisite: CSCS 1320 and CSCS1730. Shelf Life Alert.

CSCS 2850 Projects

Independent or group project(s) under the instructor's guidance. Projects will advance the student's knowledge and competence in computer science and related areas. The student develops a statement of goals strategies, maintains a weekly log, and prepares written and oral reports. (3 cr. hrs.) (ASN). Prerequisite: Instructor consent. Shelf Life Alert.

CSIT Computer Information Technology

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Elmarine Jimenez, Joseph Oppenheim

Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CSIT 1320 HPC Fundamentals

Introduces students to current computational trends and interdisciplinary collaboration. Survey of applications requiring visualization, data and time intensive processing, concurrency. Case Studies drawn from current problems in the computing, business, scientific, and mathematical disciplines. Students will be exposed to design, implementation, and operational aspects of a High Performance Computing system, as well as skills in resource utilization, system performance optimization, and general problem solving techniques. (3 cr. hrs.) (Spring). Prerequisites: CSCS 1730. Shelf Life Alert.

CSIT 2000 Mobile App Development

Mobile application development techniques. Skills necessary to design, build, and deploy professional mobile applications. Topics include exploration of mobile environment, tools used to develop mobile applications design considerations and techniques, common libraries utilized, and application testing. (3 cr. hrs.) (Spring). Prerequisite: CSCS2420, CSCS1320, CSCS2210, CSST1600, or ENGR1050. Lecture/Laboratory.

CSIT 2044 HPC Experience I

In-lab seminar/work experience in a High-Performance Computing environment. Student is assigned an administrative role(s) within the lab and learns the basics of on-site/remote maintenance, monitoring, support, documentation, updating and investigating possible functionality. The student functions as if they were in a beginning staff system administration position. (2 cr. hrs.) (Fall). Prerequisites: CSIT 1320 or CSCS 1730. Cannot be taken concurrently with CSIT 2048. Shelf Life Alert.

CSIT 2048 HPC Experience II

Continuation of in-lab seminar/work experience in a High-Performance Computing environment. Student resumes administrative role(s) within the lab and is responsible for on-site/remote maintenance, monitoring, support, more detailed documentation, updating, and investigating/ implementing possible innovations/functionality. Additionally, the student may assist in mentoring/ training an incoming student to assume the responsibilities of the role. The student functions as if they were in an intermediate system administration position. (2 cr. hrs.) (Spring). Prerequisites: CSIT 1320, CSCS1730, and CSIT 2044. Lecture/Laboratory.

CSIT 2310 Structured & Object-Oriented Systems Analysis and Design

Techniques for processing data through computers. Input, output, and programming systems. Skills required in system design, the allied areas of form management, and records retention. Examination of flow charting and data flow diagrams for paperwork flow, unit record equipment, and computer systems. Forms and record design. Practical applications are developed, displayed and presented for integrated procedures and weighed from the viewpoint of economy, efficiency, and expansion. (3 cr. hrs.) (Spring). Prerequisite: CSCS 1320, CSCS 2420, or CSCS 2210. A student presentation is required. Shelf Life Alert.

CSIT 2400 Database System

Creating, modifying, and using a database and composing an original database system. Conceptual database design, relational database system, relational query language, programming, menu-driven systems, screen I/O and prompting. Database terminology. (3 cr. hrs.) (Fall). Prerequisite: CSCS 1240. Lecture/Laboratory. Shelf Life Alert.

CSNS Computer Science Network Security

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Joseph Oppenheim
Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CSNS 1610 Fundamentals of Information Security

An introduction to the fundamental issues, concepts and tools common to areas of security. Topics include who are the attackers, their motivations, and risk tolerance. Essential tools will be introduced covering the areas of anti-virus, monitoring, virtual machines, account control, and access rights management. Security models such as access control lists, role-based access control, Bell-La Padula, and others will be studied. Concept areas such as confidentiality, integrity, availability and privacy will be studied. (4 cr. hrs.) (Lecture/Laboratory) (Spring). Prerequisite: CSNT 1200 and either CRST 1030 or CSCS 1730.

CSNS 2620 Fundamentals of Information Assurance

An introduction to information assurance topics such as strategies that organizations utilize to keep data and infrastructure secure, risk assessments and mitigation, and laws and policies relating to computer and network security. The course is designed to explore the broad spectrum of information management and protection. Special attention will be paid to basic principles of security, ethics, and investigation. A review and more in-depth look at certain security topics, like cryptography and application security, will also be presented. (Lecture/Lab) (Spring). Prerequisite: have taken or be taking CSNS 1610.

CSNT Computer Network Technology

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Elmarine Jimenez, Joseph Oppenheim

Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CSNT 1200 Introduction to Networks

A theoretical overview of networks. Introduction to the OSI model, communications media, various network equipment, data transmission, protocols, topologies, architectures, Local area networks, Wide area networks, Routing and Routing protocols, IP addressing and structured cabling. (4 cr. hrs.) (Fall/Spring). Prerequisite: Ready to take a college-level composition course and have no developmental reading and mathematics requirements. Lecture/Laboratory.

CSNT 1500 Routing and Switching Essentials

The architecture, components, and operations of routers and switches in a small network. Configuring a router and a switch for basic functionality, troubleshooting routers and switches and resolving common issues with RIPv1, RIPv2, single area and multiple-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. (4 cr. hrs.) (Spring). Prerequisite: CSNT 1200.

CSNT 2200 Network Software

Installation and use of various system and application software packages within a networked environment. The study and understanding of these packages and their relationship to network configuration and function ability. (4 cr. hrs.) (Fall). Prerequisite: CSNT 1200. Lecture/Laboratory.

CSNT 2400 Scaling Networks

Implementation and configuration of a Local Area Network. Students will use the knowledge that they acquire to design, implement and configure a LAN. Topics include Switching concepts and LAN design, Switch configuration, STP, Virtual LAN and VLAN trunking protocol. (4 cr. hrs.) (Fall). Prerequisite: CSNT 1200. Lecture/Laboratory. Fee \$50.

CSNT 2800 Connecting Networks

Creating and evaluating various network systems. Topics include analysis, design, development, implementation, maintenance and evaluation of different kinds of network systems. The focus will be on various WAN technologies and protocols such as Frame Relay, PPP, HDLC, VPN. Students will also become familiar with creating Packet filters for security on routers using Access Control Lists (ACLs) (3 cr. hrs.) (Spring). Prerequisites: CSNT 1200. Lecture/Laboratory.

CSST Computer Service Technology

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Elmarine Jimenez, Joseph Oppenheim

Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CSST 1091 Introduction to Microcomputer Graphics

Introduction to presentation software. Includes design, transitions, animation effects and inserting charts and other objects. Methods of adding multimedia, manipulating simple graphics and timing the delivery of presentations will also be covered. (1 cr. hr.) (Fall, Spring). Lecture/Laboratory. Shelf Life Alert.

CSST 1600 Object Oriented Programming – Non-Computer Major

An introduction for students with little or no programming background. Topics include the Object Oriented environments, properties, controls, and programming procedures and structures. (3 cr. hrs.) (Fall, Spring). Lecture/Laboratory. Shelf Life Alert.

CSWT Computer Web Technology

Division of STEM

Faculty: DJ Dates, Joseph DeLeone, Matthew Haas, Joseph Oppenheim

Note: Shelf Life Alert! Course may not be used for any computer program if more than 5 years have passed since course was taken.

CSWT 1200 Website Development Fundamentals

Web page development techniques using HTML, XHTML, and web site authoring software. Presents skills necessary to build, deploy, and manage professional web pages. Topics include basic tags and more advanced features while emphasizing accessibility, compatibility, security, and emerging Internet trends. (3 cr. hrs.) (Fall, Spring). Prerequisite: Ready to take a college-level composition course and have no developmental mathematics requirements. Shelf Life Alert.

CSWT 2610 Web Programming & Interactivity

Involves hands-on experience with common uses of JavaScript in commercial web sites, including but not limited to: form validation, web applications, and Dynamic HTML. Focus is on the DOM (Document Object Model), and also covers the evolving standards with XML and the integration of XML Style sheets with JavaScript to create robust, complex web applications. (3 cr. hrs.) (Fall). Prerequisites: CSWT 1200. Lecture/Laboratory. Shelf Life Alert.

CSWT 2620 Web Application Development

Database connectivity and other areas related to the construction of commerce-related database driven web sites are the primary focus. Behind the scenes aspects of web programming. Hands-on experience with today's popular programming languages on the web, emphasis on the HTML-embedded scripting languages PHP (Perl-like in syntax) and ASP (VBScript.) Mod-Perl, JSP, Coldfusion, and other common languages also discussed. (3 cr. hrs.) (Spring). Prerequisite: CSCS 1240. Lecture/Laboratory.

ECED Early Childhood

Division of Professional Studies

Faculty: Julie Dick, Susan Hoobler

ECED 1110 Introduction to Early Childhood Education

Survey of early childhood education theories and principles and the alternative settings available for the care and education of young children. Emphasis on defining program quality as it pertains to developmentally appropriate care and other characteristics of the child care environment. (3 cr. hrs.) (Fall). Lecture/Projects/Field assignments and/or observations.

ECED 1120 Observing and Recording the Behavior of Young Children

An introduction to methods of making behavioral records of young children, both as clinical tools in a "helping" relationship and as guides for curriculum planning of teachers. (3 cr. hrs.) (Fall, Spring). Lecture/Projects/Field assignments and/or observations.

ECED 1130 The Infant & Toddler: Development & Practice

The complex process of development in the human infant from cognitive, and emotional areas with suggestions for activities to promote optimal infant development. (3 cr. hrs.) (Fall/Spring). Lecture/ Projects/Field assignments and/or observations.

ECED 1140 Methods & Materials in Early Childhood Education

An introduction to activities suitable for young children and ways of using activities to foster physical, emotional, intellectual, and social growth. Lesson planning is taught and practiced. (3 cr. hrs.) (Fall, Spring). Lecture/Projects/Field assignments and/or observations.

ECED 1150 Partnering with Families, Schools, Communities: A Partnership

Explores the need for and skills necessary for a partnership between parents, human service workers, and educators. Teaches skills of effective listening, confrontation, problem solving, modification of the environment, and values clarification. (3 cr. hrs.) (Fall, Spring) Lecture/Projects/Field assignments and/or observations.

ECED 1524 Language Development and Children

An overview of Language Development Guidelines - birth through school age years. Normal development guidelines of speech and language and important effects of language development on the mastery of reading, spelling, writing and school subjects. For those who work with a pre-school age population. (3 cr. hrs.) (Fall, Spring). Lecture/Projects/Field assignments and/or observations.

ECED 2960 Field Experience: Early Childhood

Demonstration of competencies learned, written documentation and participation in an early education seminar. (6 cr. hrs.) (Fall, Spring). Prerequisites: A grade of C or higher in ECED 1120 and either ECED 1130 or 1140, and instructor's consent. Practical experience through a minimum of 225 hours of supervised work. (Students who are employed in a state-approved early childhood education setting have the option of preparing for CDA application).

ECON Economics

Division of Professional Studies

Faculty: Deborah Dunbar, Robert Kephart II

Note: Economics is a Social Science that also meets certain business program requirements.

ECON 1000 Elements of Economics

Structure and functioning of the U.S. economy. National economic goals, the market system, price determination, taxation and government spending, business cycles, fiscal and monetary policy, international trade. Understanding of current economic events and issues. (3 cr. hrs.) (Fall, Spring).

ECON 2001 Principles of Economics – Macro

U.S. macro-economic goals, the American market system, price determination, distribution of income, government taxation and spending, national income accounting, fiscal policy, and monetary policy. (3 cr. hrs.) (Fall, Spring). Prerequisites: MATH 1110 or higher and eligible to enroll in ENGL 1010. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

ECON 2002 Principles of Economics – Micro

Elasticity of supply and demand, utility theory, production cost analysis, profit maximization, monopoly and government regulation, labor organization, international trade and finance, economics of growth, resource depletion, and pollution. (3 cr. hrs.) (Fall, Spring). Prerequisites: MATH 110 or higher and eligible to enroll in ENGL 1010. Upper-level course.

EDUC Education

Division of Professional Studies
Faculty: Julie Dick, Susan Hoobler

EDUC 1010 Foundations of Education

The aims of public education in our society; philosophical, historical, economic, political and social bases of our educational system. Current trends in education; popular myths about the teaching profession; roles, responsibilities, problems and concerns of teachers. (3 cr. hrs.) (Fall, Spring). Field observation. Prerequisite: Eligible for ENGL 1010.

EDUC 1560 Special Education and the Inclusive Classroom

Examines the nature of various handicapping conditions and describes education programs and strategies for serving exceptional children and adults. (3 cr. hrs.) (ASN) 15 hours of field observation are required. Prerequisite: eligible for ENGL 1010.

EDUC 1960 Fieldwork & Seminar in Education

Entry-level field course enables pre-service teachers to work with learners in today's classroom. By interacting individually with students, pre-service teachers will observe and analyze basic patterns of teaching and learning. (3 cr. hrs.) (Fall, Spring). Prerequisite: EDUC 1010 and EDUC 2040 or EDUC 1560 with a grade of C or higher. Fieldwork (100 hours)/seminar.

EDUC 2040 Teaching in Diverse Classroom

Intended for prospective teachers of grades Pre-K through 12, focus is on the pedagogical needs of diverse student populations. Provides a background in special education, bilingualism, multiculturalism and diversity, and explores instructional strategies appropriate to the needs of all students. (3 cr. hrs.) (Fall, Spring). Field observation required. Prerequisite: EDUC 1010 or ECED 1110.

EDUC 2050 Schools and Society

Examines the historical, cultural, philosophical, ethical, and practical foundations influencing education in the United States. The significance of social differences in regard to class, culture, race/ethnicity, gender, sexual orientation, and religion will be examined. Controversial educational issues will be explored and a personal philosophy of education will be formulated. (3 cr. hrs.) (ASN). Prerequisite: EDUC 1010, EDUC 2040 and ENGL 1010. Writing in content area. Upper-level course. Intended for education students. 15 hours field observation.

ELEC Electrical Technology

Division of STEM
Faculty: Jonathan Balke, Bradley Cole

ELEC 1010 Electricity

Electrical quantities and their measurement, series and parallel DC circuits, electrical power, AC circuits, magnetism and basic instrumentation. Basic circuit analysis theorems. (4 cr. hrs.) (Fall, Spring). Prerequisites: Be taking or have taken ENGL 1010 and MATH1230. Lecture/Laboratory. Lab fee.

ELEC 1500 Solid State Electronics

Theory of operation, design, analysis, and circuit configurations of P-N junction diode, bridge rectifiers, zener diodes, LEDs, bipolar transistors, optocouplers, single-stage and multi-stage amplifiers. (4 cr. hrs.) (Spring). Prerequisite: ELEC 1010. Lecture/ Laboratory. Lab fee.

ELEC 1510 Digital Electronics

Digital circuits and their application. Binary and hexadecimal number systems and codes, basic logic gates, combinational and sequential logic circuits, Boolean algebra, arithmetic circuits, decoders, encoders multiplexers, flip flops and counters. Lab work includes design of circuits utilizing integrated circuits and FPGA hardware/software. (4 cr. hrs.) (Spring). Prerequisite: ELEC 1010. Lecture/Laboratory. Lab fee.

ELEC 1580 Digital and Analog Electronics

Introduction to digital and analog circuitry. Topics will include binary and hexadecimal number systems, various circuits using digital logic gates, diode and transistor theory, discrete and operational amplifier circuits. (4 cr. hrs.) (ASN) Prerequisite: ELEC1010. Lecture/Laboratory. Lab fee.

ELEC 2000 Electronic Construction

Construction of an individual project involving bread boarding, soldering, terminal crimping, heat shrinking, wiring, and mounting of external jacks, controls and switches. CAD-generated printed circuit board artwork design, developing, etching and drilling included. (1 cr. hr.) (Fall). Corequisite: ELEC 2010. Laboratory. Lab fee. Students will be expected to purchase required tools and parts for the project.

ELEC 2010 Linear Electronics

Theory of operation, design, analysis, and circuit configurations of operational amplifiers, voltage comparators, waveform generators, 555 timers, power supply, and three-terminal regulator circuits. (4 cr. hrs.) (Fall). Prerequisite: ELEC 1500. Lecture/Laboratory. Lab fee.

ELEC 2020 Industrial Electronics

Analysis and design of automatic control systems using industrial programmable logic controllers and ladder logic, using Allen Bradley SLC500 PLCs. Other topics include industrial relays, switches, sensors, solenoids, and thermal overload protection schemes. (4 cr. hrs.) (Spring). Prerequisites: ELEC 1500 and 1510; or ELEC 1580. Lecture/Laboratory. Lab fee.

ELEC 2030 Microprocessors

Extensive study and application of the architecture and instruction set of a microprocessor. Includes the use of assemblers and simulators, assembly language programming as well as I/O and memory circuit design. (4 cr. hrs.) (Fall). Prerequisite: ELEC 1510. Lecture/Laboratory. Lab fee.

ELEC 2050 Senior Project

An independent project including the various stages from conception to design and layout, fabrication, testing, modification, and final reporting. Project is of the student's choosing, subject to approval of the instructor. (2 cr. hrs.) (Spring). Prerequisites: ELEC 2000, 2010, 2030. Laboratory/ Independent project. Lab fee. Students will be expected to purchase required tools and parts for the project.

ELEC 2060 Electronic Communications

Circuits common to most communications equipment: filters, tuned circuits, oscillators, and amplifiers. AM and FM circuitry, radio receivers, transmitters, and an introduction to digital communications and fiber optics. (4 cr. hrs.) (ASN). Prerequisites: ELEC 1500, 2010. Lecture/Laboratory. Lab fee.

ELEC 2070 Industrial Data Acquisition

Introduces basic process instrumentation and control systems, analog-to-digital and digital-to-analog conversion with emphasis on computer control interfacing to process. Use of LabView data acquisition software to acquire and analyze data. (4 cr. hrs.) (Spring). Prerequisite: Concurrent enrollment in MATH 1230 or math placement above MATH 1230. Lecture/Laboratory. Lab fee.

ELEC 2080 Microprocessor Systems

Advanced microprocessor course dealing with the software and hardware aspects of microprocessor system design. Uses Intel 8051 micro-controller. (4 cr. hrs.) (ASN). Prerequisite: ELEC 2030. Lecture/Laboratory. Lab fee.

ELEC 2100 Technology Research

Issues and concepts related to the student's field of technology. In consultation with faculty, students select, research, organize, and present in written and oral form, topics of personal and professional interest. The use of the internet and visual presentation systems is required. (3 cr. hrs.) (ASN).

ENGL English

Division of Humanities and Social Sciences

Faculty: Christine Atkins, Dann Coble, Edward Dougherty, Emma Draper-Reich, Marie Hannah-Mandel, Ryan Hersha, Vincent Lisella

Note: All students begin their English courses according to their writing ability as determined by assessment and evaluation of prior course work.

ENGL 0980 Reasoning, Reading & Writing for Academic Studies

Integrates reading, critical thinking and writing assignments aimed at improving students' literacy skills for success in college studies. Students apply reading strategies to challenging texts, using previewing, annotation, guide questions and discussion to understand key points. Major projects require students to develop paragraph/essay ideas through reading comprehension activities, discussion, and other prewriting strategies, and culminating with essays responding to and integrating source material with no serious errors. Students who successfully complete this course should enroll in ENGL 0999 and ENGL 1010. (5 equivalent credits.) (Fall, Spring). Prerequisite: Placement by assessment. Grading: Pass/Fail. Does not fulfill degree or program requirements. Lecture/Laboratory.

ENGL 0999 Applied Reading and Writing Strategies

Integrates reading, critical thinking and writing to improve literacy skills for success in College Composition I. Students apply reading strategies to challenging texts, using previewing, annotation, guide questions and discussion. Students will apply writing strategies to produce essays for the ENGL 1010 companion course. Emphasis on selecting and integrating source material with effective critical responses. Rhetorical strategies and strategic editing will be reviewed to improve sentence structure and correct errors. (2 eq. cr. hrs.) (Fall, Spring). Prerequisite: ENGL 0980, placement, or Department recommendation. Co-requisite: ENGL 1010. Grading: Pass/Fail. Does not fulfill degree or program requirements. Lecture/Laboratory.

ENGL 1010 College Composition I

Essay writing designed to sharpen the student's perceptions of the world through the study and use of non-fiction writings and to facilitate communications with correctness, clarity, unity, organization, and depth. Assignments include expository writing, argumentation, and research techniques. (3 cr. hrs.) (Fall, Spring). Prerequisite: Placement, ENGL 0980, or concurrent enrollment in ENGL 0999. Meets SUNY General Education requirement in Basic Communication. Writing Process.

ENGL 1020 College Composition II

Essay writing course designed to advance critical, analytical, and writing abilities begun in ENGL 1010. Literary analysis essays and interpretation of works of fiction, poetry, and drama. (3 cr. hrs.) (Fall, Spring). Prerequisites: ENGL 1010. Writing Process. Meets SUNY General Education requirement in Humanities.

ENGL 1410 Police Report Writing

Assists students in developing a knowledge of the conventions of written and spoken English in a variety of writing situations within the context of police work, including incident reports, accusatory instruments, arrest and court documents, accident reports, DWI documents, mental health and domestic violence reports. (2 cr. hrs.) (Spring). Prerequisite: ENGL1010.

ENGL 1501 Technical Report Writing I

Introduction to technical, in-service writing such as status, trip, trouble reports and memoranda. May be taken in conjunction with a scientific or technical project on campus. (1 cr. hr.) (ASN). Prerequisite: ENGL 1010. Cannot be used as a humanities or liberal arts and sciences elective. Writing Process if taken with ENGL 1502.

ENGL 1502 Technical Report Writing II

Introduction to technical, formal writing such as manuals, proposals and reports for presentation. May be taken in conjunction with a scientific or technical project on campus. (2 cr. hrs.) (ASN). Prerequisite: ENGL 1501. Cannot be used as a humanities or liberal arts and sciences elective. Writing Process if taken with ENGL 1501.

ENGL 1510 Honors College Composition I

Honors course in essay writing designed to sharpen the student's perceptions of the world through the study and use of non-fiction writings and to facilitate communications with correctness, clarity, unity, organization, and depth. Assignments include expository writing, argumentation, and research techniques. (3 cr. hrs.) (ASN). Prerequisite: Placement or ENGL0980 and departmental permission. Must be Honors eligible. An alternative degree requirement for students in the Honors Program. Cannot earn credit for this course and ENGL 1010. Writing Process. Meets SUNY General Education requirement in Basic Communication.

ENGL 1520 Honors College Composition II

Honors course in writing course designed to advance the critical and analytical thinking begun in ENGL 1010. Literary analysis essays on works of fiction, drama and poetry. Entry limited to students who meet qualifications for Honors coursework. (3 cr. hrs.). This is an alternate degree requirement for students in the Honors Program. Cannot earn credit for this course and ENGL 1020. Prerequisite: ENGL 1010. Meets SUNY General Education requirement in Basic Communication.

ENGL 2010 American Literature I

Important writings and American culture from the early 1600's through 19th century Romanticism. (3 cr. hrs.) (ASN) Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2020 American Literature II

Important writings and American culture from the mid-19th century to the present. (3 cr. hrs.). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2030 Children's Literature

A study of the different types of literature created for children: picture books, young adult novels, poetry, folklore, fairy tales, fantasy, historical fiction, contemporary realistic fiction, biography and non-fiction. Discussion of issues in the field, book selection, etc. through reading, discussion, papers, and projects. (3 cr. hrs.) (Fall, Spring). Prerequisite: ENGL 1020. Writing in content area. Upper-level course.

ENGL 2040 Fantasy and Science Fiction

An historical approach to the genres of science fiction and fantasy through a study of acknowledged masterpieces and contemporary authors. Adaptations and works in other media may also be examined. (3 cr. hrs.) (Spring). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2090 The Bible as Literature

Secular discussion of readings from the Old and/or New Testaments. Literary qualities of the selected text (genre, philosophical motif and aesthetics) as related to the time, place and conditions of composition. May include historical, textual, reductive and form criticism. (3 cr. hrs.) (Fall). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2160 The Short Story

The short story as a literary form; study of significant writers with emphasis on recent works. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2170 Modern Drama

Drama in literary form; study of significant playwrights with special attention to recent works. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2180 Modern Novel

The novel as a literary form; significant authors with special attention to recent works. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2190 Modern Poetry

Poetry as a literary form and as a reflection of modern trends in human thought and human experience. Special attention is given to the 20th and 21st century. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2220 Major African-American Writers

Cultural influence of literature by major African-American writers with special attention to themes, language, and style. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing intensive. Meets SUNY General Education requirement in Humanities. Upper-level course.

ENGL 2310 English Literature I

Major writers and their works in England from the beginning of the Anglo Saxon era to the end of the Age of Reason. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2320 English Literature II

Major writers and their works in Great Britain and Ireland from the beginning of the Romantic Movement to the present. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2330 Shakespeare

The major plays of Shakespeare with consideration of the Elizabethan theater and culture. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2410 World Literature I

Masterworks of Western literature in translation from ancient times through the Renaissance. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

ENGL 2420 World Literature II

Masterworks of Western Literature in translation from the beginning of the Age of Reason to the present. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course. Meets SUNY General Education requirements in Humanities.

ENGL 2480 Creative Writing – Fiction & Drama

A writing course to develop facility in creative writing. Original works will be evaluated by the class and Instructor. Additional outside reading may be assigned. Emphasis will be on creative writing facility and critical abilities. Focus is on short stories and plays. (3 cr. hrs.) (Fall). Prerequisite: ENGL 1020. Writing process. Upper-level course. Meets SUNY General Education requirements in The Art.

ENGL 2490 Creative Writing – Poetry

A writing course to develop talent in creative writing. Focus is on poetry. Original works evaluated by the class and instructor. Emphasis will be on creative writing talents and critical abilities. Additional outside reading may be assigned. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020.

ENGL 2579 Rhetoric and Propaganda in Contemporary Media

An analysis class to help students better understand rhetorical principles in everyday use. Several rhetorical theories, both classical and contemporary, will be explored through the lens of media and politics. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020

ENGL 2601 Film: An Introduction Module I

Introduces film, its terms and techniques. (1 cr. hr.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course.

ENGL 2602 Film: An Introduction Module II

Focuses on types of film. (1 cr. hr.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course.

ENGL 2603 Film: An Introduction Module III

Examines the creative art and technical science of directing and editing. (1 cr. hr.) (ASN). Prerequisite: ENGL 1020. Writing in content area. Upper-level course.

ENGL 2661 Journalism – Module I

Includes writing leads and basic news story organization. (1 cr. hr.) (ASN). Prerequisite: ENGL 1010. Writing process if all three modules are taken. Upper-level course.

ENGL 2662 Journalism – Module II

Includes interviewing and basic news stories. (1 cr. hr.) (ASN). Prerequisite: ENGL 2661. Writing process if all three modules are taken. Upper-level course.

ENGL 2663 Journalism – Module III

Includes more advanced news stories and ethics. (1 cr. hr.) (ASN).
Prerequisite: ENGL 2661. Writing process if all three modules are taken.
Upper-level course.

ENGL 2800 Special Topics in Literature

An in depth examination of literature from a particular theme/genre, not covered by existing courses. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Writing Intensive. Upper-level course.

ENGR Engineering

Division of STEM

Faculty: Jonathan Balke, John Longwell

ENGR 1010 Engineering Orientation

Aspects of engineering study and the engineering profession. Methods of solution of engineering problems. (2 cr. hrs.) (Fall). Prerequisite: Three years of high school math including intermediate algebra and trigonometry or placement into MATH 1220, 1240, or higher.

ENGR 1030 Graphics for Engineers

Techniques and practices of engineering graphics for communication and interpretation of engineering design intent through the use of the three-dimensional parametric modeling program (SolidWorks) and international standard governing geometric dimensioning and tolerancing (ASME/ANSI Y14.5 and ISO) Engineering freehand sketching and graphically solving problems including pictorial and multiview drawings, geometric constructions, plane and descriptive geometry, sectioning conventions and coordinate dimensioning and tolerancing. (3 cr. hrs.) (ASN). Prerequisite: MATH 1412 or higher. Lecture / Laboratory. Lab fee.

ENGR 1050 C for Engineers

An introduction to C programming and debugging procedures. The programming assignments will incorporate input/output techniques, iteration, decision making, arrays and sub programs. Engineering applications will be emphasized. (3 cr. hrs.) (ASN). Prerequisite: MATH 1412 or higher. Lecture / Laboratory.

ENGR 2110 Engineering Mechanics I

Statics and Mechanics of Materials. A vector approach to study the equilibrium of particles and rigid bodies, force systems, friction, properties of areas and analysis of structures. Fundamentals of stress and strain under axial loading, torsion, bending, transverse loading, and combined load. (4 cr. hrs.) (Fall). Prerequisite: PHYS 1820.

ENGR 2120 Engineering Mechanics II

A continuation of ENGR 2110. Mechanics of Materials and Dynamics. Transformations of stress and strain, Mohr's circle. Design, analysis, and deflection of beams. Dynamics of particles and rigid bodies, kinematic and kinetic theory, and energy and momentum methods. (4 cr. hrs.) (Spring). Prerequisite: ENGR 2110.

ENGR 2150 Theory & Properties of Material

Structure of crystalline solids, imperfections, diffusion, mechanical properties of metals, strengthening mechanisms, failure analysis phase/transformation diagrams thermal processing, metal alloys. Research paper/presentation. Lab demonstrations for hardness and mechanical test methods. (3 cr. hrs.) (Fall). Prerequisites: PHYS 1820 and CHEM 1510.

ENGR 2180 Engineering Circuit Analysis

Analysis of circuits using resistors, capacitors, inductors, independent and dependent energy sources, and operational amplifiers. Topics include Kirchhoff's Laws, voltage and current division, nodal and mesh analysis, source transformations, superposition, linearity, Thevenin's and Norton's Theorems, responses of RL, RC, and RLC circuits and sinusoidal analysis using phasors. (3 cr. hrs.) (Spring). Prerequisite: PHYS 2830. Must be taken along with MATH 2620 and PHYS 2840.

ENGR 2200 Thermodynamics I

The first half of the material of classical thermodynamics. Introductory definitions and concepts, properties of a pure substance, use of steamtables, study of work and heat, the first and second laws of thermodynamics, and the topic of entropy. (4 cr. hrs.) (ASN). Prerequisite: MATH 2610, MATH 2620, and PHYS 2840.

ERTH Earth Science

Division of STEM

ERTH 1010 Earth Science

Geology, oceanography, and metrology, selected for their relevance to non-science majors. Field trips to study local geology, map interpretation, and elementary weather forecasting. (3 cr. hrs.) (Fall). Prerequisite: Placement into college level math. Eligible to take ENGL 1010. It is recommended that this course not be taken for credit after successfully completing any GEOL course. Cannot receive credit for both ERTH 1010 and SCIN 1110. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

FREN French

Division of Humanities and Social Sciences

Faculty: Michael Beykirch, Sandra Turner-Vicioso

FREN 1010 Elementary French Conversation and Structure I

Vocabulary and expressions for listening comprehension and speaking ability. Reading and writing introduced. For students with little or no background in the language. (4 cr. hrs.) (Fall). Not Intended for students with high school Regents credit or equivalent in French. Lecture/Recitation/Laboratory. Meets SUNY General Education requirement in Foreign language.

FREN 1020 Elementary French Conversation and Structure II

Additional practice in conversation combined with development of reading and writing skills and a systematic study of French grammar. (4 cr. hrs.) (Fall). Prerequisite: FREN 1010 or two years of high school French. Lecture / Recitation / Laboratory. Meets SUNY General Education requirement in Foreign Languages.

FREN 2010 Intermediate French

Development of greater facility in reading, writing, speaking, and understanding the language through a systematic review of its structures. Representative readings introduce the civilization of France. (4 cr. hrs.) (Fall). Prerequisite: FREN 1020 or three years of Regents high school French. Lecture / Recitation / Laboratory. Upper-level course. Meets SUNY General Education requirement in Foreign Language.

FREN 2020 Composition and Conversation

A thorough analysis of the language. Intensive discussion of grammar, usage, style, and vocabulary, enhancing expression through composition, oral reports and more informed class discussions and conversations. (4 cr. hrs.) (ASN). Prerequisites: FREN 2010 or 4 years of high school French. Lecture / Recitation / Laboratory. Essential for French majors who plan to take upper-level language and literature studies. Upper-level course.

FREN 2310 Brief Introduction to French Literature

Advanced study with an introduction to serious reading of some of the great writers of literature. Develops the ability to exchange ideas through writing and discussion in the foreign language. (3 cr. hrs.) (ASN).

Prerequisites: ENGL 1010, FREN 2020 Also fulfills 2000-level communications requirement. Upper-level course. Meets SUNY General Education requirements in Foreign Language.

FYEX First Year Experience

Division of Humanities and Social Sciences

FYEX 1000 First Year Experience

Designed to assist first-year students in adjusting to the college environment as well as becoming familiar with strategies for success. A general orientation to the resources of the college, essential academic success skills to better understand the learning process, and career exploration will be covered.

(3 cr. hr.) (Fall, Spring) Lectures/Discussions/Activities.

GEOG Geography

Division of Humanities and Social Sciences

GEOG 1010 World Geography

Examination of the kinds of physical and cultural features encountered on this planet, their location and significance. Course is organized on an economic and political basis considering developed and developing regions. Extensive map work required. (3 cr. hrs.) (Fall, Spring).

GEOG 1210 Introduction to Geographical Information Systems (GIS)

Geographic Information Systems covers the underlying geographic concepts and provides computer lab tutorials utilizing GIS mapping software as it applies to case studies in social and natural sciences. Emphasis is placed on the development of investigation using visual evidence, spatial thinking, reasoning with quantities, and collaboration. (3 cr. hrs.) (ASN). Prerequisites: MATH 1225 or MATH1230 or higher or placement in a higher level mathematics and CSST1051 or CSST 1101 or TECH1120 or BUSN 1100. Lecture / laboratory. Fee \$10. Meets SUNY General Education requirements in Social Sciences.

GEOL Geology

Division of STEM

Faculty: Deborah Dann

GEOL 1510 Physical Geology

Geologic processes on and beneath the earth's crust. Topics include minerals and rocks, igneous processes, landscape development, earthquakes, plate tectonics, oceanography and map interpretation. (4 cr. hrs.) (Fall) Prerequisite: Placement into college level math. Eligible to take ENGL 1010. "C" or higher in college Earth Science or "C" or higher in any college lab science course. Lecture / Laboratory / Field work. Lab fee. Writing in content area. Meets SUNY General Education requirement in Natural Sciences. This course is designed for science majors.

GEOL 1520 Historical Geology

Physical history of earth and its relation to orderly development of life. The reconstruction of past events, fossil identification, environmental geology, and the physical and biological history of the earth. This course is designed for science majors. (4 cr. hrs.) (Fall). Prerequisites: Placement into college level math. Eligible to take ENGL 1010. "C" or higher in college Earth Science or "C" or higher in any college lab science course. Lecture / Laboratory / Field work. Lab fee. Writing in content area. Meets General Education requirement in Natural Sciences.

GEOL 1530 Environmental Geology

Geologic materials and processes basic to understanding today's environmental problems. Resources, pollution, waste disposal, land use planning, and geologic hazards such as volcanoes, earthquakes, flooding, landslides. This course is designed for science majors (4 cr. hrs.)

(Spring). Prerequisite: Placement into college level math. Eligible to take ENGL 1010. "C" or higher in college Earth Science or "C" or higher in any college lab science course. Lecture / Laboratory / Field work. Lab fee. Writing in content area. Meets SUNY General Education requirement in Natural Sciences.

GERM German

Division of Humanities and Social Sciences

Faculty: Michael Beykirch

GERM 1010 Elementary German Conversation and Structure I

Everyday German vocabulary and expressions. Emphasis on listening comprehension and speaking ability. Reading and writing introduced. For students with little or no background in the language. (4 cr. hrs.) (Fall). Not intended for students with high school Regents credit or equivalent in German. Lecture / Recitation / Laboratory. Meets SUNY General Education requirement in Foreign Language.

GERM 1020 Elementary German Conversation and Structure II

Additional practice in conversation, development of reading and writing skills, a systematic study of German grammar. (4 cr. hrs.) (Fall). Prerequisite: GERM 1010 or two years of high school German. Lecture / Recitation / Laboratory. Meets SUNY General Education requirement in Foreign Language.

GERM 2010 Intermediate German

Development of greater facility in reading, writing, speaking, and understanding the language through a systematic review of its structures. Representative readings. (4 cr. hrs.) (Fall). Prerequisite: GERM 1020 or equivalent of three years of Regents high school German. Meets SUNY General Education requirement in Foreign Language. Upper-level course.

GERM 2020 Composition and Conversation

A thorough analysis of the language. Intensive discussion of grammar, usage, style and vocabulary, enhancing expression through composition, oral reports and class discussions and conversations. (4 cr. hrs.) (ASN). Prerequisite: GERM 2010 or four years of high school German. Lecture / Recitation / Laboratory. Essential for German majors who plan to take upper-level language and literature studies. Upper-level course. Meets General Education requirement in Foreign Languages.

GERM 2310 Brief Introduction to German Literature

Advanced study in the language with an introduction to serious readings of some of the great writers of literature. Develops the ability to exchange ideas through writing and discussion in the language. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010 and GERM 2020 or equivalent. Also fulfills 2000-level communications requirement. Upper-level course. Meets CCC General Education requirement in Foreign Languages.

GLSS Glass

Division of STEM

GLSS 2010 Introduction to Glass I

In this class, we will explore the nature of glass and how it is formed. We will study the various thermal, physical, optical, and mechanical properties of glass that are relevant to industrial glass products. Additionally, students will be able to demonstrate an understanding of the underlying structure of various glass families and how those structural differences determine these key physical properties. Labs may be held off campus. (3 cr. hrs.)

Prerequisites: ENGL 1010 and 1020, MATH 1215 and 1225 or higher, and one year of college science.

GLSS 2020 Introduction to Glass II

The second semester of glass course deals with manufacturing methods used for production of glass. Focus is placed on raw materials, refractories, processes involved in melting, forming, post-processing and coatings.

Special applications such as space shuttle windows, art glass and car windshield will be discussed. Labs may be held off campus. (3 cr. hrs.)

Prerequisites: GLSS 2010.

GOVT Government

Division of Humanities and Social Sciences

GOVT 1010 American Federal Government

Theories and practices of American Federal Government with emphasis on the national level. Changing relationships between the branches of the national government, policy formulation, political parties, pressure groups, and the growth of presidential powers. (3 cr. hrs.) (Fall, Spring)

Prerequisite: Eligible to take ENGL 1010. Meets SUNY General Education requirement in Western Civilization.

GOVT 1020 State and Local Government

Structure and functions of state legislative, administrative, and judicial organizations; the nature and extent of police powers of the states; state and local revenues and expenditures, problems of municipal government; political parties. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010

GOVT 2010 Introduction to Political Science

An Introduction to the study of political processes, theories, and structures. Focus is on analysis of political problems on a national and global level.

Includes case studies of the political systems of selected nations. (3 cr. hrs.) (ASN). Upper-level course. Pre-requisite: Eligible to take ENGL 1010.

GOVT 2040 Constitution, Law, and Courts

Development and growth of the Constitution as a result of the judicial role in interpretation. Judicial policy-making, checks upon judicial power, and competing demands of individual liberty and public authority. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Upper-level course.

GREK Greek

Division of Humanities and Social Sciences

Faculty: Michael Beykirch

GREK 1010 Elementary Classical Greek I

The Greek alphabet, basic vocabulary and grammar; oral reading and translation of brief passages of prose; attention to historical background, cultural connections, and word origins. (3 cr. hrs.) (ASN). Meets SUNY General Education requirements in Foreign Language.

GREK 1020 Elementary Classical Greek II

Continuation of GREK 1010, broadening range of vocabulary and syntax; increased emphasis on reading and translating passages from Classical authors. (3 cr. hrs.) (ASN). Prerequisite: GREK 1010 or one

year of Greek study. Meets General Education requirement in Foreign Languages.

GWST Gender and Women's Studies

Division of Humanities and Social Sciences

Faculty: Christine Atkins

GWST 1010 Introduction to Gender and Women's Studies

An interdisciplinary introduction to the field of Gender and Women's Studies. Topics include gender socialization, feminism, intersections of gender with race, ethnicity, sexual orientation, class, body image, globalization, gender and work, masculinities, violence against women and struggles for gender equality and social justice. (3cr. hrs.)

Prerequisites: Must be eligible to enroll in English 1010.

HEBR Hebrew

Division of Humanities and Social Sciences

Faculty: Michael Beykirch

HEBR 1010 Elementary Classical (Bible) Hebrew I

Introduction to basic grammar and vocabulary of Hebrew; oral reading and translation of brief passages of prose and Tanakh texts; attention to historical background and cultural connections. (3 cr. hrs.) (ASN). Meets SUNY General Education requirement in Foreign Languages.

HEBR 1020 Elementary Classical (Bible) Hebrew II

Continuation of HEBR 1010, broadening range of syntax and vocabulary; increased emphasis on reading and translating passages from the Tanakh. (3 cr. hrs.) (ASN). Prerequisite: HEBR 1010. Meets General Education Requirement in Foreign Languages.

HIST History

Division of Humanities and Social Sciences

Faculty: Robert Cooper, Sky Moss

HIST 1010 History of Western Civilization I

Highlights in the political, economic, intellectual and cultural development of Western Civilization from ancient times through the Renaissance. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Western Civilization.

HIST 1020 History of Western Civilization II

Highlights in the political, economic, intellectual and cultural development of Western Civilization from the Renaissance to the present. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Western Civilization.

HIST 1050 Contemporary World Affairs

Major current issues and their historical background, in a broad overview. Selected events will be studied in depth to understand why they are globally relevant. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Meets SUNY General Education requirement in Social Sciences.

HIST 1110 American History I

Dreams and concepts brought to the New World and their development into America's institutions and social fabric. Conflict and consensus among groups, dilemmas facing revolutionaries and reformers, and ways economic, political and social changes have occurred. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Meets SUNY General Education requirement in American History.

HIST 1120 American History II

End of Civil War to the present. Topics include industrial-urbanization, racism, sexism, the new manifest destiny, political changes, and the growth of a modern nation. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Meets SUNY General Education requirement in American History.

HIST 2030 History of Medieval Europe

Surveys the period of European history extending from late Roman Antiquity to the early Renaissance. Emphasizes the use of primary sources. Explores the tension within medieval civilization between tradition and change, order and disorder. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Upper-level course.

HIST 2040 History of Modern Europe

The history of Europe since 1815, beginning with reactionism after the "excesses" of the French Revolution and Napoleon and covering the European alliances and the wars of the 20th century. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Upper-level course.

HIST 2050 History of England – Prehistory to 1700

The growth of a people, from fragmented beginnings to the early stages of empire building. Focuses on the evolutionary nature of English history; political, economic and social strengths and weaknesses; the gifts and problems England contributed to western culture. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Upper level history course.

HIST 2060 History of England – 1700 to present day

The continuing development of the political, social and economic contributions of the British people to western history. Includes the Glorious Revolution to the beginning of the Global Society. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Writing in content area. Upper level history course.

HIST 2090 African American History

Historical background and cultural contributions of African Americans. African heritage, the slave trade, African Americans during the colonial and revolutionary periods, slavery in America, emancipation and reconstruction, the coming of Jim Crow, the struggle for equality, and the revolution in race relations are topics. The contributions of African Americans in literature, art, music, drama, and sports are discussed. (3 cr. hrs.) (ASN). Prerequisite: Eligible for ENGL 1010. Upper-level course.

HIST 2110 Modern Africa

Focuses on basic knowledge and understanding of modern Africa, its people, their history and cultures. Socio-political crises will be examined. Helps to eliminate stereotyping of Bantu African civilizations and exposes students to non-European cultures. Student will become proficient in one specific geographic realm. (3 cr. hrs.) (ASN). Prerequisite: Eligible for ENGL 1010. Upper-level course. Meets SUNY General Education requirements in Other World Civilizations.

HIST 2111 Twentieth Century America

Significant social, economic, and political changes in contemporary American life since 1898. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010. Upper-level course. Writing in content area.

HIST 2120 Islam and the Middle East

Introduces the historical and religious events of the contemporary Middle East. (3 cr. hrs.) (ASN). Prerequisite: Eligible for ENGL 1010. Upper-level course. Meets SUNY General Education requirement in Other World Civilizations.

HIST 2180 History of Modern China

Chronological and thematic survey of modern Chinese history from the mid-nineteenth century until the present. Topics covered include imperialism, nationalism, communism, industrialization, modernization, regionalism, internationalism, and globalism. Students will explore the political, economic, and diplomatic features of modern China, as well as the cultural and social influences that have contributed to the rapid evolution and development of modern China. (3 cr. hrs.) (ASN) Prerequisites: ENGL1010. Upper-level course. Writing in content area. Meets SUNY General Education requirements in Other World Civilizations.

HIST 2320 The Civil War

Explores the defining years of 1861-1865 that created the United States of America much in the way we know it today. Emphasizes the political, social, economic, and military aspects of this turbulent time by utilizing letters, diaries, journals, newspapers, and other historical documents and references. Includes antebellum and Reconstruction periods. (3 cr. hrs.) (ASN) Prerequisite: ENGL 1010. Writing in content area. Upper-level course. Meets SUNY General Education requirements in American History.

HIST 2410 Latin American History

Political, social, and economic development of Latin America from pre-Columbian times to the present. (3 cr. hrs.) (ASN). Prerequisite: Eligible for ENGL 1010. Upper-level course. Meets SUNY General Education requirements in Other World Civilizations.

HIST 2500 Special Topics in History

An in-depth examination of historical themes and methods. Topics vary semester to semester. (3 cr. hrs.) Prerequisite: Eligibility to take Honors courses or special permission from the Honors Committee. Writing intensive. Upper-level course. Course may be repeated.

HLTH Health Education

Division of Professional Studies

Faculty: Rosemary Anthony, Elaine Corwin, Brian E. Hill

Note: Unless otherwise indicated, these courses may be used to fulfill the awareness component of the wellness requirement or may be used as free electives.

HLTH 1000 Relaxation Techniques for Stress Reduction

An overview of stress and stress management techniques. Individual life stresses and practice of stress management techniques. (1 cr. hr.) (Fall, Spring).

HLTH 1002 Health On-Line

The role of internet technology in health information. Preparation of personal bibliographies of health resources available through online sources. Use of the Internet, Usenet groups, E-mail, and other forms of health-related multi-media. (1 cr. hr.) (ASN).

HLTH 1003 Nutrition for Exercise & Sport

Explores the principles of healthy nutritional practices while developing a personalized dietary plan designed to meet the nutritional demands specific to exercise and sport. (1 cr. hr.) (ASN).

HLTH 1004 Occupational Stress Management

Explores the impact of occupational stress and burnout on health. Assessments, strategies for prevention and treatment of stress-related problems will be addressed. (1 cr. hr.) (ASN).

HLTH 1005 Stress Management for Law Enforcement

Explores the impact of occupational stress and burnout on health and well-being. Assessments, strategies for prevention and treatment of stress-related problems specifically related to law enforcement. (.5 cr. hr.) (Spring). The participant must be currently registered as a cadet in the Southern Tier Law Enforcement Academy or with academy permission.

HLTH 1010 Basic Life Support for the Professional Rescuer

Meets the special needs of individuals who are expected to respond in emergency situations. Presents advanced CPR skills and theory. (1cr. hr.) (Fall, Spring). Intend for students in the Nursing program. Fee \$20.

HLTH 1011 Basic Life Support – Professional Rescuer Recertification

This course is designed for the student who wishes to update current certification in American Red Cross Basic Life Support for the Professional Rescuer. All students enrolled in this course must have a valid card in Basic Life Support for the Professional Rescuer issued by the Red Cross. (.5 cr. hrs.) (ASN). Fee \$20.

HLTH 1100 Responding to Emergencies

Emphasis on prevention of injuries and illness with a focus on personal safety. Using a healthy lifestyle awareness inventory, assesses environment and personal habits to reduce risk of injury and illness. (2 cr. hrs.) (Fall, Spring). Students may not also receive credit for HLTH 1007 or 2007. Fee \$20.

HLTH 1201 Human Sexuality

A comprehensive, interdisciplinary course dealing with human sexuality, including the biological systems and physiological functioning that determines sexual behavior and response; the psychological influences on sexuality and sexual development; and the socio-cultural factors affecting the many dimensions of our sexuality. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligibility for ENGL 1010.

HLTH 1202 Perspectives of Drugs and Society

A comprehensive course addressing the use and abuse of drugs in contemporary society, with emphasis on motivation for drug use and abuse; specific types of drugs and their identification; physiological and psychological implications of drug abuse; legal aspects of drug abuse; and treatment of the person with drug dependence. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligibility for ENGL 1010.

HLTH 1203 Perspectives of Alcohol and Society

A comprehensive course addressing the use and abuse of alcohol in contemporary society, with emphasis on motivation for alcohol use and abuse; causes and symptoms of abuse; legal aspects of alcohol abuse; and treatment of the person with alcohol dependence. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligibility for ENGL 1010.

HLTH 1204 Healthy Aging

A study of the physiological, psychological and sociological effects of aging on individual health. Selected health problems, health care, and diseases specific to the elderly will be considered, as well as the well-being and enhancement of life styles of the elderly. (3 cr. hrs.) (ASN).

HLTH 1205 Consumer Health

Prepares individuals to make intelligent decisions regarding the purchase and use of products and services that will have a direct effect on health. (3 cr. hrs.) (ASN).

HLTH 1206 Issues in Women's Health

Issues and needs related to the health care of women as individuals and members of a family, community and society. Changing roles and life styles and traditional and non-traditional approaches to the health care of women. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Writing in content area.

HLTH 1207 Foundations of Personal Health

A comprehensive course addressing the current health problems facing our society, focusing on behavioral health strategies for prevention; risk-reduction; and basic principles and practices involved with attaining and maintaining optimal personal health and wellness. (3 cr. hrs.) (Fall, Spring).

HLTH 1400 Global Health

Equip students with a basic introduction to major global public health issues, challenges, programs and policies, focusing on those that transcend national boundaries, and key related questions in global governance. Introduction to the world's vast diversity of determinants of health and disease. Students will gain an understanding of current and emerging global health priorities, including emerging infectious diseases, poverty, conflicts and emergencies, health inequity, health systems, global public health policies and initiatives, the current functioning of the global health system and its shortcomings, and exposure to new approaches and solutions to addressing global public health challenges, placing priority on improving health and achieving equity in health for all people worldwide. Emphasizes the concept of shared health problems and solutions. (3 cr. hrs.) Prerequisite: Eligibility for ENGL 1010. (Fall, Spring)

HLTH 1510 Introduction to Nutrition

Comprehensive study of the science of human nutrition. Topics include historical and cultural aspects of diet, food production systems, dietary theories and bio-individuality, food energy, macro and micro nutrients, attainment of optimal health through applied nutritional principles, and global nutrition. Lecture/Lab (3 cr. hrs.) (Fall, Spring). Fee: \$25.

HLTH 1610 Grant Writing & Fundraising for Community Health & Human Services

Skills necessary to write, present, and submit a winning grant proposal: Research, writing, interpersonal, computer, team work, psychological, promotional, and budgeting. Strategies for effective fundraising will also be addressed. (3 cr. hrs.) (ASN). Prerequisite: Must be eligible to take ENGL 1010. Writing in content area.

HLTH 1700 Principles of Public and Community Health Education

Introduction to basic concepts and principles of community and public health. Designed for community and public health program majors. Students will identify and begin to develop skills necessary to work within the role as a health educator in various community health settings. Addresses core knowledge and skills for facilitating community organization and empowerment for health promotion. Topics include: history and foundation of community and public health, structure and function of the health care delivery system, role of government, non-profit and private agencies, community organization, community assessment, principles of epidemiology, health disparities, advocacy, social justice, environmental and ecological health issues. (3 cr. hrs.) (ASN). Prerequisites: Eligibility for ENGL 1010.

HLTH 2007 Advanced First Aid

A comprehensive course addressing the current health problems facing our society, focusing on behavioral health strategies for prevention; risk-reduction; and basic principles and practices involved with attaining and maintaining optimal personal health and wellness. (1 cr. hr.) Cannot receive credit for this course and WELL 1000.

HLTH 2100 Life Coaching for Health Behavior Change

Explore basic models of health and wellness life coaching. Practice introductory coaching skills and techniques designed to help people gain momentum and make positive health behavior changes leading toward healthy lifestyles. (3 cr. hrs.) (ASN). Prerequisite: PSYC 1101 or instructor's permission.

HLTH 2200 Environmental Health

The role of the individual in the preservation and promotion of the long-term welfare of the global environment. Covers some of the global environment problems facing society, and how personal choice and responsibility can be used to address some of them. (3 cr. hrs.) (ASN). Lecture / Discussion / Projects.

HLTH 2212 Introduction to Health Education and Wellness Education

An overview of the role health and wellness educators play in our society through community and individual health promotion and education. Introduction to the founding principles, models, theories, and practices of the profession from historical and contemporary perspectives. Ethical principles, responsibilities and competencies, and practice setting related to health and wellness will be explored, as well as relevant research, resources, current issues and future trends in the field. (3 cr. hrs.) (Spring). Prerequisite: Eligible to take ENGL 1010.

HLTH 2400 Stress Management

Explore the field of Psychoneuroimmunology (PNI) as it applies to the nature of the mind-body connection and its influence on health and well-being. Current scientific theory and research regarding the mind's ability to either positively or negatively influence the physical body's health and immune response will be studied. Research theory and application of a variety of integrative modalities in promoting wellness will be studied. Topics include intuition, meditation, guided imagery, cognitive and emotional restructuring, spirituality and faith, social support, humor and laughter, art, music and movement therapies. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible for ENGL 1010.

HLTH 2503 Advanced Life Support

Designed for health care workers who perform critical assessments and take immediate actions to deal with acute health problems. Teaches skills to be used in emergency situations, including implementation of ACLS algorithms. ACLS provider certification by American Heart Association upon completion. (1.5 cr. hrs.) (Spring). Prerequisite: BLS certification, EMT Critical Care or Paramedic certification, or NURS 2100.

HLTH 2800 Fundamentals of Applied Epidemiology and Biostatistics

Introduces basic concepts of epidemiology and biostatistics as applied to public health problems. Emphasis placed on principles and methods of epidemiologic investigation, appropriate summaries and displays of data, and use of classical statistical approaches to describe the health of populations. Topics include dynamic behavior of disease; usage of rates, ratios and proportions; methods of direct and indirect adjustment, and clinical life table which measures and describes the extent of disease problems. Various epidemiologic study designs for investigating associations between risk factors and disease outcomes are also introduced, culminating with criteria for causal inferences. Application of these disciplines in the areas of health services, screening, genetics, and environment policy are presented. Influence of epidemiology and biostatistics on legal and ethical issues are also discussed. (3 cr. hrs.) (Fall, Spring). Prerequisites: Eligibility for MATH 1310 and ENGL 1010.

HLTH 2900 Peer Recovery Advocacy & Coaching

Develop non-clinical, peer based recovery advocacy and coaching skills designed to engage peers beyond initial contact through stabilization and into recovery maintenance with the community. Identify multiple pathways to recovery, build recovery capital and individualized recovery wellness plans, assist in self-monitored progress, integrate personal experience, facilitate peer support groups, identify community and individual supports and service; and practice effective coping skills. (3 cr. hrs.) Course Fee: \$75. Meets SUNY General Education requirements.

HONS Honors

Division of Humanities and Social Sciences

HONS 2960 Honors Forum I

The Honors Forum is a seminar for the discussion of various ideas and topics arising from outside reading or activities. Emphasis is on the preparation, presentation, discussion, and analysis of these topics, as well as on effective communication of ideas. Guest speakers and field trips are also often part of the Forum. Each semester will have a different topic as its underlying theme, with readings and activities changing accordingly. Students can repeat the Honors Forum twice and earn three credits hours each time. (3 cr. hrs.) Must be Honors-eligible.

HONS 2961 Honors Forum II

The Honors Forum is a seminar for the discussions of various ideas and topics arising from outside reading or activities. Emphasis is on the preparation, presentation, discussion, and analysis of these topics, as well as on effective communication of ideas. Guest speakers and field trips are also often part of the Forum. Each semester will have a different topic as its underlying theme, with readings and activities changing accordingly. Students can repeat the Honors Forum twice and earn three credits hours each time. (3 cr. hrs.) Must be Honors-eligible.

HONS 2962 Honors Forum III

Seminar for the discussion of ideas derived from Honors project work being done for other courses and of ideas arising from other readings and activities assigned. Emphasis on preparation, presentation, discussion and analysis of seminar materials, and on effective communication of ideas to other Honors students. (3 cr. hrs.) (Fall, Spring). Prerequisite: Must be concurrently engaged in Honors project work approved by the Honors committee. May be repeated for credit if the project is significantly different.

HOSP Hospitality

Division of Professional Studies

HOSP 1000 Introduction to Hospitality

A management perspective in introducing the organization and structure of hotels, restaurants, clubs, cruise ships, and casino hotels. Topics also include business ethics, franchising, management contracts, and areas of management responsibility such as human resources, marketing and sales, and advertising. (4 cr. hr.) (ASN). Lecture / Hybrid.

HOSP 2960 Hospitality Practicum

Practice in a supervised work setting to use skills and knowledge acquired in hospitality and other courses. The practicum experience is a minimum of 180 hours and includes a weekly on-campus seminar used for discussion of the practicum experiences and for assessment of learning. (4 cr. hrs.) (ASN). Prerequisites: HOSP 1000.

HUMA Humanities

Division of Humanities and Social Sciences

HUMA 1010 Basic Humanities I

Survey of achievements in humanistic endeavor in art, history, literature, music, and philosophy from ancient Greece through the Middle Ages. (3 cr. hrs.) (Fall, Spring). Prerequisite: Must be eligible to enroll in ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Western Civilization or Humanities.

HUMA 1020 Basic Humanities II

Survey of achievement in humanistic endeavor in art, history, literature, music and philosophy from the Renaissance to the present. (3 cr. hrs.) (ASN). Prerequisite: Must be eligible to enroll in ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Western Civilization or Humanities.

HUMA 2010 The Sexes in Art & Literature

The relationships between the sexes as revealed in works of art and literature from ancient Egypt through the 17th Century. (3 cr. hrs.) (ASN). Prerequisite: HUMA 1010 and ENGL 1010. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Western Civilization or Humanities.

HUMA 2020 Lessons in Leadership

Development of practical, effective, enduring leadership skills through study, observation, and application. Integrates readings from humanities, experiential exercises, films, and contemporary readings on leadership. Prerequisite: Eligibility for placement into ENGL 1010. (3 cr. hrs.) (ASN)

HUMA 2030 General Linguistics

Historical, psychological, structural, geographic and sociological aspects of language. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010 Upper-level course. Meets SUNY General Education requirement in Humanities.

HUMA 2070 Women in the Humanities

Women as authors, artists, historians, scientists, and philosophers from pre-history to present. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

HUMA 2200 Irish Culture

Examines the humanistic endeavors of the Irish culture to present a panoramic and historical view of this culture's artistic, literary, musical, philosophical, and religious achievements. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

HUSR Human Services

Division of Professional Studies

Faculty: Michelle Logan, Eric Smith

Note: These courses meet Human Services program requirements. Students in other programs may take these courses for free elective credit, but not for social science credit.

HUSR 1000 Achievement Motivation

Experience and learn what achievement motivation is, how much of it an individual has, and how to increase it. Experience defining and setting goals through games, simulated life experiences, a programmed text, and individual and group activities. Opportunity to learn about self and to experience how sharing human resources allows for personal growth. (3 cr. hrs.) (Fall, Spring). Usually taught on weekends. Lecture/group activities. Fee \$15.

HUSR 1010 Human Services I

Human services worker's role and the delivery system. Values, vocabulary, and skills appropriate to human services. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take ENGL 1010. Lecture and required field trips.

HUSR 1030 Introduction to Helping Skills and Pre-Practicum

Fundamental skills useful in helping relationships: listening, interviewing, confrontation, and problem solving. Video tape sessions provided feedback for evaluation of skills. (3 cr. hrs.) (Fall, Spring). Instruction/skills practice.

HUSR 1040 Human Services II

Further exploration of the human services delivery system. The emphasis is on local resources. Interviewing, case management, using supervision, self-care and team building skills are also enhanced. (3 cr. hrs.) (Fall, Spring). Prerequisite: HUSR 1030. Lecture/skills practice/ field trips required. Writing in content area.

HUSR 1070 Death and Dying

Examines the highly controversial responses to death, dying and dying people, and the social/ psychological patterns surrounding them. Grief, funeral customs, suicide, and euthanasia are explored. (3 cr. hrs.) (ASN).

HUSR 1110 Substance Use Disorder Counseling I

Introduction to the basic requirements of education, employment, knowledge, core skills of counselors entering the chemical dependency field. Overview includes other behavioral disorders such as gambling and sex. (3 cr. hrs.) (Fall, Spring).

HUSR 1121 Codependency and the Family

An introductory overview of codependency and the dynamics of dysfunctional families. Emphasis on how these relate to substance abuse and compulsive disorders in general. Particularly appropriate for students of substance abuse counseling and family counseling. (1 cr. hr.) (ASN).

HUSR 1211 Managing Disruptive Behavior

Dealing with aggressive and abusive behavior. Intervention on an interpersonal level, including awareness, understanding, calming, physical restraint and prevention. (1.5 cr. hrs.) (Fall, Spring). Students cannot earn credit for this course and HUSR 1221. Lecture/skills practice.

HUSR 1221 Therapeutic Crisis Intervention

Provides the skills, knowledge, and confidence to deal with children in crisis, to be in control in a crisis situation, and to help a child learn and grow from the experience. (1.5 cr. hrs.) (Fall, Spring). Ability to restrain a physically aggressive individual is essential. Students cannot earn credit for this course and HUSR 1211.

HUSR 1510 Group Dynamics

This course is an overview of group therapies, stages, processes and problems that occur in group settings. It includes confidentiality and ethics in group environments. (3 cr. hrs.) (Fall). Lecture/ group activities. Writing in content area.

HUSR 1520 Intro to Differing Abilities

This course is designed to introduce students to the concept of disability and to increase the awareness of strengths in individual differences. The history, etiology, and characteristics of disabilities will be examined. There will be a review of laws relevant to individuals with disabilities as well as a review of programs and services designed to meet the needs of those individuals. In addition, the course will include a review of current research initiatives regarding disabilities. (3 cr. hrs.) (Spring).

HUSR 1530 Aging in the 21st Century

Issues facing an elderly population and a society containing a large and growing proportion of elderly. Serve the needs of those who work or plan to work with the elderly. (3 cr. hrs.) (Fall).

HUSR 1540 Developmentally Disabled Adult

Developmentally disabled adults and programs that assist them. Current programs, services, trends, and training is essential for staff working in community-based residential and day programs. (3 cr. hrs.) (ASN).

HUSR 1581 Working with Abused Clients, Perpetrators and Survivors I

Concepts of abuse in connection to child abuse/neglect, sexual abuse, domestic violence, rape and elder abuse. Local resources and services for victims. Meets the training requirements of mandated reporters and human services majors. (1.5 cr. hrs.) (ASN).

HUSR 1582 Working with Abused Clients, Perpetrators and Survivors II

Includes at risk populations, safety, interviewing skills, information, prevention technique, effects of violence on children, and resiliency and survival. (1.5 cr. hrs.) (ASN). Prerequisite: HUSR 1581.

HUSR 1590 Work with Child & Youth at Risk

Provides an overview of the factors creating risk for children and youth in the family and society, and the individual characteristics of risk and resilience in children and youth. Includes children and youth at risk in education, for substance abuse and addiction, crime and delinquency and other topics. Strategies and issues for prevention and intervention. (3 cr. hrs.) (ASN).

HUSR 1620 Ethics for Human Services/Chemical Dependency Counselors

Identification and analysis of ethical decision making are reviewed along with its impact on the health, safety and recovery of persons or families. Ethical standards are discussed. Identifying unethical behavior and misconduct is covered, along with problem solving options within the helping professions. (3 cr. hrs.) (Spring). Writing within content area.

HUSR 2010 Substance Use Disorder Counseling II

This course deals with clients' substance abuse problems. It enhances skills and techniques related to the specific needs of substance-dependent clients. Current research and methods provide a multi-dimensional approach. (3 cr. hrs.) (Spring). Prerequisites: HLTH 1202, HUSR 1110, and HUSR 1030.

HUSR 2960 Human Services Practicum I

Practice of helping skills in a supervised work setting at a human services agency. Students select agency and schedule practicum hours around classroom activities. Weekly seminar on campus to assess performance and learn new skills. (6 cr. hrs.) (Fall, Spring). Prerequisite: Grade of C or higher in HUSR 1010, 1030, 1040 and department chair consent. Supervised work-learning experience and seminar.

HUSR 2961 Human Services Practicum II

Practice of helping skills in a supervised work setting at a human services agency. Students select agency and schedule practicum hours around classroom activities. Weekly seminar on campus to assess performance and learn new skills. (6 cr. hrs.) (Fall, Spring). Prerequisite: Grade of C or higher in HUSR 1010, 1030, 1040 and department chair consent. Supervised work-learning experience and seminar.

HUSR 2963 Chemical Depend Practicum I

Building on the knowledge and skills learned in class, students use them in a professional setting. Exploration of personal beliefs, ideas, characteristics, values, ethics, etc. as they apply to the field of chemical dependency counseling. (6 cr. hrs.) (Fall, Spring). Prerequisites: Grade of C or higher in HUSR 1110, HUSR 1030 and 1040, and credit for HUSR 1510 and HLTH 1202, and Department Chair permission. Supervised work-learning experience and seminar. Consent.

HUSR 2964 Chemical Depend Practicum II

Building on the knowledge and skills learned in class, students use them in a professional setting. Exploration of personal beliefs, ideas, characteristics, values, ethics, etc. as they apply to the field of chemical dependency counseling. (6 cr. hrs.) (Fall, Spring). Prerequisites: Grade of C or higher in HUSR 1110, HUSR 1030 and 1040 and credit for HUSR 1510 and HLTH 1202, and Department Chair permission. Supervised work-learning experience and seminar. consent.

INTD Service Learning

Division of Professional Studies

INTD 1000 Service Learning

Requirements, obligations, and strategies for successful community service. Historical impact of community service in U.S. society. Emphasis on benefits of civic engagement and lifelong community involvement. Setting work and commitment expectations, identifying skills, and learning basic skills essential to volunteer situations. (1 cr. hr.). May be taken up to 3 times for a total of not more than 3 credit hours.

ITAL Italian

Division of Humanities and
Social Sciences Faculty: Michael
Beykirch

ITAL 1010 Elementary Italian Conversation and Structure I

Italian vocabulary and expressions. Listening comprehensions, speaking ability, reading and writing. For students with little or no background in the language. (4 cr. hrs.) (ASN). Lecture/recitation/ laboratory. Meets SUNY General Education requirement in Foreign Languages.

ITAL 1020 Elementary Italian Conversation and Structure II

Additional practice in conversation, development of reading and writing skills, and a systematic study of Italian grammar. (4 cr. hrs.) (ASN). Prerequisite: ITAL 1010. Lecture/recitation/laboratory. Meets CCC General Education requirement in Foreign Languages.

ITAL 2010 Intermediate Italian I

Development of facility in reading, writing, and speaking and understanding the language through systematic review and continued study of its structures. (4 cr. hrs.) (ASN). Prerequisite: ITAL 1020. Lecture/recitation/laboratory. Upper-level course. Meets CCC General Education requirements in Foreign Languages.

ITRN Internship

Division of Professional Studies

ITRN 2001, 2005, 2010, 2020, 2030, 2040 Internship

Follows the NACE (National Association of Colleges and Employers) internship guidelines and is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and gives employers the opportunity to guide and evaluate talent. (1-6 cr. hrs.) (ASN) Prerequisite: 30 credits in the matriculated program with a GPA of 2.5 or higher, instructor recommendation and approval of the program Associate Dean of Instruction. Interested students should contact an Academic Advisor. Upper-level course.

LATN Latin

Division of Humanities and Social Sciences
Faculty: Michael Beykirch

LATN 1010 Elementary Latin I

Introduction to basic grammar and vocabulary of Latin; oral reading and translation of brief passages of prose; attention to historical background, cultural connections, and word origins. (3 cr. hrs.) (ASN). Meets SUNY General Education requirement in Foreign Languages.

LATN 1020 Elementary Latin II

Continuation of LATN 1010, broadening range of vocabulary and syntax; increased emphasis on reading and translating passages from Classical authors. (3 cr. hrs.) (ASN). Prerequisite: LATN 1010 or one year of Latin study. Meets SUNY General Education requirement in Foreign Language.

LEAR Learning Skills

Division of Humanities and Social Sciences

LEAR 1010 Strategies of Academic Success

Theory and skills of academic success. Understanding and developing positive attitudes toward learning, increasing motivation, assessing academic skills needed for success, learning to make effective decisions, and how to set and achieve short- and long-term goals. (1 cr. hr.) (ASN). Students cannot earn credit for this course and LEAR 1030.

MACH Machine Tool

Technology Division of STEM

Faculty: Dale Crandall, John Longwell, Michael Precht, Michael Reynolds

MACH 1040 Precision Machining I

Use of hand tools to produce layouts and objects. Theory and practice of grinding tool bits, turning, facing, taper turning, boring and thread cutting on lathe and drill sharpening. Operation and setup of lathes, grinders, mills, drill presses. Identification, demonstration and application of machine shop safety equipment and procedures. Second semester focuses on more advanced theory and projects. (5 cr. hrs.) (Fall). Prerequisite: Eligible to take college-level math. Lecture/laboratory. Lab fee.

MACH 1250 Metallurgy for the Machinist

Metallurgy as applied to machining operations. Structure of metals, thermal processing, hardness and mechanical testing, metals (steel, stainless steel, copper, aluminum, irons), tooling materials, near net shape processes. Lab demonstrations include hardness and mechanical testing. (3 cr. hrs.) (ASN). Lecture/demonstration.

MACH 1540 Precision Machining II

Theory and practice of turning, milling, facing, taper turning, boring and thread cutting on mills and lathe, and drill sharpening. Operation and setup of lathes, grinders, mills, drill presses. Identification, demonstration and application of machine shop safety equipment and procedures. Semester focuses on more advanced theory, operations, and projects. (5 cr. hrs.) (Spring). Prerequisite: MACH 1040. Lecture/laboratory. Lab fee.

MACH 2350 Machine Tool Co-Op

Students will be placed in local machining companies where they will experience production-related issues and problems. Includes meetings with faculty, worksite supervisor, and completion of workbook and term paper describing job-related activities. (3 cr. hrs.) (Summer). Prerequisites: MACH 1040, MACH 1540, and MECH 1560.

MACH 2380 Mastercam I

Introduces the principles and procedures used in PC based CAD/CAM part programming. Uses Mastercam, a PC-based CAD/CAM system, to produce complex machined parts from detailed drawings on advanced CNC machine tools. Topics include basic and advanced CAD/CAM principles and procedures and identification, demonstration and

application of machine shop safety equipment and procedures. (3 cr. hrs.) (Fall, Spring). Prerequisites: TECH 1080 or MACH 1040; MECH 1050 and 1560. Lecture/laboratory. Lab fee.

MACH 2400 CNC Machining

Use of advanced CNC machine tools in the manufacture of metal parts. Emphasis on automatic tool changers, multiple work coordinates, tapping, machining and tool monitoring. Advanced programming using sub-routines and helical interpolation for three and four axis machining centers. Identification, demonstration and application of machine shop safety equipment and procedures. (5 cr. hrs.) (Fall). Prerequisites: MECH 1560 and MACH 1040. Lecture/laboratory. Lab fee.

MACH 2410 Tooling Technology

Theory and practice of advanced metal cutting. Design and building of jigs and fixtures to properly locate and hold parts for metalworking. Lectures supplemented by demonstrations of current tooling and manufacturing techniques by industrial representative. Identification, demonstration and application of machine shop safety equipment and procedures. (4 cr. hrs.) (Spring). Prerequisites: MACH 2400. Lecture/Laboratory. Lab fee.

MACH 2510 CNC Lathe Programming

Introduces basic and intermediate concepts associated with M & G code programming (in the Fancu format) for two axis CNC lathes. Students will learn how to write the codes necessary to create parts on state-of-the-art CNC turning centers, and the basic set-up procedures associated with operating these advanced machine tools. Topics will also include manual programming, advanced canned cycle programming and sub-programming, as well as identification, demonstrations and application of machine shop safety procedures. Students will utilize the advanced CNC laboratory to machine parts from the programs they create. (3 cr. hrs.) (Fall). Prerequisite: MACH 1040. Prerequisite or co-requisite: MECH 1050. Lecture/laboratory.

MATH Mathematics

Division of STEM

Faculty: Yumiko Akiba, Patrick Burdick, Julie Croteau, Richard Evans, George Hurlburt, Jay Hurlburt, Raymond LaBounty, Kevin Martz, Hatesh Radia, Kathleen Speicher

Note: Students begin their math courses according to placement based on assessment, their program requirements, and prior course work. Those who need basic skills begin with MATH0960.

MATH 0860 Basic Math Review

Basic computational skills needed for success in college mathematics. Topics include: addition, subtraction, multiplication, and division of fractions, decimals, and signed numbers. (1 eq. cr. hr.) (Fall, Spring). Does not fulfill degree or program requirements. Students must earn a B- or higher to pass. No C or D grades. For certain topics and portions of exams, no students will be allowed to use a calculator. Prerequisite: placement test.

MATH 0960 Prealgebra

Basic computational skills. Basic operations of whole numbers, integers, fractions, and decimals; ratios, proportions, and percents; averages, exponents and square roots; introduction to algebra; applications; math anxiety, study and test taking skills. (4 eq. cr. hrs.) (Fall, Spring). Prerequisite: Mathematics Placement test. Does not fulfill program or degree requirements. Students must earn a B- or higher to pass the course. No C or D grades. For certain topics and portions of exams, no students will be allowed to use a calculator.

MATH 0970 Quantitative Reasoning I

Integrates fluency with numbers, proportional reasoning, data interpretation, algebraic reasoning, modeling, and communicating quantitative information. Mathematical concepts are investigated through group problems and class discussions based on real-life contexts of citizenship, personal finances, and medical literacy. This course prepares students for a non-algebra track to take a college-level course in mathematics, such as MATH1110 - 1150. Students placing at this level and needing MATH 1215 or higher, excluding MATH 1310, should take MATH 0980 instead of this course. MATH 1150 and MATH 1215 both meet the prerequisite for MATH 1310. (4 eq. cr. hrs.) (Fall, Spring). Does not fulfill program or degree requirements. Students must earn C or higher to pass. Prerequisite: MATH 0860, 0960 or placement.

MATH 0980 Beginning Algebra

Develops problem-solving skills as students learn the fundamentals of algebra. Linear equations, quadratic equations, and linear systems will be solved. Linear and polynomial equations will be graphed. An emphasis will be placed on analyzing various types of graphs and using the basic tools of algebra and graphical analysis in meaningful application. (4 eq. cr. hr.) (Fall, Spring). Prerequisite: MATH 0860 or MATH 0960 or placement. Does not fulfill degree or program requirements. Grading: A through C, F.

MATH 1005 Math for Nursing I

The first in a two-course sequence designed for students in the Nursing Program. Students will develop their skills in dimensional analysis for unit conversion and dosage calculation. Proportional thinking will be used to evaluate results. The International System (SI) of Units and non-SI units will be studied. For certain topics and portions of exams, no students will be allowed to use a calculator. Does not fulfill Nursing program math requirement. (1 cr. hr.) (Fall). Prerequisite: MATH 0860 or 0960, or placement above MATH 0960. Intended for students who are preparing to enter NURS 1100 or currently enrolled in NURS 1100.

MATH 1006 Math for Nursing II

This course is the second in a two-course sequence designed for students in the Nursing Program. Students will develop skills to solve clinical calculation problems, calculate pediatric dosages, and calculate intravenous (IV) dosages that incorporate drip rates and body weights. For certain topics and portions of exams, no students will be allowed to use a calculator. Does not fulfill Nursing program math requirement. (1 cr. hr.) (Spring). Prerequisite: MATH 1005 or eligible to enroll in NURS 1500.

MATH 1110 Structures of Mathematics I

Topics include problem-solving techniques and number patterns, base systems, numeration systems, number theory, and the study of the natural through the complex number systems. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 0970, 0980, or placement. Designed for students who wish to end their mathematics education after meeting minimum degree requirements.

MATH 1120 Structures of Mathematics II

Topics include sets, geometry, an introduction to right triangle trigonometry, counting principles, probability, and an introduction to statistics. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 0970, 0980, or placement. Designed for students who wish to terminate their mathematics education after meeting minimum degree requirements. Meets SUNY General Education requirement in Mathematics.

MATH 1130 Math for Elementary Teachers I

One of a two course sequence for the prospective pre-K through grade 6 teacher. Develops a comprehensive understanding of the mathematical curriculum as recommended by the National Council of Teachers of Mathematics Standards. Topics include foundations for learning mathematics, fundamental concepts, the four fundamental operations of arithmetic, number theory, and extending the number system. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 0970, 0980, or placement. Cannot receive credit for this course and MATH 1110. Meets SUNY General Education requirement in Mathematics.

MATH 1140 Math for Elementary Teachers II

The second of a two-semester sequence for the prospective Pre-K through Grade 6 teacher. Students will develop a comprehensive understanding of the mathematical curriculum as recommended by the National Council of Teachers of Mathematics Standards. Topics will include: proportional reasoning, data and chance, basic two-dimensional and three-Dimensional geometry, congruence transformations, symmetry, tessellations, similarity, fraction sense, perimeter and area, and surface area and volume. (3 cr. hrs.) (Fall, Spring) Prerequisite: MATH 0970, 0980 or placement. Cannot receive credit this course and MATH 1120. Meets SUNY General Education requirement in Mathematics.

MATH 1150 Quantitative Reasoning II

Focuses on mathematical and statistical reasoning important for decision-making in everyday life. Integrates quantitative literacy with percentages, probability, mathematical modeling, and statistical thinking. Concepts are investigated with hands-on activities using important medical, financial, and environmental decisions examples. Communicating mathematics and using appropriate technologies will also be developed in this course. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 0970, MATH 0980 or placement. Meets SUNY General Education requirements in mathematics.

MATH 1215 College Mathematics I

This course is the first of a two-semester sequence designed to meet the SUNY General Education Standards. The primary emphasis in this course is to use mathematics to solve problems. Topics include: functions, modeling with functions, linear functions, systems of linear equations and inequalities, composition and inverse functions, quadratic and higher order polynomial functions. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 0980 or placement. Cannot receive credit for this course if previously received credit for MATH 1210 or MATH 1230- 1240. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 1225 College Mathematics II

The second of two-semester sequence designed to meet the minimum mathematics needs of college students. The primary emphasis in this course is to use mathematics to solve problems. Topics include; exponential functions, logarithmic functions, rational functions, and trigonometric functions. (3 cr. hrs.). Prerequisite: MATH 1215. Cannot receive credit for this course if previously received credit for MATH 1220 or MATH 1230-1240. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83/84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 1230 Elements of Applied Math I

Primarily for students enrolled in the technology programs. Problems in science and engineering are stressed. First semester includes algebraic operations review, functions and graphs, trigonometric functions and graphs, vectors and oblique triangles. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 0980 or placement. Cannot receive credit for this course if previously received credit for MATH 1210-1220 or MATH 1215-1225. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI- 84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 1240 Elements of Applied Math II

Second semester of a two-semester sequence. Primarily for students enrolled in technology programs. Problems in science and engineering are stressed. Topics include systems of equations, factoring, algebraic fractions, quadratic equations, exponential and logarithmic functions, analytic geometry and complex numbers. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1230. Cannot receive credit for this course if previously received credit for MATH 1210-1220 or MATH 1215-1225. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 1310 Elementary Statistics

An intuitive approach to statistics. Analysis and description of numerical data using frequency distributions, histograms and measures of central tendency and dispersion, elementary theory of probability with applications of binomial and normal probability distributions, sampling distributions, confidence intervals, hypothesis testing, chi-square, linear regression, and correlation. The computer language Minitab will be used. (4 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1150 or higher, or placement. Eligible for ENGL 1010. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 1411 Elementary Functions I

Semester includes definitions and axioms of the number systems, inequalities, absolute value, graphical analyses of polynomial, rational functions, and systems of equations. (3 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1225 or MATH 1240, or placement. Cannot take both MATH 1411-1412 and MATH 1413 for credit. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 1412 Elementary Functions II

The second semester of a two semester sequence to prepare students to take Calculus. The course thoroughly studies trigonometric functions of real numbers, including their graphs, and trig identities and applications of trigonometry. Analytical geometry is covered and an introduction to polar coordinates. Mathematical induction and the binomial theorem are also introduced. (3 cr. hrs.) (Spring). Prerequisite: MATH 1411 or placement. Cannot take both MATH 1411-1412 and MATH 1413 for credit. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 1413 Pre-Calculus Mathematics

The characteristics of elementary real functions including algebraic and graphical analysis, inequalities, absolute values, logarithms, trigonometry of real numbers, plane analytic geometry, polar coordinates, complex numbers and Binomial Theorem. (4 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1225 or MATH 1240, or placement. Cannot take both MATH 1411-1412 and MATH 1413 for credit. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 1510 Fundamental Concepts of Calculus I

Beginning calculus for business, technology and the social and life sciences. Applications are stressed. Limits, rules for differentiation, higher-order and implicit differentiation, related rates, extrema, optimization and curve sketching. (3 cr. hrs.) (Fall, Spring). Prerequisites: MATH 1225 or MATH 1240, or placement. MATH 1411 recommended. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Cannot receive credit for this course and MATH 1610. Meets SUNY General Education requirements in Mathematics.

MATH 1520 Fundamental Concepts of Calculus II

Introduction to integral calculus; differentiation and integration of exponential, logarithmic and trigonometric functions; further integration techniques; brief introduction to differential equations. (3 cr. hrs.) (ASN). Prerequisite: MATH 1510. Cannot receive credit for this course and MATH 1610. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended.

MATH 1610 Calculus I

The first semester of differential and integral single variable calculus. Basic theory using algebraic and trigonometric function and applications are covered concurrently. Topics include limits, derivatives (considered algebraically and graphically), differentials and their use as approximations, indefinite and definite integrals with applications to areas, volumes, surface area, arc length, moments and center of mass. (4 cr. hrs.) (Fall, Spring). Prerequisite: MATH

1411-1412 or MATH 1413. Cannot receive credit for this course and MATH 1510-1520. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 1620 Calculus II

A continuation of Calculus I. Topics include calculus of conics, logarithmic, exponential, and hyperbolic functions, techniques of integration, infinite series, parametric equations, and polar coordinates. (4 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1610. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 2330 Discrete Structures

Discrete mathematical foundations and their relationship to computing. Sets and set relations, functions, graphs and digraphs, trees and strings, permutations and combinations, Boolean algebra, algebraic structures and concepts. (3 cr. hrs.) (ASN). Prerequisite: MATH 1411 or higher. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 2350 Introduction to Proofs

Transitions students from the calculus sequence to abstract mathematics. Topics include: techniques of proofs, sets, logic, proof by induction, functions, relations, and number theory. (3 cr. hrs.) (ASN). Prerequisite: MATH 1620. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended.

MATH 2410 Probability and Statistics I

The basic concepts of probability theory. Topics include descriptive statistics, axioms of probability, conditional probability, independence, continuous and discrete random variables, distribution functions, expectation, variance, and the Central Limit Theorem. Mathematical software will be used to reinforce concepts. (3 cr. hrs.) (ASN). Prerequisite: MATH 1620. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirements in Mathematics.

MATH 2560 Introduction to Linear Algebra

An introductory course in linear algebra, blending theory with computational techniques and applications. Includes vector spaces, determinants, systems of linear equations, algebra of matrices, inner product spaces, mapping, subspaces, bases, linear transformations, and eigenvectors. (3 cr. hrs.) (Spring). Prerequisite: MATH 1620. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 2610 Calculus III

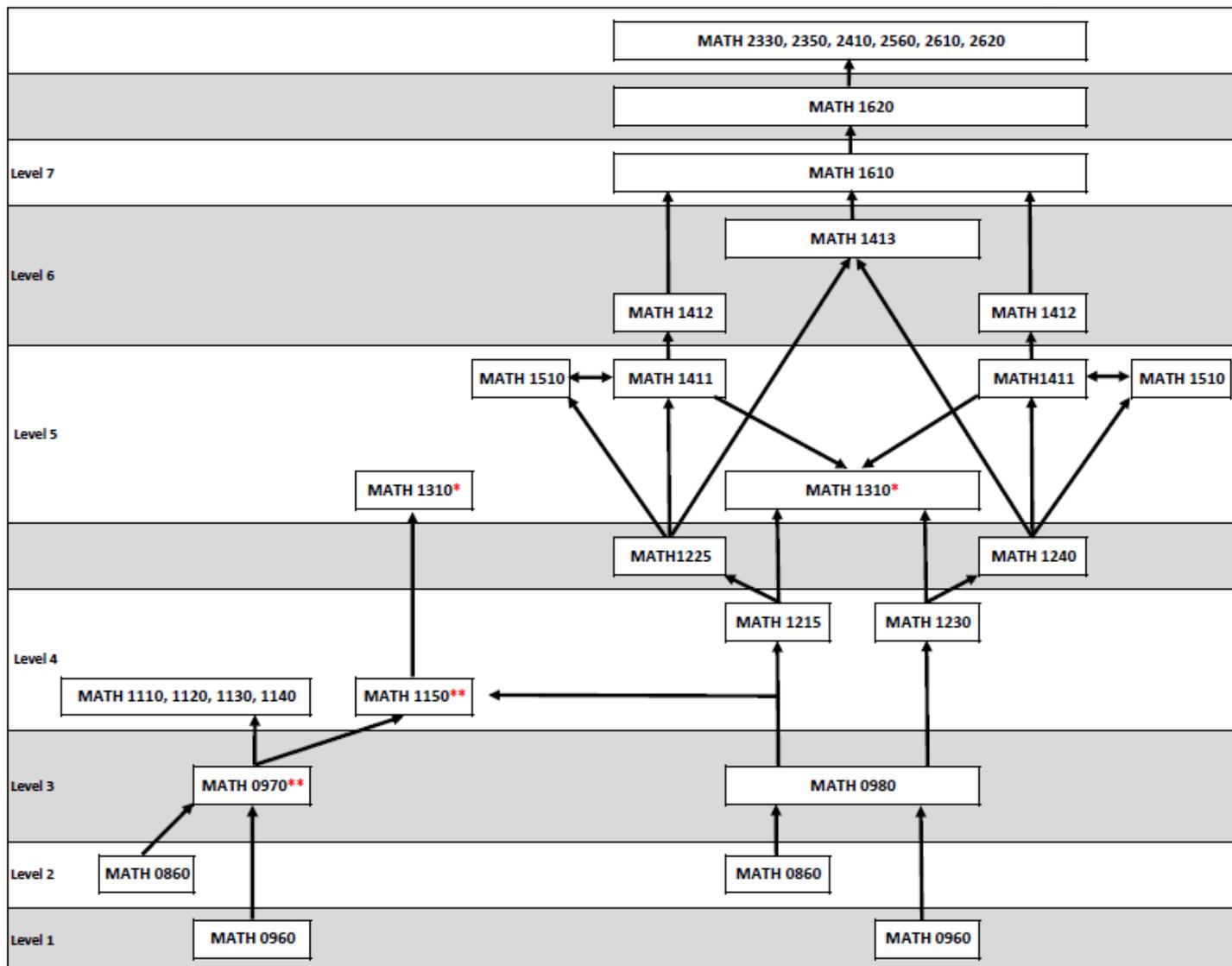
Multivariable calculus. Topics include parametric equations, polar coordinates, vectors and their applications to problems of motion and solid analytical geometry, functions of several variables, partial differentiation, multiple integration, line integral, Green's theorem, and Stokes' theorem. (4 cr. hrs.) (Fall). Prerequisite: MATH 1620. A graphing calculator without a CAS (Computer Algebra System) is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATH 2620 Ordinary Differential Equation

Ordinary differential equations, including first and second order equations; applications in science, engineering, and geometry; the use of infinite series and complex numbers in solving equations; a discussion of nth order linear differential equations; an introduction to Laplace transforms; numerical methods and systems of differential equations. (4 cr. hrs.) (Spring). Prerequisite: MATH 1620. A graphing calculator without a CAS is required; Texas Instruments TI-83 or TI-84 recommended. Meets SUNY General Education requirement in Mathematics.

MATHEMATICS Courses

Approved October 2019



MATH 0860 Basic Math Skills (1 Week Class)

MATH 0960 Prealgebra

MATH 0970 Quantitative Reasoning I

MATH 0980 Beginning Algebra

MATH 1005 Math for Nursing I

MATH 1006 Math for Nursing II

MATH 1110 Structures of Mathematics I

MATH 1120 Structures of Mathematics II

MATH 1130 Math for Elementary Teachers I

MATH 1140 Math for Elementary Teachers II

MATH 1150 Quantitative Reasoning II

MATH 1215 College Mathematics I (Interm. Algebra)

MATH 1225 College Mathematics II (Interm. Alg/Trig)

MATH 1230 Elements of Applied Math I

MATH 1240 Elements of Applied Math II

MATH 1310 Elementary Statistics

MATH 1411 Elementary Functions I (College Algebra)

MATH 1412 Elementary Functions II (Trig. & More)

MATH 1413 Precalculus

MATH 1510 Fund. Concepts of Calc. (Business Calculus)

MATH 1610 Calculus I

MATH 1620 Calculus II

MATH 2330 Discrete Mathematics

MATH 2350 Introductions to Proofs

MATH 2410 Probability and Statistics I

MATH 2560 Intro. to Linear Algebra

MATH 2610 Calculus III

MATH 2620 Ordinary Differential Equations

Note 1: MATH 0860, 0960, 0970 and 0980 are developmental mathematics courses and DO NOT receive college credit.

Note 2: MATH 1005 and 1006 (Math for Nursing I and II) are available to nursing students above MATH 0960.

Note 3: MATH 1110, 1120, 1130, 1140 or 1150 can be taken in any order.

*Note 4: MATH 1150 or 1215 or 1230 or higher **MEET** the prerequisite for MATH 1310.

Note 5: MATH 0970 and 1150 **DO NOT MEET the prerequisite for MATH 1215 or MATH 1230.

MCOM Media Communications

Division of Humanities and Social Sciences

Note: These courses may be used to fulfill humanities, liberal arts, and free elective degree requirements.

MCOM 1010 Media and Society: Introduction to Mass Communication

An introduction to mass media, its influences on society, and the business of mass media. The media will include the Internet, digital media, digital gaming, sound recording, broadcast and print media. The business of mass media includes advertising, public relations, and media economics, along with ethical expression. (3 cr. hrs.) (ASN). Prerequisite: Eligible to enroll in ENGL 1010.

MCOM 1510 Basic Filmmaking

Introduction to the tools and techniques of filmmaking. Exercises span a variety of short film genres including silent, documentary, fictional narrative, and music video. Includes storyboarding, script writing, camera operation, sound recording, lighting, and editing. (3 cr. hrs.) (ASN). Eligible to enroll in ENGL1010. Lecture/Studio/Field.

MCOM 2010 Writing for Media

Students build skills in writing for a variety of media and purposes: print, digital, and broadcast media. Students explore the applications of written communication. Ethical and legal issues are applied to an analysis of various forms of media writing, including, but not limited to, print, digital, broadcast, public relations, and advertising. Prerequisites: ENGL 1010 and MCOM 1010.

MCOM 2150 Basic TV Production Techniques

Introduction and exercises in the use of the tools of television production. Includes camera operation, audio and video switching, lighting, basic script writing, and editing. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010. Lecture/studio. Upper-level course.

MCOM 2160 TV: Production & Performance

Television scripting, directing and acting in a variety of formats including broadcast journalism, the interview, daytime drama and sitcom.(3 cr. hrs.) (ASN). Prerequisites: ENGL 1020 and MCOM 1510 or MCOM 2150 or THEA 1020. Writing in content area. Lecture/studio. Upper-level course.

MCOM 2700 The History of Film I

An introduction to film, including its artistic, cultural, technological, and historical development and impact from 1900 to 1950. Eight to ten films will be viewed. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Students may be required to attend films at commercial venues or rent videos. Some films will contain graphic depiction of adult themes and attitudes. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

MCOM 2710 The History of Film II

An introduction to film, including its artistic, cultural, technological, and historical development and impact from 1950 to present. Eight to ten films will be viewed. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1020. Students may be required to attend films at commercial venue or rent videos. Some films will contain graphic depiction of adult themes and attitudes. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

MCOM 2961, 2962, 2963, 2964 Radio/TV Internship

Practical work experience under the guidance of an on-the-site work supervisor. The internship may not be taken for pay. (1-4 cr. hrs.) (ASN).

MCOM 2971, 2972, 2973 Journalism/Technical Writing, Public Relations

Internship Journalism/Technical Writing, Public Relations Internship
Practical work experience under the guidance of an on-the-site work supervisor. The internship may not be taken for pay. (1-3 cr. hrs.) (ASN).

MECH Mechanical Technology

Division of STEM

Faculty: Dale Crandall, John Longwell, Michael Precht, Michael Reynolds

MECH 1050 Engineering Graphics I

Engineering graphics fundamentals, incorporating both manual and computer-aided drafting. Includes freehand sketching, principles of applied geometry, multiview drawings, dimensioning, sectioned views, pictorials, conventional drawing practices and standards, and an introduction to AutoCAD. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to take college-level math. Lecture/ laboratory. Lab fee.

MECH 1060 Technical Mechanics

A problem-solving course covering free body diagrams, vectors and vector computations, force systems, moments of forces, couples and equilibrium. The concept of kinematics; the study of displacement, velocity, and acceleration as related to both straight line and curvilinear motion. (2 cr. hrs.) (Fall). Prerequisites: MATH 1230 and PHYS 1010. Lecture/Laboratory.

MECH 1550 Engineering Graphics II

Continuation of MECH 1050 utilizing both manual and computer-aided drafting methods to produce engineering drawings. Includes auxiliary views, surface intersections, sheet metal developments, screw threads and fasteners, surface finish specifications, conventional and geometric tolerancing, and assembly drawings, advanced AutoCAD techniques and an introduction to AutoDesk Inventor. (3 cr. hrs.) (Spring). Prerequisite: MECH 1050. Lecture/laboratory. Lab fee.

MECH 1560 CNC Programming

Computer Numerical Control (CNC) program creation for milling machines and machining centers, edit and simulation using Direct Numerical Control (DNC) software, setup and operation of milling centers to verify program tool paths. (3 cr. hrs.) (Spring). Prerequisites: Eligible to take college-level math and MACH 1040 or TECH 1080. Individual/group projects required. Lecture/laboratory. Lab fee.

MECH 1570 Dimensional Metrology

Introduction to ANSI Y-14.5M standard for geometric dimensioning and tolerancing (GD&T) and various inspection, measurement and testing methods. Includes use of basic inspection tools (rules, verniers, micrometers, dial calipers, indicators), gage blocks, surface plates, bore gages, fixed gages, sine plate, digital height gages, transfer gages, pro filometer, optical comparator and coordinate measuring machines (CMM). using software PC-DMIS. Calibration methods and measurement system analysis (MSA) techniques are covered. Field trip to industrial metrology department. (3 cr. hrs.) (Spring). Prerequisite: MECH 1050 and either MACH 1040 or TECH 1080. Lecture/ laboratory. Lab fee.

MECH 2010 Machine Design (Kinematics)

Graphic and analytic approaches to the basic principles of mechanisms. Displacement, velocity and acceleration are calculated for various linkages. Cams, gears, and gear trains are analyzed. Manual and CAD techniques used. (3 cr. hrs.) (Spring). Prerequisites: CADD 1700, MECH 1060 and MECH 1550. Lecture/laboratory. Lab fee.

MECH 2050 Hydraulics and Pneumatics

Basic components of hydraulics and fluidic systems such as cylinders, valves, and logic elements. Experiments to design and analyze circuits related to power transmission and control. (3 cr. hrs.) (Fall). Prerequisite: MATH 1230, TECH 1120. Lecture/laboratory. Lab fee.

MECH 2170 Strength of Materials

A problem-solving course including analysis of coplanar forces applied to simple structures, the resulting stresses and deformations, and design considerations. Effects of tension, compression, shear, torsion, and bending are studied through problem-solving and laboratory experiences. (4 cr. hrs.) (Spring). Prerequisites: PHYS 1010 and MECH 1060. Lecture/laboratory. Lab fee.

MECH 2210 Materials

Introduction to materials and selection methods. Topics include structure/properties relationships, mechanical properties of metals, strengthening mechanisms, failure analysis phase/transformation diagrams, thermal processing, metal alloys, corrosion, near net shape processes. Research paper/ presentation. Lab experiments include hardness and mechanical test methods, thermal processing with microstructure evaluation. (4 cr. hrs.) (Fall). Prerequisite: PHYS 1010, TECH 1110, TECH 1120. Lecture/laboratory. Lab fee.

MEDT Medical Terminology

Division of Professional Studies

MEDT 1010 Medical Terminology

Latin derivative words frequently encountered in the medical world. Provides a working knowledge of the structure of the word, pre fix, suffix, and root definitions with application to body structures and systems. Additional health information related to the medical terms such as etiology, diagnosis, and management. Some self-teaching features are included. (1 cr. hr.) (ASN). Internet course.

MEDT 1020 Principles Medical Terminology

Advanced application of principles of medical term building. Students build an extensive medical vocabulary. Covers circulatory, respiratory, gastrointestinal, nervous and endocrine systems and psychiatric conditions. Some self-teaching features and online components are included. (1 cr. hr.) (ASN). Prerequisite: MEDT 1010. Internet course.

MEDT 1030 Applied Medical Terminology

Enhances the knowledge of medical terminology related to physiological conditions and treatments modalities. Covers musculoskeletal, integumentary, urinary systems; and oncological, reproductive system, maternal/fetal/neonatal conditions. Some self-teaching features are included. (1 cr. hr.) (ASN). Prerequisite: MEDT 1010. Internet course.

MFGT Manufacturing

Division of STEM Faculty: John Longwell

MFGT 2010 Production Control

Functions of production control, organization, procedures, forecasting, scheduling, materials explosion, loading, and sequencing. Includes economic order quantities, ABC analysis, and inventory planning and control. Various types of production control systems. Practical methods of performing these functions. (3 cr. hrs.) (ASN). Prerequisite: MATH 1230.

MFGT 2020 Quality Management

A basic practical course presented from the industrial engineering standpoint. Includes basic theory in statistics as required for quality control applications. Control concepts and control chart methods for attributes and variables. Acceptance sampling plans, process capabilities, quality costs, Six Sigma, quality control responsibilities, and quality improvement techniques. (3 cr. hrs.) (ASN). Prerequisite: MATH 1240, TECH 1120.

MFGT 2030 Robots in Manufacturing

Operation of a four-axis horizontal assembly robot using AML/E Version 4 language. Set-up and full operation of the robot and the use of a personal computer for program creation and execution. Use of robot simulation software for off-line program development and analysis; robot safety. (3 cr. hrs.) (ASN). Lecture/laboratory. Lab fee.

MFGT 2050 Methods Design and Analysis

Methods design and analysis with concentration on general problems of work measurement. Process and operation analysis, micro-motion study, design of preferred methods, stopwatch studies, related methods for work measurement and evaluation, standard time data and predetermined time systems. (3 cr. hrs.) (ASN). Prerequisite: MATH 1240. Lecture/laboratory. Lab fee.

MFGT 2060 Manufacturing Supervision

The modern industrial supervisor and the significant changes that affect the technological environment of a manufacturing organization. Emphasizes a team approach in manufacturing issues. Supervisory practices; management functions; counseling responsibilities including appraisals; managing and resolving conflict in a team environment; innovation and productivity; legal concerns relating to employee health, safety, and welfare; ethics in the workplace; and diversity in the organization. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Case studies and simulation activities will provide practical applications.

MGMT Management

Division of Professional Studies

Faculty: Timothy Bonomo, Deborah Dunbar

MGMT 1010 Introduction to Sport Management

This course is designed to provide an introduction to sport management and an overview of the role and scope of sport events, sport management and sport marketing as they contribute to the planning and development of a sport business. Legal, sociocultural, historical, political, and psychological concepts relevant to the management of sport; the professional skills and attitudes of successful sport managers; and ways in which the globalization of sport continues to affect sport management professions will be addressed. Explore career options in sport management, including entities such as but not limited to intercollegiate athletics, recreation, event and facility management, health and fitness clubs as well as professional sport. (3 cr. hrs.)

MGMT 2041 Principles of Management

Basic concepts of management using the process approach which identifies four basic functions of management: planning, organizing, leading, and controlling. Emphasis on the applied and theoretical aspects of the subject matter. (3 cr. hrs.) (Fall, Spring). Recommended only for sophomores in a business program.

MGMT 2042 Small Business Management

Locating an opportunity, start-up and continuing operation of a small business including developing a business plan, marketing and management. (3 cr. hrs.) (ASN).

MGMT 2045 Office Management

Office organization, layout and equipment, systems management, scientific analysis and control, and office personnel. (3 cr. hrs.) (ASN). Lecture/discussion/case problems.

MGMT 2047 Human Resource Management

Human resource management in organizations including recruiting, selection, placement, performance appraisals, and labor relations through transactional analysis concepts. (3 cr. hrs.) (ASN). Lecture/discussion/simulation exercises.

MGMT 2960 Managerial Field Experience

Practice of managerial skills in a supervised work setting. A field experience journal, paper, and a supervisor evaluation will be used to assess performance. (3 cr. hrs.) (ASN). Prerequisites: GPA 2.75 or better and MGMT 2041.

MKTG Marketing

Division of Professional Studies
Faculty: Timothy Bonomo

MKTG 2050 Principles of Marketing

Interrelationship of marketing to the other business functions. Problems concerning product, planning, pricing, promoting, and distributing goods and services to markets. Role of the consumer from the viewpoint of the marketing manager. (3 cr. hrs.) (ASN).

MKTG 2058 Principles of Selling

Study of successful personal selling. Analysis of buying motives, location of prospects, developing the approach, demonstration techniques, handling objectives, and closing the sale. (3 cr. hrs.) (ASN).

MUSC Music

Division of Humanities and Social Sciences
Faculty: Loueda Bleiler

MUSC 1010 Fundamentals of Music

Fundamental elements of pitch, rhythm, musical notation and symbols, major and minor scales, intervals, and tonality. Course work will involve both written and aural skills. (3 cr. hrs.) (Fall, Spring) Prerequisite: Eligible to enroll in ENGL 1010. Lecture/Listening/Practice/Discussion.

MUSC 1110 Music Theory I

Music notation, scales, modes, keys, intervals, simple chord progressions, elementary sight singing, and elementary keyboard accompaniment using primary chords. (3 cr. hrs.) (ASN). Prerequisite: MUSC 1010. Meets SUNY General Education requirement in Humanities. Lecture/Listening/Practice/Discussion.

MUSC 1230 History & Appreciation of Music I

Medieval through Classical Development of Music in Western Civilization during Medieval, Renaissance, Baroque and classical periods. Essential trends of musical thought and style, formal structures, principles, and selected composers. (3 cr. hrs.) (Fall). Prerequisite: Eligible to enroll in ENGL 1010. Lecture/listening/discussion. Meets SUNY General Education requirement in Humanities and Western Civilization.

MUSC 1240 History & Appreciation of Music II

Romantic through modern development of music in western civilization during the nineteenth and twentieth centuries. Essential trends of musical thought and style, formal structures, principles, and selected composers. (3 cr. hrs.) (Spring). Prerequisite: Eligible to enroll in ENGL 1010. Lecture/listening. Meets SUNY General Education requirement in Humanities and Western Civilization.

Performing Ensembles

No more than eight credits of any ensemble may be counted toward an Associate degree, and only four of these may be counted as humanities elective.

MUSC 1311 Instrumental Performing Ensemble

Participation in one or more instrumental areas. Depending on student interest and potential instrumentation, such groups might include a stage band, a brass ensemble, or a string trio. (1 cr. hr.) (Fall, Spring). Ensemble/rehearsal/performance. Repeatable course. Meets SUNY General Education requirement in the Arts.

MUSC 1321 Class Piano I

Practical knowledge and facility at the keyboard. Approach and content to meet individual need, beginner to advanced. (1 cr. hr.) (Fall, Spring). Class/laboratory. May be taken twice. Meets SUNY General Education requirement in the Arts.

MUSC 1325 Class Guitar I

Practical knowledge and facility in playing the guitar. Approach and content to meet individual need. (1 cr. hr.) (Fall, Spring). Class/laboratory. May be taken twice.

MUSC 1411 Vocal Performing Ensemble

Participation in one or more vocal areas. Depending on student interest and potential, groups might include a chorus, chamber singers, male quartet, or women's chorus. (1 cr. hr.) (Fall, Spring). Ensemble/rehearsal/performance. Repeatable course. Meets SUNY General Education requirement in The Arts.

MUSC 1412 Select Vocal Ensemble

A small vocal ensemble open to all students with prior choral experience. The repertoire includes compositions from a wide variety of stylistic choices. (1 cr. hr.) (Fall, Spring). (ASN) Prerequisite: Instructor consent. Ensemble/rehearsal/performance. Repeatable course. Meets SUNY General Education requirement in the Arts.

MUSC 1421 Class Voice I

To improve vocal abilities and knowledge about the singing voice. Vocal techniques applied through the interpretation of song, in class singing and individual solo work. (1 cr. hr.) (Fall, Spring). Class/ laboratory. Repeatable course. Meets SUNY General Education requirement in The Arts.

MUSC 1500 American Musical Theater

A study of American musical theater from the early 1900's to the present with special emphasis upon major contributors, significant works and the progressive development of this art form, and focusing upon historical events and societal changes which have influenced trends in production and performance. (3 cr. hr.) (ASN). Prerequisite: Students must be eligible to enroll in ENGL1010. Lecture/listening/discussions.

MUSC 1510 American Popular Music

Designed to help students think creatively and critically about American popular music while learning about its history and the people and institutions that produced it. Special attention given to the interaction of European American, African American, and Latin American traditions. Covering a wide range of popular music styles starting in the 19th century and continuing through the 1990's and beyond. (3 cr. hrs.) (ASN). Prerequisite: Eligible to enroll in ENGL 1010. Lecture/Listening/Discussions.

Applied Music (1900 and 2900 series)

No more than two credits in any one applied area may be counted toward a degree. Applied areas include any course in the MUSC 1300, MUSC 1400, MUSC 1900, MUSC 2300, MUSC 2400 series.

MUSC 1900 series

Individual study in an applied music area. Not designed for beginners. Students must demonstrate intermediate to advanced performance skill. Dependent upon faculty availability and requires instructor permission to enroll. (1 cr. hr.) (Fall, Spring). Class/laboratory/performance. Repeatable course. Additional fee for private lessons. Meets SUNY General Education requirement in the Arts.

1910 Guitar
1920 Voice
1930 Strings
1940 Brass
1950 Woodwinds
1960 Percussion
1970 Keyboard
1980 Early Instruments
1990 Folk Instruments

MUSC 2120 Music Theory II

Part writing, harmonic analysis, modulation, melodic and harmonic dictation. (3 cr. hrs.) (ASN) (Spring). Prerequisite: MUSC 1110. Upper-level course. Meets General Education requirement in Humanities.

MUSC 2130 Reading Vocal Music

Practice of frequently used pitch and rhythm patterns to sing at sight simple melodic and rhythmic material found in simple songs, folk songs, art songs, and choral music. Preparation for participation in school and community choruses and church choirs. (2 cr. hrs.) (ASN) (Fall). Prerequisite: MUSC 1110. Lecture/practice. Upper-level course.

MUSC 2140 Aural Skills I

Read and perform written music (sight-reading). Identify and notate heard music (dictation). Skills include aural identification of intervals, primary triads, major and minor scales. Vocal reading includes one and two part diatonic vocal lines in major and minor keys using moveable-do solfege and la-based minor. One and two part rhythm drills include various note values, subdivision of the beat, simple and compound meters, and basic conducting patterns. Dictation exercises include hearing and notating basic diatonic melodies in simple and compound meters with only basic subdivisions of the beat. (2 cr. hrs.) (ASN) (Spring) Prerequisite: MUSC 1010 or MUSC1110. Lecture/practice. Upper-level course.

MUSC 2150 Aural Skills II

Read and perform written music (sight-reading). Identify and notate heard music (dictation). Continue to advance the skills introduced in Aural Skills I. Aural Skills II content includes aural identification of intervals, primary triads, scales and basic harmonic progressions. Vocal reading includes one and two part vocal lines in major and minor keys with increasing use of large intervals, chromaticism and modulation, using moveable-do solfege and la-based minor. One and two part rhythm drills include subdivisions of the beat using various note values and meters, syncopation, and irregular or changing meters. Dictation exercises include hearing and notating basic diatonic melodies in simple and compound meters with the inclusion of new melodic and rhythmic concepts introduced in this course. (1 cr. hrs.) (ASN) (Spring) Prerequisite: MUSC 2140 Aural Skills I. Lecture/practice. Upper-level course.

MUSC 2321 Class Piano II

Extends knowledge and performance developed in MUSC 1321. (1 cr. hr.) (Fall, Spring). Prerequisite: MUSC 1321. Class/laboratory. Scheduled to meet at the same time as MUSC 1321. May be taken twice. Meets CCC General Education requirement in the Arts. Upper-level course.

MUSC 2325 Class Guitar II

Extends knowledge and performance developed in MUSC 1325. (1 cr. hr.) (Fall, Spring). Prerequisite: MUSC 1325. May be taken twice. Class/laboratory. Upper-level course.

MUSC 2900 Series

Individual study in an applied music area. Students must demonstrate intermediate to advanced performance skill. Dependent upon faculty availability and requires instructor permission to enroll. (1 cr. hr.) (Fall, Spring). Prerequisite: 1900 level individual study in the same performance area. Class/laboratory/performance. Repeatable course. Upper level course. Additional fee for private lessons. Meets SUNY General Education requirement in the Arts.

2910 Guitar
2920 Voice
2930 Strings
2940 Brass
2950 Woodwinds
2960 Percussion
2970 Keyboard
2980 Early Instruments
2990 Independent Study Performance (other)

MUSC 2991 Independent Study Performance

Individual study in an applied music area as designed by the instructor to meet student need. Could include independent work in performance, composition, audition preparation, aural training, conducting, or other applied learning activities in the music field. Dependent upon faculty availability and requires instructor permission to enroll. (2 cr. hr.) (ASN) Class/laboratory/ performance. Repeatable course. Upper level course. Additional fee for private lessons.

NURS Nursing

Division of Professional Studies

Faculty: Jessica Bobby, Tammie Copp, Claudia Haile, Yuliya Lapierre, Jane Larson, Ashley Molina, Lisa Rose, Jeanne Streeter, Molly Welch, Mary Wolfe

NURS 0501 Nurse Aide/Home Health Aide

Focus is on Maslow's Hierarchy of Needs. Includes hygiene, activity, ambulation, nutrition, elimination, comfort, safety, psycho-social and spiritual needs. Basic communications techniques and functioning as members of the healthcare team. Introduces elementary nursing process concepts. Students completing this course are eligible to sit for the NYS Certified Nursing Aid Certification Exam. (7 eq. cr. hrs.) (ASN). Lecture/skill practice/clinical laboratory. Fee. Students must pass a criminal background check, submit required health form with evidence of flu vaccine. Not considered a nursing or a free elective for the Nursing Program.

NURS 1100 Nursing I

The first in a sequence of four nursing courses. Content is based on Maslow's Hierarchy of Needs and growth and development throughout the life cycle. Students will learn how to meet the physiological needs of the patient within the legal and ethical parameters of the nursing profession. (8 cr. hrs.) (Fall). Prerequisites: Submission of Nursing I eligibility packet (available online or from the Nurse Education Department) verifying successful completion of any developmental work required as a result of CCC assessment test; Eligible for MATH 1215; Biology & Chemistry in high school with a 75% or higher or a college course with a "C" or higher. Professional level CPR certification through an American Heart Association American Red Cross course only; Evidence of current health insurance; Updated health form specific for nursing students must be maintained throughout the program. Obtain a current criminal background check with a company designated by the Nurse Education Department and a Pennsylvania child abuse screening. Program requirements and prerequisites can be found in the "Programs" section of this catalog. Concurrent enrollment or prior completion of BIOL 1210 with a grade of C or higher (or prior completion of SCIN 1010 with a grade of C+ or higher or BIOL 2020 with a grade of C or higher). General Assembly Session (4 hrs./wk.), Small Assembly Sessions (2 hrs./wk.), hospital or campus laboratories (9 hrs./wk.). Labs can be assigned during day, evening and/or weekend hours. A grade of C or higher is required to continue in the program; satisfactory and safe performance in the lab is required to pass the course. Some Internet/Blackboard assignments are required in the course. Liability insurance, lab fee, testing fee, and course fee. A required orientation will be held prior to the start of the semester.

NURS 1500 Nursing II

This is the second in a sequence of four clinical nursing courses which builds on previously acquired skills and knowledge to provide nursing care to patients with threats to physiological and psychosocial needs within the legal and ethical parameters of the nursing profession. (8 cr. hrs.) (Spring). Prerequisites: NURS 1100 or equivalent and BIOL 1210 with a grade of C or higher (or completion of SCIN 1010 with a grade of C+ or higher). Completion of or concurrent enrollment of BIOL 1220 with a grade of C or higher (or completion of SCIN 1020 with a grade of C+ or higher or BIOL 2030 with a grade of C or higher. For advanced placement students: Submission of Advanced Placement LPN packet (available on-line or from the Nurse Education Department) verifying successful completion of any developmental work required as a result of CCC assessment test: Eligible for MATH 1215; Biology or Chemistry in high school with a 75% or higher OR a college course with a C or higher. Professional level CPR certification through an American Heart Association or American Red Cross course only; Evidence of current health insurance; Updated health form specific for nursing students must be maintained throughout the program. Obtain a current criminal background check with company designated by the Nurse Education Department and a Pennsylvania child abuse screening. Submission of current LPN license registration and official PN transcript. Readiness exam score of 75 or higher. Program requirements and prerequisites can be found in the "Programs" section of this catalog. General Assembly Session (4 hrs./wk.), Small Assembly Sessions (2 hrs./wk.), hospital laboratory (9 hrs./wk.). Labs can be assigned during day, evening and/or weekend hours. A grade of C or higher is required to continue in the program; satisfactory and safe performance in the lab is required to pass the course. Some Internet/Blackboard assignments are required in the course. Liability insurance, lab fee, and course fee.

NURS 1502 Pharmacology for Nurses II

Designed to be taken concurrently with NURS 1500. The medications that will be presented will correspond with the class content in NURS 1500. This course will provide the student an opportunity to learn about the characteristics of medications, therapeutic use, adverse reactions and nursing implications. (1 cr. hr.) (Spring). Concurrent enrollment or completion of NURS 1500. Considered a nursing elective for the nursing program.

NURS 1515 Pediatric Assessment

This course will provide the student with the theory and clinical skill application to complete a pediatric health assessment. (1 cr. hr.) (ASN). Prerequisite: successful completion of Nursing 1100. Considered a nursing elective for the nursing program, not considered as a free elective.

NURS 1551 Clinical Nursing

Allows students enrolled in the nursing program to utilize in the clinical setting the knowledge, skills, abilities gained in NURS 1100 or NURS 1500 or their equivalent. (1 cr. hr.) (ASN). Prerequisite: Eligible to enroll in NURS 2100. All prerequisites for NURS 1500 with any updates needed. Liability insurance. Considered a nursing elective for the Nursing program. Proof of health insurance, criminal background and child abuse screening results required, CPR and health form required.

NURS 2000 Issues/Perspectives in Nursing

Historical influences, current issues, and trends for the future to understand the evolution of the profession. Nursing and the registered nurse's role, responsibilities and opportunities in the healthcare delivery system. (2 cr. hrs.) (Fall, Spring, Summer). Prerequisite: Eligibility to enter NURS 2100 or NURS 2500. A grade of C or higher is required to meet graduation requirements. Writing in content area.

NURS 2100 Nursing III

This is the third in a sequence of four clinical nursing courses which builds on previously acquired skills and knowledge. The focus is on chronic health problems across the life span related to the physiological and psychosocial needs of the patient within the legal and ethical parameters of the nursing profession. (9 cr. hrs.) (Fall). Prerequisites: NURS 1500, BIOL 1210 and BIOL 1220 with a grade of C or higher; prior completion or concurrent enrollment in BIOL 2010 with a grade of C or higher; (or SCIN 1010, 1020 with a grade of C+ or higher OR a grade of C or higher in alternative sciences BIOL 2020, 2030 and either BIOL 2010 or CHEM 1010/1020 or 1510). Professional level CPR certification through an American Heart Association or American Red Cross course; evidence of current health insurance: updated health form specific for nursing students must be maintained throughout the program. Program requirements and prerequisites can be found in the "Programs" section of this catalog. General Assembly Session (4 hrs./wk.), Small Assembly Sessions (2 hrs./wk.), hospital laboratory (11 hrs./wk.). Labs can be assigned during day, evening and/or weekend hours. During planned mental health/community experiences, lab times may change. Some Internet/Blackboard assignments are required in the course. A grade of C or higher is required to continue in the program. Satisfactory and safe performance in the lab is required to pass the course. Liability insurance, lab fee, testing fee and course fee. A required orientation will be held prior to the start of the semester.

NURS 2102 Pharmacology for Nurses III

This course is designed to be taken concurrently with NURS 2100. The medications that will be presented will correspond with the class content in NURS 2100. This course will provide the student an opportunity to learn about the characteristics of medications, therapeutic use, adverse reactions and nursing implications. (1 cr. hr.) (Fall). Eligibility for concurrent enrollment or completion of NURS 2100. Can be considered a nursing elective for the Nursing program.

NURS 2110 Seminar for Entry into Nursing III

Reviews theory and skills from Nursing I & II to prepare re-entering students for Nursing III. Not for students progressing from Nursing II into Nursing III. (1 cr. hr.) (Summer). Fee \$10. Not considered a nursing or free elective for the Nursing program.

NURS 2500 Nursing IV

This is the fourth and final course of the Nursing program which builds on previously acquired skills and knowledge and focuses on the physiological and psychosocial needs of the patient within the legal and ethical parameters of the nursing profession. The focus is on concepts of patient care management and the role of entry-level nurse. NCLEX preparation for the licensure exam is included in this course. Students must be within 15 credits of graduation in order to register for this course. (9 cr. hrs.) (Spring). Prerequisites: NURS 2100 and successful completion of all required science courses. CPR certification through American Heart Association "Health Care Provider" or American Red Cross "Basic Life Support for the Professional Rescuer"; evidence for current health insurance; updated health form specific for nursing students must be maintained throughout the program. Returning students must obtain a current criminal background check with company designated by the Nurse Education Department and a Pennsylvania child abuse screening. Program requirements and prerequisites can be found in the "Programs" section of this catalog. General Assembly Session (4 hrs./wk.), Small Assembly Sessions (2 hrs./wk.), hospital laboratory (11 hrs./wk.). Labs can be assigned during day, evening and/or weekend hours. During planned mental health/community health experiences, lab times may change. The last two weeks of the semester will include 48 hours of clinical that may be days/evenings/weekends. Some Internet/Blackboard assignments are required in the course. A grade of C or higher is required to graduate from the program. Satisfactory and safe performance in the lab is required to pass the course. Health insurance is required. Liability insurance, lab fee, testing fee, and course fee.

NURS 2502 Pharmacology for Nurses IV

This course is designed to be taken concurrently with NURS 2500. The medications that will be presented will correspond with the class content in NURS 2500. This course will provide the student an opportunity to learn about the characteristics of medication, therapeutic use, adverse reactions and nursing implications. (1 cr. hr.) (Spring). Concurrent enrollment in NURS 2500. Can be considered a nursing elective.

NURS 2510 Seminar for Entry into Nursing IV

Reviews theory and skills from Nursing I, II, & III to prepare a returning student to re-enter Nursing IV. Not for a student progressing from Nursing III into Nursing IV. (1 cr. hr.) (Spring). Fee \$10. Not considered a nursing elective for the Nursing program.

PEPD Physical Education Professional Development

Division of Professional Studies
Faculty: Brian E. Hill

PEPD 1000 Sports and the Law

Legal issues surrounding negligence, discrimination, liability, equipment and facilities, activity guidelines, risks. (1 cr. hr.) (ASN). Prerequisite: Eligible to take ENGL 1010. Writing in content area.

PEPD 1007 Lifeguard Training

Develop knowledge and skills to manage aquatic emergencies. Satisfies NYS requirement to become a lifeguard. (1 cr. hr.) (Spring). Prerequisite: At least 15 years of age; strong swimming skills. Lecture/activity. Fee \$40.

PEPD 1018 Cooper Norm Standards Preparation

Provides students an understanding of civil service physical performance floor tests, the history and science underlying Cooper Institute norms testing, and the skills and knowledge needed to make lifestyle changes that will result in the successful completion of civil service physical floor test to the fiftieth (50th) percentile of the Cooper norms. (3 cr. hrs.) (Fall). Lecture/Activity.

PEPD 1050 Theory of Coaching Baseball

Strategies and methods of coaching baseball will be discussed. Fundamentals of hitting, fielding, base running, pitching, conditioning and throwing will be covered. (1 cr. hr.) (Spring).

PEPD 1200 Introduction to Physical Education: The Profession

Includes professional aspects of physical education and recreation philosophy, related career possibilities, history, qualifications for work in the field, educational requirements and sociological perspectives. (3 cr. hrs.) (Fall).

PEPD 1201 Philosophy, Principles, and Organization of Coaching

One of three certification courses for those interested in coaching in a New York State public school system and structured to assist coaches in developing an athletic team. (3 cr. hrs.) (Fall).

PEPD 1202 Introduction to Athletic Training

Prevention and management of athletic injuries. Knowledge and understanding of health care for the recreational and competitive athlete. Organizing and establishing an effective athletic health care system. Techniques for preventing or minimizing sports related injuries. Recognition and management of specific injuries and conditions. This is a required course for the NYS Coaching Certification. (3 cr. hrs.) (Fall, Spring). Fee \$25.

PEPD 1203 Principles of Strength Training

The value of strength training and the means to design and implement a program based on needs and goals. Supportive nutritional guidance. (3 cr. hrs.) (Spring). Lecture/laboratory.

PEPD 1204 Organization and Administration of Physical Education and Sport

This course includes the study of financial management, legal issues and responsibilities, facility and equipment planning, evaluation and scheduling from programs in physical education and sport. (3 cr. hrs.) (Summer).

PEPD 1205 Theory & Techniques of Coaching

This course is designed for an individual preparing to meet New York State Certification requirements to coach in the public school system. It is a mandatory component to the certification process. The course will discuss objectives, rules, regulations, and policies of athletics, as well as performance skills, technical information, and organization and management practices. (2 cr. hrs.) (ASN). Lecture.

PEPD 1206 Exercise Physiology

Increases the student's knowledge and understanding about human physiology and the adaptations that occur during exercise. An understanding of how the body responds to acute and chronic exercise is crucial for the physical educator, athletic trainer, coach, or exercise physiologist. Each of the body's systems will be reviewed with a focus on the influences of activity. Laboratory experiences will allow students to integrate and apply the concepts of exercise physiology through investigative experiences. (4 cr. hrs.) (ASN). Lecture & Lab.

PEPD 2007 Water Safety Instructor

Preparation for qualification as instructor in Red Cross Water Safety. Emphasis is on swimming strokes, lifesaving skills, and teaching techniques. (2 cr. hrs.) (Spring). Lecture/activity. Fee \$40.

PFIT Physical Education

Division of Professional Studies

Faculty: Brian E. Hill

Note: The intercollegiate courses involve highly competitive participation in the sport and require skills beyond the basic level. Competition involves games/matches and tournament play with area colleges & conference.

PFIT 1021 Jogging

Techniques to develop and maintain cardiovascular and physical fitness. Effect of exercise and maintenance of health through physical activity. Individualized jogging and exercise programs. (1 cr. hr.) (Fall, Spring). Lecture/activity.

PFIT 1025 Badminton

Fundamentals and skills of badminton. Offensive and defensive strategy, terminology, and knowledge necessary to participate. (1 cr. hr.) (ASN). Lecture/activity.

PFIT 1027 Basketball

Lead-up drills and games in all skills, team play, and some strategy. Designed for all levels of ability. (.5 cr. hr.) (Fall, Spring). Lecture/activity. Credit cannot be earned for this course and any of the following: PFIT 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521.

PFIT 1033 Golf

Fundamentals of golf. Equipment, grip, approach, address, swing, putting, golf terms, rules, and etiquette. (1 cr. hr.) (Fall, Spring). Lecture/activity.

PFIT 1045 Pickleball

Pickleball is a slowed-down version of tennis and includes some badminton skills and strategies. Skills and techniques for play, strategies, rules, and shot selection. Practice and tournament situations. (1 cr. hr.) (ASN). Lecture/activity.

PFIT 1051 Self Defense

Martial arts, wrestling, and street fighting techniques in defense against unarmed assailants. Includes a variety of hits, kicks, blocks, and throws, with some emphasis on physical fitness, attitudes, and strategies. (1 cr. hr.) (Fall, Spring). Lecture/activity.

PFIT 1052 Softball

Builds on the individual's fielding, hitting, and pitching skills and provides drills, team play, and content on strategy. Designed for all levels of ability. (1 cr. hr.) (Fall). Lecture/activity. Credit cannot be earned for this course and PFIT 1510 or PFIT 1511.

PFIT 1055 Volleyball

Knowledge, strategies, and team concepts for co-ed play. A variety of formats, playing styles, and scoring systems introduced. (1 cr. hr.) (ASN). Lecture/activity.

PFIT 1060 Weight Training

Techniques to improve physical and cardiovascular fitness. Weight training and a personal program in strength, endurance, and body trimming. (1 cr. hr.) (Fall, Spring). Lecture/activity.

PFIT 1100 Introduction to Yoga

Teaches the basic practices of yoga: warm-ups, breathing, yogic postures, massage, diet, hygiene, and other related practices. (1 cr. hr.) (Fall, Spring, Summer). Lecture/activity.

PFIT 1105 Introduction to Current Dance Trends

Learn to dance with today's new rhythms. It provides an understanding of the art of dance with a focus on current trends. (1 cr. hr.) (Fall, Spring).

PFIT 1110 Walking

Emphasis on improving cardiovascular fitness and overall wellness through development and participation in individualized walking program. Techniques, safety, motivation, and nutrition discussed. (1 cr. hr.) (Fall, Spring). Lecture/activity/internet.

PFIT 1115 Basic Sailing

Basic knowledge and skills in the terminology and seamanship of small sailboat handling. Due to physical constraints of the watercraft available for the course, some students may not be able to be accommodated due to height/weight limitations. (1 cr. hr.) (Summer). Prerequisite: Swimming ability. Fee \$60.

PFIT 1120 Canoeing

Basic knowledge of purchasing equipment, paddling, planning, and canoeing survival. Due to physical constraints of the watercraft available for the course, some students may not be able to be accommodated due to height/weight limitations. (1 cr. hr.) (Summer, Fall). Prerequisite: Swimming ability. Lecture/weekend canoe trip. Fee \$50.

PFIT 1125 Kayaking

Provides basic knowledge and skills in purchasing equipment, paddling, planning, and survival in a kayak. Trips to pool, pond, and river provide the opportunity to practice and implement skills learned. Due to physical constraints of the kayaks available for the course, some students may not be able to be accommodated due to height/weight limitations. (1 cr. hr.) (Spring, Summer). Prerequisite: swimming ability. Lecture/activity. Fee \$50.

PFIT 1130 Backpacking I

Backpacking equipment, trip planning, technique, map reading, orienteering, and preservation of the back country. (1 cr. hr.) (Fall, Spring, Summer). Lecture/weekend backpacking trip. Fee \$50.

PFIT 1140 Wilderness Navigation

Provides basic knowledge in map use and map reading, compass use and compass reading, using a map and compass together, using electronic equipment and maps together, equipment types and selection, and how to move quickly and safely through all kinds of terrain. (1 cr. hr.) (ASN). Lecture/activity.

PFIT 1145 Introduction to Fly Fishing

Teaches the basics of fly fishing for the novice. Includes equipment selection, casting, fly tying, reading the stream, entomology, and environmental and stream ethics. Experience is gained through lectures, discussions, demonstrations, videos, and hands-on. (1 cr. hr.) (ASN). Fee.

PFIT 1150 Nourishing Mind, Body, and Spirit

Independently explore a variety of enjoyable structured and unstructured activities to increase body movement. Create a personalized, healthy action plan for living well as a result of the experiences and information learned in this class. (1 cr. hr.) (Fall, Spring). Note: Some sections of this course will be held at community fitness facilities requiring membership fees for the duration of the course.

PFIT 1500 Soccer I (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs from August through October. (1 cr. hr.) (PFIT 1500 first fall season, PFIT 1501 second fall season). Prerequisite: Soccer skills beyond the basic skill level; PFIT 1500 is a prerequisite for PFIT 1501. Team participation.

PFIT 1501 Soccer II (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs August through October. (1 cr. hr.) (PFIT 1500 first Fall season, PFIT 1501 second Fall season). Prerequisite: Soccer skills beyond the basic skill level; PFIT 1500 is a prerequisite for PFIT 1501. Team participation.

PFIT 1502 Soccer I (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs August through October. (1 cr. hr.) (PFIT 1502 first fall season; PFIT 1503 second fall season). Prerequisite: Soccer skills beyond the basic level; PFIT 1502 is a prerequisite for PFIT 1503. Team participation.

PFIT 1503 Soccer II (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs August through October. (1 cr. hr.) (PFIT 1502 first fall season; PFIT 1503 second fall season). Prerequisite: Soccer skills beyond the basic level; PFIT 1502 is a prerequisite for PFIT 1503. Team participation.

PFIT 1504 Volleyball I (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs August through November. (1 cr. hr.) (First Fall season). Prerequisite: Volleyball skills beyond the basic level; PFIT 1504 is a prerequisite for PFIT 1505. Team participation.

PFIT 1505 Volleyball II (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs August through November. (1 cr. hr.) (Second Fall season). Prerequisite: Volleyball skills beyond the basic level; PFIT 1504 is a prerequisite. Team participation.

PFIT 1510 Softball (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs January through May. (1 cr. hr.) (First Spring season). Prerequisite: Softball skills beyond the basic skill level; PFIT 1510 is a prerequisite for PFIT 1511. Team participation.

PFIT 1511 Softball (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs January through May. (1 cr. hr.) (Second Spring season). Prerequisite: Softball skills beyond the basic skill level; PFIT 1510 is a prerequisite for PFIT 1511. Team participation.

PFIT 1512 Baseball I (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs from February through May. (1 cr. hr.) (First spring season). Prerequisite: Baseball skills beyond the basic skill level; PFIT 1512 is a prerequisite for PFIT 1513. Team participation.

PFIT 1513 Baseball II (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs from February through May. (1 cr. hr.) (second spring season). Prerequisite: baseball skills beyond the basic skill level; PFIT 1512 is a prerequisite for PFIT 1513. Team participation.

PFIT 1514 Basketball I (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (First Fall season). Prerequisite: Basketball skills beyond the basic level; PFIT 1514 is a prerequisite for PFIT 1516; PFIT 1515 is a prerequisite for PFIT 1517. Team participation.

PFIT 1515 Basketball II (Men)

Individual skills refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (First Spring season). Prerequisite: Basketball skills beyond the basic level; PFIT 1514 is a prerequisite for PFIT 1516; PFIT 1515 is a prerequisite for PFIT 1517. Team participation.

PFIT 1516 Basketball III (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (Second Fall season). Prerequisite: Basketball skills beyond the basic level; PFIT 1514 is a prerequisite for PFIT 1516; PFIT 1515 is a prerequisite for PFIT 1517. Team participation.

PFIT 1517 Basketball (Men)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (Second Spring season). Prerequisite: Basketball skills beyond the basic level; PFIT 1514 is a prerequisite for PFIT 1516; PFIT 1515 is a prerequisite for PFIT 1517. Team participation.

PFIT 1518 Basketball I (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (First Fall season). Prerequisite: Basketball skills beyond the basic skill level; PFIT 1518 is a prerequisite for PFIT 1520; PFIT 1519 for PFIT 1521. Team participation.

PFIT 1519 Basketball II (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (First Spring Season). Prerequisite: Basketball skills beyond the basic skill level; PFIT 1518 is a prerequisite for PFIT 1520; PFIT 1519 for PFIT 1521. Team participation.

PFIT 1520 Basketball III (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (Second Fall season). Prerequisite: Basketball skills beyond the basic skill level; PFIT 1518 is a prerequisite for PFIT 1520; PFIT 1519 for PFIT 1521. Team participation.

PFIT 1521 Basketball (Women)

Individual skills are refined, perfected and integrated into concepts of team play. Season runs October through March. (1 cr. hr.) (Second Spring season). Prerequisite: Basketball skills beyond the basic skill level; PFIT 1518 is a prerequisite for PFIT 1520; PFIT 1519 for PFIT 1521. Team participation.

PFIT 1525 Co-Ed Cross Country I

Running skills are refined, perfected and integrated into competitive strategies. The Cross Country season runs from August through November. (1 cr. hr.) (Fall/Spring/Summer). Prerequisite: Cross Country skills. Team participation.

PFIT 1526 Co-Ed Cross Country II

Running skills in refined, perfected, and integrated into competitive strategies. The Cross Country season runs from August through November. (1 cr. hr.) (Second Fall season). Prerequisite: PFIT 1525. Team Participation.

PFIT 1620 Intercollegiate Bowling I

Students participating in this activity should have considerable knowledge and skills. Skills are refined and perfected and team concepts are developed by changing alley conditions and environments. Competition includes individual matches and tournaments at local, regional, and national levels. (1 cr. hr.) PFIT 1620 first Fall season, PFIT

1622 second Fall season; PFIT 1621 first Spring season, PFIT 1623 second Spring Season.

PFIT 1621 Intercollegiate Bowling II

Students participating in this activity should have considerable knowledge and skill. Skills are refined and perfected and team concepts are developed by changing alley conditions and environments. Competition includes individual matches and tournaments at local, regional, and national levels. (1 cr. hr.). Prerequisite: PFIT 1620. (PFIT 1620 first Fall season, PFIT 1622 second Fall season; PFIT 1621 first Spring season, PFIT 1623 second Spring season).

PFIT 1622 Intercollegiate Bowling III

Students participating in this activity should have considerable knowledge and skill. Skills are refined and perfected and team concepts are developed by changing alley conditions and environments. Competition includes individual matches and tournaments at local, regional, and national levels. (1 cr. hr.). Prerequisite: PFIT 1620. PFIT 1620 first Fall season, PFIT 1622 second Fall season; PFIT 1621 first Spring Season, PFIT 1623 second Spring season.

PFIT 1623 Intercollegiate Bowling IV

Students participating in this activity should have considerable knowledge and skill. Skills are refined and perfected and team concepts are developed by changing alley conditions and environments. Competition includes individual matches and tournaments at local, regional, and national levels. (1 cr. hr.). Prerequisite: PFIT 1620. PFIT 1620 first Fall season, PFIT 1622 second Fall season; PFIT 1621 first Spring Season, PFIT 1623 second Spring Season.

PFIT 2001 Yoga II

Teaches the intermediate practices of yoga: preparatory postures, backbends, inversions, pranayama breathing, the eight limbs of yoga, yoga nutrition, and other related topics. (1 cr. hr.) (ASN). Lecture/ activity. Prerequisite: RECC 1000.

PFIT 2015 Backpacking II

Equipment, trip planning, techniques, environmental preservation skills, nature study, fire building, first-aid, climatology, use of map and compass, and special considerations for winter backpacking. (2 r. hrs.) (Spring). Prerequisite: RECC 1013 and instructor consent. Lecture/six- day backpacking trip. Fee \$100.

PHIL Philosophy

Division of Humanities and Social Sciences
Faculty: Gregg Caruso, Vincent Lisella

PHIL 1010 Introduction to Philosophy

Basic problems and topics of philosophy, e.g., theories of knowledge, reality and art, problems of science, politics, and religion. (3 cr. hrs.) (Fall, Spring). Prerequisite: Must be eligible to enroll in ENGL 1010. Meets SUNY General Education requirement in Humanities.

PHIL 1230 Philosophy of Life

Examines how and why people use a philosophy to deal with life's concerns, for our relationships with society and the world, and our pursuit of a meaningful place within these wider realms. (3 cr. hrs.) (ASN). Prerequisite: Must be eligible to enroll in ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Humanities.

PHIL 1300 Current Moral Issues

Examines today's important ethical considerations about abortion, euthanasia, drug legalization, racial harmony, free speech, environmentalism, welfare, affirmative action, world hunger and similar issues. Attention to underlying larger philosophical concerns on nature, value, rights, and responsibilities of human beings. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Meets SUNY General Education requirement in Humanities.

PHIL 2010 Introduction to Ethics

Main ethical theories of traditional Western thought. Meanings and validity of value judgments, social consequences of value theory, examination of major traditional moral philosophies, and a survey of contemporary development in ethical theory. (3 cr. hrs.) (Spring). Prerequisite: Must be eligible to enroll in ENGL 1010. Upper-level course. Meets SUNY General Education requirement in Humanities.

PHIL 2070 Contemporary Philosophy

Introduction to issues, problems, and modes of thinking in contemporary philosophy. Explores topics of current concern in both the analytic and continental traditions of philosophy. Readings selected from works of contemporary authors such as Russel, Moore, Ayer, Austin, Heidegger, Gadamer, Derrida, and Rorty. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010 or another philosophy course. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

PHIL 2200 Environmental Ethics

Explores issues concerning how humans ought to relate to and interact with their environment as individuals, through organizations and as a species. Examines environmental dilemmas relating to human population, poverty, animal rights, and intrinsic versus instrumental valuations of nature. (3 cr. hrs.) (ASN). Prerequisite: Must be eligible to enroll in ENGL 1010. Upper-level course. Meets SUNY General Education requirement in Humanities.

PHIL 2250 Health Care Ethics

Ethical issues arising in medicine, nursing, and other health care professions. Truth-telling and confidentiality, informed consent, fetal vs. maternal rights, euthanasia, the treatment of AIDS, genetic testing and engineering, medical resources, and social health care. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010 or any philosophy course. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

PHIL 2310 Philosophy of Religion

Fundamental problems of religious thought. Arguments for the existence of God, the problem of evil, criteria of plausibility of religious claims, immortality, and church and state. Some attention to non-Western religions. (3 cr. hrs.) (Fall). Prerequisite: ENGL 1010 or any philosophy course. Writing in content area. Upper-level course. Meets SUNY General Education requirement in Humanities.

PHIL 2330 Honors Philosophy of Religion

Advanced version of the following: Fundamental problems of religious thought. Arguments for the existence of God, the problem of evil, criteria of plausibility of religious claims, immortality, and church and state. Some attention to non-Western religions. (3 cr. hrs.) (ASN). Prerequisite: ENGL1010 or any philosophy course. Must be honors-eligible. Upper-level course.

PHIL 2420 Social & Political Philosophy

Republicanism, libertarianism, democracy, socialism, communism, fascism, and anarchism are discussed and compared. The historical origins and contemporary views of justice, liberty, human rights, the public good, and political participation are examined. (3 cr. hrs.) (ASN). Prerequisite: ENGL 1010. Writing in content area. Meets SUNY General Education requirement in Humanities. Upper-level course.

PHIL 2500 Business Ethics

Application of ethical views to problems which arise in doing business in the U.S. Topics range from interpersonal relationships to advertising and investment policies to quality control. (3 cr. hrs.) (ASN). Prerequisite: Must be eligible to enroll in ENGL 1010; philosophy course recommended. Upper-level course. Writing in content area. Meets General SUNY Education requirement in Humanities.

PHYS Physics

Division of STEM

Faculty: Joseph DeLeone, Thomas Dunbar

PHYS 1010 Elementary Physics

Study of classic Newtonian mechanics with special applications to technology problems. (4 cr. hrs.) (Fall, Spring). Prerequisite: MATH 1230 or 1225. Experience with word processing recommended. Not open to mathematics or science majors for science credit. Primarily designed for students in technology programs. Lecture/laboratory. Lab fee.

PHYS 1580 Fiber Optics

Includes principles of light, optical fiber properties, fiber fabrication and design, optical sources and detectors, optical transmitters and receivers, and testing of fiber systems. (3 cr. hrs.) (Spring). Prerequisite: MATH 1240. Lecture/laboratory. Lab fee.

PHYS 1730 Principles of Physics I

Introductory principles of classical and modern physics. Mechanics of solids, periodic motion and sound, and heat and properties of matter. (4 cr. hrs.) (Fall). Prerequisite or Co-requisite: MATH 1411 or higher. A transfer course for students majoring in biology, chemistry, mathematics, or health sciences. Students wishing to major in physics may take this course but should transfer to PHYS 1820, 2830 and 2840 sequence after one semester. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

PHYS 1740 Principles of Physics II

The second semester in the physics sequence, continuation of PHYS 1730; electricity, magnetism, optics, and modern physics. (4 cr. hrs.) (Spring). Prerequisite: PHYS 1730. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

PHYS 1820 Physics I

The first semester of a three semester sequence in calculus-based physics. Mechanics, including vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational motion, and certain aspects of gravitational and fluid mechanics, if time permits. (4 cr. hrs.) (Spring). Prerequisite: MATH 1610. The three-semester, calculus-based sequence, PHYS 1820, 2830, 2840, is intended for students majoring in engineering, mathematics, physics, and computer science. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

PHYS 2830 Physics II

The second semester in the calculus based physics; Harmonic motion, heat transfer and thermodynamics, electrostatic fields, and D.C. circuits. (4 cr. hrs.)(Fall). Prerequisite: PHYS 1820, MATH 1620.Co-requisite: MATH 2610. Lecture/laboratory. Lab fee. Meets General Education requirement in Natural Sciences.

PHYS 2840 Physics III

Capacitance, the magnetic field, mechanical waves and sound, electromagnetic field and waves, nature and propagation of light, geometrical and physical optics, and an introduction to atomic and nuclear physics. Certain aspects of quantum theory and relativity, if time permits. (4 cr. hrs.) (Spring). Prerequisites: PHYS 2830 and concurrently taking MATH 2620. Lecture/laboratory. Lab fee. Meets SUNY General Education requirement in Natural Sciences.

PSYC Psychology

Division of Humanities and Social Sciences

Faculty: Debra Borden, Lee Gernert-Larrea

PSYC 1101 Introduction to Psychological Science

An introduction to psychology. Includes scientific method, measurement in psychology, motivation, learning, thinking and problem solving, perception, behavior disorders and varieties of treatment, biological basis of behavior, social determinants of behavior, human development and personality. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to enroll in ENGL 1010. Lectures/demonstrations/discussion/field assignments. Meets SUNY General Education requirement in Social Sciences.

PSYC 1620 Honors Introduction to Psychological Science

An advanced introduction to Psychology. Includes scientific method, measurement in psychology, biological bases of behavior, motivation and emotion, learning, memory, thinking, intelligence, individual differences and assessment. Extensive reading, conduct of an experiment and presentations are required. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to enroll in ENGL 1010 and entering freshmen with a high school GPA of at least a 3.5 and CCC students with an overall GPA of at least a 3.5 and at least 12 completed credit hours. Lectures, readings, discussions, field assignments, an experiment. Cannot earn credit for this course and PSYC 1101. Meets CCC General Education requirements in the Social Sciences.

PSYC 2030 Organizational Behavior

Psychological analysis of human behavior in formal organizations. Structure of organizations, worker motivation, communication, leadership, and organizational change. (3 cr. hrs.) (Fall, Spring). Prerequisite: PSYC 1101. Online component included as part of this course. Upper-level course.

PSYC 2201 Social Psychology

Relationships between the individual and social environment. Formations of attitude, group process and structure, prejudice, and the relationship of the developing individual to sociocultural systems. (3 cr. hrs.) (Fall, Spring). Prerequisite: PSYC 1101. Writing process. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

PSYC 2206 Research Methods in the Social Sciences

An introduction to major research methods. Includes survey, experimental, and field research. The logic, design, and execution of the research process with concern for elementary data analysis. Evaluation of social science research for scientific rigor, usefulness, relevance, and ethics. (3 cr. hrs.) (Spring). Prerequisite: ENGL 1010; MATH 1215; and either PSYC 1101 or SOCI 1010. MATH 1310 is also recommended. Cannot earn credit for this course and SOCI 2060. Upper-level course.

PSYC 2207 Child Psychology

Human growth and change from conception through middle childhood. Critical theoretical and methodological issues; concentration on physical, cognitive and psychosocial development. includes a research project based on observation of children. (3 cr. hrs.) (Fall, Spring). Prerequisite: PSYC 1101. Lectures/observations in child behavior. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

PSYC 2208 Adolescent Psychology

Basic psychological processes such as motivation, intelligence, learning, and social relationships of the adolescent. Theories from psychology, sociology, social psychology, and cultural anthropology in explanation of the transition from child to adult in our culture. Emphasis on identity development, value clarification, and coping skills. (3 cr. hrs.) (ASN). Prerequisite: PSYC 1101. Writing process. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

PSYC 2209 Psychology of Adult Development

Development, change and adjustment during early, middle and late adulthood. Dynamics of the life cycle, psychological and biological determinants of adult development, adjustment to work and retirement, the aging process, and societal forces affecting growth of the mature personality. (3 cr. hrs.) (ASN). Prerequisite: PSYC 1101. Writing in content area. Upper-level course.

PSYC 2212 Educational Psychology

Introduction to educational theory and practice. Emphasis on recent developments in theories of learning, maturation, and motivation. Methods of pupil assessment and evaluation included. (3 cr. hrs.) (ASN). Prerequisite: PSYC 1101. Upper-level course. Meets SUNY General Education requirement in Social Sciences. This course has an Internet component.

PSYC 2214 Health Psychology

An introduction to an emerging field that studies the ways in which the discipline of psychology contributes to the promotion and maintenance of health, the prevention and treatment of illness, and the development of policies that contribute to the improvement of health in the community. (3 cr. hrs.) (ASN). Prerequisite: PSYC 1101. Writing process. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

PSYC 2215 Abnormal Psychology

Historical concepts of abnormal behavior and current theoretical perspectives including: behavioral, psychodynamic, existential and neuroscience perspectives. Includes stress related anxiety, emotional, social, psychotic, organic, and developmental disorders; individual, group, family, community, and biological therapy. (3 cr. hrs.) (Fall, Spring). Prerequisite: PSYC 1101. Writing process. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

PSYC 2221 Behavior Modification

Principles of learning (respondent and operant conditioning), and their application to analyze and modify everyday behaviors. Use of this technology to observe, record, analyze, and modify behaviors encountered in a variety of work experiences such as teaching, nursing, criminal justice, human services, and counseling psychology. Includes a personal behavior modification research project. (3 cr. hrs.) (ASN). Prerequisite: PSYC 1101. Lecture/ behavior exercises/ internet component. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

REPD Recreation Development

Division of Professional Studies
Faculty: Elaine Corwin, Brian E. Hill

REPD 1004 Camp Management

Explore a variety of programs/set-ups, including resident, day, trip/travel and special interest/ talent (i.e., sports) camps. Emphasis will be placed on counselors and administrative duties related to state health codes, agency accreditation programs, specific program development, and site development and maintenance. (3 cr. hrs.).

REPD 1202 Introduction to Recreation & Leisure

Concepts of recreation and leisure from historical and contemporary perspectives. An overview of public and private recreation resources and career opportunities. Philosophical, sociological, and psychological views of the role of leisure in the human experience. (3 cr. hrs.) (Fall).

REPD 1400 Wilderness First Responder

Recognition, treatment, and prevention of problems within a wilderness environment. Covers accident prevention and hands-on care. Successful students receive a SOLO Wilderness First Responder and American Heart Association Health Care Provider card. (5 cr. hrs.) (ASN). Lecture/activity. Fulfills both wellness awareness and wellness activity requirements. Can be substituted for HLTH 2007. Fee \$50.

REPD 1502 Recreation Leadership

Introduction to programming principles and techniques for education, leisure, and other human service settings. Particular focus on the design and implementation of recreation programs for leisure-related services. (3 cr. hrs.).

REPD 1503 Program Planning in Recreation

Introduction to programming principles and techniques for education, leisure, and other human service settings. Particular focus on the design and implementation of recreation programs for leisure-related services. (3 cr. hrs.).

REPD 1999 Recreation Education Independent Study

Independent study course in the discipline of recreation education. (1 cr. hr.).

REPD 2000 New Experiences in Wilderness Skills

A wilderness experience integrating learning, academics, and practical experiences. Includes expedition planning, canoeing skills, camping skills, Native American folklore, and relationship of the ecology of the expedition area to Corning's ecosystem. Due to physical constraints of the watercraft available for the course, some students may not be able to be accommodated. (3 cr. hrs.) (Fall). Prerequisite: Instructor consent and HLTH 2007 or RECC 1400. Lecture/six-day trip. Fee \$125.

RUSS Russian

Division of Humanities and Social Sciences
Faculty: Michael Beykirch

RUSS 1010 Elementary Russian I

Everyday Russian vocabulary and expressions. Listening, comprehension, speaking ability, and extensive practice in reading and writing the Cyrillic alphabet. For students with little or no background in the language. (4 cr. hrs.) (ASN). Not intended for students with high school Regents credit or equivalent in Russian. Lecture/recitation/laboratory. Meets SUNY General Education requirement in Foreign Language.

RUSS 1020 Elementary Russian II

Additional practice in conversation, development of reading and writing skills, and systematic study of Russian grammar. (4 cr. hrs.) (ASN). Prerequisite: RUSS 1010 or equivalent. Lecture/recitation/ laboratory. Meets SUNY General Education requirement in Foreign Languages.

RUSS 2010 Intermediate Russian

Development of greater facility in reading, writing, speaking and understanding the language through systematic review of its structures. (4 cr. hrs.) (ASN). Prerequisite: RUSS 1020 or equivalent. Lecture/recitation/laboratory. Upper-level course. Meets SUNY General Education requirement in Foreign Languages.

SCIN Science, General

Division of STEM

SCIN 1070 Sustainability & Natural History of Spencer Crest Nature and Research Center

This course surveys the natural history of Spencer Crest Nature and Research Center, with particular attention paid to various ecosystems, biodiversity, ponds, streams, and deciduous forests, as they apply to Spencer Crest. Students perform field work to identify common plant and animal species.. Students will also take part in several presentations related to various aspects of sustainability and alternative energy, as well as learn the background of Spencer Crest and how current educational programs are conducted. (1 cr. hr.) (Spring). Lecture/participation/field notebook. A free elective only.

SCIN 1080 Field Experiences at Spencer Crest Nature and Research Center

This course provides students with the opportunity to gain real-world science experience. The student will work as a volunteer at Spencer Crest Nature and Research Center. Within this capacity, his or her work will focus on one or two specific projects of interest to the student and the Center. These projects require background research, specific planning, implementation, and final analysis. The student will also develop leadership skills and become a resource for the community. (2 cr. hrs.) (ASN). Prerequisite: SCIN 1070.

SCIN 1090 Special Topics in the Sciences

Explore and analyze several aspects of a relatively new and emerging area within the natural sciences or take a more in-depth and current look at a traditional area. The overall topic or theme of the course changes from semester to semester. Students will learn about the science behind the topic, critically think about it, and apply what they have learned. (3 cr. hrs.) (ASN). Prerequisite: Eligible to take ENGL 1010. Placement in college level math. Lecture/laboratory. Lab fee.

SCIN 1110 Physical Sciences

Develops a comprehensive understanding of the fundamental principles of physics, astronomy, geology, meteorology, and oceanography. Designed for students planning to transfer as Childhood Education Majors. Selected topics comply with the learning standard established for science curricula in New York State. (3 cr. hrs.) (Fall). Prerequisite: MATH 1130 or higher; Eligible to take ENGL 1010. Cannot receive credit for this course and EARTH 1010. Not for science majors. Lecture/lab/recitation. Lab fee. Meets SUNY General Education requirement for Natural Sciences.

SCIN 1120 Natural Science

Develops a comprehensive understanding of the fundamental principles of chemistry and biology. Designed for students planning to transfer as Childhood Education majors, but can comply with the learning standards established for science curriculum in the State of New York. (3 cr. hrs.) (Spring) Prerequisite: MATH 1130 or higher; eligible to take ENGL 1010. Not for science majors. Lecture/laboratory/recitation. Lab fee.

SIGN Sign Language

Division of Humanities and Social Sciences

SIGN 1010 American Sign Language I

Development of conversational fluency in ASL. Students will accurately recognize and produce ASL with appropriate non-manual behaviors and grammatical features. Development of linguistic/cultural behaviors conducive to the deaf community and awareness of, and respect for deaf culture. Receptive and expressive skills are fostered. (4 cr. hrs.) (ASN). Prerequisite: Eligible to enroll in ENGL 1010. Lecture/laboratory. Meets SUNY General Education requirement in Foreign Language for students who transfer to programs leading to certification in elementary and secondary education or to careers in health or social service agencies where there is likely to be significant contact with the hearing-impaired.

SIGN 1020 American Sign Language II

Continued development of conversational fluency in ASL. Emphasis on the production and comprehension of increasingly complex linguistic expressions through dialogue and conversation. More complex receptive and expressive skills are fostered through interactive ASL lessons and participatory activities. (4 cr. hrs.) (ASN). Prerequisite: SIGN 1010. Lecture/laboratory. Meets CCC General Education requirement in Foreign Language for students who transfer to programs leading to certification in elementary and secondary education or to careers in health or social service agencies where there is likely to be significant contact with the hearing-impaired.

SIGN 2010 American Sign Language III

Continued focus on specific grammatical and cultural topics using non-manual signals and markers. Emphasis is on greater fluency in idiomatic language usage and mastery of vocabulary and syntax. Skill is enhanced through in-class interactions with native language users. (4 cr. hrs.) (ASN). Prerequisite: SIGN 1020. Lecture/laboratory. Meets CCC General Education requirement in Foreign Language for students who transfer to programs leading to certification in elementary and secondary education or to careers in health or social service agencies where there is likely to be significant contact with the hearing-impaired. Upper-level course.

SIGN 2020 American Sign Language IV

Continued development of grammatical features of ASL, specialized vocabulary and the use of locatives, numbers and fingerspelling. The use of space in ASL discourse will be expanded. Deaf culture will continue to be focused. (4 cr. hrs.) (ASN). Prerequisite: SIGN 2010. Lecture/laboratory. Meets CCC General Education requirement in Foreign Languages for students who transfer to programs leading to certification in elementary and secondary education or to careers in health or social service agencies where there is likely to be significant contact with the hearing-impaired. Upper-level course.

SOCI Sociology

Division of Humanities and Social Sciences Faculty: Tyson Abbott

SOCI 1010 Introduction to Sociology

Social and cultural factors in the origin, structure, and functioning of group life. Sub-divisions to be emphasized include social structure, culture, socialization, institutions, and stratification. (3 cr. hrs.) (Fall, Spring) Prerequisite: Eligible for ENGL 1010. Meets SUNY General Education requirement in Social Sciences.

SOCI 2000 Social Problems

Contemporary social problems from the perspective of sociology. Analysis of deviant behavior, war and terrorism, race relations, crime, poverty, and illness. (3 cr. hrs.) (Spring). Prerequisites: SOCI 1010 and ENGL 1010. Writing process. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

SOCI 2030 The Family

American family and cross-cultural family patterns in a rapidly changing world. Topics include dating and cohabitation, couple communication, marriage, family conflict/violence, divorce, stepfamilies, birth technologies & adoption, and parenting in a diverse society. (3 cr. hrs.) (Fall, Spring). Prerequisite: SOCI 1010 or PSYC 2201. Writing process. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

SOCI 2060 Research Methods in the Social Sciences

An introduction to major research methods. Includes survey, experimental, and field research. The logic, design, and execution of the research process with concern for elementary data analysis. Evaluation of social science research for scientific rigor, usefulness, relevance, and ethics. (3 cr. hrs.) (Spring). Prerequisites: ENGL 1010, MATH 1215, and either PSYC 1101 or SOCI 1010. MATH 1310 also recommended. Cannot earn credit for this course and PSYC 2206. Upper-level course. Meets SUNY General Education in Social Sciences.

SOCI 2210 Diversity and Discrimination in American Society

Diversity and dominant-minority relations in the United States; development of sociological theory and the trends and policies that may reduce or produce structural and personal discrimination by race/ethnicity, gender, age or sexual orientation. (3 cr. hrs.) (Fall, Spring). Prerequisite: SOCI 1010, or PSYC 1101 or HIST 1110 or HIST 2090. Upper-level course.

SOCI 2310 Criminology/Sociology of Crime and Delinquency

An examination of criminal and delinquent behavior in the United States, and its descriptive, empirical, and theoretical explanations. Social control in society, the major theoretical perspectives in the field, and developing theories and issues. Topics include the definition and measurement of crime, types of crime, theories of crime causation and social policy issues involving crime prevention. (3 cr. hrs.) (Fall, Spring). Prerequisite: SOCI 1010. Upper-level course. Meets SUNY General Education requirement in Social Sciences.

SOCI 2400 Environment and Society

Focuses the tools of environmental sociology and social theory, using both classical and modern sociology to explain and analyze social behavior and its relationship to nature. Students use these tools to examine local issues. (3 cr. hrs.) (Spring). Prerequisite: SOCI1010. Upper-level course.

SPAN Spanish

Division of Humanities and Social Sciences
Faculty: Michael Beykirch, Sandra Turner-Vicioso

SPAN 1010 Elementary Spanish Conversation and Structure I

Spanish vocabulary and expressions. Listening comprehension, speaking ability, reading and writing. For students with little or no background in the language. (4 cr. hrs.) (Fall). Not intended for students with high school Regents credit or equivalent in Spanish. Lecture/recitation/laboratory. Meets SUNY General Education requirement in Foreign Languages.

SPAN 1020 Elementary Spanish Conversation and Structure II

Additional practice in conversation, the development of reading and writing skills, and a systematic study of Spanish grammar. (4 cr. hrs.) (Spring). Prerequisite: SPAN 1010 or equivalent or two years of high school Regents Spanish. Lecture/recitation/laboratory. Meets SUNY General Education requirement in Foreign Languages.

SPAN 1050 Spanish Field Study Trip

Two-week study trip to Madrid, Spain. Daily classes in Spanish grammar and conversation with native Spanish instructors. Students reside in a student residence or may live with Spanish families. Excursions to cultural sites. Designed for students with or without previous knowledge of Spanish. (3 cr. hrs.) (Summer).

SPAN 2010 Intermediate Spanish

Development of facility in reading, writing, speaking, and understanding the language through a systematic review of its structure. Representative readings as an introduction to Spanish civilizations. (4 cr. hrs.) (Fall). Prerequisite: SPAN 1020 or equivalent of three years of Regents high school Spanish. Lecture/recitation/laboratory. Upper-level course. Meets SUNY General Education requirement in Foreign Languages.

SPAN 2020 Composition and Conversation

A thorough analysis of the language; intensive discussion of grammar, usage, style and vocabulary, enhancing expression through composition, oral reports, and more informed class discussions and conversations. (4 cr. hrs.) (ASN). Prerequisite: SPAN 2010 or equivalent. Lecture/recitation/laboratory. Essential for Spanish majors who plan to take upper-level language and literature studies. Upper level-course.

SPAN 2300 Spanish Conversations and Culture

Advanced conversation and discussion of a wide variety of topics concerning Hispanic countries and their cultures, derived from authentic Spanish-language material, both written and oral. Consolidation of speaking, writing and critical-thinking skills. Review and refinement of grammar as a function in oral Spanish. (3 cr. hrs.) (ASN). Prerequisites: ENGL1010, SPAN 2020 or equivalent. Upper-level course. Meets CCC General Education requirement in Foreign Languages. Also fulfills 2000-level English requirements.

SPAN 2310 Brief Introduction to Spanish Literature

Advanced study in the language with an introduction to serious readings of some of the great writers of literature. Conveys ideas and develops the ability to exchange ideas through writing and discussion in the language. (3 cr. hrs.) (ASN). Prerequisites: ENGL 1010, SPAN 2020 or equivalent. Upper-level course. Meets SUNY General Education requirement in Foreign Languages. Also fulfills 2000-level English requirement.

SPCH Speech

Division of Humanities and Social Sciences
Faculty: Daniel Coble, Ryan Hersha

SPCH 1060 Interpersonal Communication (Individual)

Develops self-awareness and audience awareness by communicating interpersonally. Exercises reflect all components of interpersonal interactions: verbal, nonverbal, paralinguistic, emotional, visual, relational, cultural. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to enroll in ENGL 1010. Writing in content area. Lecture/presentations.

SPCH 1080 Public Speaking

Develops self-awareness and audience awareness through oral presentation. Organize and present material in a variety of speaking occasions, including information, visualization, demonstration, argumentation, persuasion. (3 cr. hrs.) (Fall, Spring). Lecture/presentations.

SUST Sustainability Studies

Division of Professional Studies

SUST 1000 Introduction to Sustainability

This course introduces students to the foundations of sustainability. In the course students will explore the interdisciplinary nature of environmental issues and apply problem solving models from various disciplines. In this hands-on course, students in this course will be asked to apply their knowledge to current environmental issues and to model sustainable behavior. (3 cr. hrs.) (Fall, Spring)

TECH Technology – General

Division of STEM

TECH 1030 Manufacturing Methods

A study of the machines and methods by which various materials are formed into useful products. Topics will include principles of manufacturing, materials used in manufacturing, conventional and non-traditional processes, forming, joining and assembling, finishing operations, CIM and the future technology of manufacturing. (3 cr. hrs.) (Fall, Spring). Prerequisite: Eligible to enroll in ENGL 1010

TECH 1050 Orientation to Technology

An orientation course designed to assist technology students to be successful in college. The course will include academic strategies for learning, time management, transition issues, career development and planning, computer orientation and computer skills assessment, note taking, campus familiarization, and technical communications. (0.5 cr. hr.) (ASN).

TECH 1060 LabVIEW Programming

An introduction to LabVIEW programming, editing and debugging procedures. The course emphasis is the core concepts of variables, constants, data types and flow control as related to structured programming. Applied engineering applications will be utilized that include data input and output, decision making structures, loops, and arrays. Mathematical functions are applied using Sub VI's and function node methods. (3 cr. hrs.). Prerequisite: MATH1230 or concurrent enrollment in MATH1230 or placement in MATH 1411 or higher.

TECH 1080 Manufacturing Methods Lab

Basic and advanced metal-cutting processes with related lab experience. Use of hand tools, selection of feeds and speeds; gauging and precision measurements; and the operation of basic shop equipment including drill presses, saws, manual lathes and milling machines, grinders and basic CNC milling machines. Identification, demonstration and application of machine shop safety equipment and procedures. Develops a technician's appreciation of, rather than proficiency in, operations of machine tools. (1 cr. hr.) (Fall, Spring). Does not have to be taken concurrently with TECH 1030. Lab Fee.

TECH 1110 Technical Word Processing & Research

Use of word processing functions for technical applications. Includes functions essential for laboratory report writing, such as formatting of text, numbered and bulleted lists, tables, cover pages, table of contents, headers and footers, inserting graphics and annotation, special symbols and equations. (1 cr. hr.) (Fall, Spring). Slideshow lectures and assignments will be delivered and submitted online.

TECH 1120 Spreadsheet Applications in Technology

Use of spreadsheet functions for technical applications. Includes functions such as print settings and page setup, experimental data entry, worksheet manipulation and formatting, mathematical formulas and functions, XY Scatter charts and trend line column and pie charts. (1 cr. hr.) (Fall, Spring). Slideshow lectures and assignments will be delivered and submitted online.

TECH 1130 Industrial Presentations

Use of software to design technical presentations. Includes design outline and layout appropriate for a presentation in an industrial setting, template selection and creation, master slide creation, inserting text, lists, CAD drawings, schematics, data sheets, graphs, and equations. Special emphasis is given to presentation methods appropriate for industry. Students will be required to give presentations in a simulated industrial setting. (1 cr. hr.) (ASN). Slideshow lectures and assignments will be delivered and submitted online.

TECH 1500 Architectural Drawing I

Fundamentals concerning small buildings. Architectural lettering, drafting, geometry, conventional projection principles, pictorial drawings, basic residential working drawings of small homes, light construction principles, and simple solar, mechanical and electrical systems. (3 cr. hrs.) (ASN). Lecture/laboratory. Lab fee.

THEA Theatre

Division of Humanities and Social Sciences

Faculty: Mary Guzzy

THEA 1010 Introduction to Theatre

Presents theatre as an all-encompassing art form. Surveys the history of theatre and the diversity of theatrical genres from story-telling to 21st century. 'Realism' to performance art. Studies dramatic literature as it relates to practical theatrical production. Examines the collaborative process leading to production. Students present a full production or production plan as a final project. (3 cr. hrs.) (Fall) Meets SUNY General Education Requirement in the Arts, Humanities, and Western Civilization.

THEA 1020 Introduction to Acting

An introduction to the art and craft of performance. Considers contemporary approaches to the craft. Emphasis on acting exercises and basic principles of the actor's process: centering, focus, breathing, vocal energy, stimulation of the imagination, listening, memorization techniques, harnessing the state of play, the collaborative nature of acting. Introduction to character analysis, monolog, scene study, finding audition materials. (3 cr. hrs.) (Fall and Spring). Meets SUNY General Education requirements in the Arts.

THEA 1030 Introduction to Technical Theatre

An introduction to the technical aspects of theatrical production, including principles of stagecraft, lighting, sound, stage props, and costuming, stage crew organization and responsibilities and theatre safety. Hands-on experience in constructing and running productions in weekly lab work and serving on stage crews for theatre productions. (3 cr. hrs.) (ASN).

THEA 1040 Voice and Movement

For actors working toward development of a free, flexible voice. Techniques of movement and vocal production. Introduction to the International Phonetic Alphabet and dialect. (3 cr. hrs.) (ASN) Meets SUNY General Education requirement in the Arts.

THEA 1050 Broadway Styles of Dance

Students will be exposed to a wide variety of styles representative of the diverse range of dancing used on the Broadway stage, including original choreography and audition combinations from various shows. Students experience a range of styles, as well as execution improvisation and increased awareness of performance. (3 cr. hrs.).

THEA 2020 Theatre History I

The history of theatre from its origins through the 19th century, tracing theatre architecture and technology, and changes in western theatre performance styles and conventions. Pre-requisite: eligible to enroll in ENGL 1010. (3 cr. hrs.) (Fall) Meets SUNY General Education requirements in the Arts and Humanities.

THEA 2030 Audition Preparation

Researching, selecting, editing, memorizing, staging, and performing audition material from classical, contemporary, comic, and serious literature for a variety of audition situations, including competitive academic or professional theatre/film programs and productions, as well as community theatre. For actors serious about getting work in competitive markets. (1 cr. hr.) (ASN). Prerequisite: Instructor consent or successful completion of THEA 1020. Upper-level course.

THEA 2110 Introduction to Makeup for the Actor

Basic application and use of stage make-up. Hands-on experience creating age, character, animal and fantasy makeup. (3 cr. hrs.) (ASN) Upper level course. Meets SUNY General Education requirement in the Arts.

THEA 2220 Advanced Acting

Introduction to the major acting theories of the 19th-21st centuries. Intensive scene study and introduction to acting classical texts. Emphasis on script analysis, characterization, and handling complex language in performance. (3 cr. hrs.) (Spring) Prerequisite: THEA 1020 or permission of instructor. Upper level course. Meets SUNY General Education requirement in the Arts.

THEA 2240 Script Analysis

Introduces approaches to theatrical research for the director, actor, and designer. Examines dramatic texts of various theatrical periods with emphasis on genre, elements of dramatic structure, and artistic collaboration. Scripts are read and broken down into performance, design and directorial/dramaturgical elements and examined both individually and in terms of their interaction with other elements of production. Prerequisite: Eligible for ENGL 1010. Upper level course. (3 cr. hrs.) (ASN).

THEA 2501 Special Topics – Applied Theatre

An in-depth examination of the application of theatre skills, exercises, and dramatic forms in non-theatrical venues such as classrooms, hospitals, churches, etc. Students explore devising theatrical events with and for non-actors, partnering with community organizations in theatrical projects, and applying theatre across disciplines for counseling, teaching and learning. (3 cr. hrs.) (ASN). Meets SUNY General Education requirements in Humanities.

THEA 1100, 1101, 1110, 1111, 2101, 2102, 2111, 2112 – Rehearsal, Performance, Production (Theatre Practicum)

Practical application of acting and production techniques, i.e., acting, stage managing, backstage operation, set construction, house management, costume and makeup. 45 – 90 faculty-supervised hours of rehearsal and performance of productions. Prerequisite: Instructor consent or successful completion of THEA 1010 or 1020. (1 or 2 cr. hrs.) (Fall and Spring).

TUTR Tutoring

Division of Humanities and Social Sciences

TUTR 1020 Tutoring Writing in the Learning Commons I

Trains students to become effective writing tutors in the Learning Commons. Taken the first semester after a student is hired as a writing tutor. (1 cr. hr.) (Fall, Spring). Weekly class meetings transitioning into online instruction. Writing in content area. Grading A - C, F. Prerequisite: Approval of the Learning Commons staff.

WELL Wellness

Division of Professional Studies

Faculty: Elaine Corwin, Brian E. Hill

Note: These courses may be used to fulfill the awareness/instructional component of the wellness requirement or as free electives.

WELL 1000 Introduction to Wellness

Awareness and participation in a positive, balanced wellness lifestyle. Dimensions of wellness, health related assessments, and the development of personal wellness action plan. (1 cr. hr.) (ASN). Cannot earn credit for this course if you already have credit for HLTH 1207.

WELL 1001 Principles of Getting Fit

For those who need to begin an exercise program. Focus on low stress exercise. Physical and emotional changes that exercise produces, proper methods of exercise, and techniques for maintaining a program once started. (1 cr. hr.) (ASN). Internet. Will include some movement. Street clothes acceptable.

WELL 1003 Quit Smoking Your Way

A variety of strategies for expanding the personal range of options in planning a self-designed smoking cessation program. (1 cr. hr.) (ASN). Internet.

WELL 1005 Learning to Meditate

Explore and practice a variety of meditative techniques and develop a personalized program to improve attention and alleviate stress symptoms. (1 cr. hr.) (Fall, Spring). Internet.

WELL 1006 Guided Imagery for Health Enhancement

Explore and practice a variety of visualization techniques which have been demonstrated to have direct, positive effects on health and well-being. (1 cr. hr.) (ASN).

WELL 1007 Eating Well

Covers the need for the nutrients found in food and to clarify the relationship between diet and health. Students will learn to do a dietary assessment and how to evaluate a diet. Proactive and healthy food choices will be encouraged. (1 cr. hr.) Credit may not be received for this course after completing HLTH 1510. (Fall, Spring, Internet). Fee \$25.

WELL 1011 The Vegetarian Adventure

A study of the dietary and nutritional aspects of vegetarianism. Students will prepare, sample and compare healthy non-meat cuisine. Environmental impacts of food choices will be discussed. (1 cr. hr.) (Fall, Spring, Internet). Fee \$25.

WELL 1013 Humor and Health

Positive health effects of humor and laughter. Explores a variety of successful humor therapy programs and develops skills and resources for improving your sense of humor and well-being. (1 cr. hr.) (ASN). Internet.

WELL 1016 Happiness and Health

Explore current research related to health and happiness, conduct self-assessments, practice a variety of positive wellness techniques, and create a plan that supports long lasting health and happiness. (1 cr. hr.) (ASN). Internet.

WELL 1500 Journaling for Health & Wellness

Participate in a variety of journaling techniques designed to explore thoughts, attitudes, emotions, and behaviors. Also includes the research supporting the health benefits of journaling and ways to enhance your own health and well-being. (1 cr. hr.) (ASN). Internet.

WELL 1505 Contemplative Meditation

Explore and practice a variety of contemplative meditative techniques that build upon basic meditation skills. Develop a personalized meditation practice for enhanced health and well-being. (1 cr. hr.) (ASN).

WINE Wine Making

Division of STEM

WINE 1010 Introduction to Winemaking

Overview of the history of wine, viticulture, fermentation, winery operations, wines produced in New York State and other areas, and sensory evaluation of wine. (3 cr. hrs.) (Spring). Students must be at least 18 to enroll.

WRIT Writing Skills

Division of Humanities and Social Sciences

WRIT 1060 The Research Paper Process

Basic procedures in creating an academic research paper: deciding on a topic, locating information and taking notes, organizing the information, and documenting sources. Successful completion requires satisfactory understanding of the process of composing a research paper. (1 cr. hr.) (Fall, Spring). Prerequisite: ENGL 0950 or ENGL 1010. Grading is A, B, C, F. Enrollment is open up to the tenth week of the semester.

Building Codes

Y0185

Wyalusing High School

The following chart includes the former building code (prior to 2018) with the current building code. Z represents Off Campus Locations (see right).

Former Building Code	New Building Code	Building Name
A	ADM	Administration
T	ACP	Airport Corporate Park
U	ELM	Academic & Workforce Development Center
O	OBS	Observatory
E	PLN	Planetarium
V	SPN	Spencer Crest Nature and Research Center
K	CER	Ceramics
Q	AUT	Auto Tech Buildings
PH	PH	Perry Hall
N	STU	Steuben Hall (former Nursing)
C/R	CHM	Chemung Hall (former Classroom & Learning Resource Center)
S	SCH	Schuyler Hall (former Science)
M	COM	Commons
G	GYM	Gymnasium
HEC	HEC	Health Education Center
LIB	LIB	Library
Y	Y	High School - ACE Program

ACE High School Codes

Y0002	Addison Central School
Y0004	Alfred-Almond High School
Y0006	Andover High School
Y0008	Arkport High School
Y0110	Athens High School, PA
Y0012	Avoca High School
Y0013	BOCES Southern Tier Bush Campus
Y0014	BOCES Coopers Education Center
Y0015	BOCES Wildwood Campus
Y0016	Bradford High School
Y0020	Campbell Savona High School
Y0022	Canaseraga High School
Y0024	Canisteo-Greenwood High School
Y0025	Canton High School
Y0029	Corning-PP High School
Y0030	Cowanesque Valley High School, PA
Y0037	Elmira High School
Y0039	Galeton High School, PA
Y0041	Genesee Valley High School
Y0184	Goshen High School
Y0044	Hammondsport High School
Y0046	Haverling High School
Y0048	Hornell High School
Y0050	Horseheads High School
Y0054	Jasper-Troupsburg High School
Y0165	North-Penn Liberty High School, PA
Y0168	North Penn-Mansfield High School, PA
Y0060	Northern Potter High School, PA
Y0058	Notre Dame High School
Y0062	Odessa-Montour High School
Y0066	Prattsburgh High School
Y0170	Sayre High School, PA
Y0074	Spencer-VanEtten High School
Y0078	Thomas A Edison High School
Y0077	Towanda High School
Y0079	Twin Tiers Christian Academy
Y0082	Watkins Glen High School
Y0080	Waverly High School
Y0179	Wayland-Cohocton High School
Y0181	Wellsville High School
Y0182	Whitesville
Y0180	Williamson High School, PA

Course Locations

(Courses that meet at locations other than CCC designated campus sites are designated with a room code starting with a “Z”).

- Z1401 GST BOCES, Bush Campus, 459 Philo Road, Elmira
- Z1402 Corning West High School, Victory Highway, Painted Post
- Z1414 Arnot Ogden Medical Center, 600 Roe Avenue, Elmira
- Z1417 GST BOCES, Wildwood Campus, 1126 Bald Hill Road, Hornell
- Z1418 Chemung County Department of Social Services, 425 Pennsylvania Avenue, Elmira
- Z1424 Corning Hospital, 176 Denison Parkway, Corning
- Z1425 Ira Davenport Hospital, 7571 State Route 54, Bath
- Z1426 Schuyler Hospital, 220 Steuben Street, Montour Falls
- Z1427 St. Joseph’s Hospital, 555 East Market Street, Elmira
- Z1428 Robert Packer Hospital, Guthrie Square, Sayre, PA
- Z1429 Arnot Ogden Medical Center, Clute Building, Ivy Street, Elmira
- Z1431 Crystal Lanes, Route 352, East Corning
- Z1432 Haverling High School, 25 Ellas Street, Bath
- Z1446 Broad Street School, 800 West Broad Street, Horseheads
- Z1447 Aquinas Building, 373 Canisteo Street, Hornell
- Z1458 Waverly High School, 1 Frederick Street, Waverly
- Z1459 171 Cedar Arts Center, 171 Cedar Street, Corning
- Z1460 Notre Dame High School, 1400 Maple Avenue, Elmira
- Z1464 ProAction, 117 East Steuben Street, Bath
- Z1484 Soldiers & Sailors Memorial Hospital, 32-36 Central Avenue, Wellsboro, PA
- Z1486 JCC Cattaraugus County Campus, 260 N. Union St., Olean
- Z1487 Elcor, 48 Colonial Drive, Horseheads
- Z1504 EMSTAR, 1058 West Church Street, Elmira
- Z1505 Bath VA Medical Center, Argonne Avenue, Bath
- Z1533 Willow Creek Golf Club, 3069 new York 352, Big Flats, NY
- Z1538 Paramount Lanes, 2446A Corning Road, Elmira Heights
- Z1546 Troy Hospital, 100 John Street, Troy, PA
- Z1557 Corning YMCA, 127 Centerway, Corning
- Z1568 Bath Rod & Gun Club, 7771 Telegraph Rd., Bath, NY
- Z1569 Corning Center for Rehabilitation and Healthcare, 20 East First St., Corning, NY
- Z1575 ARC of Steuben, 1 Arc Way, Bath, NY
- Z1593 Corning Library, 300 Nasser Civic Center, Corning, NY
- Z1610 Elmira YWCA, 211 Lake Street, Elmira, NY

Satellite Campuses

Airport Corporate Park
360 Daniel Zenker Drive, Horseheads, NY 14845

Academic & Workforce Development Center
318 Madison Avenue, Elmira, NY 14901

Health Education Center
132 Denison Parkway East, Corning, NY 14830

Appendix A: Fire Courses available for Life Experience Credit
Subject: FIRE Fire Science

Division of Professional Services

FIRE 1100	Introduction to Fire Prevention	
	Fire department organizations; attitude; fire hazards; inspection programs; and a survey of local, state, and national codes per-training to fire prevention and its technology.	3.0
FIRE 1010	Emergency Medical Technician	8.0
FIRE 1058	Firefighter Survival	0.5
FIRE 1059	Firefighter Assist & Search	1.0
FIRE 1060	Health & Safety Officer	1.0
FIRE 1063	Highway Safety for Emergency Responders	1.0
FIRE 1121	Firefighter I	5.0
FIRE 1136	Apparatus Operator: Emergency Vehicle Op	1.0
FIRE 1151	Basic Structural Collapse Operations	0.5
FIRE 1152	Principles of Building Construction: Noncombustible	1.0
FIRE 1153	Principles of Building Construction: Combustible	1.0
FIRE 1251	Hazardous Materials Technician – Basic	2.5
FIRE 1260	Computer-Aided Management of Emergency Operations (CAMEO)	2.0
FIRE 1301	Introduction to Code Enforcement Practices	4.5
FIRE 1400	Principles of Fire Investigation	1.5
FIRE 1500	Fire Service Instructor I	3.0
FIRE 1621	Introduction to Fire Officer	1.5
FIRE 1622	Fire Officer I	1.5
FIRE 1701	Rescue Technician – Basic	1.5
FIRE 1730	Accident Victim Extrication Training	1.0
FIRE 1771	Confined Space Rescue	1.5
FIRE 2121	Fire fighter II	2.0
FIRE 2131	Truck Company Operations	1.5
FIRE 2132	Apparatus Operator: Pump	1.5
FIRE 2133	Apparatus Operator: Aerial Device	1.5
FIRE 2300	Inspection of Existing Structures	1.5

Appendix B: Automotive Technology Minimum Required Tool List

This tool list is the official current required tool list, supplied by the Automotive Technology Department at CCC. Students are **REQUIRED** to have these tools, and a lock-able rolling tool chest, to participate in any Automotive Technology class with a lab. Tools must be of good quality – common brand names such as Mac, Matco, Snap-on, Craftsman, Ace, S&K, Kobalt, NAPA, etc., are all acceptable grades of tools.

Some ABOD elective classes require additional tools. See additional lists for each class, available at the CCC College Store, or see your advisor.

Students are required to bring their tool box & full tool set to their first scheduled class day of AUTO1000 (Autolab1), at the Autotech1 lab area on Main Campus. For students purchasing tools through the college bookstore, the student needs to request that the tools & box be delivered to the Autotech1 location on Main Campus.

1/4" Drive Components

- 6 point shallow sockets 3/16" to 9/16" and 5mm to 14mm
- 6 point deep sockets 3/16" to 9/16" and 5mm to 14mm
- 6" extension
- 2" extension 1/4"
- drive ratchet
- Universal joint
- 1/4" to 3/8" drive & 3/8" to 1/4" drive adapters

3/8" Drive Components

- 6 point shallow sockets 1/4" to 7/8"
- 3" extension
- 6" extension
- 10" extension
- 1" wobble extension
- 13/16" spark plug socket
- 5/8" spark plug socket
- 6 point shallow sockets 10mm to 19mm
- 6 point deep sockets 10mm to 19mm
- 3/8" drive ratchet
- 3/8" drive flex head ratchet
- 3/8" ratchet to 1/2" socket adapter
- 3/8" universal (IMPACT grade)

1/2" Drive Components

- 6 point deep sockets 1/2" to 1" (IMPACT grade)
- 6 point shallow sockets 13mm to 24mm (IMPACT grade)
- 6 point deep sockets 12mm to 36mm (IMPACT grade)
- 6" extension
- 3" extension: 1/2" ratchet to 3/8" socket reducer/adaptor
- 1/2" drive ratchet
- 15" flex handle / breaker bar
- 1/2" universal (IMPACT grade)
- 1/2" ratchet to 3/8" socket reducer adapter
- 1/2" drive 80ft/lb Wheel Torque Extension (NAPA#SPC30225/MAC#WTE1463-E /SNAPON#TSKT80A)
- 1/2" drive Torque Wrench (approx. 40-250 ft/lb)
- 1/2" drive Impact Wrench (professional-grade style recommended)

Hand Wrenches

- 12" Adjustable Wrench
- 12-point Combination Wrenches 1/4" to 1"
- 12-point Combination Wrenches 7mm to 21mm

Line Wrenches

- Standard 3/8" – 11/16"
- Metric 13mm – 18mm

Pliers

- 10" Water Pump Pliers (channel-lock style)
- 10" Locking Pliers (vice grip style)
- 6" Slip-Joint Pliers
- Diagonal Pliers
- Wire Stripper / Crimper pliers
- 6.5" Long Needle Nose Pliers
- 2 Snap Ring Pliers – 1 small tip straight, 1 large tip straight

Screw Drivers

- 1/8" X 3-1/2" Slotted
- 3/16" X 3" Slotted
- 1/4" X 4" Slotted
- No. 0 X 2-1/2" Phillips
- No. 1 X 3" Phillips
- No. 2 X 4" Phillips
- 1/4" X 1-1/2" Stubby Slotted
- No. 2 X 1-1/2" Stubby Phillips

Torx Bit Set

T-15 Bit through T-55 Bit (Tamper-Resistant Type)

Allen Wrench Hex Drive sets

3/8" drive - 1/8" 10 3/8"

3/8" drive - 4mm to 10mm

Brake Tools

Brake Pliers

Brake Hold-down Spring Tool

Hammers

8 oz. Ball Peen

16 oz. Ball Peen

3LB Mallet

Large Rubber Mallet; Plastic Face Hammer

Test Light

Circuit Tester with 5' minimum lead

Multi Meter

Automotive Multi-Meter (DMM) with minimum of 10MegaOhm Input impedance.

Compression Gauge

0 to 300 PSI Gauge with removable hose connection

Miscellaneous

Magnetic pick-up tool

Flexible mirror

Punch & Chisel set

Drill bit set

Easy Out set

Small 5" Pick set (pocket screwdriver size)

Safety Glasses (2 pairs)

Safety Goggles for cutting & grinding (1 pair)

Ear protectors

Tire Air Chuck

Tire Pressure Gauge

Tire tread depth gauge

Air Blowgun

Small Flashlight (2 AA Mag-Lite style)

Oil Filter Adjustable Pliers

Impact Screwdriver with bits

ARO-B Air Tool Air Fittings (5qty.)(NAPA#NTH90618 /MAC#ARP066251 /SNAPON#AHC23MD)

Yellow or Orange Paint Marker (2 qty.)

8" Flat File

8" Round File

Storage Cabinet

7 – 10 drawer roll cabinet recommended – No longer than 44" max.

All students are required to purchase and use their own personal eye protection (glasses and/or goggles) and hearing protection.

The above list represents the minimum you will need to function in the program. As you progress through your training, you will discover there are many more tools that can be used to make your job easier. Instructors may recommend other tools that are not included in this list.

You are NOT required to purchase tools from any particular manufacturer, but they must be safe and of good quality. It is recommended that you shop around to find the tools/prices that best fit your budget. However, it is recommended that you choose carefully, these tools should be able to last you a lifetime. Tools are available through the College Store at a discount and financial aid may be used if funds are available - see the college bookstore and the financial aid department for further details.

Main Campus College Store #: 607-962-9417 (Bookstore Tool Sales)

Main Campus Financial Aid #: 607-962-9433

Students may also find discounted tool pricing at local area businesses:

- NAPA of Corning has a specially-priced tool set for students with CCC ID.
- SEARS stores offer a student discount for students with CCC ID.

Other local automotive parts and tool retailers may offer student discounts – inquire at individual locations.

This official list is approved by:

Corning Community College / STEM Division - Automotive Technology Dept.

If any questions, please contact the department secretary at 607-962-9243, and you can be directed to an Automotive Technology Instructor to answer your specific questions.

Appendix C: Auto Body & Collision Minimum Required Tool List

This tool list is the official current required tool list for students matriculated into the Auto Body & Collision degree program, supplied by the STEM Division at CCC. Students are REQUIRED to have these tools, and a lockable rolling tool chest, to participate in any Automotive Technology or Auto Body class with a lab. Tools must be of good quality – common brand names such as Mac, Matco, Snap-on, Craftsman, Ace, S&K, Kobalt, NAPA, etc., are all acceptable grades of tools.

Some ABOD elective classes require additional tools. See additional lists for each class, available at the CCC College Store, or see your advisor.

Students are required to bring their tool box & full tool set to their first scheduled class day of AUTO1000 (Autolab1), at the Autotech1 lab area on Main Campus. For students purchasing tools through the college bookstore, the student needs to request that the tools & box be delivered to the Autotech1 location on Main Campus.

1/4" Drive Components

- 6 point shallow sockets 3/16" to 9/16" and 5mm to 14mm
- 6 point deep sockets 3/16" to 9/16" and 5mm to 14mm
- 6" extension
- 2" extension 1/4" drive ratchet
- Universal joint
- 1/4" to 3/8" drive & 3/8" to 1/4" drive adapters

3/8" Drive Components

- 6 point shallow sockets 1/4" to 7/8"
- 3" extension
- 6" extension
- 10" extension
- 1" wobble extension
- 13/16" spark plug socket
- 5/8" spark plug socket
- 6 point shallow sockets 10mm to 19mm
- 6 point deep sockets 10mm to 19mm
- 3/8" drive ratchet
- 3/8" drive flex head ratchet
- 3/8" ratchet to 1/2" socket adapter
- 3/8" universal (IMPACT grade)

1/2" Drive Components

- 6 point deep sockets 1/2" to 1" (IMPACT grade)
- 6 point shallow sockets 13mm to 24mm (IMPACT grade)
- 6 point deep sockets 12mm to 36mm (IMPACT grade)
- 6" extension
- 3" extension: 1/2" ratchet to 3/8" socket reducer/adaptor
- 1/2" drive ratchet
- 15" flex handle / breaker bar
- 1/2" universal (IMPACT grade)
- 1/2" ratchet to 3/8" socket reducer adapter
- 1/2" drive 80ft/lb Wheel Torque Extension (NAPA#SPC30225/MAC#WTE1463-E /SNAPON#TSKT80A)
- 1/2" drive Torque Wrench (aprox. 40-250 ft/lb)
- 1/2" drive Impact Wrench (professional-grade style recommended)

Hand Wrenches

- 12" Adjustable Wrench
- 12-point Combination Wrenches 1/4" to 1"
- 12-point Combination Wrenches 7mm to 21mm

Line Wrenches

- Standard 3/8" – 11/16"
- Metric 13mm – 18mm

Pliers

- 10" Water Pump Pliers (channel-lock style)
- 10" Locking Pliers (vice grip style)
- 6" Slip-Joint Pliers
- Diagonal Pliers
- Wire Stripper / Crimper pliers
- 6.5" Long Needle Nose Pliers
- 2 Snap Ring Pliers – 1 small tip straight, 1 large tip straight

Screw Drivers

- 1/8" X 3-1/2" Slotted
- 3/16" X 3" Slotted
- 1/4" X 4" Slotted
- No. 0 X 2-1/2" Phillips

No. 1 X 3" Phillips
 No. 2 X 4" Phillips
 1/4" X 1-1/2" Stubby Slotted
 No. 2 X 1-1/2" Stubby Phillips

Torx Bit Set

T-15 Bit through T-55 Bit (Tamper-Resistant Type)

Allen Wrench Hex Drive sets

3/8" drive - 1/8" 10 3/8"
 3/8" drive - 4mm to 10mm

Brake Tools

Brake Pliers
 Brake Hold-down Spring Tool

Hammers

8 oz. Ball Peen
 16 oz. Ball Peen
 3LB Mallet
 Large Rubber Mallet; Plastic Face Hammer

Test Light

Circuit Tester with 5' minimum lead

Multi Meter

Automotive Multi-Meter (DMM) with minimum of 10MegaOhm Input impedance.

Compression Gauge

0 to 300 PSI Gauge with removable hose connection

Grinding/Sanding

4" air grinder
 1/2" air drill
 1/4" right angle air grinder
 3/16" random orbit air sander
 Cutoff Tool

Welding

Auto-darkening welding helmet
 Welding jacket
 Welding gloves
 Welding magnets MIG pliers
 C-clamp vice grips 6" & 12"
 Welding vice grips – sheet metal, or duck bill, or u-clamp
 Tin snips – 1 left, 1 right, 1 straight cut
 Soap Stone
 1 Blue & 1 Black "Sharpie" Permanent Marker

Miscellaneous

Magnetic pick-up tool
 Flexible mirror
 Punch & Chisel set
 Drill bit set
 Easy Out set
 Small 5" Pick set (pocket screwdriver size)
 Safety Glasses (2 pairs)
 Safety Goggles for cutting & grinding (1 pair)
 Ear protectors
 Tire Air Chuck
 Tire Pressure Gauge
 Tire tread depth gauge
 Air Blowgun
 Small Flashlight (2 AA Mag-Lite style)
 Oil Filter Adjustable Pliers
 Impact Screwdriver with bits
 ARO-B Air Tool Air Fittings (5qty.)(NAPA#NTH90618 /MAC#ARP066251 /SNAPON#AHC23MD)
 Yellow or Orange Paint Marker (2 qty.)
 8" Flat File
 8" Round File
 HVLP gravity feed spray gun

Body hammer and dolly set
 Filler board and plastic spreaders
 Sanding block
 Sure form file
 Combination square 18"
 Spot weld cutter
 Trim tool set
 Blue & Black sharpie
 Bucket & sponge for car washing

Storage Cabinet

7 – 10 drawer roll cabinet recommended – No longer than 44” max.

****OPTIONAL****

3/32 Random orbital sander
 Straight-line sander/Board sander 12”
 Work Gloves

All students are required to purchase and use their own personal eye protection (glasses and/or goggles) and hearing protection.

The above list represents the minimum you will need to function in the program. As you progress through your training, you will discover there are many more tools that can be used to make your job easier. Instructors may recommend other tools that are not included in this list.

You are NOT required to purchase tools from any particular manufacturer, but they must be safe and of good quality. It is recommended that you shop around to find the tools/prices that best fit you budget. However, it is recommended that you choose carefully, these tools should be able to last you a lifetime. Tools are available through the College Store at a discount and financial aid may be used if funds are available - see the college bookstore and the financial aid department for further details.

Main Campus College Store #: 607-962-9417 (Bookstore Tool Sales)

Main Campus Financial Aid #: 607-962-9433

Students may also find discounted tool pricing at local area businesses:

- NAPA of Corning has a specially-priced tool set for students with CCC ID.
- SEARS stores offer a student discount for students with CCC ID.

Other local automotive parts and tool retailers may offer student discounts – inquire at individual locations.

This official list is approved by:

Corning Community College / STEM Division

If any questions, please contact the department secretary at 607-962-9243, and you can be directed to an Autobody & Collision Repair Instructor to answer your specific questions.

Required Tools by Individual ABOD Lab Courses

Auto Body I (ABOD 1010)

Sanding Block
 Filler Board
 Plastic Spreaders (5)
 Body Hammer Set
 Vice Grips – C Clamp Style
 Trim Tool Set
 4” Air Grinder
 3/16 Random Orbital Sander
 Spot Weld Cutter
 ½” Air Drill
 Cut Off Tool
 Sure Form File
 Tin Snips
 Tape Measure
 Screwdriver Set
 Torx Bit Set
 1/4” Drive Socket Set

Welding and Cutting (ABOD 1020)

Auto Darkening Welding Helmet
 Welding Jacket
 Welding Pliers
 Soap Stone
 Welding Gloves
 Blue Sharpie
 Combination Square – 18”
 Welding Magnets
 ¼” Right Angle Air Grinder
 Welding Vice Grips
 Vice Grips – C Clamp Style 6”&12”
 4” Air Grinder
 Tape Measure

Auto Refinishing (ABOD 1510)

HVLP Spray Gun
 Bucket & Sponge
 3/16 Random Orbital Sander
 Sure Form File
 Sanding Block
 Filler Board
 Plastic Spreaders (5)

Automotive Refinishing II (ABOD 2070)

HVLP Spray Gun
 Bucket & Sponge
 3/16 Random Orbital Sander
 Sure Form File
 Sanding Block
 Filler Board
 Plastic Spreaders (5)
 Optional – 3/32 Random Orbital Sander

Advanced Refinishing (ABOD 2080)

Dual Action Air Brush
 Air Brush Hose
 Exacto knife
 Black Sharpie
 12” Ruler
 Scissors
 Plastic bucket & Sponge
 Optional – Pinstripping Brush

Automotive Glass Installation (ABOD 2130)

18” Windshield Knife
 Cold Knife
 Wire Handles
 Wire
 Install Sticks
 Kevlar Gloves
 Needle Nose Pliers
 Tape measure

Specialty Automotive Construction (ABOD 2110)

A sub-set of the Minimum Required Tools, including basic hand tools and basic electrical test equipment. See course syllabus for details.

Rights, Responsibilities and Other Important Information

You should carefully review the following information which outlines some of the rights and responsibilities which affect you while you are a student at CCC. These policies and procedures are designed to serve you so that your educational experiences may be safe, orderly and free from unnecessary obstacles. Some of these policies are written out completely in this section; others are summarized due to their length.

Academic Honesty

The principles of integrity, respect and ethical behavior are long standing traditions at CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the class-room. The act of academic dishonesty is one in which a student is trying to gain an unfair academic advantage or is avoiding actions required by a course, which have been designed to improve some aspect of the student's education.

Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation, is considered academic dishonesty. The following list describes various instances or actions that the College considers to be acts of academic dishonesty. While trying to be thorough, this list is not absolute. It is up to the practical judgment of faculty and students to consider cases that are not included here.

Examples of Violations of Academic Honesty include, but are not limited to the following:

- Plagiarism occurs when a person presents another's ideas, information, words, artwork, films, music, graphs, images, data or statistics as if they were his or her own creation. Plagiarism is a form of theft and is cheating.
- When a person copies material from a published source, such as a periodical, encyclopedia, book or downloads a passage from an Internet source and presents that information without proper documentation (reference or quotation) in a paper or project, then that person has committed plagiarism. Even if the content or wording has been slightly changed, a little plagiarism is still plagiarism. If a person submits a paper or project in satisfaction of a course assignment that was authored or researched in part or in whole by someone else, then that person is guilty of plagiarism.
- Using prohibited materials such as the use of other students' work, past papers, reports or lab documents without the specific permission of the instructor.
- Using notes or information in any form when not specifically permitted. Using programming functions of calculators, memory in PDA's, cell phones, laptops or any other handheld computing device without authorization from the instructor.
- Gaining or providing unauthorized assistance on term papers, reports, projects, research data, take-home tests, quizzes or homework turned in for grading.
- Having another person represent himself or herself as you during a course, examination or activity.
- Receiving information from another student or communicating in any way during an examination, quiz or other course activity when not authorized by the instructor.
- Stealing or otherwise receiving information, questions or answers for an examination, quiz or other course activity when not authorized by the instructor.
- Intentionally impairing the work of another student or instructor.
- Forging or altering college records or documents.

When a violation of the Academic Honesty policy is suspected, it is the instructor's responsibility to investigate the incident and determine the severity and intent of the violation. The actions an instructor may take include, but are not limited to: discussing the incident with the student in question, discussing the incident with other students, literary or document research, requesting additional information or supporting documents. This investigation must be done in a timely fashion but has no limits based on the nature of the investigation. If the instructor concludes that an offense has occurred, the instructor will determine an appropriate penalty using his or her judgment as to the severity and intention of the infraction. Because the instructor will typically not be aware of a student's behavior or violations to CCC policy in previous or concurrent courses, the penalty will be assessed by the instructor based on the student's activity and conduct in this course alone.

Examples of penalties include, but are not limited to the following:

- Receiving a verbal warning
- Receiving a written warning
- Partial grade out of the total possible for the assignment
- Recreate or retake an assignment or assessment activity
- Receiving a zero or F on an assignment or assessment activity
- Expulsion from and receiving an F grade for the course

Documentation of the academic honesty violation should be forwarded to the Office of the Provost. If a student disagrees with an instructor's findings regarding a violation of the Academic Honesty policy, he or she may follow the steps outlined for disputing a grade under Grading Practices (in the Academic Policies and Procedures section of the Course Catalog). This process is intended to allow the student to address the dispute in an organized manner and through several levels of CCC's organization. If, after proceeding through this process, the matter has not been resolved to the satisfaction of the student, he or she may request a hearing before the Provost. The process is detailed under the Student Code of Conduct below

Alcohol Use Policy

The College recognizes the reality of the serious problems associated with the use of alcoholic beverages. The use of alcohol on campus is allowed by permit only, subject to the applicable provisions of New York State law. The Student Association has voted that all student activities and socials be alcohol free.

Anti-Bullying Policy

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment. With the proliferation of the use of electronic means of communication, bullying has transformed from a predominately school-based issue among youth to a broader societal problem affecting both youth and adults. Researchers have demonstrated that bullying has long-term consequences, particularly since bullying has now moved beyond the classroom to the Internet, athletic teams, college campuses, work places, and among the general public.

Cyber-bullying has been shown to cause significant psychological trauma to its victims. Victims suffer very real and serious harm as a result of these incidents, often showing signs of depression, anxiety, social isolation, nervousness when interacting with technology, low self-esteem, declining school and work performance, hyper-vigilance, nightmares, changed eating and sleeping habits, and fear for their safety. In extreme cases, victims attempt or commit suicide due to the cyber-bullying they have endured.

Policy Statement

Corning Community College (“the College”) is committed to maintaining an educational and work environment in which every member of the College community conducts himself/herself in a manner which demonstrates proper regard and respect for the rights and welfare of others so that everyone, including students, employees, and visitors, is treated with respect and dignity. The intended purpose of this Anti-Bullying Policy is to educate the College community about bullying and promote civility and respect among all its members. This policy applies to all members of the campus community, individuals doing business with the College, and any persons utilizing campus facilities.

Summary

Bullying is strictly prohibited on any College property; at any College function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on College property. Any case of bullying suspected to be of a criminal nature will be referred to local law enforcement authorities.

A procedure for handling complaints under this policy has been established and is available on the College website, in the College catalog, and from the Human Resources Office.

Definitions

- **Bullying:** aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. Bullying can occur as a single, severe incident or repeated incidents.
- **Physical Bullying:** pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product.
- **Verbal/Written Bullying:** includes ridiculing, insulting or maligning an individual, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to an individual; and/or attempting to exploit an individual’s known intellectual or physical vulnerabilities.
- **Nonverbal Bullying:** includes making direct threatening gestures toward an individual or invading personal space after being asked to move or step away.
- **Cyberbullying:** the bullying of an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- **Racist Bullying:** racial taunts, graffiti or gestures; and/or a refusal to work with another individual because they are of a different culture.
- **Sexual Bullying:** unwanted physical contact or sexually abusive comments.
- **Homophobic, Gender, and Sexual Orientation Bullying:** bullying which is usually aimed at gay, lesbian, bisexual and transgender people or those with gay, lesbian, bisexual or transgender relatives/friends; and/or the use of generic insults relating to gender and/or sexual orientation.
- **Stalking:** continued unwanted attention through: personal contact (directly with and individual or through the individual’s friends and family); telephone calls; letters; e-mails; text messages; Internet chat rooms; and other means. Bullying does not include the following circumstances:
 - A supervisor or any person with supervisory authority reports and/or documents an employee’s unsatisfactory job performance and the potential consequences of such unsatisfactory performance; or
 - A faculty or staff member advises a student of unsatisfactory academic work and the potential for the course failure or dismissal from the program; or

- A faculty or staff member advises a student of inappropriate behavior that may result in disciplinary proceedings.

Athlete’s Code of Conduct

Corning Community College (CCC) supports the athletic program and its enhancement of student development. All athletes competing for CCC are considered student ambassadors and must represent the highest ideals of sportsmanship, leadership, academic integrity and citizenship. This includes respect for authority including, but not limited to, officials, coaches, teammates, opposing players, instructors, classmates and/or any College employee. This also includes abstention from the use of illegal substances, alcohol, tobacco, and performance enhancing drugs while enrolled as a student athlete at CCC, not only during the season of competition.

- **Alcohol, Drugs and Tobacco:**
 - Any student athlete who is under the age of 21 shall not drink or possess alcoholic beverages.
 - No student athletes, regardless of age, shall compete, practice or participate in a team function while under the influence of alcohol or non-prescribed drugs.
 - The use of illegal drugs and possession of drug paraphernalia is prohibited.
 - The use of all tobacco products is prohibited on campus and in any area of any athletic venue or while traveling to and from athletic sponsored events.
- **Sportsmanship/Other:**
 - Swearing, taunting, racial, sexist or any derogatory remarks made to teammates, coaches, staff, officials, fans or College employees are not tolerated at any time during practice, games, or athletic travel.
 - CCC student athletes must refrain from any behavior that would reflect poorly on the College, including representation in all forms of social media; any photo or statements that represent violations to the spirit of the intent of this code will be considered violations.
- **Perry Hall and Campus Conduct**
 - Disrespect to fellow students, staff, faculty or other College employees is prohibited.
 - All activities as reported in incident reports from Public Safety and Residence Life will be subject to code violations and penalties, REGARDLESS of the sanctions with other groups on campus; these incidents will be investigated upon receipt of the Incident Report and are expected to receive full cooperation and honesty by the accused.
- **Criminal Activity**
 - Any student athlete charged with a misdemeanor or felony shall be immediately suspended from their participation pending further investigation by College officials; this includes accusations of Title IX sexual assault/conduct allegations.

Violations of Athletic Code of Conduct

- Sanctions may include the following: community service, probation, suspension (practice and/or games), removal from team permanently, and are based on the severity and prior behavior/violations; those with multiple disciplinary sanctions (more than 2) will be removed regardless of the severity of the incident.
- Each team/coach may have more extensive team rules that include zero tolerance; these rules will be provided in writing and reviewed with team members at any time after consultation with the Director of Athletics.
- A student athlete may challenge sanctions by notifying the Director of Athletics in writing, within 48 hours of sanction decision.

Behavioral Intervention Team

In order to promote the safety and well-being of our students, a Behavioral Intervention Team (BIT) has been created to address student behaviors that are disruptive, or outside the norm for a particular student. BIT will act as a review team that carefully reviews all aspects of reports that are received regarding concerning student behaviors. BIT will provide a recommendation for appropriate intervention and will serve as a resource for the College community. Any CCC community member who is concerned about a student may make a referral to BIT. For more information please refer to the website.

Computing Code of Conduct

College resources are provided to authorized individuals for the purpose of learning, teaching and conducting of business related to the operation of CCC. The College will not be held responsible for unacceptable, unethical or illegal use of its information technology resources. Using computing resources in any manner that violates any federal laws, New York State penal laws, State University of New York policies or CCC policies herein may result in suspension or termination of computing privileges and/or suspension from the College. Student judicial action and prosecution to the full extent of the law will follow at the discretion of the College.

Access to computing resources is granted to CCC students for use in their academic work, with the understanding that access is a privilege and carries with it certain responsibilities. To use computing resources, a student must obtain a computer account username and password, which provides access to resources such as e-mail and file storage. With the exception of access to MyCCC via the Internet, students will not have access to CCC computer networks during any semester in which they are not registered. Other exceptions will be handled on an individual basis. Students are responsible for all activity under their individual accounts.

General Rules of Conduct:

- Unless authorized, users may not have food, drink or their containers near any computer.
- Computer resources (including e-mail) should be used for academic purposes only. Users will refrain from using College computer resources for personal use, such as recreation, personal profit, transmission of unsolicited bulk e-mails, etc.
- Unnecessary printing is prohibited.
- Aside from legitimately saving or backing up data, students are to leave hardware, configurations and security measures in place on the computer, unless express permission has been granted by a lab monitor or instructor.
- All uses of computer resources violating the College harassment policy are strictly prohibited.
- Use of computing facilities must not violate others' rights to privacy and academic integrity.
- Users will refrain from displaying, printing or transmitting offensive or damaging materials. The College will not tolerate abusive or unethical use of equipment, such as harassing or threatening others.
- Students will not use the network to spread computer viruses, Trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system or destroy others' data.
- Use of the network to duplicate copyrighted software, download movies, music or other students' work without the owner's explicit permission is strictly prohibited. When downloading and using printed materials, the source must be properly cited. Acts of piracy or violations of copyright laws are strictly prohibited.

File Storage:

Files stored on College servers are subject to disk quota limitations. Directories may be accessed by the College for routine maintenance and to check system integrity. Files stored on College servers are scanned

continuously for viruses and may be deleted if found to be infected. All files on student directories will be deleted at the end of each semester. Therefore students must:

- Copy their stored files to their own storage media or e-mail them to themselves to use elsewhere.
- Copy files no later than the end of each semester if they wish to keep files that are stored on College servers.

Plagiarism:

The act of copying text, media, programs or subroutines from any source and submitting the material as your own work constitutes plagiarism and is prohibited. See the College's Code of Student Conduct and Academic Honesty policies.

Security and Privacy:

Users must be aware that computer systems of public institutions may be subject to open records laws. CCC Information Technology staff and teaching faculty may routinely access student user data for legitimate academic purposes, to review course work, to diagnose and resolve technical problems, to archive old data files and to investigate possible misuse of CCC computer systems and resources.

Violations:

A student found to be engaging in a prohibited computer activity will be required to cease that activity immediately. All users should report any suspected unauthorized access attempts or other improper use of College computers, networks or other information processing equipment. If a user observes or receives a report of a security or abuse problem with any College computer or network facilities, the user should notify the lab monitor/instructor or help desk personnel.

Note: Users will be assessed for repair or replacement costs resulting from misuse.

Children on Campus

As a post-secondary institution, CCC strives to create a safe and appropriate adult learning environment. The campus grounds and operations are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, the College cannot routinely accommodate unsupervised children in campus workplaces, classrooms, or other locations.

Scope

CCC encourages safe, supervised campus visits by children for the purposes of making decisions about their academic future; attending educational, cultural, or sporting events and camps; and authorized use of facilities such as the Spencer Crest Nature Center and Planetarium. This Policy does not preclude brief campus visits when the minor child is accompanied by another responsible adult. These procedures apply to students, employees, and visitors who may bring children under the age of 18 (unless a registered CCC/High School Learning Center student) to campus for any reason other than activities specifically organized/scheduled by the College for children or activities or facilities open to the public.

Guidelines

While on any CCC property, children must at all times remain fully under the direct supervision of their parent/guardian/caretaker who is responsible for ensuring that no behaviors inconvenience, endanger, or disrupt the work activities of students, employees, or other visitors, as well as ensuring that no behaviors place the children's safety at risk. Leaving children unattended in public areas such as the library, gym, game room, cafeteria, etc. while the parent/guardian is in class or working does not meet this supervision standard.

Children may not attend class or class activities along with enrolled students except on very rare occasions with the explicit permission of faculty. Children may not be present at the employee's work site during the employee's assigned work hours except on very rare occasions with the explicit permission of the employee's supervisor.

Unsupervised children will be brought to the Public Safety Office until the parents can be contacted to resume control of the children. In such cases, the child's parent/guardian will be immediately contacted and asked either to resume direct supervision of the child or to leave campus with the child.

At no time should ill children be brought to campus. The College Health Office is established to serve students and is unable to provide services to children. If an emergency situation arises and children are brought to campus, please keep the following points in mind:

- Unless explicit permission from an instructor is granted, children must not be brought to classes or any instructional area while classes are in session. Such permission should be granted sparingly and should take into account the best interest of all students in the class.
- Unless explicit permission from an employee's immediate supervisor is granted, children must not be brought to offices or other areas where the day-to-day business of the College is conducted while the employee is working. Such permission should be granted sparingly and should take into account the best interest of all employees of the department.
- Children must not be brought to risk areas, such as lab or lab preparation areas, food preparation/service areas, gyms and fitness centers, maintenance and garage areas, or in or around college motor vehicles and equipment. Unattended children could hurt themselves on machinery, fall down stairwells, etc.
- Children must not be left unattended at any place on campus, including the restrooms, game room, gym, library, grounds and parking lots.

The College reserves the right to direct that a child be removed from campus where the presence of the child causes an unacceptable health or safety risk or an unreasonable level of disruption to others. Any questions concerning this policy may be directed to the Director of Human Resources at X9229.

Confidentiality and Privacy Rights

In the interest of students' rights and freedoms concerning all aspects of their educational experience, the College will comply with the spirit and intent of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failure by the College to comply with the Act. College policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to Enrollment Advisement Center.

Your educational record includes any record that is directly related to you and is maintained by CCC or an organization acting on our behalf.

Educational records may include:

- Written documents, including student advising folders
- Student files
- Student system databases kept in storage devices such as servers

Records not considered educational records include:

- Private notes of individual staff or faculty (not kept in advising folders)
- Campus police records

- Medical records (protected under other state and federal laws)

- Statistical data compilations that contain no mention of personally identifiable information about any specific student

You have a right to know about the purpose, content, and location of information kept as a part of your educational records. You also have a right to expect that information in your educational records will be kept confidential unless you give permission to the school to disclose your information.

Directory information is information contained in your education record which is not considered harmful or an invasion of privacy if disclosed. Directory information at CCC includes:

- Name
- Address
- Phone number and e-mail address
- Date of birth
- Dates of attendance
- Degree(s) awarded
- Honors and awards
- Enrollment status • major field of study
- Sports

Corning Community College may disclose directory information without your written consent unless you exercise the option to restrict the release by submitting a formal request to the Retention and Educational Planning Office. Non-directory information is any educational record not considered directory information. Non-directory information cannot be released without your written consent. Faculty and staff can access non-directory information only if they have a legitimate academic need to do so.

Non-directory information may include:

- Social Security numbers
- Student identification number
- Race, ethnicity, and/or nationality
- Gender
- Transcripts and grade reports
- Grade point averages

If you provide written consent to CCC to disclose non-directory information, the authorization should include the following:

- The records to be disclosed
- The purpose of the disclosure
- Identify the party to whom the disclosure is to be made
- The date
- Your signature

Prior written consent is not required when disclosure is made directly to you or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by region-al accrediting organizations. You are guaranteed access to your records. You have the right to inspect and review your records upon request. CCC will grant you access to your records within a reasonable amount of time, not to exceed 45 days from the day the request was received. You also have the right to ask CCC to amend your records if you feel it contains inaccurate information.

For more information on FERPA, you can contact the Enrollment Advisement Center at (607) 962- 9011 or visit the US Department of Education Family Policy Compliance Office website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. In addition, Corning Community College is required to provide reasonable accommodations to students with disabilities under the ADA and Section 504 of the Rehabilitation Act of 1973. For further information contact the Office of Accessibility Services.

Consensual Sexual and Amorous Relations Policy

Corning Community College has a strong commitment to a community that promotes the exchange of ideas, builds mutual trust and respect, facilitates communication, and reduces misunderstandings. When faculty and staff members exercise power and authority over students and employees for whom they have current supervisory, instructional, or other professional responsibility, a power imbalance is created which makes consent within any sexual or romantic relationship between them problematic, and may impede the real or perceived freedom of the student or employee to terminate or alter the relationship. Corning Community College also recognizes that a sexual or romantic relationship under the conditions set forth above may result in a loss of objectivity and create a conflict of interest in any evaluative, supervisory, instructional, or other professional role.

The Consensual Sexual and Amorous Relations Policy applies to all faculty and staff, all job classifications, titles and types of appointments under College jurisdiction engaged in relationships with students or other campus faculty or staff where there is an actual or perceived power imbalance because of supervisory or professional roles of participants in the relationship.

It is the policy of Corning Community College that:

- Sexual or amorous relationships between Corning Community College faculty or staff members and students to whom such faculty or staff members have current or reasonably predicted future professional responsibility are prohibited.
- Sexual or amorous relationships between faculty or staff members and students to whom the faculty or staff members have no current professional responsibility are strongly discouraged.
- Sexual or amorous relationships between supervisors and non-student employees to whom such supervisors have current professional responsibility are strongly discouraged. Where such a relationship exists, it shall be the responsibility of the individual to inform the divisional executive and Human Resources in a timely manner, so that the supervisor may be removed from any evaluation of the employee, and from any activity or decision that may appear to reward, penalize, or otherwise affect the employment status of the employee.
- All parties have a duty to abide by this policy and cooperate in making alternative arrangements.

Members of the campus community are reminded that persons with the status advantage in such relationships could be subject to formal discipline for violating their professional and ethical obligations to a student or employee of the College (as per the disciplinary policies and procedures noted in the personnel handbook and respective collective bargaining agreements); to charges of sexual harassment should such a complaint be filed by a party in the relationship or to charges of discrimination should another employee claim to be adversely affected by the relationship (as per the Equal Employment and Education Opportunity Policy and Complaint Procedure).

Drug-Free Campus

The Drug-Free Workplace Act of 1988 requires members of our College community to be informed of the potential health hazards of drug use and the possible penalties for those who violate laws governing the use of illicit drugs. Illicit drugs and alcohol may cause addiction, severe physical and emotional illness and death. Convictions under local, state and federal

laws can result in fines, prison sentences or both. Information about drug counseling and rehabilitation is available from the College Health Office. As a condition of employment, study or contact with the College, all employees, students and visitors are prohibited from the illegal use, manufacture, possession or distribution of all controlled substances on the campus. Any violations of this policy will result in College disciplinary action up to and including discharge or expulsion, whichever is appropriate. In addition, violations of this policy may be reported to civil authorities. Criminal convictions will be reported to federal contracting agencies as required by state and federal statutes.

Information about drug counseling and rehabilitation is available on campus from the College Health Office and the Employee Assistance Program offers assistance to employees and their dependents with chemical dependence.

Employees of Corning Community College must notify the Director of Human Resources of any convictions for drug-related offenses occurring in the workplace no later than five calendar days after such conviction.

The Drug-Free Schools and Communities Act of 1989 requires that employees, students, and visitors of Corning Community College be informed that illicit drugs and alcohol may cause addiction, severe physical and emotional illness, and death. This Act also requires that employees, students, and visitors be informed that convictions under local, state and federal laws can result in fines, prison sentences, or both. Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in state statutes.

Employees who need help with drug and/or alcohol problems should contact the Director of Human Resources for assistance. Students who need help with drug and/or alcohol problems should contact the Vice President and Dean of Student Development, the College Nurse, or the Counseling Staff for assistance. All requests for assistance are confidential.

Equal Employment/Educational Opportunity

SUNY Corning Community College (“the College”) declares and affirms a policy of equal employment and equal educational opportunity. The College will make all decisions regarding admissions and the entire educational process of its students (including all educational programs and activities) and the recruitment, hiring, promotion, and other terms and conditions of employment without discrimination on the basis of race, color, age, religion, national origin, disability, sex, sexual orientation, or other protected characteristics which cannot be lawfully used as the basis for employment or educational decisions.

Through its policies and programs, the College undertakes to comply fully with all applicable federal, state and local laws relating to equal employment and equal educational opportunity. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence, and place an affirmative obligation on the College to maintain a work and study environment free from discriminatory harassment, intimidation, ridicule, and insult (also see Sexual Harassment Response and Prevention Statement).

The College is committed to maintaining an educational and work environment that is free of any harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and visitors, is treated with respect and dignity in a nondiscriminatory environment.

Summary

Harassment on the basis of the above protected characteristics constitutes unlawful discrimination. The College will take steps to prevent

discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others. Sex discrimination includes sexual harassment, sexual assault, and sexual violence.

This policy applies to all members of the campus community, individuals doing business with the College, and any persons utilizing campus facilities. A procedure for handling complaints under this policy has been established and is available at: <https://www.corning-cc.edu/nondiscrimination>. This procedure may be used by students, employees, or any third party participating in a College sponsored program or affiliated activity. Employee grievance procedures established through

College policy or collective bargaining agreements, student disciplinary procedures, or any other internal grievance/complaint procedure will continue to operate as before.

The President of the College has ultimate responsibility for equal opportunity and has assigned responsibility for the administration of the College's policy to the Executive Director of Human Resources (the "Director"), who also serves as the College's Title IX Coordinator. The Director administers the Equal Employment and Educational Opportunity Complaint Procedure, coordinates the activities of the Equal Opportunity Committee, and is responsible for the maintenance of all necessary records needed to comply with federal and state laws governing equal employment and educational opportunity. One or more deputy coordinators may be appointed to assist the Director in his/her Title IX Coordinator duties; a complete list of these deputy coordinators is available from the Director.

To ensure that the complaint procedure processes are fair, the Director or his/her designee serves as an impartial party who is responsible for:

- Ensuring that the procedure is carried out properly
- Ensuring that the rights of both complainant and respondent are protected and that both parties have an equal opportunity to present relevant witnesses and other evidence
- Advising and providing information to the complainant and respondent, including information on counseling and victim services available both on and off campus
- Investigating complaints
- Requesting access to pertinent documents
- Maintaining a record of each case.

The Director may receive initial inquiries, reports, and requests for consultation and counseling on an informal basis. Assistance will be available whether or not a formal complaint is under consideration or even possible. It is the responsibility of the Director to respond to all such inquiries, reports, and requests as soon as possible and in a manner appropriate to the particular circumstances. This response may include interim measures to protect the parties during the investigation process. Such interim measures will not disproportionately impact the complainant.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should contact the Director. Responsible employees who observe or become aware of incidents of discrimination and harassment, including sexual harassment, sexual assault, and sexual violence, are obligated to report this information to the Director. A "responsible employee" is an employee with the authority to take action to redress the harassment/discrimination, who has the duty to report harassment or any other misconduct by students or employees to appropriate college officials, or an individual who a student or employee could reasonably believe has this authority or responsibility. In the event that the Director is alleged to have discriminated against an individual in violation of this policy, the incident should be reported directly to the President's Office.

Inquiries regarding the application of Title IX and other laws, regulations, and policies prohibiting discrimination and harassment may be directed to:

• Connie Park, Executive Director of Human Resources, Title IX Coordinator
1 Academic Drive, Corning NY 14830. (607) 962-9444.
cpark3@corning-cc.edu

-OR-

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

Definitions

Harassment on the Basis of Protected Characteristics Other Than Sex/Gender – harassment based on race, color, age, religion, national origin, disability, sexual orientation, or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College's programs or activities.

Sex Discrimination – behaviors and actions that deny or limit an individual's ability to benefit from and/or fully participate in the educational programs or activities or employment opportunities because of an individual's sex. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault, and sexual violence, both on and off campus, by employees, students, or third parties. Employees and students should report sexual harassment that they observe or become aware of to the Title IX Coordinator.

Sexual Harassment in the Educational Setting – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the College's programs.

Sexual Harassment in the Employment Setting – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual's continued employment, promotion, or other condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant
- Such conduct is intended to interfere, or results in interference, with an employee's work performance, or creates an intimidating, hostile, or offensive work environment (hostile environment harassment).

Sexual Assault – a physical sexual act or acts committed against an individual's will and consent or when an individual is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape," and "acquaintance rape." Nothing contained in this definition shall be construed to limit, or conflict with the sex offenses enumerated in Article 130 of the NYS Penal Law, which shall be the guiding reference in determining if the alleged conduct is consistent with the definition of sexual assault.

Sexual Violence – as that term is used in this document and prior U.S. Office for Civil Rights guidance, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (as defined within this policy). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence could involve students, College employees, third parties or a combination. All

such acts of sexual violence are forms of sex discrimination prohibited by Title IX and the College's Equal Employment and Educational Opportunity Policy.

Affirmative Consent – a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create a clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Hostile Environment Sexual Harassment – examples include:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Displays of sexually suggestive pictures, magazines, or other objects
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

Non-Sexual Hostile Environment Harassment - The same general principles that apply to hostile environment sexual harassment also apply to harassment on the basis of other factors, such as race, color, age, religion, national origin, disability, sexual orientation, or other protected characteristics. Examples of non-sexual hostile environment harassment include:

- Transfer, demotion, or termination of employees on the basis of race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.
- Interference in or denial of opportunities for educational success on the basis of race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes, or gestures related to or referring to an individual's race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.
- The presence of books, magazines, pictures, or other objects that may be reasonably construed as offensive or demeaning based on race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics in the workplace where other students or employees may see or find them.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.

Dating violence – any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under

domestic violence.

Domestic violence – any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

Preponderance of the Evidence – the standard of proof in sexual harassment and sexual assault cases which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

Financial Obligations

All students incur a liability for tuition and fees at the time they register for classes. Students are responsible for any College debts they have incurred (i.e. tuition and fees, bookstore charges, library fees, parking fines, day care, etc.). Students with delinquent accounts will be blocked from registering for future courses. Also, a hold will be placed on all transcripts or grade reports until all bills have been paid. If a College debt must be referred to outside sources for collection, the student will be responsible for all reasonable costs of collection as well as attorney fees.

Freedom in the Classroom

Freedom of discussion and expression of views must be encouraged and protected. It is the responsibility of the professor in the classroom and in conference to insure the realization, not only of the fact but the spirit, of free inquiry. In particular, students must be protected against prejudice or capricious academic evaluation. Information about student views, beliefs and political associations, acquired by College officials in the course of their work as instructors and advisors, is confidential and must not be disclosed to others.

Freedom of Protest

The right of peaceful protest (including peaceful picketing and other orderly demonstrations) within the College community will be preserved. The College retains the right and obligation to as-sure the safety of individuals, the protection of health and proper-ty and the continuity of the educational process, and reserves the right to dictate the timing and location of the protest. No one shall have the right to obstruct and/or forcibly prevent others from the exercising of their rights or to interfere with the institution's educational processes or facilities or the rights of those who wish to avail themselves of any of the institution's services. These services include those that are instructional, personal, administrative, recreational and community oriented.

Grievances

Students with a complaint against a faculty member have the opportunity to take grievances through two channels. For academic issues, such as grades, returning homework on time, adhering to the syllabus, quality of instruction, etc., students should seek to resolve the complaint directly with the faculty member. The next step would be to meet with the appropriate academic department chair. If still unresolved, the student may meet with the appropriate associate dean of instruction. If necessary, a final appeal may be made to the Provost. For other complaints, such as discriminatory harassment or other inappropriate interpersonal behavior, students should contact the Human Resources Office.

Library Use

The student ID card available from the Public Safety Office serves as the library card. Borrowing privileges are extended solely to the individual named on a student ID. The student is responsible for all materials checked out on his/her card even if they are shared with another

individual. If a student ID is stolen or lost, the student should report the loss to Public Safety and the Library immediately.

All Library users are notified of the loan period at the time an item is borrowed. Library materials must be returned or renewed by the assigned due date. Materials may be renewed by contacting the Library Circulation Office at (607) 962-9251, in person, via e-mail to circulation@corning-cc.edu, or online through the Library Catalog.

Overdue notices are sent as a courtesy. Overdue fines vary depending on the type of material borrowed. Fines on circulating books accrue at \$.10 per day, and overdue reserve and interlibrary loan materials are assessed at \$1.00 per day. The circulation loan policy is available at the Library Circulation Desk and website. Accounts must be settled when materials are returned. Failure to do so will result in a hold on transcripts and receipt of a bill for the full value of the materials plus a processing fee and overdue fines. Library privileges may be suspended until accounts are settled.

Use of remote access to the Library Online electronic databases is restricted to current students, faculty and staff. Violations of this policy will result in suspension of access to the databases.

Non-Students on Campus

A parent or guardian must supervise minors who are not enrolled at CCC or involved in a sponsored program. Action may be taken against any and all persons who have no legitimate reason for their presence on College property. Since such persons are not subject to College sanctions, the procedures by which such privileges are granted shall be developed in accordance with the penal law. Under Section 140.35 of New York State Penal law, a person is guilty of loitering when he/she remains in or about school, College or university buildings or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or student, or any other specific legitimate reason for being there and not having permission from anyone authorized to grant this privilege.

Reasonable Accommodations Policy

Corning Community College has a long established policy of providing accessible facilities for all persons with disabilities. The College also complies with the Americans with Disabilities Act (ADA) and establishes this Reasonable Accommodation Policy to guide the College in its efforts to comply with the law.

Corning Community College will provide students, job applicants, employees and campus visitors reasonable accommodations, short of causing the College undue hardship, if any of the following conditions covered by the ADA exist:

- The individual has a physical or mental impairment, which substantially limits one or more major life activities.
- The individual has a record of such impairment.
- The individual is regarded as having such impairment.

Corning Community College will discuss the possibility of reasonable accommodation with the affected individual and solicit his/her suggestions as to what may be done. The College may also elect to discuss the situation with the affected individual's physician, independent physicians, or vocational counselors.

Possible avenues of reasonable accommodation include providing access to facilities, shifting of duties, a reduction or rescheduling of working hours, or other reasonable measures, which do not cause undue hardship to the College. Any reasonable accommodation must allow for the essential functions of the position, as described on the position analysis, to be carried out by the affected individual.

The College may deny a request for an accommodation if the President of the College decides that the remedy will place an undue hardship upon the College. An undue hardship response will take the following factors into

consideration:

- If the individual has the necessary qualifications to perform the essential functions of the position.
- If the accommodation requested places anyone in danger.
- If alternative means of providing access exist.
- If the accommodation fundamentally alters the nature of the activities in the affected area.
- If the accommodation creates substantial administrative disruptions imposed by the change.
- The nature and the cost of the accommodation.

The President of the College will provide a written response for any denial of a reasonable accommodation that is based on undue hardship. All supervisors will receive ongoing training about their obligations under the ADA and be informed of all policies developed to comply with the law.

In addition, a budget line will be established to finance expenses for any reasonable accommodations the College makes.

Employees and job applicants must make their requests for reasonable accommodations through the Director of Human Resources, who is designated as the College's Section 504/ADA Coordinator; students and members of the public must make their requests for reasonable accommodations through the Office of Accessibility Services. All medical information acquired during the process will be confidential. Any decision regarding undue hardship will be made by the President of the College.

Religious Absences

New York State Education Law 224-A, which follows, specifies the rights of students who are unable to attend classes on certain days because of religious beliefs.

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the inability, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
- Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
- If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
- In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student utilizing the provisions of this section.
- Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the

supreme court of the county in which such institution of higher education is located for the enforcement of individual rights under this section.

- A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.
- As used in this section, the term “institution of higher education” shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

Response Policy for Sexual Violence and Other Misconduct

This policy and any associated administrative requirements and procedures are intended to comply with the uniform sexual assault prevention and response policies developed by the State University of New York for implementation at each of its State-operated and community college campuses, as well as with applicable federal and New York State law.

Definition of Sexual Violence

Sexual violence, as that term is used in this document and prior U.S. Office for Civil Rights guidance, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (as defined within this policy). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence could involve students, College employees, third parties or a combination. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX and the College’s Equal Employment and Educational Opportunity Policy.

Definition of Affirmative Consent

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create a clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. Corning Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The

College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Reporting Options, Resources, Protections, and Accommodations for Victims/Survivors

In accordance with the Students’ Bill of Rights, available at: www.corning-cc.edu/sexualviolence, reporting individuals will have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

Reporting:

- To disclose confidentially the incident to one of the following College officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available at: <https://www.corning-cc.edu/sexualviolence/confidentialdisclose>).

-Chaplain’s Office, Commons Building, (607) 962-9257

-Health Services Office, Commons Building, (607) 962-9257

- To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800- 942-6906), and assistance can also be obtained through:

-SurvJustice: <http://www.survjustice.org/services.html>

-Legal Momentum: <https://www.legalmomentum.org/>

-NYSCASA: <http://www.casany.org>

-NYSCADV: <http://www.nyscadv.org/>

-Pandora’s Project: <http://www.pandys.org/lgbtsurvivors.html>

-GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>

-RAINN: <https://www.rainn.org/get-help>

-Safe Horizons: <http://www.safehorizon.org/>.

Note: these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting Individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases.

- To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students’ Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These College officials will disclose that they are private and not confidential resources and they may still be required by law and College policy to inform one or more College officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal justice process should be directed to law enforcement or district attorney:

- Title IX Coordinator, Connie Park, (607) 962-9444, Human Resources Department, 1 Academic Drive, Administration Building, Corning, NY 14830, cpark3@corning-cc.edu

- Department of Public Safety, (607)962-9000 or publicsafety@cornin-cc.edu

- To file a criminal complaint with the Department of Public Safety and/or with local law enforcement and/or state police:

-Corning Community College Department of Public Safety, (607)962-9000 or publicsafety@cornin-cc.edu

-Steuben County Sheriff, Dial 911 or 7007 Rumsey St. Ext., Bath, NY 14810, (800) 724- 7777 or (607) 622-3930.

-New York State Police, Dial 911 or Painted Post Barracks 3859 Meads Creek Road, Painted Post, NY 14870, (607)962-6865.

- To receive assistance from the Department of Public Safety in initiating legal proceedings in family court or civil court.

- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports of sexual assault will be investigated in accordance with the College’s Equal Employment and Educational Opportunity Complaint Procedure, available at: <https://www.corning-cc.edu/sexualviolence>.

Complaints of domestic violence, dating violence, and/or stalking will be investigated in accordance with procedure established under the student conduct process. The reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call the Title IX Coordinator’s office anonymously to discuss the situation and available options (<https://www.corning-cc.edu/sexualviolence>).

-Connie Park, Title IX Coordinator, (607) 962-9444, Human Resources Office, 1 Academic Drive, Administration Building, Corning, NY 14830, cpark3@corning-cc.edu

- When the accused is an employee, a reporting individual may also report the incident to Connie Park, Executive Director of Human Resources/Title IX Coordinator, Administration Building, (607) 962-9444, cpark3@corning-cc.edu, or may request that one of the above referenced confidential or private employees assist in reporting the incident to the Human Resources Office. Disciplinary proceedings will be conducted in accordance with applicable College policy or collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the College, College officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and College policy.

- You may withdraw your complaint or involvement from the College process at any time.

- At the first instance of disclosure by a reporting individual to a College representative, the following information shall be presented to the reporting individual, “You have the right to make a report to the College’s Department of Public Safety, local law enforcement, and/or State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College.

Resources:

- Emergency access to obtain effective intervention services:

-Sexual Assault Resource Center (SARC):

135 Walnut Street, Corning, NY 14830

755 E. Church Street, Elmira, NY 14901

323 Owego Street, Unit #12, Montour Falls, NY 14865

Toll-Free Hotline: 888-810-0093

-Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Information on testing for STIs, emergency contraception, and whether such testing is provided for free or at a cost is available from SARC.

- A free, confidential counseling and resource referral service for students and their family members which is available 24/7:

-WELLCONNECT 1-866-640-4777 (access code: CCC-STU)

- Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases; insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <https://ovs.ny.gov/help-crime-victims>, or by calling 1-800-247-8035.

- To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

Protection and Accommodations:

- When the accused is a student, to have the College issue a “No Contact Order,” consistent with College policy and procedure, meaning that continuing to contact the protected individual is a violation of College policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. The College will promptly review existing “No Contact Orders” at a party’s request, including requests to modify the terms of or discontinue an order, The parties can submit evidence to support their requests. If the College finds it appropriate, it can even make a schedule for the parties who seek to use the same facilities without running afoul of the “No Contact Order.”

- To have assistance from the Department of Public Safety or other College officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.

- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

- To receive an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.

- To receive assistance from The Department Of Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of The Department of Public Safety or, if outside of the jurisdiction or if the Department of Public Safety does not have arresting powers to call on and assist local law enforcement in effecting an arrest for violating such an order.

- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a complaint procedure or conduct process. The College will promptly review existing interim suspensions at a party’s request, including requests to modify the terms or discontinue an interim suspension. Parties can submit evidence to support their request.

- When the accused is not a student but is a member of the College community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with

applicable collective bargaining agreements, employee handbooks, and College policies and rules.

- When the accused is not a member of the college community, to have assistance from the Department of Public Safety or other College officials in obtaining a persona non grata letter, subject to legal requirements and College policy.

- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. The parties can submit evidence to support their requests. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:

-Human Resources Department: Connie Park, Executive Director and Title IX Coordinator, Parsons Administration Building, (607) 962-9444, cpark3@corning-cc.edu.

Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Corning Community College Course Catalog, as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

- Throughout conduct proceedings, the respondent and the reporting individual will have:

- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;

- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the 7 respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.

- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.

- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.

- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.

- The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College).

- The right to present evidence and testimony at a hearing, where appropriate.

- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with

a room partition.

- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in College disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.

- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.

- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction(s), and the rationale for the decision and any sanctions.

- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.

- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.

- The right to have access to a full and fair record of a student conduct hearing which shall be preserved and maintained for at least five years.

- For information on the Student Code of Conduct and the student conduct process, contact the Provost.

- The right to choose whether to disclose or discuss the outcome of a conduct hearing.

- The right to have all information obtained during the course of the conduct or complaint process be protected from public release until the appeals panel makes a final determination, unless otherwise required by law.

Safety/Security

SUNY CCC has an excellent record in regard to safety. While crime is a national problem that affects even rural areas, we are fortunate that we have not experienced significant difficulties.

To maintain a safe environment for our students, we employ a professionally trained public safety and Residence Life staff who work to provide a safe, secure and respectful learning environment for everyone.

SUNY CCC complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act.) by providing an electronic copy of SUNY CCC crime statistics in the Annual Security Report.

The Annual Security Report is available on the Public Safety web page found at: [www.corning-cc.edu/annu-al securityreport.pdf](http://www.corning-cc.edu/annu-al%20securityreport.pdf). The statistics can also be found on the U.S. Department of Education’s website at <http://ope.ed.gov/security/>. Printed copies of the Annual Security Report are available at no cost by contacting the Public Safety Office at publicsafety@corning-cc.edu or by calling (607) 962-9000

Service-Assistance Animal Policy

Corning Community College recognizes the importance of service and assistance animals to individuals with disabilities and has established this policy to ensure that such individuals receive the benefit of the

work/tasks performed by these animals or the therapeutic support they provide.

This policy applies to all members of the campus community, individuals doing business with the College, and any persons utilizing campus facilities. It is intended to comply with the relevant provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the Fair Housing Act (FHA), and any other relevant federal or state legislation. The College reserves the right to amend this policy as the law and circumstances may require.

The Director of Human Resources, who also serves as the College’s ADA Coordinator, has developed procedures about the appropriate use of and protocols associated with service and assistance animals and is charged with ensuring compliance with these procedures. Although the College does not permit pets on campus or in its residence hall, exceptions may be made for service and assistance animals according to this policy and these procedures.

Definitions

Service Animals are dogs (and sometimes miniature horses, if permitted by 29 C.F.R. §36.302 (c)(9)), that are individually trained to do work or perform tasks for the benefit of individuals with disabilities, including physical, sensory, psychiatric, intellectual, or other mental disabilities. Examples of such tasks include, but are not limited to: guiding blind individuals, alerting deaf individuals, pulling a wheelchair, retrieving items (such as medication or a telephone), alerting and protecting an individual who is having a seizure, reminding an individual with a mental illness to take prescribed medications, calming an individual with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties directly related to the individual’s disability. *Service Animals* are generally permitted to accompany individuals with disabilities to all areas where members of the public are allowed to go. Animals whose sole function is to provide comfort or emotional support do not qualify as *Service Animals*.

Assistance Animals are animals that do work, perform tasks, or provide emotional support which reduces or alleviates one or more identified symptoms or effects of their partner’s disability. An individual with a disability may keep an *Assistance Animal* in his/her dwelling unit as a reasonable accommodation if there is an identifiable relationship between the disability and the assistance the animal provides.

An *Assistance Animal* is not a *Service Animal*. Unlike *Service Animals*, an *Assistance Animal* may not accompany an individual with a disability to all places on campus where the general public is permitted to go. *Assistance Animals* may be allowed in the College’s residence hall as a reasonable accommodation, but they are not permitted in other areas of College property, such as classrooms, Learning Commons, dining areas, etc.

Pets are animals kept for ordinary companionship and are not considered *Service Animals* or *Assistance Animals*. *Pets* are not permitted to be kept on College property. Leashed dogs may be allowed on Spencer Crest Nature and Research Center trails, but owners must clean up after their dogs

Sexual Violence Students’ Bill of Rights

The State University of New York and Corning Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and

sexual assault treated seriously;

- Make a decision about whether or not to disclose a crime or violation and participate in the complaint or student conduct process and/or criminal justice process free from pressures from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the complaint or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or complaint or conduct process of the College.

Options in Brief:

- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
 - Receive resources, such as counseling and medical attention;
 - Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, visit www.corning-cc.edu/sexualviolence/confidentialdisclose).
- Make a report to:
 - An employee with the authority to address complaints, including the Title IX Coordinator; a Student Conduct employee, or a Human Resources Office employee;
 - Department of Public Safety;
 - Local law enforcement;
 - Family Court or Civil Court.

Student Code of Conduct

The principles established under this Code will govern the conduct of students on the College campus and any other premises or property under the control of the College used in its teaching, administrative, service, cultural, recreation, athletic, and other programs and activities. In addition, student athletes are subject to the principles of conduct established in the Athletic Code of Conduct and residential students are subject to the principles of conduct established in the Residence Life Handbook.

The College upholds local, state, and national laws. The College will not condone unlawful conduct, and it will not protect students from their obligation to uphold the law. In addition, the College will provide no

sanctuary for those who violate the law, and it will cooperate with appropriate health and law enforcement agencies. Some very specific applications of this principle are that students will be subject to discipline for the use, possession, sale, or transfer of illegal drugs, sexual abuse, hate crimes and hazing, and may also face civil prosecution for violations of this Code.

Actions for which students will be subject to College discipline include but are not limited to:

- Forgery or alteration of College documents, records or instruments of identification or use of same with intent to defraud.
- Intentional obstruction or disruption of teaching, research, administrative functions or disciplinary proceedings or other College activities, including public service functions and other authorized activities of the College.
- Abuse of any person, College premises, or at College-sponsored or College supervised events or conduct which threatens or endangers the health or safety of any such person.
- Hate crimes, also called bias crimes or bias-related crimes, involving criminal activity motivated by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender, sexual orientation or disability. Penalties for these crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Students who are perpetrators of such crimes will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.
- All forms of sexual violence and misconduct, which include, but are not limited to acts of sexual harassment, sexual violence, sexual coercion, sexual assault, domestic violence, dating violence, stalking, rape criminal sexual acts, forcible touching, and sexual abuse. Where there is a preponderance of evidence indicating that such misconduct has occurred, strong disciplinary action will be pursued, including the possibility of suspension or dismissal from the College. An individual charged with sexual violence/misconduct may be subject to College disciplinary procedures, whether or not prosecution under New York State law is pending.
- Theft from or damage to College premises or theft or damage to property of a member of the College community or College premises.
- Failure to comply with directions of College staff.
- Use by any student or student organization of the College name or a claim to speak or act in the name of the College or a College-related organization without due authorization.
- Disorderly, lewd, indecent or obscene conduct or expression on campus or at a College-sponsored function.
- Hazing: Any action taken by any student or participation in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.
- Violation of published College regulations.
- Public intoxication or display of any behavior associated with the abuse of alcohol or drugs.
- Behavior that is lacking respect for the worth and/or dignity.

Student organizations which operate on the campus or upon the property of the College used for educational purposes are prohibited from authorizing the conduct described above. Student organizations which authorize prohibited behaviors will be subject to College discipline under this Code.

Violations of the Student Code of Conduct

Any member of the CCC community may file a complaint against a student for violations of the Student Code of Conduct. Complaints must be made in writing and directed to the Assistant Dean of Student Services (Assistant

Dean). Complaints should be submitted as soon as possible after the event takes place, preferably within thirty days.

- Complaints of discrimination (including sexual harassment, sexual violence, sexual coercion, sexual assault, rape, criminal sexual acts, forcible touching, and sexual abuse), will be addressed by the Director of Human Resources/Title IX Coordinator under the College's Equal Employment and Educational Opportunity Complaint Procedure, available at: https://www.corning-cc.edu/sites/default/files/EEEE_Complaint_Procedure_...
- Complaints of violation of the Athletic Code of Conduct will be addressed by the Director of Athletics.
- Complaints of violation of the principles of conduct in the Residence Life Handbook will be addressed by the Director of Student Services.
- Complaints of violation of Academic Honesty will be addressed by the Provost.
- Complaints concerning the misconduct of a student organization (concerning hazing and other violations) should be directed to the President of the College.

Except for College-sponsored off-campus programs and off-campus incidents of sexual violence, it is the intent of the College to leave disciplinary action related to off-campus offenses of students to civil authorities. However, there may be certain off-campus offenses that by their very nature pose a serious threat or disruption to the College community. In such cases, the College reserves the right to take appropriate action.

Student Disciplinary Procedure

A procedure for handling Student Code of Conduct violations has been established and is available at: <https://www.corning-cc.edu/sites/default/files/Student-Code-of-Conduct-C...> This procedure guarantees students the right of due process, including the right to appeal.

Complaint Procedure

When a complaint is filed, the Assistant Dean will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Assistant Dean. The Assistant Dean will render a decision and a written notice will be sent to the accused student and the complainant. To more effectively identify behavior patterns, there are times when those with a "need to know" are notified about a student's involvement, or alleged involvement, in an incident. To the extent allowed by FERPA (Family Education Rights and Privacy Act), this "need to know" may include administrators, faculty, advisors, counselors, coaches, and health and wellness professionals. An interim suspension may be imposed to ensure the safety and well-being of members of the CCC community, preservation of CCC property, and/or assurance of the student's own physical or emotional safety. During the interim suspension, a student may be denied access to any property owned or controlled by the College, any class (including Internet classes), or any other CCC activities or privileges for which the student might otherwise be eligible. This interim suspension does not replace the normal discipline process. Determination of the interim suspension is at the discretion of the Assistant Dean.

Tobacco Free Campus

No consumption of tobacco will be allowed on any College property or in any College facility. Corning Community College is committed to providing its students, employees, and visitors with a safe and healthy environment. In light of this commitment, as well as the findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, the Regional Board of Trustees has established CCC as a smoke/tobacco-free institution, effective August 1, 2011.

Definitions

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Scope

The use, distribution, or sale of tobacco or any smoking device (such as e-cigarettes), or the carrying of any lighted smoking instrument in College buildings or on College premises without exception, at offsite College-required learning activities, at events on College premises, or in College-owned, rented or leased vehicles, is prohibited. The College requires students, employees, and visitors to respect private property bordering all College locations by refraining from trespassing for purposes of consumption of tobacco products.

Enforcement

The Department of Public Safety is charged with the enforcement of this policy. Violations by students will be treated as violations of the Student Code of Conduct. Violations by employees will be treated as disciplinary matters. Educational programming, cessation support mechanisms, and other resources have been developed and are available to the College community through the College Health Office.

Weapons on Campus

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of the Student Code of Conduct and state law.

College Administration

Regional Board of Trustees

Corning Community College receives its authority from the State University of New York (SUNY) and is governed by fourteen trustees. Seven trustees are appointed by its supporting counties – Chemung, Schuyler, and Steuben. Six are appointed by the Governor of New York State, and one is elected by the students. All trustees are residents of the College region and serve seven-year terms, except the student trustee who serves a one-year term. Their terms of service vary in length, and they can be reappointed for extended terms.

Carl H. Blowers, Chair
Nancy M. Wightman, Vice Chair
Michael Wayne, treasurer
Ronald Allison
Gail O. Baity
Polly Chu
Dr. Christa Heyward
Nykole Parks
George Welch, Jr.
Alan S. Winston
Anna Moretti, Student Trustee

Office of the President

William P. Mullaney, President
Jina Toribio, Executive Office Manager
Maarit Clay, Director of Strategic Initiatives

Academic Affairs

L. Dean Fisher, Provost
Brenda Guild, Administrative Assistant

Academic Divisions

Deborah Beall, Associate Dean, Professional Studies
Bradley Cole, Associate Dean, STEM
Byron Shaw, Associate Dean, Humanities and Social Sciences

Administrative Services

Todd Garnier, Vice President
Tanya Jones, Administrative Assistant
Peter Mizera, Director, Information Technology
Stacy Housworth, Associate Dean
Calvin Williams, Director, Physical Plant

Development Foundation

Angela May, Executive Director
Kristen Morse, Executive Assistant
Kesha Davis, Assistant Director, Advancement Support Services
Jordan Anderson, Alumni Development Coordinator
Heather Barber, Annual Fund Officer

Development Foundation Board of Directors

The Development Foundation's Board Members work with businesses and philanthropists in our community to maintain a strong financial presence for the College.

John E. Benjamin, President
Holly A. Segur, Vice President
Thomas M. Carr, Treasurer
Kristin A. Swain, Secretary
Ronald E. Allison '68
Aaron T. Alsheimer
Thomas E. Blumer
Dawn H. Burlew
Douglas L. Cotton
Arthur D. Field
Dr. Edward A. Franklin, Jr. '72
Margaret v. Jones
Jill M. Koski
Russell B. Smith
Carl H. Blowers, Ex-Officio Member
Dr. William P. Mullaney, Ex-Officio Member

Student Services (Student Life/Residence Life)

Stacy Johnson, Assistant Dean
Ryan Steinberg, Director

Workforce Education and Academic Pathways

Jeanne Eschbach, Executive Director
Katie Crowe, Administrative Assistant

(Elmira Center & Workforce Education)

Laura Clark, Director
Tyre Bush, Director of Academic Pathways
Nancy Riesbeck, Secretary

Full-time Faculty, Administrators, and Staff

Last Name	First Name	Hire Date	Department	Title	University/College	Degree Description
Abbott	Tyson	21-Jan-11	Humanities & Social Sciences	Associate Professor	South Dakota State University	Doctor of Philosophy
Abreu	Pedro	28-Jan-15	Physical Plant	Cleaner		
Accettulla	McKayla	23-Sep-19	Retention and Educational Planning	Coordinator of Career Services	Mansfield University	Bachelor of Science
Akiba	Yumiko	15-Aug-18	Science, Technology, Math, Engineering	Instructor	University of Central Oklahoma	Master of Science
Anderson	Jordan	03-Jun-19	CCC Development Foundation	Alumni Development Coordinator	University of Oregon	Bachelor of Science
Address	Emily	10-Feb-11	Athletics and Fitness Services	Coordinator of Fitness Center	SUNY Cortland	Bachelor of Science
Andrews	Paul	03-Aug-09	Institutional Research	Director of Institutional Research	Keuka College	Master of Science
Anthony	Rosemary	16-Aug-17	Professional Studies	Instructor	Elmira College	Master of Science
Atkins	Christine	18-Aug-06	Humanities & Social Sciences	Professor	SUNY at Albany	Doctor of Philosophy
Babcock	Robert	16-Nov-06	Physical Plant	Building Maintenance Mechanic	Alfred University	Associate in Applied Science
Babcock	Renee	12-Jul-07	Physical Plant	Laborer		
Balke	Jonathan	01-Sep-01	Science, Technology, Math, Engineering	Professor	Rochester Institute Technology	Master of Science
Barber	Heather	05-Sep-18	CCC Development Foundation	Annual Fund Officer	Geneva College	Bachelor of Arts
Barton	Cheryl	12-Jan-15	Workforce Education & Academic Pathways	Staff Assistant 12S		
Bauman	Tara	06-Apr-98	Financial Aid	Staff Assistant	Corning Community College	Associate in Science
Beall	Deborah	19-Jan-04	Professional Studies	Associate Dean of Instruction	Northeastern University	Master of Science
Beecher	Kathleen	25-Apr-05	Accounting and Payroll	Senior Account Clerk	Corning Community College	Associate in Applied Science
Bentley	Beth	01-Sep-99	Humanities & Social Sciences	Coordinator Reading/Writing	Bowling Green State University	Master of Science
Beykirch	Michael	23-Aug-91	Humanities & Social Sciences	Professor	University of Wisconsin - Madison	Master of Arts
Bixby	Paul	16-Nov-06	Physical Plant	Wastewater Treatment Plant Operator		
Bleiler	Loueda	15-Aug-08	Humanities & Social Sciences	Associate Professor	University of Hartford	Master of Arts
Bobby	Jessica	13-Jan-17	Health Ed – Nursing	Instructor	Keuka College	Master of Science
Bonomo	Timothy	18-Aug-06	Professional Studies	Associate Professor	Elmira College	Master of Science
Borden	Debra	14-Jan-94	Humanities & Social Sciences	Professor	University of La Verne	Master of Science
Brooks	Nicole	23-Jul-18	Student Support Services	Director	Elmira College	Master of Science
Brown	Marc	11-Nov-19	Information Technology	Desktop Specialist	Corning Community College	Associate in Applied Science
Brown	William	04-Sep-07	Physical Plant	Cleaner		
Burdick	Patrick	20-Aug-10	Science, Technology, Math, Engineering	Associate Professor	University of New Mexico	Master of Arts
Burdick	David	10-Aug-15	Public Safety	Director of Public Safety	SUNY Empire State College	Bachelor of Arts
Bush	Tyre	04-Oct-10	Workforce Education & Academic Path	Director of Academic Pathways	Elmira College	Master of Science
Bushey	Isaac	21-Nov-16	Athletics and Fitness Services	Director of Athletics	Canisius College	Master of Science

Carter	Carol	06-Aug-07	Retention and Educational Planning	Educational Planner	Lesley College	Master of Arts
Caruso	Gregg	18-Aug-06	Humanities & Social Sciences	Professor	City University of NY	Doctor of Philosophy
Clark	Laura	05-Nov-18	Workforce Education & Academic Path	Director of Workforce Education	Elmira College	Master of Science
Clary	Shalena	21-Oct-19	Financial Aid	Director	SUNY IT-Utica	Master of Business Administration
Clay	Maarit	01-Sep-01	Office of the President	Director Strategic Initiatives	SUNY Binghamton	Master of Arts
Coble	Daniel	17-Jan-14	Humanities & Social Sciences	Assistant Professor	Saint Joseph's University	Master of Arts
Cole	Bradley	19-Aug-87	Science, Technology, Math, Engineering	Associate Dean of Instruction	SUNY Binghamton	Master of Science
Coletta	Nicole	10-Jul-08	Physical Plant	Cleaner		
Cooper	Robert	19-Aug-05	Humanities & Social Sciences	Associate Professor	University of California – Davis	Doctor of Philosophy
Copp	Tammie	05-Sep-17	Health Ed – Nursing	Instructor	American Sentinel University	Doctor of Philosophy
Corwin	Elaine	25-Aug-89	Professional Studies	Professor	SUNY Cortland	Master of Education
Craig	Kathleen	08-Oct-13	Retention and Educational Planning	Educational Planner	Loyola College	Master of Arts
Crandall	Dale	19-Aug-05	Science, Technology, Math, Engineering	Associate Professor	SUNY Binghamton	Bachelor of Science
Crosson	Michael	29-Mar-99	Physical Plant	Custodian		
Croteau	Julie	23-Aug-99	Science, Technology, Math, Engineering	Professor	SUNY Binghamton	Master of Arts
Crouthamel	Amber	10-Jul-17	Recruitment and Admissions	Recruiter/Special Initiatives	SUNY Binghamton	Master of Science
Crowe	Katie	16-Nov-06	Workforce Education & Academic Path	Administrative Assistant	Corning Community College	Associate in Science
Dann	Deborah	21-Aug-98	Science, Technology, Math, Engineering	Professor	Penn State University	Master of Science
Darcangelo	Rosanne	20-Aug-79	Learning Resources	Senior Library Clerk	Geneseo College	Master of Library Science
Dates	Daryl	21-Jan-11	Science, Technology, Math, Engineering	Associate Professor	Regis University	Master of Science
Davis	Kesha	21-Jun-00	CCC Development Foundation	Assistant Director of Advancement Support Services	University of Rochester	Bachelor of Arts
DeMusis	Ralph	13-Jan-03	Retention and Educational Planning	Educational Planner	SUNY College Oswego	Master of Science
DeLeone	Joseph	27-Aug-93	Science, Technology, Math, Engineering	Professor	Clarkson University	Master of Science
Dibble	Amy	02-Aug-04	Learning Resources	Director of Library	Southern Connecticut State University	Master of Library Science
Dick	Julie	09-Oct-00	Professional Studies	Professor	Elmira College	Master of Education
Dougherty	Edward	23-Aug-99	Humanities & Social Sciences	Professor	Bowling Green State University	Master of Fine Arts
Dow	Crystal	14-Nov-79	Physical Plant	Stenographer		
Drake	Olivia	07-Mar-16	Learning Centers	Learning Specialist	SUNY College Potsdam	Bachelor of Arts
Draper-Reich	Emma	16-Aug-17	Humanities & Social Sciences	Instructor	New York University	Master of Fine Arts
Dunbar	Thomas	21-Aug-98	Science, Technology, Math, Engineering	Professor	University of Rochester	Master of Science
Dunbar	Deborah	01-Sep-04	Professional Studies	Associate Professor	SUNY Empire State College	Master of Arts
Dunham	Beverly	30-May-17	Accounting and Payroll	Payroll Coordinator	Indiana University Of Penna	Bachelor of Arts
Duzy	Daniel	30-Jul-18	Residential Life	Resident Director	Canisius College	Master of Science

Eschbach	Jeanne	22-Feb-16	Workforce Education & Academic Path	Executive Director of Workforce Development & Academic Pathways	SUNY Binghamton	Master of Arts
Evans	Richard	16-Jul-90	Science, Technology, Math, Engineering	Professor	SUNY Binghamton	Master of Arts
Fisher	Leon	01-Jul-17	Office of the Provost	Provost	University of Central Oklahoma	Doctor of Philosophy
Fleming	Angela	12-Feb-18	CCC Development Foundation	Executive Director of CCC Development Foundation	SUNY College at Brockport	Bachelor of Arts
Franklin	Edward	19-Aug-05	Science, Technology, Math, Engineering	Professor	Palmer College of Chiropractic	Doctor of Chiropractic
Friebis	Michael	08-Jan-18	Public Safety	Assistant Director of Public Safety	Corning Community College	Associate in Applied Science
Garnier	Todd	03-Jun-19	Administrative Services	VP of Administrative Services	St. John Fisher College	Master of Business Administration
Gebremichael	Kiflom	14-Aug-19	Science, Technology, Math, Engineering	Visiting Instructor	University of London	Bachelor of Engineering
Gernert-Larrea	Lee	18-Aug-06	Humanities & Social Sciences	Professor	Mansfield University	Master of Arts
Goltry	Eileen	08-Dec-80	Learning Resources	Senior Account Clerk/Typist		
Griffin	Seth	01-Oct-16	Public Safety	Campus Safety Officer	Military	Associate in Applied Science
Guild	Brenda	10-Sep-18	Academic Affairs	Administrative Assistant to Provost	Corning Community College	Associate in Applied Science
Guisewhite	Dalton	19-Oct-19	Public Safety	Campus Safety Officer	Corning Community College	Associate in Applied Science
Gustin	Brenda	21-Aug-98	STEM – Science	Professor	University of Florida	Doctor of Philosophy
Guzzy	Mary	19-Aug-05	Humanities & Social Sciences	Professor	University of Colorado - Denver	Master of Arts
Haas	Matthew	21-Jan-05	Science, Technology, Math, Engineering	Instructor	Elmira College	Master of Science
Hadlock	Debra	01-May-00	Physical Plant	Laborer		
Haile	Claudia	17-Aug-07	Health Ed – Nursing	Associate Professor	SUNY Binghamton	Master of Science
Hall	Robert	29-Mar-99	Physical Plant	Custodian		
Halm	Brian	30-Aug-87	Science, Technology, Math, Engineering	Associate Professor	SUNY College Oswego	Bachelor of Science
Hammond	Wendi	13-May-10	Student Accounts	Account Clerk		
Hannan-Mandel	Marie	21-Aug-09	Humanities & Social Sciences	Associate Professor	University of Southern Maine	Master of Fine Arts
Harrington	Diana	05-Mar-90	Human Resources	Human Resource Clerk	Bryant Stratton Business Institute	Associate in Occupational Studies
Hartwell	Mark	18-Aug-06	Professional Studies	Professor	Ohio Northern University	Juris Doctor
Harty	Debra	27-Sep-99	Human Resources	HR Specialist	Corning Community College	Certificate
Heise	Eriko	20-Aug-10	Science, Technology, Math, Engineering	Associate Professor	SUNY - ESF	Master of Science
Hendrickson	Loretta	20-Jun-89	Registrar	Registrar	University Phoenix	Master of Science
Herbst	Frederic	01-Sep-00	Humanities & Social Sciences	Professor	University of North Texas	Master of Fine Arts
Hersha	Ryan	20-Aug-10	Humanities & Social Sciences	Associate Professor	University of Virginia	Master of Arts
Higgins	David	20-Jan-97	Humanities & Social Sciences	Professor	Louisiana State University & A&M College	Master of Fine Arts
Hill	Brian	01-Sep-01	Professional Studies	Associate Professor	Ithaca College	Master of Science
Hillman	James	23-Mar-15	Physical Plant	Maintenance Person		
Hoobler	Susan	15-Aug-08	Professional Studies	Associate Professor	Elmira College	Master of Science

Housworth	Stacy	10-Jul-08	Accounting and Payroll	Associate Dean, Admin Services	Keuka College	Master of Science
Hufford	Carl	03-Sep-02	Physical Plant	Custodian		
Hurlburt	George	01-Sep-00	Science, Technology, Math, Engineering	Professor	Kansas State University	Master of Science
Hurlburt	Jayashree	01-Sep-01	Science, Technology, Math, Engineering	Professor	Kansas State University	Master of Science
Jimenez	Elmarine	16-Jan-19	Science, Technology, Math, Engineering	Instructor	Nova Southeastern University	Master of Science
Johnson	Stacy	05-Jan-00	Student Services Administration	Assistant Dean of Student Services	Keuka College	Master of Science
Jones	Tanya	11-Feb-02	Administrative Services	Administrative Assistant to VP of Administrative Services	Corning Community College	Associate in Applied Science
Jubilee	Krystal	16-Aug-18	Health Ed – Nursing	Director of Nursing	University of Pennsylvania	Master of Science in Nursing
Ka-Tandia	Nogaye	01-Jul-10	Human Resources	HR Associate	Penn State University	Master of Science
Keach	Shannon	14-Oct-19	Student Accounts	Technical Assistant	SUNY Oneonta	Bachelor of Science
Kelly	Michele	11-Jul-16	Accounting and Payroll	Senior Account Clerk	Corning Community College	Associate in Applied Science
Kent	Ruth	12-Aug-19	Physical Plant	Cleaner		
Kephart II	Robert	22-Aug-97	Professional Studies	Professor	Canisius College	Master of Business Administration
Knowlden	Emily	30-Jul-19	Recruitment and Admissions	Admissions Recruiter	SUNY College Oswego	Bachelor of Science
Koble	Robert	19-Aug-15	Science, Technology, Math, Engineering	Associate Professor	University California - Riverside	Doctor of Philosophy
Krossber	Michell	11-Jul-11	Professional Studies	Senior Typist	Corning Community College	Associate in Applied Science
Kull	Christian	16-Jul-18	Retention and Educational Planning	Director of Enrollment Operations	SUNY Buffalo	Master of Science
LaBounty	Raymond	23-Aug-99	Science, Technology, Math, Engineering	Professor	University of Rhode Island	Master of Science
Ladd	Tyler	05-Aug-19	Recruitment and Admissions	Admissions Recruiter	SUNY Cortland	Bachelor of Science
Landis	Karen	10-Feb-14	Physical Plant	Assistant Director - Custodial		
Lapierre	Yuliya	15-Aug-18	Health Ed - Nursing	Visiting Instructor	Hartwick College	Bachelor of Science
Larson	Jane	19-Jan-04	Health Ed - Nursing	Coordinator - Nurse Simulation Lab	Clemson University	Bachelor of Science
Lasnick	Corinna	12-Nov-09	Retention and Educational Planning	Senior Typist		
Laughlin	Rebecca	27-Feb-17	Registrar	Assistant Registrar	SUNY Cortland	Bachelor of Arts
Learn	April	07-Jan-02	Retention and Educational Planning	Enrollment Adviser	Corning Community College	Associate in Applied Science
Lisella	Vincent	23-Aug-91	Humanities & Social Sciences	Professor	Bowling Green State University	Doctor of Philosophy
Logan	Michelle	23-Aug-13	Professional Studies	Assistant Professor	Mansfield University	Master of Arts
Longwell	John	01-Sep-01	Science, Technology, Math, Engineering	Professor	SUNY Polytechnic Institute	Master of Business Administration
Luckner	David	23-Jan-84	Information Technology	Technical Assistant		
MacDonald	Kristine	12-Nov-18	Instructional Resources	Director of CTIE	Drexel University	Doctor of Philosophy
Maki	Jhan	16-Apr-09	Physical Plant	Carpenter		
Martz	Kevin	17-Aug-07	Science, Technology, Math, Engineering	Associate Professor	SUNY College at Brockport	Master of Arts
Mattson	Sylvia	01-Nov-99	Physical Plant	Laborer		

Maxson	Justine	19-Aug-13	Physical Plant	Cleaner		
McAtee	Jacquelyn	05-Oct-06	Athletics	Athletic Trainer	Lock Haven University	Bachelor of Science
McCarty	Mark	14-Aug-19	Science, Technology, Math, Engineering	Visiting Instructor	Cornell University	Bachelor of Science
McGuire	Caleb	12-Mar-18	Recruitment and Admissions	Assistant Director of Recruiting	St. Bonaventure University	Bachelor of Arts
McNeill	Julie	26-May-98	Humanities & Social Sciences	Secretary I	Corning Community College	Associate in Science
Mejia	Rolando	05-Aug-19	Recruitment and Admissions	Admissions Recruiter	SUNY Oswego	Bachelor of Arts
Merrill	Gregory	10-Jul-09	Public Safety	Senior Campus Safety Officer		
Mizera	Peter	09-Sep-19	Information Technology	Director of Information Technology	Governors State University	Master of Science
Mletzko	Megan	10-Oct-16	Retention and Educational Planning	Assistant Director of Educational Planning	Mansfield University	Master of Science
Molina	Ashley	14-Aug-19	Health Ed – Nursing	Visiting Instructor	St. John Fisher College	Bachelor of Science
Moore Powers	Donna	01-Sep-00	Science, Technology, Math, Engineering	Professor	University of Arkansas	Doctor of Philosophy
Morse	Kristen	31-Mar-14	CCC Development Foundation	Executive Assistant to the Executive Director of Institutional Advancement	Geneseo College	Bachelor of Arts
Moss	Sky	20-Jan-06	Humanities & Social Sciences	Associate Professor	SUNY Cortland	Master of Arts
Moylan	Christopher	19-Mar-18	Physical Plant	Electrician		
Mullaney	William	01-Jul-19	Office of the President	President	Tulane University	Doctor of Philosophy
Mulroy	Christopher	30-Jan-19	Workforce Education & Academic Pathways	Corporate Trainer	St. John Fisher College	Master of Science
Narasimhan	Sri Kamesh	17-Jan-14	Science, Technology, Math, Engineering	Associate Professor	Syracuse University	Doctor of Philosophy
Nichols	Adam	16-Dec-10	Physical Plant	Groundskeeper		
Oddo	James	14-Jul-14	Physical Plant	Building Maintenance Mechanic		
O'Hara	Jennifer	24-Aug-12	Professional Studies	Associate Professor	Western New England	Juris Doctor
Oppenheim	Joseph	01-Sep-00	Science, Technology, Math, Engineering	Assistant Professor	Wilkes University	Bachelor of Science
Overstrom	Jodie	09-Sep-19	Enrollment Advisement Center	Educational Planner	SUNY College at Brockport	Master of Science
Owen	Thomas	22-Jan-10	Professional Studies	Associate Professor	Syracuse University	Master of Science
Owlett	Bradley	31-Jul-17	Information Technology	Systems Analyst	Corning Community College	Associate in Applied Science
Park	Connie	04-Dec-17	Human Resources	Executive Director of Human Resources and Chief Diversity Officer	Cornell University	Master of Science
Paulin	Ana	26-Oct-05	Retention and Educational Planning	Enrollment Operations Assistant	Corning Community College	Associate in Science
Perkins	Kimberly	29-Aug-19	Academic Outreach	Director of Accelerated College Education (ACE)	SUNY College at Brockport	Master of Arts
Pindel	David	18-Jan-99	Science, Technology, Math, Engineering	Professor	Western Illinois University	Master of Science
Powers	Krista	16-Jan-19	Health Ed – Nursing	Instructor	Mansfield University	Master of Science in Nursing
Prechtl	Michael	20-Aug-07	Science, Technology, Math, Engineering	Associate Professor	Keuka College	Bachelor of Science
Prestigiacomio	Laura	16-Jul-18	Workforce Education & Academic Path	Testing Center Coordinator	University of Minnesota - Minneapolis	Bachelor of Science
Prutsman	Deborah	26-Aug-94	Student Services	Staff Assistant	Cedarville University	Bachelor of Arts
Radford	Shannon	09-Mar-15	Information Technology	Assistant Director of IT (User Services)	Elmira College	Bachelor of Science

Radia	Hatesh	21-Jan-11	Science, Technology, Math, Engineering	Associate Professor	University of Massachusetts - Lowell	Master of Science
Reed	Gary	24-Jan-94	Physical Plant	Building Maintenance Mechanic		
Reed	Kelly	26-Aug-91	Information Technology	Technical Assistant	Mansfield University	Bachelor of Science
Reynolds	Michael	11-Nov-96	Science, Technology, Math, Engineering	Associate Professor	SUNY College Oswego	Bachelor of Science
Riesbeck	Nancy	16-Feb-87	Workforce Education & Academic Pathways	Stenographic Secretary	Corning Community College	Associate in Applied Science
Rose	Lisa	19-Aug-10	Health Ed – Nursing	Assistant Professor	Mansfield University	Master of Science
Rowland	Andrew	06-Jul-19	Public Safety	Senior Campus Safety Officer		
Sassaman	Laureen	01-Sep-99	Student Support Services	Staff Assistant	Westminster College	Bachelor of Science
Sawdey	Becky	04-Nov-19	Physical Plant	Custodian		
Scolaro	Andrew	01-May-19	Information Technology	e-Services Administrator	SUNY Cortland	Bachelor of Arts
Seager	Billie Jo	27-Jun-88	Science, Technology, Math, Engineering	Stenographic Secretary	Corning Community College	Associate in Applied Science
Sellers	Jennifer	21-Oct-13	Learning Resources	Coordinator of Applied Learning	University of Michigan - Ann Arbor	Master of Science
Shaw	Byron	26-Jan-81	Humanities & Social Sciences	Associate Dean of Instruction	Bloomsburg University	Master of Arts
Simmon	Tara	19-Jan-04	Physical Plant	Laborer		
Skerritt	Matthew	20-Aug-14	Science, Technology, Math, Engineering	Associate Professor	University at Buffalo	Doctor of Philosophy
Smith	Allen	10-Jul-08	Information Technology	Technical Assistant	Corning Community College	Associate in Applied Science
Smith	David	19-Aug-19	Physical Plant	Cleaner		
Smith	Eric	21-Aug-09	Professional Studies	Associate Professor	Alfred University	Master of Arts
Specchio	Stephanie	24-Mar-14	Marketing and Public Relations	Director of Communications	West Virginia University	Master of Science
Speicher	Kathleen	12-Jan-07	Science, Technology, Math, Engineering	Professor	University of Connecticut	Master of Science
Spencer	Kirk	23-Aug-99	Information Technology	Technical Assistant	Corning Community College	Associate in Applied Science
Squires	Barbara	14-Jan-02	Professional Studies	Professor	Elmira College	Master of Science
Stanbro	Jason	20-Jan-06	Science, Technology, Math, Engineering	Assistant Professor	Keuka College	Master of Science
Stedge	Calvin	16-Aug-17	Science, Technology, Math, Engineering	Visiting Instructor	University of Phoenix	Bachelor of Science
Steinberg	Ryan	03-Aug-15	Residential Life	Director of Student Services	Indiana State University	Master of Science
Streeter	Jeanne	14-Aug-19	Health Ed – Nursing	Instructor	SUNY Buffalo	Master of Science
Sylvester	Jarrett	26-Aug-19	Learning Commons	Learning Specialist	SUNY Binghamton	Bachelor of Science
Thomas	Jeffrey	15-Jun-16	Physical Plant	Electrician		
Toribio	Jina	03-Feb-14	Office of the President	Executive Office Manager	Johnson & Wales University	Master of Business Administration
Townsend	David	29-Mar-99	Physical Plant	Assistant Director - Trades		
Turner	Michele	12-Aug-98	Student Accounts	Technical Assistant	Corning Community College	Associate in Applied Science
Turner-Vicioso	Sandra	01-Sep-01	Humanities & Social Sciences	Professor	Middlebury College	Master of Arts
Tyler	Brittany	10-Oct-19	Retention and Educational Planning	Enrollment Advisor	Corning Community College	Associate in Science
VonBevern	Timothy	28-May-16	Public Safety	Campus Safety Officer		

Walters	Deborah	01-Sep-06	Physical Plant	Laborer	Corning Community College	Associate in Applied Science
Ward	Keith	19-Aug-10	Learning Commons	Director	Roberts Wesleyan College	Bachelor of Arts
Welch	Molly	16-Jan-15	Health Ed – Nursing	Instructor	Grand Canyon University	Master of Science in Nursing
Wenner	Ruth	26-Aug-83	Science, Technology, Math, Engineering	Professor	University of Massachusetts - Amherst	Master of Science
Wesolowski	Bernadette	08-Oct-18	Student Accounts	Bursar	Cleveland State University	Bachelor of Arts
Williams	Kyle	15-Aug-18	Science, Technology, Math, Engineering	Assistant Professor	University of Michigan - Ann Arbor	Doctor of Philosophy
Williams	Calvin	13-Aug-90	Physical Plant	Director		
Williams	Yolanda	17-Jul-06	Financial Aid	Staff Assistant	Corning Community College	Associate in Applied Science

Glossary

The following terms and definitions are probably only a few of those which you might find confusing. Ask your advisor or the Educational Planning Center for the explanation of any confusing term which you find used at CCC.

A.A. Degree

Associate in Arts degree. A transfer degree requiring at least 45 hours of liberal arts and sciences courses.

A.A.S. Degree

Associate in Applied Science degree. A career degree preparing students for employment upon completion of their CCC program. Requirements include at least 20 hours of liberal arts and sciences courses while the remaining courses provide the training needed for the student's chosen career field. Although not designed for transfer, many four-year colleges do accept CCC graduates with A.A.S. degrees.

ADI

Associate Dean of Instruction. Oversees an academic division.

A.O.S. Degree

Associate in Occupational Studies degree. A career degree in which all the courses relate directly to preparing students for specific careers. It differs from the A.A.S. degree program in that it does not require any liberal arts and sciences courses.

A.S. Degree

Associate in Science degree. A transfer degree requiring at least 30 credit hours of liberal arts and sciences courses.

Academic Progress

Set of standards established by an institution that a student must maintain in order to keep matriculation in a degree program and eligibility for financial aid.

Academic Standing

Official designation by an institution of a student's standing with reference to academic progress standards.

Advanced Standing

Receiving credit for prior course work, life experience, or examination.

Articulation Agreements

Formal agreements between CCC and bachelor degree-granting colleges describing conditions for transfer such as GPA and program or course requirements. Also called transfer articulation agreement.

Associate Degrees

Degrees which require a minimum of 60 credit hours (excluding physical education and certain writing modules) and may be completed in two years of full-time study.

Auditing a Course

A student is not taking a course for credit, is not required to submit assignments or take tests, and any assignments submitted might not be graded by the Instructor.

Baccalaureate Degrees

Degrees which are completed in approximately four years of full-time study, generally about 120 to 128 credit hours. They require two years of study at a transfer college after graduating from CCC.

Career Program

Programs designed to prepare you for a career at the end of two years. They generally lead to A.A.S. (Associate in Applied Science) or A.O.S. (Associate in Occupational Studies) degrees and immediate employment.

Certificate

Programs requiring approximately 30 hours of course work in a specific career area. Students do not earn an associate degree, but most courses can be applied toward a degree if a student wishes to take additional courses later.

COIL

Collaboration Online International Learning. An initiative linking SUNY courses with international partners.

Co-requisite

A course that must be taken at the same time as another course. Course descriptions will identify any co-requisites.

Credit Hour

Courses are assigned credit hours or equivalent credit hours. A three-credit hour course would meet approximately three hours per week during a regular semester. Laboratory and studio courses require additional time. Equivalent credit hours are awarded in courses which are not applicable to an associate degree. A credit hour is assigned for every fifteen 50-minute sessions of classroom instruction per week for a semester of fifteen weeks, with the expectation of two hours of outside study for each classroom session. If less than two hours of outside study is expected for each session, the amount of in-class time is increased accordingly, as in laboratories and studio courses. Classroom instruction time is also adjusted proportionally for modified academic calendars. For full information on SUNY policy, see SUNY document number 1305, Credit/Contact Hour, http://www.suny.edu/sunypp/documents.cfm?doc_id=168.

Credit Load

The total number of credit and equivalent credit courses for which a student has registered. Example: A registration of 9 credit hours and 4 equivalent credit hours equals a load of 13 hours.

Curriculum

All courses offered. Also refers to program and the full scope of courses needed to complete it.

Educational Planning Center

The Educational Planning Center (EPC) combines the services of registration, financial aid, and student accounts to create a simplified one-stop location where students can receive assistance with all of these administrative processes.

Email

The College uses @corning-cc.edu as an official communication tool for students and employees.

Equivalent Credit Hours

When the content of a course is developmental and not considered college level, equivalent credit hours are earned and are not counted toward degree requirements. Registration in these courses does not count toward full-time status for financial aid purposes unless enrollment is a result of placement tests.

Free Elective

Almost any course. Exceptions include physical education activities, equivalent credit courses, and courses designated for a particular program only.

Full-Time Student

Anyone enrolled for 12 or more load hours in a semester. A typical course load would be 15 credit hours per semester or approximately five courses.

General Education

An undergraduate curriculum of broad, high-quality courses that provides students with a set of non-specialized, coherent and focused educational experiences aimed at enabling students to acquire knowledge and skills that are useful and important for all educated persons regardless of their jobs or professions. Local General Education Requirements. General education requirements established by individual SUNY campuses to either add specificity to the SUNY-GER.

Programmatic General Education Requirements. Specific general education requirements associated with individual academic programs, such as requirements in programs leading to teacher certification that are externally mandated. These may be met within the 30-credit SUNY-GER, but they may also exceed the SUNY-GER (e.g., additional courses, minimum course grades).

SUNY General Education Requirement (SUNYGER).

See SUNY.

Good Standing

Students who meet the minimum requirements of the Student Progress Policy are considered to be students in good standing.

GPA (Grade Point Average)

Overall Grade Point Average (GPA): For each credit hour, points are assigned based on the grade received. This average is calculated by dividing the total grade points earned by the number of credit hours taken.

Program Grade Point Average (PGPA)

This is based only on courses being used to fulfill degree and program requirements and is calculated at the time of graduation. Students must have a minimum 2.0 PGPA to graduate.

Humanities

Art; Music; Foreign Languages; Philosophy; most 2000-level English; Media Communications; Speech; or Theatre; and courses with the prefix HUMA.

Institutional Learning Outcomes

The Institutional Learning Outcomes are the expectation of student achievement through curricular and co-curricular activities

Laboratory Science

Any science course which has a laboratory experience along with lectures. Examples include Astronomy, Biology, Chemistry, Geology, and Physics.

Liberal Arts and Sciences (LAS)

The New York State Education Department requires a minimum number of credits in liberal arts and sciences courses in each registered undergraduate degree program. In all cases, SUNY General Education courses may be counted as liberal arts and sciences courses.

Liberal Arts Elective

Any course from the areas of Communication, Humanities, Sciences, Mathematics, and Social Sciences.

Matriculation

This is a process that involves application to the College, admission to a specific academic program and enrollment in courses. An advantage of matriculation is that you officially come under the set of regulations described in the catalog in effect at the date of your matriculation. You must be matriculated to receive financial aid.

Module

A short .5 or one credit course; sometimes independent studies outside a regular classroom setting.

MyCCC

Online access to your educational record.

Occupational Degree

A.A.S. and A.O.S. degrees are generally considered occupational degrees. Students in these programs are preparing for a career or job upon graduation from CCC.

Part-Time Student

Anyone who is enrolled for fewer than 12 load hours in a semester.

Placement into Courses

Except in special circumstances, students entering CCC are required to take assessment tests to determine their level of reading, writing, and mathematical ability for placement into appropriate entry-level courses.

Prerequisite

A requirement that must be met before you take a course. Each course description indicates whether or not there is a prerequisite.

Prior Learning Assessment (PLA)

The award of academic credit based on the evaluation of verifiable college-level learning achieved outside of a traditional academic environment.

Probation

Students who have met the minimum requirements of the Student Progress Policy but have a CGPA below 2.0 are placed on probation. Students on probation are in good standing, but the number of credit hours for which they can register is limited.

Recitation

In addition to lectures and laboratories, some courses require a recitation, which is an individual or small group meeting with an instructor.

Registration

The process of selecting and registering into courses through self-service or through an advisor.

Retest for Course Placement

Students are allowed one retest without special permission. See Educational Planning Center for details. To confirm placements, students can view their placement information on their MyCCC account under student records and view placements.

Social Sciences

Anthropology, Economics, Geography, Government, History, Psychology, or Sociology.

STEM

Division of Science, Technology, Engineering, and Mathematics.

SUNY

All of the units of the State University of New York, including CCC. SUNY General Education Requirement (SUNY-GER) The 30-credit requirement for SUNY baccalaureate degree recipients, which supports academic excellence as well as student choice, mobility and degree attainment by expecting students to demonstrate achievement of University-wide learning outcomes in seven of ten knowledge and skill areas (two of which are required) and two required competency areas (Basic Communication and Mathematics).

Suspension

Students who do not meet minimum academic requirements under the Student Progress Policy are prohibited from attending CCC for one academic year.

Sustainability

Meeting the needs of the current generation without compromising the needs of future generations.

Syllabus

A statement of the requirements in a course and the course material to be covered. Each professor should give you a syllabus in the first week of class.

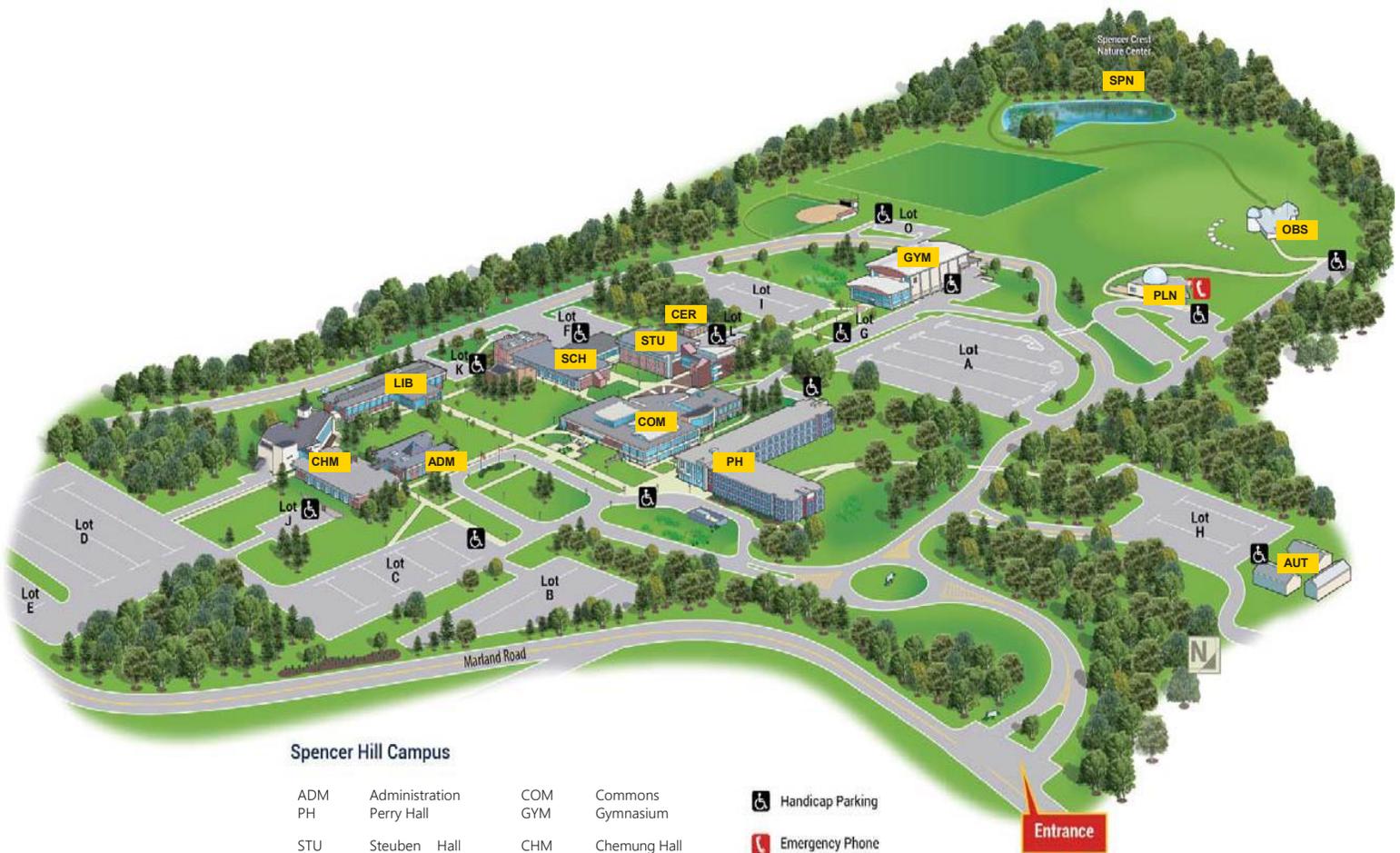
Tobacco

Includes any lighted or unlighted cigarette, e-cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and smoke-less or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Transcript

An official copy of the permanent record of every course taken and the resulting grades. This permanent record is maintained in the Office of the Registrar.

Spencer Hill Campus Map



Spencer Hill Campus

ADM	Administration	COM	Commons
PH	Perry Hall	GYM	Gymnasium
STU	Steuben Hall	CHM	Chemung Hall
SCH	Schuyler Hall	AUT	Auto Tech Buildings
CER	Ceramics	LIB	Library
OBS	Observatory	PLN	Planetarium
SPN	Spencer Crest Nature & Research Center		

 Handicap Parking

 Emergency Phone

Entrance