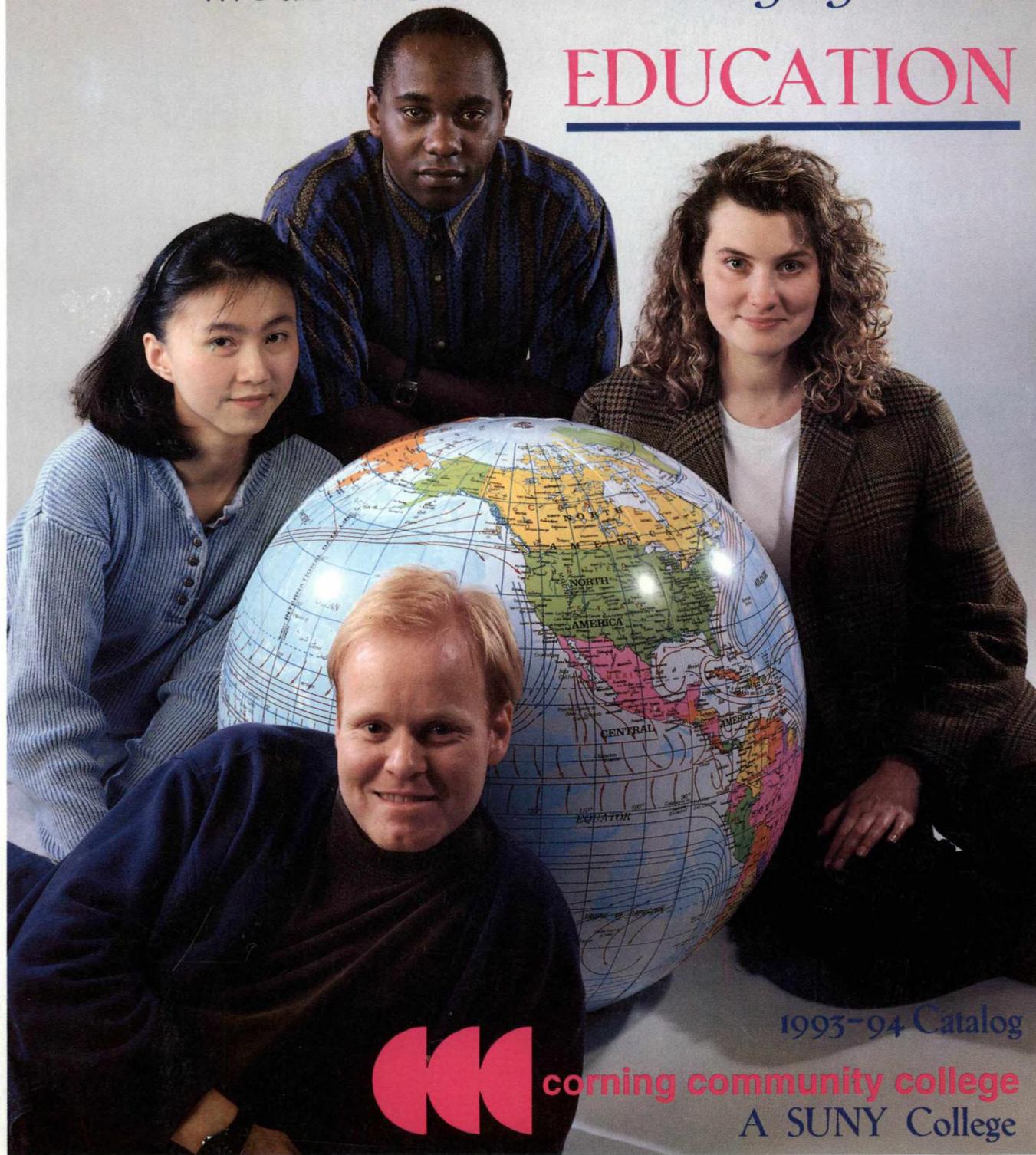


*...our answer to a changing world*

# EDUCATION

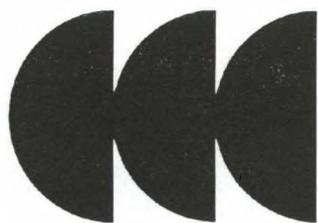
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1993-94 Catalog



corning community college  
A SUNY College



**corning community college**  
A SUNY College

For information or a guided campus tour,  
Office of Admissions  
607-962-9220 or 1-800-358-7171

FAX: 962-9456

TDD (telecommunications device for deaf): 962-9459

*For a complete correspondence directory of college offices, see p. 183*

*A regional college sponsored by  
Chemung, Steuben and Schuyler counties*

**1993-94 Catalog**

# ACADEMIC CALENDAR 1993-1995

Fall and spring semesters are 15 weeks long. The summer session consists of two 4- and/or 5-week day sessions and evening sessions of varying lengths. A limited number of short mini courses may be available at other times.

## SUMMER

	1993-94	1994-95*
First summer session day classes begin	June 7	June 6
Evening summer session classes begin	June 7	June 6
Last day to register for second summer session	July 9	July 8
Second summer session day classes begin	July 12	July 11
Summer session classes end	August 13	August 12

## FALL

New Student Day	August 27	August 26
CLASSES BEGIN	August 30	August 29
Warning grades submitted	October 8	October 7
No classes—Semester break	October 11-16	October 10-15
Last day to drop a course with W grade	November 5	November 4
Registration for Spring semester for continuing students	November 15-19	November 14-18
No classes—Thanksgiving break	November 22-27	November 21-26
Last day of classes	December 17	December 16
Final examinations	December 18-23	December 19-23

## SPRING

New Student Day	January 14	January 13
CLASSES BEGIN	January 17	January 16
No classes—Spring break	February 21-26	February 20-25
Warning grades submitted	March 4	March 3
Last day to drop a course with W grade	March 25	March 24
Registration for Fall semester for continuing students	March 28-April 1	March 27-31
No classes—Spring break	April 4-9	April 3-8
Last day of classes	May 6	May 5
Final examinations	May 9-13	May 8-12
Commencement	May 22	to be announced

\*tentative dates

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## corning community college

Corning Community College is an equal opportunity institution, adheres to the guidelines of Title IX and Section 504, and does not discriminate on the basis of race, color, creed or religion, sex, national origin, age or physical or mental handicaps.

Corning Corning College affirms the campus community's respect for different beliefs and lifestyles even though such beliefs and lifestyles may not at this time be codified into state or federal law. The College's Affirmative Action Committee endorses the following statement approved by the Faculty Association and supported by other employees and students:

*"Corning Community College is committed to creating a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs."*

The information contained in this catalog constitutes official College policy and procedures. The College reserves the right to cancel any course described in this and any other college publication. The College also reserves the right to change any of the information contained herein, including fees, dates, and course or program offerings.

*Produced by the Office of Public Relations*

**Director**

Donna Layng

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Donna Hastings  
Joanne Herman

**Photography**

Robert Demyan

**Printer**

Lakeside Printing, Inc.

*We are concerned about the environment. This catalog is printed on recycled paper.*

## *... what we believe*

Corning Community College, like its community college counterparts around the nation, is committed to the belief that the college experience should be accessible to anyone with the desire to pursue it. This belief is demonstrated through a policy of open admissions.

This ready access to higher education does not mean, however, a lowering of academic standards. All Corning Community College programs have high performance standards and some have very specific entrance prerequisites.

An individual review of each applicant's academic background determines a student's readiness for college course work. Students who are not yet ready for college-level study may be admitted to the college but will be enrolled in the pre-college level courses necessary to prepare them for more advanced study.

This individual attention and careful balancing of access and achievement allows Corning Community College to maintain high standards of academic excellence without closing the door on students who might otherwise not have the opportunity to attend — and succeed — in college.

*See Admissions Policy, p. 12*

# CCC's ADVANTAGES FOR ADULT STUDENTS



*The Continuing Education Office will help you select classes that meet the needs of your work and home schedule.*

Adults interested in taking college courses may contact any one of the following offices for information:

- **Adult Admissions, 962-9254**
- **Continuing Education, 962-9222**
- **Business Development Center, 962-9492**

*The Business Development Center at 24 Denison Parkway West, Corning specializes in a wide selection of courses for personal and professional development. Some of these courses may be credited toward a degree program.*

Corning Community College offers a full range of credit courses designed to meet the needs of adults. Classes are offered days, evenings, and some weekends at the main campus on Spencer Hill Road, Corning. Evening classes are offered at satellite locations throughout Chemung, Steuben, Schuyler and Tioga counties (*see listing on page 7*).

Adults in the classroom are a common sight on the CCC campus. Over half of the 5,000 full- and part-time students are over the age of 25 with many between the ages of 35-45.

Adults return to CCC for many reasons:

- ... to earn a degree in a career program so they can improve their job opportunities.
- ... to earn a degree in CCC's transfer programs so they can continue their studies to a four-year institution with a baccalaureate degree in mind.
- ... to improve their opportunities in the work place through retraining and updating of specific skills.
- ... to develop hobbies and personal interests that add satisfaction to their lifestyle.

Whatever the reason you may decide to come to Corning, you will find a professional staff experienced in working with adults. You will also find many special services to help you make the college experience a successful one. And, when it comes time to look for a job, our placement counseling services are very helpful. They provide everything from writing a resume and tips on interviewing to actually researching the job market. Because area employers are so pleased with CCC graduates, they return to campus each springtime to interview CCC students.

The College also encourages you to take advantage of the many extracurricular cultural and sports activities that take place on the main campus throughout the academic year. The Student Activities Office and Student Government sponsor a wide variety of programs that can enrich and broaden your life.

*Questions  
adults  
frequently  
ask  
about  
returning to  
college*



*Jane Gallagher, lecturer in mathematics, helps a student in the Mathematics Learning Center.*

***What about child care?***

CCC provides child care services for its enrolled students. A newly-remodeled Day Care Center, located off campus at 18 Denison Parkway W., Corning, is fully licensed and staffed by professionals. The Center is open during the school year when the College is in session. Costs are reasonable. Children from 3 to 6 years are eligible.

***What about class schedules?***

They're flexible. Going to college doesn't mean that you have classes all day, every day. Many of our adult students schedule classes in the morning hours, keeping the afternoons free for work or family obligations. Others take classes in the afternoons and evenings. In addition to courses at the CCC campus, classes are also held at other locations throughout our service area.

***What about college level work?***

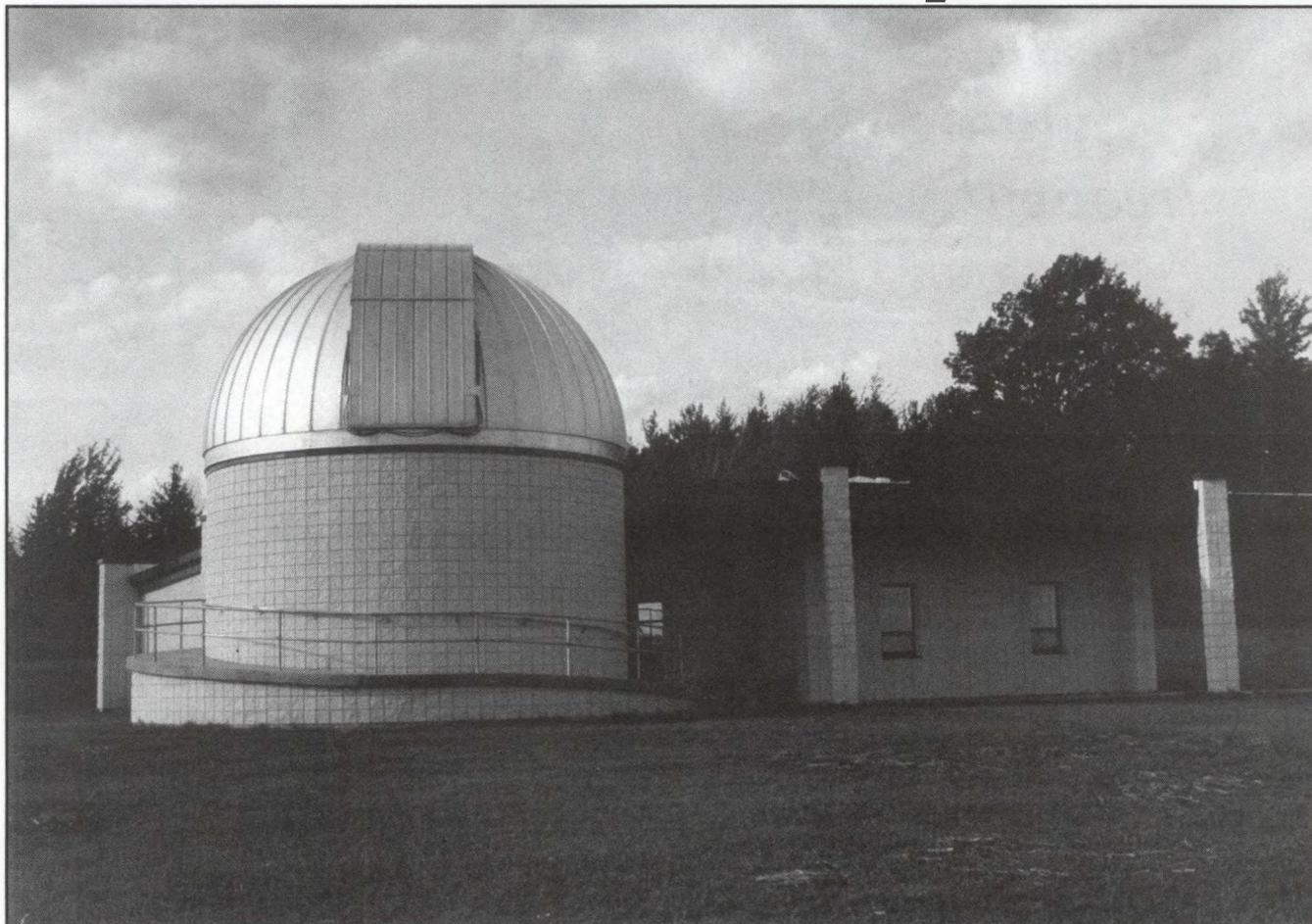
Adults do very well at Corning. They appreciate and take advantage of the additional help available in special Learning Centers where skilled staff offer free tutoring and extra assistance. These Centers, open days and some evenings, specialize in helping students improve their skills in math, writing and reading, and computers. Students are encouraged to work at their own pace.

***What else do we offer? Lots!***

- Special "how to study" courses.
- Academic and career counseling.
- Resume writing and job interview skills.
- Services for students with disabilities or academic and economic needs.
- Bus service to the campus.
- Evening services such as career and transfer information, registration help, academic advising and more.

***Off campus locations include:***

Arnot Mall, Horseheads  
Arnot-Ogden Memorial Hospital, Elmira  
Automotive Tech Center, Elmira  
Criminal Justice Complex, Goff Rd., E. Corning  
Corning/Painted Post East High School  
Elmira Free Academy  
Haverling High School, Bath  
Watkins Glen High School  
Waverly High School  
Telecourses with WSKG Public Television



## New teaching observatory offers powerful view of the stars

A unique addition to CCC this year is the new \$600,000 observatory complex featuring the historic, working model of the famed Hale telescope at Palomar, California. CCC students, as well as the general public, can experience the excitement of seeing the stars and planets utilizing the telescope's 20-inch mirror.

Views will also be shown on a large television screen in an adjacent classroom. Special educational programs for solar and celestial observing will be held for students of area school districts as well as the general public.

Dr. Jack Anderson, professor of astronomy and geology, and Larry Josbeno, associate professor of

physics, hope to develop new college courses to meet an expected increased interest in astronomy among students. Anderson said, "We're very excited. You'll have to look a long way to find another community college with a telescope of this size and strength."

The College will be cooperating with members of the Elmira-Corning Astronomical Society whose members helped refurbish the telescope.

Anderson said non-credit courses on such topics as the constellations and navigational astronomy could be developed as well as special sessions that would allow the study of meteor showers, comets and aurora.

## *make CCC unique*

---

### Study abroad program creates an opportunity for exchange of views, understanding of other cultures

Students coming to Corning Community College have an opportunity to visit far-off lands and study in other cultures through the CCC's participation in the College Consortium for International Studies (CCIS) program.

Jennifer Osborne of Watkins Glen, a business administration major, took advantage of the CCIS opportunity during the fall 1992 semester. Osborne, a mother of two children aged 3 and 6, spent three months at Thames Valley University in Ealing, a borough of London. She said, "...leaving my children in the care of my parents was the hardest thing I've ever done in my life but I wouldn't have passed up the experience of studying abroad for the world."

Osborne said she always wanted to start her own business and had entertained the idea of a coffee shop. However, after her stint in England, that idea is now evolving into an English tea shop. Classes in marketing strategies and advertising a business were part of the curriculum at Thames that Osborne found extremely helpful. But, she was careful to point out that college was different there. "They don't have exams throughout the year," she said. "Instead, there's one assessment exam at the end of the year. During the semester, students write two term papers that are expected to have more 'meat' and show what we learned. I spent a lot of time researching and much more time in the library studying my notes." Osborne said professors there characterize the American learning experience as "spoon-feeding."

Osborne feels that it is important for Americans to travel and learn abroad so that they have a greater awareness of how events in other countries affect the politics and economics of the United States. She lived with an Irish family that was also hosting a



*Jennifer Osborne visiting Stonehenge, England*

student from the Canary Islands. "We met people from all over the world. We would be sitting at a table in a coffee shop and someone would join us from Pakistan, India, Belgium, France, Spain..."

Osborne said she appreciated the information and orientation packages that CCIS sent to her before departure. She said they included tips on understanding culture shock, explanations of the differences in the school systems, and some ideas on what is expected by teachers at Thames.

Cost of the CCIS program varies somewhat depending on the school but generally Osborne said it was not as expensive as she expected. For more information about Corning's CCIS program with opportunities to study in over 30 countries or the SUNY Programs Abroad, contact Dean Gunars Reimanis, 962-9231.

**...a leader in  
higher education**

**...a source of  
community pride**

**Corning Community College** is one of the most contemporary and well-equipped college campuses in the SUNY system (the State University of New York) — the largest network of higher education in the world. After a modest beginning in 1956 when it was founded by the Corning-Painted Post Area School District, CCC received a land gift from Arthur A. Houghton, Jr., and a monetary gift from Corning Glass Works Foundation. In 1963, the College moved to its current location at the top of Spencer Hill, two and a half miles from Corning.

**The 500-acre campus**, an award-winning design, is set in an attractive natural setting. Modern, well-equipped laboratories enable students to apply classroom learning to hands-on experience. Up-to-date computer facilities are integrated into nearly every field of study. And the quality of instruction provided by the faculty at CCC is of the highest caliber.

**Six academic divisions** offer over 30 programs and over 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 and Tioga counties.

**Degree programs 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 National League for Nursing.



*Students studying in front of Learning Center.*

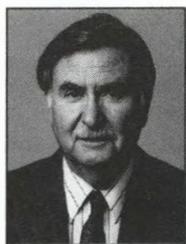
**Corning Community College** offers the following degrees:

Associate in Arts  
Associate in Science  
Associate in Applied Science  
Associate in Occupational Studies  
Certificates

**In addition, the College is approved** for holders of state and federal scholarships, and financial aid programs. Eligible students may also apply for assistance from the Veterans Administration and Office of Vocational Rehabilitation.

**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, Steuben, and Schuyler; 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 nine-year terms, except the student trustee who serves a one-year term.

## *Regional Board of Trustees*



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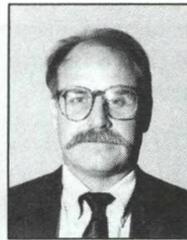
M. Skrocki



R. W. Swan



W. C.  
Ughetta



T. Walton



C. E. Young

### *College Mission Statement*

Corning Community College is a community-based, respected, affordable institution of higher education where the focus of all activity is devoted to the success of students. The faculty, administration and staff take pride in promoting student achievement in transfer and career programs through a rich and varied curriculum that provides for intellectual and social growth. We share a congenial atmosphere and a strong commitment to high standards of quality in both services to students and educational facilities.

### *Major Goals*

- Identify and support areas in which the College has or should have national leadership potential.
- Continue to expand the College's support of the regional business and industrial community.
- Provide equal educational opportunities to all students: full/part-time, day, evening, credit, non-credit.
- Support the idea that Liberal Arts and Humanities are essential aspects of all comprehensive educational programs.
- Remain in the forefront of technological advances to meet the changing educational needs of society.
- Develop and maintain competence standards for literacy in verbal and written communication, mathematics, and computer skills.
- Foster formal and informal learning activities and an environment to enhance all students' intellectual, cultural, and personal growth.

# ADMISSION

Corning Community College offers guidance, counseling, and support services to help students find areas of study best suited to their interests, aptitudes, and abilities. If you have previously done well in school, you can expect challenge and growth at Corning. If you need help with reading, writing, or mathematics, we are prepared to help you build the foundation which leads to success in college.

## **FULL-TIME STUDENTS (12 or more credits)**

All students who take 12 or more credit hours must be formally accepted into a program of study at the College before taking courses.

## **PART-TIME STUDENTS (less than 12 credits)**

Many part-time students take a course or two for their own interest or to advance their education. Others wish to complete a degree program while working full time. Students who are working toward a degree should also complete the application process described in the following pages.

If you are not planning to complete a degree, you can simply enroll for courses by registering at the Office of Registration & Records.

Students taking less than 12 credit hours during the day or evening may be accepted into a program beginning with their first course. Most students prefer to be matriculated early (formally accepted into a program) since this guarantees that program requirements cannot change at any future point.

## **ADMISSION POLICY**

1. Applicants should have a diploma from an accredited high school or an equivalency diploma to meet general admissions requirements. Admission into certain programs requires additional prerequisites. See the program descriptions for details.
2. Placement examinations: While entrance examinations such as Scholastic Aptitude Test (SAT) or American College Testing (ACT) are not required, most entering students will be required to take placement examinations in reading, writing and mathematics before registering for courses. The results of these tests will be used for advising during the course selection process. These tests will not affect your admission to the College.

3. CCC reserves the right to determine if students are prepared to enter credit courses. We determine placement in courses by giving assessment tests and evaluating educational background. If students are not academically prepared, the College will work with them to carefully select courses to prepare them for college-level work. For some students this means that one or more semesters of preparatory courses will be required before they are allowed to register for credit courses.
4. Applicants who have not graduated from high school or who have not earned a General Equivalency Diploma (GED) must provide substantial evidence of their ability to succeed in college prior to acceptance. The College will assist in arranging special testing to meet these requirements. It may be necessary for non-graduates with serious academic deficiencies to enroll in remedial courses on a part-time basis before acceptance can be offered. (Note: After completion of 24 hours of college credit, students can apply to New York State for an equivalency diploma.)

## **APPLICATION PROCEDURE**

*New students are encouraged to apply early for best advising and course selection.* Applications for admission are processed on a continuous basis and should be received by the Office of Admissions at least two weeks prior to the beginning of classes. Extraordinary situations will be considered on an individual basis.

1. Complete the application form. Applications and College literature are available from the Office of Admissions, area high school guidance offices, community service centers, libraries, and many human services agencies. There is a \$25 application fee.
2. Take or mail the application to your high school. They will forward the application, the fee, and an official copy of your high school transcript to the Office of Admissions. Applicants who have equivalency diplomas (GEDs) must submit transcripts and copies of their GED diplomas and scores.
3. Transfer Students: In addition to the above steps, request official transcripts from all institutions previously attended. If applying for financial aid, a

financial aid transcript must be sent to our Financial Aid Office. See the section on Advanced Standing for information about transferring credits.

4. **Veterans:** Veterans who wish to receive GI Bill Benefits should contact the Financial Aid office to initiate the receipt of benefits. See the section on Veterans.

### **IF YOU ARE UNDECIDED ABOUT A PROGRAM**

Students often enroll full or part time without having definite career plans. Advisors will help you select appropriate courses for your first semester. If you are interested in career planning services, contact the Counseling and Career Services office. Career professionals will help guide you through activities to help with the career decision-making process.

Although students are expected to enroll in an academic program, it is possible to spend a semester or more exploring areas of interest. A first semester schedule can be arranged that is general enough to ultimately meet graduation requirements for almost all programs. This schedule could include a career planning course that helps to match assessment of individual abilities and interests to careers.

### **EARLY ADMISSION**

High school students who have substantially met 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 College judges the student to be academically prepared and capable of success. Specific requirements are as follows:

- a. written recommendation from the home school principal or counselor which includes (1) a statement endorsing study at CCC, and (2) home school acceptance of CCC credits to meet graduation requirements.
- b. an academic background which 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.

### **ACE (Accelerated College Education)**

The ACE program is an opportunity for accelerated, high achieving high school seniors to take Corning Community College courses at participating high schools. Seniors with a 90 or higher average or who are in the top 10% of their class or who have a recommendation from a teacher in a specific subject area are eligible to register for these courses as part of their high school load.

### **INTERNATIONAL STUDENTS**

Applicants from foreign countries must follow the application procedure as outlined for full-time 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.

### **TRANSFERRING WITH ADVANCED STANDING**

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

When considering students for advanced standing, with or without credit, 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 and appropriate to the student's program. Degree candidates must complete a minimum of 30 credit hours in residence at CCC.

There are several methods by which credit is granted:

**Credit for college courses** will be transferred from accredited, degree-granting colleges as appropriate, provided the grade received is C or higher and the courses apply to the program. An applicant who has attended other colleges or post-secondary schools and wishes to receive transfer credit for work completed must provide the Admissions Office with an official transcript from each school. If the school is located outside New York State, catalogs for the years attended must also be provided.

**Credit by examination** may be awarded to students who earn an appropriate grade in any of the following exams: CCC challenge exams, New York State Regents College Degree (RCD and CPEP) exams, Advanced Placement exams offered through the College Board, and College Level Examination Program (CLEP) exams. Contact the Office of Continuing Education for more information.

**Credit for military or other training programs** may be earned through any of the following means: military course work as assessed by DANTES/USAFI/CASE, 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 or a CCC chairperson, courses completed at other

colleges, and CCC-approved training programs offered through industry.

**Credit through special assessment** is granted by an academic division. Persons who have gained knowledge through work or other experiences may demonstrate that knowledge through various testing methods (performance, oral or written exams). A total of 20 semester credit hours can be earned through special assessment. These credits are not considered CCC residency credits but are treated as transfer credit. Contact the Office of Continuing Education for more information.

### **INTERVIEWS**

Personal interviews are not usually required. However, the College may require an interview with individual applicants for counseling or clarification. Applicants who wish to have an interview should contact the Office of Admissions for an appointment. All accepted students will be invited to the campus for advising and orientation.

### **NOTIFICATION OF STATUS**

The College will notify you of your status soon after your application and records are received. If you have been accepted as a full-time student, you will be asked to complete the following steps:

**Health form.** The New Student Services office will send you a health form for you and your physician to complete and return. Persons with physical limitations must have statements from their doctors and must contact the Student Health Office if excused from physical education activities. *All students 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.*

**Course selection.** Selecting and registering for fall classes occurs in the spring and continues through the summer. Spring semester registration is held in January. You will be receiving information about the schedule.

### **ENTERING IN THE SPRING TERM**

Some first semester courses in nursing, business, and the technical areas are not always offered in the spring semester. As a result, it may take longer to complete program requirements.

### **READMISSION**

Full-time students who have withdrawn from the College, have not been in attendance for one semester or longer, have graduated from CCC, or have been academically separated must apply for readmission to return as full-time students. Applications must be accompanied by a \$25 fee but applicants do not need to resubmit high school records.

If a student has officially withdrawn from the College more than once, the student must petition to return as a full-time or part-time student in good standing. This petition will be reviewed by the readmission committee.

Part-time students who have not been in attendance during the previous semester are required to apply for readmission only if they have graduated and wish to pursue a different program.

To ensure full consideration, applications for readmission should be submitted well in advance of the semester desired. Readmission applications to the Nursing program should be received by February 1 for the fall semester and October 1 for the spring semester.

New health forms will be required of students who have not attended during the prior year.

### **NEW STUDENT SERVICES**

The office of New Student Services arranges for accurate assessment, diagnosis, and advising of incoming students and makes referrals to appropriate campus resources. This process ensures appropriate placement and smooth entry into the College.

With the help of this office, students will be assisted in communicating with appropriate faculty members to deal with unusual situations, exceptions or other concerns that arise throughout the advising process.





## REFUND OF TUITION AND FEES

Refund policy for tuition and student activity fee for full and part-time students is as follows: first week, 100%; second week, 75%; third week, 50%; thereafter, 0%. Withdrawal has to be approved by the Office of Registration and Records in order to qualify for refunds. A \$50.00 administrative fee and all other fees are non-refundable with the following exceptions:

1. **Health Insurance Fee**—Contact the Office of Student Services for health insurance fee refunds.
2. **Nursing Liability Insurance**—You must receive authorization from the Chairperson of the Department of Nurse Education for the nursing liability insurance fee refund. For freshmen, a full refund is possible up to the third week of classes; no refund after that point. For sophomore students, no refund after the first day of classes.

If you withdraw and still have financial obligations, your records (academic transcripts) will be held until these obligations are satisfied. If you are dismissed from Corning for other than academic reasons, you are not entitled to refunds. If you register and pay tuition and fees for the following semester, that registration does not become official until the College determines whether you meet the requirements of academic progress policies. If you are separated, all prepaid tuition and fees will be refunded.

## CERTIFICATE OF RESIDENCY

Residents of New York State pay one-half the full tuition rate. To qualify for this rate, you need to have lived in New York State for the past 12 months. Your residency is verified by a Certificate of Residence issued by the county where you lived for the six months before attending school. (If you have lived in more than one county during that six months, you will need verification from each county.) You do not qualify for the New York State tuition rate if you have not lived in New York State for at least 12 months or if you moved to the Corning area from another state specifically to attend CCC.

An application for the Certificate of Residency will be sent to you by the College at the appropriate time. Since each county follows its own procedure for issuing certificates, you need to follow the procedures established by your own county. The certificate is valid for one year only; you will need a new one each year. The application should not be completed more than 60 days prior to the start of the semester.

# FINANCIAL AID

## AWARDS AND PROCEDURES

The primary obligation for meeting college costs is with the student and the student's parents. However, the College, the community, and the state and federal governments have assistance programs that can be combined or used separately to meet individual needs. While the financial aid process is sometimes complicated, remember that we have helpful counselors to assist you.

### TYPES OF AID

Financial assistance falls into three basic groups:

**Grants and scholarships.** No repayment. Grants based on need. Scholarships based on need and student's academic performance or potential.

**Loans.** Repayment at a specified time. Usually charge low interest.

**Employment.** Certain number of hours per week in on-campus or off-campus work.

### APPLYING FOR AID

To apply for most state and federal aid programs students must file the following three applications: 1) Free Application for Federal Student Aid (FAFSA), 2) The New York State Tuition Assistance Program (TAP) application, and 3) the Corning Community College Application for Financial Aid.

The FAFSA is sent to Federal Student Aid Programs in Iowa City, Iowa. Once this is processed the student will receive a Student Aid Report which must be submitted to the CCC Financial Aid Office to allow payment of any federal aid.

The TAP application is sent to NYS Higher Education Services Corporation in Albany, NY. Once this application is processed the student will receive an award notice. Submit the School Copy to the CCC Financial Aid office.

The CCC Application for Financial Aid should be returned to the College Financial Aid Office. Additional information will be requested as needed.

### WHEN TO APPLY

Financial Aid forms should be completed as soon as possible after January 1. However, applications are considered as they are received throughout the academic year. It takes at least six to eight weeks to process financial aid applications. You don't need to wait until you receive your acceptance to

the College to apply for financial aid. You should apply for aid at the same time you apply for admission to the College.

### HOW ELIGIBILITY IS DETERMINED

TAP and the PELL Grant are awarded directly by their respective governmental agencies.

Campus-based aid and Stafford Loans are awarded on the basis of the student's financial need (Cost of Education minus Family Contribution equals Financial Need). The CCC Financial Aid Office reserves the right to adjust Cost of Education in cases where the student is receiving benefits from other agencies, such as Social Security, JPTA, VESID, etc., when aid would duplicate costs normally allowed in the student's budget.

Unsubsidized Stafford loans and PLUS loans are available to bridge the gap between cost of education and estimated financial aid eligibility.

## BASIC FINANCIAL AID PROGRAMS

### PELL Grant

**Eligibility:** Students accepted in a program and enrolled for at least 6 hours should apply. Eligibility is determined by family size, income, assets, etc. Continued eligibility is affected by academic progress.

**Amounts:** Range from \$250 to \$2,300 per academic year.

**How to Apply:** Complete the FAFSA and the CCC Financial Aid Application.

### Tuition Assistance Program (TAP)

**Eligibility:** New York State residents who are accepted in a program and are full-time students in good academic standing should apply for this grant. Usually students are eligible if their family New York State net taxable income is no more than \$34,250. For independent students with no dependents, the income limit is \$11,000. Incomes may be higher if more than one family member is in college full time.

**Amounts:** Annual awards range from \$100 to \$1925.

**How to Apply:** Complete the FAFSA and TAP applications.

## **CAMPUS-BASED AID**

*Eligibility:* 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. Full-time students whose applications are received by June 1 are given priority.

*Amounts:*

**Federal Perkins Loan:** Up to a total of \$2,000 per year at a 5% interest rate. No repayment is made or interest charged while the student is taking at least 6 credit hours. Repayment with interest begins nine months after leaving school (six months for previous borrowers).

**Federal College Work-Study (FWS):** Jobs for students attending at least six credit hours. The total amount depends on need, other aid received, the availability of jobs, and the number of hours a student can reasonably be expected to work.

**Federal Supplemental Educational Opportunity Grant (SEOG):** From \$200 to \$1,500 per academic year and awarded to neediest students who are also PELL Grant eligible.

*How to apply:* Complete the FAFSA and the CCC Application for Financial Aid.

## **AID FOR PART-TIME STUDY (AP-TS)**

*Eligibility:* This grant is for accepted part-time students enrolled in at least 3 credits; 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, 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.

*Amounts:* AP-TS will cover tuition costs.

*How to apply:* Complete the AP-TS application available from the CCC Financial Aid Office.

## **VIETNAM VETERAN'S TUITION (VVTA) AWARD**

*Eligibility:* Available for U. S. veterans who served in Indochina between January 1, 1963 and May 7, 1975 and who have received other than dishonorable discharges. Veterans must have been residents of New York State on April 20, 1984 or have been a resident at the time of entry into the service and have resumed residency by September 1, 1980. Applicants must be accepted in a degree program and be in good academic standing.

*Amounts:* For full-time study, the award will cover tuition less any TAP award received. Pro-rated awards are available for part-time study.

*How to apply:* Complete the VVTA Supplement form, the New York State TAP application, and the FAFSA.

## **EDUCATIONAL LOANS**

Most banks and lending institutions, in cooperation with a state guaranty agency, offer low-interest education loans. The loan may be used for any college-related expense.

*Eligibility:* Students must be accepted in a program and registered for at least 6 credits. Loans are available to students with recognized financial need.

*Amounts:*

**Federal Stafford Loans/Unsubsidized Stafford Student Loans (GSL):** Up to \$2,625 for the first academic year and \$3,500 per year for second-year students. Borrowing levels are pro-rated for part-time students. Loans are subject to a 5% origination fee and an insurance fee. The interest rate is variable for first-time borrowers and repayment begins six months after leaving school. Minimum annual repayment is \$600.

**Parent Loans for Undergraduate Students (PLUS):** Up to total educational expense minus financial aid per academic year on behalf of each dependent undergraduate. Interest rate is variable and there is a 1% insurance fee. Repayment begins 60 days from receipt of the loan.

*How to apply:* Loan applications are available through most banks. To process a Stafford or PLUS application, CCC requires the FAFSA and the CCC Application for Financial Aid along with all other required documentation.

## **EDUCATIONAL OPPORTUNITY PROGRAM (EOP)**

The College is committed to providing an equal educational opportunity to all students. The State University of New York (SUNY) created the EOP to assist capable students, who because of educational, social, and financial reasons, would not normally consider college. To qualify for EOP, a student must be a U.S. citizen, resident of New York State for one year, and meet financial and academic guidelines. Applicants must furnish or complete an FAFSA which verifies application for PELL Grant and TAP, a CCC Application for Financial Aid, and documentation of income sources. Contact the CCC Financial Aid Office for more information.

## POLICIES AFFECTING FINANCIAL AID

### ATTENDANCE

Financial aid is awarded to students on the basis of full-time or part-time attendance. The state and federal governments require the Financial Aid Office to verify that students have attended according to the status upon which their aid is based. If the number of hours you are taking changes, especially during the first three weeks of the semester, you must follow the guidelines below or risk losing your aid for that semester.

Students who originally attend 12 or more hours and who officially drop courses within the semester but maintain at least 6 hours will not have any change in their financial aid eligibility for that semester provided College records document attendance. **If attendance cannot be verified, then financial aid will be revised or cancelled and the student will be billed for any funds that were received.**

If you decide to drop a course or courses that you have attended, follow the guidelines below *so your financial aid award will not be subject to revision in that semester:*

- a. Check with your academic advisor or counselor to determine the impact of dropping the course(s) on College student progress requirements as well as other academic concerns.
- b. Check with the Financial Aid Office to determine the impact of course changes on your financial aid.
- c. Obtain a Change of Registration Form from the Registrar's Office.
- d. Complete the Change of Registration form indicating course(s) to be dropped, last date of attendance, and instructor's signature.
- e. Submit the Change of Registration form to the Registrar's Office.
- f. Maintain at least 6 credit hours. Please note that 6 hours may not be sufficient for meeting academic progress for the subsequent semester.

### COURSE SELECTION

State and federal financial assistance is available to students to assist them in pursuing their program of study. Each semester, students should select at least 12 hours that are applicable to their degree program.

### REPEAT COURSES

TAP will not cover any repeat courses where the student has previously received a grade of D or better toward the determination of full-time enrollment. (This does not apply to some courses, such as Nursing, where a grade of D is not considered passing.)

Although federal aid programs do not specifically prohibit repeating grades of D or better in the determination of full-time or part-time status, this could have an impact on the student's academic progress relative to hours successfully completed as these courses would only count once. (See Academic Progress in this section.)

### WITHDRAWAL FROM COLLEGE

Students who are receiving financial aid through the Perkins Loan or Nursing Loan programs must have an exit interview prior to leaving the College. An exit interview is necessary to provide students with information about their obligations and options in repaying loans.

Students who cease to be in attendance on at least a half-time basis in the first three weeks of a semester are required to *repay* a portion of the federal financial aid funds received over and above tuition and fees.

The schedule of repayment is as follows: 75% repayment if the student withdraws or stops attending during the first week; 50% during the second week; or 25% during the third week. Students who cannot document attendance will be responsible for repayment of all funds received over and above tuition and fees. Repayment must be made in full before the student can receive further federal financial aid.

## ACADEMIC PROGRESS

Continued eligibility for state and federal financial aid requires successful completion of a portion of the academic program each semester and progress toward a degree. Failure to meet these standards will result in ineligibility to continue to receive funds. Do not confuse financial aid progress requirements with the College student progress policy for continued attendance. If a student fails to meet any of the three criteria, they will not be eligible for continuation of state and/or federal financial aid. The following chart outlines the progress requirements for financial aid.

If extenuating circumstances exist the student may petition the Financial Aid Office for reinstatement of their financial aid for one semester to give the student an opportunity to meet the academic progress requirement. First-time students who are on the remedial track will follow the same standards for financial aid progress as the College's student progress policy. Continuing and returning students on a remedial track will be evaluated on a case by case basis. Students attending part-time will be reviewed after 2 semesters of attendance.

### FINANCIAL AID ACADEMIC PROGRESS REQUIREMENTS

after	1st sem.	2nd sem.	3rd sem.	4th sem.	5th sem.	6th sem.	7th* sem.
student must successfully complete this many hours	3	9	18	30	45	60	75
with at least this CGPA	.5	.75	1.3	1.5	1.7	2.0	2.0
minimum number of hours student must have completed during semester	6	6	9	9	12	12	12

\*TAP or federal aid eligibility is limited to 8 full-time semesters.



*Barbara Hornick-Lockard, library director, (left) shows students a page from an electronic encyclopedia.*

# Over 100 careers begin at CCC

Some careers require a two-year education and others require four years or more.

Coming Community College offers the opportunity to complete studies for both. This list mentions just some of the most frequently selected career fields available at CCC.

## coming community college

See pages 24 and 25 for some suggestions of CCC programs that lead to specific careers.

Accounting  
Advertising  
Anthropology  
Art  
Astronomy  
Automotive  
Banking  
Bio-chemistry  
Biotechnology  
Biology  
Botany  
Broadcasting  
Business Administration  
Business Education  
CAD/CAM  
Chemical Engineering  
Chemistry  
Chemical Technology  
Computer Graphics  
Computer Information Systems  
Computer Integrated Manufacturing  
Computer Science  
Conservation  
Counseling  
Criminal Justice  
Data Processing  
Dentistry  
Drafting  
Drama  
Earth Science  
Ecology  
Economics  
Electricity/Electronics  
Elementary Education  
Engineering  
English  
Environmental Science  
Film  
Finance  
Fine Arts  
Fire Protection Technology  
Foreign Languages  
Forestry  
Genetics  
Geology  
Gerontology  
Government  
Health  
History  
Human Services  
Immunology  
Industrial Technology  
Information Processing  
Information Science  
Insurance  
International Studies  
Journalism  
Law  
Law Enforcement  
Library Science  
Management  
Management Information Systems  
Marine Biology  
Marketing  
Mass Media/Mass Communications  
Mathematics  
Mechanical Technology  
Medical Laboratory Technology  
Medicine  
Mental Health  
Microbiology  
Music  
Numerical Control  
Nursing  
Nutrition  
Office Administration  
Paralegal  
Personnel  
Pre-school Education  
Pharmacy  
Philosophy  
Physical Education  
Physical Therapy  
Physics  
Political Science  
Psychology  
Public Administration  
Radio  
Recreation  
Retailing  
Robotics  
Sales  
Science Education  
Secondary Education  
Secretarial Science  
Social Work  
Sociology  
Speech  
Statistics  
Teaching  
Television  
Theatre  
Transportation  
Urban Studies  
Veterinary Medicine  
Word Processing  
Wildlife Biology  
Zoology

# CAREERS BEGIN AT CCC

Corning's transfer and career programs offer students a solid foundation in a wide range of careers. Some careers require a two-year education (career program) and others require four years or more. CCC offers the opportunity to complete studies for many careers or to enter fields and professions which require additional education beyond Corning. While some programs have been designed for students who plan to transfer and others for students who plan to go directly into the work force, it is important to note that the career or occupational programs are becoming increasingly acceptable for some types of transfer.

The following list mentions just some of the most frequently selected career fields and the corresponding CCC programs.

<b>For a career in</b>	<b>See our programs in</b>	<b>Page</b>
Accounting .....	Accounting, Business Administration .....	28, 34, 35
Advertising .....	Business Administration .....	35
Anthropology .....	Liberal Arts .....	50, 54, 55
Art .....	Liberal Arts .....	50, 54, 55
Astronomy .....	Math-Science .....	56
Automotive .....	Auto Mechanics, Auto Technology .....	30, 31, 32
Banking .....	Business Administration .....	35
Bio-chemistry, Biotechnology, Biology .....	Math-Science .....	56
Botany .....	Math-Science .....	56
Broadcasting .....	Liberal Arts .....	50, 54, 55
Business Administration .....	Business Administration .....	34, 35
Business Education .....	Business Administration .....	35
CAD/CAM .....	Computing Graphics Technology .....	41
Chemical Engineering .....	Engineering Science, Math-Science .....	48, 56
Chemical Technology .....	Chemical Technology .....	36
Chemistry .....	Math-Science .....	56
Computer Graphics .....	Computing Graphics Technology .....	41
Computer Science .....	Computer Science .....	40
Computer Information Systems .....	Computer Information Science .....	37
Computer Integrated Manufacturing .....	Computer Integrated Manufacturing Technology .....	38
Conservation .....	Math-Science .....	56
Counseling .....	Human Services, Liberal Arts .....	52, 55
Criminal Justice .....	Criminal Justice .....	42
Data Processing .....	Data Processing .....	43, 44
Dentistry .....	Math-Science .....	56
Drafting .....	Drafting, Computing Graphics Technology .....	41, 45
Drama .....	Liberal Arts .....	50, 54, 55
Earth Science .....	Math-Science .....	56
Ecology .....	Math-Science .....	56
Economics .....	Business Administration .....	35
Electricity/Electronics .....	Electrical Technology-Electronics .....	46
Elementary Education .....	Liberal Arts .....	50, 54, 55
Engineering .....	Engineering Science .....	48
English .....	Liberal Arts .....	50, 54, 55
Environmental Science .....	Math-Science .....	56
Film .....	Liberal Arts .....	50, 54, 55
Finance .....	Business Administration .....	35
Fine Arts .....	Liberal Arts .....	50, 54, 55
Foreign Languages .....	Liberal Arts .....	54
Forestry .....	Math-Science .....	56
Genetics .....	Math-Science .....	56
Geology .....	Math-Science .....	56
Gerontology .....	Human Services, Liberal Arts .....	52, 54, 55
Government .....	Liberal Arts .....	50, 54, 55
Health .....	Liberal Arts, Math-Science, Nursing .....	55, 56, 60
History .....	Liberal Arts .....	50, 54, 55
Human Services .....	Human Services .....	52

<b>For a career in</b>	<b>See our programs in</b>	<b>Page</b>
Immunology .....	Math-Science .....	56
Industrial Technology .....	Industrial Technology .....	53
Information Processing .....	Secretarial Science, Word Processing .....	63, 65
Information Science .....	Computer Information Science .....	37
Insurance .....	Business Administration .....	35
International Studies .....	Liberal Arts .....	55
Journalism .....	Liberal Arts .....	50, 54, 55
Law .....	Business Administration, Liberal Arts, Paralegal .....	35, 50, 54, 55, 62
Law Enforcement .....	Criminal Justice .....	42
Library Science .....	Liberal Arts .....	50, 54, 55
Management .....	Business Administration .....	35
Management Information Systems .....	Computer Information Science .....	37
Manufacturing .....	Industrial Technology .....	53
Marine Biology .....	Math-Science .....	56
Marketing .....	Business Administration .....	35
Mass Media/Mass Communications .....	Liberal Arts .....	55
Mathematics .....	Math-Science .....	56
Mechanical Technology .....	Mechanical Technology .....	57
Medical Laboratory Technology .....	Math-Science .....	56
Medicine .....	Math-Science .....	56
Mental Health .....	Human Services .....	52
Microcomputers .....	Microcomputers for Business .....	58
Microbiology .....	Math-Science .....	56
Music .....	Liberal Arts .....	50, 54, 55
Numerical Control .....	Mechanical Technology, Numerical Control .....	57, 59
Nursing .....	Math-Science, Nursing .....	56, 60
Nutrition .....	Math-Science .....	56
Office Administration .....	Secretarial Science .....	63, 64
Office Technology .....	Secretarial Science, Word Processing .....	63, 65
Paramedic .....	EMT: Paramedic .....	47
Paralegal .....	Paralegal .....	62
Personnel .....	Business Administration .....	35
Pre-school Education .....	Human Services, Liberal Arts .....	52, 55
Pharmacy .....	Math-Science .....	56
Philosophy .....	Liberal Arts .....	50, 54, 55
Physical Education .....	Liberal Arts .....	55
Physical Therapy .....	Math-Science .....	56
Physics .....	Math-Science .....	56
Political Science .....	Liberal Arts .....	50, 54, 55
Psychology .....	Liberal Arts .....	50, 54, 55
Public Administration .....	Business Administration, Liberal Arts .....	35, 55
Radio .....	Liberal Arts .....	50, 54, 55
Recreation .....	Liberal Arts .....	55
Retailing .....	Business Administration .....	34, 35
Robotics .....	Computer Integrated Manufacturing .....	38
Sales .....	Business Administration .....	34, 35
Science Education .....	Math-Science .....	56
Secondary Education .....	Liberal Arts .....	50, 54, 55
Secretarial .....	Secretarial Science, Secretarial Studies .....	63, 64
Social Worker .....	Liberal Arts .....	50, 54, 55
Sociology .....	Liberal Arts .....	50, 54, 55
Speech .....	Liberal Arts .....	50, 54, 55
Statistics .....	Math-Science .....	56
Television .....	Liberal Arts .....	50, 54, 55
Theatre .....	Liberal Arts .....	50, 54, 55
Transportation .....	Business Administration .....	35
Travel and Tourism .....	Business Administration .....	34
Urban Studies .....	Liberal Arts .....	50, 54, 55
Veterinary Medicine .....	Math-Science .....	56
Word Processing .....	Secretarial, Word Processing .....	63, 65
Wildlife Biology .....	Math-Science .....	56
Zoology .....	Math-Science .....	56

## PROGRAMS OFFERED

To be eligible to receive financial aid, students must be accepted in one of the following approved programs.

PROGRAM & NUMBER	SPECIFIC* PREPARATION	TYPE	DEGREE	HEGIS CODE	PAGE NO.
<b>AUTOMOTIVE</b>					
Automotive Mechanics (95)	No	Career	Certificate	5306	30
Automotive Technology (18)	No	Career	AAS	5306	31
Automotive Technology (09)	No	Career	AOS	5306	32
<b>BUSINESS</b>					
Accounting (23)	No	Career	AAS	5002	28
Basic Accounting Studies (93)	No	Career	Certificate	5002	29
Business Administration (20)	No	Career	AAS	5004	34
Business Administration (34)	Yes*	Transfer	AS	5004	35
Secretarial Science-Word Processing (22)	No	Career	AAS	5005	63
Secretarial Studies (94)	No	Career	Certificate	5005	64
Word Processing Studies (91)	No	Career	Certificate	5005	65
<b>CHEMICAL TECHNOLOGY</b>					
Chemical Technology (14)	Yes*	Career	AAS	5305	36
<b>COMPUTERS</b>					
Computer Information Science (39)	Yes*	Transfer	AS	5101	37
Computer Integrated Manufacturing Technology (44)	Yes*	Career	AAS	5311	38
Computer Science (35)	Yes*	Transfer	AS	5101	40
Computing Graphics Technology (CAD/CAM) (13)	Yes*	Career	AAS	5199	41
Data Processing (25)	Yes*	Career	AAS	5101	43
Data Processing Studies (96)	Yes	Career	Certificate	5101	44
**Microcomputers for Business (97)	No	Career	Certificate		58
<b>ENGINEERING SCIENCE AND TECHNOLOGIES</b>					
Drafting (92)	No	Career	Certificate	5303	45
Computer Integrated Manufacturing Technology (44)	Yes*	Career	AAS	5311	38
Computing Graphics Technology (CAD/CAM) (13)	Yes*	Career	AAS	5199	41
Electrical Technology-Electronics (42)	Yes*	Career	AAS	5310	46
Engineering Science (37)	Yes*	Transfer	AS	5609	48
Industrial Technology (16)	Yes*	Career	AAS	5315	53
Mechanical Technology (12)	Yes*	Career	AAS	5315	57
Numerical Control (70)	Yes*	Career	Certificate	5399	59

\*See the program page for details.

\*\* Pending state approval.

## HUMAN SERVICES

Human Services (45)	No	Career	AAS	5501	52
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## LIBERAL ARTS AND SCIENCES

General Studies (30)	No	Transfer	AS	5649	50
Humanities & Social Sciences (01)	No	Transfer	AA	5649	54
Humanities & Social Sciences (31)	No	Transfer	AS	5649	55
Mathematics/Science (32)	Yes*	Transfer	AS	5649	56

## NURSE EDUCATION

Nursing (15)	Yes*	Career	AAS	5208.10	60
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## PARALEGAL

Paralegal (48)	No	Career	AAS	5099	62
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## PROTECTIVE SERVICES

Criminal Justice (10)	No	Career	AAS	5505	42
**Emergency Medical Technician: Paramedic (11)	No	Career	AAS	5505	47
Fire Protection Technology (08)	No	Career	AOS	5507	51
Fire Protection Technology (98)	No	Career	Certificate	5507	51

\*See the program page for details.

\*\* Pending state approval.

## RETENTION AND GRADUATION RATES

Six semesters after initial enrollment, full-time students who entered transfer, career, or certificate programs in 1987 graduated or transferred to another college or university as follows:

Transfer Programs:	286 or 64% of 446 students
Career Programs:	175 or 48% of 362 students
Certificate Programs:	8 or 44% of 18 students

Of the transfer students who *graduated* from CCC, 79% applied for admission to colleges or universities following their graduation from CCC; in career programs, 29% who graduated from CCC applied for admission to other colleges and universities.

# ACCOUNTING

A.A.S. 23 Career  
Division of Business Administration  
Chairperson: David Quattrone

A concentration of courses in accounting prepares students for positions in which they are responsible for measuring, interpreting, and communicating financial data. Graduates have found jobs as junior accountants, auditors, and management trainees in retailing, business, industry, government, financial institutions, and others.

If you intend to transfer to a four-year college with this program, work closely with your advisor to choose transferable courses, especially mathematics, English, and economics.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement.)* .....	6	Accounting (AC 103, 104, 203, 205, 210, 211) <sup>3</sup> .....	22
Mathematics (MA 100, 131, or higher) <sup>1</sup> * .....	3-4	Microcomputer modules <sup>2</sup> .....	6
Social Sciences elective .....	3	Business Law (GB 231) .....	3
Economics Elective (EC 100 or 201) .....	3	Management elective (MG 241, 242, 243, or 245) .....	3
Liberal Arts and Sciences elective .....	3	General Business (GB 130, 134, 151, 152) .....	5
Laboratory Science elective .....	3-4	Program elective (see list) .....	3-4
		Wellness .....	2
		Total hours .....	65-68

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

Accounting Principles I (AC 103) .....	4
English .....	3
Mathematics (MA 100, 131, or higher) <sup>1</sup> .....	3-4
Microcomputer modules (CT 100, 105, 110) <sup>2</sup> .....	3
Applied Business Math Lab (GB 134) .....	1
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Intermediate Accounting I (AC 203) .....	4
Business Law I (GB 231) .....	3
Social Sciences elective .....	3
Laboratory Science elective .....	3
Liberal Arts & Sciences elective .....	3
Resume Writing & Interviewing for the Job (GB 151-152) ....	1/2
Wellness (Activity Component) .....	1/2-1

### Second Semester

Accounting Principles II (AC 104) .....	4
English .....	3
Federal Income Taxes (AC 211) .....	3
Economics elective (EC 100 or 201) .....	3
Microcomputer modules (CT 106 and two others) <sup>2</sup> .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Computerized Accounting (AC 210) <sup>3</sup> .....	3
Cost Accounting (AC 205) .....	4
Program elective (see below) .....	3
Management elective (see program requirements) .....	3
Business Communications (GB 130) .....	3

<sup>1</sup>Take MA 131 or higher if planning to transfer to a four-year school.

<sup>2</sup>Take CT 100, 105, 110, 106 and any two of the following: CT 101, 107, 109, 111, 112, 115, WP 107.

<sup>3</sup>Intermediate Accounting II (AC 204) may be substituted for AC 210.

*Program Electives:* AC 204, Intermediate Accounting II; AC 206, Cost Accounting II; AC 209, Fund Accounting; AC 212, Advanced Federal Income Tax; CT 126, Structured COBOL; CT 231, Structured Systems Analysis & Design; EC 202, Principles of Economics; GB 233, Business Statistics; GB 235, Principles of Finance; MG 270, Quantitative Aids to Management.

# BASIC ACCOUNTING STUDIES

*CERTIFICATE 93 Career  
Division of Business Administration  
Chairperson: David Quattrone*

Basic Accounting Studies is for part-time students who want the skill to qualify for beginning positions and related activities. Because some of the advanced courses have prerequisites, it is not possible to get this certificate in less than the equivalent of four semesters of part-time study. For program assistance, see your faculty advisor.

While not a specific program requirement, in order to graduate students must demonstrate the computational skills necessary to enter MA 100, Elementary Algebra. Based on assessment, students may need to successfully complete MS 96, Basic Math Skills, to fulfill the graduation requirement. It is essential that you discuss this with your advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105. By placement)* .....	3	Computer course (CT 122).....	3
Accounting (AC 103, 104, 203, 210, <sup>1</sup> 205) .....	19	Business elective (accounting course; CT 100, 105, 110; GB 233; or GB 235) .....	3-4
General Business (GB 133-134 or GB 233) .....	3-4	Total hours .....	31-33

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105.

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

### *First Semester*

Accounting Principles I (AC 103) .....	4
Applied Business Math (GB 133-134) .....	3-4
or Business Statistics (GB 233)	

### *Third Semester*

Cost Accounting I (AC 205) .....	4
Intermediate Accounting I (AC 203) .....	4

### *Second Semester*

Accounting Principles II (AC 104) .....	4
English .....	3
Introduction to Computers (CT 122).....	3

### *Fourth Semester*

Computerized Accounting (AC 210) <sup>1</sup> .....	3
Business Elective .....	3

<sup>1</sup>Intermediate Accounting II, AC 204, may be substituted for AC 210.

# AUTOMOTIVE MECHANICS

Certificate 95 Career

Division of Mathematics/Physics/Technology

Chairperson: George Gifford

This one-year program is offered primarily to prepare students for employment in the service segment of the automotive industry. Occupational titles include, among others: line mechanic, service station mechanic, auto parts clerk. The courses focus on the fundamental systems of the automobile: cooling and heating, electrical, suspension, brakes, exhaust and emission controls, and the automatic transmission. Hands-on experience is emphasized. Students spend twenty-two hours per week in the fall semester and nineteen hours per week in the spring semester in the automotive-related laboratories developing the necessary manual skills to enter this occupation. During the second semester, students take the NYS. Inspection licensing test. Students are required to purchase a prescribed list of hand tools. This list is available upon request.

The automotive facilities consist of 15 large automotive bays located on Stowell Street in the city of Elmira. All courses are taught in Elmira.

Students who have graduated from the certificate program and elect to enter the A.O.S. degree program can complete the additional requirements in one academic year. Those selecting the A.A.S. degree program will usually need three additional semesters of academic work.

While not specific program requirements, in order to graduate from this program students must demonstrate the writing skills necessary to enter EN 105, College Composition I, and the math skills necessary to enter MA 100, Elementary Algebra. Based on assessment, students may need to successfully complete EN 95 and WS 95, Basic Writing Skills, and MS 96, Basic Math Skills, to fulfill the graduation requirement. It is essential that you discuss this with your advisor.

For program assistance, see your faculty advisor.

*High school or equivalent preparation desired: No special requirements.*

## PROGRAM REQUIREMENTS

Technical Concentration (AU 100, 101, 104, 109, 123, 131, 132, 141, 142) .....	34
Total hours .....	34

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

### First Semester

Automotive Lab I (AU 100) .....	4
Introduction to Automotive Technology (AU 101) .....	3
Automotive Electronics I (AU 131) .....	4
Automotive Fuel Systems I (AU 141) .....	4
Autobody I (AU 123) .....	4

### Second Semester

Automotive Lab II (AU 104) .....	4
Automotive Chassis (AU 109) .....	3
Automotive Electronics II (AU 132) .....	4
Automotive Fuel Systems II (AU 142) .....	4

# AUTOMOTIVE TECHNOLOGY

A.A.S. 18 Career  
Division of Mathematics / Physics / Technology  
Chairperson: George Gifford

The A.A.S. degree program in Automotive Technology is a four-semester sequence designed to prepare you for a career in the automotive field or for transfer to a vocational-technical program. The automotive facilities consist of 15 large automotive bays located on Stowell Street in the city of Elmira. All automotive courses are taught at the Elmira facility. Students will be on the main campus three days per week to complete liberal arts and sciences courses. Students will be required to purchase a prescribed list of hand tools. This list is available upon request.

Career opportunities include positions as automotive technicians, service managers, shop supervisors, specialty technicians, as well as other support functions associated with automotive and industrial manufacturers. In addition, the general education courses may qualify graduates for supervisory positions dealing directly with customer relations, sales, or factory representatives. Students who transfer for a bachelor's degree can become qualified to teach in a variety of vocational-technical programs.

After evaluation by CCC's faculty, students with B.O.C.E.S. training may receive advanced standing in the program. For program assistance, see your faculty advisor.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Technical Concentration (AU 100, 101, 104, 109, 131, 132, 141, 142, 213 or 221, 219) .....	38
Mathematics (MA 131 or higher)* .....	6-8	Free elective .....	3
Social Sciences electives .....	6	Wellness .....	2
Physics (PH 101) .....	4	Total hours .....	65-67

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics (MA 131 or higher) .....	3-4
Automotive Lab I (AU 100) .....	4
Introduction to Automotive Technology (AU 101) .....	3
Automotive Electronics I (AU 131) .....	4
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Social Sciences elective .....	3
Internal Combustion Engine (AU 213) or .....	
Power Transmissions (AU 221) .....	4
Electronic Engine Controls (AU 219) .....	4
Automotive Fuel Systems I (AU 141) .....	4
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Mathematics (MA 132 or higher) .....	3-4
Automotive Lab II (AU 104) .....	4
Automotive Electronics II (AU 132) .....	4
Automotive Chassis (AU 109) .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective .....	3
Physics (PH 101) .....	4
Automotive Fuel Systems II (AU 142) .....	4
Free Elective .....	3

# AUTOMOTIVE TECHNOLOGY

A.O.S. 09 Career  
 Division of Mathematics / Physics / Technology  
 Chairperson: George Gifford

This degree program is a four-semester curriculum consisting of 56 credit hours of automotive-related courses. It provides students with an opportunity to acquire skills in specialized phases of the automotive service industry unavailable to students in the Certificate or A.A.S. degree programs. In addition to a year's sequence in autobody repair, courses in automotive electronics, diagnostic computer utilization, automatic and manual transmissions, engine rebuilding, electronic ignitions and fuel systems are required. This training program culminates in an automotive practicum that gives the student an opportunity to work and learn under the supervision of the faculty.

The automotive facilities consist of 15 large automotive bays located on Stowell Street in the city of Elmira. All automotive courses are taught at the Elmira facility. Students will be required to purchase a prescribed list of hand tools. This list is available on request.

Career opportunities encompass all phases of the automotive service industry. Some of the job titles include master line mechanic, autobody repair specialist, transmission and engine diagnosis technician and computerized engine analyzer.

After evaluation by CCC's faculty, students with B.O.C.E.S. training may receive advanced standing in the program.

While not specific program requirements, in order to graduate from this program students must demonstrate the writing skills necessary to enter EN 105, College Composition I, and the math skills necessary to enter MA 100, Elementary Algebra. Based on assessment, students may need to successfully complete EN 95 and WS 95, Basic Writing Skills, and MS 96, Basic Math Skills, to fulfill the graduation requirement. It is essential that you discuss this with your advisor.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

Automotive courses: (AU 100, 101, 104, 109, 123, 124, 131, 132, 141, 142, 213, 214, 219, 221, 241) .....	57
Free electives .....	9
Total hours .....	66

*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 (AU 100) .....	4
Introduction to Automotive Technology (AU 101) .....	3
Automotive Electronics I (AU 131) .....	4
Automotive Fuel Systems I (AU 141) .....	4

### Third Semester

Internal Combustion Engines (AU 213) .....	4
Electronic Engine Controls (AU 219) .....	4
Power Transmissions (AU 221) .....	4
Autobody I (AU 123) .....	4
Free elective .....	3

### Second Semester

Automotive Lab II (AU 104) .....	4
Automotive Chassis (AU 109) .....	3
Automotive Electronics II (AU 132) .....	4
Automotive Fuel Systems II (AU 142) .....	4

### Fourth Semester

Driveability & Diagnosis (AU 241) .....	4
Auto Refinishing (AU 124) .....	3
Automotive Practicum (AU 214) .....	4
Free Electives .....	6



*Faculty checking out a vehicle in front of CCC's Automotive Technology Center in Elmira.*

# BUSINESS ADMINISTRATION

A.A.S. 20 Career  
Division of Business Administration  
Chairperson: David Quattrone

The career program in Business Administration offers an excellent opportunity for students looking for employment immediately after graduation. You'll be able to develop the talents that will make you a valuable addition in such fields as marketing, sales, retailing, advertising, banking, personnel, office management, to name a few. While most of your course work will be devoted to general business subjects, the diversity of liberal arts courses will help you better understand and communicate with business associates and people in general.

If you want to specialize, this program also provides that opportunity. Areas of specialization may include travel and tourism, marketing, accounting, and micro-computers. To enhance employability, it is suggested that you plan your business electives with a major emphasis in one of these areas. Advisor assistance in selection of courses is very highly recommended.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement*) .....	6	Business Core Requirements: .....	19
Mathematics (MA 100, 131, or higher)* .....	3-4	Accounting (AC 103 or 100) .....	4
Social Sciences elective .....	3	Business Communications (GB 130) .....	3
Economics (EC 100 or 201) .....	3	Computer course .....	3
Liberal Arts & Sciences elective .....	3	Career (GB 138, 150, 151, 152, 153) .....	3
Laboratory Science .....	3	Principles of Business (GB 140) .....	3
Free electives .....	6	Business Law I (GB 231) .....	3
Business electives <sup>1</sup> .....	14-15	Wellness .....	2
		Total hours .....	62-64

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

Planning for the Job (GB 150) .....	1/2
English .....	3
Principles of Business (GB 140) .....	3
Mathematics elective .....	3-4
Computer course .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Resume Writing & Interviewing for the Job (GB151-152) .....	1
Economics (EC 100 or 201) .....	3
Liberal Arts & Sciences elective .....	3
Business Law I (GB 231) .....	3
Business elective <sup>1</sup> .....	3
Free elective .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Accounting (AC 103 or AC 100) .....	4
Business Communications (GB 130) .....	3
Business elective <sup>1</sup> .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Laboratory Science .....	3
Social Sciences elective .....	3
Business elective <sup>1</sup> .....	6
Free elective .....	3
Career Advancement (GB 138) .....	1
Creative Job Search (GB 153) .....	1/2

<sup>1</sup>Select from courses with the following prefixes: AC, CT, EC, GB, MG, MK, OA, TR, WP.

# BUSINESS ADMINISTRATION

A.S. 34 Transfer  
Division of Business Administration  
Chairperson: David Quattrone

If you want to earn a bachelor's degree in business, economics, accounting, marketing, finance or management, this program is designed to match the courses you would be taking as a freshman and sophomore in a four-year college. Your advisor and the Office of Transfer and Career Services will help you in selecting electives and making the transfer to a four-year college at the end of your sophomore year.

Many students also take jobs after earning this degree and finish their bachelor's degree on a part-time basis. For program assistance, see a business faculty advisor.

*High school or equivalent preparation required: Two years of college preparatory mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it may take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6	Business Law (GB 231) .....	3
Mathematics (MA 131 or higher)* .....	3-4	Business Statistics (GB 233) .....	3
Upper-level Mathematics (MA 157 or 161) <sup>2</sup> .....	3-4	Computer course .....	3
Social Sciences (EC 201, 202) .....	6	Quantitative Aids to Management (MG 270) .....	3
Laboratory Science electives .....	6-8	Business elective (GB 232, MG 241, or MK 250) <sup>1</sup> .....	3
Liberal Arts and Sciences electives .....	12	Free electives .....	1
Accounting (AC 103, 104) .....	8	Wellness .....	2
		Total hours .....	62-66

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

*Sample Sequence intended as a guide for general academic planning; it need not be followed exactly nor be completed in four semesters.*

### First Semester

Accounting Principles (AC 103) .....	4
English (EN 105) .....	3
Computer course .....	3
Mathematics <sup>2</sup> .....	3-4
Economics (EC 201) .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Liberal Arts and Sciences electives .....	6
Laboratory Science elective .....	3-4
Business elective <sup>1</sup> .....	3
Business Statistics (GB 233) .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

Accounting Principles (AC 104) .....	4
English (EN 106) .....	3
Laboratory Science elective .....	3-4
Mathematics <sup>2</sup> .....	3-4
Economics (EC 202) .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Liberal Arts and Sciences electives .....	6
Business Law I (GB 231) .....	3
Quantitative Aids to Management (MG 270) .....	3
Free elective .....	1

<sup>1</sup>Students should check with an advisor or the Office of Transfer and Career Services before scheduling a business elective to insure that this 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 Business Administration division chairperson to allow the student to substitute a course which is more appropriate.

<sup>2</sup>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 the Liberal Arts and Sciences electives.

# CHEMICAL TECHNOLOGY

A.A.S. 14 Career  
 Division of Biology-Chemistry  
 Chairperson: John Wills

The Chemical Technology program is flexible. It prepares students for an immediate position as a research assistant or laboratory technician and also allows for transfer to a four-year school. Chem techs help design, set up, 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 analysis on raw materials and products. CCC's newly-renovated science labs are well equipped with up-to-date computerized instrumentation.

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 is this: CCC students are academically prepared and very competitive. Locally, about 70 CCC chem tech grads work at Corning, Inc. Other employers include Eastman Kodak, Union Carbide, International Paper, IBM, GTE, Toshiba and many smaller companies.

For program assistance, see Don Nyberg or John Wills.

*High school or equivalent preparation required: Two years of mathematics including algebra; chemistry is preferred. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Orientation & Information Retrieval (CO 100) .....	2
Social Sciences .....	6	Technical Report Writing (EN 150 or 151) .....	1-2
Mathematics (MA 131 or higher)* .....	6-8	Program Electives .....	9-12
Physics (PH 101, 103, or 112) .....	4	(Choose three or more from list)	
Chemistry (CH 103-104 or 105-106 <sup>1</sup> ; and CH 223, 230, 231, 232, 233)	23	Free electives .....	3-5
		Wellness .....	2
		Total hours .....	62-70

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

<i>First Semester</i>		<i>Second Semester</i>	
English .....	3	English .....	3
Mathematics (MA 131 or higher) .....	3-4	Mathematics (MA 132 or higher) .....	3-4
Chemistry (CH 103 or CH 106) <sup>1</sup> .....	4	Chemistry (CH 104 or 105) .....	4
Orientation and Information Retrieval (CO 100) .....	2	Physics (PH 101, 103 or 112) .....	4
Program elective .....	3-4	Technical Report Writing I (EN 150) .....	1
Wellness (Awareness/Instructional Component) .....	1	Wellness (Activity Component) .....	1/2-1
<i>Third Semester</i>		<i>Fourth Semester</i>	
Organic Chemistry (CH 223) .....	5	Instrumental Analysis (CH 232-233) .....	5
Quantitative Analysis (CH 230-231) .....	5	Program elective .....	3-4
Program elective .....	3-4	Social Sciences elective .....	3
Social Sciences elective .....	3	Free electives .....	4-6
Wellness (Activity Component) .....	1/2-1		

<sup>1</sup>If you have had high school chemistry, CH 103-104 should be elected.

*Program electives:* BY 201, Microbiology; CH 222, Organic Chemistry; CT 131, BASIC; any three microcomputer modules from CT 100, 105, 110, or WP 107, 108; CT 145, PASCAL; EG 103, Graphics for Engineers; EG 215, Theory & Properties of Material; ET 101, Electricity; GE 103, Physical Geology; GE 105, Environmental Geology; MA 127, FORTRAN 77 and Numerical Methods; MA 161, Calculus I; MA 213, Elementary Statistics.

# COMPUTER INFORMATION SCIENCE

A.S. 39 Transfer

Division of Business Administration

Chairperson: David Quattrone

Students who enjoy working with people and dealing with business trends will find this program attractive. Studies include systems analysis, systems design, and computer programming, along with other technical and business areas pertinent to the development, implementation, and maintenance of information systems in a variety of organizational settings.

Designed to provide the first two years of a baccalaureate computer information science program, transfer options include: computer information system, management information system, business systems analysis, data base administration, and other computer related disciplines.

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

For program assistance, see your faculty advisor.

*High School or equivalent preparation desired: Biology, chemistry or physics and three years of mathematics, including intermediate algebra and trigonometry. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6	Computer courses (CT 118, 119, 120, 124, 126, 227, 231) .....	16
Mathematics (MA 141-142 or higher)* .....	6-8	Quantitative Aids to Management (MG 270) .....	3
Statistics (GB 233 or MA 213) .....	3-4	Interpersonal Communication (SH 106) .....	3
Social Sciences electives <sup>1</sup> .....	6	Humanities elective .....	3
Accounting (AC 103-104) .....	8	Liberal Arts elective <sup>1</sup> .....	3
Laboratory Science electives <sup>1</sup> .....	6-8	Wellness .....	2
		Total Hours .....	65-70

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

Computer Fundamentals (CT 120) .....	3
Structured Problem-Solving (CT 124) .....	3
Structured COBOL (CT 126) .....	3
Introduction to Mainframe Computing I & II (CT 118-119) .....	1
Accounting Principles I (AC 103) .....	4
English (EN 105) .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Structured Systems Analysis & Design (CT 231) .....	3
Mathematics (MA 141 or higher) .....	3-4
Laboratory Science elective <sup>1</sup> .....	3-4
Statistics (GB 233 or MA 213) .....	3-4
Humanities elective .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

Advanced Structured COBOL (CT 227) .....	3
Interpersonal Communications (SH 106) .....	3
Accounting Principles II (AC 104) .....	4
English (EN 106) .....	3
Social Sciences elective <sup>1</sup> .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective <sup>1</sup> .....	3
Mathematics (MA 142 or higher) .....	3-4
Laboratory Science elective <sup>1</sup> .....	3-4
Quantitative Aids to Management (MG 270) .....	3
Liberal Arts elective <sup>1</sup> .....	3

<sup>1</sup>Laboratory sciences and liberal arts electives: select to fulfill requirements of transfer college. EC 201-202 are recommended for students pursuing a business management concentration.

# COMPUTER INTEGRATED MANUFACTURING TECHNOLOGY (CIMT)

A.A.S. 44 Career

Division of Mathematics / Physics / Technology  
 Chairperson: George Gifford

The CIMT curriculum has been developed in response to the ever increasing need by regional manufacturers to remain competitive on a worldwide basis. With foreign products continuing to gain U. S. market share, American companies are increasing their emphasis on automation to improve quality, reduce costs and re-establish their competitive position throughout the world. A fully integrated manufacturing system is characterized by its flexibility to produce a variety of parts economically, by an automation level that enables parts to be produced without direct intervention of people in the process, by its ability to operate autonomously via robotics, and by its integrated use of computers to allow for free movement of data for managerial and business functions.

In this environment a CIM technician will be working with engineers selecting and integrating the components needed to form a flexible manufacturing system. Typical projects would include selection of sensors and transducers used on industrial control systems, selecting and programming industrial robots and programmable controllers, developing engineering drawings by conventional and CAD methods, and generating computer numerical control (CNC) machining information. Concepts in total quality control (TQC), just-in-time (JIT) manufacturing, and material requirements planning (MRP) are integral parts of an integrated system. By its nature the program is interdisciplinary, drawing on the fields of electronics, mechanical and industrial technologies and computer-aided design and drafting.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 & 104 or 106. By placement)* .....	6	Technical Concentration (MT 101, 105 <sup>1</sup> , 107, 108; ET 101, 120, 227; CD 120; IT 202, 211; CM 101, 201, 202) .....	40
Mathematics (MA 131-132 or higher)* .....	6	Technical Elective (select from list) .....	3
Social Science Electives .....	6	Wellness .....	2
Physics (PH 101) .....	4	Total hours .....	67

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

*First Semester*

English .....	3
Mathematics (MA 131 or higher) .....	3
Electricity (ET 101) .....	4
Engineering Graphics (MT 101) .....	3
Machine Tools (MT 107) .....	2
Orientation & Computations Lab (MT 105 <sup>1</sup> ) .....	2
Wellness (Awareness/Instructional Component) .....	1

*Second Semester*

English .....	3
Mathematics (MA 132 or higher) .....	3
PC CAD (CD 120) .....	3
Numerical Control (MT 108) .....	3
Digital Circuits & Microprocessors (ET 120) .....	3
Introduction to CIM (CM 101) .....	2
Wellness (Activity Component) .....	1/2-1

*Third Semester*

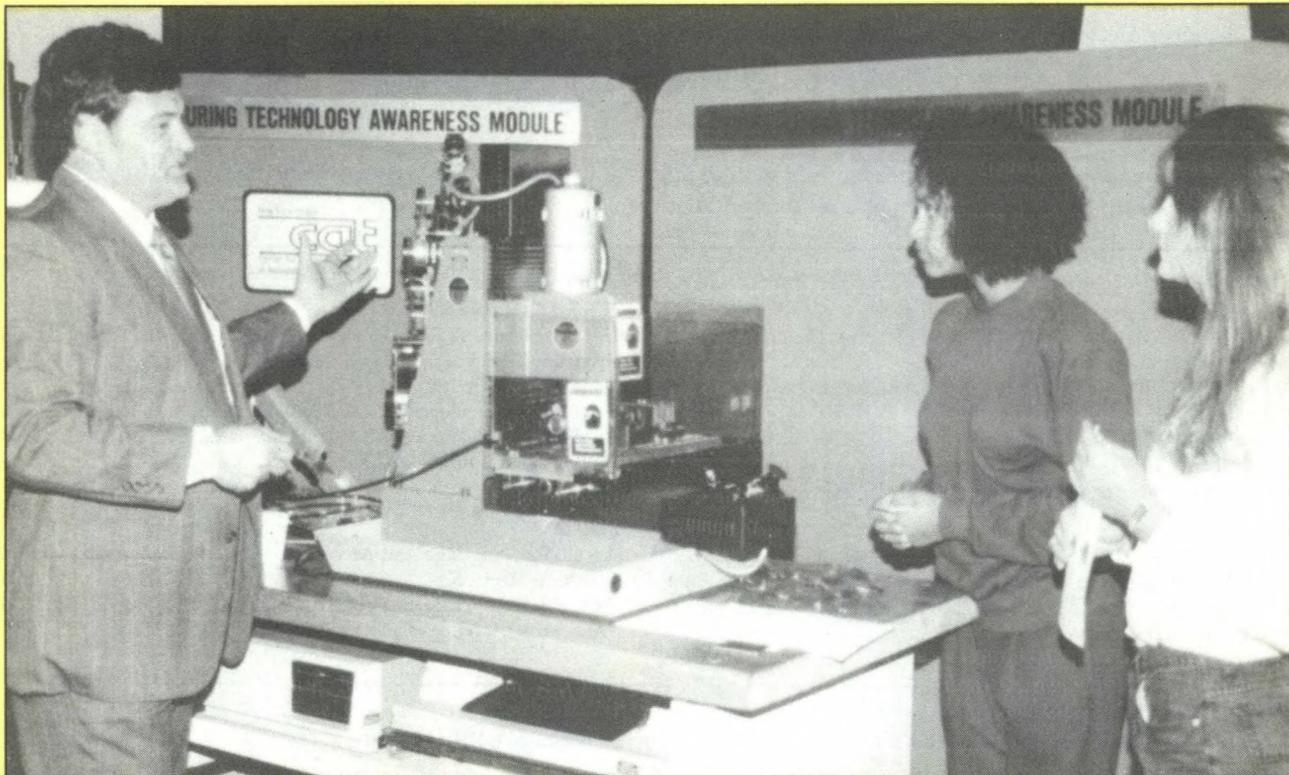
Social Sciences elective .....	3
Physics (PH 101) .....	4
Electronics for Manufacturing (ET 227) .....	4
Flexible Manufacturing Systems (CM 201) .....	3
Wellness (Activity Component) .....	1/2-1

*Fourth Semester*

Social Sciences elective .....	3
Assembly Robot Programming (IT 211) .....	3
Quality Control & Statistics (IT 202) .....	4
CIM Systems (CM 202) .....	4
Technical Elective .....	3

<sup>1</sup>Evening students should substitute CT 100, Microcomputer Operating Systems, and WP 107, Word Processing for the Non-major.

*Technical Electives:* Any MT, IT, or CD courses numbered 100 or higher; EN 150-151; Technical Report Writing I-II; MA 127, Fortran 77; MA 157-158, Fundamental Concepts of Calculus; MA 161-162, Calculus I-II; MA 213, Statistics. A maximum of 3 cr. hrs. may be selected from CD 004-008; ET 005, 006, 008-011, 014-017, 020-028; IT 001.



*The CCC Computer Integrated Manufacturing Technology program was recently developed in response to the need by regional manufacturers to remain competitive in the global market.*

# COMPUTER SCIENCE

A.S. 35 Transfer  
Division of Business Administration  
Chairperson: David Quattrone

Students in the Computer Science program are educated in the design and implementation of system software. They study algorithm development, computer languages, and programming techniques that facilitate use of computer hardware. 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.

Since programs at transfer colleges vary greatly, it is essential that students meet early with their faculty 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. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6	Computer Science (CT 118, 119, 120, 124, 145, 232, 265).....	17
Mathematics (MA 161-162)* .....	8	Free electives <sup>1</sup> .....	9
Laboratory Sciences <sup>2</sup> .....	8	Program electives (select from list) .....	12
Social Sciences electives <sup>1</sup> .....	6	Wellness .....	2
		Total hours .....	68

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

Computer Fundamentals (CT 120) .....	3
Structured Problem Solving (CT 124) .....	3
Pascal (CT 145) .....	3
Introduction to Mainframe Computing I & II (CT 118-119) .....	1
Calculus (MA 161) .....	4
English (EN 105) .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Program electives .....	6
Laboratory Science elective <sup>2</sup> .....	4
Free elective <sup>1</sup> .....	3
Social Sciences elective <sup>1</sup> .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

Data Structure & File Concepts (CT 232) .....	3
Program elective .....	3
Calculus II (MA 162) .....	4
Social Sciences elective .....	3
English (EN 106) .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Assembly Language and Architecture (CT 265) .....	4
Program elective .....	3
Free electives <sup>1</sup> .....	6
Laboratory Science elective <sup>2</sup> .....	4

<sup>1</sup>Select to fulfill requirements of transfer college.

<sup>2</sup>Select from BY 103-104, BY 201, CH 103-104, GE 103, GE 104, GE 105, PH 103-104, PH 112-213.

*Program Electives:* CT 136 or MA 127, FORTRAN 77; CT 231, Structured Systems Analysis & Design; CT 236, System Utilities; CT 239, Advanced System Analysis; CT 240, Database System; CT 243, Digital Logic; CT 245, C Programming; CT 260, Database Concepts; CT 270, Data Communications; MA 213, Elementary Statistics; MA 233, Discrete Structures; MA 256, Introduction to Linear Algebra; MA 261, Calculus III; MA 262, Elementary Differential Equations; PH 214, Physics III; at most any three of the following microcomputer modules, with advisor's consent: CT 100, 101, 105, 106, 107, 109, 110, 111, 112, 115, WP 107.

# COMPUTING GRAPHICS TECHNOLOGY (CAD/CAM)

A.A.S. 13 Career  
Division of Mathematics/Physics/Technology  
Chairperson: George Gifford

The computer aided design and manufacturing industry (CAD/CAM) is considered by many to be the premier growth industry in the U.S. today. CAD systems are used to design every part of a product, all without the use of the traditional mechanical drawing equipment.

A computing graphics technician creates, modifies and refines proposed parts interactively, viewing the emerging design on a graphic display terminal. In this support role, the technician has the responsibility to magnify, rotate, copy, stretch or manipulate the display in whatever fashion is needed to verify the appropriateness of the design. Once completed, the technician can then use this data to generate machining instructions to run numerically-controlled machines that automatically produce the finished part.

Each of these components of CAD/CAM is appropriately developed within the curriculum. Students take nineteen credit hours of CAD and twelve credit hours of CAM plus related numerical control courses. This experience provides students with employment opportunities in both the engineering and manufacturing segments of industry.

The College's CAD/CAM equipment consists of nine specialized display terminals complemented by three computerized numerically-controlled machines.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: One year of science, preferably physics, and at least three years of mathematics, including algebra, geometry or intermediate algebra, and trigonometry. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By Placement)* .....	6	Technical concentration (MT 101, 102, 105 <sup>1</sup> , 106, 107, 108, 207; CD 101, 202, 203, 208, 209, 210) .....	35
Mathematics (MA 132-157, MA 155-157, MA 155-161 or MA 161-162)* .....	6-8	FORTRAN (MA 127 or CT 136) .....	3
Social Sciences electives .....	6	Technical electives (see list below) .....	6
Physics (PH 101) .....	4	Wellness .....	2
		Total hours .....	68-70

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics .....	3
Engineering Graphics (MT 101) .....	3
Machine Tools (MT 107) .....	2
Orientation & Computations Lab (MT 105) <sup>1</sup> .....	2
Physics (PH 101) .....	4
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

CAD II (CD 202) .....	3
Technical Elective .....	3
FORTRAN (MA 127 or CT 136) .....	3
APT I (MT 207) .....	4
Social Sciences Elective .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Mathematics .....	3
Engineering Graphics (MT 102) .....	3
CAD I (CD 101) .....	3
Numerical Control (MT 108) .....	3
Technical Mechanics (MT 106) .....	2
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective .....	3
CAD III (CD 203) .....	3
CAD/CAM Practicum (CD 210) .....	1
CAM (CD 209) .....	3
System Management (CD 208) .....	3
Technical elective .....	3

<sup>1</sup>Evening students substitute CT 100, Microcomputer Operating Systems, and WP 107, Word Processing for the Non-major.

*Technical electives:* Any MT, IT, ET course numbered 100 or higher. A maximum of 3 cr. hrs. may also be selected from CD 001, 003, 004, 006-008; ET 005-022; ET 024-028; IT 001-005.

# CRIMINAL JUSTICE

A.A.S. 10 Career  
 Division of Social Sciences  
 Chairperson: Gilbert Sweet  
 Director: James Chapman

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, Criminal Justice prepares students for careers in law enforcement, security, investigation, criminology, military intelligence, and other related professions.

Hands-on experiences combine 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 17) in East Corning, features state-of-the-art investigative tools. It was recently designated as a New York State regional training center that certifies law enforcement officers. CCC graduates are eligible to enroll in the center and receive similar certification, placing them in a very favorable position for employment since it is mandated by many states.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106.

By placement* .....	6	Criminal Justice (CJ 101, 103, 104, 112, 212, 214, 215) .....	25
Mathematics (MA 100, 131, or higher)* .....	3-4	Criminal Justice electives (see the list below) .....	6
Social Sciences (PS 101 and SO 101) .....	6	Free electives .....	6
Social Sciences elective .....	3	Wellness .....	2
Government (GT 101, 102, or 204) .....	3	Total hours .....	68-69
Laboratory Science (SC 125-126) .....	8		

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

<i>First Semester</i>		<i>Second Semester</i>	
English .....	3	English .....	3
Mathematics .....	3-4	Criminal Investigation II (CJ 215) .....	5
Introduction to Criminal Justice (CJ 101) .....	3	Penal Law (CJ 212) .....	3
Criminal Investigation I (CJ 214) .....	5	Police Operations (CJ 103) .....	3
Criminal Procedure Law (CJ 112) .....	3	Social Sciences (PS 101 or SO 101) .....	3
Wellness (Awareness/Instructional Component) .....	1	Wellness (Activity Component) .....	1/2-1
<i>Third Semester</i>		<i>Fourth Semester</i>	
Government (GT 101, 102, or 204) .....	3	Criminal Evidence (CJ 104) .....	3
Criminal Justice elective .....	3	Criminal Justice elective .....	3
Forensic Science (SC 125) .....	4	Forensic Science (SC 126) .....	4
Social Science (PS 101 or SO 101) .....	3	Free elective .....	3
Free elective .....	3	Social Science elective .....	3
Wellness (Activity Component) .....	1/2-1		

*Criminal Justice electives: any Criminal Justice (CJ) or Law Enforcement (LE) courses; CP 101, Career Directions; and SO 231, Sociology of Crime and Delinquency.*

# DATA PROCESSING

A.A.S. 25 Career  
Division of Business Administration  
Chairperson: David Quattrone

As a data processing major you will take computer courses dealing with computer organization and configuration, assembly language, problem and procedure oriented languages, and the basics of operational systems.

This program is for those who want employment in computer centers which emphasize commercial-related data processing; with some adjustment, it can also be used by those who have interests in other areas. Work can be found in governmental, industrial, retail, wholesale, commercial, financial, and public organizations.

Basic to an understanding of applications programming is a fundamental knowledge of the accounting system and functions such as production and inventory control, marketing, and managerial planning and analysis. For this reason, students are required to take courses in accounting and related areas.

Instruction is centered on a variety of state-of-the-art computers with interactive capability and related equipment.

Students who are interested primarily in transfer should first consider the programs in Computer Science and Computer Information Science.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Computer courses (CT 118, 119, 120, 124, 126, 128, 227, 231, 240, 265 and Microcomputer modules <sup>4</sup> ) .....	29
Mathematics (MA 131 or higher)* .....	3-4	Accounting (AC 103-104) .....	8
Statistics (MA 213, or GB 233) .....	3-4	Business/Technology electives <sup>1,2</sup> .....	6-8
Social Sciences elective <sup>3</sup> .....	3	Wellness .....	2
Economics elective (EC 100 or 201) .....	3	Total hours .....	66-71
Laboratory Science elective .....	3-4		

\*\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

Computer Fundamentals (CT 120) .....	3
Structured Problem-solving (CT 124) .....	3
Structured COBOL (CT 126) .....	3
Introduction to Mainframe Computing I & II (CT 118-119) .....	1
English (EN 105) .....	3
Accounting Principles I (AC 103) .....	4
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

RPG II/III (CT 128) .....	3
Structured Systems Analysis & Design (CT 231) .....	3
Laboratory Science elective .....	3-4
Economics (EC 100 or 201) .....	3
Business/Technology elective <sup>1</sup> .....	3-4
Wellness (Activity Component) .....	1/2-1

### Second Semester

Advanced Structured COBOL (CT 227) .....	3
Microcomputer modules <sup>4</sup> .....	3
Accounting Principles II (AC 104) .....	4
English (EN 104 or 106) .....	3
Mathematics (MA 131 or higher) .....	3-4
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Database System (CT 240) .....	3
Assembly Language & Architecture (CT 265) .....	4
Business elective <sup>2</sup> .....	3
Statistics (MA 213 or GB 233) .....	3-4
Social Sciences elective <sup>3</sup> .....	3

<sup>1</sup>Select from: AC 203, Intermediate Accounting; AC 205, Cost Accounting; IT 201, Production Control; IT 118, Industrial Organization.

<sup>2</sup>Select from: GB 235, Principles of Finance; MG 241, Principles of Management; MG 243, Personnel Management; MG 245, Office Management; MK 250, Principles of Marketing; or see Computer faculty.

<sup>3</sup>Select from: EC 202, Principles of Economics; GT 203, Organizational Behavior; HY 101, History of Western Civilization; PS 101, General Psychology; SO 101, Introduction to Sociology.

<sup>4</sup>Select any three of the following microcomputer modules with advisor's consent: CT 100, 101, 105, 106, 107, 109, 110, 111, 112, 115, WP 107.

# DATA PROCESSING STUDIES

*CERTIFICATE 96 Career  
Division of Business Administration  
Chairperson: David Quattrone*

This program is offered primarily for the benefit of part-time students. Persons seeking means of updating or acquiring data processing skills while retaining their full-time jobs may find this program attractive. All of the credits earned in this program may be applied toward the A.A.S. degree in data processing.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 95 & WS 95 or EN 105. By placement)* ..	3-4	Accounting (AC 103) .....	4
Mathematics (MA 131 or higher)* .....	3-4	Program elective (choose from Accounting, Economics, Management, Computer, or Industrial Technology) .....	3-4
Computer courses (CT 120, 124, 126, 131, .....	15	Total hours .....	31-34
and Microcomputer modules <sup>1</sup> )			
Computer elective .....	3		

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

<i>First Semester</i>	<i>Second Semester</i>
Computer Fundamentals (CT 120) .....	Mathematics (MA 131 or higher) .....
3	3-4
Structured Problem-solving (CT 124) .....	English .....
3	3
Accounting Principles I (AC 103) .....	BASIC (CT 131) .....
4	3
Structured COBOL (CT 126) .....	Computer elective .....
3	3
Program elective (select with advisor approval) .....	Microcomputer modules <sup>1</sup> .....
3-4	3

<sup>1</sup>Select any three of the following microcomputer modules with advisor's consent: CT 100, 101, 105, 106, 107, 109, 110, 111, 112, 115, WP 107.

# DRAFTING

*CERTIFICATE 92 Career  
Division of Mathematics / Physics / Technology  
Chairperson: George Gifford*

Drafting is an intensive, one-year program emphasizing the development of manual and computer (CAD) drafting skills. It is not necessary to have had a previous course in mechanical drawing.

Employment is available in mechanical drawing, architectural drafting, design, technical illustration, or similar graphics occupations.

While not a specific program requirement, in order to graduate from this program students must demonstrate the writing skills necessary to enter EN 105, College Composition I. Based on assessment, students may need to successfully complete EN 95 and WS 95, Basic Writing Skills. It is essential that you discuss this with your advisor.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

Drafting I and II (DT 101-103) .....	18	Technical elective (from list below) .....	3
Technical Concentration (CD 101 or CD 120, .....	8	Mathematics (MA 100 or higher)* .....	3-4
IT 106, MT 107) .....		Total hours .....	32-33

\*Based on placement, students may be required to take MS 96, Basic Math Skills, before taking a math credit course.

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

<i>First Semester</i>		<i>Second Semester</i>	
Mathematics (MA 100 or higher) .....	3-4	Drafting II (DT 103) .....	8
Drafting (DT 101) .....	10	Manufacturing Methods (IT 106) .....	3
Machine Tools (MT 107) .....	2	CAD I (CD 101) or PC CAD (CD 120) .....	3
		Technical elective (Select from list) .....	3

*Technical electives:* ET 101, Electricity; any IT courses; MA 131-132, Intermediate Algebra & Trigonometry; MT 108, Numerical Control Programming.

The following courses may be applied to an A.A.S. degree in mechanical, electrical, or industrial technology:

CD 101 transfers as a technical elective .....	3	MA 131 or higher transfers directly .....	3
DT 101-103 replaces MT 101-102 .....	6	MT 107 transfers directly .....	2
IT 106 transfers as a technical elective .....	3	Total hours .....	20

# ELECTRICAL TECHNOLOGY-ELECTRONICS A.A.S. 42 Career

*Division of Mathematics/Physics/Technology*

*Chairperson: George Gifford*

As a graduate of the Electrical Technology program, you will be prepared to enter the rapidly expanding field of electronics. This program qualifies you to work in the exciting fields of electronic design, computer repair, communications, systems control, and technical sales and service. This program stresses electronic design using integrated circuits. Laboratory experience is a part of each of the courses in this program.

During your first semester you will be taking the same courses as students enrolled in either mechanical or industrial technology, building a strong foundation in mathematics and technology while keeping your options open should you decide to change to another technical specialty.

If you decide to go on for further education after the A.A.S. degree, many four-year colleges now offer B.S. programs in technology and technical education specifically designed for graduates in electrical technology.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Technical Concentration (MT 101, 105, <sup>1</sup> and 107; ET 101, 102, 112, 114, 201, 217, 221, 222 and 225) .....	38
Mathematics (MA 131 or higher)* .....	6	Technical electives (from list below) .....	6
Social Sciences electives .....	6	Wellness .....	2
Physics (PH 101) .....	4	Total hours .....	68

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics (MA 131 or higher) .....	3
Machine Tools (MT 107) .....	2
Engineering Graphics (MT 101) .....	3
Electricity (ET 101) .....	4
Orientation and Computations Lab (MT 105) <sup>1</sup> .....	2
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Social Sciences elective .....	3
Linear Electronics (ET 217) .....	4
Electronic Construction (ET 201) .....	1
Industrial Electronics (ET 221) .....	4
Microprocessors (ET 225) .....	4
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Mathematics (MA 132 or higher) .....	3
Digital Electronics (ET 114) .....	4
Circuit Analysis (ET 102) .....	4
Solid State Electronics (ET 112) .....	4
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective .....	3
Elementary Physics (PH 101) .....	4
Senior Project (ET 222) .....	2
Technical electives (select from list below) .....	6

<sup>1</sup>Evening students should substitute CT 100, Microcomputer Operating Systems, and WP 107, Word Processing for the Non-major.

*Technical electives:* Any MT, IT, or CD courses numbered 100 or higher; EN 150-151, Technical Report Writing I-II; ET 224, Electronic Communication; ET 226, Microprocessor Systems; MA 127, Fortran77; MA 157-158, Fundamental Concepts of Calculus; MA 161-162, Calculus I-II; MA 213, Statistics. A maximum of 3 cr. hrs. may also be selected from CD 002-008; ET 005, 006, 008-011, 014, 016, 027, 028; IT 001-005.

# EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC

A.A.S. 11 Career  
Division of Social Sciences  
Chairperson: Gilbert Sweet

*(At time of publication, this program is pending approval and registration by SUNY and the New York State Department of Education.)*

This program prepares students to become emergency medical services clinicians.

Through intensive classroom practice, instruction and clinical experience at Arnot Ogden Medical Center, the student will be able to understand patient pathophysiology and as a result will be able to treat a wide range of life-threatening emergencies. General education and liberal arts courses produce a graduate with a well-rounded education, prepared to succeed and advance in the emergency medical services industry.

*The student must be a certified Emergency Medical Technician, have at least one year of emergency medical services experience and be 18 years old. To be admitted to the program, the student must complete an interview and preadmission examination to determine readiness to participate and succeed, as well as to avoid injury to self and others in a physically demanding environment.*

*High School or equivalent preparation required: No specific preparation required.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Emergency Medical Services (EM 201, 202, 203) .....	36
Mathematics (MA 100 or higher)* .....	3-4	Humanities (SH 106) .....	3
Social Sciences (PS 101 and SO 101) .....	6	Free Electives .....	3
Laboratory Science (BY 102 or 103) .....	3-4	Wellness .....	2
		Total Hours .....	63-65

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

*Sample Sequence: Intended as a guide to planning. It need not be followed exactly. Students should be aware that while it may be possible to complete this program in two years, it does not follow a pattern typical of other programs. Summer and evening course work may be necessary. The EM courses are to be taken over an eleven-month period at Arnot Ogden Medical Center.*

### First Semester

English .....	3
Mathematics .....	3-4
Psychology (PS 101) .....	3
Free elective .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

EMT Paramedic I (EM 201) <sup>1</sup> .....	12
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### Fifth Semester

EMT Paramedic III (EM 203) .....	12
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### Second Semester

English .....	3
Sociology (SO 101) .....	3
Speech (SH 106) .....	3
Biology (BY 102) .....	3
Wellness (Activity Component) .....	1

### Fourth Semester

EMT Paramedic II (EM 202) .....	12
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<sup>1</sup>The EM courses may be taken before the general education and liberal arts courses. Please consult with the Division Chairperson.

# ENGINEERING SCIENCE

A.S. 37 Transfer  
 Division of Mathematics / Physics / Technology  
 Chairperson: George Gifford

Engineering Science provides a foundation in the scientific, engineering, and social fields to prepare you to make an important contribution to engineering and society.

This program provides the first two years of a bachelor's degree in Engineering. It also prepares you for many different majors at the transfer school. The program is rigorous and demanding, so your high school preparation should include four years of college-preparatory mathematics and science.

If you want to enter the engineering program but presently lack the necessary qualifications, enter the Mathematics-Science A.S. degree program. After successfully completing one or two semesters, you may apply for a program change to Engineering Science.

For program assistance, see your faculty advisor.

*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. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6	Technical Concentration (EG 101, 103; CH 103-104; PH 112, 213-214) .....	25
Mathematics (MA 127, 161-162, 261-262)* .....	19	Technical Electives (EG 211-212, 215, 218, and CH 223-224) <sup>1</sup> .....	14
Social Sciences electives .....	6	Wellness .....	2
(EC 201-202 recommended)		Total hours .....	72

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics (MA 161) .....	4
Chemistry (CH 103) .....	4
Fortran (MA 127) .....	3
Engineering Orientation (EG 101) .....	2
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Mathematics (MA 261) .....	4
Physics (PH 213) .....	4
Technical electives <sup>1</sup> .....	7
Social Sciences (EC 201 recommended) .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Mathematics (MA 162) .....	4
Chemistry (CH 104) .....	4
Physics (PH 112) .....	4
Graphics (EG 103) .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Mathematics (MA 262) .....	4
Physics (PH 214) .....	4
Technical electives <sup>1</sup> .....	7
Social Sciences (EC 202 recommended) .....	3

<sup>1</sup>Choice dependent upon the degree requirement to be fulfilled. Electives should be selected to conform to the program requirements of the college to which the student plans to transfer.

# FIRE PROTECTION TECHNOLOGY

*A.O.S. 08 Career  
Division of Social Sciences  
Chairperson: Gilbert Sweet  
Director: James Chapman*

This program provides educational and research opportunities for individuals working in fire protection technology. It emphasizes new developments and use of up-to-date equipment in firefighting. Most of the instruction is conducted at the Fire Science Academy in Montour Falls. For appropriate advising, interested students should consult the Director of Fire Protection Technology, Division of Social Sciences, since courses are offered at times which differ from the College's regular calendar.

*High school or equivalent preparation desired: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105. By placement)* .....	3
Mathematics (MA 100 higher)* .....	3-4
Fire Science courses (FS 116, 117, 120, 122, 124, 128, 141, 184, 205, 206, 210, 219, 289) .....	23
Fire Science electives .....	25
Free electives .....	13.5-14.5
Total hours .....	68.5

# FIRE PROTECTION TECHNOLOGY

*CERTIFICATE 98 Career  
Division of Social Sciences  
Chairperson: Gilbert Sweet  
Director: James Chapman*

This program is intended for firefighters wishing to upgrade their knowledge in this field. All credits may be applied to an Associate in Science degree in Liberal Arts-General Studies or an Associate in Occupational Studies degree in Fire Protection Technology. Fire Science courses are offered at the Fire Academy in Montour Falls, New York. For more information on course selection and registration procedures, contact the Division of Social Sciences or the Director of Fire Protection Technology.

*High school or equivalent preparation desired: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 95 & WS 95 or EN 105. By placement)* ..	3-4
Mathematics (MA 100 or higher)* .....	3-4
Fire Science courses .....	21
Free elective .....	3
Total credit/equivalent credit hours .....	30-32

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

# GENERAL STUDIES (LIBERAL ARTS & SCIENCES)

A.S. 30 Transfer  
Division of Social Sciences  
Chairperson: Gilbert Sweet

General Studies is especially attractive to those who are undecided about their occupational or educational plans. If you have a specific goal in mind, we advise you to carefully consider other programs.

More than any other program offered at Corning, General Studies offers a maximum number of electives.

Since programs at transfer colleges vary greatly, it is essential that students meet early with their faculty advisor in order to select appropriate electives. The careful selection of electives will facilitate transfer and the completion of requirements at the transfer school.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6	Liberal Arts and Sciences electives .....	18
Mathematics (MA 101, 102, 131 or higher)* .....	3-4	(9 credit hours in upper-level courses) <sup>1</sup>	
Social Sciences elective .....	3	Free electives .....	24
Laboratory Science elective .....	3-4	Wellness .....	2
Humanities elective .....	3-4	Total hours .....	62-64

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

*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. Other sample sequences and suggested electives are outlined in the Curriculum Guide. Copies are available from your advisor or the Academic Information Center.*

### First Semester

English (EN 105) .....	3
Social Sciences or Humanities .....	3
Mathematics or Laboratory Science .....	3-4
Free electives .....	6
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Free electives .....	6
Liberal Arts and Sciences electives .....	9
Wellness (Activity Component) .....	1/2-1

### Second Semester

English (EN 106) .....	3
Humanities or Social Sciences .....	3
Laboratory Science or Mathematics .....	3-4
Liberal Arts and Sciences elective .....	3
Free electives .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Free electives .....	9
Liberal Arts and Sciences electives .....	6

<sup>1</sup>Mathematics and Science upper-level courses are those math courses numbered 102 or higher (except MA 112-113) and those science courses numbered 101 or higher. In other liberal arts disciplines, most upper-level courses are numbered 200 or higher; they are noted as such in the course description.



# HUMAN SERVICES

A.A.S. 45 Career  
 Division of Social Sciences  
 Chairperson: Gilbert Sweet  
 Director: Ann Marie Rossi

Students in this program learn skills important to the helping professions. Interviewing, communication and other human service skills are emphasized. Some occupations in which you might find work are: outreach worker, geriatric assistant, mental health assistant, community service worker, personnel assistant, youth service worker, teaching assistant or activities director. By appropriate course selection and in consultation with a faculty advisor, students pursuing this program may also prepare for employment in Aging Services, Children's Services, or Substance Abuse Services<sup>4</sup>.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Human Services (HS 101, 103, 104, 113 or 222, 201, and 202) <sup>3</sup> .....	22.5
Mathematics (MA 100, 102, or higher) <sup>1*</sup> .....	3-4	Human Services elective .....	3
Psychology (PS 101) and Sociology (SO 101) .....	6	Free electives .....	12
Sociology or 200-level Psychology .....	3	Wellness .....	2
Organizational Behavior (GT 203) <sup>2</sup> .....	3	Total hours .....	63.5-65.5
Laboratory Science (BY 102 recommended) .....	3-4		

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

<i>First Semester</i>		<i>Second Semester</i>	
English .....	3	English .....	3
Mathematics (MA 100, 102, or higher) <sup>1</sup> .....	3-4	Laboratory Science (BY 102 recommended) .....	3-4
Human Services I (HS 101) .....	3	Human Services II (HS 104) .....	3
Human Services Elective .....	3	Managing Aggressive Client (HS113) or Victim Abuse (HS222) .	1.5
Psychology (PS 101) or Sociology (SO 101) .....	3	Sociology (SO 101) or Psychology (PS 101) .....	3
Wellness (Awareness/Instructional Component) .....	1	Free elective .....	3
		Wellness (Activity Component) .....	1/2-1
<i>Third Semester</i>		<i>Fourth Semester</i>	
Introduction to Helping Skills (HS 103) .....	3	Human Services Practicum I (HS 201) <sup>3</sup> .....	6
Sociology or 200-level Psychology .....	3	Human Services Practicum II (HS 202) <sup>3</sup> .....	6
Organizational Behavior (GT 203) .....	3	Free elective .....	3
Free elective .....	6		
Wellness (Activity Component) .....	1/2-1		

<sup>1</sup>A statistics course is recommended for students interested in transfer.

<sup>2</sup>Organizational Behavior (GT 203) may be taken in the fourth semester.

<sup>3</sup>It is recommended that HS 201 and 202 be taken together in the third or fourth semester. The practicum may be taken in separate semesters only with Director's approval. These courses may be taken only with permission of the Director of Human Services. In addition, students must have taken and completed HS 101, 103, and 104 with a grade of C+ or higher.

<sup>4</sup>If student has transfer goals or is interested in either the Credentialed Alcohol Counselor Certificate (C.A.C.) or early childhood education, early consultation with the Director of Human Services is advised.

*Human Services elective:* Includes most Human Services (HS) courses (note few exceptions in course descriptions) and any 3 cr. hr. Health (HE) course.

# INDUSTRIAL TECHNOLOGY

A.A.S. 16 Career

Division of Mathematics / Physics / Technology

Chairperson: George Gifford

Industrial Technology aims to produce cost-conscious, production-oriented, highly flexible technicians. Typical on-the-job functions include work in production control, quality control, methods and time study, plant layout, numerical control and manufacturing supervision.

In addition to the traditional manufacturing technology courses, this program incorporates the latest hi-tech concepts of robotics, automated manufacturing and computer controls.

During the first semester you will be taking the same courses as students enrolled in either mechanical or electrical technology, building a strong foundation in mathematics and science while keeping your options open should you decide to change to another technical specialty.

If you decide to go on for further education after the A.A.S. degree, many four-year colleges now offer bachelor's degree programs in technology specifically designed for graduates in industrial technology. For program assistance, see your faculty advisor.

*High school or equivalent preparation required: Two years of mathematics, including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Technical Concentration (MT 101, 105 <sup>1</sup> , 107, 108, ET 101; IT 106, 118, 201, 202, 204, 209, 211) .....	36
Mathematics (MA 131-132, or higher)* .....	6	Business/Technology electives (two courses from list) .....	6-8
Social Sciences electives .....	6	Wellness .....	2
Physics (PH 101) .....	4	Total hours .....	66-68

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics (MA 131 or higher) .....	3
Engineering Graphics (MT 101) .....	3
Machine Tools (MT 107) .....	2
Orientation and Computation (MT 105) <sup>1</sup> .....	2
Electricity (ET 101) .....	4
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Social Sciences elective .....	3
Numerical Control Programming (MT 108) .....	3
Motion and Time Study (IT 209) .....	3
Production Control (IT 201) .....	3
Business/Technology elective .....	3-4
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Mathematics (MA 132 or higher) .....	3
Industrial Organization (IT 118) .....	3
Manufacturing Methods (IT 106) .....	3
Physics (PH 101) .....	4
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective .....	3
Assembly Robot Programming (IT 211) .....	3
Quality Control (IT 202) .....	4
Facilities Design (IT 204) .....	3
Business/Technology elective .....	3-4

<sup>1</sup>Evening students should substitute CT 100, Microcomputer Operating Systems, and WP 107, Word Processing for the Non-major.

*Business / Technology electives:* Any MT, IT, ET, or CD course; AC 103-104, Accounting; CT 131, BASIC; EC 100, Economics; EN 150-151, Technical Report Writing I & II; GB 231-232, Business Law; GB 235, Principles of Finance; GT 203, Organizational Behavior; MA 127, Fortran 77 and Numerical Methods; MA 157-158, Fundamental Concepts of Calculus; MA 213, Statistics; MG 242, Small Business Management; MG 243, Personnel Management; MK 250, Principles of Marketing; MK 253, Consumerism. A maximum of 3 cr. hrs. may also be selected from CD 001-008; ET 005-028, IT 001-005.

# LIBERAL ARTS & SCIENCES - HUMANITIES & SOCIAL SCIENCES

A.A. 01 Transfer

*Divisions of Communications & Humanities, and Social Sciences*

*Chairpersons: Byron Shaw, Gilbert Sweet*

In a world where technology is constantly changing, students must be ready for a tomorrow where jobs change rapidly or disappear. The liberal arts and sciences provide a solid foundation for success in such a world because they encourage students to become self-assured and resourceful; logical, yet creative; knowledgeable about the past, but prepared for the future. It is a traditional education that leads to a successful professional career as well as an enthusiasm for lifelong learning.

Courses accommodate a wide variety of career choices. Please refer to the College's Curriculum Guide for greater detail about specific majors. Specialization for most of the liberal arts and science programs comes in the junior and senior years when students transfer to a four-year college.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105-106, by placement,* and ..... 12 200-level Communications courses) <sup>1</sup>	Mathematics (MA 101, 102, 131 or higher)* ..... 3-4
Modern Language (French, German or ..... 4-12 Spanish through 201 level) <sup>2</sup>	Humanities electives ..... 6
Social Sciences electives ..... 12	Liberal Arts and Sciences electives ..... 9
Laboratory Science electives ..... 6-8	Free electives <sup>3</sup> ..... 0-8
	Wellness ..... 2
	Total hours ..... 62-65

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

*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. Other sample sequences and suggested electives are outlined in the Curriculum Guide. Copies are available from your advisor or the Academic Information Center.*

### *First Semester*

English (EN 105) ..... 3
Modern Language <sup>2</sup> ..... 4
Social Sciences elective ..... 3
Laboratory Science elective ..... 3-4
Wellness (Awareness/Instructional Component) ..... 1

### *Third Semester*

200-level Communications course <sup>1</sup> ..... 3
Modern Language <sup>2</sup> ..... 4
Social Sciences elective ..... 3
Humanities elective ..... 3
Liberal Arts and Sciences elective ..... 3
Wellness (Activity Component) ..... 1/2-1

### *Second Semester*

English (EN 106) ..... 3
Modern Language <sup>2</sup> ..... 4
Social Sciences elective ..... 3
Laboratory Science elective ..... 3-4
Mathematics ..... 3-4
Wellness (Activity Component) ..... 1/2-1

### *Fourth Semester*

200-level Communications course <sup>1</sup> ..... 3
Social Sciences elective ..... 3
Humanities elective ..... 3
Liberal Arts and Sciences electives ..... 6

<sup>1</sup>200-level communications course requirements may be partially satisfied with modern language literature, speech, or theater courses.

<sup>2</sup>Modern language requirement may be satisfied in any of three ways: 1) Completion of course work through the 201 level; 2) Completion of proficiency exams at any level through 201, with credit counting toward the foreign language requirement; 3) Completion of a combination of proficiency exams and courses through the 201 level.

<sup>3</sup>The number of hours of free electives depends upon the number of hours taken to satisfy the modern language requirement.

# LIBERAL ARTS & SCIENCES - HUMANITIES & SOCIAL SCIENCES

A.S. 31 Transfer

*Divisions of Communications & Humanities, and Social Sciences*

*Chairpersons: Byron Shaw, Gilbert Sweet*

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 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.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6
Humanities electives .....	6
Social Sciences electives .....	6
Laboratory Science electives .....	6-8
Mathematics (MA 101, 102, 131 or higher)* .....	6-8
Concentration Electives from one area below: .....	15

*At least 9 hours must be upper-level courses.<sup>1</sup>*

A. Humanities/Communications: Select from courses in art, foreign languages, humanities, modern dance,

music, philosophy, speech, theatre and 200-level English.

B. Social Sciences: Select from courses in anthropology, economics, geography, government, history, psychology, and sociology.

C. Sciences & Mathematics.

Free electives .....	15
Wellness .....	2
Total hours .....	62-66

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

*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. Other sample sequences and suggested electives are outlined in the Curriculum Guide. Copies are available from your advisor and the Academic Information Center.*

### *First Semester*

English (EN 105) .....	3
Social Sciences elective .....	3
Mathematics .....	3-4
Humanities elective .....	3
Free elective .....	3
Wellness (Awareness/Instructional Component) .....	1

### *Third Semester*

Laboratory Science elective .....	3-4
Concentration electives <sup>1</sup> .....	6
Free electives .....	6
Wellness (Activity Component) .....	1/2-1

### *Second Semester*

English (EN 106) .....	3
Social Sciences elective .....	3
Mathematics .....	3-4
Humanities elective .....	3
Free elective .....	3
Wellness (Activity Component) .....	1/2-1

### *Fourth Semester*

Laboratory Science elective .....	3-4
Concentration electives <sup>1</sup> .....	9
Free electives .....	3

<sup>1</sup>In the Humanities/Communications and Social Sciences areas, most "upper-level courses" carry a "200" designation; they are noted as upper-level courses in the course description. Sciences & Mathematics "upper-level courses" are those math courses numbered 131 or higher and science courses numbered 103 or higher, excluding BY 106 and CH 105-106.

# LIBERAL ARTS & SCIENCES - MATHEMATICS & SCIENCE

A.S. 32 Transfer

Divisions of Biology-Chemistry and Mathematics/Physics/Technology

Chairpersons: George Gifford, John Wills

If you are interested in the mathematics-science area of liberal arts and sciences, this program can accommodate you. 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, look closely at the mathematics and science course descriptions to ensure that this program matches your ability and career choice. Depending upon your long-range plans, you might also take a foreign language as an elective.

Available specializations are in biology, chemistry, mathematics, physics, medical technology, and pre-environmental science and forestry. If you are undecided about a specialization, a general selection of mathematics and science courses can still provide excellent transfer opportunities.

For program assistance, see your faculty advisor.

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

## PROGRAM REQUIREMENTS

English (EN 105-106. By placement)* .....	6	Mathematics and/or Science Concentration <sup>1,2</sup> .....	10
Mathematics <sup>2*</sup> .....	6	Computer Programming Language <sup>3</sup> .....	3
Social Sciences .....	6	Free electives <sup>4</sup> .....	21-22
Laboratory Science sequence <sup>1</sup> .....	8	Wellness .....	2
		Total hours .....	62

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English (EN 105) .....	3
Laboratory Science <sup>1</sup> .....	4
Mathematics <sup>2</sup> .....	3
Free electives .....	6
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Social Sciences elective .....	3
Science-Mathematics <sup>1,2</sup> .....	6-8
Free electives .....	6
Wellness (Activity Component) .....	1/2-1

### Second Semester

English (EN 106) .....	3
Laboratory Science <sup>1</sup> .....	4
Mathematics <sup>2</sup> .....	3
Computer Programming Language <sup>3</sup> .....	2-3
Free electives .....	3-4
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective .....	3
Science-Mathematics <sup>1,2</sup> .....	3-4
Free electives .....	6-9

<sup>1</sup>Science courses must be selected from those courses numbered 103-104, PH 112, or those at the 200-level.

<sup>2</sup>Mathematics courses must be selected from MA 127 or the sequences numbered 141-142 or higher.

<sup>3</sup>Select from BASIC (CT 131), FORTRAN (CT 136 or MA 127) or PASCAL (CT 145).

<sup>4</sup>Foreign language recommended.

# MECHANICAL TECHNOLOGY

A.A.S. 12 Career  
 Division of Mathematics/Physics/Technology  
 Chairperson: George Gifford

The primary objective of this program is to prepare you for a position designing, testing, or developing consumer and industrial products or machines and processes used to manufacture these products. You can also elect numerical control courses to prepare you for numerical control programming positions or elect courses in computer assisted design (CAD) and robotics to broaden your awareness of computers and other hi-tech disciplines.

During your first semester you will be taking the same courses as students enrolled in either electrical or industrial technologies, building a strong foundation in mathematics and science while keeping your options open should you decide to change to another technical specialty.

If you decide to go on for further education after the A.A.S. degree, many four-year colleges now offer B.S. programs in technology and technical education specifically designed for graduates in mechanical technology.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: Two years of mathematics including algebra and either geometry or intermediate algebra. If you don't have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Technical Concentration (MT 101, 102, 105 <sup>1</sup> , 106, 107, 108, 201, 202, 217, 221; ET 101) .....	35
Mathematics (MA 131-132 or higher)* .....	6	Technical electives (three courses from list) .....	9
Social Sciences electives .....	6	Wellness .....	2
Physics (PH 101) .....	4	Total hours .....	68

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics (MA 131 or higher) .....	3
Engineering Graphics (MT 101) .....	3
Machine Tools (MT 107) .....	2
Orientation and Computations (MT 105) <sup>1</sup> .....	2
Electricity (ET 101) .....	4
Wellness (Awareness/Instructional Component) .....	1

### Second Semester

English .....	3
Mathematics (MA 132 or higher) .....	3
Engineering Graphics (MT 102) .....	3
Numerical Control (MT 108) .....	3
Physics (PH 101) .....	4
Technical Mechanics (MT 106) .....	2
Wellness (Activity Component) .....	1/2-1

### Third Semester

Social Sciences elective .....	3
Strength of Materials (MT 217) .....	4
Machine Design (MT 201) .....	3
Technical electives (two courses from list) .....	6-8
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Social Sciences elective .....	3
Machine Design (MT 202) .....	5
Materials (MT 221) .....	4
Technical elective (select from list) .....	3-4

<sup>1</sup>Evening students should substitute CT 100, Microcomputer Operating Systems, and WP 107, Word Processing for the Non-major.

*Technical Electives:* Any CD, CM, ET, IT, or MT courses numbered 100 or higher; MA 127, Fortran 77 and Numerical Methods; MA 157-158, Fundamental Concepts of Calculus; MA 213, Statistics; EN 150-151, Technical Report Writing I-II. A maximum of 3 cr. hrs. may also be selected from CD 001-008; ET 005-028, IT 001-005.

# MICROCOMPUTERS FOR BUSINESS

Certificate 97 Career  
Division of Business Administration  
Chairperson, David Quattrone

*(At time of publication, this program is pending approval and registration by SUNY and the New York State Department of Education.)*

This certificate program is designed to meet the needs of people who want to use, manage and evaluate the computing resources available to them in their businesses. Business owners and managers will be able to acquire or augment their microcomputer skill to use, select and manage procedures for computers in today's businesses. The program is offered primarily for those who wish to attend classes as part-time students while retaining full-time jobs.

While not specific program requirements, students must demonstrate the writing skills necessary to enter EN 105, College Composition I, and the math skills necessary to enter MA 100, Elementary Algebra, in order to graduate from this program. Based on assessment, students may need to successfully complete EN 95 and WS 95, Basic Writing Skills, and MS 96, Basic Math Skills, to fulfill this requirement. It is essential that you discuss this with your advisor.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: no special requirements.*

## PROGRAM REQUIREMENTS

Accounting (AC 100 or 103) .....	4	Speech (SH 106) .....	3
Computer courses (CT 100, 101, 102, 103, 105, 110, CT 115 or ET 006, CT 151, WP 106, 107) .....	12	Program electives (select from list below with advisor approval) .....	11
		Total hours .....	30

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

### First Semester

Introduction to Microcomputer Operating Systems (CT 100) ..	1
Microcomputer Architecture (CT 102) .....	1
Introduction to Spreadsheets (CT 105) .....	1
Introduction to Microcomputer Database Concepts (CT 110) ..	1
Computer Keyboarding (WP 106) .....	1
Word Processing for the Non-major (WP 107) .....	1
Program electives (from list below) .....	4

### Second Semester

Advanced Microcomputer Operating System Concepts (CT 101) .....	1
Introduction to Graphical User Interfaces (CT 103) .....	1
Introduction to Microcomputer Networks (CT 115) .....	1
Accounting (AC 100 or 103) .....	4
Program electives (from list below) .....	3

### Third Semester

Speech (SH 106) .....	3
Managing Microcomputer Systems (CT 151) .....	3
Program electives (from list below) .....	4

*Program electives:* Select with advisor approval from AC 104, Accounting Principles II; CT 106, Intermediate Spreadsheet Concepts; CT 107, Advanced Spreadsheet Concepts; CT 109, Introduction to Microcomputer Graphics; CT 111, Intermediate Microcomputer Database; CT 112, Advanced Microcomputer; CT 117, Local Area Networks Management, or ET 028, Network Management; CT 124, Structured Problem-Solving; CT 126, Structured Cobol; CT 131, BASIC; CT 145, Pascal Programming; CT 227, Advanced Structured Cobol; CT 231, Structured Systems Analysis and Design; ET 008, PC Repair, Upgrade and Maintenance; ET 027, Build Your Own PC; GB 140, Introduction to Business; GB 231, Business Law I; MG 242, Small Business Management; WP 109, Advanced Word Processing for the Non-Major.

# NUMERICAL CONTROL

*CERTIFICATE 70 Career  
Division of Mathematics / Physics / Technology  
Chairperson: George Gifford*

This program is designed to prepare you for a position in industry writing coded instructions (programs) for automated machinery. Programming and machining experience on two Computer Numerical Control (CNC) milling/drilling machines and one CNC lathe are part of this program.

Because of the sequence of numerical control courses required, this certificate will normally take at least three semesters of part-time study to complete. Students with experience in the machine trades, engineering, or other technical occupations may qualify for some credit through challenge examinations administered through the Division of Continuing Education and Community Services.

Since students in this program normally pursue the certificate through part-time study, the sequence of courses is developed individually with the help of a faculty advisor.

While not a program requirement, students must demonstrate the writing skills necessary to enter EN 105 in order to graduate from this program. Based on assessment, students may need to successfully complete EN 95 and WS 95, Basic Writing Skills, to fulfill this requirement.

*High school or equivalent preparation required: While no specific high school preparation is required, it is recommended that you have at least the equivalent of two years mathematics including algebra and either geometry or intermediate algebra.*

## PROGRAM REQUIREMENTS

Machine Tools (MT 107) .....	2
Numerical Control Programming (MT 108) .....	3
APT I & II (MT 207-208) .....	8
Computer Aided Drafting (CD 101 or 120) .....	3
Engineering Graphics (MT 101-102) .....	6
FORTRAN & Numerical Methods (MA 127) .....	3
Mathematics (MA 131-132)* .....	6
Total hours .....	31

\*Based on placement, students may be required to take MS 96, Basic Math Skills, before taking math credit courses.

# NURSING

A.A.S. 15 Career

Division of Nurse Education / Health, Physical Education & Recreation

Chairperson: Bonnie Page

The program is designed to develop the dependent and independent nursing functions necessary to identify potential health problems, provide health teaching and counseling, give restorative and supportive care, and execute prescribed nursing and medical regimens. Upon successful completion of this program, the graduate is eligible to take the State Board Test Pool Examination for Registered Nurse Licensure in any state. An applicant who has been convicted of a felony may not be allowed to take the licensing exam for RN administered by the New York State Board for Nursing. For more information, contact the Department of Nurse Education Chairperson.

The integrated curriculum includes learning experiences in medical, surgical, pediatric, obstetric, geriatric, and psychiatric settings. Clinical experience is provided in hospitals in Corning, Elmira, Bath, Sayre, and Montour Falls, and at other health care agencies throughout the area during both day and evening hours. Students are responsible for their own transportation to clinical agencies and are expected to rotate agencies.

*Admission to the program does not guarantee registration in a first nursing course for any given semester.* Prior to registering for Nursing I, students must successfully complete courses in algebra and biology,\*\* either in high school or college; be placed in College Composition I and Elementary Algebra or higher; receive satisfactory scores on the pre-nursing math test; complete any remedial courses required as a result of the assessment tests or the pre-nursing math test; submit a CCC health record documenting required immunizations and inoculations; and present proof of CPR certification.

Prospective students who have prior experience in nursing may earn advanced standing in the program by taking CCC proficiency tests for NU 105 and NU 106. These tests, which include theory and skill evaluations, are given in May, August and December. Upon successful completion of the tests, candidates will receive 8 credit hours for each course successfully challenged. Candidates who successfully challenge NU 105 do not need to meet algebra or biology prerequisites but they must meet all other requirements for entry into their first nursing course. *Registration in nursing courses is on a space-available basis. Students are advised to apply early for this program.*

*High school or equivalent preparation required: One year of algebra and biology. If you do not have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	First Aid (HE 223) <sup>5</sup> .....	1
Mathematics elective* .....	3-4	Nursing (NU 105-106-200-215-216) <sup>2,3,4</sup> .....	37
Social Sciences (PS 101, SO 101) .....	6	Free electives (Non-nursing courses) .....	5
Laboratory Science (SC 123-124) <sup>1</sup> .....	10	Wellness <sup>4</sup> .....	2
		Total hours .....	70-71

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

\*\*If taken at CCC, BY 102 is recommended.

**Sample Sequence 1:** intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.

<i>First Semester</i>		<i>Second Semester</i>	
Integrated Science (SC 123) <sup>1</sup> .....	5	Integrated Science (SC 124) <sup>1</sup> .....	5
Nursing I (NU 105) <sup>2, 4</sup> .....	8	Psychology (PS 101) .....	3
Mathematics elective .....	3-4	Nursing II (NU 106) <sup>2, 3</sup> .....	8
Standard First Aid (HE 223) <sup>5</sup> .....	1	Wellness (Activity Component) .....	1/2-1
Wellness (Awareness Component) <sup>4</sup> .....	1		
<i>Third Semester</i>		<i>Fourth Semester</i>	
Nursing III (NU 215) <sup>2, 3</sup> .....	9	Nursing IV (NU 216) .....	10
Free elective (non-nursing course) .....	3	Issues & Perspectives in Nursing (NU 200) .....	2
English .....	3	English .....	3
Introduction to Sociology (SO 101) .....	3	Free elective (non-nursing course) .....	2
Wellness (Activity Component) .....	1/2-1		

Many students in this program choose to spend longer completing the program requirements. This Sample Sequence is presented for those students who need to complete remedial or prerequisite courses or have elected to spend more time completing requirements.

**Sample Sequence 2:** intended as a guide for academic planning. It need not be followed exactly or completed in six semesters.

<i>First Semester</i>		<i>Second Semester</i>	
Mathematics elective (MA 100 if prerequisite is needed) .....	3-4	English .....	3
English .....	3	Integrated Science (SC 124) <sup>1</sup> .....	5
Integrated Science (SC 123) <sup>1</sup> .....	5	Free elective (non-nursing course) .....	2-3
		Wellness (Awareness component) .....	1
<i>Third Semester</i>		<i>Fourth Semester</i>	
Nursing I (NU 105) <sup>2, 4</sup> .....	8	Nursing II (NU 106) <sup>2, 3</sup> .....	8
Psychology (PS 101) .....	3	Sociology (SO 101) .....	3
Wellness (Activity component-2 courses) .....	1	Standard First Aid (HE 223) <sup>5</sup> .....	1
<i>Fifth Semester</i>		<i>Sixth Semester</i>	
Nursing III (NU 215) <sup>2, 3</sup> .....	9	Nursing IV (NU 216) .....	10
Free elective (non-nursing course) .....	3	Issues & Perspectives in Nursing (NU 200) .....	2

<sup>1</sup>The Laboratory Science requirement must be completed before entering NU 215. It may also be met by taking Anatomy & Physiology (BY 203-204), Microbiology (BY 201), and Chemistry (CH 103 or 105, or 106). Students who choose this option must complete Anatomy & Physiology and either Microbiology or Chemistry prior to entering NU 215. (Completion of Integrated Science does not fulfill the biology prerequisite for NU 105.)

<sup>2</sup>A grade of C or better is necessary to continue to the next nursing course. Students who are unsuccessful in a required NU course 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 F, withdrawal from a course after the first two weeks of class, or a failure in a nursing challenge exam. Readmission to nursing courses is on a space-available basis.

<sup>3</sup>Students entering this course after passing a challenge examination need to take NU 113 and/or NU 114 prior to beginning the course; students will be registered in nursing courses on a space-available basis.

<sup>4</sup>Certification in CPR must be completed prior to beginning the first nursing course and must be maintained throughout the program. (Choose from HE 229 or American Heart Association course "C" or Red Cross "Community" course.) Submit your card to the Chairperson of Nurse Education.

<sup>5</sup>Certification in Standard First Aid must be current at the time of graduation.

# PARALEGAL

A.A.S. 48 Career  
Division of Social Sciences  
Chairperson: Gilbert Sweet

This program is designed for students with an interest in law, social sciences, and business. With the exception of giving legal advice, under professional supervision you will be able to perform activities in the legal field which are quite broad.

Employment opportunities are in public and private law firms, banks, trust offices, real estate offices, brokerage agencies, insurance agencies, and other places that need persons with a legal background.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Paralegal (AC 103; CJ 112; PA 101, 103, 201, 204, 205, 207, 209) .....	29
Mathematics (MA 100 or higher)* .....	3-4	Paralegal elective (select from list; .....	3-6
Social Sciences (GT 101 or 102; GT 204) .....	6	PA 220 or 221 strongly recommended)	
Social Sciences elective .....	3	Free electives .....	9
(HY 105, 111, or 112 recommended)		Wellness .....	2
Laboratory Science .....	3-4	Total hours .....	64-69

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Mathematics .....	3-4
Introduction to Legal Technology (PA 101) .....	3
Laboratory Science .....	3-4
Social Sciences elective .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Accounting Principles I (AC 103) .....	4
Real Property Law (PA 209) .....	3
Legal Research and Writing (PA 103) .....	4
Constitution: Law & the Courts (GT 204) .....	3
Free elective .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Family Law (PA 205) .....	3
Commercial Law (PA 201) .....	3
Criminal Procedure Law (CJ 112) .....	3
Government (GT 101 or 102) .....	3
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Probate, Estates, Trusts (PA 207) .....	3
Civil Litigation (PA 204) .....	3
Paralegal electives (PA 220 or 221 recommended) .....	3-6
Free electives .....	6

*Paralegal electives:* PA 220, Paralegal Practicum; PA 221, Paralegal Practicum II; AC 104, Accounting Principles II; AC 211, Federal Income Tax; CJ 212, Penal Law; CP 101, Career Directions; CT 122, Introduction to Computers; WP 150, Keyboarding I; WP 151, Refresher Keyboarding; WP 152, Keyboarding II.

# SECRETARIAL SCIENCE - WORD PROCESSING

A.A.S. 22 Career  
Division of Business Administration  
Chairperson: David Quattrone

Enrollment in **Secretarial Science-Word Processing** offers the student superior preparation in communication and organizational skills to prepare for a top administrative position in a business office. The program includes the latest innovations in office technology with hands-on experience using state-of-the-art hardware and software. Students entering this program should have a good background in written communication skills.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105 and 104 or 106. By placement)* .....	6	Word Processing (WP 150 or 151 <sup>1</sup> , and 152, 171, 172, 173, 265, 266).....	18-19
Mathematics* .....	3-4	General Business (GB 133, 134, 151, 152) .....	5
Social Sciences elective .....	3	Accounting Practices (AC 100) .....	4
Liberal Arts and Sciences elective .....	3	Microcomputer modules (CT 100, 105, 110) .....	3
Laboratory Science elective .....	3	Management elective .....	3
Economics elective .....	3	Wellness .....	2
Office Administration (OA 141-142 <sup>1</sup> , or OA 142-251, or OA 251-252; and OA 179, 180) ....	12-13	Total hours .....	68-71

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105 and MS 96, Basic Math Skills, before taking a math credit course.

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

### First Semester

English .....	3
Keyboarding (WP 150 or 151) <sup>1</sup> .....	2-3
Accounting Practices (AC 100) .....	4
Microcomputer modules (CT 100, 105, 110) .....	3
Office Communications I (WP 171) .....	2
Liberal Arts and Sciences elective .....	3
Wellness (Awareness/Instructional Component) .....	1

### Third Semester

Resume Writing & Interviewing for the Job (GB 151-152) .....	1
Office Practice (OA 179) .....	3
Laboratory Science elective .....	3-4
Mathematics .....	3-4
Gregg Shorthand (OA 142, 251 or 252) .....	2-4
Word Processing Applications (WP 265) .....	3
Wellness (Activity Component) .....	1/2-1

### Second Semester

English .....	3
Keyboarding II (WP 152) .....	3
Introduction to Word Processing for Majors (WP 173) .....	3
Gregg Shorthand (OA 141, 142, 251 or 252) .....	2-4
Applied Business Math (GB 133-134) .....	4
Office Communications II (WP 172) .....	2
Wellness (Activity Component) .....	1/2-1

### Fourth Semester

Economics elective .....	3
Social Sciences elective .....	3
Secretarial Seminar (OA 180) .....	2
Management elective .....	3
Advanced Word Processing Applications (WP 266) .....	3

<sup>1</sup>Placement in shorthand or keyboarding (typing) courses will depend on prior training. If a course is bypassed due to placement, credit may be received by taking an exam or the course may be waived (not required). If the course is waived, additional courses may be needed to fulfill degree credit hour requirements. See your faculty advisor for assistance.

# SECRETARIAL STUDIES

*CERTIFICATE 94 Career  
Division of Business Administration  
Chairperson: David Quattrone*

If you're interested in the business world but have little or no experience in secretarial skills, **Secretarial Studies** or **Word Processing Studies** may be for you. Both programs offer intensive skill training in office technology and open the door to entry-level positions in business and industry. Students with **some** background in office skills and procedures also find the certificate programs challenging as each person is evaluated and placed in courses according to skill level.

Many CCC students who successfully complete one of these certificate programs decide to continue their studies by pursuing an associate degree. Credits earned in these programs easily transfer to the **Secretarial Science-Word Processing** program. For the full-time office employee the certificate programs can provide a means of professional development/advancement. Courses required in the certificate programs are offered in the evening at a number of locations throughout the three-county area served by the College. Candidates in the certificate programs can take advantage of the opportunity to earn credit through challenge examinations or life experience. Students wishing to use the certificate program as a starting point in working toward a degree should work closely with their faculty advisor.

While not a program course requirement, in order to graduate from this program students must demonstrate the math skills necessary to enter MA 100, Elementary Algebra. Based on placement, students may need to successfully complete MS 96, Basic Math Skills, to fulfill this requirement. It is essential that you discuss this with your advisor.

*High school or equivalent preparation required: Shorthand. If you do not have this preparation, you will be able to get it here, but it will take longer to complete the program.*

## PROGRAM REQUIREMENTS

English (EN 105. By placement)* .....	3	Office Practice (OA 179) .....	3
Word Processing (WP 173 and one of the .....	5-6	General Business (GB 133, 134, 151, 152) .....	5
following: WP 150, 151, 152 <sup>1</sup> or 265)		Accounting (AC 100) .....	4
Office Communications (WP 171, 172) .....	4	Microcomputer modules (CT 100, 105, 110) .....	3
Shorthand (OA 251 and either .....	6-8	Total hours .....	33-36
OA 141, 142, or 252) <sup>1,2</sup>			

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105.

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

### *First Semester*

Word Processing (WP 150, 151, 152 <sup>1</sup> , or 173) .....	2-3
Shorthand (OA 141, 142, or 251) <sup>1,2</sup> .....	2-4
Office Communications (WP 171) .....	2
Applied Business Math (GB 133-134) .....	4
Accounting Practices (AC 100) .....	4

### *Second Semester*

English .....	3
Word Processing (WP 152, 173, or 265 .....	3
Shorthand (OA 251 or 252) <sup>1,2</sup> .....	4
Office Communications (WP 172) .....	2
Office Practice (OA 179) .....	3
Resume Writing & Interviewing for the Job (GB 151-152) .....	1
Microcomputer modules (CT 100, 105, 110) .....	3

<sup>1</sup>Placement in shorthand or keyboarding (typing) will depend upon prior training. If a course is bypassed due to placement above the first level course, credit may be received by taking an exam or the course may be waived (not required). If the course is waived, additional courses may be needed to fulfill credit hour requirements. See your faculty advisor for assistance.

<sup>2</sup> Students must complete shorthand at least through Shorthand III. This means that students with no previous shorthand will need to begin with Shorthand I, thereby necessitating a third semester to complete this certificate.

# WORD PROCESSING STUDIES

*CERTIFICATE 91 Career  
Division of Business Administration  
Chairperson: David Quattrone*

Word Processing Studies helps to develop and improve office skills needed for beginning clerical or word processing positions. It is similar to the Secretarial Studies program but does not require shorthand. It offers students an opportunity to learn the basics of good office practice and can lead to such positions as clerk typist, receptionist, payroll or record clerk, general office worker, and many others. It is particularly suited for those who wish to pursue their studies on a part-time basis.

Students who complete this program frequently decide to continue their education and can easily transfer their credits to the associate degree program in Secretarial Science-Word Processing.

While not a program course requirement, in order to graduate from this program students must demonstrate the math skills necessary to enter MA 100, Elementary Algebra. Based on placement, students may need to successfully complete MS 96, Basic Math Skills, to fulfill this requirement. It is essential that you discuss this with your advisor.

For program assistance, see your faculty advisor.

*High school or equivalent preparation required: No special requirements.*

## PROGRAM REQUIREMENTS

English (EN 105. By placement)* .....	3	Business elective <sup>2</sup> .....	3
Word Processing (WP 173 <sup>3</sup> and one of the following: WP 150, 151 <sup>1</sup> , 152, 265) .....	4-5	Microcomputer modules (CT 100, 105, 110) .....	3
Accounting Practices (AC 100) .....	4	Office Practice (OA 179) .....	3
General Business (GB 130, 133, 134, 140, 151, 152) ....	11	Total hours .....	32-33

\*Based on placement, students may be required to take EN 95 and WS 95, Basic Writing Skills, before taking EN 105.

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

### *First Semester*

English .....	3
Word Processing (WP 150, 151, 152 or 173) <sup>1,3</sup> .....	2-3
Accounting Practices (AC 100) .....	4
Principles of Business (GB 140) .....	3
Applied Business Math (GB 133-134) .....	4
Resume Writing & Interviewing for the Job (GB 151-152) .....	1

### *Second Semester*

Business Communications (GB 130) .....	3
Word Processing (WP 152, 173, or 265) <sup>1,3</sup> .....	3
Microcomputer modules (CT 100, 105, 110) .....	3
Office Practice (OA 179) .....	3
Business elective <sup>2</sup> .....	3

<sup>1</sup>Placement in shorthand or keyboarding (typing) will depend upon prior training. If a course is bypassed due to placement above the first-level course, credit may be received by taking an exam or the course may be waived (not required). If the course is waived, additional courses may be needed to fulfill credit hour requirements. See your faculty advisor for assistance.

<sup>2</sup>Select from courses with the following prefixes: AC, EC, CT, GB, MG, MK, OA, WP.

<sup>3</sup>Depending on placement, WP 173 may be taken in either semester.

# COURSE CATEGORIES

There are a number of exceptions to this general guide. When exceptions occur, they are indicated in the course descriptions. Read them carefully.

<b>Liberal Arts &amp; Sciences Electives</b>	<b>BUSINESS</b>	Accounting, Computer, Economics, General Business, Management, Office Administration, Travel & Tourism, Word Processing.	<b>Free Electives</b>
	<b>COMMUNICATIONS</b>	English, Media Communications, Speech, Theater.	
	<b>HUMANITIES</b>	Art, Foreign Languages, Humanities, Media Communications, Music, Philosophy, Speech, Theater, 200-level English, some PE/RE dance and yoga courses.	
	<b>LABORATORY SCIENCE</b>	Any astronomy, biology, chemistry, earth science, geology, physics, and general science (SC) courses which have laboratory experiences along with lectures.	
	<b>MATHEMATICS</b>	All courses with the MA prefix.	
	<b>SCIENCE</b>	Includes all laboratory sciences and also General Science (SC) courses.	
	<b>SOCIAL SCIENCES</b>	Anthropology, Economics, Geography, Government, History, Psychology, Sociology.	
	<b>ADDITIONAL COURSES</b>	American Studies, Architectural Drawing, Automotive Technology, Aviation, Career Planning, Chemical Technology, Computer Integrated Manufacturing, Computing Graphics Technology, Criminal Justice, Electrical Technology, Emergency Medical Technician, Engineering, Fire Science, HPER Development, Health Education, Human Services, Industrial Technology, Interdisciplinary, Law Enforcement, Learning Skills, some Mathematics Skills, Mechanical Technology, Nursing, Paralegal, Recreation, Wellness, some Writing Skills.	
	<b>WELLNESS</b>	<i>Awareness/Instructional:</i> Health Education, Wellness <i>Activity:</i> Physical Education, Recreation	
	<b>EQUIVALENT CREDIT COURSES</b>	Usually equivalent credit courses are not used to satisfy program requirements.	

# INFORMATION ABOUT COURSES

Our courses are listed alphabetically by their abbreviations. You will be using these abbreviations for registration purposes. The course numbers do not always indicate the level of difficulty nor the order in which you should take courses. Most 200-level courses, however, should not be taken during your first semester at CCC. If you have any questions regarding which courses may be best suited for you, please see an advisor or counselor.

Since new courses are continuously being added and some courses are being dropped from our curriculum, you may have to consult a division chairperson in order to find a description of a new course. If you want to have more detailed information about a course, the course outline (syllabus) is available for your use at the desk of the

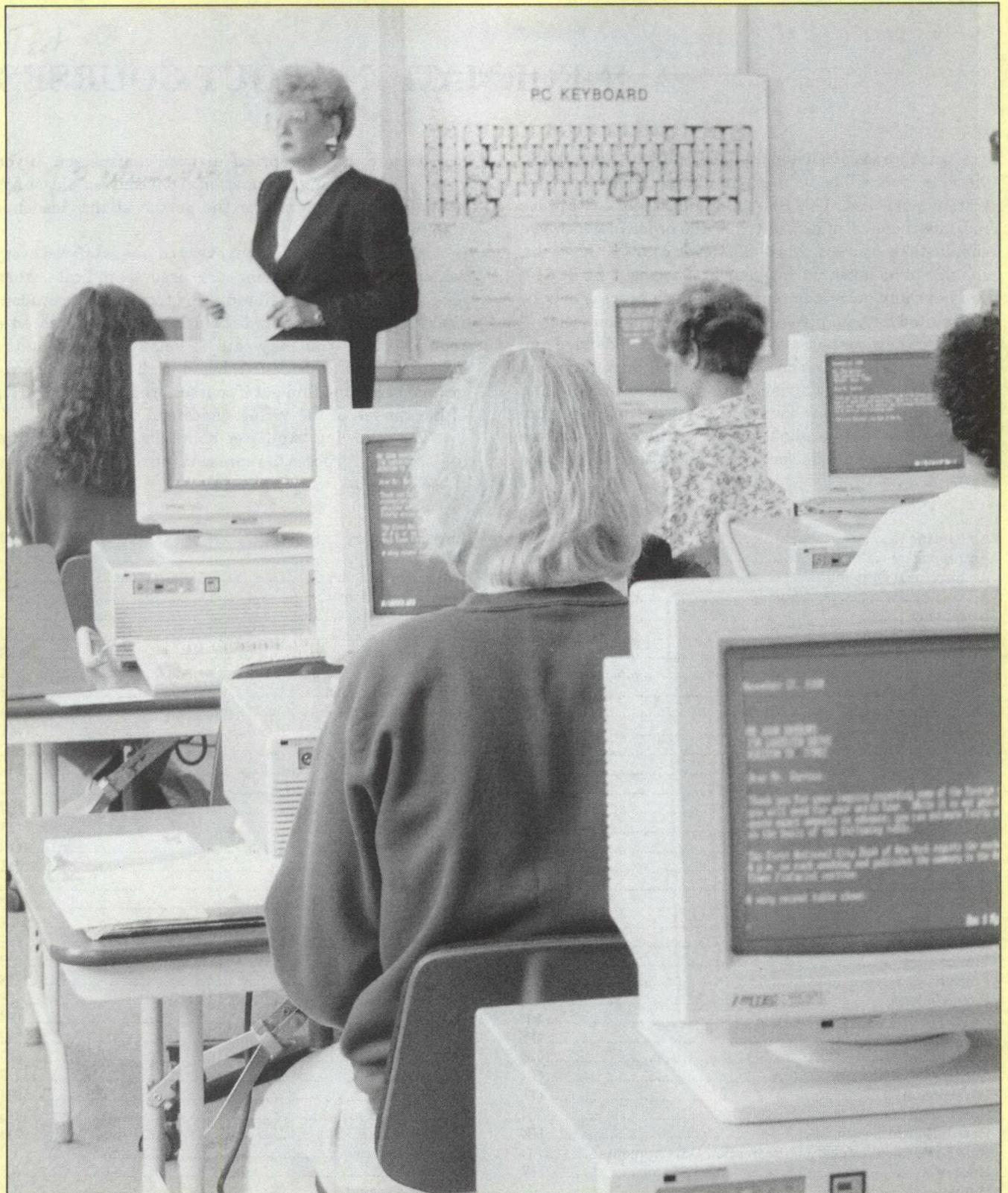
secretary to the appropriate division chairperson. If you need help in locating information about courses, please ask a counselor, an advisor, or the person at the Academic Information Center.

Please note also that not every course is offered every semester. Fall and Spring are used to indicate when courses are normally offered. ASN (according to student need) follows those courses which are not offered on a regular basis. You may find it helpful to look at the suggested course sequences listed in the "Academic Programs" section to find out if courses are recommended for either the fall or the spring semester.

The following two-letter abbreviations are used for registration purposes to represent the name of courses in these subjects:

Accounting .....	AC
Anthropology .....	AN
Architectural Drawing .....	AT
Art .....	AR
Astronomy .....	AS
Automotive Technology .....	AU
Aviation .....	AV
Biology .....	BY
Business, General .....	GB
Career Planning .....	CP
Chemical Technology .....	CO
Chemistry .....	CH
Computer .....	CT
Computer Integrated Manufacturing .....	CM
Computing Graphics Technology .....	CD
Criminal Justice .....	CJ
Data Processing (Computer) .....	CT
Drafting .....	DT
Earth Science .....	ES
Economics .....	EC
Electrical Technology .....	ET
Emergency Medical Technician .....	EM
Engineering .....	EG
English .....	EN
Fire Science .....	FS
French .....	FR
Geography .....	GY
Geology .....	GE
German .....	GR
Government .....	GT
Greek .....	GK
Health Education .....	HE
Health, Physical Education, Recreation Development .....	PD
History .....	HY
Humanities .....	HU
Human Services .....	HS
Industrial Technology .....	IT

Interdisciplinary .....	ID
Italian .....	IL
Latin .....	LA
Law Enforcement .....	LE
Learning Skills .....	LS
Linguistics .....	HU
Management .....	MG
Marketing .....	MK
Math Skills .....	MS
Mathematics .....	MA
Mechanical Technology .....	MT
Media Communications .....	MC
Medical Laboratory Technology .....	ML
Music .....	MU
Nursing .....	NU
Office Administration .....	OA
Orientation .....	OR
Paralegal .....	PA
Philosophy .....	PL
Photography (Media Communications) .....	MC
Physical Education .....	PE
Physics .....	PH
Psychology .....	PS
Reading Skills .....	RS
Recreation .....	RE
Russian .....	RU
Science, General .....	SC
Sociology .....	SO
Spanish .....	SP
Speech .....	SH
Student Success .....	SS
Theater .....	TH
Travel & Tourism .....	TR
Wellness .....	WE
Word Processing .....	WP
Writing Skills .....	WS



*Rosemary Picuch, professor of Office Administration, working with a class on computers.*

## **AC ACCOUNTING**

*Division of Business Administration  
Faculty: Peter Bacalles, Robert Dugo, Robert Kelley, David Quattrone, Thomas Reidy*

### **AC 100. ACCOUNTING PRACTICES**

Vocabulary and concepts of accounting and book-keeping 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.) (Fall, Spring).

### **AC 103. ACCOUNTING PRINCIPLES I (Financial)**

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).

### **AC 104. ACCOUNTING PRINCIPLES II (Managerial)**

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, segmented reporting and decentralized operations. Statement of cash flows and financial statement analysis.  
(4 cr. hrs.) (Fall, Spring). Prerequisite: AC 103.

### **AC 203. 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: AC 104.

### **AC 204. INTERMEDIATE ACCOUNTING II**

Continuation of generally accepted accounting principles. Intangibles, long-term liabilities, contributed capital, retained earnings, leases, earnings per share, changes and errors, and the statement of cash flows.  
(4 cr. hrs.) (Spring). Prerequisite: AC 203 or instructor consent.

### **AC 205. COST ACCOUNTING I**

Covers cost accumulation for various purposes. Includes cost terminology; cost-volume-profit relationships; job order costing for manufacturing and service; activity-based accounting; budgeting; standard costing; variable vs. absorption costing; cost allocation; joint products and byproducts; process costing; spoilage, reworked units and scrap.  
(4 cr. hrs.) (Fall, Spring). Prerequisite: AC 104.

### **AC 206. COST ACCOUNTING II**

Standard costing, including variance analysis and mix-and-yield variances; cost and profit analysis for management decision-making; cost-volume profit analysis; differential and direct costing techniques; budgeting; and planning capital expenditures.  
(4 cr. hrs.) (ASN). Prerequisite: AC 205.

### **AC 207. ADVANCED ACCOUNTING I**

Fund accounting systems; introduction to business combinations, including distinctions between purchase and pooling arrangements; special problems in accounting for consolidations, foreign branches and subsidiaries; introduction to accounting for non-profit organizations.  
(3 cr. hrs.) (ASN). Prerequisite: AC 204 or taking AC 204 at the same time with instructor consent. Offered evenings only.

### **AC 208. AUDITING**

Duties and responsibilities of independent and internal auditors. Various auditing techniques and procedures, development of auditing programs and reports, and auditing an automated accounting system.  
(3 cr. hrs.) (ASN). Prerequisite: AC 204. Offered evenings only.

### **AC 210. COMPUTERIZED ACCOUNTING**

Primarily an applications course. A computerized general ledger system for general accounting and preparation of financial statements. Payroll accounting, income tax return preparation, depreciation accounting, and debt amortization using commercial accounting packages.  
(3 cr. hrs.) (Spring). Prerequisites: AC 104, CT 105. Lecture/lab.

**AC 211. 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.) (Fall, Spring).*

**AC 212. ADVANCED FEDERAL INCOME TAX**

Income tax research; complex tax problems and techniques; Internal Revenue Code; practices in partnership, fiduciaries, subchapter S corporation, and corporation tax returns; and advanced personal tax return preparation.

*(3 cr. hrs.) (Spring). Prerequisite: AC 211.*

**AC 214. BANK ACCOUNTING**

Analysis, interpretation, and use of bank financial data. Basic accounting for banks, bank financial statements, cash due and from banks, investment securities, loans, deposits, non-deposit borrowing, non-earning assets, stockholders' equity, and bank analysis and performance.

*(3 cr. hrs.) (ASN). Prerequisite: AC 100 or AC 103 or equivalent.*

**AN ANTHROPOLOGY**

*Division of Social Sciences*

*Faculty: Richard Biesanz, William Vincent.*

**AN 212. PRINCIPLES OF ANTHROPOLOGY II**

Cultural anthropology. A cross-sectional study of economic institutions, family organizations, social control, religious beliefs and practices, magic, artistic achievements, and personality types as evidence for establishing the stability and variability found in culture. In a small group, each student intensively studies one distinctive preliterate community.

*(3 cr. hrs.) (Spring). Upper-level course.*

**AR ART**

*Division of Communications and Humanities  
Faculty: Margaret Brill, John Runyon, Horst Werk*

Beginners in art should elect from the following courses: AR 103, AR 107, AR 109, AR 131, AR 132, AR 151, and AR 152, which are introductory courses and have no prerequisites. All art majors should begin with AR 103, AR 131, and AR 151, and request an art faculty advisor. The College reserves the right to retain certain selected student works of art accomplished for studio courses.

**AR 103. 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.*

**AR 104. 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: AR 103. Individual and group instruction; lecture/studio. Upper-level course.*

**AR 109. AIRBRUSH ILLUSTRATION I**

Basic skills and applications of the airbrush. Basic techniques, frisket preparations, two- and three-dimensional applications of values and colors, and maintenance of equipment.

*(2 cr. hrs.) (Fall, Spring). Lecture/studio. May be used for Liberal Arts or free elective but not for Humanities. Enrollment limited to 15. Fee \$10.*

**AR 110. AIRBRUSH ILLUSTRATION II**

Mastery of advanced airbrush techniques.

*(2 cr. hrs.) (Fall, Spring). Prerequisite: AR 109. Lecture/studio. Upper-level course. May be used for Liberal Arts or free elective but not for Humanities. Enrollment limited to 15. Fee \$10.*

**AR 121. CERAMICS I**

The nature of clay and its aesthetic potential for the creation of functional and decorative forms. Emphasis on wheel-throwing. Claymaking, glazing, kiln firing techniques, and maintaining a ceramic studio.

*(3 cr. hrs.) (Fall, Spring). Individual and group instruction; lecture/studio.*

**AR 122. CERAMICS II**

Advanced wheel-throwing techniques. Further investigation of creative design, compounding glazes and firing techniques.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: AR 121 or permission of instructor. Individual and group instruction; lecture/studio. Upper-level course.*

**AR 131. HISTORY & APPRECIATION OF ART I**

Survey of representative works of art for increased aesthetic perception and a deepened awareness of universal human experience. Analysis of architecture, sculpture, and painting of western art history from Ancient Egyptian through the Italian Renaissance.

*(3 cr. hrs.) (Fall, Spring).*

**AR 132. HISTORY & APPRECIATION OF ART II**

Representative works of architecture, painting and sculpture from the Northern European Renaissance to the present.

*(3 cr. hrs.) (Spring). Prerequisite: None; recommended that AR 131 be taken prior to AR 132.*

**AR 144. SILK SCREENING - PRINTING**

Introduction to the silk-screen process. Traditional film-cutting process and photo silk-screen emulsion techniques. Direct-printing techniques on different materials.

*(3 cr. hrs.) (ASN). Prerequisite: Drawing or design background or consent of instructor. Individual and group instruction; lecture/studio. May be taken as a Liberal Arts or free elective but not for Humanities credit.*

**AR 151. 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.*

**AR 152. 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.*

**AR 211. 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.

*(3 cr. hrs.) (Spring). Prerequisite: AR 103 or instructor consent. Individual and group instruction; lecture/studio. Upper-level course.*

**AR 270. STUDIO SEMINAR**

Multidisciplinary studio course to improve the student's ability to develop, present, and criticize works of art in a variety of media; portfolio for transfer or employment. Expanded perceptual and conceptual potential, execution skills, analysis and articulation of criticism.

*(3 cr. hrs.) (ASN). Prerequisites: College-level first courses in the disciplines to be developed and instructor consent. Individual and group instruction: studio work, verbal and written critiques. Upper-level course.*

**AR 271- INDEPENDENT STUDIO PROJECTS**

**278.** 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 courses. Specially-supervised independent study. May be taken in each discipline and repeated as an audit.*

Register for: AR 271, Drawing; AR 272, Two-D Design; AR 273, Painting; AR 276, Ceramics; AR 278, Three-D Design.

## AS ASTRONOMY

*Division of Biology / Chemistry*  
*Faculty: Jack Anderson*

### AS 101. 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). Lecture / laboratory. Designed for non-science majors to fulfill laboratory science requirements and for science majors as an elective. Lab fee.*

**OBSERVATIONAL ASTRONOMY (SC 112)**  
*See Science, General.*

## AT ARCHITECTURAL DRAWING

*Division of Mathematics / Physics / Technology*  
*Faculty: Wayne Kenner, John Runyon, Richard Vockroth.*

### AT 101. ARCHITECTURAL DRAWING I

Fundamentals concerning small buildings. Architectural lettering, drafting, geometry, conventional projection principles, pictorial drawings, basic residential planning, drafting expressions, architectural details, working drawings of small homes, light construction principles, and simple solar, mechanical and electrical systems.

*(3 cr. hrs.) (ASN). Lecture / laboratory. Lab fee.*

## AU AUTOMOTIVE TECHNOLOGY

*Division of Mathematics / Physics / Technology*  
*Faculty: Dennis Close, Brian Halm, Barry Pappas*

### AU 100. 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. Fee \$50.*

### AU 101. INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

The fundamentals and diagnostic principles of steering, suspension, brake, fuel, microprocessor controlled systems; emission systems; electrical systems; welding; and related specialized test equipment.

*(3 cr. hrs.) (Fall). Lecture.*

### AU 104. CHASSIS AND ALIGNMENT LAB

Service and analysis of the automotive chassis, brake service including anti-lock systems, front and rear suspension component replacement, 4-wheel alignments, basic air conditioning operations, and minor transmission service.

*(4 cr. hrs.) (Spring). Prerequisite: Instructor consent. Laboratory. Lab fee.*

### AU 109. AUTOMOTIVE CHASSIS

Suspension systems; chassis designs including light trucks; 4-wheel steering systems; operation and repair procedures for all brakes including ABS systems, steering and air conditioning; conventional differentials; 4-wheel alignment theory and practice.

*(3 cr. hrs.) (Spring). Lecture.*

### AU 110. 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. Lab fee.*

### AU 123. AUTO BODY I

Collision estimating, panel replacement, straightening and alignment, mig, gas and spot welding, glass replacement, collision repair, and auto body tool identification and operation.

*(4 cr. hrs.) (Fall). Lecture / laboratory. Lab fee.*

### AU 124. AUTO REFINISHING

Current refinishing techniques. Includes primers and finishes, surface preparation, selection of tools, spraying and stripping techniques, safety and environmental regulations.

*(4 cr. hrs.) (Spring). Prerequisite: AU 123. Lecture / laboratory. Lab fee.*

**AU 131. 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.*

**AU 132. AUTOMOTIVE ELECTRONICS II**

Operation, diagnosis, and maintenance of electronic ignition and microprocessor controlled systems. Oscilloscopes, AVOM's and DVOM's used for diagnostic purposes.

*(4 cr. hrs.) (Spring). Lecture/laboratory. Prerequisite: AU 131. Lab fee.*

**AU 141. FUEL SYSTEMS I**

The study of automotive fuel, fuel storage, and fuel delivery systems used by major manufacturers. Diagnosis, testing, and overhauling of associated components.

*(4 cr. hrs.) (Fall). Lecture/laboratory. Lab fee.*

**AU 142. FUEL SYSTEMS II**

Automotive engine emissions and the control of those emissions as used by major manufacturers. Diagnosis, testing, and overhauling of related components.

*(4 cr. hrs.) (Spring). Lecture/laboratory. Prerequisite: AU 141. Lab fee.*

**AU 158. 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).*

**AU 213. INTERNAL COMBUSTION ENGINE**

Theory of gas and diesel engine operation, cooling and lubrication systems, material selection, measurement and component function and design. Lab consists of problem diagnosis, a complete engine overhaul and performance testing.

*(4 cr. hrs.) (Fall). Lecture/laboratory. Prerequisite: AU 100. Lab fee.*

**AU 214. 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 automotive service business.

*(4 cr. hrs.) (Spring). Prerequisites: AU 213 and 219. On-the-job-training.*

**AU 219. 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: AU 132. Lecture/laboratory. Fee \$50.*

**AU 221. 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). Lecture/laboratory. Lab fee.*

**AU 241. DRIVEABILITY**

Practical instructions and general procedures for testing and servicing automobile systems used by major manufacturers. Diagnosis of driveability complaints associated with these systems emphasized.

*(4 cr. hrs.) (Spring). Lecture/laboratory. Prerequisites: AU 132, 142, 219. Lab fee.*

## AV AVIATION

*Division of Mathematics/Physics/Technology  
Faculty: Richard Vockroth*

### AV 101. BASIC AVIATION GROUND SCHOOL

Techniques and safety procedures in preparation for the FAA written exam for private pilot. Principles of flight, aviation weather, navigation, aircraft operation and maintenance, flight regulations, radio communication, basic use of instruments, and flight safety.

*(3 cr. hrs.) (ASN). Lecture. Offered evenings only. A weekend trip will be taken to the FAA offices and Flight Service Station at Elmira-Corning Regional Airport.*

## BY BIOLOGY

*Division of Biology/Chemistry  
Faculty: John Brennan, Marvin Bunch, Robert Kephart, Thomas McGrath, Gordon Muck, Edward Nash, John Wills, Penelope Wilson.*

### BY 101. LIFE SCIENCE (Botany)

Cell biology, the plant kingdom taxonomy, growth and development, ecological principles.

*(3 cr. hrs.) (Fall). Lecture/laboratory. BY 103 and BY 101 cannot both be taken for credit. Lab fee.*

### BY 102. LIFE SCIENCE (Zoology)

Genetics, human biology, and the animal kingdom taxonomy.

*(3 cr. hrs.) (Spring). Lecture/laboratory. BY 104 and BY 102 cannot both be taken for credit. Lab fee.*

### BY 103- GENERAL BIOLOGY

104. Emphasizes the modern aspects of biology and its techniques. BY 103 includes biochemistry, cell structure and physiology, genetic mechanisms, evolution, a survey of the five kingdoms of organisms, and plant structure and physiology. BY 104 emphasizes animal diversity, reproduction, physiology and development, behavior, and ecology. For math/science students.

*(4 cr. hrs. ea.) (103-Fall; 104-Spring). Prerequisite: High school biology; high school chemistry is strongly recommended. BY 103 or instructor*

*consent is a prerequisite for BY 104. Lecture/laboratory. BY 103-104 and BY 101-102 cannot both be taken for credit. Lab fee.*

### BY 106. CONTEMPORARY IDEAS IN BIOLOGY

Explores the biological principles serving as the basis of articles from current science periodicals for the general public. Essays, written lab analyses and class discussions. For the non-science major.

*(3 cr. hrs.) (ASN). No prerequisite. Lecture/laboratory. Lab fee.*

### BY 201. MICROBIOLOGY

Protists, including bacteria, yeasts, molds, 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). Prerequisite: One year of college biology or instructor consent. Lecture/laboratory Lab fee.*

### BY 203- ANATOMY AND PHYSIOLOGY I-II

204. BY 203-the human body: its chemical, cellular and tissue components; skeletal and muscular structure and function; neural control mechanisms; and sensory structures. BY 204-the structure and function of the human endocrine, digestive, respiratory, cardiovascular, excretory and reproductive systems.

*(4 cr. hrs. ea.) (203-Fall; 204-Spring). Prerequisite: One year of college biology, CH 106 or equivalent, or instructor consent; BY 203 is a prerequisite for BY 204. Lecture/laboratory. Lab fee.*

### BY 210. ECOLOGY

Organisms and their relationships with the environment; special attention to the concepts of the biosphere and its cycles. Effects of population and pollution on the biosphere. Ponds, streams, and a wood lot will be studied.

*(3 cr. hrs.) (ASN). Prerequisite: One year of college biology or instructor consent. Lecture/laboratory. Lab fee.*

**BY 211. FIELD BIOLOGY**

Field techniques of collecting and identifying specimens, use of the contour map and compass, characteristics of major plant and animal groups, wild edible plants, and taxonomy of the plant and animal kingdoms. Focuses on outdoor application of the principles and concepts learned.

*(3 cr. hrs.) (ASN). Prerequisite: One year of college biology or instructor consent. Lecture/laboratory. Offered in mini semester or summer sessions. Lab fee.*

**BY 233. GENETICS**

Classical and modern approaches to the nature of inherited characteristics. Problem solving and descriptive approaches applied. Laboratory involves both breeding experiments and molecular biological work. Human genetic examples used. *(4 cr. hrs.) (Spring). Prerequisite: BY 103 or 102 and a semester of college chemistry, or a year of college biology, or instructor consent. Lecture/laboratory. May not be substituted for BY 104. Lab fee.*

**BY 299. SPENCER CREST FIELD GUIDE TRAINING**

Trains field guides for the Spencer Crest Nature Center. Intensive field study to identify plants and animals common to the area. Ecosystem, pond and stream ecology, and the zone B-C deciduous forest as they apply to the Nature Center. *(1 cr. hr.) (Spring). Prerequisite. Concurrent registration in a freshman biology course and instructor consent. Lectures/student participation and field notebook. A free elective only.*

**BUSINESS**

These courses are listed by subject area. See the Course Categories Chart.

**COMMUNICATIONS**

These courses are listed by subject area. See the Course Categories Chart.

**CD COMPUTING GRAPHICS TECHNOLOGY**

*Division of Mathematics/Physics/Technology  
Faculty: Eric Gesner, James Horigan, Wayne Kenner*

**CD 101. COMPUTER AIDED DRAFTING I**

Introduction to the computer aided design (CAD) techniques. Teaches commands necessary to generate two-dimensional engineering drawings through use of a computer.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: MT 101 or DT 101 or EG 103 or permission of instructor. Lecture/graphics terminal lab. Lab fee.*

**CD 120. P.C. CAD**

Computer aided drafting using personal computer based software. Includes use of the operating system, creation and modification of drawings, plotting and application to specific drafting discipline. Features, limitations and trends in CAD technology.

*(3 cr. hrs.) (Spring). Prerequisites: MT 101 or DT 101 or EG 103 or instructor consent. Lecture/laboratory. Lab fee.*

**CD 202. COMPUTER AIDED DRAFTING II**

Advanced computer aided design (CAD) techniques. Teaches commands necessary to generate three-dimensional drawings, assemblies, surfaces, templates and patterns.

*(3 cr. hrs.) (Fall). Prerequisite: CD 101. Lecture/graphics terminal lab. Lab fee.*

**CD 203. COMPUTER AIDED DRAFTING III**

Additional detail in system commands including two and three dimensional analysis functions. Data base manipulation and interfacing, typical topics include bill of materials preparation, management of variables, application programs, and user files.

*(3 cr. hrs.) (Spring). Prerequisites: CD 202 and either MA 127 or CT 136. Lecture/graphics terminal lab. Lab fee.*

**CD 208. SYSTEMS MANAGEMENT**

Concepts and practices used in the operation of an industrial CAD/CAM computer system. Computer graphics input/output device characteristics, system security, command files, directory structure, editors, and system utilities.

(3 cr. hrs.) (Spring). Prerequisite: CD 202. Lecture/graphics terminal lab. Lab fee.

**CD 209. CAM (COMPUTER AIDED MANUFACTURING)**

Computer aided drafting and design techniques used in developing manufacturing applications for computer numerical control (CNC) machines.

(3 cr. hrs.) (Spring). Prerequisite: CD 202 and MT 108. Lecture/laboratory. Lab fee.

**CD 210. CAD/CAM PRACTICUM**

A practical work experience in the CAD/CAM discipline. Industrial projects or instructional materials involving work with faculty member or students.

(1 cr. hr.) (Spring). Co-requisite: CD 203 or consent of instructor. Graphics terminal laboratory. Lab fee.

**SPECIAL COMPUTING GRAPHICS TECHNOLOGY COURSES:**

These courses are primarily designed for industrial and teaching personnel. Students in the Computer Integrated Manufacturing Technology, Computing Graphics Technology, Electrical Technology, Industrial Technology or Mechanical Technology programs may satisfy a maximum of three hours of the technical elective requirement by selecting from this list and/or the special courses listed under ET and IT. See the program descriptions to determine which of these courses may be selected. Additional information and a complete description of these courses are available from the Division of Math/Physics/Technology.

<b>CD 001</b>	<b>AutoCAD</b> .....	<b>1.5</b>
<b>CD 002</b>	<b>AutoCAD</b> .....	<b>1.0</b>
<b>CD 003</b>	<b>TEKSOFT CAD/CAM Systems</b> .....	<b>1.0</b>
<b>CD 004</b>	<b>DOS for Hard Disk Operations</b> .....	<b>1.0</b>

<b>CD 005</b>	<b>CAD/CAM</b> .....	<b>1.5</b>
<b>CD 006</b>	<b>ANVIL-1000MD</b> .....	<b>1.0</b>
<b>CD 007</b>	<b>Introduction to CADVANCE</b> .....	<b>1.0</b>
<b>CD 008</b>	<b>Introduction to CADKEY</b> .....	<b>1.0</b>

**CH CHEMISTRY**

Division of Biology/Chemistry

Faculty: Marvin Bunch, William Jarvis, Donald Nyberg, Ruth Wenner

**CH 103- GENERAL CHEMISTRY**

**104.** 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. ea.) (103-Fall; 104-Spring). Prerequisite: High school chemistry or instructor consent; CH 103 is a prerequisite for CH 104. It is recommended that students be familiar with algebraic and logarithmic calculations; high school physics is strongly suggested. Lecture/laboratory. Lab fee.

**CH 105. CHEMICAL PRINCIPLES**

Introductory general chemistry emphasizing applied theory, calculations and the development of lab skills. Successful students may continue with CH 106, CH 103-104, or CH 230.

(4 cr. hrs.) (Spring). Prerequisite: High school algebra or MA 100. Lecture/laboratory. Not for math-science majors. Lab fee.

**CH 106. INTRODUCTION TO ORGANIC AND BIOCHEMISTRY**

Survey of bio/organic chemistry emphasizing the human body. Functional group reactions, digestion, metabolism, nutrition, and body fluids.

(4 cr. hrs.) (Fall). Lecture/laboratory. Designed for nursing and other allied health majors; not for math/science majors. Lab fee.

## CH 223- ORGANIC CHEMISTRY

224. CH 223 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 hyperconjugation and reaction mechanisms. CH 224 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. ea.) (223-Fall; 224-Spring). Prerequisite: One year of college chemistry or instructor consent; CH 223 is a prerequisite for CH 224. Lecture/laboratory. Lab fee.

## CH 230. QUANTITATIVE ANALYSIS - THEORY

Fundamental principles of analytical chemistry with applications related to research and quality control functions. Emphasis on methodology, data analysis, problem solving, communication skills. (3 cr. hrs.) (Fall). Prerequisite: One year of college chemistry or instructor consent. Lecture/laboratory. Math/Science and Chemical Technology majors also register for CH 231 lab and recitation.

## CH 231. QUANTITATIVE ANALYSIS LAB

Laboratory projects in titrimetric and gravimetric analysis stressing precision, accuracy, record keeping, method comparison, and report writing. Introduces computer assisted data evaluation and quality control with emphasis on experimental design considerations. Professional lab reports required.

(2 cr. hrs.) (Fall). Prerequisite: Enrollment in CH 230. Laboratory. For Math/Science and Chemical Technology students. Lab fee.

## CH 232. INSTRUMENTAL ANALYSIS — THEORY

Theory and principles of chromatographic, electrochemical, and spectroscopic methods of chemical analysis related to qualitative, quantitative, and separation chemistry. Applications of instruments interfaced with microcomputers.

(3 cr. hrs.) (ASN). Prerequisite: One year college chemistry and instructor consent. Lecture/reading/independent study/report writing. May be taken with or without CH 233.

## CH 233. INSTRUMENTAL ANALYSIS — LAB

Applications of chromatographic, electrochemical, and spectroscopic techniques in quality control and research laboratories. Emphasizes practical aspects including computer assisted data analysis and simple instrument/computer interfacing. Professional lab reports required.

(2 cr. hrs.) (ASN). Prerequisite: one year college chemistry and registration in CH 232. Laboratory. Lab fee.

## CJ CRIMINAL JUSTICE

Division of Social Sciences

Faculty: James Chapman, William Mathers, Richard Moriarty, Richard Wandell

These courses meet Criminal Justice program requirements. Students in other programs may take these courses for free elective credit, but *not* for Social Sciences credit.

## CJ 101. INTRODUCTION TO CRIMINAL JUSTICE

Agencies and processes in the criminal justice system—legislature, the police, the prosecutor, the public defender, the courts and corrections. Roles and problems of law enforcement in a democratic society, component interrelations and checks and balances.

(3 cr. hrs.) (Fall, Spring).

## CJ 103. POLICE OPERATIONS

Survey of law enforcement agencies emphasizing the patrol function and prevention of crime. Traffic, investigation, juvenile, vice and other specialized operational units.

(3 cr. hrs.) (Spring). Prerequisite: CJ 101.

## CJ 104. CRIMINAL EVIDENCE AND PROCEDURE

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, original development, philosophy, constitutional basis of evidence, kinds and degrees of evidence, and rules governing admissibility, judicial decisions interpreting individual rights and case studies.

(3 cr. hrs.) (Spring). Prerequisite: CJ 112. Lectures/case studies.

- CJ 107. POLICE-COMMUNITY RELATIONS**  
The interrelationship between criminal justice agencies and various segments of the community, including community agencies, the news media, and the individual.  
*(3 cr. hrs.) (Fall, Spring).*
- CJ 111. SCIENTIFIC HOMICIDE INVESTIGATION AND THE LAW**  
Current information from recognized experts for those involved in the administration of criminal justice. Viewpoints of both the defense and prosecution will be presented and discussed.  
*(2 cr. hrs.) (ASN). Lecture/seminar. Offered evenings only. Due to the changing material in this seminar, the student may take the course a second time and earn up to a maximum of four semester credit hours.*
- CJ 112. 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, and special proceedings.  
*(3 cr. hrs.) (Fall, Spring).*
- CJ 118. PISTOL PERMIT APPLICANT**  
Survey of moral, legal, and psychological aspects of the use of physical force and deadly physical force. Emphasis on the safe, proper care and use of firearms and the development of basic firearms skills.  
*(1 cr. hr.) (ASN). Lecture/firing range. Fee \$15.*
- CJ 119. POLICE TRAINING AND TACTICS. CO-ED**  
Simple, practical, and effective techniques in self defense, search and arrest, handcuffing, use of the baton, and basic hits, kicks, blocks and throws. Extensive physical training and conditioning through jogging and weight conditioning.  
*(3 cr. hrs.) (Fall, Spring). Lecture/activity.*
- CJ 201. POLICE ADMINISTRATION**  
Organization and management of law enforcement agencies. The supervisor, structure, leadership, human relations, work-planning and assignment, training, communications, discipline, handling grievances and complaints, and measuring progress.  
*(3 cr. hrs.) (Spring).*
- CJ 205. CRIMINALISTICS I**  
Examination and evaluation of physical evidence. Includes fingerprints, questioned documents, interpreting bloodstain pattern, homicide investigation, chemical tests for intoxication, and case studies.  
*(3 cr. hrs.) (Fall).*
- CJ 206. CRIMINALISTICS II**  
Laboratory exercises for the continued examination of physical evidence. Case studies, reports, diagrams, autopsy protocols, and actual physical evidence. Also, microscopy, photography, and fingerprint techniques.  
*(3 cr. hrs.) (Spring). Prerequisite: CJ 205.*
- CJ 207. TREATMENT OF THE 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.) (ASN).*
- CJ 208. BASIC FIREARMS**  
Moral, legal, and psychological aspects of the use of physical force and deadly physical force. Emphasis on the safe, proper care and use of firearms and the development of basic firearms skills. Factors in behavioral change, perceptual processes, abnormal behavior, aberrant behavior, community relations, family crisis management, and problem solving will be discussed.  
*(3 cr. hrs.) (Fall, Spring). Lecture/firing range experience. Fee \$25.*

**CJ 209. INTERMEDIATE FIREARMS**

Takes each student from his/her present level of skills and experience to a point of precision and self-confidence in defensive combat shooting. Emphasis is on the judicious use of deadly force and identifying individual and class characteristics as they apply to firearms and supportive material.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: CJ 208 or permission of instructor. Lecture/firing range experience. Fee \$25.*

**CJ 210. ADVANCED FIREARMS**

Students will achieve maximum potential skills with handguns. Emphasis is on the understanding of when and how to employ shotguns in technical situations. The use and application of chemical agents will be discussed.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: CJ 208 and CJ 209 or permission of instructor. Students must have had previous experience in basic firearms and intermediate firearms from a recognized training facility. Lecture/firing range experience. Fee \$25.*

**CJ 212. 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 and morals and public order.

*(3 cr. hrs.) (Spring). Prerequisite: CJ 112 or instructor consent.*

**CJ 213. CRIMINAL JUSTICE JUDO: LEVEL I**

Judo principles and techniques. Appropriate self-defense techniques and the application of physical force consistent with the laws of New York State.

*(3 cr. hrs.) (Fall, Spring). Lecture/laboratory. Fee \$35. Not for physical education credit.*

**CJ 214. 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. Meth-

ods of investigation, initial steps, obtaining information, specific offenses.

*(5 cr. hrs.) (Fall). Prerequisite: Must be eligible to take EN 105. Lecture/laboratory. Fee \$25.*

**CJ 215. CRIMINAL INVESTIGATION II**

The investigator in court, identification and reproduction, specialized scientific methods, investigative operations.

*(5 cr. hrs.) (Spring). Prerequisite: CJ 214. Lecture/laboratory. Fee \$25.*

**CJ 216. CRIMINAL JUSTICE JUDO: LEVEL II**

Advanced Judo, KATA, self defense techniques, and BUSHIDO, "The Way of the Warrior."

*(3 cr. hrs.) (Fall, Spring) Prerequisite: CJ 213. Fee \$35.*

**CJ 230. CRIMINAL JUSTICE PRACTICUM**

A field experience to expose students to situations that might occur on the job, especially in the area of security operations.

*(6 cr. hrs.) (Fall, Spring). Prerequisite: Permission of program advisor. Supervised work-learning experience and weekly seminar. Each student will work under supervised conditions for 18 hours per week.*

**CJ 232. CRIMINAL JUSTICE PRACTICUM**

A continuous practicum experience within a field of law enforcement.

*(13 cr. hrs.) (Fall, Spring). Prerequisite: Permission of program advisor. Supervised work-learning experience and weekly seminar. Each student will work under supervised conditions for 35 hours per week.*

**CJ 233. TRAFFIC ACCIDENT INVESTIGATION I**

Field triangulation and coordination measurements, determination of minimum initial speed from skid marks, driver reaction time, stopping distance, the use of the formulas, applying drag factor, recognizing physical evidence and the accident investigation and in-field study.

*(3 cr. hrs.) (ASN). Fee \$25.*

**CJ 240. CRIMINAL JUSTICE INDEPENDENT STUDY**

Survey and applied research as approved by student's major professor.

*(Credit as arranged) (ASN). Specially-supervised study.*

**CJ 250. ARSON INVESTIGATION**

Detection, motives, classification of fires, causes, fire investigation, flammable fluids, vehicle fires, and bomb investigation.  
(1 cr. hr.) (Fall, Spring).

**CJ 251. NARCOTICS AND DANGEROUS DRUGS INVESTIGATION**

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 \$5.

**CJ 252. SEX CRIMES**

Investigation of offenses and offenders, the investigation of rape cases, sex crimes against children, the white slave traffic act, and the terminology used to identify forms of sexual behavior.  
(1 cr. hr.) (Fall, Spring).

**CJ 253. ROBBERY**

Legal aspects, classification, planning, use of disguises, the extent of the problem, and surveillance photography in robbery investigations.  
(1 cr. hr.) (Fall, Spring).

**CJ 254. INTERVIEWS AND INTERROGATION**

The scientific and psychological methodology in obtaining information from victims, witnesses and suspects; physiological indications of lying; distinguishing truth and falsehoods.  
(1 cr. hr.) (Fall, Spring).

**CJ 255. COLLECTION, IDENTIFICATION, AND PRESERVATION OF EVIDENCE**

Collecting, packaging, and transporting evidence. Lab examination, custody, and its exhibition in court.  
(1 cr. hr.) (Fall, Spring).

**CJ 256. TEST FOR INTOXICATION**

History, purpose, methods, equipment and status of chemical test for intoxication. Arrest and courtroom procedures.  
(1 cr. hr.) (Fall, Spring). Fee \$5.

**CJ 257. GAMBLING**

Laws of gambling with emphasis on investigations, wire tap, gambling paraphernalia, and the involvement of organized crime.  
(1 cr. hr.) (Fall, Spring).

**CJ 258. FINGERPRINTS**

History, classification, and current procedures. Development of latent prints and the proper procedure for courtroom testimony.  
(1 cr. hr.) (Fall, Spring). Fee \$5.

**CM COMPUTER INTEGRATED MANUFACTURING**

*Division of Mathematics/Physics/Technology  
Faculty: Bradley Cole, Debra Dudick, Albert Gerth, Edward Herman, Brian Hill, James Horigan*

**CM 101. INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING**

Concepts central to automated manufacturing systems. computer aided design, computer numerical control, robotics, design of industrial control systems, flexible manufacturing cells, and software for computer integrated manufacturing.  
(2 cr. hrs.) (Spring).

**CM 201. FLEXIBLE MANUFACTURING SYSTEMS**

Planning and implementation of a CNC-based flexible manufacturing system. Fixturing, material handling, sensors, use of programmable controllers, automated inspection, communication and data analysis.  
(3 cr. hrs.) (Fall). Prerequisites: CM 101, ET 120, MT 108 and taking ET 227 at the same time. Lecture/laboratory. Lab fee.

**CM 202. COMPUTER INTEGRATED MANUFACTURING SYSTEMS**

Use of industrial robots and a programmable controller-driven conveyor system. Programming, hardware selection, and study of the design of a CIM system. Students develop and create a product using automated assembly. Case studies.  
(4 cr. hrs.) (Spring). Prerequisites: CM 201 and ET 227. Lecture/laboratory. Lab fee.

## CO CHEMICAL TECHNOLOGY

*Division of Biology/Chemistry  
Faculty: Donald Nyberg*

### CO 100. CHEMICAL TECHNOLOGY ORIENTATION AND SCIENTIFIC INFORMATION RETRIEVAL

Industrial lab tours, guest speakers, and class discussions. Scientific information retrieval, word/labtech notebook processing, and data statistics/graphics using the microcomputer. Safety, math, learning, and communication skills are reviewed and practiced.

*(2 cr. hrs.) (Fall). Prerequisite: Concurrent registration in the Chemical Technology program. Lecture/laboratory. Lab fee.*

## CP CAREER PLANNING

*Division of Social Sciences*

### CP 101. CAREER DIRECTIONS

Help students better understand and achieve self-direction in their career and college planning. Includes analyzing self interest and defining short- and long-range career goals.

*(1 cr. hr.) (Fall/Spring). Lecture/discussion/activities.*

## CT COMPUTER

*Division of Business Administration  
Faculty: Hans-Peter Appelt, Jayne Peaslee,  
Carl Penziul, Barbara Powell*

### CT 100. INTRODUCTION TO MICROCOMPUTER OPERATING SYSTEMS

The operating systems of microcomputers. Hardware components and configuration, disk preparation, internal vs. external commands, filenames, disk maintenance, hard disk subdirectories.

*(1 cr. hr.) (Fall, Spring). Lecture/laboratory.*

### CT 101. ADVANCED MICROCOMPUTER OPERATING SYSTEM CONCEPTS

Continuation of microcomputer operating systems including configuration, management, and customization of microcomputer hardware. Hard

disk technical data, system configuration and hardware control, safeguarding data, batch files and operating system programming, and overcoming hard disk disasters.

*(1 cr. hr.) (Fall, Spring). Prerequisite: CT 100 or instructor consent.*

### CT 102. MICROCOMPUTER ARCHITECTURE

Microcomputer hardware will be analyzed and defined for the novice user. Architectural design of microprocessors, memory chips, motherboard capability, secondary storage and other peripherals. An introductory course for those planning to purchase a microcomputer or those who already own one. Provides a basic foundation for troubleshooting techniques.

*(1 cr. hr.) (Fall, Spring).*

### CT 103. INTRODUCTION TO GRAPHICAL USER INTERFACES (GUI)

Graphical environment for applications and documents. Use of icons, simultaneous on-screen applications, and sharing information between application software. Explores various applications within the graphical interface. Includes using a mouse and the "point and click" method.

*(1 cr. hr.) (Fall, Spring). Prerequisite: CT 100 or equivalent recommended. Lecture/laboratory.*

### CT 105. INTRODUCTION TO SPREADSHEETS

Use of a microcomputer and current application software to introduce the accounting, arithmetic, and analytical capabilities of the electronic spreadsheet. Spreadsheet construction, pointer movement, arithmetic and logical operations, formulas and functions, file concepts, printing, graphics capabilities, and data management.

*(1 cr. hr.) (Fall, Spring). Prerequisite: MA 100 or high school algebra or instructor consent.*

### CT 106. INTERMEDIATE SPREADSHEET CONCEPTS

Reinforces basic spreadsheet skills and introduces printing and graphing options, file management, logical and lookup functions, range names, database concepts, and macros.

*(1 cr. hr.) (Fall, Spring). Prerequisite: CT 105 or equivalent or instructor consent.*

- CT 107. ADVANCED SPREADSHEET CONCEPTS**  
String formulas and functions, database management functions, branching, custom menu development.  
(1 cr. hr.) (Fall, Spring). Prerequisite: CT 106 or equivalent or instructor consent.
- CT 109. INTRODUCTION TO MICROCOMPUTER GRAPHICS**  
Introduction to creating quality graphic presentations. Includes basics of graphing, selection of the proper chart, use of the software.  
(1 cr. hr.) (Fall, Spring).
- CT 110. INTRODUCTION TO MICROCOMPUTER DATABASE CONCEPTS**  
Creation, maintenance, and retrieval of data records utilizing a current database application package. Structure creation, data entry, editing, sorting, indexing, queries, reports, and record maintenance.  
(1 cr. hr.) (Fall, Spring). Credit cannot be earned for the database modules (CT 110, 111, 112) and CT 240.
- CT 111. INTERMEDIATE MICROCOMPUTER DATABASE**  
Continuation of microcomputer database concepts by demonstrating multiple file/table capabilities using a QBE/SQL capable database. Includes linking multiple databases, extracting data from multiple files, designing custom input forms and reports.  
(1 cr. hr.) (Fall, Spring). Prerequisite: CT 110 or equivalent or instructor consent. Credit cannot be earned for the database modules (CT 110, 111, 112) and CT 240.
- CT 112. ADVANCED MICROCOMPUTER DATABASE**  
Continuation of microcomputer database concepts by demonstrating programming concepts and capabilities using QBE/SQL capable database. Includes logical structures, scripts, and applications.  
(1 cr. hr.) (Fall, Spring). Prerequisite: CT 111 or instructor consent. Credit cannot be earned for the database modules (CT 110, 111, 112) and CT 240.
- CT 115. INTRODUCTION TO MICROCOMPUTER NETWORKS**  
Microcomputer networks including history of networks, basic electronic concepts and terms, serial vs. parallel communications, network software, modems, private and public networks, network management and security, and future directions in the industry.  
(1 cr. hr.) (ASN). Prerequisite: data processing background or instructor consent.
- CT 117. LOCAL AREA NETWORKS MANAGEMENT**  
Data work group concepts, software installation and tuning, system architecture, configuration and documentation, resource management, security and disaster recovery, performance and accounting.  
(1 cr. hr.) (ASN). Prerequisite: CT 115 or network experience with instructor consent.
- CT 118. INTRODUCTION TO MAINFRAME COMPUTING I**  
Hands-on course prepares the student to use the mainframe computer. Includes logon/logoff, hardware, password, DCL commands, editing.  
(.5 cr. hr.) (Fall, Spring).
- CT 119. INTRODUCTION TO MAINFRAME COMPUTING II**  
Hands-on course facilitates the instruction of language courses on the mainframe computer. Includes editor, subdirectories, compilers, libraries, utilities.  
(.5 cr. hr.) (Fall, Spring). Prerequisite: CT 118.
- CT 120. COMPUTER FUNDAMENTALS**  
Computer information processing and its effect on management and decision making. Computer hardware, binary, octal, and hexadecimal arithmetic, binary coding systems, programming languages, logic charting techniques, societal implications, and future possibilities. Introduction to a high-level, interactive language via terminal.  
(3 cr. hrs.) (Fall). Recommended for computer majors only; non-majors see CT 122.

**CT 122. INTRODUCTION TO COMPUTERS**

The computer, its social implications, history, description, utilization, binary system, problem-solving capabilities, limitations, and study of selected application software packages. Introductory programming with a high-level language and composition of original programs to be processed on the computer.

*(3 cr. hrs.) (Fall, Spring). Recommended for non-computer majors; computer majors see CT 120.*

**CT 124. STRUCTURED 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, pseudocode, and decision tables.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: Be taking or have taken CT 120 or CT 122.*

**CT 126. STRUCTURED COBOL**

The four divisions of COBOL: identification, environment, data, and procedure. Composition of original programs in sequential process ANSI COBOL, including table handling.

*(3 cr. hrs.) (Fall). Prerequisite: CT 124. Lecture / laboratory.*

**CT 128. RPG II/III**

RPG programming language as it relates to general computer systems. Composing original programs for tape and disk-oriented applications. Detailed analysis of specific forms, debugging techniques, output report design, program logic analysis, table and array processing.

*(3 cr. hrs.) (Fall). Lecture / laboratory.*

**CT 131. BASIC**

Computer programming using BASIC. Utilization of the computer as a problem-solving tool. The construction and technical aspects of the language, logic charting, and input/output design.

*(3 cr. hrs.) (Spring). Prerequisite: MA 100 or equivalent. Lecture / laboratory.*

**CT 136. FORTRAN 77**

The Fortran 77 programming language with extensive problem-solving exposure and debugging on the College computer. Individual programming assignments tailored to the student's field of interest. Includes use of arrays, character manipulation, sub-programs, looping, branching, and various peripheral devices.

*(3 cr. hrs.) (ASN). Prerequisite: MA 100 or equivalent. Credit cannot be earned for this course and MA 127. Lecture / laboratory.*

**CT 137. MICROCOMPUTERS**

Microcomputers, operating proficiency of several different computers and their various Input-Output devices through classroom and "hands-on" experience. Operating systems, application-oriented software, internal hardware components, hardware and software comparisons, and selection of a micro for personal use.

*(3 cr. hrs.) (ASN) Prerequisite: CT 120 or CT 122 or instructor consent. Lecture / laboratory.*

**CT 145. PASCAL PROGRAMMING**

PASCAL for commerce and science. I/O commands, expressions, variables, constants, assignments, control flow, arrays, subprograms, search and sorting, file concepts and data structures. Assignments within different disciplines.

*(3 cr. hrs.) (Fall). Prerequisite: CT 124 and MA 100 or instructor consent. Lecture / laboratory.*

**CT 151. MANAGING MICROCOMPUTER SYSTEMS**

Capstone course evaluates the computing needs of a small business: hardware and software selection, hardware setups, software installation, system maintenance, backup procedures, and security techniques.

*(3 cr. hrs.) (Spring). Prerequisites: CT 101, CT 102, and CT 115 or instructor consent. Lecture / lab.*

**CT 227. ADVANCED STRUCTURED COBOL**

Formats and uses of complex procedural words, disk-oriented systems, disk record data file design for random and indexed sequential files, and report writer concepts. Students will complete complex program problems and use utility programs. Maintenance programming and file integrity techniques.

*(3 cr. hrs.) (Spring). Prerequisite: CT 126. Lecture/laboratory.*

**CT 231. STRUCTURED SYSTEMS ANALYSIS AND DESIGN**

Techniques for processing data through computers. Input, output, and programming systems. Skills required in systems design, the allied areas of form management, and records retention. Examination of flow charting 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.) (Fall/Spring). Prerequisite: CT 120 or CT 122. A student presentation is required.*

**CT 232. DATA STRUCTURE AND FILE CONCEPTS**

Data and data structure, 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.) (Spring). Prerequisite: CT 145 or equivalent.*

**CT 236. SYSTEM UTILITIES**

System utilities within a programming environment. Study of a forms management system, indexed files, HELP screens, a 4th generation language (Datatrieve), error routines, and Digital Command Language (DCL). Construction of a real life application project.

*(3 cr. hrs.) (Spring). Prerequisites: A computer programming course or instructor's consent. Lecture/laboratory.*

**CT 239. ADVANCED SYSTEM ANALYSIS**

Use of current decision-making concepts and an introduction to operations research to develop a comprehensive information system. EDP auditing, security, structured design with on-line data base considerations, new data entry devices, consultant assistance, and information controls. Major deliverables will be included by student.

*(3 cr. hrs.) (ASN). Prerequisite: CT 231 or instructor consent. Offered evenings only.*

**CT 240. DATABASE SYSTEM**

Creating, modifying, and using a data base 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) (Spring). Prerequisite: CT 231 or instructor consent. Lecture/laboratory. Credit cannot be earned for this course and the database modules (CT 110, 111, 112).*

**DISCRETE STRUCTURES: see MA 233**

**CT 243. 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). Prerequisite: A computer programming course and one year of high school algebra.*

**CT 245. C PROGRAMMING**

C programming for systems, commercial, and scientific applications. C vs. assembly language, data types, mathematical operations, operators, expressions, control flow, functions and program structure. Pointers and arrays, structures and unions, input/output.

*(3 sem. hrs.) (ASN). Prerequisite: CT 145 or instructor consent. Lecture/laboratory.*

**CT 260. DATABASE CONCEPTS**

Database systems, data organization. Hierarchical, network, and relational databases. Comparison of different types of databases, uses of a database.

(3 cr. hrs.). (ASN). Prerequisite: Computer language or instructor consent.

**CT 265. ASSEMBLY LANGUAGE & ARCHITECTURE**

Computer architecture and assembly language programming methods. Computer organization, memory management, protections and privileges, assembly process. Machine and assembly coding, addressing, binary arithmetic, relocatability, storage allocation, subroutine linkage, looping and address modification. Character manipulation, bit manipulation, floating-point arithmetic, system I/O macros, debugging techniques. Program drills and exercises.

(4 cr. hrs.) (Spring). Prerequisite: CT 124. Lecture/laboratory.

**CT 270. DATA COMMUNICATIONS**

Communication links, communication equipment, coding of information, line control and protocols, overview of proprietary networks, multiplexor networks and local area networks.

(3 cr. hrs.). (ASN). Prerequisite: Instructor consent.

**DT DRAFTING**

*Division of Mathematics/Physics/Technology*  
Faculty: Eric Gesner, James Horigan, Wayne Kenner, Richard Vockroth

**DT 101. DRAFTING I**

Mechanical drawing emphasizing development of drafting skills. Lettering, geometric construction, multiview drawing, dimensioning, tolerancing. Sectioning, auxiliary view drawing, screw threads and fasteners, pictorial drawings, and sketching.

(10 cr. hrs.) (Fall). Five two-hour drawing periods per week with at least 10 hours per week of outside work. Open only to drafting majors. Lab fee.

**DT 103. DRAFTING II**

Further development of mechanical drawing skills, familiarity with modern industrial practice, and exploratory work in other areas of drafting. Surface intersections, sheet metal development, weldments, cams, gears, jigs and fixtures, and specification of surface finish.

(8 cr. hrs.) (Spring). Prerequisite: DT 101. Four 2-hour drawing periods weekly with at least 8 hours of drawing plus study assignments to be done outside of class. Open only to drafting majors. Lab fee.

**EC ECONOMICS**

Economics is a social science that also meets certain business program requirements.

*Division of Business Administration*

Faculty: Peter Bacalles, John Connelly, Robert Kelley, Lester Rosenbloom

**EC 100. 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).

**EC 201. 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). Prerequisite: MA 100 and placement in EN 105. Upper-level course.

**EC 202. 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). Prerequisite: MA 100 and placement in EN 105. Upper-level course.

## EG ENGINEERING

*Division of Mathematics / Physics / Technology  
Faculty: Bradley Cole, Debra Dudick, Larry  
Josbeno, Richard Vockroth, Peggie Weeks*

### EG 101. ENGINEERING ORIENTATION

Aspects of engineering study and the engineering profession. Methods of solution of engineering problems.

*(2 cr. hrs.) (Fall). Prerequisite: Students must be enrolled in the Engineering Science program.*

### EG 103. GRAPHICS FOR ENGINEERS

Graphical analysis and mechanical drawing for prospective engineers. Lettering, graphs, pictorial and multiview drawings, auxiliary views, dimensioning, and fundamentals of descriptive geometry.

*(3 cr. hrs.) (Spring). Lecture / laboratory. Lab fee.*

### EG 211. ENGINEERING MECHANICS I

Statics and strength of materials. A vector approach to study the equilibrium of rigid bodies, force systems, friction and properties of areas. Fundamentals of stress and strain by solving problems using Mohr's circle and the transformation equations.

*(4 cr. hrs.) (Fall). Prerequisite: PH 112.*

### EG 212. ENGINEERING MECHANICS II

Stresses in and deflection of beams, the dynamics of particles and rigid bodies, kinematic and kinetic theory, energy and momentum methods, and Euler's equations of motion.

*(4 cr. hrs.) (Spring). Prerequisite: EG 211.*

### EG 215. THEORY & PROPERTIES OF MATERIAL

Materials science, the role of the atomic, molecular, and crystalline structure of a material in determining the chemical, mechanical, electrical, thermal, and magnetic properties. The material's application in an engineering design. Metallic and non-metallic materials, such as crystalline ceramics, glasses, polymeric materials, etc.

*(3 cr. hrs.) (Fall). Prerequisite: PH 112 and CH 103-104, or instructor consent.*

### EG 218. ENGINEERING CIRCUIT ANALYSIS

Circuit elements in terms of their circuit equations. Kirchhoff's Laws, nodal and mesh analysis, Thevenin's and Norton's Theorems. Natural and forced response of RL, RC, and RLC circuits. Complex frequency; the Laplace transformation; the Phasor method, and power in steady state AC circuits.

*(3 cr. hrs.) (Spring). Prerequisite: MA 261 and PH 213. Must be taken along with MA 262 and PH 214.*

### EG 220. THERMODYNAMICS I

The first half of the material of classical thermodynamics. Introductory definitions and concepts, properties of a pure substance, use of steam tables, study of work and heat, the first and second laws of thermodynamics, and the topic of entropy.

*(4 cr. hrs.) (ASN) Prerequisite: MA 162.*

## **EM EMERGENCY MEDICAL TECHNICIAN (EMT)**

*Division of Social Sciences*

The courses listed below are offered at Arnot Ogden Medical Center in Elmira, NY, and other off-campus sites. They are primarily designed for emergency medical services workers and related government officers. Additional information may be obtained from the Coordinator of Emergency Services at Arnot Ogden Medical Center or from the Division of Social Sciences at Corning Community College.

These courses meet program requirements for the Emergency Medical Technician program which is pending approval by the New York State Department of Education. Students in other programs may take these courses for free elective credit, but *not for Social Sciences credit*.

### **EM 110. CERTIFIED FIRST RESPONDER REVIEW**

Review of resuscitative skills needed to sustain life.

*(1 cr. hr.) (ASN). Prerequisite: Seventeen years old and hold either current certification or a card that will not have expired more than 36 months prior to the completion of the written examination. Lecture/laboratory.*

### **EM 111. EMT REVIEW**

Review of resuscitative skills needed to sustain life and learn new information and skills resulting from recent advances in emergency medical care.

*(3 cr. hrs.) (ASN). Prerequisite: Current certification or a card that will not have expired more than 36 months prior to the completion of the written examination. Lecture/laboratory.*

### **EM 200. EMT: CRITICAL CARE**

Knowledge of the acute and critical changes in physiology, pathophysiology, and clinical signs and symptoms of acute disease and trauma states as they pertain to pre-hospital emergency care. *(12 cr. hrs.) (ASN). Prerequisite: New York State EMT Certificate (Basic) that will not have expired by more than 12 months by the end of the month in which certifying examination is held. Lecture/laboratory.*

### **EM 201. EMT: PARAMEDIC I**

Instruction in medically correct initial and continued advanced life support treatment of critically ill or injured persons using good medical judgment. Intense practical training to perform rapidly and efficiently.

*(12 cr. hrs.) (ASN). Prerequisite: Current EMT or EMT-CC certification. Lecture/laboratory.*

### **EM 202. EMT: PARAMEDIC II**

Continued instruction in providing medically correct initial and continued advanced life support treatment of critically ill or injured persons using good medical judgment. Intense practical training to perform rapidly and efficiently.

*(12 cr. hrs.) (ASN). Prerequisite: EM 201.*

### **EM 203. EMT: PARAMEDIC III**

Continued instruction in providing medically correct initial and continued advanced life support treatment of critically ill or injured persons using good medical judgment. Intense practical training to perform rapidly and efficiently.

*(12 cr. hrs.) (ASN). Prerequisite: EM 202. Lecture/laboratory.*

### **EM 210. EMT: CRITICAL CARE REVIEW**

Updates practitioner training to present standards for basic and advanced certification.

*(3.5 cr. hrs.) (ASN). Prerequisite: New York State EMT and EMT-Critical Care cards that will not have expired by more than 12 months by the end of the month in which certifying examination is held. Lecture/laboratory.*

### **EM 225. CERTIFIED FIRST RESPONDER**

Basic life support and orientation to trauma and general medical emergencies.

*(4 cr. hrs.) (Fall/Spring). Credit cannot also be earned for FS 225 or LE 225. Lecture/laboratory.*

### **EM 226. EMT (BASIC)**

Emergency medical techniques within the responsibilities of an EMT-A providing emergency care with an ambulance service.

*(8 cr. hrs.) (Fall/Spring). Credit cannot also be earned for FS 226 or LE 226. Lecture/laboratory.*

## EN ENGLISH

*Division of Communications and Humanities  
Faculty: Frank Anastasio, Colette Bierwiler,  
Sally Carr, Brendan Curtin, Edward Gaffney,  
Michael Gilmartin, Sandy Hall, Howard  
Jitomir, Vincent Lisella, Kenneth Miller, Henry  
Moonschein, John Orser, Clare Reidy, Andrea  
Rubin, Byron Shaw, Bruce Sonner*

Students will be placed in EN 95, 105 or 106 to begin their programs. In most cases this placement will be the result of a battery of institutionally-designed writing, reading, and grammar evaluations. EN 95 cannot be used to meet the English requirement or any other requirement for a degree. See "English Requirements" for a chart detailing the requirements and alternatives for each degree and certificate.

### EN 80. ENGLISH AS A SECOND LANGUAGE

Grammar review, reading, listening and speaking practice, classroom discussion, vocabulary expansion, and journal writing. Includes a self-paced computer-assisted segment.  
*(4 eq. cr. hrs.) (Fall, Spring). College-preparatory course for non-native speakers of English at the intermediate level (not suitable for beginners.)*

### EN 95. BASIC WRITING SKILLS

Outlining, developing ideas, grammar, punctuation, spelling, vocabulary, and paragraph development. To complete the course, the student will be expected to write essays with no serious errors and to complete successfully WS 95, a specifically designed module of lab work.  
*(3 eq. cr. hrs.) (Fall, Spring). Lecture/laboratory. Prerequisite: Placement. Students taking this course must also be registered for WS 95. This course is designed for students with writing difficulties and does not fulfill program or degree requirements. Grading: A,B,C,F. A student placed in EN 95 must successfully complete both EN 95 and WS 95 before taking EN 105.*

### EN 104. MEDIA ANALYSIS

Continues the practice of college composition skills learned in EN 105. The subjects of the writing are the mass media: television, advertising, film, comics, newspapers, magazines, radio, records, media control, and future media.  
*(3 cr. hrs.) (Fall, Spring). Prerequisite: EN 105 or placement. The course satisfies part of the English requirement only for A.A.S. degrees or can be used as a liberal arts or free elective.*

### EN 105. COLLEGE COMPOSITION I

Essay writing designed to sharpen the student's perceptions of the world and to facilitate communications with clarity, unity, organization, and depth. Assignments include expository writing, argumentation, and research techniques.  
*(3 cr. hrs.) (Fall, Spring). Prerequisite: Placement.*

### EN 106. COLLEGE COMPOSITION II

Writing course designed to advance critical and analytical abilities begun in EN 105. Literary analysis essays on works of fiction, poetry, and drama.  
*(3 cr. hrs.) (Fall, Spring). Prerequisite: EN 105 or placement.*

### EN 150. TECHNICAL REPORT WRITING I

Orientation to technical report writing, short writing projects such as proposals, letters, memoranda, and brief progress reports. May be taken in conjunction with a scientific or technical project on campus.  
*(1 cr. hr.) (Fall, Spring). Prerequisite: EN 105. A free elective only unless specifically allowed as a program elective.*

### EN 151. TECHNICAL REPORT WRITING II

Advanced technical report writing, long writing projects such as progress reports, manuals, lab reports, and cumulative study reports. May be taken in conjunction with scientific or technical projects.  
*(2 cr. hrs.) (Fall, Spring). Prerequisite: EN 105 and EN 150 or consent of instructor. A free elective only unless specifically allowed as a program elective.*

*The following 200-level English courses may be used to fulfill humanities degree requirements, liberal arts electives, and free electives. Reading lists for these courses can be obtained from instructors prior to the beginning of the semester.*

**EN 201. AMERICAN LITERATURE I**

Important writings and American culture from the early 1600's through 19th century Romanticism.

*(3 cr. hrs.) (Offered every third year). Prerequisite: EN 106. Upper-level course.*

**EN 202. AMERICAN LITERATURE II**

Important writings and American culture from the mid-19th century to the present.

*(3 cr. hrs.) (Offered every third year). Prerequisite: EN 106. Upper-level course.*

**EN 203. CHILDREN'S LITERATURE**

The different types of literature loved by children: pre-kindergarten poems and stories, poetry, folk tales, fantasy, juvenile novels, historical fiction. Informational books for older children. Book selection and presentation of literature to children emphasized through reading, discussion, short papers, and presentations in local elementary schools.

*(3 cr. hrs.) (Spring). Prerequisite: EN 106. Upper-level course. Presentations in local elementary schools.*

**EN 204. FANTASY AND SCIENCE FICTION**

An historical approach to science fiction through a study of acknowledged masterpieces and some of the more exciting work of modern authors.

*(3 cr. hrs.) (ASN). Prerequisite: EN 106. Upper-level course.*

**EN 205. MODERN AMERICAN COMEDY**

Investigation of the laughter-provoking works of twentieth century American humorists. The authors' criticisms of persons and society, the nature of the laughable, the necessary structures of comedy, and the reasons for personal and cultural taste.

*(3 cr. hrs.) (ASN). Prerequisite: EN 106. Upper-level course.*

**EN 209. 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 aes-

thetics) as related to the time, place and conditions of composition. May include historical, textual, redactive and form criticism.

*(3 cr. hrs.) (ASN). Prerequisite: EN 106. Upper-level course.*

**EN 216. THE SHORT STORY**

The short story as a literary form; significant American, British and Continental writers with emphasis on the 20th century.

*(3 cr. hrs.) (Offered every fourth semester). Prerequisite: EN 106. Upper-level course.*

**EN 217. MODERN DRAMA**

Drama as a literary form; study of significant playwrights with special attention to the 20th century.

*(3 cr. hrs.) (Offered every fourth semester). Prerequisite: EN 106. Upper-level course.*

**EN 218. MODERN NOVEL**

The novel as a literary form; significant authors with special attention to the 20th century.

*(3 cr. hrs.) (Offered every fourth semester). Prerequisite: EN 106. Upper-level course.*

**EN 219. 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 century.

*(3 cr. hrs.) (Offered every fourth semester). Prerequisite: EN 106. Upper-level course.*

**EN 231. ENGLISH LITERATURE I**

Major writers and their works in Great Britain from the Anglo Saxon era to the end of the Age of Reason.

*(3 cr. hrs.) (Offered every third year). Prerequisite: EN 106. Upper-level course.*

**EN 232. ENGLISH LITERATURE II**

Major writers and their works in Great Britain from the beginning of the Romantic Movement to the present.

*(3 cr. hrs.) (Offered every third year). Prerequisite: EN 106. Upper-level course.*

**EN 241. WORLD LITERATURE I**

Masterworks of Western literature in translation from ancient times through the Renaissance. (3 cr. hrs.) (Offered every third year). Prerequisite: EN 106. Upper-level course.

**EN 242. WORLD LITERATURE II**

Masterworks of Western literature in translation from the beginning of the Age of Reason to the present. (3 cr. hrs.) (Offered every third year). Prerequisite: EN 106. Upper-level course.

**EN 248. CREATIVE WRITING I--FICTION AND DRAMA**

A writing course to develop talents in creative writing. Focus is on fiction and drama. Original works will be evaluated by the class and instructor. Composing on the computer, editing, and publishing. Analysis of selected literary works. (3 cr. hrs.) (Fall). Prerequisite: EN 106. Upper-level course.

**EN 249. CREATIVE WRITING II--POETRY**

A writing course to develop talents 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.) (Spring). Prerequisite: EN 106. Upper-level course. The College literary magazine, *The Scop*, is produced in this course.

**EN 260- FILM: AN INTRODUCTION**

**261-262.\*** One to three credit modules. The first module introduces film, its terms and techniques; the second focuses on some types of film; the third involves independent study either in research or film-making. Students broaden perspectives through viewing, discussing, and writing about various short, non-commercial films. (1 cr. hr. ea.) (ASN). Prerequisite: EN 105; EN 260 is a prerequisite for EN 261 and EN 261 for EN 262. Upper-level courses.

**EN 263- TELEVISION**

**264-265.\*** One to three credit modules of study in TV. Basic modules introduce criteria for the production of various types of TV programs: news, talk shows,

advertising, production techniques. In-depth study allows for individual research in TV and more advanced production processes.

(1 cr. hr. ea.) (ASN). Prerequisite: EN 105; EN 263 is a prerequisite for EN 264 and EN 264 for EN 265. Lecture/studio. Upper-level courses.

**EN 266- JOURNALISM**

**267-268.\*** One to three credit modules in journalism. The two basic modules include writing leads, news stories, features, interviews, editorials and reviews. The third module is independent study, working for the Crier, internships, or journalism practice. (1 cr. hr. ea.) (Fall). Prerequisite: EN 105; EN 266 is a prerequisite for EN 267 and EN 267 for EN 268. Upper-level courses.

**EN 271.\* KING ARTHUR**

The significance of Arthur's coming, the Round Table, Arthur's death and possible resurrection. (First 5 wks., 1 cr. hr.) (ASN). Prerequisite: EN 106, or consent of instructor. Upper-level course.

**EN 272.\* KNIGHTS AND THEIR LADIES**

The origin of romantic love in Arthurian legend. (Second 5 wks., 1 cr. hr.) (ASN). Prerequisite: EN 106 or consent of instructor. Upper-level course. The student may register up to the fifth week of classes.

**EN 273.\* GOD AND FAIRIES**

Paganism and Christianity as they appear in Arthurian legend. (Third 5 wks., 1 cr. hr.) (ASN). Prerequisite: EN 106 or consent of instructor. Upper-level course. The student may register up to the tenth week of classes.

**EN 277. AMERICAN HERITAGE LITERATURE**

Literature of the various cultural groups that comprise the American Experience (Native American, Black, Asian, Hispanic, Jewish, and European American). Explores the unique values, contributions and problems of ethnic groups as seen through the eyes of their own writers. (3 cr. hrs.) (ASN). Prerequisite: EN 106. Upper-level course.

\*A student wishing a three-credit course designed for full transfer should register for all the one-credit-hour modules in the set. Students who require only 1 or 2 credits should enroll only for the desired modules.

## **ES EARTH SCIENCE**

*Division of Biology/Chemistry  
Faculty: Jack Anderson*

### **ES 101. EARTH SCIENCE**

Geology, oceanography, and meteorology, selected for their relevance to non-science majors. Field trips to study local geology, map interpretation, and elementary weather forecasting.  
(3 cr. hrs.) (Fall). *Lecture/laboratory. Lab fee.*

## **ET ELECTRICAL TECHNOLOGY**

*Division of Mathematics/Physics/Technology  
Faculty: Bradley Cole, Keith DeMell, Albert Gerth, Edward Herman*

### **ET 101. 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). *Prerequisite: Be taking or have taken EN 105 and MA 131. Lecture/laboratory. Lab fee.*

### **ET 102. CIRCUIT ANALYSIS**

Advanced methods of AC and DC circuit analysis. Thevenin's Theorem, Kirchhoff's Law, Norton's Theorem, mesh and nodal analysis, complex algebra, and the superposition theorem. One-third of course devoted to instrumentation.  
(4 cr. hrs.) (Spring). *Prerequisite: ET 101 and MA 132 or taking MA 132 at the same time, or instructor consent. Lecture/laboratory. Lab fee.*

### **ET 112. SOLID STATE ELECTRONICS**

P-N junction diode, zener diodes and common-base, common-emitter and common-collector transistor circuit configurations. Integrated circuit amplifiers and digital circuits.  
(4 cr. hrs.) (Spring). *Prerequisite: ET 101. Lecture/laboratory. Lab fee.*

### **ET 114. DIGITAL ELECTRONICS**

Digital circuits and their application. Boolean Algebra, multivibrators, DeMorgan's Theorem, Karnaugh mapping, logic circuits (TTL and

CMOS) and digital systems. Lab work includes design of circuits utilizing integrated circuits.  
(4 cr. hrs.) (Spring). *Prerequisite: ET 101. Lecture/Laboratory. Lab fee.*

### **ET 120. FUNDAMENTALS OF DIGITAL ELECTRONICS & MICROPROCESSORS**

Robotics and associated control and sensor signals. Boolean algebra, logic circuits (TTL & CMOS), microprocessor architecture, memory addressing, I/O, and some programming. Serial and parallel communications concepts and different code conventions.  
(3 cr. hrs.) (Spring). *Prerequisite: ET 101. Lecture/laboratory. Lab fee.*

### **ET 201. ELECTRONIC CONSTRUCTION**

Printed circuit board design and fabrication including artwork, photographic reduction and etching, soldering, component mounting and wire wrapping. An individual project is constructed.  
(1 cr. hr.) (Fall). *Prerequisite: ET 112. Laboratory. Lab fee.*

### **ET 217. LINEAR ELECTRONICS**

Advanced course in linear and analog electronics. Linear integrated circuits, power amplifiers, operational amplifiers, regulated power supplies, and active filters.  
(4 cr. hrs.) (Fall). *Prerequisites: ET 102, ET 112. Lecture/laboratory. Lab fee.*

### **ET 221. INDUSTRIAL ELECTRONICS**

Automatic process control systems. Transducers, operational amplifiers, analog to digital and digital to analog conversion with emphasis on computer control interfacing to processes. Programmable controllers.  
(4 cr. hrs.) (Fall). *Prerequisites: ET 112, ET 114. Lecture/laboratory. Lab fee.*

### **ET 222. 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: ET 201, 217, 114. Laboratory/independent project. Lab fee.*

**ET 224. 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.) (Spring). Prerequisites: ET 112, ET 217. Lecture/laboratory. Lab fee.

**ET 225. MICROPROCESSORS**

The architecture and instruction set of several widely-used processors. Extensive study and application of serial and parallel communications. Keyboard decoding, the ASCII code and stepper motor control.

(4 cr. hrs.) (Fall). Prerequisite: ET 114. Lecture/laboratory. Lab fee.

**ET 226. MICROPROCESSOR SYSTEMS**

Advanced microprocessor course dealing with the software and hardware aspects of microprocessor system design. Uses Intel 8051 microcontroller.

(4 cr. hrs.) (Spring). Prerequisite: ET 225. Lecture/laboratory. Lab fee.

**ET 227. ELECTRONICS FOR MANUFACTURING**

Electronics in the modern manufacturing environment. Introduction to process control, instrumentation for process variable measurement, signal conditioning, activators, controllers, programmable controller hardware and programming, and electrical interfacing.

(4 cr. hrs.) (Fall). Prerequisite: ET 120. Lecture/laboratory. Lab fee.

**ET 228. ELECTRO-MECHANICAL DEVICES**

Various types of motors and motor protection and control. Includes single and three-phase transformers.

(4 cr. hrs.) (ASN). Prerequisite: ET 101. Lecture/laboratory. Lab fee.

**ET 229. PROGRAMMABLE CONTROLLERS**

Programmable logic controllers used in industrial control systems. Installation, programming and interfacing of Allen-Bradley and Texas Instruments programmable logic controllers.

(4 cr. hrs.) (ASN). Prerequisites: ET 112 and 120. Lecture/laboratory. Lab fee.

**ET 230. PROCESS INSTRUMENTATION & CONTROL**

Introduces basic process instrumentation and control systems, application of operational amplifiers to these systems, transducers, grounding, shielding, effect of feedback, measurement means, controller characteristics, and stability analysis.

(4 cr. hrs.) (ASN).

**SPECIAL ELECTRICAL TECHNOLOGY COURSES:**

These courses are primarily designed for industrial and teaching personnel. Students in the Computer Integrated Manufacturing Technology, Computing Graphics Technology, Electrical Technology, Industrial Technology or Mechanical Technology programs may satisfy a maximum of three hours of the technical elective requirement by selecting from this list and/or the special courses listed under CD and IT. See the program descriptions to determine which of these courses may be selected. Additional information and a complete description of these courses are available from the Division of Math/Physics/Technology.

ET 005	Surface Mount Technology .....	1.0
ET 006	Networks for Microcomputers .....	1.0
ET 007	Introduction to PLC's .....	1.0
ET 008	PC Repair, Upgrade and Maintenance .....	1.0
ET 009	Fiber Optics .....	1.0
ET 010	Schematic Capture .....	1.0
ET 011	Data Acquisition Using PC's .....	1.5
ET 012	Transducers .....	0.5
ET 013	Introduction to Microprocessors .....	1.5
ET 014	Microprocessor & CD Technology .....	2.5
ET 015	Bar Coding .....	0.5
ET 016	Soldering Techniques .....	1.0
ET 017	Optoelectronics .....	1.0
ET 018	PLC's and Industrial Sensors .....	1.0
ET 019	Basic Electricity .....	2.0
ET 020	DC Power Supplies .....	1.0
ET 021	Introduction to Oscilloscopes .....	1.0
ET 022	Introduction to Microprocessor Technology .....	2.5
ET 023	Digital Electronics .....	1.0
ET 024	Industrial Electronics .....	1.5
ET 025	Linear Electronics .....	1.5
ET 026	Solid State Electronics .....	1.5
ET 027	Build Your Own PC .....	1.0
ET 028	Network Management .....	1.0

## FR FRENCH

*Division of Communications and Humanities  
Faculty: Robert McEnroe*

### FR 101. ELEMENTARY CONVERSATIONAL FRENCH

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). *Lecture/recitation/laboratory.*

### FR 102. ELEMENTARY FRENCH

Additional practice in conversation combined with development of reading and writing skills and a systematic study of French grammar.  
(4 cr. hrs.) (Spring). *Prerequisite: FR 101 or equivalent. Lecture/recitation/laboratory.*

### FR 201. 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: FR 102 or equivalent. Lecture/recitation/laboratory. Upper-level course.*

### FR 205. 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: FR 201 or equivalent, or instructor consent. Lecture/recitation/laboratory. Upper-level course. Essential for French majors who plan to take upper-level language and literature studies.*

### FR 206. CULTURAL PATTERNS IN SELECTED READINGS

Readings which reflect the cultural patterns of French-speaking societies. Discussion of themes from short stories, essays, expository writings and current newspaper or magazine articles to

increase awareness and sensitivity toward life styles of the French. Research projects and composition exercises.  
(2 cr. hrs.) (ASN). *Prerequisite: FR 205. Upper-level course. High school advanced placement program only.*

### FR 231. A BRIEF INTRODUCTION TO LITERATURE

Advanced study 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 foreign language.  
(3 cr. hrs.) (ASN). *Prerequisite: FR 201 or equivalent, or instructor consent. Upper-level course. Also fulfills 200-level English requirement.*

### SUMMER ABROAD:

Students can participate in a program in France in Intermediate and Advanced French. Early application for this program is essential.

## FS FIRE SCIENCE

*Division of Social Sciences*

The courses listed below are offered at the Academy for Fire Science in Montour Falls, NY and at various fire stations in Chemung, Schuyler and Steuben counties. They are designed primarily for firefighters and related government officers. Additional information may be obtained from the Director of Fire Protection Technology or the Division of Social Sciences. *Grading is Pass/No credit.*

FS 114	Basic Firefighting Training	15.0
FS 115	Aircraft Fire and Rescue	0.5
FS 116	Fire Fighting Essentials	2.5
FS 117	Fire Behavior & Arson Awareness	0.5
FS 119	Fire Police	0.5
FS 120	Ladder Company Operations	1.0
FS 122	Pump Operator	1.0
FS 123	Radiation Safety for Firefighters	0.5
FS 124	Initial Fire Attack	1.0
FS 125	Grass, Brush and Forest Firefighting	0.5
FS 127	Rescue Skills and Techniques	1.0
FS 128	Emergency Control of Hazardous Materials Incidents I	1.0
FS 129	Accident Victim Extrication	1.0
FS 131	Cause & Origin Determination of Fires	1.5
FS 132	Emergency Control of Hazardous Materials Incidents II	1.5
FS 133	Introduction to Code Enforcement Practices	1.5

FS 134	State Fire Instructors Seminar	2.0	FS 209	Fire Risk Analysis II - A Systems Approach	0.5
FS 137	Fire Marshals and Inspectors Seminar	1.0	FS 210	Firefighter Safety and Survival	0.5
FS 138	Public Fire Prevention Educational Conference	0.5	FS 211	Commanding the Initial Response	0.5
FS 139	Fire Leadership Institute	0.5	FS 212	Public Fire Prevention Education	0.5
FS 141	Training Officers Workshop I	0.5	FS 213	Multiple Company Tactical Operations	0.5
FS 142	Training Officers Workshop II	0.5	FS 214	Fire Service Supervision: Increasing Personal Effectiveness	0.5
FS 143	Public School Inspection Workshop	0.5	FS 215	Fire Service Supervision: Team Effectiveness	0.5
FS 144	Fire Tactics Workshop	1.0	FS 216	Instructional Techniques for the Company Officer	0.5
FS 145	Fire/Arson Investigation Course	5.0	FS 217	Hazardous Materials Incident Analysis	0.5
FS 146	Fire/Arson Investigation Seminar	0.5	FS 218	Investigating Electrical Fires	0.5
FS 147	Fire Scene Photography for the Fire Investigator	1.0	FS 219	Fire Science Practicum	12.0
FS 148	Interviewing Techniques for Fire Investigators	1.0	FS 220	Initial Company Tactical Operations	0.5
FS 149	Breathing Apparatus Maintenance	0.5	FS 225*	Certified First Responder	4.0
FS 150	Fire Pump Maintenance MAC/WATEROUS	1.0	FS 226**	Emergency Medical Technician (Basic)	8.0
FS 151	Fire Pump Maintenance HALE	1.0	FS 227	Mask Confidence	0.5
FS 152	Fire Pump Maintenance AMERICAN LAFRANCE	1.0	FS 228	Fire Service Video Production	1.0
FS 153	Fire Extinguisher Maintenance	0.5	FS 229	Emergency Vehicle Operations	0.5
FS 154	Life Safety Maintenance Inspection	1.5	FS 230	Fire Fighter Health & Safety	0.5
FS 156	Introduction to Industrial Fire Protection	2.5	FS 231	Fire Fighter Deaths & Injuries	0.5
FS 158	Educational Methodology	2.5	FS 232	High-rise Strategy and Tactics	0.5
FS 159	Volunteer Fire Service Management	1.0	FS 233	Pumper Service Testing	0.5
FS 160	Fire Apparatus Purchase and Maintenance	0.5	FS 234	Hazardous Materials Emergency Command and Management	1.0
FS 162	Life Safety Code	2.0	FS 235	Chief Fire Executive Development	1.0
FS 163	Safety Officer Training	6.0	FS 236	Advanced Instructional Techniques	1.0
FS 164	Arson Unit Management	1.0	FS 279	Hazardous Materials Tactical Considerations	0.5
FS 178	Public Fire Education Planning	0.5	FS 280	The Chemistry of Hazardous Materials	5.0
FS 179	Command and Management of Today's Fire Service I (for the company officer)	0.5	FS 282	Tactical Operations for Company Officers I (TOCO I)	0.5
FS 180	Command and Management of Today's Fire Service II (for the multi-company officer)	0.5	FS 283	Tactical Operations for Company Officers II (TOCO II)	0.5
FS 181	Command & Management, Level III	0.5	FS 284	Leadership II: Strategies for Personal Success	0.5
FS 182	Fire Risk Analysis	1.0	FS 285	Leadership III: Strategies for Supervisory Success	0.5
FS 183	Community Fire Defenses	1.0	FS 286	Leadership I: Strategies for Company Success	0.5
FS 184	Preparing for Command	1.5	FS 289	The Incident Command System	0.5
FS 185	Ice Rescue (Train the Trainer)	0.5	FS 290	Managing Company Tactical Operations: Preparation	0.5
FS 186	NYS Department of Environmental Conservation Wildland Search	0.5	FS 291	Managing Company Tactical Operations: Command Decision Making	0.5
FS 187	Computer-Aided Management of Emergency Operations	2.0	FS 294	Basic Public Safety Dispatcher	2.5
FS 188	Propane Emergency Response Workshop	0.5	FS 295	Infection Control for Emergency Response	0.5
FS 200	Solid Fuel Heating Safety	0.5	FS 296	Firefighter Health and Safety	0.5
FS 201	Inspection of Existing Structures	1.5			
FS 202	Low-Rise Residential Construction	1.5			
FS 203	General Building Construction	1.5			
FS 204	Code Administration & Enforcement	1.5			
FS 205	Building Construction for Fire Suppression Forces (Steel and Concrete)	0.5			
FS 206	Building Construction for Fire Suppression Forces (Wood and Ordinary)	0.5			
FS 207	Arson Detection	0.5			
FS 208	Preparing for Incident Command	0.5			

\* Credit may not also be earned for EM 225 or LE 225.

\*\*Credit may not also be earned for EM 226 or LE 226.

## **GB GENERAL BUSINESS**

*Division of Business Administration*

*Faculty: Peter Bacalles, Dale Clark, John Connelly, Robert Dugo, Ellen Jenks*

### **GB 100. INTRODUCTION TO CREDIT UNIONS**

History, philosophy, overview of structure of credit union movement. Brief explanation of affiliated organizations including the NCUA, legal basis for operation. Powers and characteristics of credit unions, including share drafts and VISA cards, traditional services offered by most credit unions.

*(3 cr. hrs.) (ASN). Offered evenings only.*

### **GB 101. CREDIT UNION OPERATIONS**

Daily operations of a credit union. Teller operations, loan granting, financial counseling, collections, and an examination of the legal environment.

*(3 cr. hrs.) (ASN). Offered evenings only.*

### **GB 102. CREDIT UNION FINANCIAL MOVEMENT**

Financial management skills needed to operate a credit union. Basic credit union accounting, including financial statement analysis and budgeting. Implications of risk management and insurance, investment procedures, marketing and communications.

*(3 cr. hrs.) (ASN). Prerequisite: Some bookkeeping or accounting background is recommended. Offered evenings only.*

### **GB 110. PRINCIPLES OF BANKING**

Banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

*(3 cr. hrs.) (ASN).*

### **GB 130. BUSINESS COMMUNICATIONS**

Effective techniques for oral and written communications. Analyzing and writing letters and business reports. A research paper, in formal business style, and in-class oral reports. Students who cannot demonstrate proficiency in language mechanics will be assigned supplemental studies.

*(3 cr. hrs.) (Fall, Spring).*

### **GB 133. 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). Taught with GB 134.*

### **GB 134. APPLIED BUSINESS MATHEMATICS LABORATORY**

Operating skills for a typical modern office machine. An electronic display and printing desk calculator are used.

*(1 cr. hr.) (Fall, Spring). Laboratory. Taught with GB 133.*

### **GB 138. CAREER ADVANCEMENT**

Qualifications for promotion, job goal-setting, the performance evaluation, job changes and the importance of continual growth through work and recreation.

*(1 cr. hr.) (Fall, Spring).*

### **GB 139. FIELD EXPERIENCE**

Supervised work program in business or industry. The work assignment selected according to the student's vocational goals. The student attends one class per week and submits a final report indicating the application of classroom learning to on-the-job experiences. Student evaluated by his or her employer.

*(1 cr. hr.) (Fall, Spring). Prerequisite: Division chairperson's or instructor's consent.*

### **GB 140. 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).*

### **GB 150. PLANNING FOR THE JOB**

Career planning including self-assessment, career interests and opportunities, and job requirements.

*(.5 cr. hr.) (Fall / Spring). Credit cannot be earned for both GB 150 and CP 101.*

- GB 151. RESUME WRITING**  
Resume writing and participation in a national employer data base.  
(.5 cr. hr.) (Fall/Spring). *Geared to students expecting to graduate or enter job market during the academic year.*
- GB 152. INTERVIEWING FOR THE JOB**  
Job interviewing techniques and verbal skills.  
(.5 cr. hr.) (Fall/Spring). *For students graduating or entering the job market during the academic year. Having a previously prepared resume is recommended.*
- GB 153. CREATIVE JOB SEARCH**  
A variety of job searching strategies.  
(.5 cr. hr.) (Fall/Spring). *A previously prepared resume and interviewing skills are recommended.*
- GB 202. INSURANCE PROPERTY & CASUALTY**  
New York State insurance regulations, duties of agents and brokers, types of coverage, and compensation. For prospective brokers, agents and others who wish to take the New York State Insurance Brokers and/or Agents Exam.  
(8 cr. hrs.) (ASN). *Offered evenings only; preparation for Broker's examination.*
- GB 220. PERSONAL FINANCE**  
Basic areas of personal finance, such as banking, home financing, insurance, investments, credit financing, and retirement planning.  
(3 cr. hrs.) (ASN).
- GB 221. BUSINESS POLICY**  
Role of top management with relation to the fields of policy and administrative decision making. Case studies and business simulations.  
(3 cr. hrs.) (ASN). *Prerequisites: AC 103-104, CT 122 (or CT modules), GB 140, GB 231, GB 235, IT 201, MK 250, MG 241, plus 12 hours of 200-level business courses or consent of the instructor. Students planning to enroll with Regents College might find this capstone course helpful.*
- GB 231. BUSINESS LAW I**  
An examination of law as it affects business and personal activities. Introduction to the legal system, the law of torts, criminal law, administrative and regulatory law, consumer protection, contracts, and other topics as time permits.  
(3 cr. hrs.) (Fall, Spring).
- GB 232. BUSINESS LAW II**  
The uniform commercial code and the specific topics: law of sales, bailments, commercial paper, secured transactions and creditor rights, bankruptcy, agency, partnership and other topics as time permits.  
(3 cr. hrs.) (Fall, Spring). *Prerequisite: GB 231 or instructor consent.*
- GB 233. BUSINESS STATISTICS**  
The application of basic statistical methods to business problems. Assembling statistical data, sampling techniques, measures of central tendency, dispersion, regression and correlation analysis, hypothesis testing, and probability theory.  
(3 cr. hrs.) (Fall, Spring). *Prerequisite: MA 100, MA 131 or higher, or instructor consent.*
- GB 234. PERSONAL LAW**  
Selected legal topics for consumers. May include the law of marriage, divorce, and family relations; insurance law; how to hire a lawyer; the law of wills; landlord/tenant law; how to buy a house; and other topics.  
(3 cr. hrs.) (ASN). *Not intended for Paralegal majors.*
- GB 235. 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.  
(3 cr. hrs.) (Spring). *Prerequisite: AC 103-104 or instructor consent.*
- GB 236. ECONOMICS OF MONEY AND BANKING**  
The nature of money; the commercial banking system; the history, organization, policies and problems of the Federal Reserve System; the role of government and other institutions in controlling credit; the relationships between money, prices, production and employment.  
(3 cr. hrs.) (ASN). *Prerequisite: EC 201 or EC 100.*

**GB 240. 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).*

**GB 244. REAL ESTATE APPRAISAL**

Preliminary overview of the appraisal process and fundamental course which discusses the three approaches to value. Theory and practice with emphasis on professionalism and practical application. The relation of basic economics to the appraisal process, the use of statistics, and the analysis of various types of market data. Introduction to the income approach.

*(3 cr. hrs.) (ASN). Offered evenings only.*

**GB 247. REAL ESTATE SALESPERSONS**

Agency relationships, real estate sales contracts, listing and evaluation, real estate finance, closing and closing costs, and other content required by New York State.

*(3 cr. hrs.) (ASN). Satisfies the education requirement for permanent licensing for New York State Real Estate Salesperson and is the first of two courses designed to prepare students for the New York State Real Estate Brokers Examination. Offered evenings only. Credit cannot be received for both this course and PA 209.*

**GB 248. REAL ESTATE BROKERS**

Operation of a real estate broker's office, appraisal, construction, leases and other content required by New York State.

*(3 cr. hrs.) (ASN). Prerequisite: GB 242. The second of two courses designed to prepare students for the New York State Real Estate Brokers Examination. Offered evenings only.*

**SPECIAL GENERAL BUSINESS COURSES:**

The courses listed below are offered by the Joint Education Training (JET) program and carry General Business credit. They can be used toward an A.A.S degree in Business Administration through Corning Community College. Students should check with their College advisor or refer to the curriculum in this catalog to see if these courses fit into their specific program requirements. JET credit courses that were completed prior to January, 1989, can be submitted to the Business Administration division to determine if they satisfy business core requirements. Additional information may be obtained from the JET program or from the Business Administration Division at the College.

GB 001.	SUPERVISORY SKILLS DEVELOPMENT	1.0
GB 002.	PROBLEM SOLVING/DECISION MAKING	1.0
GB 003.	PERFORMANCE APPRAISAL WORKSHOP	0.5
GB 007.	HEALTH CARE BUDGETING	1.0
GB 013.	MOTIVATIONAL DYNAMICS I	1.5
GB 016.	MOTIVATIONAL DYNAMICS II	0.5
GB 017.	INTERVIEWING SKILLS	0.5
GB 018.	LEGAL ASPECTS OF INTERVIEWING	0.5
GB 019.	COACHING SKILLS: A PROCESS FOR DEVELOPING YOUR STAFF	0.5
GB 024.	THE CREATIVE MANAGER: GOAL SETTING & PROFESSIONAL DEVELOPMENT	0.5
GB 025.	CONFRONTING PERFORMANCE PROBLEMS	0.5
GB 026.	INTRODUCTION TO COMPUTER SKILLS	0.5
GB 027.	LEADERSHIP SEMINAR	0.5
GB 028.	ASSERTIVE COMMUNICATION FOR MANAGERS	0.5
GB 030.	TODAY'S MANAGER'S ROLE	0.5
GB 031.	QUALITY CONTROL-REACHING HIGHER GROUND	0.5
GB 032.	INTRODUCTION TO COMPUTER SKILLS	1.0
GB 033.	MANAGEMENT IN ACTION	0.5
GB 034.	TRAINING OF TRAINERS	2.0
GB 035.	SPEEDWRITING	1.0
GB 036.	MEETINGS & MINUTES	0.5
GB 037.	CAREER PLANNING	0.5
GB 038.	ADVANCED LOTUS SPREADSHEET CONCEPTS	1.0
GB 039.	ADVANCED MANAGEMENT STRATEGIES	0.5

## **GE GEOLOGY**

*Division of Biology / Chemistry  
Faculty: Jack Anderson*

### **GE 100. GENERAL GEOLOGY**

Overview of physical and historical geology. The earth's crust, volcanism, earthquakes, global tectonics, landslides, weathering, ground water, streams, techniques in evaluating the history of the earth.

*(3 cr. hrs.) (ASN). Lecture / laboratory / field work.  
Lab fee.*

### **GE 103. 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). Lecture / laboratory / field work.  
Lab fee.*

### **GE 104. 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.

*(4 cr. hrs.) (Spring). Lecture / laboratory / field work. Lab fee.*

### **GE 105. 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.

*(4 cr. hrs.) (Spring). Lecture / laboratory / field work. Lab fee.*

### **GE 201. GEOLOGY OF NEW YORK STATE**

Field investigation of New York's geologic history including geomorphology, economic resources, and environmental problems.

*(3 cr. hrs.) (Summer). Prerequisite: GE 100, 103, or 104 or permission of instructor. Lecture / laboratory / field work. Enrollment limited to 12 students. Lab fee.*

## **GK GREEK**

*Division of Communications and Humanities  
Faculty: Brendan Curtin*

### **GK 101. ELEMENTARY GREEK**

The Greek alphabet, basic vocabulary, word forms and simple sentence patterns. Some of the great literature of Antiquity, cultural heritage, the vocabulary and structure of his or her native language.

*(3 cr. hrs.) (ASN).*

### **GK 102. ELEMENTARY GREEK**

Broadens the range of vocabulary, grammatical and syntactical features, and improves ability to comprehend original Greek prose and render it in acceptable English.

*(3 cr. hrs.) (ASN). Prerequisite: GK 101.*

## **GR GERMAN**

*Division of Communications and Humanities  
Faculty: Michael Beykirch*

### **GR 101. ELEMENTARY CONVERSATIONAL GERMAN**

Everyday German vocabulary and expressions. Emphasis on listening comprehension and speaking ability. Reading and writing introduced.

*(4 cr. hrs.) (Fall). Lecture / recitation / laboratory.*

### **GR 102. ELEMENTARY GERMAN CONVERSATION AND STRUCTURE**

Additional practice in conversation, development of reading and writing skills, a systematic study of German grammar.

*(4 cr. hrs.) (Spring). Prerequisite: GR 101 or equivalent. Lecture / recitation / laboratory.*

### **GR 201. 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: GR 102 or equivalent. Lecture / recitation / laboratory. Upper-level course.*

**GR 205. 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: GR 201 or equivalent, or instructor consent. Lecture/recitation/laboratory. Upper-level course. Essential for German majors who plan to take upper-level language and literature studies.*

**GR 206. CULTURAL PATTERNS IN SELECTED READINGS**

Readings which reflect the cultural patterns of German-speaking societies. Short stories, essays, expository writings and current newspaper or magazine articles. Research projects and composition exercises.

*(2 cr. hrs.) (ASN). Prerequisite: GR 205. Upper-level course. High school advanced placement program only.*

**GR 231. A BRIEF INTRODUCTION TO 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: GR 201 or equivalent, or instructor consent. Upper-level course. Also fulfills 200-level English requirement.*

**SUMMER ABROAD:** Students can participate in a program in Germany in Intermediate and Advanced German. Early application for this program is essential.

**GT GOVERNMENT**

*Division of Social Sciences*

*Faculty: Joseph Hanak, Walter Smith*

**GT 101. 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).*

**GT 102. 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.) (Fall, Spring).*

**GT 201. COMPARATIVE GOVERNMENT**

The governmental institutions of Great Britain, France, and the Soviet Union; differing theories and practices of government.

*(3 cr. hrs.) (ASN).*

**GT 203. ORGANIZATIONAL BEHAVIOR**

Political, sociological, and psychological analysis of human behavior in formal organizations. Structure of organizations, worker motivation, communication, leadership, and organizational change.

*(3 cr. hrs.) (Fall, Spring). Upper-level course.*

**GT 204. THE CONSTITUTION, LAW, AND THE 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). Upper-level course.*

**GT 240. INDEPENDENT STUDY**

Specially-supervised study to be arranged with an instructor on an individual basis.

*(Credit as arranged) (ASN).*

## **GY GEOGRAPHY**

*Division of Social Sciences  
Faculty: Joseph Hanak, Gary Yoggy*

### **GY 101. CULTURAL GEOGRAPHY**

Culture in relation to geographical problems. The manner in which different cultures and traditions have influenced the use of the natural environment. Nature of culture, environmental determinism, and cultural landscapes.  
(3 cr. hrs.) (Fall, Spring).

### **GY 240. INDEPENDENT STUDY**

A specially-supervised study to be arranged with an instructor on an individual basis.  
(Credit as arranged) (ASN).

## **HE HEALTH EDUCATION**

*Division of Nurse Education / Health, Physical Education & Recreation*

*Faculty: James Bowes, Neil Bulkley, Elaine Corwin, Kathryn Edwards, Bonnie Page, Vicie Washington*

**Unless otherwise indicated, these courses may be used to fulfill the awareness/instructional component of the Wellness requirement or may be used as free electives. See page 155 for information on the Wellness requirement.**

### **HE 109. STRESS & STRESS MANAGEMENT**

An overview of stress and stress management techniques. Individual life stresses and practice of stress management techniques.  
(1 cr. hr.) (Fall, Spring).

### **HE 110. AIDS: ISSUES & PERSPECTIVES**

Definition, risk factors, pathology, transmission, social impact, ethical/legal impact.  
(1 cr. hr.) (Fall, Spring).

### **HE 205. UNDERSTANDING CANCER**

Prevention, early detection, diagnosis and treatment emphasized. Biological, clinical and psychological effects on individuals and families.  
(3 cr. hrs.) (Spring).

### **HE 215. HUMAN SEXUAL BEHAVIOR**

The psychological, biological, and sociological influences on sexual development, adjustment, and behavior.  
(3 cr. hrs.) (Fall, Spring). Prerequisite: Eligibility for EN 105.

### **HE 216. PERSPECTIVES OF DRUGS**

Motivation for drug use and abuse, specific types of drugs and their identification. Physiological, psychological and legal implications of drug addiction and rehabilitation.  
(3 cr. hrs.) (Spring). Prerequisite: Eligibility for EN 105.

### **HE 217. ALCOHOL ABUSE IN AMERICAN SOCIETY**

Motivation for alcohol misuse and abuse. Physiological, psychological and legal implications of alcohol addiction and rehabilitation.  
(3 cr. hrs.) (Fall, Spring). Prerequisite: Eligibility for EN 105.

### **HE 223. STANDARD FIRST AID**

Prevention of injury and treatment of the injured person.  
(1 cr. hr.) (Fall, Spring). American Red Cross certification in Standard First Aid will be awarded upon successful completion. May not also receive credit for HE 233. Fee \$12.50.

### **HE 229. CARDIO-PULMONARY RESUSCITATION: BASIC LIFE SUPPORT**

The causes, symptoms, and emergency treatment of arrested breathing, cardiac attack and arrest.  
(1 cr. hr.) (Fall, Spring). Successful completion of this course will lead to certification from the American Red Cross as a Basic Life Support Rescuer in Cardio-Pulmonary Resuscitation. Fee \$12.50.

### **HE 231. HEALTH: DISCIPLINED DIET AND ACTIVITY**

Dietary and activity discipline. Fad diets and other dietary regimes, stress, illness and behavior modification. Individual goal setting.  
(3 cr. hrs.) (Spring).

**HE 233. 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.) (ASN). Students may not also receive credit for HE 223.*

**HE 250. 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.) (Fall).*

**HISTORY See HY**

**HONORS See ID**

**HS HUMAN SERVICES**

*Division of Social Sciences*

*Faculty: Anne D'Ulisse, Joseph Hanak, Ann Marie Rossi (Director), Gilbert Sweet*

These courses meet Human Services program requirements. Students in other programs may take these courses for free elective credit, but *not for Social Sciences credit.*

**HS 100. ACHIEVEMENT MOTIVATION**

Experience and learn what achievement motivation is, how much of it 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). Lecture/group activities. Fee \$15. Usually taught on weekends.*

**HS 101. HUMAN SERVICES I**

Human service worker's role and the delivery system. Values, vocabulary, and skills appropriate to human services.

*(3 cr. hrs.) (Fall, Spring). Lecture/required field trips.*

**HS 103. INTRODUCTION TO HELPING SKILLS AND PRE-PRACTICUM**

Fundamental skills useful in helping relationships: listening, interviewing, confrontation, and problem solving. Video tape sessions provide feedback for evaluation of skills.

*(3 cr. hrs.) (Fall, Spring). Instruction/skills practice. Students who receive credit for HS 125 can not get credit for HS 103.*

**HS 104. HUMAN SERVICES II**

Further exploration of the human services delivery system. Emphasis on local resources. Interviewing, case management, using supervision, and team building skills.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: HS 101 or permission of instructor. Lecture/skills practice. Field trips to human service agencies are required.*

**HS 107. 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.) (Fall, Spring).*

**HS 111. GROUP DYNAMICS**

Group dynamics and group work. Group experiences and processes. Situations illustrate techniques, issues and problems involved in group interaction and leadership.

*(3 cr. hrs.) (Fall, Spring). Lecture/group activities.*

**HS 113. MANAGING AGGRESSIVE CLIENTS**

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). Lecture/skills practice.*

- HS 115. HUMAN ADJUSTMENT**  
An examination of individuals attempting to cope with problems and strive for competence. Personality theories related to adjustment; frustration; conflict; anxiety; and family, school, and vocational adjustment.  
*(3 cr. hrs.) (Fall, Spring).*
- HS 121. 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/field observations/projects.*
- HS 122. METHODS AND MATERIALS IN EARLY CHILDHOOD EDUCATION**  
An introduction to activities suitable for young children and to 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 observations.*
- HS 124. 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.) (ASN).*
- HS 128. DEVELOPING CAPABLE PEOPLE**  
Methods and techniques for rearing responsible children. Effective communication, building self-esteem, and avoiding power struggles. Audio tapes by H. Stephen Glenn. Active class participation is required.  
*(2 cr. hrs.) (ASN). Credit can not be received for this course and HS 125 or HS 126. Lecture/role play.*
- HS 129. SOCIAL SERVICES COMPETENCY BASED TRAINING I**  
Role of the case worker with emphasis on documentation and motivation. Competencies in interviewing, problem solving, recording, and motivating self. For social services and family workers.  
*(3 cr. hrs.) (ASN).*
- HS 130. THE ELDERLY IN SOCIETY**  
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, Spring). Credit cannot be received for this course and HS 131, 132, 133.*
- HS 139. SOCIAL SERVICES COMPETENCY BASED TRAINING II**  
Case worker's role with emphasis on motivation and human behavior. Competencies in motivating co-workers and clients, social systems, human growth and development, coping and adapting are developed. For Social Services and Family Case workers.  
*(3 cr. hrs.) (ASN). Prerequisite: HS 129.*
- HS 144. METHODS OF MENTAL HEALTH PRACTICE**  
Current major trends in mental health practice and innovative techniques in treating the chronic and elderly mentally ill.  
*(3 cr. hrs.) (ASN). Prerequisite: Permission of instructor. Intended for mental health workers and those planning to work in the mental health system.*
- HS 151. SIGN LANGUAGE I**  
Manual communication including signs, fingerspelling, body language, and facial expressions. Various philosophies and methods of communication used with and by the hearing impaired population. Combines all manual modes of communication into conversational fluency.  
*(3 cr. hrs.) (ASN). Instruction/skills practice. Offered evenings only.*

- HS 152. SIGN LANGUAGE II**  
Reviews basic vocabulary. Emphasis on increased fluency of expressive and receptive skills. Differing sign language modes. Students adapt each mode as appropriate for the hearing impaired person's daily living situation.  
*(3 cr. hrs.) (ASN). Prerequisite: HS 151. Instruction / skills practice. Offered evenings only.*
- HS 155. THE DEVELOPMENTALLY DISABLED ADULT**  
Developmentally disabled adults and programs that assist them. Current programs, services, trends, and training essential for staff working in community-based residential and day programs.  
*(3 cr. hrs.) (ASN).*
- HS 190. PEER HELPING I**  
For students who wish to become Peer Helpers. Knowledge, standardized training, and skills essential to offer the general student body resource and referral assistance in personal, social, academic, and financial concerns. Confidentiality strictly observed.  
*(8 weeks, 1 cr. hr.) (Fall, Spring). Lecture / training / skills practice.*
- HS 191. PEER HELPING II**  
Practical application and demonstration of knowledge and skills of effective communication, identifying student needs, utilization of available campus resources. Confidentiality is strictly observed.  
*(8 weeks, 1 cr. hr.) (Fall, Spring). Prerequisite: Demonstrated interest in helping other students, successful completion of HS 190 and approval of instructor / coordinator of Peer Helping. Only students who have met prerequisites may engage in Peer Helping activities. Seminar / Field Project (peer helping).*
- HS 201. 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 HS 101, 103, and 104 and director's consent. Supervised work-learning experience and seminar.*
- HS 202. HUMAN SERVICES PRACTICUM II**  
Practice of helping skills in a supervised work setting at a human service 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 HS 101, 103, and 104 and director's consent. Supervised work-learning experience and seminar.*
- HS 204. INTRODUCTION TO SPECIAL EDUCATION**  
Examines the nature of various handicapping conditions and describes education programs and strategies for serving exceptional children and adults.  
*(3 cr. hrs.) (ASN). One field observation is required; offered evenings only.*
- HS 215. SUBSTANCE ABUSE COUNSELING**  
Deals with clients' substance abuse problems. 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.) (ASN). Prerequisite: HS 103, HE 216, or instructor's permission.*
- HS 222. VICTIMS ABUSE**  
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 service majors.  
*(1.5 cr. hr.) (ASN). Prerequisite: HS 101 or consent of instructor.*
- HS 240. HUMAN SERVICES INDEPENDENT STUDY**  
A specially-supervised independent study to be arranged with an instructor on an individual basis.  
*(Credit as arranged).*

### SPECIAL HUMAN SERVICES COURSES

The following courses are taught by special arrangement with CCC. Additional information may be obtained from the Division of Social Sciences and the Director of the Human Services program.

HS 110	CREATIVE BEHAVIOR	3
HS 116	CODEPENDENCY & THE FAMILY	1
HS 118	CLASSROOM MANAGEMENT THEORY & TECHNIQUES	3
HS 119	SERVING PERSONS WITH DEVELOPMENTAL DISABILITIES & THEIR FAMILIES	3
HS 120	INFANT CARE	2
HS 123	CURRICULUM, ART & CHILDREN	3
HS 125	TRAINING FOR EFFECTIVE RELATIONSHIPS	3
HS 126	PARENT/CHILD COMMUNICATION	2
HS 131	THE ELDERLY IN A CONTEMPORARY SOCIETY	3
HS 132	SOCIAL POLICY AND AGING: PROGRAMS AND SERVICES TO THE ELDERLY	1
HS 133	LONG-TERM CARE FOR THE ELDERLY	1
HS 154	BASIC AMERICAN SIGN LANGUAGE	3
HS 203	PRACTICUM IN MENTAL HEALTH SERVICES	3
HS 206	WORKING WITH SPECIAL NEEDS STUDENTS	1
HS 207	WORKING WITH LEARNING DISABLED AND EMOTIONALLY DISABLED STUDENTS	2
HS 211	CRISIS INTERVENTION FOR THE HELPING PROFESSIONS	1

### HU HUMANITIES

Other humanities courses are listed by subject area; see the Course Categories Chart.

*Division of Communications and Humanities  
Faculty: Margaret Brill, Brendan Curtin,  
Vincent Lisella, Clare Reidy*

#### HU 101. BASIC HUMANITIES

Survey of achievements in humanistic endeavor in art, history, literature, music, and philosophy from ancient Greece through the 18th century. (3 cr. hrs.) (Fall, Spring). Prerequisite: must be eligible to enroll in EN 105.

#### HU 201. 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: HU 101 and EN 105, or consent of instructor. Upper-level course.

#### HU 202. HUMANITIES IN THE MODERN WORLD

Major social, cultural, intellectual, and artistic trends from the Neo-classicists to the Surrealists. (3 cr. hrs.) (ASN). Prerequisite: EN 105 and HU 101. Upper-level course.

#### HU 203. GENERAL LINGUISTICS

Historical, psychological, structural, geographic and sociological aspects of language. (3 cr. hrs.) (ASN). Prerequisite: EN 106 or a foreign language. Upper-level course.

## **HY HISTORY**

*Division of Social Sciences*

*Faculty: Joseph Hanak, Harold Hunziker,  
Walter Smith, Gary Yoggy.*

**HY 101. 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).*

**HY 102. 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).*

**HY 105. CONTEMPORARY WORLD AFFAIRS**  
Major current issues and their historical background, in a broad overview. Selected problems studied in depth to understand why they are of concern.  
*(3 cr. hrs.) (Fall, Spring).*

**HY 111. 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).*

**HY 112. AMERICAN HISTORY II**  
End of the 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).*

**HY 114. THE AMERICAN WEST**  
Historical development of the American West, its unique cultural contributions, and its legacy of legends and myths as reflected in our popular culture.  
*(3 cr. hrs.) (Fall, Spring). Field work at the Rockwell Museum of Western Art in Corning is required.*

**HY 200. HISTORIC TRAILS OF AMERICA**  
American colonial life in New England, the struggle for independence, and the birth of a nation through trips to sites such as the Salem Witch Trials; the Concord battleground; the Boston Freedom Trail, including the State House, Paul Revere's House, the site of the Boston Tea Party; and Sturbridge Village.  
*(3 cr. hrs.) (ASN). Lecture/travel. Upper-level course. The College provides transportation and arranges for lodging; student pays for travel expenses. Offered when College is not in regular session.*

**HY 207. HISTORY OF RUSSIA**  
Political, economic, and intellectual history of Russia with special emphasis on the period from 1917 to the present.  
*(3 cr. hrs.) (ASN). Upper-level course.*

**HY 217. FAR EASTERN CIVILIZATION: CHINA**  
Cultural and political history of China from ancient times to the present, including the historical importance of Nationalist and Communist China.  
*(3 cr. hrs.) (ASN). Upper-level course.*

**HY 240. INDEPENDENT STUDY**  
Specially-supervised study to be arranged with an instructor on an individual basis.  
*(Credit as arranged) (ASN).*

**HY 241. LATIN AMERICAN HISTORY**  
Political, social, and economic development of Latin America from colonial times to present.  
*(3 cr. hrs.) (ASN). Upper-level course.*

## **ID INTERDISCIPLINARY STUDIES**

*Division of Social Sciences*

*Faculty: Joseph Hanak (ID 200, Honors Coordinator), Gary Yoggy (ID 127-132)*

- ID 127-132. AMERICAN STUDIES.** Designed to provide the opportunity to experience what life was like during a given period of the development of American Culture. Free electives only, not Social Sciences electives.
- ID 127. AMERICAN STUDIES I: 1900-WORLD WAR I** (1 cr. hr.) (ASN).
- ID 128. AMERICAN STUDIES II: THE '20's** (1 cr. hr.) (ASN).
- ID 129. AMERICAN STUDIES III: THE DEPRESSION ERA** (1 cr. hr.) (ASN).
- ID 130. AMERICAN STUDIES IV: THE '40's** (1 cr. hr.) (ASN).
- ID 131. AMERICAN STUDIES V: THE '50's** (1 cr. hr.) (ASN).
- ID 132. AMERICAN STUDIES VI: THE '60's AND '70's** (1 cr. hr.) (ASN).

### **ID 200-201-202. HONORS FORUM**

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. ea.) (Fall, Spring). Prerequisite: Must be concurrently engaged in Honors project work approved by the Honors Committee. One semester of Honors Forum required for Honors Diploma. May be repeated for credit if project is significantly different.*

## **IL ITALIAN**

*Division of Communications and Humanities*

- IL 101. ELEMENTARY CONVERSATIONAL ITALIAN**  
Everyday vocabulary and expressions; emphasis on listening comprehension and speaking ability. Reading and writing are introduced.  
*(4 cr. hrs.) (ASN). Lecture/recitation/laboratory.*
- IL 102. ELEMENTARY ITALIAN CONVERSATION AND STRUCTURE**  
Additional practice in conversation, development of reading and writing skills and a systematic study of Italian grammar.  
*(4 cr. hrs.) (ASN). Prerequisite: IL 101 or equivalent. Lecture/recitation/laboratory.*

## **IT INDUSTRIAL TECHNOLOGY**

*Division of Mathematics / Physics / Technology*  
*Faculty: Debra Dudick, Eric Gesner, Brian Hill, James Horigan*

- IT 106. MANUFACTURING METHODS**  
Machines and methods by which various materials are formed into useful products. Includes conventional machining practices, casting technology, press-working, finishing, unconventional metal working techniques, plastics, automation and control systems. New machining trends and tool technology.  
*(3 cr. hrs.) (Spring).*
- IT 118. INDUSTRIAL ORGANIZATION**  
The relationship between various aspects of industrial organization. Includes organization, product development, labor relations, budgeting, decision-making techniques, cost control, inventory and production control, wage payment plans, and quality control.  
*(3 cr. hrs.) (Spring).*

**IT 201. 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.) (Fall). Prerequisite: MA 131 or consent of instructor.

**IT 202. QUALITY CONTROL AND STATISTICS**

Basic, practical course from the industrial engineering standpoint. Includes basic theory in probability and statistics as required for quality control application. Control concepts and control chart methods for attributes and variables. Acceptance sampling plans, process capability, quality costs, and quality control responsibilities.

(4 cr. hrs.) (Spring). Prerequisite: MA 132 or instructor consent.

**IT 204. FACILITIES DESIGN**

Plant layout procedures based on production and output requirements. Materials handling and storage concepts considered. Actual plant layout incorporating these concepts is required. 2-D, 3-D and computer-generated designs.

(3 cr. hrs.) (Spring). Prerequisite: MT 101, MT 107, and MA 131, or instructor consent. Lab fee.

**IT 209. MOTION AND TIME STUDY**

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.) (Fall). Lecture/laboratory. Prerequisite: MA 132 or instructor consent. Lab fee.

**IT 211. ASSEMBLY ROBOT PROGRAMMING**

Operation of a four-axis horizontal assembly robot using the AML/E Version 4 language. Set-up and full operation of the robot and the use of a personal computer for program creation and exe-

cution. Use of robot simulation software for off-line program development and analysis; robot safety.

(3 cr. hrs.) (Spring). Lecture/laboratory. Offered at the Business Development Center. Lab fee.

**SPECIAL INDUSTRIAL TECHNOLOGY COURSES**

These courses are primarily designed for industrial and teaching personnel. Students in the Computer Integrated Manufacturing Technology, Computing Graphics Technology, Electrical Technology, Industrial Technology or Mechanical Technology programs may satisfy a maximum of three hours of the technical elective requirement by selecting from this list and/or the special courses listed under CD and ET. See the program descriptions to determine which of these courses may be selected. Additional information and a complete description of these courses are available from the Division of Math/Physics/ Technology.

IT 001	Machine Vision .....	0.5
IT 002	Statistical Process Control .....	1.0
IT 003	CIM I .....	1.0
IT 004	CIM II .....	1.5
IT 005	CIM III .....	1.0

**LABORATORY SCIENCE**

These courses are listed by subject area; see the Course Categories Chart.

**LA LATIN**

Division of Communications and Humanities  
Faculty: Brendan Curtin

**LA 101. ESSENTIALS OF LATIN**

Grammatical and syntactical elements of Latin for those with little or no previous study in Latin to acquire rapidly a reading knowledge. The historical relationship between Latin, the Romance languages, and English; graduated readings from Roman authors: Caesar, Cicero, Virgil, Horace, and Sallust.

(3 cr. hrs.) (ASN).

**LA 102. ESSENTIALS OF LATIN**  
 Increase Latin vocabulary, continue study of grammatical features of the language, improve ability to comprehend original Latin writing and render it in acceptable English.  
*(3 cr. hrs.) (ASN). Prerequisite: LA 101 or one year of high school Latin.*

## LE LAW ENFORCEMENT

The courses listed below are offered under arrangements between the Southern Tier Law Enforcement Academy and the College. They are designed primarily for law enforcement and related government officers. Additional information may be obtained from the Division of Social Sciences or the Director of the Criminal Justice Program.

<b>LE 200</b>	<b>PEACE OFFICERS BASIC COURSE</b>	<b>3.0</b>	<b>LE 263</b>	<b>METHODS OF INTERVIEWING &amp; INTERROGATION</b>	<b>1.0</b>
<b>LE 201</b>	<b>PEACE OFFICERS BASIC COURSE: FIREARMS COMPONENT</b>	<b>3.0</b>	<b>LE 264</b>	<b>EVIDENCE GATHERING &amp; CRIME SCENE PROCESSING</b>	<b>1.0</b>
<b>LE 218</b>	<b>HIV/AIDS CORRECTIONS &amp; LAW ENFORCEMENT-TRAIN THE TRAINER</b>	<b>1.5</b>	<b>LE 267</b>	<b>STAKEOUTS, SURVEILLANCE AND UNDERCOVER TECHNIQUES</b>	<b>1.5</b>
<b>LE 220</b>	<b>CORRECTIONAL SUPERVISION</b>	<b>3.0</b>	<b>LE 268</b>	<b>THE OFFENSES OF CHILD ABUSE AND PEDOPHILIA</b>	<b>1.0</b>
<b>LE 221</b>	<b>MINIMUM STANDARDS CLASSIFICATION SEMINAR</b>	<b>1.5</b>	<b>LE 269</b>	<b>MANAGING CRIMINAL INVESTIGATIONS</b>	<b>2.5</b>
<b>LE 225*</b>	<b>CERTIFIED FIRST RESPONDER</b>	<b>4.0</b>	<b>LE 270</b>	<b>ADMINISTRATION OF JUSTICE THEORY</b>	<b>3.0</b>
<b>LE 226**</b>	<b>EMT (BASIC)</b>	<b>8.0</b>	<b>LE 271</b>	<b>BASIC LAW THEORY</b>	<b>6.0</b>
<b>LE 223</b>	<b>COUNTY CORRECTION OFFICER BASIC COURSE</b>	<b>10.0</b>	<b>LE 272</b>	<b>POLICE PROCEDURES</b>	<b>6.0</b>
<b>LE 236</b>	<b>POLICE FIREARMS INSTRUCTOR</b>	<b>5.0</b>	<b>LE 273</b>	<b>POLICE PROFICIENCY AREAS</b>	<b>6.0</b>
<b>LE 237</b>	<b>CHEMICAL AGENTS FOR TACTICAL TEAMS AND SUPERVISORS</b>	<b>1.0</b>	<b>LE 274</b>	<b>COMMUNITY RELATION THEORY</b>	<b>3.0</b>
<b>LE 238</b>	<b>POLICE OFFICER RECERTIFICATION</b>	<b>1.5</b>	<b>LE 275</b>	<b>RADAR INSTRUCTOR DEVELOPMENT</b>	<b>1.0</b>
<b>LE 239</b>	<b>LAW ENFORCEMENT PHOTOGRAPHY: BASIC THEORY AND PRINCIPLES</b>	<b>0.5</b>	<b>LE 276</b>	<b>CHILD MOLESTERS: A BEHAVIORAL ANALYSIS</b>	<b>2.0</b>
<b>LE 243</b>	<b>POLICE CIVIL LIABILITY</b>	<b>0.5</b>	<b>LE 277</b>	<b>HOSTAGE RECOVERY IN THE STREET AND IN CORRECTIONAL INSTITUTIONS</b>	<b>1.0</b>
<b>LE 246</b>	<b>NARCOTICS ENFORCEMENT SCHOOL FOR STATE &amp; LOCAL POLICE</b>	<b>4.0</b>	<b>LE 278</b>	<b>DEATH INVESTIGATION</b>	<b>1.5</b>
<b>LE 247</b>	<b>HIGHWAY DRUG INTERDICTION</b>	<b>0.5</b>	<b>LE 279</b>	<b>OFFICER SURVIVAL AND ADVANCED FIELD TACTICS</b>	<b>1.0</b>
<b>LE 248</b>	<b>ADVANCED POLICE SUPERVISION</b>	<b>9.0</b>	<b>LE 280</b>	<b>OFFICER STREET SURVIVAL (TACTICS FOR ARMED ENCOUNTERS)</b>	<b>2.0</b>
<b>LE 249</b>	<b>POLICE CIVIL LIABILITY</b>	<b>0.5</b>	<b>LE 281</b>	<b>BREATH TEST OPERATOR</b>	<b>2.0</b>
<b>LE 260</b>	<b>RADAR OPERATOR'S RECERTIFICATION</b>	<b>0.5</b>	<b>LE 282</b>	<b>BREATH TEST OPERATOR RECERTIFICATION</b>	<b>0.5</b>
<b>LE 261</b>	<b>BAC VERIFIER/INFRARED</b>	<b>1.0</b>	<b>LE 283</b>	<b>BASIC CRASH MANAGEMENT</b>	<b>2.0</b>
<b>LE 262</b>	<b>ORGANIZED CRIME — INNOVATIVE INTELLIGENCE AND ANALYTICAL TECHNIQUES</b>	<b>2.5</b>	<b>LE 284</b>	<b>SQUAD DEPLOYMENT AND TACTICAL OPERATIONS</b>	<b>1.0</b>
			<b>LE 285</b>	<b>INTERMEDIATE CRASH MANAGEMENT</b>	<b>2.0</b>
			<b>LE 286</b>	<b>TECHNICAL CRASH MANAGEMENT</b>	<b>2.0</b>
			<b>LE 287</b>	<b>RADAR OPERATOR'S COURSE</b>	<b>2.0</b>
			<b>LE 288</b>	<b>FIRE BEHAVIOR AND ARSON AWARENESS</b>	<b>0.5</b>
			<b>LE 289</b>	<b>EMERGENCY CONTROL OF HAZARDOUS MATERIALS INCIDENTS</b>	<b>0.5</b>
			<b>LE 290</b>	<b>POLICE SUPERVISION</b>	<b>4.5</b>
			<b>LE 291</b>	<b>ORGANIZED CRIME</b>	<b>1.0</b>
			<b>LE 292</b>	<b>INSTRUCTOR DEVELOPMENT SEMINAR</b>	<b>4.5</b>
			<b>LE 293</b>	<b>ADVANCED CRASH MANAGEMENT</b>	<b>2.0</b>
			<b>LE 294</b>	<b>REPORT WRITING FOR LAW ENFORCEMENT PERSONNEL</b>	<b>1.0</b>
			<b>LE 295</b>	<b>CRIME PREVENTION</b>	<b>2.0</b>
			<b>LE 296</b>	<b>CRITICAL INCIDENT MANAGEMENT</b>	<b>1.0</b>
			<b>LE 297</b>	<b>TELECOMMUNICATION TRAINING</b>	<b>4.5</b>
			<b>LE 298</b>	<b>BASIC PR-24 POLICE BATON</b>	<b>1.0</b>
			<b>LE 299</b>	<b>ELECTRONIC SURVEILLANCE</b>	<b>1.0</b>

\*Credit may not also be earned for EM 225 or FS 225.

\*\*Credit may not also be earned for EM 226 or FS 226.

## LS LEARNING SKILLS

*Division of Social Sciences*

### LS 100. COLLEGE STUDY SKILLS

The most effective and efficient methods of study. (1 cr. hr.) (Fall, Spring).

### LS 101. 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 how to make effective decisions, and how to set and achieve short- and long-term academic goals. (1 cr. hr.) (Fall, Spring).

## MA & MS MATHEMATICS

*Division of Mathematics / Physics / Technology  
Faculty: Ernest Danforth, Katrine Danforth,  
Richard Evans, Clair Glossner, Barry Garrison,  
Helen Hanak, Daniel Hoover, Patrick Keeler,  
Samuel McInroy*

### MS 86. BASIC MATH REVIEW

Reviews the 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 satisfy degree or program requirements. Grading is A, B, F.

### MS 89. MATH SKILLS FOR NURSING

Basic computational skills needed for success in nursing. Includes basic operations of fractions, decimals, ratios, proportions, percents and applications in nursing. (1 eq. cr. hr.) (ASN). Prerequisite: Nursing math assessment. Does not fulfill degree or program requirements. Grading is A, B, C, F.

### MS 91. BASIC MATHEMATICS SKILLS

Basic computational skills. Addition, subtraction, multiplication, and division of whole numbers and fractions. Weekly conferences with instructor. (1 eq. cr. hr.) (Fall, Spring). Prerequisite: Mathe-

*matics Diagnostic Exam. Self-paced study. Fifteen Mathematics Learning Center hours required. This course does not fulfill degree or program requirements. Grading is A, B, F.*

### MS 92. BASIC MATHEMATICS SKILLS

Basic computational skills. Topics include addition, subtraction, multiplication, and division of decimals; ratio and proportion; and percent. Weekly conferences with instructor. (1 eq. cr. hr.) (Fall, Spring). Prerequisite: Mathematics Diagnostic Exam. Self-Paced Study. Fifteen Mathematics Learning Center hours required. This course does not fulfill degree or program requirements. Grading is A, B, F.

### MS 93. BASIC MATHEMATICS SKILLS

Basic computational skills. Averages, exponents, square roots, measures, and introduction to algebra. Weekly conferences with instructor. (1 eq. cr. hr.) (Fall, Spring). Prerequisite: Mathematics Diagnostic Exam. Self-Paced Study. Fifteen Mathematics Learning Center hours required. This course does not fulfill degree or program requirements. Grading is A, B, F.

### MS 94. BASIC MATHEMATICS SKILLS

Basic computational skills. Addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratios, proportions, percent, averages, exponents, and square roots; and introduction to algebra. (3 eq. cr. hrs.) (Fall, Spring). Prerequisite: Mathematics Diagnostic Exam. Does not fulfill degree or program requirements. Grading is A, B, F.

### MS 95. BASIC MATHEMATICS SKILLS

Basic computational skills. Addition, subtraction, multiplication and division of fractions, decimals and signed numbers. Rates, proportions and solving linear equations. (2 eq. cr. hrs.) (Fall, Spring). Prerequisite: Mathematics Diagnostic Exam. Does not fulfill degree or program requirements. Grading is A, B, F.

- MS 96. BASIC MATHEMATICS SKILLS**  
Basic computational skills. Basic operations of whole numbers, 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 Diagnostic Exam. Does not fulfill program or degree requirements. Grading is A, B, F.
- MS 100. CONQUERING MATH ANXIETY**  
Causes of math anxiety and/or math avoidance through group discussions and a prescription to conquer that fear. Various mathematical activities and concepts will show math can be fun as well as challenging. (1 cr. hr.) (ASN). Grading is pass/no credit. Free elective only.
- MA 100. ELEMENTARY ALGEBRA**  
System of real numbers, algebraic fractions, ratio and proportions, factoring, first and second degree equations, exponents, and graphing of simple algebraic expressions. (4 cr. hrs.) (Fall, Spring). Credit may not also be received for the MA 112-113 sequence which is equivalent to this course. A student completing this course would normally take MA 101, MA 102, or MA 131.
- MA 101. STRUCTURES OF MATHEMATICS**  
Base systems, numeration systems, the study of the natural through complex number systems, and the metric system. (3 cr. hrs.) (Fall, Spring). Prerequisite: Elementary algebra or MA 100. Not recommended for students having three or more years of high school math.
- MA 102. STRUCTURE OF MATHEMATICS**  
Sets, logic, probability, statistics and an introduction to BASIC programming. (3 cr. hrs.) (Fall, Spring). Prerequisite: Elementary algebra or MA 100. Not recommended for students having three or more years of high school math.
- MA 112-113. ELEMENTARY ALGEBRA**  
A two-semester equivalent to MA 100. First semester includes the system of real numbers, exponents, first and second degree equations, polynomials, factoring, and graphing linear equations. Second semester covers algebraic fractions, ratio and proportion, systems of linear equations, radical expressions, quadratic equations, and applications. (2 cr. hrs. each) (Fall, Spring). Prerequisite: MA 112 is a prerequisite for MA 113. Cannot also receive credit for MA 100. Students must pass both MA 112 and 113 to receive credit equivalent to MA 100. Cannot be used to fulfill the math requirement in Liberal Arts programs.
- MA 127. FORTRAN 77 AND NUMERICAL METHODS**  
Fortran 77 programming and debugging procedures. Input/Output techniques, iteration and branching concepts, arrays, subprograms, and selected topics in numerical methods. (3 cr. hrs.) (Fall, Spring). Prerequisite: Intermediate algebra and trigonometry or MA 132. Students may not earn credit for both MA 127 and CT 136.
- MA 131-132. INTERMEDIATE ALGEBRA AND TRIGONOMETRY**  
First semester is basic principles and applications of algebra, graphing functions, trigonometry, exponents and radicals. Second semester includes graphing trigonometric functions, complex numbers, logarithms, analytic geometry, and trigonometric identities with applications in each area. (3 cr. hrs. ea.) (Fall/Spring). Prerequisite: High school algebra and geometry or MA 100. MA 131 is a prerequisite for MA 132.

**MA 141- ELEMENTARY FUNCTIONS**

142. First semester includes definitions and axioms of the number systems, inequalities, absolute value, graphical analyses, exponential and logarithmic functions, polynomial functions, and matrices and determinants. Second semester is the trigonometric functions of real numbers, complex numbers, polar coordinates, analytic geometry, sequences, series and the Binomial Theorem.

(3 cr. hrs. ea.) (Fall-141; Spring-142). Prerequisite: Three years of high school math including intermediate algebra and trigonometry or MA 132. Cannot take both MA 141-142 and MA 155 for credit.

**MA 155. 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: Four years of high school math or MA 132. Cannot take both MA 141-142 and MA 155 for credit.

**MA 157. 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). Prerequisite: MA 132 or instructor consent. No credit if you have received credit for MA 161.

**MA 158. 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.) (Spring). Prerequisite: MA 157. No credit if you have received credit for MA 161.

**MA 161. CALCULUS I**

Differential and integral calculus, including elements of analytic geometry. Basic theory and physical applications. Derivatives, considered both algebraically and graphically and as applied to velocity and acceleration, differentials and their use of approximations, the indefinite and definite integrals with applications to areas, volumes.

(4 cr. hrs.) (Fall, Spring). Prerequisite: Four years of high school math, including pre-calculus, or either MA 141-142 or MA 155. No credit if you have received credit for MA 157-158.

**MA 162. CALCULUS II**

Continues indefinite and definite integrals with applications to length of curves and surfaces. Calculus of conics, trigonometric, logarithmic, exponential, and hyperbolic functions. Techniques of integration, infinite series, parametric equations and polar coordinates.

(4 cr. hrs.) (Fall, Spring). Prerequisite: MA 161 or equivalent course.

**MA 213. 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, hypothesis testing, chi-square, linear regression and correlation. The VAX 3600 computer and the statistical computer language Minitab will be used.

(4 cr. hrs.) (Fall, Spring). Prerequisite: MA 131 or equivalent.

**MA 233. 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: CT 124 and MA 141 or higher or instructor consent.

**MA 256. INTRODUCTION TO LINEAR ALGEBRA**  
Areas of vector spaces, determinants and linear equations. Includes algebra of matrices, inner product spaces, mappings, subspaces, bases, linear transformations, and eigenvectors.  
(3 cr. hrs.) (Spring). Prerequisite: MA 162 or concurrent registration in MA 162.

**MA 261. CALCULUS III**  
Parametric equations, polar coordinates, vectors and their applications to problems of motion and solid analytical geometry, functions of several variables, partial differentiation, and multiple integration.  
(4 cr. hrs.) (Fall, Spring). Prerequisite: MA 162.

**MA 262. ELEMENTARY DIFFERENTIAL EQUATIONS**  
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; and an introduction to LaPlace transforms.  
(4 cr. hrs.) (Spring). Prerequisite: MA 162.

## **MC MEDIA COMMUNICATIONS**

*Division of Communications and Humanities  
Faculty: Brendan Curtin, Robert Demyan, Richard Leffel, John Orser, Clare Reidy*

These courses may be used to fulfill humanities, liberal arts, and free elective degree requirements.

**MC 121. PHOTOGRAPHIC COMMUNICATION**  
Basic course in camera use, composition, and picture evaluation. Work done in color transparencies.  
(3 cr. hrs.) (ASN). Lecture/Activity. Students must provide their own manually adjustable camera; rental cameras are available through the College. Fee \$50.

**MC 122. BASIC BLACK AND WHITE PHOTOGRAPHY**  
Basic theories and principles of black and white photography. Includes basic camera handling, photographic chemical preparation, 35 mm roll film processing, projection printing and controls, photographic lighting, and methods of using black and white film.  
(3 cr. hrs.) (ASN). Prerequisite: MC 121 or equivalent experience with consent of instructor. Lecture/Activity. Students must supply their own cameras and photographic supplies; rental cameras are available through the College. Darkroom facilities will be made available. Course enrollment is limited to a maximum of fifteen students. Fee \$50.

**MC 125. NATURE PHOTOGRAPHY**  
Introduction to various techniques used in nature photography. Consideration of the natural environment through a series of projects designed to increase visual awareness and photographic skills.  
(1 cr. hr.) (ASN). Prerequisite: MC 121 or equivalent experience with consent of instructor. Lecture/Activity. Students must provide their own manually-adjustable camera; rental cameras are available through the College. Fee \$50.

**MC 170. MASS MEDIA**  
Intensive examination of the mass media, covering communication theory; media character and operation; their history, audience, and effect on society. Recommended for prospective majors in speech, journalism, broadcasting, and public relations.  
(3 cr. hrs.) (Spring). Prerequisite: EN 105. Upper-level course.

**MC 218. TELEVISION: PRODUCTION & PERFORMANCE**  
Television scripting, directing and acting in a variety of formats including broadcast journalism, the interview, daytime drama and sitcom.  
(3 cr. hrs.) (Fall). Prerequisite: EN 106. Lecture/studio. Upper-level course.

## INTERNSHIPS

Practical work experience under the guidance of an on-the-site work supervisor. The internship may not be taken for pay.  
(ASN).

- MC 250. RADIO/TV INTERNSHIP** (1 cr. hr.)  
**MC 251. RADIO/TV INTERNSHIP** (2 cr. hrs.)  
**MC 252. RADIO/TV INTERNSHIP** (3 cr. hrs.)  
**MC 260. JOURNALISM/TECHNICAL WRITING, PUBLIC RELATIONS INTERNSHIP**  
(1 cr. hr.)  
**MC 261. JOURNALISM/TECHNICAL WRITING, PUBLIC RELATIONS INTERNSHIP**  
(2 cr. hrs.)  
**MC 262. JOURNALISM/TECHNICAL WRITING, PUBLIC RELATIONS INTERNSHIP**  
(3 cr. hrs.)

## MG MANAGEMENT

*Division of Business Administration*  
*Faculty: Peter Bacalles, Ellen Jenks*

- MG 210. BANK MANAGEMENT**  
Handling day-to-day bank activities, including formulation of objectives and policies, management of assets and liabilities, sources and uses of funds, administration of deposits, loans and other investments, and short-term management of funds.  
(3 cr. hrs.) (ASN).
- MG 241. 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.*
- MG 242. 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.) (Fall, Spring).

## MG 243. PERSONNEL MANAGEMENT

Human resource management in organizations including recruiting, selection, placement, performance appraisals, and labor relations.  
(3 cr. hrs.) (Fall). *Lecture/discussion/simulation exercises.*

## MG 245. OFFICE MANAGEMENT

Office organization, layout and equipment, office automation, systems and procedures, common office services, scientific analysis and control, and office personnel.  
(3 cr. hrs.) (Spring). *Lecture/discussion/case problems.*

## MG 246. STRATEGIES FOR WOMEN IN MANAGEMENT

Introduction and implementation of specifically designed techniques for successful participation as a female in today's business society. Includes discussions, research, role playing, and presentations.  
(3 cr. hrs.) (Spring).

## MG 250. MANAGERIAL DECISION MAKING THROUGH ACCOUNTING

Uses and applications of data in managerial decisions. Emphasis on uses of information that assist management in planning and controlling activities. For non-accountant users, not producers of accounting information. Includes financial analysis, profit planning, liquidity and inventory planning, present value and capital expenditures, and reporting and control strategy.  
(3 cr. hrs.) (Fall, Spring). *Prerequisite: AC 103, AC 104, MG 241 or instructor consent.*

## MG 270. QUANTITATIVE AIDS TO MANAGEMENT

Scientific approach to making decisions in a managerial context. Introduces mathematical and statistical methods utilized in making decisions in managerial situations. Includes probability, decision-analysis, linear programming, CPM and PERT, networking, forecasting, bidding, replacement models, and queuing models.  
(3 cr. hrs.) (ASN). *Prerequisite: MA 132 or instructor consent.*

**MG 280. 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). Prerequisite: GPA 2.75 or better and MG 241.

**MK MARKETING**

*Division of Business Administration  
Faculty: Lester Rosenbloom*

**MK 151. RETAIL I—PRINCIPLES**

Principles of retailing and retailing's relationship to other marketing aspects. Location and layout, organization and control, personnel, financial aspects, buying, selling, advertising, and research. (3 cr. hrs.) (ASN). Lectures/tours/simulation exercises.

**MK 250. 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.) (Fall, Spring).

**MK 251. SOURCES OF MARKET INFORMATION**

Locating, analyzing, and interpreting socio-economic data to satisfy a given market segment with a product or service.

(1 cr. hr.) (ASN). Prerequisite: MK 250 or instructor consent.

**MK 252. CONSUMER MOTIVATION**

Behavioral theories, projective techniques, and rational/emotional motives that determine buying behavior.

(1 cr. hr.) (Fall). Prerequisite: MK 250.

**MK 253. CONSUMERISM**

History of consumer protection, misleading advertising, product safety, quality and performance, unethical selling techniques, and the avail-

able remedies to a customer who has been cheated in the marketplace.

(1 cr. hr.) (Fall). Prerequisite: MK 250.

**MK 254. PURCHASING**

Techniques and methods of the analytical approach in deciding what, where and how to buy and in selling what has been bought to satisfy both the consumer and management.

(1 cr. hr.) (Fall). Prerequisite: MK 250.

**MK 255. WHOLESALING**

Identification and description of the basic types of wholesalers, the marketing services performed by each of them, and their role in the total channel of distribution.

(1 cr. hr.) (Fall). Prerequisite: MK 250.

**MK 257. PRINCIPLES OF ADVERTISING**

Advertising's social and economic effects, ethics and truthfulness, market selection, use of the media, the promotional budget, idea creation, and layout techniques.

(3 cr. hrs.) (Spring). Prerequisite: MK 250 or instructor consent.

**MK 258. 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.) (Spring).

**MK 259. CONSUMER ECONOMICS**

Examination of the thought needed to make economic buying decisions. Consumer options, installment buying, comparison buying, and interest plans are among the topics.

(1 cr. hr.) (Fall). Prerequisite: MK 250.

**MK 260. RETAILING ELEMENTS**

The elements of retailing (location, layout, organization, control, etc.) placed in prospective with the marketing channel and related marketing topics.

(1 cr. hr.) (ASN). Prerequisite: MK 250.

**MS MATH SKILLS See MA Mathematics.**

## **MT MECHANICAL TECHNOLOGY**

*Division of Mathematics / Physics / Technology  
Faculty: Debra Dudick, Eric Gesner, Brian Hill,  
James Horigan, Wayne Kenner, Richard  
Vockroth, Peggie Weeks*

### **MT 101. ENGINEERING GRAPHICS I**

Engineering drawing fundamentals; introduces drawing materials and equipment, lettering, geometric construction, multiview drawing, sectional views, dimensioning, screw threads, fasteners, and charts and graphs.  
*(3 cr. hrs.) (Fall, Spring). Lecture/laboratory. Lab fee.*

### **MT 102. ENGINEERING GRAPHICS II**

Emphasizes detail, accuracy, and basic design considerations inherent in modern industrial practice. Surface intersections, developments, surface finish specifications, tolerancing, pictorial drawings, sketching, auxiliaries, and assembly drawings.  
*(3 cr. hrs.) (Spring). Prerequisite: MT 101 or consent of instructor. Lecture/laboratory. Lab fee.*

### **MT 105. ORIENTATION AND COMPUTATIONS LAB**

Introduces the field of technology and engineering, its program alternatives, career opportunities, job placement, industrial practices and expectations, and current problems in technology. Problem-solving skills using a hand calculator and use of a word processor.  
*(2 cr. hrs.) (Fall). Prerequisite: MA 100. Lecture/laboratory. Lab fee.*

### **MT 106. 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.) (Spring). Prerequisite: MA 131; Prerequisite or co-requisite: PH 101.*

### **MT 107. MACHINE TOOLS**

Basic metal-cutting processes with related lab experience. Use of hand tools; selection of feeds and speeds; gauging and precision measurements; and the operation of lathes, milling machines, drill presses, and grinders. Develops a technician's "appreciation of," rather than proficiency in, operation of machine tools.  
*(2 cr. hrs.) (Fall, Spring). Lecture/laboratory. Credit can be awarded to students with previous machine tool experience via challenge exam. Lab fee.*

### **MT 108. NUMERICAL CONTROL PROGRAMMING**

Numerical control machines with related lab experiences. Includes tab and word address programming, contouring and point-to-point systems for programming, operation of numerically controlled machines, and computer assisted programming.  
*(3 cr. hrs.) (Fall, Spring). Prerequisite: MA 131 and MT 107. Lecture/laboratory. Individual and/or group projects are required. Lab fee.*

### **MT 201. MACHINE DESIGN (KINEMATICS)**

Basic principles in analyzing crank mechanisms, cams, and gear trains in terms of displacements, velocity, and accelerations. Design problems and plant tours.  
*(3 cr. hrs.) (Fall). Prerequisite: MT 106 and PH 101. Lecture/laboratory. Lab fee.*

### **MT 202. MACHINE DESIGN (MACHINE ELEMENTS)**

The design, selection, and practical application of machine elements such as fasteners, power screws, keys, couplings, springs, chain and belt drives, and bearings. Practical design problems, industrial catalogs and recent technological developments considered in formulating solutions.  
*(5 cr. hrs.) (Spring). Prerequisite: MT 102, MT 217, MA 132 and PH 101. Lecture/plant tours are included whenever possible.*

**MT 205. 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.) (ASN). Lecture/laboratory. Lab fee.

**MT 207. APT I**

Basic principles of the APT language and its application to N/C Part Programming. Use of APT to write computer-assisted part programs from basic blueprint data. (4 cr. hrs.) (Fall). Prerequisite: MT 108 or instructor consent. Lecture/laboratory. All programs will be machined during lab. Lab fee.

**MT 208. APT II**

Advanced features of APT such as repetitive programming, complex surfaces and multi-axis programming. Programming efficiency stressed. (4 cr. hrs.) (Spring). Prerequisite: MT 207. Lecture/laboratory. Lab fee.

**MT 217. STRENGTH OF MATERIALS**

Analysis of coplanar forces applied to simple structures and the resulting internal stresses, tension, compression, shear, and bearing. Stresses in beams and deflection of beam. (4 cr. hrs.) (Fall). Prerequisite: PH 101 and MT 106. Lecture/laboratory. Lab fee.

**MT 221. MATERIALS**

Introduces the major material classifications such as ferrous and non-ferrous metals, plastics, and ceramics. Composition, processing, and use of these materials. (4 cr. hrs.) (Spring). Prerequisite: PH 101. Lecture/laboratory. Lab fee.

**MU MUSIC**

*Division of Communications and Humanities  
Faculty: James Hudson*

**THEORY**

**MU 111. INTRODUCTION TO THEORY**

Music notation, scales, modes, keys, intervals, simple chord progressions, elementary sight singing, and elementary keyboard accompaniment using primary chords. (3 cr. hrs.) (Fall, Spring). Prerequisite: Elementary Algebra. Appropriate for the student planning elementary education as a career.

**MU 112. INTRODUCTION TO HARMONY**

Part writing, harmonic analysis, modulation, melodic and harmonic dictation. (3 cr. hrs.) (Spring). Prerequisite: MU 111. Upper-level course.

**MU 113. 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.) (Fall). Prerequisite: MU 111 or instructor consent. Lecture/practice. Upper-level course.

**HISTORY/APPRECIATION/  
LITERATURE**

**MU 123. HISTORY AND APPRECIATION OF  
MUSIC I**

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 EN 105. Lecture/listening.

**MU 124. HISTORY AND APPRECIATION OF MUSIC II**

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 EN 105. Lecture/listening.*

**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.*

**MU 161. 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.*

**MU 171. 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.*

**APPLIED MUSIC**

*No more than four credits in any one applied area may be counted toward a degree. Applied areas include any course in the MU 180, MU 190, MU 280, or MU 290 series.*

**CLASS LESSONS**

**MU 182. CLASS VOICE I**

To improve vocal abilities and knowledge about the singing voice. Vocal technique applied through the interpretation of song in class singing and individual solo work.

*(1 cr. hr.) (Fall). Class/laboratory.*

**MU 187. CLASS PIANO I**

Practical knowledge and facility at the keyboard. Approach and content to meet individual need.

*(1 cr. hr.) (Fall, Spring). Class/laboratory.*

**MU 282. CLASS VOICE II**

Extends knowledge and performance developed in MU 182.

*(1 cr. hr.) (Fall). Prerequisite: MU 182. Class/laboratory. Scheduled at same time as MU 182.*

**MU 287. CLASS PIANO II**

Extends knowledge and performance developed in MU 187.

*(1 cr. hr.) (Fall, Spring). Prerequisite: MU 187. Class/laboratory. Scheduled at same time as MU 187.*

**PRIVATE LESSONS**

Prior approval is required to insure that the student, private teacher, and music department are aware of the objectives for the semester. A written performance record to be completed by the private teacher. Instructor fees are in addition to the normal credit hour fees and are the responsibility of the student. May be repeated to a maximum of four credit hours in any applied area.

**MU 192-199.**

**PRIVATE MUSIC LESSONS**

Repertoire, techniques, and sight reading suggested by the College Proficiency Examination Program and the Handbook for Applied Music of the NYS Education Department.

*(1 cr. hr.) (Fall, Spring). Prerequisite: Music department's approval. Meeting time to be arranged with the instructor. Fee for private lessons.*

**MU 192. Voice**

**MU 193. Strings**

**MU 194. Brass**

**MU 195. Woodwinds**

**MU 196. Percussion**

**MU 197. Keyboard**

**MU 198. Early Instruments**

**MU 199. Folk Instruments**

**MU 292. INDIVIDUAL STUDY: VOICE**

Basic vocalises and repertoire to fit individual needs. Includes voice building, correct intonation, breath control, phrasing, and articulation.

*(1 cr. hr.) (Fall, Spring). Prerequisite: Music department's approval. Upper-level course. Meeting time to be arranged.*

## **NU NURSING**

*Division of Nurse Education / Health, Physical Education & Recreation*

*Faculty: Ann Daniels, Kathryn Edwards, Rachel Hofstetter, Barbara Kinsman, Karen Lindsay, Bonnie Page, Marie Powers, Charlene Raymond, Gail Ropelewski-Ryan, Jean Swinnerton, Emily Wisley, Patricia Wolverton.*

### **NU 100. SEMINAR FOR PRE-NURSING STUDENTS**

Overview of nursing and the program at CCC. Principles and skills used in the practice of nursing.

*(1 cr. hr.) (Spring). Recommended, not required, for students not currently in nursing course. Not a free elective for the Nursing program.*

### **NU 105. NURSING I**

Selected components of Maslow's Hierarchy of Human Needs. The normal needs of healthy individuals in the major age groups, the health-illness continuum, and nursing as a helping relationship. Knowledge and skills for the beginning nurse in meeting the needs of individuals.

*(8 cr. hrs.) (Fall). Prerequisites: One year high school algebra and biology or college equivalent, be taking or have taken Integrated Science, placement in EN 105 and MA 100 or higher, successful completion of any remedial work required as a result of CCC assessment tests and the pre-nursing math test, American Heart Association course "C" or Red Cross Certification in CPR, or instructor consent. The student must retain CPR certification throughout the program. Lecture/Small Assembly Sessions / hospital and / or campus laboratories. Labs will be assigned during day and evening 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. Liability insurance, lab fee, and \$30 course fee.*

### **NU 106. NURSING II**

Nursing process for threats to needs for comfort, rest and sleep, physical and psychological safety, love and belonging, and self-esteem. Nursing actions to cope with these threats. Emphasizes common health problems.

*(8 cr. hrs.) (Spring). Prerequisite: NU 105 or equivalent. Be taking or have taken Integrated Science, or have instructor consent. Lecture / Small Assembly Sessions / hospital and / or campus laboratories. Labs will be assigned during day and evening 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. Liability insurance, lab fee, and \$30 course fee.*

### **NU 113. SEMINAR FOR ENTRY INTO CCC NURSING**

Concepts presented in the nursing program, including growth and development, communication skills, the nursing process, the maternity cycle, and the newborn.

*(1 cr. hr.) (January, August). Essential for those students who are entering Nursing II or III after passing the appropriate proficiency examinations or for those students who have been readmitted to Nursing II, III, IV. Not considered a free elective for the Nursing program.*

### **NU 120. SUCCESS IN YOUR NURSING COURSES--INDIVIDUAL**

Assists individual students enrolled in NU 105, 106, 215, and 216 to be successful in the nursing program. Remediative, one-on-one interaction.

*(.5 cr. hr.) (Fall, Spring).*

### **NU 121. SEMINAR FOR SUCCESS IN FRESHMEN NURSING COURSES**

Study techniques for the nursing curriculum. Includes presentation of information and group discussion of progress. Individual consultation with the instructor.

*(1 cr. hr.) (Fall, Spring).*

**NU 122. SEMINAR FOR SUCCESS IN SOPHOMORE NURSING COURSES**

Study techniques particular to nursing. Preparation for the NCLEX exam will be discussed. Individual consultation.  
(1 cr. hr.) (Fall, Spring).

**NU 200. 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 health care delivery system.  
(2 cr. hrs.) (Fall, Spring). Prerequisite: NU 106 or equivalent proficiency examination. Must be taken concurrently with NU 215 or NU 216.

**NU 215. NURSING III**

Nursing process for threats to physical and psychological safety, oxygenation, and love and belonging to individuals of various age groups. Nursing actions to cope with these threats.  
(9 cr. hrs.) (Fall). Prerequisites: NU 106 and SC 123-124 or instructor consent. Lecture/Small Assembly Sessions/hospital and/or campus laboratories. Labs will be assigned during day and evening hours. During planned mental health experiences, lab times may change. 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, and \$30 course fee.

**NU 216. NURSING IV**

Nursing process used in threats to the need for oxygenation, sexuality, fluid and electrolytes, elimination, mobility, higher needs, and self-actualization to individuals of various age groups. Nursing actions to cope with these threats. Concepts of client care management and the role of a first-level practitioner of nursing. Includes 8 hours of workshops/seminars and a one-day public health experience scheduled in addition to normal class hours.  
(10 cr. hrs.) (Spring). Prerequisites: NU 215. Lecture/Small Assembly Sessions/hospital and/or campus laboratories. Labs will be assigned during day and evening hours. The last two weeks of the semester will include 48 hours of clinical that

may be days/evenings/weekends. During planned mental health experiences, lab times may change. Satisfactory and safe performance in the lab is required to pass the course. Liability insurance, lab fee, and \$60 testing and course fees.

**NU 240. INDEPENDENT STUDY**

Specially-supervised course of study to be arranged with instructor on an individual basis.  
(Credit as arranged) (ASN). Not considered a free elective for the Nursing program.

**NU 241. NURSING CARE FOR THE CHILD WHO IS UNPREPARED FOR SURGERY**

Explores the needs of the child and parent when the child is unprepared for surgery. Focuses on nursing care of a child having a tonsillectomy and adenoidectomy.  
(1 cr. hr.) (ASN). Independent study. Not considered a free elective for the Nursing program.

**NU 243. NURSING OF CLIENTS WITH PREGNANCY INDUCED HYPERTENSION**

Uses the nursing process to assist a client and the family when a major complication threatens a pregnancy.  
(1 cr. hr.) (ASN). Prerequisite: NU 106 or equivalent. Independent study. Not considered a free elective for the Nursing program.

**NU 245. THERAPEUTIC COMMUNICATION IN NURSING**

Concepts of therapeutic communication and the selective implementation of them in the clinical setting.  
(1 cr. hr.) (ASN). Independent study. Not considered a free elective for the Nursing program.

**NU 246. NUTRITION: ITS ROLE IN HEALTH**

Selected aspects of normal nutrition, relationships of nutrients to body structure and function and promoting normal nutrition.  
(1 cr. hr.) (ASN). Prerequisite: NU 105 or equivalent. Independent study. Not considered a free elective for the Nursing program.

**NU 248. NUTRITION: ITS THERAPEUTIC ROLE  
IN PROMOTING HEALTH**

Major health issues as they relate to therapeutic nutrition. Nutrition and diet therapy addressed. (1 cr. hr.) (ASN). Prerequisite: NU 105 or equivalent. Independent study. Not considered a free elective for the Nursing program.

**NU 249. FLUID AND ELECTROLYTES**

Regulation of fluids and electrolytes and how they function within the body; imbalances caused by illness. (1 cr. hr.) (ASN). Prerequisite: Instructor consent. Independent study. Not considered a free elective for the Nursing program.

**NU 254. PHARMACOLOGY AND NURSING  
MANAGEMENT**

Characteristics of medications, therapeutic use, adverse reactions and special considerations. Nursing implications and ethical issues. (3 cr. hrs.) (ASN). Prerequisite: NU 106 or license as a practical or registered nurse. Not considered a free elective for the Nursing program.

**NU 261. INTRODUCTION TO CRITICAL CARE  
NURSING**

For students and nurses with recent experience who have had no previous ICU experience. Introduction to cardiac arrhythmias, IV medications, acid-base disorders and ventilators. (1 cr. hr.) (ASN) Prerequisite: Successful completion of NU 215. Not considered a free elective for the Nursing program.

**NU 262. INTRODUCTION TO CRITICAL CARE  
NURSING**

For students and nurses with recent nursing experience but no previous ICU experience. Cardiac arrhythmias, IV medications, acid-base disorders, and ventilators. Clinical laboratory will be in a critical care unit. (3 cr. hrs.) (ASN). Prerequisite: NU 215 or instructor consent. Lecture/clinical laboratory. Not considered a free elective for the Nursing program. Lab fee.

**OA OFFICE  
ADMINISTRATION**

*Division of Business Administration  
Faculty: Ellen Jenks, Nancy Latour, Rosemary  
Piecuch, Frances Wells*

Also see Word Processing (WP) courses.

**OA 141. GREGG SHORTHAND I**

Gregg Shorthand and the ability to read and write contextual shorthand materials. (3 cr. hrs.) (Spring). Instruction/skill building. Four hours per week.

**OA 142. GREGG SHORTHAND II**

Increases shorthand writing speed and begins pre-transcription training. (2 cr. hrs.) (Fall, Spring). Prerequisite: OA 141 or consent of instructor. Instruction/skill building.

**OA 179. OFFICE PRACTICE**

Administrative support role of today's secretary. Reprographics; time and information management; meetings, conference and travel arrangements; distribution, communications, financial and legal functions; personal/professional development. (3 cr. hrs.) (Fall, Spring). Prerequisite: WP 152 or WP 173.

**OA 180. SECRETARIAL SEMINAR**

On-the-job training in business or industry. Grading based on employer's evaluations and completion of a paper. (2 cr. hrs.) (Spring). Prerequisite: OA 179. Ninety contact hours of work-learning experience.

**OA 251. GREGG SHORTHAND III**

Theory and continued development of speed in reading and writing shorthand. Speed and accuracy in transcribing materials with emphasis on producing mailable transcripts and speed development. (4 cr. hrs.) (Fall, Spring). Prerequisite: OA 142 or instructor consent. Instruction/skill building. Six hours per week.

**OA 252. GREGG SHORTHAND IV**

Review, strengthening, and development of skills to take shorthand at a minimum speed of 100 words per minute for three minutes. Development of speed and accuracy in transcribing business materials, office-style dictation and quality production of transcripts.

(4 cr. hrs.) (Spring). Prerequisite: OA 251 or instructor consent. Instruction / skill building. Six hours per week.

**OA 277. MEDICAL TRANSCRIPTION**

Medical terminology and production of medical history, pathology, and autopsy reports using dictation tapes and transcribing machines.

(2 cr. hrs.) (ASN). Prerequisite: WP 173 or higher.

**OR ORIENTATION**

*Division of Social Sciences*

**OR 92. STUDENT SUCCESS**

Examination of personal and work values. Goal-setting, study and time management, critical thinking, communication, creativity, relationship building, organization, community resources. College policies, procedures, resources, and services. Frequent tests, quizzes, and exercises relate information to school and work situations. (2 eq. cr. hrs.) (Fall, Spring). Required of students with two or more areas of assessed academic need.

**PA PARALEGAL**

*Division of Social Sciences*

*Faculty: Dale Clark, Diane Stanley*

Courses are designed for training paralegals in law or law-related areas and meet Paralegal program requirements. They can be used as free electives but *not as Social Sciences*. Courses offered day or evening; consult advisor or master schedule.

**PA 100. BASIC LEGAL PRINCIPLES AND RESEARCH**

History and the principles of the American legal system. The courts and their judicial functions and administrative agencies and their quasi-judicial functions, civil, criminal and administra-

tive procedures. Techniques in researching, analyzing and preparing memoranda on legal problems.

(4 cr. hrs.) (ASN). Credit may not be received for this course if PA 101 and PA 103 are taken.

**PA 101. INTRODUCTION TO LEGAL TECHNOLOGY**

Training and purpose of paralegal's role. Methods and processes of legal decision-making, various fields of law, and ethical and professional standards.

(3 cr. hrs.) (Fall).

**PA 103. LEGAL RESEARCH AND WRITING**

Techniques for use of the law library, legal research, and legal writing. Reading and analyzing case law, statutory law, constitutional law, administrative law, developing research skills, and drafting memoranda, letters and other legal communications.

(4 cr. hrs.) (Fall). Prerequisite: PA 101 or consent of instructor.

**PA 201. COMMERCIAL LAW**

Laws regulating business transactions and relationships. Contracts, the Uniform Commercial Code, bankruptcy, agency, types of business organizations and their legal structure and operations, and tort liability as applied to business contexts. For paralegal in a legal office.

(3 cr. hrs.) (Spring). Prerequisite: PA 101 or consent of instructor. Credit may not be received for this course and GB 231 and GB 232. Lecture / form drafting.

**PA 204. CIVIL LITIGATION**

Fundamentals of civil litigation and procedures for resolving private controversies. Pre-trial, trial, and post-trial stages of litigation including rules of procedure, case preparation, discovery, and drafting pleadings, motions and other documents.

(3 cr. hrs.) (Spring). Prerequisite: PA 101 or consent of instructor.

**PA 205. FAMILY LAW**

Marriage, divorce, separation agreements, annulments, adoption and custody proceedings, court procedures, and other related matters. (3 cr. hrs.) (Spring). Prerequisite: PA 101 or consent of instructor. Lecture/form drafting.

**PA 207. PROBATE, ESTATES, AND TRUSTS**

Requirements for a valid will and probating estates. Procedures for estate administration without a will, estate settlement and discharge of fiduciary, taxation and trusts. (3 cr. hrs.) (Spring). Prerequisite: PA 101 or consent of instructor. Lecture/form drafting.

**PA 209. REAL PROPERTY LAW**

Preparing leases, mortgages, purchase agreements, sales agreements and other documents; understanding title search, closing procedures, easements, deeds, foreclosures, summary process actions, zoning ordinances, related finances; and other aspects of real estate. (3 cr. hrs.) (Fall). Prerequisite: PA 101 or instructor consent. Credit may not be received for this course and GB 242.

**PA 220. PARALEGAL PRACTICUM I**

Practice in a supervised work setting to use skills and knowledge acquired in law-related and other courses. Weekly on-campus seminar used for discussion of the practicum experiences and for assessment of learning. (3 cr. hrs.) (Spring). Prerequisite: Grade of "C+" or better in PA 101, 103, 205, 209, and consent of instructor. Supervised work-learning experience/weekly on-campus seminar. Credit may not be received for this course and PA 221.

**PA 221. PARALEGAL PRACTICUM II**

Additional practice in a supervised work setting to sharpen legal skills and use knowledge acquired in other courses. A weekly seminar on campus for discussion of the practicum experiences and for assessment of learning. (6 cr. hrs.) (Spring). Prerequisite: Grade of C+ or better in PA 101, 103, 205, 209, and consent of instructor. Supervised work-learning experience/weekly on-campus seminar. Credit may not be received for this course and PA 220.

**PD HPER DEVELOPMENT**

*Division of Nurse Education/Health, Physical Education & Recreation*

*Faculty: James Bowes, Neil Bulkley, Elaine Corwin, Mary Gail Lee, John Polo, Vicie Washington*

**PD 101. INTRODUCTION TO HEALTH, PHYSICAL EDUCATION, AND RECREATION: THE PROFESSION**

Professional aspects of physical education. Philosophy, related career possibilities, history, qualifications for work in the field, educational requirements, sociological perspectives. (3 cr. hrs.) (Fall).

**PD 105. SPORTS AND THE LAW**

Legal issues surrounding negligence, discrimination, liability, equipment and facilities, activity guidelines, risks. (1 cr. hr.) (Spring).

**PD 107. SPORTS DEVELOPMENT IN THE U.S: 1800 TO THE PRESENT**

Growth and development of amateur, professional, and recreational sport. Significant events that describe and explain the changes from pastimes and games to complex institutionalized sport. (1 cr. hr.) (Spring).

**PD 110. INTRODUCTION TO RECREATION AND LEISURE**

Recreation and leisure from historical and contemporary perspectives. 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).

**PD 120. FOUNDATIONS OF PERSONAL HEALTH**

Principles and practices involved in the attainment and maintenance of individual personal health. An overview of the significant health problems contemporary society. (3 cr. hrs.) (ASN).

**PD 130. PRINCIPLES OF ATHLETIC TRAINING**  
The prevention, detection, and first aid of athletic injuries. Proper conditioning, supportive devices and techniques (including taping), medical examination, athletic psychology and ethics. (2 cr. hrs.) (ASN). Lecture/lab. Fee \$12.50.

## **PE PHYSICAL EDUCATION**

*Division of Nurse Education/Health, Physical Education & Recreation*

*Faculty: James Bowes, Neil Bulkley, Mary Gail Lee, John Polo, Vicie Washington*

**These courses may be used *only* to fulfill the activities component of the wellness requirement; they may not be used for free elective credit unless specifically noted in the course description. See Recreation (RE) courses also. The Wellness requirement for each degree program and ways to fulfill it can be found on page 155.**

### ***Intercollegiate Sports***

The courses listed below involve highly competitive participation in the sport and require skills beyond the basic level. Competition involves games/matches with area colleges and conference, regional, and tournament play.

#### **PE 003-013-023-033. WRESTLING (Men)**

Participation in 10-15 hours of instruction each week from the middle of October through the middle of March.

*(1/2 cr. hr. ea.) (PE 003 first fall season; PE 023 second fall season; PE 013 first spring season; PE 033 second spring season. Prerequisite: Wrestling skills; PE 003 is a prerequisite for PE 023; PE 013 for 033. Team participation.*

#### **PE 004-024-034-044. BASKETBALL (Men)**

Individual skills are refined, perfected and integrated into concepts of team play. The basketball season runs October through March.

*(1/2 cr. hr. ea.) (PE 004 first fall season, PE 034 second fall season; PE 024 first spring season, PE 044 second spring season.) Prerequisite: Basketball skills beyond the basic level; PE 004 is a prerequisite for PE 034; PE 024 is a prerequisite for PE 044. Team participation.*

#### **PE 008-028. VOLLEYBALL (Women)**

Individual skills are refined, perfected and integrated into concepts of team play. The volleyball season runs September through November.

*(1 cr. hr. ea.) (PE 008 first fall season; PE 028 second fall season.) Prerequisite: Volleyball skills beyond the basic level; PE 008 is a prerequisite for PE 028. Team participation.*

#### **PE 011-031. SOFTBALL (Women)**

Individual skills are refined, perfected, and integrated into concepts of team play. The softball season runs March through May.

*(1 cr. hr. ea.) (PE 011 first spring season; PE 031 second spring semester). Prerequisite: Softball skills; PE 011 is a prerequisite for PE 031. Team participation.*

#### **PE 012-032. BASEBALL I & II (Men)**

Individual skills are refined, perfected and integrated into concepts of team play. Season runs from March 1 through May 12.

*(1 cr. hr. ea.) (PE 012 first spring season; PE 032 second spring season). Prerequisite: Baseball skills; PE 012 is a prerequisite for PE 032. Team participation.*

#### **PE 015-035-045-055. BASKETBALL (Women)**

Individual skills are refined, perfected, and integrated into concepts of team play. The basketball season runs October through March.

*(1/2 cr. hr. ea.) (PE 015 first fall season, PE 045 second fall season; PE 035 first spring season, PE 055 second spring season). Prerequisite: Basketball skills; PE 015 is a prerequisite for PE 045; PE 035 for PE 055. Team participation.*

#### **PE 016-017. SOCCER (Men)**

Individual skills are refined, perfected, and integrated into concepts of team play. The soccer season runs from the beginning of September through the third week in November.

*(1 cr. hr. ea.) (PE 016 first fall season, PE 017 second fall season). Prerequisite: Soccer skills; PE 016 is a prerequisite for PE 017. Team participation.*

**PE 018-019. LACROSSE I & II (Men)**

Individual skills are developed, refined, perfected, and integrated into concepts of team play. (1 cr. hr. ea.) (Spring). Team participation.

**PE 021-041. TENNIS I & II**

Instruction/practice and singles and double match play. The women's season runs August to November, the men's season runs March to May. (1 cr. hr. ea.) (PE 021 first season; PE 041 second season). Prerequisite: High school or college tennis team experience or consent of coach. PE 021 is a prerequisite for PE 041.

**Activity Courses**

**PE 101. ARCHERY I (co-ed)**

Skills, techniques, and safety of target archery. Use of and care of equipment and scoring. Shooting form and correction of individual errors. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 102. BADMINTON (co-ed)**

Fundamentals and skills of badminton. Offensive and defensive strategy, terminology, and knowledge necessary to participate. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 103. BODY WORKS (co-ed)**

Body mechanics and the causes and cures of defects in body alignment. Efficient methods of lifting, carrying, pushing and pulling, and methods of tension relaxation. (1/2 cr. hr.) (ASN). Lecture/activity.

**PE 105. BOWLING I (co-ed)**

Selection of equipment, scoring, the four-step approach, straight ball delivery, and aiming. Basic skills of stance, approach, and follow-through. (1/2 cr. hr.) (Fall). Lecture/activity. Fee \$24. Classes held off campus.

**PE 106. WEIGHT TRAINING FOR WOMEN**

Cardio-vascular fitness and techniques of weight training. Discussion of dietary habits, conditioning programs, and the psychological approach for maintaining fitness. Planning a personal pro-

gram in strength, endurance, and body trimming. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 110. BEGINNING GOLF (co-ed)**

Fundamentals of golf. Equipment, grip, approach, address, swing, putting, golf terms, rules, and etiquette. Play on a regulation course. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 113. SELF DEFENSE (co-ed)**

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. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 117. ADVANCED LIFE-SAVING (co-ed)**

Advanced lifesaving following the Red Cross requirements, exposing the student to experiences in water safety and the safety of others. (1/2 cr. hr.) (Spring) Prerequisite: Able to pass Red Cross swimming test: 500 yard swim using the crawl, side, breast, and back swimming strokes, treading water, swimming underwater. Lecture/activity. Classes held off campus. Red Cross certificate awarded upon successful completion of this course.

**PE 121. RHYTHMIC EXERCISE (co-ed)**

Concept of exercise, fact and fiction. Recognizing exercise needs, setting and pursuing goals. Specific attention is given to enhancing overall flexibility. Students are taught to develop their own exercise routines. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 123. BEGINNING RACQUETBALL (co-ed)**

History, court, rules, strategy, terms, scoring system, etiquette, exercises, equipment, skills, singles play and doubles play. (1/2 cr. hr.) (Fall, Spring). Lecture/activity. Fee \$15. Classes held off campus (YMCA).

**PE 124. BEGINNING TENNIS (co-ed)**

The four basic strokes: serve, backhand drive, forehand drive, and volley; singles and doubles rules and basic strategy. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

- PE 127. AEROBICS (co-ed)**  
Medium to high-level aerobics. Increasingly intense exercise routines which will result in a healthier cardio-vascular-pulmonary system. (1/2 cr. hr.) (Fall, Spring). *Lecture/activity.*
- PE 128. VOLLEYBALL FOR WOMEN**  
Beginning course that includes safety, rules, scoring, court and court positions, strategy and serving, the pass, spiking, and setting skills. (1/2 cr. hr.) (Fall, Spring). *Lecture/activity.*
- PE 131. LOW IMPACT AEROBICS (co-ed)**  
An aerobics program for those who have restrictive conditions (i.e., joint problems, back problems, obesity, etc.). (1/2 cr. hr.) (Fall, Spring). *Lecture/activity.*
- PE 133. VOLLEYBALL (co-ed)**  
Knowledge, strategies and team concepts for co-ed play. A variety of formats, playing styles, and scoring systems introduced. (1/2 cr. hr.) (Fall, Spring). *Lecture/activity.*
- PE 134. ADVANCED BEGINNING TENNIS (co-ed)**  
Analysis of beginning tennis skills and knowledge and further development through singles and doubles match play. (1/2 cr. hr.) (Fall, Spring). *Prerequisite: PE 124 or consent of instructor. Lecture/activity.*
- PE 135. LIFEGUARD TRAINING (co-ed)**  
Develop knowledge and skills to manage aquatic emergencies. Satisfies NYS requirement to become lifeguard. (1 cr. hr.) (Spring). *Prerequisite: Current Advanced Lifesaving Certificate, CPR and Standard First Aid certification; swimming skills. Lecture/activity.*
- PE 141. BASIC STEP AEROBICS (co-ed)**  
Low fitness level for the student who wishes to begin an aerobic program utilizing the heart, lungs and muscles. Individualized adjustments in step height and use of arms make this program suitable for any student. (1 cr. hr.) (ASN). *Completed College health form without activity restrictions must be on file with campus nurse. Lecture/activity.*
- PE 142. HEALTHY BACKS**  
Awareness of lifestyle issues related to preventative back care. Students learn and perform specific exercises designed to exhibit good body mechanics. Additional material on nutrition and body weight, stress and muscular tension, disease and injury addresses related concerns. (1/2 cr. hr.) (ASN). *Lecture/activity.*
- PE 150. WATER SAFETY INSTRUCTOR (co-ed)**  
Preparation for qualification as instructors in Red Cross Water Safety. Emphasis is on swimming strokes, life saving skills, and teaching techniques. (1 cr. hr.) (Spring). *Prerequisite: Life Guard Training certificate or New Material Emergency Water Safety certificate; 17 years of age. Lecture/activity. Classes held off campus; 45 contact hours.*
- PE 152. BEGINNING KARATE (co-ed)**  
Basic skills in Karate including punch, kick and blocks. Basic history and philosophy behind the martial arts. (1/2 cr. hr.) (Fall, Spring). *Lecture/activity.*
- PE 201. ARCHERY II (co-ed)**  
Improvement of shooting through the analysis of errors of form. Includes clout, roving, and field techniques. (1/2 cr. hr.) (Fall, Spring). *Prerequisite: PE 101 or instructor consent. Lecture/activity.*
- PE 205. BOWLING II (co-ed)**  
Emphasizes analysis of errors in form. Hook, curve and additional aiming techniques. (1/2 cr. hr.) (Fall, Spring). *Prerequisite: PE 105 or consent of instructor. Lecture/activity. Fee \$24; classes held off campus.*
- PE 206. WEIGHT CONDITIONING FOR MEN**  
Techniques to improve physical and cardio-vascular fitness. Weight training and a personal program in strength, endurance, and body trimming. (1/2 cr. hr.) (Fall, Spring). *Lecture/activity.*

**PE 214. JOGGING (co-ed)**

Techniques to develop and maintain cardio-vascular and physical fitness. Effects of exercise and maintenance of health through physical activity. Individualized jogging and exercise programs. (1 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 223. RACQUETBALL II (co-ed)**

Special emphasis placed upon the strategy of racquetball. Level II skills; game planning, opponent analysis, and shot sequences. (1/2 cr. hr.) (Fall, Spring). Prerequisite: PE 123 or consent of instructor. Lecture/activity. Fee \$15; classes held off campus (YMCA).

**PE 224. INTERMEDIATE TENNIS (co-ed)**

The four intermediate strokes (overhead, drop, lob, and half volley) and singles and doubles strategy. Singles and doubles match play. (1/2 cr. hr.) (Fall, Spring). Prerequisite: PE 134 or consent of instructor. Lecture/activity.

**PE 228. VOLLEYBALL FOR MEN**

History, court, and equipment, safety considerations, rules, scoring, court positions, strategy, serve, pass, dig, spike, and the block. (1/2 cr. hr.) (Fall, Spring). Lecture/activity.

**PE 234. ADVANCED TENNIS (co-ed)**

Advanced skills, strategy, game planning, and analysis of play. (1/2 cr. hr.) (Fall, Spring). Prerequisite: PE 224 or consent of instructor. Lecture/activity..

## **PH PHYSICS**

*Division of Mathematics/Physics/Technology  
Faculty: Larry Josbeno, Peggie Weeks*

**PH 101. ELEMENTARY PHYSICS**

Solid and fluid mechanics, heat and heat transfer, the application of physical principles to solve technical problems. (4 cr. hrs.) (Fall, Spring). Prerequisite: MA 131. Lecture/laboratory. Not open to mathematics or science majors for science credit. Primarily designed for students in the Mechanical, Electrical, Industrial, and Chemical Technology programs; it may be elected by anyone. Lab fee.

**PH 102. ELEMENTARY PHYSICS**

Heat and energy conversion, electricity and magnetism, and waves and oscillatory systems. (4 cr. hrs.) (ASN). Prerequisite: MA 100 or higher. Lecture/laboratory. Not open to math and science majors for science credit. Lab fee.

**PH 103. 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: MA 141 or equivalent; MA 141 may also be taken with PH 103. Lecture/laboratory. 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 PH 112, PH 213, and PH 214 sequence after one semester. Lab fee.

**PH 104. PRINCIPLES OF PHYSICS II**

Continuation of PH 103; electricity, magnetism, optics, and modern physics. (4 cr. hrs.) (Spring). Prerequisite: PH 103. Lecture/laboratory. Lab fee.

**PH 112. PHYSICS I**

Mechanics, including vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational motion, and gravitation and fluid mechanics. (4 cr. hrs.) (Spring). Prerequisite: MA 161 and concurrently taking MA 162 or instructor consent. Lecture/laboratory. The three-semester, calculus-based sequence, PH 112, PH 213, and PH 214, is intended for students majoring in engineering or the physical sciences. Lab fee.

**PH 213. PHYSICS II**

Harmonic motion, heat transfer and thermodynamics, electrostatic fields, and D.C. circuits. (4 cr. hrs.) (Fall). Prerequisite: PH 112 and concurrently taking MA 261. Lecture/laboratory. Lab fee.

**PH 214. 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: PH 213 and concurrently taking MA 262. Lecture / laboratory. Lab fee.

**PL PHILOSOPHY**

*Division of Communications and Humanities  
Faculty: Henry Bennett*

**PL 100. VALUES AND CONTEMPORARY SOCIETY**

Deals with "real" and "living" issues in which confrontation of values occurs. Focuses on value conflicts evident in contemporary American life. Student will develop and discuss his/her views with an objective and reasonable attitude.  
(1 cr. hr.) (ASN). Free elective.

**PL 101. 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).

**PL 105. INTRODUCTION TO LOGIC**

Fundamental tools for rational inquiry. Basic principles of formal and informal logic with emphasis on detection of errors and development of valid argumentation to applied reasoning.  
(3 cr. hrs.) (Fall, Spring).

**PL 110. CRITICAL THINKING**

Develops techniques and structures the ability to effectively understand and appraise written and oral arguments.  
(3 cr. hrs.) (Fall, Spring). Prerequisite: Be taking or have taken EN 105.

**PL 123. PHILOSOPHY OF LIFE**

Cognitive procedures used in dealing with problems in everyday life. Practical course concerned with the implications of what we do and say.  
(3 cr. hrs.) (Fall, Spring).

**PL 201. 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.) (Fall, Spring). Prerequisite: EN 105, or any previous philosophy course, or instructor consent. Upper-level course.

**PL 231. 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, Spring). Prerequisite: EN 105, or any previous philosophy course, or instructor consent. Upper-level course.

**PL 250. 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 EN 105 or consent of instructor; previous philosophy course recommended. Free elective only.

## **PS PSYCHOLOGY**

*Division of Social Sciences*

*Faculty: Darlene Charles, Joseph Hanak,  
Harold Hunziker*

### **PS 101. GENERAL PSYCHOLOGY I**

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). Co-requisite: Placement in EN 105 or parallel enrollment in SS 97 with the same psychology instructor. Lectures, demonstrations, discussion, and field assignments.*

### **PS 201. 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 socio-cultural systems.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: PS 101. Upper-level course.*

### **PS 207. CHILD PSYCHOLOGY**

Basic psychological processes such as motivation, perception, intelligence, learning, and social relationship of the child. Includes a report based on observations of children. Recent developments in research and theory.

*(3 cr. hrs.) (Fall, Spring). Prerequisite: PS 101. Lectures/observations in child behavior. Upper-level course.*

### **PS 208. 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). Prerequisites: PS 101. Upper-level course.*

### **PS 211. ADULTHOOD AND AGING**

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.) (Fall, Spring). Prerequisite: PS 101 or instructor consent. Upper-level course.*

### **PS 221. 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 nursing, criminal justice, human services, and counseling psychology.

*(3 cr. hrs.) (ASN). Prerequisite: PS 101. Lecture/behavior exercises. Upper-level course.*

### **PS 240. INDEPENDENT STUDY**

Specially-supervised study to be arranged with an instructor on an individual basis.

*(Credit as arranged) (ASN).*

## RE RECREATION

*Division of Nurse Education / Health, Physical Education & Recreation*

*Faculty: James Bowes, Neil Bulkley, Mary Gail Lee, John Polo*

Unless otherwise indicated, these courses may be used to meet the activities component of the wellness requirement or as free electives. The wellness requirement and ways to fulfill it can be found on page 155.

### RE 112. MODERN DANCE I (co-ed)

Development of basic dance skills for the beginning student and appropriate for the advanced student interested in theory.

*(1/2 cr. hr.) (Fall). Lecture / activity. Also acceptable for humanities credit.*

### RE 113. FOLK DANCE

Individual, partner and group ethnic dance. Familiar and new folk dances from various countries. Cultural differences as they relate to dancers' roles and movements.

*(1/2 cr. hr.) (ASN). Lecture / activity. Also acceptable for humanities credit.*

### RE 173. WALKING (co-ed)

Improving aerobic fitness and overall wellness through participation in an individualized walking program. Techniques, safety, motivation, stress reduction, and nutrition

*(1/2 cr. hr.) (Fall, Spring). Lecture / activity.*

### RE 180. CANOEING (co-ed)

Basic knowledge in purchasing equipment, paddling, planning, and canoeing survival.

*(1 cr. hr.) (Spring). Lecture / weekend canoe trip. Fee \$10.*

### RE 185. BACKPACKING (co-ed)

Backpacking equipment, trip planning, technique, map reading, orienteering, and preservation of the back country.

*(1 cr. hr.) (Fall, Spring). Lecture / weekend backpacking trip. Fee \$20.*

### RE 187. CROSS-COUNTRY SKIING (co-ed)

Introduction to cross-country skiing. Types, purchase and maintenance of equipment. Waxing, weather conditions, techniques, and preparing for a day's tour. A variety of tours.

*(1 cr. hr.) (ASN). Lecture / tours. Fee \$10.*

### RE 212. MODERN DANCE II (co-ed)

History of modern dance. Required technique will increase awareness of the many possibilities of using space and time.

*(.5 cr. hr.) (Spring). Prerequisite: PE 119 or instructor consent. Lecture / activity. Also acceptable for humanities credit.*

### RE 285. BACKPACKING II (co-ed)

Equipment, trip planning, techniques, environmental preservation skills, nature study, wild edibles, firebuilding, first-aid, survival, climatology, use of map and compass, and special considerations for winter backpacking.

*(2 cr. hrs.) (Spring). Prerequisite: RE 185 or instructor consent. Lecture / six-day backpacking trip. Fee \$20.*

## RS READING SKILLS

*Division of Communications and Humanities*

*Faculty: Andrea Rubin, John Orser*

### RS 80. READING FOR MEANING

Preparatory, self-paced reading improvement module to teach basic comprehension skills. Using a computer-based program, practice of reading skills that have been shown to be effective with factual reading materials.

*(1 eq. cr. hr.) (Fall, Spring). Prerequisite: Placement by assessment. Grading: A, B, C, F. This course does not satisfy program or degree requirements.*

**RS 85. INTRODUCTION TO COLLEGE READING**

Sharpens reading skills to meet demands of college-level work. Improving reading comprehension and vocabulary-building with special attention to strategies for understanding textbooks in the content areas.

*(3 eq. cr. hrs.) (Fall, Spring). Prerequisite: Placement by assessment or a passing grade in RS 80. Grading is A, B, C, F. This course does not satisfy program or degree requirements.*

**RU RUSSIAN**

*Division of Communications and Humanities  
Faculty: Michael Beykirch*

**RU 101. ELEMENTARY CONVERSATIONAL RUSSIAN**

Everyday Russian vocabulary and expressions. Listening, comprehension, speaking ability, and extensive practice in reading and writing the Cyrillic alphabet.

*(4 cr. hrs.) (ASN). Lecture/recitation/laboratory.*

**RU 102. ELEMENTARY RUSSIAN CONVERSATION AND STRUCTURE**

Additional practice in conversation, development of reading and writing skills, and a systematic study of Russian grammar.

*(4 cr. hrs.) (ASN). Prerequisite: RU 101 or equivalent. Lecture/recitation/lab.*

**SC SCIENCE GENERAL**

*Division of Biology/Chemistry*

*Faculty: Jack Anderson, Marvin Bunch, Robert Kephart, Thomas McGrath, Ruth Wenner*

Other science courses are listed by subject area; see the Course Categories Chart.

**SC 101. PHYSICAL SCIENCE**

A survey of physical science pertaining to physics and chemistry. Includes mechanics, electricity and magnetism, atomic theory and structure, chemical bonds, and chemical reactions.

*(3 cr. hrs.) (ASN). Lecture/laboratory. Not open to Math/Science majors. Particularly well suited for students who must meet a maximum requirement of three credit hours of laboratory science. Lab fee.*

**SC 112. 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. Students with AS 101 are accepted first. Enrollment is limited.*

**SC 123-124. INTEGRATED SCIENCE FOR ALLIED HEALTH**

Essentials of chemistry, anatomy, physiology and microbiology for students in the allied health fields. Includes basic concepts from inorganic, organic, and biochemistry.

*(5 cr. hrs. ea.) (123-Fall; 124-Spring). Prerequisite: SC 123 or instructor consent is a prerequisite for SC 124. Lecture/laboratory/recitation. Not for science majors. Lab fee.*

**SC 125- FORENSIC SCIENCE I-II**

- 126.** Techniques, capabilities, and limitations of the physical and biological sciences in criminal investigations. Measurement, chemistry, illegal and controlled substances, statistics, nuclear radiation, combustion, fire and arson, human anatomy and physiology, hair, fingerprints, genetics, serology, toxicology.

*(4 cr. hrs. ea.) (ASN). Prerequisite: Two years of high school math or MA 100 concurrently. SC 125 must be taken before SC 126. Lecture/laboratory. Designed primarily for Criminal Justice and Paralegal students. Lab fee.*

**SC 127. BAHAMIAN ENVIRONMENTS**

The biology and geology of San Salvador Island, Bahamas. Daily field trips on the island. Identification of the physical and biotic features of the subtropical island and its associated coral reefs. *(3 cr. hrs.) (ASN). Prerequisite: A college level course in biology and/or geology and consent of instructor. Swimming ability is essential. Lectures/field work. Offered during mini-semester. Travel expenses; binoculars, mask, snorkel, and fins are required for all students.*

**SC 240. INDEPENDENT STUDY**

A specially-supervised study to be arranged with an instructor on an individual basis. *(1-3 cr. hrs.)*

**SECRETARIAL SCIENCE**

These courses are listed under Office Administration (OA) and Word Processing (WP).

**SOCIAL SCIENCES**

These courses are listed by subject area; see Course Categories Chart.

**SH SPEECH**

*Division of Communications and Humanities  
Faculty: Edward Gaffney, Richard Leffel, John Orser, Clare Reidy*

**SH 91. EFFECTIVE ORAL COMMUNICATION**

Techniques for dealing with problems in speech relating to enunciation, pronunciation, grammatical construction and apprehension. Effective communication development of a program of self-help.

*(1 eq. cr. hr.) (ASN). Lecture/presentations. Does not satisfy program or degree requirements.*

**SH 101. COMMUNICATION ARTS**

Theory and practice in effective techniques to communicate successfully with others. Enunciation, pronunciation, grammatical construction, diction, anxiety, organization, listening, and credibility. Audio- and videotaping give immediate and specific feedback.

*(3 cr. hrs.) (Fall, Spring). Lecture/presentations.*

**SH 106. 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. Videotaping provides immediate and specific feedback.

*(3 cr. hrs.) (Fall, Spring). Lecture/presentations.*

**SH 108. 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. Videotaping provides immediate and specific feedback.

*(3 cr. hrs.) (Fall, Spring). Lecture/presentations. Formerly SH 121.*

**SH 111. VOICE AND DICTION**

Speech mechanism and its use. Individual voice improvement through vocal exercises and voice recording. Additional study of phonetics, articulation disorders, cultural and regional pronunciation differences.

(3 cr. hrs.) (ASN). Lecture/presentations. A free elective only.

**SH 200. INTRODUCTION TO RADIO AND TV BROADCASTING**

The history, and the social and cultural influences of radio and TV. Writing and evaluating broadcast materials, planning, producing, and criticizing programs using both media.

(3 cr. hrs.) (Fall). Lecture/presentations. Upper-level course.

**SH 213. ORAL INTERPRETATION**

Analysis of various shades of meaning through oral presentations. Rehearsal and performance of works of literature individually and as part of a cast.

(3 cr. hrs.) (ASN). Prerequisite: EN 106. Upper-level course.

**SH 221. INTERPERSONAL COMMUNICATION (GROUP)**

Develops self-awareness and audience awareness by communicating interpersonally in group settings. Exercises reflect a variety of group interpersonal situations: interview, problem solving, task orientation, conflict management, and debate.

(3 cr. hrs.) (Fall, Spring). Prerequisite: SH 106 or 108 or consent of instructor. Lecture/presentations. Upper-level course.

**SO SOCIOLOGY**

*Division of Social Sciences*

*Faculty: Richard Biesanz, William Vincent*

**SO 101. 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).

**SO 200. SOCIAL PROBLEMS**

Contemporary social problems from the perspective of sociology. Analysis of deviant behavior, race relations, crime, poverty, and illness.

(3 cr. hrs.) (Spring). Prerequisite: SO 101 or instructor consent. Upper-level course.

**SO 203. THE FAMILY**

The American family and cross-cultural patterns and problems in a rapidly changing world.

(3 cr. hrs.) (Fall, Spring). Prerequisite: SO 101, PS 101, AN 211, or AN 212. Upper-level course.

**SO 221. MINORITIES IN AMERICAN SOCIETY**

Dominant-minority relations in the United States; development of sociological theory and the trends and policies affecting minorities.

(3 cr. hrs.) (Fall, Spring). Upper-level course.

**SO 231. SOCIOLOGY OF CRIME AND DELINQUENCY**

Examination of crime and juvenile delinquency in the United States. Understanding the nature and extent of delinquency and crime, theories and types of delinquency and criminality, and the basics of social control in society.

(3 cr. hrs.) (Fall, Spring). Prerequisite: SO 101. Upper-level course.

**SO 240. INDEPENDENT STUDY**

A specially-supervised study to be arranged with an instructor on an individual basis.

(Credit as arranged) (ASN).

## **SP SPANISH**

*Division of Communications and Humanities  
Faculty: Michael Beykirch, Robert McEnroe*

### **SP 101. ELEMENTARY CONVERSATIONAL SPANISH**

Spanish vocabulary and expressions. Listening comprehension, speaking ability, reading and writing.

*(4 cr. hrs.) (Fall). Lecture/recitation/laboratory.*

### **SP 102. ELEMENTARY SPANISH CONVERSATION AND STRUCTURE**

Additional practice in conversation, the development of reading and writing skills, and a systematic study of Spanish grammar.

*(4 cr. hrs.) (Spring). Prerequisite: SP 101 or equivalent. Lecture/recitation/laboratory.*

### **SP 201. 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: SP 102 or equivalent. Lecture/recitation/lab. Upper-level course.*

### **SP 205. 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: SP 201 or equivalent, or instructor consent. Lecture/recitation/laboratory. Upper-level course. Essential for Spanish majors who plan to take upper-level language and literature studies.*

### **SP 206. CULTURAL PATTERNS IN SELECTED READINGS**

Readings reflecting cultural patterns of Spanish-speaking societies. Short stories, essays, expository writings, and current newspaper or magazine articles increase awareness of and sensitivity toward the life styles of the Spanish. Research

projects and composition exercises.

*(2 cr. hrs.) (ASN). Prerequisite: SP 205. Lecture/research projects. Upper-level course. High school advanced placement program only.*

### **SP 231. BRIEF INTRODUCTION TO 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). Prerequisite: SP 201 or equivalent, or instructor consent. Upper-level course. Also fulfills 200-level English requirement.*

### **SUMMER ABROAD**

*Students can participate in a summer program in Spain in Intermediate and Advanced Spanish. Early application for this program is essential.*

## **SS SUCCESS SKILLS**

*Division of Social Science*

### **SS 97. SUCCESS SKILLS FOR THE SOCIAL SCIENCES**

Note taking, reading, and test taking skills necessary to succeed in General Psychology (PS 101). *(1 eq. cr. hr.) (Fall, Spring). Students enrolled in PS 101 and EN 95 must take this course.*

## **TH THEATRE**

*Division of Communications and Humanities  
Faculty: Henry Moonschein, Clare Reidy, Bruce Sonner*

### **TH 101. INTRODUCTION TO THEATRE**

Elements of dramatic art for understanding and critical enjoyment. Field trips to other college productions, New York City, and Stratford, Ontario, Canada. Participation in College productions is a required lab experience.

*(3 cr. hrs.) (Fall).*

**TH 102. INTRODUCTION TO ACTING**

Theory and techniques of acting. Theatre games, improvisation, pantomime, freeing the imagination, developing concentration, voice production, body movement, scene and character study.  
*(3 cr. hrs.) (Spring). Discussion/rehearsal/performance.*

**TH 110- REHEARSAL, PERFORMANCE, AND  
111. PRODUCTION**

Practical application of acting and production techniques, i.e., acting, stage managing, backstage operation, set construction, house management, costumes, and make-up. Minimum of 45 supervised hours of rehearsal and performance under faculty guidance.  
*(1 cr. hr. ea.) (Fall, Spring). Prerequisite: Consent of instructor. Rehearsal/performance.*

**TH 208. THEATRE FOR ENTERTAINMENT:  
UNDERSTANDING AND ENJOYING LIVE  
THEATRE**

Viewing, discussing and analyzing eight plays, as various live theatre schedules allow. A course in experience, content, appreciation, and knowledge.  
*(3 cr. hrs.) (ASN). Prerequisite: EN 106 or consent of instructor. Upper-level course. Students will be responsible for some travel, lodging and theatre costs.*

**TH 209. THEATRE FOR ENTERTAINMENT:  
UNDERSTANDING AND ENJOYING LIVE  
THEATRE**

Viewing, discussing and analyzing five plays performed by professionals, as various live theatre schedules allow. A course in experience, content, appreciation and knowledge.  
*(2 cr. hrs.) (ASN). Prerequisite: EN 106 or consent of instructor. Upper-level course. Students will be responsible for some travel, lodging and theatre costs.*

**TH 210- REHEARSAL, PERFORMANCE, AND  
211. PRODUCTION**

Practical application of acting and production techniques, i.e., acting, stage managing, backstage operation, set construction, house management, costumes and make-up. A minimum of 90 supervised hours of rehearsal and performance of productions under faculty guidance.  
*(2 cr. hrs. ea.) (Fall, Spring). Prerequisite: Consent of instructor. Rehearsal/performance.*

**TR TRAVEL & TOURISM**

*Division of Business Administration*

**TR 100. THE TRAVEL PRODUCT**

Introduction to the special terminology and current trends of the travel industry.  
*(5 cr. hrs.) (Fall).*

**TR 105. TRAVEL POLICIES & PROCEDURES**

Policies and procedures of the travel agency, the roles in a distribution system, and the relationship between agencies and suppliers.  
*(2 cr. hrs.) (Mini). Prerequisite: TR 100. A six-hour field assignment is included.*

**TR 110. SELLING TRAVEL & TRAVEL AGENCIES**

Skills involved in individual and corporate traveler needs analysis and selling techniques to satisfy those needs. Policies and procedures of travel agencies and how they function.  
*(2 cr. hrs.) (Spring). Prerequisite: TR 100.*

**TR 120. TRAVEL COMPUTER SYSTEM**

Operation of a computerized automated reservation system (VIASINC) which emulates all major airline registration systems.  
*(3 cr. hrs.) (Spring). Prerequisite: TR 100. Lecture/laboratory.*

## **WE WELLNESS**

*Division of Nurse Education/Health, Physical Education and Recreation*

*Faculty: James Bowes, Neil Bulkley, Elaine Corwin, Mary Gail Lee, John Polo, Vicie Washington*

**These courses may be used to fulfill the awareness/instructional component of the wellness requirement or as a free elective. The wellness requirement and ways to fulfill it can be found on page 155.**

### **WE 100. INTRODUCTION TO WELLNESS**

Awareness and participation in a positive, balanced wellness lifestyle. Dimensions of wellness, health-related assessments, and the development of a personal wellness action plan.

*(1 cr. hr.) (Fall, Spring). Fee \$12.50.*

### **WE 101. 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.) (Fall, Spring). Will include some movement. Street clothes acceptable.*

### **WE 105. ISSUES FOR A CROWDED PLANET**

Global environmental problems facing society and how personal choice and responsibility can help address them.

*(1 cr. hr.) (ASN).*

### **WE 106. 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).*

## **WP WORD PROCESSING**

*Division of Business Administration*

*Faculty: Ellen Jenks, Nancy Latour, Rosemary Piecuch, Frances Wells*

### **WP 101. KEYBOARD CONTROL**

Mastery of the electric typewriter with emphasis on touch-typing. Keyboard, speed-building and accuracy.

*(1 cr. hr.) (ASN). Not open to students enrolled in the Secretarial Science, Secretarial Studies, or Word Processing Studies programs. Credit may not be received for this course and WP 106.*

### **WP 106. COMPUTER KEYBOARDING**

Touch typing on computer keyboards.

*(1 cr. hr.) (ASN). Lecture/laboratory. Credit may not be received for this course and WP 101. Not open to Secretarial students.*

### **WP 107. WORD PROCESSING FOR THE NON-MAJOR**

Using microcomputer word processing software for basic word processing functions including editing, formatting, spell check, columns, math, merge, and macros.

*(1 cr. hr.) (Fall, Spring). Prerequisite: WP 106, any touch typing course, or permission of instructor. Laboratory.*

### **WP 108. COMPOSITION ON THE COMPUTER**

Combines keyboarding, word processing, and composition to create, edit and print essays and reports that are well composed, properly formatted, and grammatically correct.

*(1 cr. hr.) (ASN). Prerequisite: WP 106 and WP 107. Laboratory.*

### **WP 109. ADVANCED WORD PROCESSING FOR THE NON-MAJOR**

Advanced features of a word processing package: labels and envelopes, sort by line, secondary merge files, macros, tables, and graphics.

*(1 cr. hr.) (ASN). Prerequisite: WP 107 or consent of instructor.*

**WP 150. KEYBOARDING I**

Development of basic touch-typing skills. Includes memo, post card, letter, tabulation, outline, and manuscript. Uses a word processing software package on a microcomputer. (3 cr. hrs.) (Fall, Spring). Four contact hours, laboratory. Not open to students who have had a touch-typing course and can accurately type 20 words a minute. See WP 151, Refresher Keyboarding.

**WP 151. REFRESHER KEYBOARDING**

For those who have successfully completed a touch-typing course previously but lack the skills and/or knowledge to enter WP 152. Includes memo, business letter, tabulation, outline, and manuscript. Uses a word processing software package on a microcomputer. (2 cr. hrs.) (Fall, Spring). Prerequisite: A touch-typing course. Two contact hours, laboratory/skill building.

**WP 152. KEYBOARDING II**

Correspondence, tabulations, manuscripts and business forms with emphasis on proofreading (quality), production (speed) and standardized word processing techniques. Uses a word processing software package on a microcomputer. (3 cr. hrs.) (Fall, Spring). Three contact hours. Prerequisite: WP 150, 151, or equivalent skills. Skill building/laboratory.

**WP 171- OFFICE COMMUNICATIONS I AND II**

- 172.** A thorough review of language mechanics and analysis and composition of various forms of business correspondence. (2 cr. hrs. ea.) (171-Fall; 172-Spring).

**WP 173. INTRODUCTION TO WORD PROCESSING FOR MAJORS**

Combination theory and hands-on application through standardized word processing functions and techniques on microcomputers. Preliminary training on transcribing units to produce mailable copy. History of word processing, information processing cycle, organization and manage-

ment, and existing technology of word processing equipment. (3 cr. hrs.) (Fall, Spring). Prerequisite: Touch-typing. Lecture/laboratory. Previous or concurrent enrollment in WP 171 or GB 130 or instructor consent.

**WP 265. WORD PROCESSING APPLICATIONS**

Developing machine transcription skills using advanced word processing techniques on computers. (3 cr. hrs.) (Fall, Spring). Prerequisite: WP 173 or instructor consent. Lecture/laboratory.

**WP 266. ADVANCED WORD PROCESSING APPLICATIONS**

Advanced course refining machine transcription and proofreading skills. Desktop publishing. (3 cr. hrs.) (Spring). Prerequisite: WP 265. Lecture/laboratory.

**WS WRITING SKILLS**

*Division of Communications and Humanities Faculty: Sally Carr, John Orser, Andrea Rubin Kim Koval (Director), Linda Perry (Assistant Director)*

**WS 95. BASIC WRITING SKILLS MODULE**

Basic sentence structure, grammar, and punctuation, taken concurrently with EN 95. Requires work in at least two of the following: Sentence Review, Grammar Review, Punctuation Review, or a specialized area of grammar. (1 eq. cr. hr.) (Fall, Spring). Prerequisite: Placement. Students taking this course must also be registered for EN 95, Basic Writing Skills, and must successfully complete WS 95 to pass EN 95. Does not fulfill degree or program requirements. Grading is A,B,C,F.

**WS 96. SPECIALIZED WRITING SKILLS**

Writing problems relating to any combination of grammar, punctuation, sentence structure, paragraphs, or essays, depending on individual needs. (.5 eq. cr. hr.) (Fall, Spring). Does not fulfill degree or program requirements. Grading is A,B,C,F.

**WS 106. TERM PAPER WRITING**

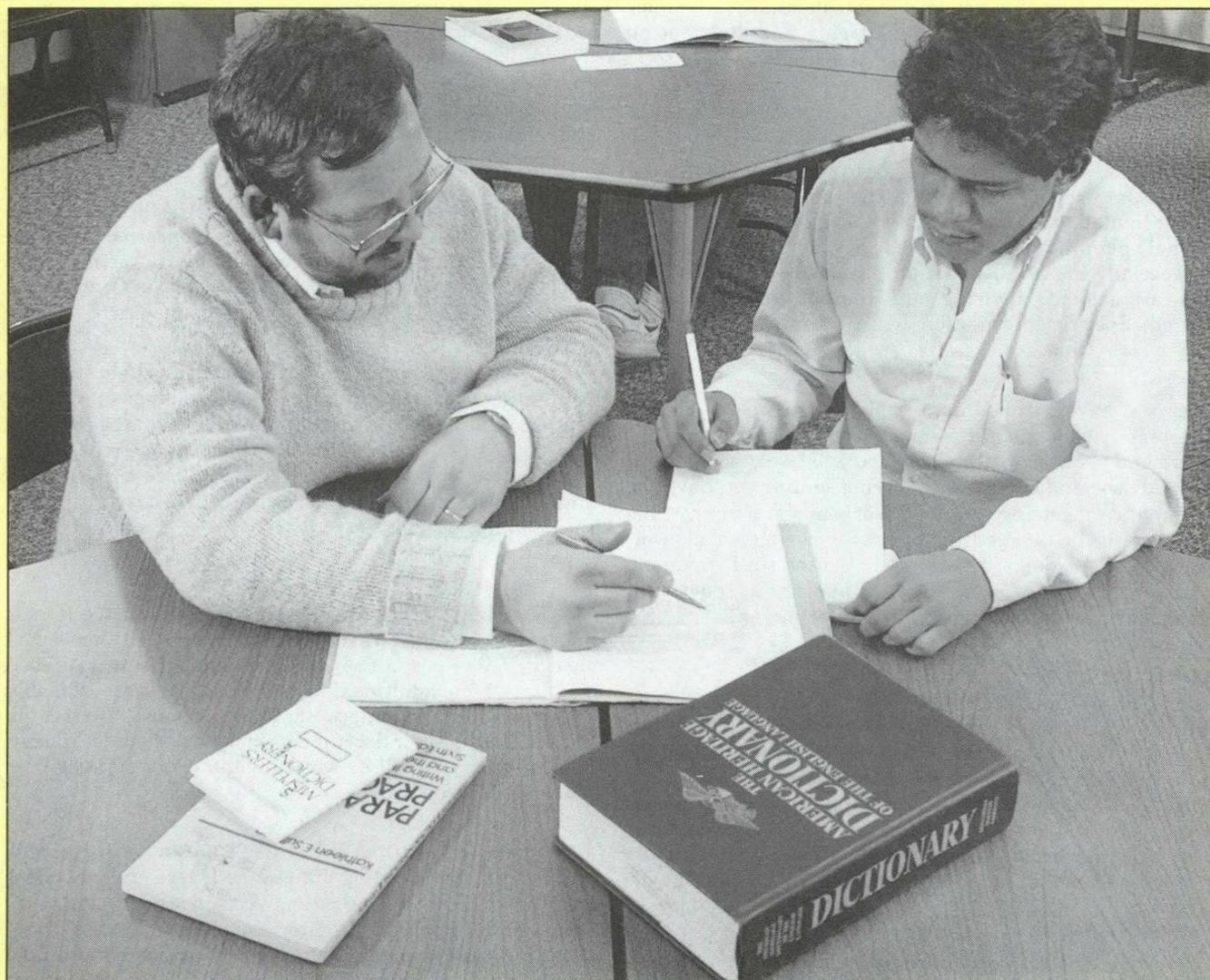
Procedures in research, choosing topics, using documentation, and writing a report. Grades based on term paper and knowledge of bibliography, documentation, and composition.

*(1 cr. hr.) (Fall, Spring). Prerequisite: EN 95 or EN 105. Free elective only; grading is A, B, C, F. Enrollment is open up to the 10th week of the semester.*

**WS 170. TUTORING IN THE WRITER'S WORKSHOP**

Materials, goals, and instructional techniques of the writer's workshop.

*(1 cr. hr.) (Fall, Spring). Prerequisite: An instructor recommendation. Individualized instruction. A free elective only. Grading is A, B, C, or F. Offered the first two weeks of each semester, followed by periodic meetings with workshop staff. This is a prerequisite for employment as a peer tutor in the writer's workshop.*



*Kim Koval (left), director of Communications Learning Center, assists a student.*

# ACADEMIC SUPPORT SERVICES

The College offers a variety of academic services to help students attain their individual goals and have a successful experience at CCC.

## ACADEMIC INFORMATION CENTER

The Academic Information Center is a central location where students can get assistance with advising questions or problems. The Center staff can help you connect with advisors or make an appointment with a counselor. They can help find answers for nearly any question concerning academic policies and requirements. It is also the major advising center responsible for keeping and distributing advising information to students and academic advisors. Feel free to ask!

## ADVISEMENT FOR REGISTRATION

During the spring or summer prior to your first enrollment (during January if you enroll for the spring semester), you will be invited to campus so faculty advisors and counselors can help plan your program. Because your first registration is especially important, special sessions covering orientation, assessment, advising, and course selection will be offered. Specific information will be sent to you at the appropriate time.

Once you have enrolled as a student, you will be able to register early for the next semester. Materials will be sent to you and your faculty advisor. You will be expected to see your advisor and complete the forms so that you have the best chance of getting your choice of courses. If at any time you have difficulty getting advice or seeing an advisor, contact the Academic Information Center staff. Arrangements will be made for you to see an appropriate advisor or obtain the necessary supplemental information.

## ADVISORS

All full-time students are assigned a faculty advisor when they enter Corning. Part-time students may request an advisor by contacting the Academic Information Center. Look for your advisor's name on your computerized class schedule. If you do not know the name of your advisor, please call or drop by the Academic Information Center. Your advisor is concerned about you and will help you to choose courses and make sound decisions about your academic program. Faculty advisors post office hours on their doors so that you can arrange to see them.

Part-time evening students may schedule appointments with an advisor in the evening by calling the Academic Information Center.

As you meet and become acquainted with individual faculty, you may wish to request a particular person as your advisor. Simply make your request at the Academic Information Center. Remember, however, that your advisor is just that—an advisor. Part of your responsibility as a student here is to take the initiative, use our many supportive services, and take actions that will lead to the successful completion of your educational plans. *Ultimately, it is your responsibility to make certain that you have completed all requirements for graduation.*

## COUNSELORS

In addition to faculty advisors, there are several academic and personal counselors whose offices are located throughout the campus. Counselors can help you choose a program and understand Corning's academic policies. They can help you develop plans to improve your skills in reading, writing, mathematics and study methods. They can help you to clarify your personal goals and plans for the future or assist with academic, personal and family concerns. Appointments with counselors may be made by contacting them directly or through the Academic Information Center.

## COURSES

There are several special courses designed to help students strengthen academic skills or to explore areas of concern. These courses are available in the following areas: Career Planning (CP), Learning Skills (LS), Math Skills (MS), Orientation (OR), Reading Skills (RS), Success Skills (SS), and Writing Skills (WS). Refer to the course descriptions for specific information.

## LEARNING SKILLS CENTERS

The learning centers provide personal assistance to students working on classroom assignments or in need of specialized help in a subject area. Student tutors, professional staff and additional resource materials are available in each center. The centers offer evening hours. Contact the individual center for the current semester schedule. You can be sure that you will be welcome and every effort will be made to help you.

*The Communications Learning Center* helps students with writing and reading difficulties. There are equivalent credit modules in writing skills (WS) and reading skills (RS) as well as other self-study materials to help improve writing, vocabulary, and spelling. English tutors are available to help with a variety of topics. The Center is available for you to go to on your own as needed, by instructor recommendation, or as a required part of a course.

**The Computer Laboratory** is staffed by a professional computer technologist and specially-trained student tutors who can help students who encounter problems completing assigned work in computer courses. Tutors are available during posted daily hours and many evenings and weekends. Students should contact the lab coordinator for specific information about hours. The two-room complex is equipped with terminals connected to the main-frame computer, microcomputers—both hard and floppy discs, and a variety of on-line printers.

**The Mathematics Learning Center** offers assistance to students taking mathematics and physics courses. The Center's resources include professional staff, peer tutors, computerized learning programs, video tapes, and reference books. No appointment is necessary. The Center is open during the day and during scheduled evening and weekend hours. Contact the Center staff for information about evening and weekend hours.

### **LIBRARY**

The main emphasis at the Houghton Library is to provide personal assistance to students. The library staff urges students to talk with them to get the greatest benefit from the vast resources available. Among the many services offered are computerized database searches and interlibrary loan services which allow students access to information resources in other parts of the country. The Library is also a depository for U.S. and New York State publications and has rare book and local history collections. The atmosphere in the library provides an ideal place for study and relaxation. The library is open during the day and during scheduled evening hours.

### **PACE PROJECT**

The PACE project (Public Assistance Comprehensive Employment Program) is sponsored by CCC and the Departments of Social Services of Chemung, Schuyler, and Steuben counties. The program provides academic advising, career and personal counseling, study and learning skills courses, tutoring assistance, referrals to human service agencies, and liaison services to the Department of Social Services. The goal of the program is to provide educational opportunities and assist graduates in locating jobs in the local community. Individuals living in these counties are eligible if they are public assistance recipients, are receiving Aid to Dependent Children, and enroll as full-time students in a two-year career or certificate program.

### **PLACEMENT IN COURSES**

All CCC college-level courses require proficiency in reading, writing, mathematical, verbal or other skills appropriate to the course. To help students enroll in introductory courses

appropriate to their skills, placement conferences or placement tests are used to recommend appropriate courses. For some students, it is very important to bolster basic skills before pursuing certain courses. Most students will complete writing, reading, and math assessments. This information will be used to advise students in course selection. When placed in basic skills courses, it is mandatory that those courses be successfully completed before enrolling in college-level courses in these subject areas.

### **STUDENT SUPPORT SERVICES PROJECT**

The Special Services project is funded by the New York State and United States Departments of Education to provide specialized academic, career, and personal advising and counseling services to students with identified needs. The Project counselors provide individualized registration assistance; academic accommodations for students with disabilities; courses to improve study skills, learning strategies, and career direction; assistance with necessary community service agencies; and other types of academic support to promote success in college.

To be eligible for the Special Services Project, the student must show an academic need *and* meet one of the following criteria:

- be a first generation college student--neither parent (guardian) earned a four-year college degree
- be from a family whose income is low
- be physically or learning disabled

### **STUDENTS WITH DISABILITIES**

Academic and support services are available to students with temporary or permanent physical or learning disabilities. They include special parking permits, elevator keys, assistance in getting tutoring, peer notetaking or tape recordings of information. Special programs highlighting awareness of disabilities are also sponsored by the Office of Services for Students with Disabilities.

Accommodations are done on an individualized basis and require early planning. Communication between faculty, student, and counselor prior to starting classes is essential. Students are encouraged to identify themselves to the Office of Services for Students with Disabilities as soon as they make plans to attend the College.

### **TUTORING SERVICES and SUPPLEMENTAL INSTRUCTION**

Free tutoring assistance is available for many entry-level courses and for some higher-level courses. Should you need tutoring assistance, contact your faculty advisor, your course instructor, one of the learning centers, or a counselor.

# STUDENT SUPPORT SERVICES

The College recognizes that academic success is affected by many aspects of life outside of the classroom. Issues such as health, housing, and child care, for example, can have an impact on your ability to focus on your studies. This section outlines the College's support in those areas.

## BOOKSTORE

The College Store provides texts and supplies for college courses. Whenever possible used texts are also available at a substantial savings. The store also carries a variety of school supplies, clothing, bookbags, cards, paperbacks, gift items, children's books, and health and beauty aids.

A booklist of required and recommended textbooks is posted outside the store three weeks prior to the start of each semester. Refunds for returned texts are given until the end of the third week of classes, provided books are accompanied by the cash register receipt and are undamaged and unmarked. Students can also sell books back to the store during the final week of fall and spring semesters.

**Used bookstore:** The Used Bookstore is located in the Commons and is operated entirely by students. Watch campus bulletin boards for hours. Students who buy books here save money. Students who sell books through the Used Bookstore determine the selling price. When the book is sold, the student will receive the money minus a small fee.

## CAMPUS MINISTRY

The Chaplains are involved in personal counseling, campus programs, special presentations, and class visitations. The chaplains can be contacted through the Academic Information Center in the Commons. This service is available through funding arranged by the Campus Ministry Advisory Board, a regional community organization independent of the College.

## CAREER COUNSELING

The College has found that career counseling needs vary widely. Some students need very little guidance and others need extensive career exploration. Whatever the case, services are available to help you clarify your career goals. Initially, these services focus on getting you started in a college program that best matches your interests, abilities, and life plans. As you reach different stages of career development, more intensive career counseling is available.

*The Career and Transfer Information Center* offers the most comprehensive and up-to-date career and transfer information available in the region. Students who plan to seek employment can use the Center to find career information resources and to get help with resume writing, interview planning, job search techniques, and potential sources for employment. For those who plan to transfer, the Center helps to identify opportunities available in selecting a transfer college. (See the section on transfer services.)

*An active employer recruitment program* to help students obtain jobs after graduation is coordinated by Career and Transfer Services. Many employers—national, regional, and local—conduct on-campus interviews during the spring semester. Graduating students can schedule interviews with prospective employers by contacting the Career and Transfer Services office.

## DAY CARE CENTER

The College operates a Day Care Center open to children of full-time and part-time students. The center is located next to the Business Development Center on Denison Parkway in Corning. Acceptance is first-come, first-served as space permits. Registration and a fee are required. The Day Care Center follows the College's calendar for the fall and spring semesters and is closed during mini and summer sessions. Hours are 7:30 a.m. to 5:00 p.m., Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Friday.

Activities emphasize the development of a positive self-concept in each child. The center provides morning and afternoon snacks. Hot lunches are available at a nominal charge.

Day Care Center participants must meet the following criteria:

1. be three to six years of age.
2. be toilet trained.
3. attend (or be charged for) a minimum of ten hours weekly.

## HEALTH SERVICE

Health services, provided by a Registered Nurse, are available in the Commons from 8:30 a.m. to 3:00 p.m., Monday through Friday, during the fall and spring semesters. Services include emergency treatment, first aid for illness and injury, health screening, health counseling, and referral into the community medical care system.

Health and wellness programs offered throughout the year deal with preventive health measures, personal safety and social issues. Information about sexual issues and diseases, as well as referral services to appropriate community agencies, is also provided. In addition, health education and intervention is provided for the College community as new health issues arise.

Students must contact the Health Service to report health-related absences. If students notify the Health Service Office on each of three consecutive days, instructors will be notified. The Student Health Service provides insurance claim forms for the Student Accident and Sickness Insurance Programs as well as the Sports Insurance Policy. Any injury received while on campus must be reported to the nurse before leaving the campus.

*The health form*, part of the admission process, is to be completed by a physician and returned to the College nurse. This form must be on file in order to attend classes and participate in extra-curricular activities. Students with specific medical problems as identified on their health forms should personally contact the nurse to discuss special needs.

*New York State immunization regulations:*

All students born on or after January 1, 1957 and taking six or more hours must have proof of immunity for measles, mumps and rubella in order to be registered for classes. Proof of immunity consists of two doses of measles vaccine, one dose of mumps vaccine, and one dose of rubella vaccine all administered after 12 months of age since 1967. Alternate proof of immunity consists of physician documentation of the disease or a blood test showing immunity. Students who have graduated from high school within the past 10 years may be able to obtain this information from their high schools.

**Alcohol and substance abuse resources**

The College has been working for a number of years to increase awareness concerning abuse of alcohol and drugs. Educational programs are offered in cooperation with student and community groups. The health service staff and the counselors provide resource information to students on campus. Community resources such as Corning Area Council on Alcoholism, Steuben County Alcohol Abuse Office, and Counseling Services of the Southern Tier are also available to meet individual student needs.

**AIDS resources**

The College has an appointed AIDS officer. Up-to-date information and regular programming on issues related to AIDS in our community is a commitment the entire College has made to this most serious health problem.

**HOUSING**

The College provides information to assist students seeking housing in the Corning area. The housing coordinator will assist students in all housing matters (finding the right housing, leases, security deposits, utilities, landlord problems).

The housing coordinator maintains a list of available housing but does not determine desirability of accommodations. Housing arrangements are made between student and landlord. Emergency calls to students are sometimes made to the College so those who live away from home in local housing are asked to keep their addresses updated in the Office of Registration & Records.

**INSURANCE**

A twelve-month, College-sponsored accident and sickness insurance program is required for all full-time students who do not have comparable coverage. The policy is available for review at the Dean of Students' Office. Payment and coverage are effective at the beginning of classes.

**LEGAL ADVICE**

A free, on-campus legal advice service is available for students. Attorneys visit campus on a regular schedule and students can make appointments through the Activities Office. This service is funded by Student Government.

**PEER HELPERS**

Peer helpers are a specially-trained group of students who help other students with personal, social, academic, or financial concerns. They help by sharing their knowledge of campus life and community resources. Peer helpers grow through their participation in the training program and are particularly well trained in drug and alcohol abuse prevention.

More information about this program may be obtained at the Academic Information Center.

## **PUBLIC SAFETY**

The Public Safety staff performs services to assure a safe educational environment. They respond to campus emergencies, provide an escort service to cars for those working or studying late, and help with car problems. They also patrol parking lots and buildings, and enforce parking regulations. A Campus Safety Committee reviews the safety needs of students and staff. For more information or to participate, contact the Personnel Office.

## **TRANSFER SERVICES**

Upper-division and four-year colleges, both public and private, actively recruit Corning graduates and many guarantee full junior status upon completion of the associate degree. CCC graduates have successfully transferred to all of the SUNY units and to hundreds of other colleges all over the country. As part of the transfer services offered to students, the College is continually working with other colleges to establish specific transfer agreements. Whether or not a transfer agreement exists, students who graduate from one of Corning's transfer programs generally will be accepted to upper-division colleges.

The Career and Transfer Information Center staff provide services which include a computer-assisted college search, an up-to-date collection of college catalogs, and assistance through the application process. The Center is staffed by experienced transfer counselors who have been highly successful in arranging individual transfer agreements for students. Each year transfer college representatives visit Corning to discuss transfer opportunities with students.

*SUNY Transfer Guarantee:* This policy guarantees acceptance at one of the State University of New York (SUNY) four-year units for our A.A. and A.S. degree graduates. Acceptance to a specific college or curriculum is not guaranteed. The transfer guarantee pertains only to students who possess a minimum cumulative GPA of 2.0 or higher.

Students thinking of transferring are encouraged to attend one of the regularly scheduled transfer workshops offered by the transfer counselors and follow these steps:

1. Work closely with your advisor and/or the Career and Transfer Information staff. The latter has information and application forms.
2. Plan early (usually late in your freshman year).
3. Maintain as high a grade point average as possible; it will help. Usually 2.0 or a "C" average is the minimum for less selective colleges.
4. Arrange to forward any necessary transcripts and recommendations.

5. Complete all additional requirements of the transfer college.
6. Talk with four-year college representatives when they visit Corning.
7. Consult one of the college catalog collections. The Career and Transfer Information Center has a copy of every college catalog in the nation and the Career Center in the Library also has catalogs.
8. Notify the Career and Transfer Information Center staff of your decisions.

## **TRANSPORTATION**

Bus service is available to the campus. The T&T Bus Company provides service to the campus from Elmira and other areas of Chemung County as well as from Addison. The Corning-Erwin Area Transit System (CEATS) provides service from the Corning-Painted Post area. Schedules are available directly from the bus companies and from the Student Activities Office in the Commons. Students may drive to campus but must register their cars with Public Safety before they can legally park on campus. Information about parking areas and regulations is available from Public Safety.

## **VETERANS**

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).

Veterans' services provided at Corning include assistance in filing for and obtaining benefits. Students planning to attend Corning under any of the veterans' programs should contact the Office of Financial Aid at these times: (1) upon application to the college, to initiate the receipt of benefits. (2) immediately upon completion of registration, each registration period, to confirm continued enrollment. (3) each month, to confirm their continued enrollment in a course of study. (4) whenever there is a change in class schedule (adds, drops, withdrawals). Failure to report at these times may delay receipt of monthly payments or may result in complete withdrawal of benefit payments.

# CAMPUS LIFE

Participation in student activities is a vital ingredient to student development, growth and leadership. CCC has a varied and active program. Daytime and evening socials, concerts and dances are sponsored by clubs and organizations. Cultural activities include Broadway plays, speakers, and debates on current issues which are presented as part of the Brown Bag Forum series. Special weeks, such as Mayfest, are sponsored by Student Government. You are encouraged to become involved in campus activities.

## ACTIVITIES FEE

The activities fee finances cultural and social events, clubs, organizations, trips, daytime and evening entertainment, intercollegiate and intramural sports, the newspaper, the FM station and helps support the Day Care Center. The funds are administered by students and faculty. The College/sheriff's identification card gives free or reduced admission to all events supported by this fee. Students who are not members of a club or organization may obtain money for special projects by submitting a written proposal and budget outline to the Student Activities Fund committee one month before the event.

## ALUMNI ASSOCIATION

Membership in the CCC Alumni Association is open to all former Corning students.

## FACULTY-STUDENT ASSOCIATION

This organization is responsible for the distribution of bookstore and food services profits and any surplus activities monies. The Faculty-Student Association and its board of directors include representatives from the student body, Board of Trustees, faculty, and administration. The monies are allocated to those projects having the greatest impact on the largest number of students.

## INTERCOLLEGIATE SPORTS

The College sponsors several intercollegiate sports programs for scholar-athletes. Competition for men is maintained in soccer in the fall, basketball and wrestling in the winter, and lacrosse and baseball in the spring. The women's program consists of fall volleyball, winter basketball, and spring softball. Club sport competition is available in golf, tennis, and men's volleyball.

Corning is a member of the Penn-York Conference and the National Junior Collegiate Athletic Association. These organizations provide opportunity for all-star selections and post-season competition. CCC athletes have been selected to All-American teams, All-Regional teams, All-Tournament Teams, and the Pan-American Games.

An Athletic Board reviews and recommends athletic programming. The board consists of two faculty members, a coach, an administrator, and four students. Contact the Director of Athletics if you have suggestions or wish information about the athletics program.

Director of Athletics	Mary Gail Lee
Baseball Coach	Jeff Manwaring
Men's Basketball Coach	Wayne Kenner
Women's Basketball Coach	Ernest Danforth
Soccer Coach	Henry Ferguson
Softball Coach	Debbie Ingalls
LaCrosse Coach	Thomas Moffitt
Volleyball Coach	Debbie Ingalls
Wrestling Coach	David Quattrone

## INTRAMURALS, RECREATION, FITNESS

The intramural sports program attracts over 900 students, faculty and staff annually with such activities as volleyball, bowling, badminton, indoor soccer, table tennis, conditioning, foul-shooting, basketball, golf, tug-of-war, tennis and swimming. Both men and women are encouraged to participate in all of these activities. A weekly activities schedule is available from the Commons and Gym.

## LEADERSHIP

The on-going student leadership training program includes a two-day off-campus lab experience during which students learn about leadership styles and practice leadership skills such as time management and communication. The program is funded by Student Government and is free to participants.

Corning Community College understands the importance of and supports out-of-classroom experiences for our students. A varied program of extra-curricular activities and speakers is planned during the free hour on Tuesdays and Thursdays from 12:30 to 2:00 p.m. We suggest that you plan your schedule so you can take advantage of these experiences, paid for by your Activities Fee.

## ORGANIZATIONS

The following student organizations are presently active on campus. If you are interested in joining a club or want to form a new group, talk with the Activities Coordinator in the Commons.

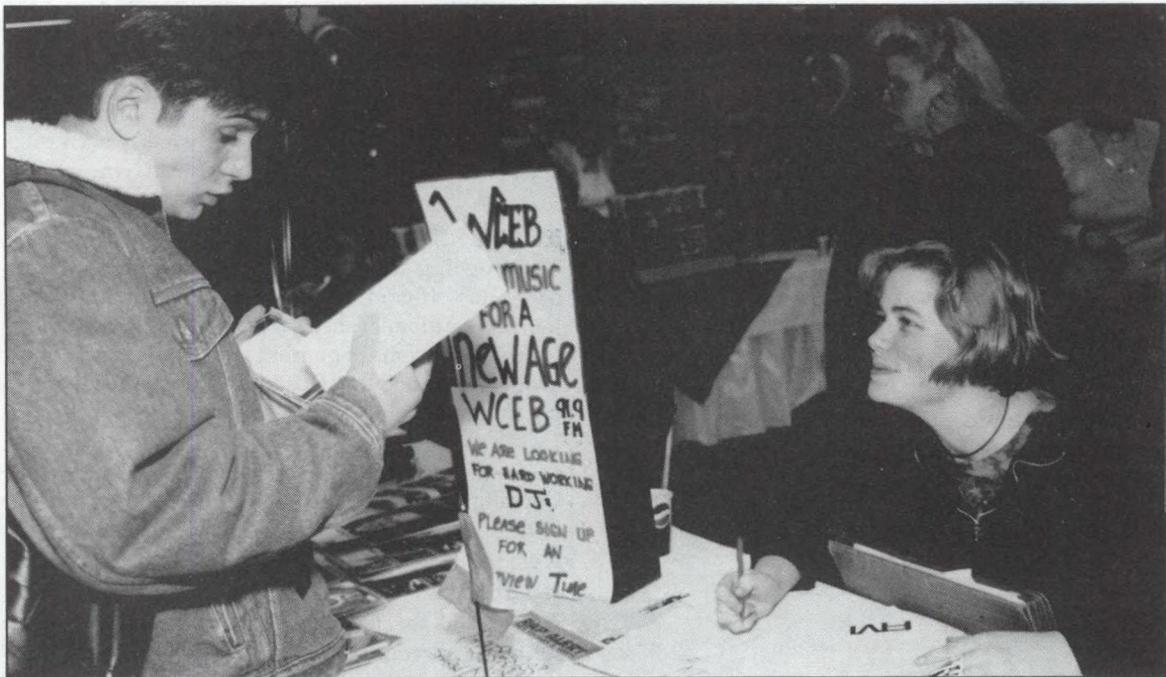
Activities Programming Committee  
African-American Cultural Awareness Club  
Agape (gays/lesbians/friends support group)  
Alternatives (to substance abuse)  
Arts and Education Club  
Auto Tech Club  
Business Club  
Christian Club  
College Republicans  
Crier (newspaper)  
Criminal Justice Society  
Faculty-Student Committees  
Human Services Club  
International Club  
Law Society  
Music Guild  
Nursing Society  
Prism (umbrella support group)  
REACH (Disabled Students Club)

Science Club  
Ski Club  
Student Government  
Tech Guild  
Two Bit Players  
WCEB-FM Radio

## STUDENT GOVERNMENT

Each year students elect student representatives and an executive board to manage student activity funds, coordinate student affairs, and speak for the student body. A student trustee is also elected as a voting member to the College's Board of Trustees to represent the students' point of view.

Student Government also appoints two voting members each to five standing committees of the Faculty Association. In addition, students are members of the Athletics Board, the Faculty-Student Association, the Health and Safety Committee, and the Student Judiciary Board. These opportunities allow students to manage their own affairs as well as to participate fully in the educational decisions of the College.



*Signing up for activities at Campus Life Fair.*

# POLICIES AND PROCEDURES

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

If any of these policies and procedures appear to be hard to understand, consult the Academic Information Center, an advisor, or a counselor who can give you the correct interpretation. In matters where an educational judgment is necessary, the Director of Registration & Records, the Director of Advising and Counseling, or the appropriate division chairperson can provide clarity. If you should disagree with the interpretation which you receive from any of these College officials, the final source of appeal is the Dean of the College. Please ask questions about any policy which concerns you.

## ACADEMIC APPEALS (PETITIONS)

Any student has the right to petition the Academic Standards Committee for an exception to academic policies and procedures. The petition process is readily available and each petition is given careful individual consideration. The written petition should clearly state the desired action and the reasons for the request. The completed petition should be given to the chairperson of the Academic Standards Committee. Academic advisors or counselors are willing to assist in preparing a petition.

## ACADEMIC HONESTY

Students at CCC are expected to respect the tradition of academic honesty. It is the initial responsibility of the classroom instructor to determine whether cheating has occurred and to assign the appropriate penalty. See "Student Judiciary Procedures".

## ACADEMIC PROGRESS REQUIREMENTS

See Student Progress Policy and Academic Progress for Financial Aid.

## ADDING COURSES

See "Drop/add."

## ADVANCED STANDING

(Also see Admission to Advanced Standing) A person can seek advanced standing (with or without credit) through examination. The College is guided in this examination and evaluation by recommendations of the American Council on Education and the American Association of Collegiate Registrars and Admissions Officers.

## ADVISOR CHANGES

To change an academic advisor for any reason, go to the Academic Information Center and request the change.

## ATTENDANCE

Students 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 writing during the first few days of the semester. Attendance will only be considered in the final grade of a student when individual participation is deemed necessary for meeting course objectives. Students should contact the Health Service to report health-related absences. If students notify the Health Service on each of three consecutive days, instructors will be notified. However, students who do not attend classes after the third week or who fail to attend classes on a regular basis may be administratively dropped from the course.

Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid.

## AUDIT OF A COURSE

A grade of T will be given to a student auditing a course. A student may audit a course with the permission of the instructor but the decision to audit must be declared at the time of registration for the course. 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 intent to audit has been declared.

## CANCELLATION DUE TO WEATHER

On days when the weather is bad, a decision to close the College will be made by 6 a.m. for day classes and by 4 p.m. for evening classes. Listen to local radio stations for the latest information on closings.

## CANCELLATION DUE TO INSTRUCTOR ABSENCE

When an instructor is absent and the class is cancelled, the appropriate divisional 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, a student should ask the division secretary to see if the class is cancelled. Until then, the students should remain in the classroom.

## **CANCELLATION DUE TO INSUFFICIENT ENROLLMENT**

If first-week registration in any course is insufficient, the course may be cancelled at the discretion of the Dean.

## **CARS ON CAMPUS**

The College provides and maintains several parking lots for students and employees including designated areas for handicapped and visitors. In lots where areas have been set aside for specific use, both student and staff areas are clearly marked. Students receive complete parking regulations upon registration of their vehicles. Registration stickers are required for all vehicles parked on campus. Stickers are available from the Public Safety Office and there is a modest fee. Campus Public Safety officers monitor parking lots to encourage proper parking habits. Tickets may be issued to those who are parked improperly.

## **CHANGING PROGRAMS**

Students who wish to change from one program to another should initiate action by meeting with the division chairperson responsible for the new program.

Courses with F grades that were taken in the prior program will be dropped from the grade point average when a Change of Program Request is processed. Upon student request, D grades in the prior program may also be dropped from the grade point average. It is important to note that students who elect to drop D grades also drop the credit earned in those courses. To drop D grades, submit an Evaluation of D or F Grades Form available from division chairpersons and the Office of Registration & Records.

## **COURSE WAIVERS/SUBSTITUTIONS**

Under special circumstances, program requirements can be waived or other courses substituted by the head of the division that requires the course, with the following exceptions: the student initiates waivers for wellness requirements through the College nurse; requests for waivers of the foreign language requirement for students in the A.A. degree are handled by the chairperson of the Humanities division. Course waiver/substitution forms may be obtained from your academic advisor or from the Office of Registration and Records. Waivers do not change credit hour requirements needed to graduate.

## **CREDIT BY EXAMINATION**

Some students come to CCC already having proficiency in one or more courses. 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, in order to meet residency requirements for a degree, 30 credit hours must be earned in regular course work. Make arrangements through the Division of Continuing Education. Credit by examination will not remove D or F grades from your GPA.

Information regarding college credit through other non-traditional means, such as portfolio assessment and the New York State College Proficiency Examination Program, is available through the Division of Continuing Education.

## **DEAN'S LIST**

To be eligible for Dean's List for a given semester, a student must have:

1. A GPA of 3.3 or higher.
2. 12 or more non-repeat hours of credit.
3. No grade lower than C.
4. No I or N grades.

Part-time students will be eligible for Dean's List upon completion of each block of 12 hours in accordance with the above requirements. A student who completes an "I" will be awarded Dean's List status retroactively if all other criteria are met. In such cases the Dean's List designation will refer to the semester in which the "I" was originally assigned.

## **DROP/ADD**

The College realizes that students sometimes need to drop or add courses after classes begin. To drop or add courses, see your academic advisor or the Office of Registration & Records for a Change of Registration Form.

1. Discuss the drop or add with your advisor and have your advisor sign the form.
2. Obtain the course instructor's permission and have the form signed.
3. Check with the Financial Aid Office to determine any effect on your financial aid.
4. Take the signed form to the Office of Registration & Records. Changes are not official until the form is received here.

In the case of drops, it is important to note some of the effects.

1. Financial Aid and Drops: Check with an advisor in the Financial Aid Office before dropping a course. In some cases course withdrawal can jeopardize eligibility to receive financial aid. Refer to related information under Financial Aid.
2. Academic Record: A course dropped in the first three

weeks of classes will not appear on the student's record at all. If dropped in the fourth through the ninth week, the course will appear with a "W" indicating "withdrawal." After the ninth week courses may not be dropped and final grades will be recorded. Even after the ninth week, students still have the option of officially withdrawing from the College. (See Withdrawal From The College.)

### DROPS BY ADMINISTRATION

Students who do not attend after the third week of classes or who fail to attend classes on a regular basis may be administratively dropped from the course.

### DROPS BY INSTRUCTOR

Faculty members may withdraw students from their courses for non-attendance by completing a Change of Registration (Drop/Add) Form and informing the Office of Registration & Records of an "instructor drop". The Office of Registration & Records will inform students that they are being dropped from a course by sending a copy of the drop/add form and allowing five days for the student to appeal the action. Students who are "instructor dropped" from the fourth through the ninth week of classes will receive a grade of W. Students not dropped by the end of the ninth week of classes will receive a grade of A-F.

### ENGLISH REQUIREMENTS

All students begin their English courses according to their writing ability as determined by institutional assessment and evaluation of prior course work. Those with writing difficulties begin with EN 95\*, Basic Writing Skills. Those with no serious writing difficulties begin with EN 105, College Composition. Superior writers may be placed in an advanced English course but they must complete the full credit-hour requirement for their program.

The following chart details the requirements and alternatives for each degree and certificate program.

A.A. Degree	12 credit hours of English and other communications courses.
	1. Normal sequence: EN 105 and 106 plus six credit hours of 200-level communications courses.
	2. Writing difficulties: EN 95*, 105, 106, and six credit hours of 200-level communications courses.
	3. Superior writers: EN 106 plus nine credit hours of 200-level communications courses.

A.S. Degree	6 credit hours of English courses.
	1. Normal sequence: EN 105 and 106.
	2. Writing difficulties: EN 95*, 105 and 106.
	3. Superior writers: EN 106 plus three credit hours of 200-level communications courses.

A.A.S. Degree	6 credit hours of English courses.
	1. EN 105 and 104 or 106.
	2. Writing difficulties: EN 95*, 105, and 104 or 106.
	3. Superior writers will be placed in EN 104 or 106, according to the student's preference. The student will then complete the requirement with three credit hours of 200-level communications courses.

A.O.S. Degree	No English required; however, it may be taken as a free elective.
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Certificate	English requirements vary. See the program for exact information.
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\*In Associate degree programs, EN 95 cannot be used to meet the English requirement.

### GRADES

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

<i>Grade</i>	<i>Points</i>	<i>Achievement in subject</i>
A	4.0	Comprehensive knowledge, under standing; 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, understand ing; failing work.

*The following grades and administrative notations are not used to determine grade point average:*

H	Honors work. Appears next to course.
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- 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 completing the course. A written statement of requirements for completing the course must be filed with the Registrar by the faculty member on the due date for the submission of final grades. 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. If course requirements are not completed, the faculty member must submit a letter grade, A-F, by the deadline for course completion or one calendar year, whichever comes first.
- 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. For courses not counted for degree credit.
- W** Official withdrawal from course after third week of classes through the ninth week.

#### GRADE POINT AVERAGE (GPA)

To determine a grade point average (GPA), divide the total number of grade points earned by the number of credit hours taken.

##### Example:

EN 106	3 cr.	Grade: A	(4.0 pts.)	= 12.0
HY 111	3 cr	Grade: C+	(2.3 pts.)	= 6.9
MS 100	1 cr.	Grade: P	(no value)	= 0.0
MA 101	3 cr.	Grade: F	(0.0 pts.)	= 0.0
RE 180	1 cr.	Grade: B	(3.0 pts.)	= 3.0
	11 cr. total		qual. pts.	= 21.9

10 credits have point value. Dividing 21.9 points by 10 credits equals 2.19 GPA.

#### Cumulative Grade Point Average (CGPA):

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.

#### Adjusted Grade Point Average (AGPA):

This will be calculated and printed on the transcript if and when any of the following policies are applied: repeat policy, change of program policy, best 60 policy. The AGPA is used to determine eligibility for graduation, program honors, and calculating academic progress.

#### 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.

#### GRADING PRACTICES

If at any time you disagree with your instructor over a grade, make an appointment with the instructor so that you can discuss the reason for your grade. 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 appeal to the division chairperson. If you are still not satisfied with the resolution of the grading problem, the final appeal rests with the dean. We hope that you never have to resort to the second and third steps since your instructors are dedicated to helping you learn and to teaching in a fair and effective manner.

#### GRADUATION APPLICATION AND REVIEW

A full semester before you intend to graduate, you must complete a degree application at the Office of Registration & Records. Your academic record will then be reviewed to determine that all degree requirements are met. If you have applied for spring graduation during the preceding semester as requested, you will be notified of courses which you need for graduation prior to the beginning of the spring semester.

## GRADUATION REQUIREMENTS

Each graduating student must:

1. complete all of the requirements for the program as described in the catalog; and
2. complete a minimum of 60 semester credit hours, excluding credit used to meet the wellness requirement, (some programs require more than 60 credit hours); and
3. complete the wellness requirement or 1/2 credit hour of wellness requirement courses for each full-time semester, up to a total of 2 credit hours, and
4. earn a minimum 2.00 PGPA.

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 Corning or, if they choose, a catalog published after they have matriculated at Corning.

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 January, May or August following completion of all requirements.

### GRADUATION: TUTORIALS

Under special circumstances, tutorials may be arranged to complete graduation requirements. See Tutorials.

### GRADUATION WITH DISTINCTION

In order to be graduated "with distinction," you must have an adjusted grade point average of at least 3.5.

### HONORS PROGRAM

CCC has an Honors Program to provide challenge for those showing superior academic capabilities. Honors program work effectively increases the student's skills in selecting, researching, organizing and presenting topics of personal interest as well as skills in the discussion and communication of ideas. The Honors Program is:

1. Based on an honors project arranged by a student and faculty sponsor. Success with an honors project will result in an H placed alongside the course listed on the student's transcript.
2. Offered as a course (ID-200 Honors Forum) to students engaged in honors projects. It is a seminar for the exchange of ideas and theories derived from

honors projects or studies. The course uses guest speakers on campus and cultural events as avenues to further discussion. It may be taken as an elective by those who are doing an honors project with another course.

A student who maintains a 3.5 AGPA and who has at least a B in 12 hours of honors-level work (including at least three hours of Honors Forum) will be eligible to receive an honors diploma.

The student must identify and organize, with the help of an instructor, a project involving greater depth of understanding than required for an A or B in a course. It is assumed that an honors project will take the student into investigation beyond more standard course expectations.

Any student who maintains a 3.5 AGPA is automatically eligible for work at the honors level. Students without a 3.5 may be accepted by the Honors Committee after showing excellence in a particular field. Evidence of honors-level capability should be submitted by a faculty member having knowledge of the student. A student must maintain a minimum grade of B in honors work to continue in the program.

Any student who is eligible and wishes to do honors work may do so by following these steps:

1. Identify an area of special interest in any field.
2. Get sponsorship of any faculty member in the field relevant to the project.
3. Draw up a project proposal with the help of a faculty sponsor and submit a proposal outline to the Honors Committee.

Once the project is approved by members of the Honors Committee, the student is enrolled in the program.

### INDEPENDENT STUDY COURSES

These courses are numbered 240 and are supervised by instructors with permission of the appropriate division chairperson and 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 division chairperson, the student registers for the course through the Office of Registration and Records. If this special arrangement results in an expense to the College, full-time students will be charged a fee equivalent to that expense. This fee will not exceed the tuition charge for part-time study.

### LATE REGISTRATION

An instructor must approve the addition of a course once a term has begun and must sign the appropriate Drop/Add form. Usually courses cannot be added after the first week of classes.

### MULTIPLE PROGRAMS

In certain circumstances, students may be permitted to earn more than one degree or complete the requirements for more than one program. If you decide to work toward more than one program, you should meet with your academic advisor or a counselor and the division chairs for each program. You will also need to contact the Admissions Office to apply for acceptance into each program.

The requirements for earning multiple programs are:

- each program must be in a substantially different field. The chart below indicates programs which cannot be combined.
- 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 9 of which have been earned in residence at CCC.

#### If you have already earned a program below

#### You cannot also earn a program in

Any program	Liberal Arts-AS, General Studies
Accounting, AAS	Business Administration, AAS
Business Administration, AAS	Accounting, AAS Secretarial Science, AAS Secretarial Science-Word Processing, AAS
Business Administration, AS	Liberal Arts-AS, Humanities-Social Sciences Liberal Arts-AS, Mathematics/Science Business Administration, AAS
Computer Science, AS	Business Administration, AAS Business Administration, AS Liberal Arts-AS, Humanities-Social Sciences Liberal Arts-AS, Math-Science Data Processing, AAS

Data Processing, AAS

Business Administration, AAS  
Computer Information Science, AS

Engineering Science, AS

Liberal Arts-AS, Humanities-Social Sciences  
Liberal Arts-AS, Math-Science

Liberal Arts, AA

Liberal Arts-AS, Humanities-Social Sciences  
Liberal Arts-AS, Math-Science

Liberal Arts, AS, General Studies

Business Administration, AAS

Liberal Arts, AS, Humanities-Social Sciences

Liberal Arts-AA, Humanities-Social Sciences

Liberal Arts-AS, Math-Science

Liberal Arts-AA, Humanities-Social Sciences  
Liberal Arts-AS, Humanities-Social Sciences

Secretarial Science, AAS

Business Administration, AAS  
Secretarial Science-Word Processing, AAS

Secretarial Science-Word Processing, AAS

Business Administration, AAS  
Secretarial Science, AAS

### PASS/NO GRADE-NO CREDIT OPTION

Students who, after a semester, have achieved a 3.0 adjusted grade point average or better may enroll the next semester in one course in any field they choose under the pass/no grade option. This course will not affect the GPA and must be declared to the Office of Registration & Records during the first two weeks of classes; it will be noted as pass/no grade on the transcript. Students can use this course to fulfill free elective requirements only, and cannot substitute it for a degree program course. Contact your instructor for permission to take the pass/no grade option.

Note: Veterans studying under the G.I. Bill are cautioned to avoid taking Pass/no grade courses. Such students need to carry 12 hours of courses for which letter grades are awarded or they may jeopardize their benefits.

### PHYSICAL EDUCATION REQUIREMENTS

(See Wellness Requirements)

## PROGRAM CHANGES

To change your program, consult your faculty advisor or division chairperson. Forms necessary for recording a change of program are available from advisors, the Office of Registration & Records, or the Academic Information Center. You will need approval from the division chairperson of the new program before the change is officially recorded.

## PROGRAM HONORS

To be eligible for program honors, graduates must have an AGPA with distinction (3.5 or higher).

## 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 Office of Registration & Records and tuition has been paid within the payment period set by the Business Office.

It is a general College practice that when credit has been received for a course which requires a prerequisite, credit may not later be received for the prerequisite course or its equivalent, unless previously approved by the Division Chairperson.

## REMEDIAL PROGRESS

Students who are placed in remedial courses in two or more areas based on assessment in English, math, reading or writing will have a maximum of *three full-time or equivalent semesters* to complete the remedial courses. Students who do not complete the remedial program in three full-time or equivalent semesters will be dismissed from the College. If, after one year, the student can demonstrate through testing that the necessary skills have been acquired, the student will be considered for readmission. You will have an opportunity to appeal this action by submitting a petition to the Academic Standards Committee. The petition should outline your plans for successful completion of your academic program.

## REPEAT COURSES

Courses may be repeated under the following guidelines:

1. If you have received a D or F, the repeat grade will be used to compute your Adjusted Grade Point Average (AGPA). The original D or F will be recorded on your transcript and, together with the repeat grade, will be used to compute your Cumulative Grade Point Average (CGPA).

2. If you are taking the course for the third or subsequent time, the original D or F will be ignored in computing your AGPA. Your total credit hours and quality points of the repeats in this course will be divided by the number of times the course is repeated before the course is averaged into your AGPA. The course will never count more in the AGPA than its actual number of credit hours as stated in the catalog.
3. Any course in which a grade of C or better has been achieved may not be repeated for a letter grade which will be reflected in the AGPA without the permission of the Academic Standards Committee.
4. All grades will be printed on the transcript and be used in computing your CGPA.

The Tuition Assistance Program (TAP) will not count toward full-time attendance repeat courses for which a student has already received a D or better (except in a few courses where a C or better is required to continue in the program). Therefore, if you repeat a course for which you received a D or better, you must have 12 or more hours of other courses to be considered a full-time student for TAP.

## RESIDENCY REQUIREMENT

Students pursuing an associate degree must complete 30 semester credit hours of course work in residence at Corning. The residency requirement for certificate students is 15 semester hours of credit.

## SCHEDULE CHANGES See drop/add.

## SCHEDULE LIMITATIONS AND COURSE LOADS

The minimum full-time load is 12 credit hours, usually four courses. An average load is usually 15 credit hours. If you take fewer than 12 credit hours a semester, you are a part-time student. Dean's permission is required to take more than 19 hours.

Most students at Corning Community College hold jobs in the community while they go to school. Many work part-time hours, others a full 40 hours a week. Frequently these same students have family responsibilities. School, work, and home activities all require time and energy. It is important for a student to balance school and study commitments with work and family obligations in order to be successful in all three areas. Students who plan to work while taking classes should talk with their academic advisor or a College counselor 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.

The following table shows *recommended* levels of work and study:

If you work 1 to 10 hours per week, CCC recommends that you schedule 13-16 credit hours

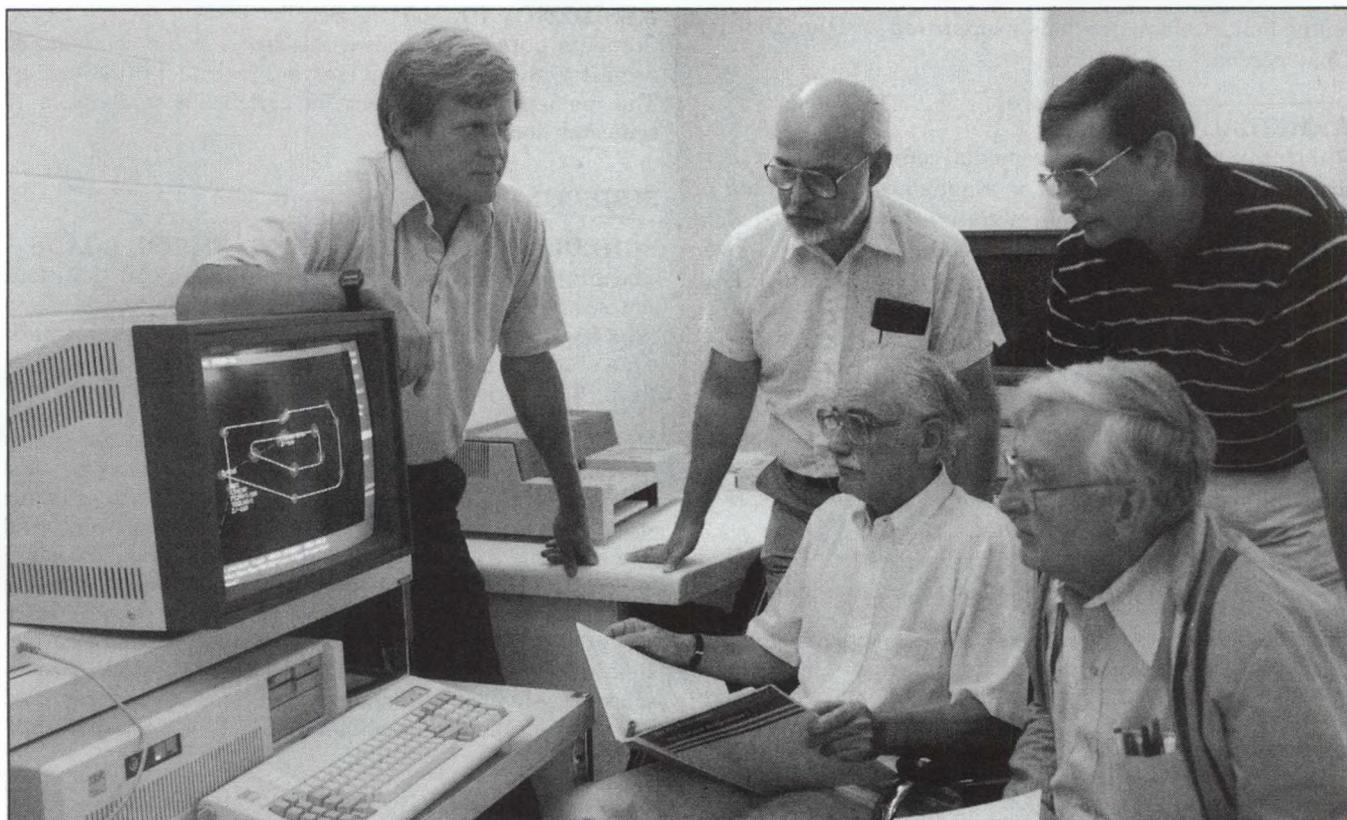
If you work 11 to 20 hours per week, CCC recommends you schedule 9-13 credit hours

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

### SENIOR CITIZENS AUDITING COURSES

Any person over 55 years of age may audit a credit course without paying tuition, provided the course has sufficient paid registrants. Senior citizen status should be indicated at the time of registration. No credit is earned by auditing students; senior citizens who do wish to receive credit will be required to pay tuition.



*Students working in a computer lab.*

### STUDENT PROGRESS POLICY

The academic progress of all students is an important concern of the College and help is available for students who are having academic difficulty. Specifically, warning grades are issued to students who are having difficulty in classes, a variety of study skills helps are offered, and, if necessary, assistance in preparing petitions is available. Students who believe they are not meeting the standards should see their advisor, a counselor, or the Coordinator of Student Progress. To maintain good academic standing, all students must meet the following requirements.

STUDENT PROGRESS FOR FULL AND PART-TIME STUDY							
<i>College Entry Track - applies to students taking remedial courses</i>							
After	1 Semester	2 Semesters	3 Semesters	Students taking remedial courses will be placed on the College Entry Track until they are no longer taking remedial courses--up to a maximum of 3 full-time or equivalent semesters. Placement on the College Level Track below will begin in the 4th full-time semester and will be determined based on the total number of <i>credit</i> hours already taken. If 0-23.5 credits are completed, students will be placed in semester 1, 24-35.5 credits in semester 2, 36-47.5 credits in semester 3, or 48-59.5 credits in semester 4.			
Completed hours per semester:	6	6	9				
Total credit/equivalent credit hours passed:	3	9	18				
Student Progress GPA:	.5	.75	1.3				
<i>College Level Track - applies to students who have completed or are not required to take remedial courses</i>							
After	1 Semester	2 Semesters	3 Semesters	4 Semesters	5 Semesters	6 Semesters	7 Semesters
Completed credit hours per semester:	6	6	9	9	12	12	12
Total credit hours passed:	3	9	18	30	45	60	75
Student Progress GPA:	.5	.75	1.3	1.5	1.7	2.0	2.0
*After 8 or more semesters--individual evaluation.							

The progress of **part-time students** will be reviewed at the end of the semester when 12 or more credits have been taken. Thereafter, reviews will occur at the end of each semester when an additional 12 credits have been taken.

You fall into the **probation category** if you have met the requirements in the preceding table but with less than a 2.0 AGPA. You will be allowed to continue to attend the College, but the number of hours you can take during the next semester will be restricted to 13.5 hours for full-time students or 9.5 hours for part-time students.

You are **not in good standing** if you have not met the requirements in the preceding table. You will be allowed to register for up to 7 credit hours for the next semester but financial aid will not be available.

You will have an opportunity to appeal this action by submitting a petition to the Academic Standards Committee. The petition should outline your plans for successful completion of your academic program. The Coordinator of Student Progress will contact you with full details.

Also see the Financial Aid section for information about academic progress requirements for financial aid programs.

The Academic Standards committee will review the records of students with a 2.0 or higher AGPA who have not met the cumulative requirements of the policy. The Committee will determine whether acceptable progress has occurred. If not, students will be required to petition in order to return in good standing. If you do not petition or your petition is not approved, you are not in good standing.

After one semester you may apply to return in good academic standing; your application will be evaluated by the readmission committee. If you apply for readmission after two or more years have elapsed, you may be readmitted as a student in good standing with no credit hour limit. However, subsequent academic progress will be reviewed in accordance with the policy, taking into consideration your total academic record. Contact the Coordinator of Student Progress for detailed information.

If a student has officially withdrawn from the College more than once, the student must petition to return as a full-time or part-time student in good standing. This petition will be reviewed by the readmission committee.

## **STUDY ABROAD**

The College encourages multi-cultural education and is a member of the College Consortium for International Studies and the International Studies Association. Students may enroll in a variety of summer, semester, or year-long degree credit programs in nineteen different countries. Your advisor, division chair, or the Dean of the College has further information.

## **TRANSCRIPT OF COURSES**

An official academic record listing courses and grades for each student each semester is kept in the Office of Registration & Records. Requests for an official transcript should be addressed to that office. The first transcript for non-graduates and the first two transcripts for graduates are free; for additional transcripts there is a \$2 fee. Any student who has not satisfied obligations to the College may have the transcript of record withheld until such obligation is satisfied.

## **TUTORIALS**

Under special circumstances, if a course is needed for graduation or as a prerequisite and is not offered during a particular semester, it may be possible to take it on a tutorial basis. Make arrangements with an instructor and the Division of Continuing Education.

## **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. If you should get a warning grade, go immediately to your instructor or advisor to discuss what to do about it. You might want to consider tutoring help, study skills help, or seeing a counselor for assistance.

## WELLNESS REQUIREMENT

Full-time students are required to complete the two-credit-hour wellness requirement to meet the graduation requirements for degree programs at CCC. If students attend CCC full time for fewer than four semesters, they are required to complete .5 credit hour of wellness activity or awareness for each full-time semester. Students who entered the College prior to fall, 1991, should consult with the Registration & Records Office to clarify their Wellness/Physical Education requirement.

The Wellness requirement is met by completing one semester credit hour from *each* of the following areas:

*Awareness/Instructional component:* 1 cr. hr. of Health Education (HE) or Wellness (WE) courses;

*Activity component:* 1 cr. hr. of Physical Education (PE) and/or Recreation (RE) activity courses.

*Alternate methods for satisfying wellness requirement:*

1. Proficiency Exams. These exams are arranged by appointment with the Division Chair. Proficiency exams are given for archery, badminton, bowling, golf, tennis, volleyball, and beginning racquetball.
2. Waiver. Medical waivers should be taken to the College Nurse for processing and then to the Division Chairperson for approval.

## WITHDRAWAL FROM COLLEGE

To officially withdraw from the College, obtain a withdrawal form from the Office of Registration & Records, an advisor, a counselor, or the Academic Information Center. An exit interview with a counselor should be arranged at the Academic Information Center.

Complete the steps outlined on the form and return it to the Office of Registration & Records where the withdrawal date will be verified and the process completed. A grade of R will be placed on the record for each course being taken at the time of withdrawal. You may totally withdraw from the College at any time prior to final exams.

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

If a student withdraws from a course (drops) before the end of three weeks, the course will not appear on their academic record. If a student withdraws before the end of nine weeks, a grade of W will appear on the academic record. Students may not withdraw from courses after the end of the ninth week of classes. For withdrawal procedures, see drop/add.



*Lacrosse, a popular sport at CCC.*

# STUDENTS' RIGHTS AND RESPONSIBILITIES

We believe you should carefully review the rights and responsibilities which affect you while you are a student at Corning. The following policies are designed to serve you so that your educational experiences at Corning may be safe, orderly, and free from unnecessary obstacles. You will be asked to support and uphold these rights and responsibilities when you sign your course registration form each semester. Some of these policies are written out completely in this section; others are summarized due to their length. Complete copies of all of these policies are available from the Office of the Dean of Students.

## AFFIRMATIVE ACTION POLICY

Corning Community 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, and the recruitment, hiring, promotions, and other terms and conditions of employment, without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot be lawfully used as the basis for an employment decision.

*Affirmative Action Means Positive Action.* The major purpose of Affirmative Action is the eradication of unfair patterns and practices of the past and the establishment of equity for those formerly excluded from employment and educational opportunities by inadvertent or purposeful discrimination. It is a legal means to institutionalize fairness and justice, increasing, among others, qualified minorities, women and the handicapped. Affirmative Action is neither reverse discrimination nor preferential treatment, but an expanded labor pool with increased competition.

Through its policies and programs, CCC undertakes to comply fully with all applicable federal, state and local laws relating to Equal Employment and Equal Educational Opportunity and Affirmative Action. The College upholds Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

## PROCEDURE FOR SUBMITTING COMPLAINTS OF DISCRIMINATION, INCLUDING SEXUAL HARASSMENT

This procedure is provided for the prompt and equitable resolution of employee and student complaints alleging unlawful discrimination on the basis of race, color, creed or religion, sex, national origin, age, physical or mental disabilities, or other factors which cannot be lawfully used as

the basis for an employment or educational decision. The Affirmative Action Officer/504 Coordinator is Barbara Hornick-Lockard. Her telephone number is 962-9251 and her office is located in the Library.

**Coverage:** This procedure may be used by employees of the College and by students who have a grievance against a College employee. However, a student complaint involving another student should be filed with the Dean of Students who may invoke the Code of Student Conduct which is detailed in this catalog.

This procedure may not be used if a formal complaint with a State or Federal agency or a court action has already been filed by the grievant on the same complaint, or if a grievance has been filed under any current labor agreement or with any College employee's association. Any investigation or review underway will terminate without conclusion if a complaint is filed elsewhere.

**Procedure:** In order for the College to deal effectively with the problems of discrimination and sexual harassment, a complaint must be brought forward as soon as possible, preferably within 45 calendar days of the alleged act of discrimination or the discovery of the act. Delay in coming forward with the valid complaint seriously hinders the College's ability to properly investigate and deal with a potentially serious issue. The proceedings of any investigation are held confidential.

### Step 1: Informal Resolution

Individuals believing that they have been discriminated against in violation of the College's Equal Opportunity and Affirmative Action policies should bring that belief to the attention of the Affirmative Action Officer or the Director of Human Resources. College employees are obligated to report all incidents of discrimination and harassment of which they become aware. The President of the College is informed of all complaints.

The Director of Human Resources or Affirmative Action Officer or designees of the President of the College may advise or provide information to the complainant. The Affirmative Action Officer and/or Director of Human Resources are obligated to investigate complaints, request access to pertinent documents, and are required to maintain a record of the case. The Affirmative Action Officer and Director of Human Resources will conduct an appropriate

investigation and seek to resolve the concern on an informal basis. Resolution of the complaint is reported in writing to all parties and to the President of the College.

### **Step 2: Formal Resolution**

If the issue cannot be resolved informally, the Affirmative Action Officer or Director of Personnel will assist the complainant in drawing up written charges which are submitted to the President of the College. The President of the College will assign a designee to conduct a hearing. A hearing will be held in a timely manner from the date that the President receives the written charges. The hearing officer will hold closed meetings as necessary to review facts and allegations. The resolution process is confidential but disputants may bring anyone with them to any meeting pertaining to the case. Decisions of the hearing officer with action steps are communicated in writing to complainants, respondents and the President within 21 days of the hearing.

### **Step 3: Appeals**

If either the complainant or respondent is dissatisfied with the outcome of the formal hearing, a final appeal may be made to the President of the College. A written letter of appeal must be submitted within 14 days after the date of the hearing officer's decision. The President's decision is communicated to the grievant within 14 days after receipt of the appeal.

### **ALCOHOL ON CAMPUS**

The College recognizes the reality of the serious problems associated with the use of alcoholic beverages. College policy allows the use of alcohol on campus by permit only. The Student Government has voted that all student activities and socials be alcohol free. Student Government and the College continue to sponsor regular alcohol and drug awareness programs. Policies, procedures, and specific guidelines for the use of alcohol at campus events may be obtained from the Office of Campus Activities.

Individuals under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Further, the use of falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages by those under 21 is also illegal.

### **CAMPUS ORDER**

It's your responsibility to know and follow the Code of Student Conduct which follows. Such inappropriate conduct as disrupting teaching, research, or other College activities is subject to College rules as well as local, state, and federal laws.

### **CLASSROOM CONDUCT**

A student who creates a disturbance in a class may be directed to leave the class by the instructor. Failure to comply with such a directive could result in suspension or dismissal from the College, after an appropriate hearing.

### **COMPUTER LAB REGULATIONS**

The computer labs are provided for the purpose of allowing students access to a resource through which they can complete their computer-related, assigned course work for the curriculum in which they are enrolled. This purpose will have the highest priority at all times. Any non-academic use will be on a strictly as available basis, and any large scale non-academic use during the academic year must have prior approval of the Dean of the College.

The labs are operated as open labs on a first-come, first-served basis and may not be scheduled as classrooms. Special occasion use by classes must be scheduled with the prior approval of the Dean of the College. There must be monitor coverage at all times when the computer labs are open for use. When it is not possible to schedule a trained monitor the labs will remain closed. Students seeking help with a programming problem must go to their instructor or a tutor for assistance and not to the Computer Center staff.

Copies of lab rules are posted in the labs and are available from the Office of the Dean of Students. Each semester, at the time of course registration, students sign a statement certifying that they will abide by the students' rights and responsibilities outlined here. Students who abuse the privileges of their computer account will be subject to disciplinary action in accordance with the following rules. In extreme cases such matters may be referred to the Student Judiciary for further action. The imposition of any of the following disciplinary actions will not alter the possibility of further action by the College or civil authorities.

1. Use of abusive language, smoking, eating, or drinking in the computer rooms, or sending obscene messages via computer networks will result in a one-week suspension of lab privileges.
2. Any action which removes a work station from operation is prohibited and will result in a one-week suspension of computer privileges.
3. Accessing another student's account with the permission and/or knowledge of that student will result in both parties losing computer privileges for two weeks.
4. Unauthorized copying of software will result in losing computer privileges for the remainder of the semester.

5. Unauthorized access to the account of any other computer user will result in the loss of all computer use for the remainder of the current semester and all of the following semester.
6. Unauthorized access to any account possessing "special system privileges" or containing "confidential" information will result in an immediate and permanent loss of all computer use privileges at CCC.
7. Students must logout after a mainframe or network session. This is for the protection of the student's data and account integrity as well as to allow the next student to use the work station. Failure to logout may result in loss of data.
8. In order to assure that accessibility to work stations is maximized and that system performance is maintained as well as possible, any detached jobs or job idle in excess of 15 minutes will be logged off the system.

#### **CONFIDENTIALITY**

The College will respect the essentially confidential relationship between itself and its students. To the maximum extent possible the privacy and confidentiality of information shared during individual and group sessions and written records relating to each student are preserved.

#### **RECORDS:**

1. The official student permanent record in the Registration & Records office is confidential. It is to be maintained only by full-time members of the College staff employed for that purpose.
2. Each student shall have access to his/her medical, academic and educational record, subject only to reasonable regulations as to time, place, and supervision. Professional evaluations are excluded. A student may appeal to have information in his/her record corrected or removed where legally permissible.
3. Except with prior written consent of the student concerned, or as stated below, no information in any student file may be released to any individual or organization.
4. Faculty and persons with administrative assignments may have access to records and files for internal educational purposes, as well as for routinely necessary administrative and statistical purposes. Access to financial, medical, and disciplinary records is limited to the officials responsible for those matters. No one having access under this paragraph may disclose information beyond that listed below in 5 and 6.
5. The following information may be given any in-

- quirer, and is the only information to be released in response to a telephone inquiry: a. school or division of enrollment; b. periods of enrollment; c. degree(s) awarded, honors, emphasis, and date. If the inquiry is made in person, or by mail, in addition to the above, the following may be confirmed: d. the student's address, telephone number, date of birth, and verification of signature. Different or further information may not be given in the event that the inquirer's information is incomplete or incorrect.
6. Properly identified officials from federal, state, and local agencies may be given the following information if expressly requested:
    - a. school or division of enrollment
    - b. periods of enrollment
    - c. degree(s) awarded, honors, emphasis and date
    - d. student's address, telephone number, date of birth, and verification of signature
    - e. nature of academic record in general, i.e. academic status (good standing, separated, eligible to return)
    - f. name and address of parent(s) or guardian(s)
  7. Under no circumstances may any person making an inquiry be given personal access to any student file except as may be required by law.

#### **PERSONAL INFORMATION:**

All information shared in individual or group counseling sessions is held strictly confidential except in those unusual circumstances where withholding of information would result in a clear danger to the student or to others.

A prominent example of such an exception to this confidentiality principle is where New York State Social Services Law requires that school officials (teachers, counselors, nurses, day care administrators) make a report to the state when there is reasonable cause to suspect that a person under 18 is being abused or maltreated.

#### **DISRUPTIVE BEHAVIOR**

Occasionally the College may have the need to suspend a student immediately without waiting for normal notice and hearing due that student. It may be felt that the student is disruptive, incorrigible, or even dangerous to others, to self, or to property. Under such circumstances an interim suspension may be imposed pending normal notice and hearing at a later date.

Students who are suspended on an interim basis must be accorded a preliminary hearing, unless it can be shown that it is impossible or unreasonably difficult to afford it. This means that there must be a notice containing the reasons for

the interim suspension and the time and the place of the hearing at which the student is provided an opportunity to show why the student's continued presence on campus does not constitute a danger to others, to self, or to property.

### **DRUG FREE CAMPUS**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 require members of our College community to be aware 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. A Drug-Free Awareness Program has been established by the College. Information about drug counseling and rehabilitation is available from the Director of Personnel and the Dean of Students.

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.

### **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 assure the safety of individuals, the protection of health and property, and the continuity of the educational process. 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.

### **GRIEVANCE**

Until the faculty establishes a judicial system of their own, students with grievances against the faculty have the opportunity to take grievances through several channels, such as the faculty member, Division Chairpersons, Dean of the College, Dean of Students, Chief Magistrate, or President.

### **HARASSMENT**

An essential part of CCC's Equal Opportunity commitment is to maintain a working and learning environment in which employees and students are able to work and to learn without physical or verbal harassment of any kind because of sex, race, color, national origin, religion, age or handicap.

In September of 1980, the Equal Employment Commission issued revised guidelines dealing with sexual harassment as an unlawful practice under the Civil Rights Act of 1964. These guidelines confirm that unfair abuse of sexual privacy, for females and males alike, is a violation of Federal Law.

Prohibited behavior, which may be either physical or verbal, is defined by the Federal guidelines as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature—when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Although these Federal guidelines apply to sexual harassment in the workplace, College policy makes them also applicable to students pursuing educational or other activities at CCC.

Individuals believing that they have been discriminated against in violation of the College's Equal Opportunity and Affirmative Action policies should bring that belief to the attention of the Affirmative Action Officer (962-9251) or the Director of Human Resources (962-9229). College employees are obligated to report all incidents of discrimination and harassment of which they become aware. The President of the College is informed of all complaints. The complaint procedure outlined under "Affirmative Action Policy" in this catalog may also be used to resolve harassment issues.

### **LIBRARY OBLIGATIONS**

Damage to property or actions disturbing to users will lead to revocation of library privileges. Books and other library materials must be returned as required by library policy, generally by the end of each semester or special session. Transcripts will be withheld if library records show overdue books or other materials or unpaid fines. Students leaving the College should clear their records with the library.

### **NON-STUDENTS ON CAMPUS**

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.

### **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. Copies of the policy can be found in the Office of the Dean of Students. That office also maintains a Directory of Records which lists all education records maintained on students by this College. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Students, who is the designated access officer.

### **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.

1. 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.
2. 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.
3. 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.
4. 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.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student utilizing the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of individual rights under this section.
- 6a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.

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

#### **SAFETY/SECURITY**

Corning Community College has an excellent record in regard to safety. While crime is a national problem that affects even rural areas, we are fortunate that CCC has never experienced significant difficulties. To provide a safe environment for our students, we employ a professionally-trained public safety force and a very competent student life staff who work with the students to ensure that students and their personal possessions are protected as much as possible.

Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Programs

sponsored by the student life staff and other college organizations, sessions are held each semester for students on topics such as personal safety awareness and security, rape prevention, and the prevention of burglary and vandalism.

The College has not experienced any major crimes of violence on its campus. CCC complies with the Security Information Act for Institutions of Higher Education. At the beginning of each semester new students receive information about appropriate crime and campus security statistics. This information also can be requested through the Office of the Dean of Students/Information Access Officer or the Public Safety Office at the main College campus.

#### **SMOKING ON CAMPUS**

The campus is smoke-free except for those areas specifically marked for smoking. In addition, the College provides resources for those choosing to stop smoking and educational information for those interested in further study of this topic. The College counselors, nurse, and health instructors are key College resources for additional information.

# CODE OF STUDENT CONDUCT

## MAINTAINING PUBLIC ORDER

A. Limits to the application of College discipline shall be applied to student misconduct which adversely affects the College community's pursuit of its educational objectives, defined as follows:

1. The opportunity of all members of the College community to attain their immediate and long-range educational goals.
2. The generation and maintenance of an intellectual and educational atmosphere throughout the College community.
3. The protection of the welfare, health, safety, and property of all members of the College community and the College itself.

B. Matters of extenuating circumstances surrounding the violation shall be taken into account in determining the question of and/or nature of the sanction. Inappropriate sanctions shall not be imposed.

## MISCONDUCT AND DISCIPLINE

A. Misconduct for which students will be subject to College discipline:

1. Dishonesty—such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery or alteration of College documents, records, or instruments of identification or use of same with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration disciplinary proceedings, or other College activities, including public service functions and other authorized activities of the College.
4. Abuse of any person, College premises, or at College-sponsored or College-supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft from or damage to College premises or theft or damage to property of a member of the College community or College premises.
6. Failure to comply with directions of College officials acting in proper performance of their duties; i.e., any requirement or request to desist from specified activities or to leave the premises must be obeyed unless manifestly unreasonable or outside the scope of authority of the person issuing the requirement.
7. Violation of College rules published by the housing office, governing the housing students.

8. 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 claim to speak or act in the name of a College-related organization without due authorization.

9. Disorderly, lewd, indecent, or obscene conduct or expression on campus or at a College-sponsored function.

10. Acts against civil or criminal law, only where the Student Code of Conduct is violated. But no individual is to be tried by College authorities for the same offense tried by civil authorities, unless the offense is detrimental to objectives listed in A above.

Therefore, in cases where the institution's interests as an academic community are not distinctly and clearly involved, the special authority of the College should not be asserted, nor should that authority be used merely to duplicate the function of the civil authorities. By the same token, the student who incidentally violates institutional regulations in the course of off-campus activity such as those relating to class registration, should be subject to no greater penalty than would normally be imposed. In all cases of student violation of civil or criminal law, College officials may apprise students of sources of legal counsel and offer other assistance.

However, the College must go on record as supporting the laws of the locality, the state, and the nation. 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.

One very specific application of this principle is that students will be subject to discipline for the use, possession, sale, or transfer of illegal drugs.

11. **ANTIHAZING:** 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.
12. Violation of published College regulations.

B. Misconduct for which organizations will be subject to College discipline. Organizations which operate upon

the campus or upon the property of the College used for educational purposes shall be prohibited from authorizing the conduct described above.

### **PROCEEDINGS FOR STUDENT MISCONDUCT**

1. Any member of the College community may file charges against any student of the College for misconduct.
2. The College guarantees fair proceedings to each student whose alleged behavior is contrary to the established code of conduct. Fair proceedings should include, as a minimum at least, the following:
  - a. a written statement of charges being made and the source thereof;
  - b. ample notice of the time of trial;
  - c. a trial at which the individual is presented with the case against him/her;
  - d. the individual has the opportunity to answer accusations and to submit the testimony of witnesses;
  - e. the individual has an opportunity for, and must be informed of his/her right to, and the procedures for, appealing the decision made at the trial;
  - f. plaintiff, defendant and witnesses, if any, must appear in person; and
  - g. the right to question evidence presented in guaranteed.

### **PROCEDURES FOR AN ORGANIZATION'S MISCONDUCT**

1. The President of the College shall be responsible for the enforcement of provisions concerning hazing and such responsibility may be exercised by any designee appointed by the President.
2. Whenever the President has determined on the basis of a complaint or on personal knowledge that there is reasonable ground to believe that there has been a violation of this provision by any organization, the President shall prepare or cause to be prepared written charges against the organization which shall state the provisions prescribing the conduct and shall specify the ultimate facts alleged to constitute such violations.
3. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten (10) days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten (10) days shall be

deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in subdivision G herein. The response shall be submitted to the President or his designee and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The President or his designee may allow an extension of the ten-day response period.

4. Upon written request by an authorized representative of the organization, the President shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the President or his designee shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the President or his designee within twenty (20) days after the close of the hearing.
5. Final authority to dismiss the charges or to make a final determination shall be vested in the President. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (3) above within a reasonable time after such decision is made.

An organization which authorized prohibited conduct described under Anti-hazing, shall be subject to the rescission of permission to operate upon the campus or upon the property of the College used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the penal law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this subdivision.

The provisions prohibiting hazing activities shall be deemed to be part of the by-laws of all organizations which operate upon the campus of the College or upon the property of the College used for educational purposes. Each such organization shall review its by-laws annually with individuals affiliated with the organizations.

Copies of the regulations which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in the College.

## STUDENT JUDICIARY PROCESS

The judiciary procedure guarantees students the right of due process, including the right to a hearing and the right to appeal. However, if during the investigation of a specific misconduct charge by the Campus Public Safety Office, the Dean of Students office, or the Office of the Dean of the College, the charged student freely admits guilt and signs a statement to this effect, the student shall be advised prior to admitting guilt that he/she is waiving the right to a hearing before the Student Judiciary Board.

The following process has been approved by the Faculty Association and the Board of Trustees.

The Student Judiciary at CCC shall be made up of the following:

1. Three full-time Faculty Association members will be elected at the yearly Faculty Association election in the spring of each year. Faculty Council shall appoint, from the full-time Faculty Association membership, when vacancies exist. Appointees shall serve the remainder of the term of the person they are replacing.
2. Ten students will be elected each May in a general student election to serve as student magistrates. The student magistrates will serve one year (May to May). The Student Government shall hold a special election, as needed, when the pool of student magistrates falls below six members. The students elected to fill vacancies shall serve the remainder of the term of the person they are replacing. For each judicial case, four student magistrates will be selected by the Dean of Students in the following manner:
  - a. All ten students elected will be interviewed by the Dean of Students to see if a conflict of interest exists.
  - b. If a conflict exists the student will be dismissed from the case in question, but remain a magistrate for future cases.
  - c. Four student magistrates will be selected from those eligible by the Dean of Students using a blind draw method.
  - d. One of the four student magistrates selected will serve as the Chief Magistrate. The Chief Magistrate will be determined by a vote of the seven member Student Judiciary (4 students, 3 Faculty Association members).
3. In the case of illness of one of the students or Faculty Association members, the Student Judiciary can proceed and function. If more than one student or

Faculty Association member is ill, then such vacancies must be filled by appointment as outlined in numbers 1 and 2, above.

4. A tape recording or transcript will be made of all proceedings.
5. The decision reached by the Student Judiciary will be recommended to the Dean of Students. The Dean of Students shall render the recommendation of the Student Judiciary as the decision in the case.

## APPEAL PROCEDURE

6. The decision of the Dean of Students may be appealed. Such an appeal must be made in writing within 72 hours of the written notification of the decision of the Dean of Students and submitted to the Dean of Students. For just cause, the Dean of Students may waive the 72-hour requirement.

Such letter of appeal must contain the reasons for the appeal. Normally, appeals are made for three reasons:

- a. New evidence
- b. Violation of due process
- c. Improper penalty

The Dean of Students, upon receipt of the letter of appeal, shall forward it to the Chairperson of the Student/Faculty Board of Appeals.

7. The Student/Faculty Board of Appeals shall consist of three students, three Faculty Association members, and three administrators. The student members shall be appointed by the Student Government Executive Board and shall not be the same students serving as student magistrates at the time. The Faculty Association members shall be appointed by the Faculty Council and shall not be the same Faculty Association members serving on the Judiciary at the time. The administrative members shall be appointed by the Dean of the College and shall not be the same administrators serving on the Judiciary at the time. Any vacancy shall be replaced by appointment: Students by Student Government Executive Board, Faculty Association members by Faculty Council, Administrators by Dean of the College. The Student/Faculty Board of Appeals shall serve for the duration of the appeal. The Chairperson of the Board shall be elected by the members of the Board.
8. The appeal hearing shall be convened within 30 days after the receipt of the written appeal. Extension of this date may be granted by mutual agree-

ment of the Dean of Students and the accused. However, no hearings shall be commenced later than 60 days after the end of the semester—as determined by the date for the last day of classes—during which the incident occurred.

9. The Appeals Board shall review the case, hear testimony regarding new evidence, consider disciplinary action, and render a majority decision to either uphold, reject, or modify the action of the Student Judiciary as rendered by the Dean of Students. In the hearing, both the accused and the accuser shall have the right of representation of advisors of their choice. The right to call additional witnesses shall be granted. The burden of proof—as always—rests with the accuser.
10. A transcript of all testimony at the hearing, in the form of a tape recording, is required and will be available upon request to the accused and accuser. A tape recording of the deliberations of the board is required and will be available only to the President of the College. The Board shall communicate its conclusion and recommendation in writing within

24 hours after completing the hearing to the Dean of Students and he/she will submit the results to the President of the College. The Board's recommendation shall be one of the following:

- a. reject the appeal
- b. recommend a modified penalty
- c. recommend the accused be exonerated of the charges

The Board shall include, in its written recommendation to the President, the reasons for its decision and the justification for its recommendation. Both the accused and the accuser shall have the right to file, within 24 hours of the conclusion of the hearing, a post hearing statement with the President.

The President shall review, as promptly as possible, the recommendation of the Appeals Board and post hearing statements, if submitted. In addition, he will review the original decision of the Student Judiciary and shall render a final decision. The President's decision represents the final decision.

# ADVISORY COMMITTEES

Corning Community College advisory committees represent the region's employers. The committees review curriculum and make suggestions leading to a wider range of employment opportunities. This process helps faculty establish working relationships outside the educational community and helps keep high school personnel informed of changes occurring at the college level.

## ACCOUNTING

Robert Appleby, Secretary/Treasurer, Elmira Waterboard, Elmira  
Patrick Bonnell, Controller/Assistant Treasurer, RKB, Elmira  
Lawrence J. Comerisky, Controller, LRC Electronics Inc.,  
Horseheads  
Andrew Havalchak, Professor of Accounting, Mansfield University;  
CPA, Dugo, Havalchak & Co., Painted Post  
Nancy A. Kirby, CPA PC, Kirby N.A. & Co., Elmira  
Louis J. Nettle, Jr., CPA PC, Corning  
Kenneth Peworchik, LaVigne & Peworchik, Elmira  
Belinda Stoddard, Accountant/Systems Manager, YMCA, Corning  
Richard Terwilliger, Assistant Controller, Phillips Lighting, Bath  
Margaret VonHagen, Supervisor of Federal Compliance, Corning  
Incorporated, Corning  
Nancy Williamson, CEO, Steuben Educators Federal Credit Union,  
Painted Post

## AUTOMOTIVE TECHNOLOGY

Richard Cross, Sales Representative, Sun Electric Corp., Syracuse  
Richard Cullen, Owner, Cullen Tire Inc., Horseheads  
John DePumpo, Parts Department Manager, Hartman Lincoln  
Mercury Inc., Elmira  
Daniel Klopp, Owner, Klopp's Transmission & Auto Repair, Corning  
Dominic Peters, Instructor, SCT BOCES, Elmira  
Robert Roupp, Service Manager, Sears Automotive, Horseheads

## BUSINESS ADMINISTRATION

James Bacalles, President, Bacalles Glass Shop, Corning  
William Diffenderfer, Winter Village, Corning  
Carol Love, President, Bastian Tire Sales, Inc., Horseheads  
Edmund J. McGarrell, Jr., Manager, Program Development,  
Corning Incorporated, Corning  
Ronald Pierce, Personnel Manager, International Salt Co., Watkins  
Glen  
Steven Robinson, Branch Manager, Central Trust, Painted Post

## CAD/CAM

Daniel J. Campanelli, CAD/CAM Supervisor, Hardinge Brothers  
Inc., Elmira  
Michael Harris, Manager, Computer and Measurement Technology,  
Corning Incorporated, Corning  
Timothy Longworth, Manager of Manufacturing, Toshiba Display  
Devices, Inc., Horseheads  
Alan Smith, Senior Designer, Micro Tech Design, Corning  
Thomas Tammaro, Occupational Education Chairperson, Corning  
West High School, Painted Post  
John Trimber, Secretary/Treasurer, Weiler Mapping, Inc.,  
Horseheads

## CHEMICAL TECHNOLOGY

Dr. Frank Dolan, Senior Process Chemist, The DuPont Co.,  
Towanda, PA.  
Dr. Richard Hammer, Manager, Ceramic and Substrate  
Development, IBM, Endicott  
Thomas Kehoe, Placement Services, Eastman Kodak Co., Rochester  
Dr. Anil N. Kharkar, Chemical Engineering Manager, Chemical  
Process Technology, Corning Incorporated, Corning  
Dr. Stephen Miller, Laboratory Manager, Corning Incorporated,  
Corning, N.Y.  
Dr. Stephen Mix, Engineer, Imaging & Sensing Technology  
Corporation, Horseheads  
Louis Naro, Process/Statistical Engineer, Corning Incorporated,  
Corning  
Dr. Robert Patrician, Assistant to Director of Research and  
Engineering, GTE Products Corp. Towanda, PA.  
Mary P. Roche, Associate Professor in Chemistry, Emeritus, Corning  
Community College, Corning  
Philipp wh. Schuessler, Advisory Chemist, I.B.M., Owego  
Robert L. Thomas, Director of Process Analysis, Corning  
Incorporated, Corning  
Danielle Tice, Senior Quality Technician, Corning Incorporated,  
Corning  
Dr. Dale Work, Product Engineering Manager, North American  
Phillips, Bath  
Laurence Yost, Chemist, Eastman Kodak Co., Rochester  
Carolann Wait, Chemical Analysis, Corning Incorporated, Corning

## COMPUTER STUDIES

Louis Carl, Manager of Product Engineering, ITT Kennedy Valve,  
Elmira  
Ronald Chorba, Chairman, Computer Based Management Systems,  
School of Management, Clarkson College, Potsdam  
Maxine Cohen, Director of Computer Information Science, SUNY at  
Binghamton, Binghamton  
Dr. Duane Davis, Technical Computing Services Manager, Corning  
Incorporated, Corning  
John Garre, Manager, MIS, Taylor Wine Company, Hammondsport  
Greg Martin, Director of Data Processing, Arnot-Ogden Hospital,  
Elmira  
Jim Mullen, Production Planning Manager, Materials Department,  
Toshiba Display Device Inc., Horseheads  
Charles Smith, Technical Publications, Dresser-Rand Company,  
Painted Post  
Scott Spetka, Assistant Professor of CIS, SUNY College of  
Technology, Utica  
Terri Standish, Manager of Data Processing, Shepard Niles  
Company, Montour Falls  
Dr. William Stratton, Director of Computer Information Science,  
Rochester Institute of Technology, Rochester  
Edward VanDeventer, Plant Comptroller, Akzo Salt Incorporated,  
Watkins Glen  
John Williams, Supervisor of Data Processing Operations, Dresser-  
Rand Company, Painted Post

## **CRIMINAL JUSTICE**

David L. Bachman, Officer in Charge, Southport Town Police, Elmira  
R. Craig Banfield, Chief, Horseheads Police Dept., Horseheads  
Larry E. Barnes, Chief, Bath Police Dept., Bath  
George J. Bartlett, Superintendent, Elmira Correctional Facility, Elmira  
Richard Button, Private Investigator, Elmira  
D. Bruce Crew III, Judge, New York State Supreme Court  
Jerry A. Dartt, Sheriff, Steuben County  
William N. Ellison, Judge, New York State Supreme Court  
Richard T. Faulisi, Chief, Corning Police Dept., Corning  
Rodney R. Fisher, Officer in Charge, Avoca Police Dept., Avoca  
Robert N. Hauptman, Chief, Elmira Heights Police Dept., Elmira Heights  
D. W. Charles Houper, Sheriff, Chemung County  
George Kibbe, Chief, Hammondsport Police Dept., Hammondsport  
Michael J. Maloney, Sheriff, Schuyler County  
Roger D. McCann, Officer in Charge, Erwin Police Dept., Erwin  
Robert J. McCellan, Superintendent, Southport Correctional Facility, Elmira  
John J. McQueeney, Major Commander, Troup "E", State Police Headquarters, Canandaigua  
Joseph Michalko, Chief, Elmira Police Dept., Elmira  
John F. O'Mara, Attorney, Elmira  
Joe D. Ordway, Chief, Canisteo Police Dept., Canisteo  
Edward J. Pariso, Director, Probation, Chemung County  
Peter L. Peterson, Chief, West Elmira Police Dept., Elmira  
Donald G. Purple, Jr., Judge, Steuben County  
Robert T. Rodbourn, Officer in Charge, Addison Police Dept., Addison  
Alan J. Simon, Area Supervisor, New York State Department of Correction Service (Parole), Chemung County  
John Tunney, District Attorney, Steuben County  
Mark L. Whitman, Chief, Hornell Police Department, Hornell  
Donald W. Yost, Chief, Painted Post Police Dept., Painted Post

## **DRAFTING**

Merle Adler, Senior Mechanical Engineer, Corning Incorporated, Corning  
Michael Brown, Senior Drafting Technician, Corning Incorporated, Corning  
Robert Carlyle, Mechanical Design Engineer, Hardinge Brothers, Inc., Elmira  
Brian Eaton, Mechanical Design Engineer, Hardinge Brothers, Inc., Elmira  
George Lapinsky, Mechanical Design Engineer, Corning Incorporated, Corning  
Jesse McMillen, Design Supervisor, Technical Temporaries, Corning,

## **ELECTRICAL TECHNOLOGY**

Rolf R. Beyer, Manager, Electronic Products Engineering, Imaging and Sensing Technology Corporation, Horseheads  
Dale Bryant, Guidance Counselor, Southside High School, Elmira  
William Rosettie, Electronics Instructor, Elmira Free Academy, Elmira  
Eric Specht, Senior Control Engineer, Dresser-Rand Company, Painted Post  
Robert Trader, Project Manager, Shepard Niles Crane and Hoist, Montour Falls  
William Zinn, Manager of Engineering, Hardinge Brothers, Inc., Elmira

## **FIRE PROTECTION TECHNOLOGY**

William R. Flohr, Chief, Corning Fire Dept., Corning  
Donald H. Harrison, Chief, Elmira Fire Dept., Elmira  
Francis A. McGarry, State Fire Administrator, Albany  
Donald S. Merring, Steuben County Fire Coordinator, Corning  
William S. Randolph, Schuyler County Fire Coordinator, Watkins Glen  
Barbara A. Smith, Director, Academy of Fire Science, Montour Falls  
Michael S. Smith, Chemung County Fire Coordinator, Elmira

## **HUMAN SERVICES**

Dr. Robert Anderson, Director, Steuben County Community Services, Bath  
Martha Boland, Director, New Dawn, St. Joseph's Hospital, Elmira  
Nancy Cox, Director, Volunteer Connection, Corning  
Gordon Drummond, Social Worker, Corning-Painted Post School District, Painted Post  
Nancy Dunham, Alcohol & Drug Abuse Council, Chemung County, Elmira  
Evelyn Efinger-LaCroix, Director, Steuben Child Care Project, Bath  
Patricia Hurley-Trojan, Director, M.A.T.C.H., Hornell  
Addie Kelley, Mental Health Therapy Assistant (retired), Horseheads  
Edward Marasek, Executive Director, Glove House, Elmira  
Janice McConnell, Director of Social Work, Founder's Pavilion, Corning  
Michael McDonald, Director, Chemung County Youth Bureau, Elmira  
Georgia McGrady, Director, A.D.R.C., Elmira  
Stephanie McEnroe, Steuben Council on Alcoholism, Corning  
Lynda J. Potter, Director, Child Care Center at Christ Church, Corning  
Patricia Stevens, Chief of Chemical Dependency Program, Bath VA Hospital, Bath  
Ethel Strickarz, Director of Development, Steuben ARC, Bath  
Lynn VanAtta, Director, Child Development Head Start Program, Elmira  
Dr. Stanley Warkala, Community Services Director (retired), Elmira  
Dr. Sonia Werner, Career and Family Consultant, Corning Incorporated, Corning  
Ellen Wohl, Director of Child Care Resource Development Program, Elmira

## **INDUSTRIAL TECHNOLOGY**

Scott W. Deming, Senior Engineer, Corning Incorporated, Corning  
Gary Hamilton, Manufacturing Engineer, Dresser-Rand Company,  
Painted Post  
Robert Heater, Senior Industrial Engineer, Philips Lighting, Bath  
John M. Peris, Manager of Product Engineering, Hardinge  
Brothers, Inc., Elmira  
Charles R. Terwilliger, Methods Supervisor, Schweizer Aircraft  
Corp., Big Flats

## **MECHANICAL TECHNOLOGY/NUMERICAL CONTROL**

Raymond Alford, Project Engineer, Dresser-Rand Company, Painted  
Post,  
Ronald Dunbar, Supervisor of Occupational Education, SCT BOCES,  
Elmira  
Gerald Forker, Field Sales Engineer, Hardinge Brothers, Inc.,  
Elmira  
Gary Vogt, Plant Manufacturing Engineer, Erwin Ceramics Plant,  
Corning Incorporated, Corning  
Paul A. Williams, Drafting Technician, Facilities & Machine  
Engineering Services, Corning Incorporated, Corning

## **NURSING**

Margaret H. Adams, Health Care Consumer, Watkins Glen  
Barbara Briggs, Guidance Counselor, Corning-Painted Post West  
High School, Painted Post  
Mary Buth, Vice President, Nursing Services, Corning Hospital,  
Corning  
Carolyn Corbett, Vice President, Nursing, Robert Packer Hospital,  
Sayre, PA  
Dennis W. Emo, Manager, Benefits/Health Services, Dresser-Rand  
Company, Painted Post  
H. Fred Farley, Vice President/Nursing, Arnot-Ogden Medical  
Center, Elmira  
Roseleah Lodge, Director of Nursing, Schuyler Hospital, Montour  
Falls  
Dr. Anita Ogden, Chair, Nurse Education, Elmira College, Elmira  
Amy Pollard, Vice President, Nursing, St. Joseph's Hospital, Elmira  
Ann Marie Rossi, Health Care Consumer, Corning

## **NURSING PRECEPTORS**

These registered nurses are employed in area hospitals and assist  
CCC students to make the transition from student nurse to staff  
nurse.

Carol Anderson, Arnot-Ogden Medical Center, Elmira  
Sonia Brott, Corning Hospital, Corning  
Mabel Brouwere, Corning Hospital, Corning  
Debbie Bronzetti, Ira Davenport Hospital, Bath  
Monica Cheresnowsky, Veterans Administration Medical Center,  
Bath  
Melissa Clark, Ira Davenport Hospital, Bath  
Rita Dyer, Veterans Administration Medical Center, Bath  
Marvella Ellison-Trevino, Veterans Administration Medical  
Center, Bath  
Anne M. Fell, Robert Packer Hospital, Sayre  
Susan Gee, Arnot-Ogden Medical Center, Elmira  
Sue Harmer, Arnot-Ogden Medical Center, Elmira  
Elizabeth Hutter, Corning Hospital, Corning  
Lori Jewett, Robert Packer Hospital, Sayre

Kelly Koop, Robert Packer Hospital, Sayre  
Pamela Markell, Veterans Administration Medical Center, Bath  
Debra McRae, Veterans Administration Medical Center, Bath  
Caroline Payne, Arnot-Ogden Medical Center, Elmira  
Mary O'Connell Rich, Robert Packer Hospital, Sayre  
Susan Sager, Ira Davenport Hospital, Bath  
Karen Strobel, Veterans Administration Medical Center, Bath  
Wanda Strobe, Robert Packer Hospital, Sayre  
Ann Tarkett, Arnot-Ogden Medical Center, Elmira  
Timmie-Lee Yastremski, Ira Davenport Hospital, Bath

## **PARALEGAL**

Mathew Baker, Paralegal, Wellsboro, Pa.  
Samuel J. Castellino, Judge, Elmira  
D. Bruce Crew, Justice, New York State Supreme Court  
Richard Denton, Attorney, Elmira  
Sandra Eckhoff, Paralegal, Bath  
James Hayden, District Attorney, Elmira  
Robert Hodgson, Attorney, Chemung Canal Bank, Elmira  
Donald A. Levinger, Attorney, Elmira  
A. John Peck, Jr., Attorney, Corning  
David Rynders, Jr., Neighborhood Justice Project, Elmira  
John Tunney, District Attorney, Bath  
George J. Welch, Attorney, Corning

## **PARAMEDIC**

Timothy Bangs, Owner, Bangs Ambulance, Ithaca  
Deborah Byrd, Assistant Vice President for Operations,  
Arnot-Ogden Medical Center, Elmira  
Stephen Copp, Sr., Paramedic Preceptor, Corning Ambulance  
Service, Corning  
William Huffner, M.D., Medical Director, Department of  
Emergency Medicine, Arnot-Ogden Medical Center, Elmira  
Ronald Kintz, President, Erway Ambulance Service, Elmira  
Allen Lewis, President, Corning Ambulance Service, Corning  
John Moretz, Paramedic Preceptor, Erway Ambulance Service,  
Elmira

## **SECRETARIAL**

Lynn Ahrens, Administrative Assistant for Learning Technologies,  
Haverling Central School, Bath  
Susan Biggs, International Administrator Coordinator, Hardinge  
Brothers, Inc., Elmira  
Stacy Grimins, Sales Accounting Specialist, Dresser-Rand  
Company, Painted Post  
Pamela DePrimo, Employee Relations Manager, Guthrie Clinic  
Ltd., Sayre, Pa.  
Cheryl Geinitz, Secretary for Nursing Education, Arnot Ogden  
Medical Center, Elmira  
Suzanne Pulvino, Senior Stenographer and Keyboard Specialist,  
New York State Police, Bath  
Debra Whitson, Business Systems Consultant, Corning  
Incorporated, Corning

# COLLEGE ADMINISTRATION

## REGIONAL BOARD OF TRUSTEES

Dr. Anthony N. Ciccariello  
Darwin C. Farber  
Patricia K. Finnerty  
Clement N. Granoff  
Jeanne K. Harpending  
Allan C. Johnson  
James T. Kirk  
Vernon J. Patterson  
Althea O. Roll  
Michael Skrocki  
Richard W. Swan  
William C. Ughetta  
Thomas R. Walton  
Charles E. Young

## OFFICE OF THE PRESIDENT

Donald H. Hangen, President

Cornelius J. Milliken, Director of External Affairs  
Judy Smith, Director of Business Development & Training

William R. Stowell, Director of Human Resources

Donna C. Layng, Director of Public Relations

Barbara Hornick-Lockard, Affirmative Action & 504 Officer

Mary Gail Lee, Director of Athletics

John W. Kelley, Director of Alumni Relations

Anne E. Cohn, Director of Grants & Special Project Funding

## OFFICE OF FINANCIAL AND BUSINESS SERVICES

Joseph E. Sartori, Director

Controller  
Thomas F. Carr

Computer Center  
William C. Manuel, Director

Physical Plant  
Phillip Jacobus, Director

## OFFICE OF THE DEAN OF THE COLLEGE

Gunars Reimanis, Dean of the College

John W. Kelley, Dean of Students

David N. Biviano, Director of Admissions  
Annette Clarke, Director, Day Care Center  
Ann M. DeMember, Director of New Student Services

## Academic Divisions

John E. Wills, Chairperson, Biology and Chemistry  
David B. Quattrone, Chairperson, Business Administration  
Byron Shaw, Chairperson, Communications and Humanities  
George Gifford, Chairperson, Math, Physics, and Technology  
Bonnie L. Page, Chairperson, Nurse Education/Health,  
Physical Education & Recreation  
Gilbert A. Sweet, Chairperson, Social Sciences

Arthur A. Houghton Jr. Library & Learning Resources Center  
Barbara Hornick-Lockard, Director

Advising, Counseling and Career Services  
Richard N. Ek, Director

Continuing Education  
Sharon Clark, Director

Inmate Education  
Lawrence E. Carr, Director

Institutional Research, Records & Registration, Financial Aid  
James B. Allan, Director

Project PACE  
Joan L. S. Ballinger, Director

Student Support Services Project  
Charles Hollister, Director

Spencer Crest Liaison  
John J. Brennan  
John E. Wills

# FACULTY, ADMINISTRATION, TECHNICAL & STAFF ASSISTANTS

(Date in parentheses indicates beginning of employment.)

- Allan, James B.** (1973), *Director of Financial Aid, Institutional Research, Registration & Records.*  
B.S., M.S., Miami (Ohio) University.  
State University Chancellor's Award for Excellence in Professional Service, 1980.
- Anastasio, Frank** (1965), *Professor of English.*  
B.S., Southern Connecticut State College; M.A., University of Connecticut.
- Anderson, Jack R.** (1968), *Professor of Astronomy and Geology.*  
B.S., M.S., SUNY at Fredonia; M.S.T., Cornell University; Ed.D., University of Northern Colorado.
- Andrews, Nancy L.** (1970), *Coordinator and Advisor for Regents College Continuing Education.*  
A.S., Corning Community College; B.A., Nazareth College; M.S. Ed., Elmira College.  
State University Chancellor's Award for Excellence in Professional Service, 1985.
- Appelt, Hans-Peter** (1970), *Professor of Computer & Information Science.*  
A.A.S., Corning Community College; B.S., M.S., Elmira College; M.S.C.S., Rochester Institute of Technology; Ph.D., Cornell University. Certified Data Educator.
- Bacalles, Peter G.** (1977), *Associate Professor in Business Administration.*  
B.S., Susquehanna University; M.B.A., Syracuse University.
- Ballinger, Joan L. S.** (1987), *Director, Project PACE.*  
A.A., Corning Community College; B.S., M.S., Elmira College.
- Bennett, Henry G.** (1969), *Associate Professor in Philosophy.*  
B.A., M.A., Oklahoma State University.
- Beykirch, Michael G.** (1991), *Instructor in Spanish and German.*  
B.A., University of California at Berkeley; M.A., University of Wisconsin at Madison.
- Bierwiler, Colette** (1985), *Visiting Lecturer in English.*  
A.A., Corning Community College; B.A., Harpur College; M.A., SUNY at Binghamton.
- Biesanz, Richard J.** (1969), *Professor of Anthropology and Sociology.*  
B.A., Oakland University; M.A., University of Toledo.
- Biviano, David N.** (1977), *Director of Admissions.*  
B.S. Ed., M.S., University of Tennessee.
- Bowes, James** (1989), *Assistant Professor in Health, Physical Education, Recreation.*  
B.S., Lock Haven University; M.S., West Chester University.
- Brennan, John J.** (1966), *Professor of Biology.*  
B.S., St. Bonaventure University; M.S., University of Mississippi.
- Briggs, Walter** (1989), *Field Advisor of Social Services Competency Based Training Program.*  
A.S., Corning Community College; B.S., Elmira College.
- Brill, Margaret R.** (1960), *Professor of Art History & Humanities.*  
B.A., Vassar College; M.A., New York University.
- Bulkley, Neil F.** (1963), *Professor of Health/Physical Education.*  
A.A., Corning Community College; Ed.B., University of Buffalo; Ed.M., SUNY at Buffalo.
- Bunch, Marvin E.** (1970), *Professor of Chemistry & Forensic Science.*  
B.S., Franklin & Marshall College; M.S., Pennsylvania State University.
- Burns, Barbara** (1984), *Staff Assistant in Human Resources.*  
A.A.S., Corning Community College.
- Carr, Lawrence E.** (1966), *Professor of Mathematics; Director of Inmate Education.*  
B.A., Houghton College; M.S., Rensselaer Polytechnic Institute.
- Carr, Sally H.** (1975), *Professor of English.*  
B.A., Houghton College; M.A., Alfred University.
- Carr, Thomas F.** (1988), *Controller.*  
B.S., LeMoyne College; M.S., Western Connecticut State University.
- Chapman, James L.** (1974), *Director & Professor of Criminal Justice.*  
A.A.S., B.S., M.S., Elmira College; M.A., John Jay College of Criminal Justice.
- Charles, Darlene** (1972), *Professor of Psychology.*  
A.B., San Francisco University; M.A., Ph.D., University of California, Berkeley.
- Charlier, Penelope Smith** (1970), *Staff Assistant in Mathematics.*  
A.S., Corning Community College; B.A., M.S., Elmira College.
- Chilson, Samuel** (1962), *Assistant Director of Physical Plant.*  
A.A.S., Corning Community College.
- Clark, Dale** (1981), *Associate Professor in Business Administration.*  
A.A.S., Corning Community College; B.A., SUNY at Geneseo; J.D., SUNY at Buffalo.
- Clark, Sharon D.** (1992), *Director of Continuing Education.*  
B.S., Kansas State College at Pittsburg; M.A., Washington University.
- Clarke, Annette** (1982), *Director of Day Care Center.*  
B.S., Indiana University of Pennsylvania.
- Clarke, Elizabeth** (1988), *Program Manager, Business Development Center.*  
A.S., Corning Community College; B.A., SUNY at Geneseo.
- Cleary, Diana B.** (1990), *Counseling Assistant, Project PACE.*  
A.A.S., Corning Community College.
- Close, Dennis** (1981), *Professor of Automotive Technology.*  
A.A.S., SUNY at Morrisville; B.S., SUNY at Oswego; M.S., SUNY at Buffalo.
- Cohn, Anne E.** (1969), *Director of Grants & Special Project Funding.*  
A.A., Corning Community College; B.A., SUNY at Binghamton; M.S., Elmira College.
- Cole, Bradley S.** (1987), *Assistant Professor in Electrical Technology.*  
A.S., Corning Community College; B.S.E.E., Gannon University; M.S., SUNY at Binghamton.
- Connelly, John P.** (1969), *Professor of Economics.*  
B.S.I.E., M.B.A., Ohio State University.
- Conrad, Robert** (1990), *Counselor.*  
B.A., M.Ed., Edinboro University of Pennsylvania.

- Corwin, Elaine** (1989), *Assistant Professor in Health, Physical Education, Recreation*.  
B.S., M.S., SUNY at Cortland.
- Coveney, Sally** (1990), *Visiting Lecturer in Nurse Education*.  
A.A.S., Corning Community College; B.S., Alfred University.
- Crane, Marla** (1991) *Academic Counselor, Project PACE*.  
A.S., Corning Community College; B.S., Empire State College.
- Cross, Deborah** (1990), *Administrative Assistant to the President*.
- Curtin, Brendan** (1979), *Professor of English*.  
B.A., Catholic University; M.A., Fordham University; M.A., University of North Carolina.
- Danforth, Ernest** (1978), *Professor of Mathematics*.  
A.A., Adirondack Community College; B.A., SUNY at Potsdam; M.S., Syracuse University.
- Danforth, Katrine** (1978), *Professor of Mathematics*.  
B.A., SUNY at Oswego; M.S., Syracuse University.
- Daniels, Ann** (1989), *Staff Assistant, Nurse Education*.  
A.A.S., Corning Community College.
- DeMell, Keith** (1990), *Instructor in Electrical Technology*.  
B.S., SUNY Institute of Technology at Utica/Rome.
- DeMember, Ann M.** (1979), *Director, New Student Services*.  
A.S., Corning Community College; B.A., SUNY at Brockport.
- Demyan, Robert** (1988), *Communications Assistant and Visiting Lecturer in Media Communications*.  
A.A.S., SUNY at Delhi; B.F.A., New York University.
- D'Ulisse, Anne** (1991), *Instructor in Human Services*.  
B.A., M.S., University of Pennsylvania.
- Dudick, Debra K.** (1988), *Assistant Professor in Mechanical Technology*.  
A.S., Corning Community College; B.S., Clarkson University.
- Dugan, James** (1981), *Systems Analyst*.  
A.A.S., Corning Community College; B.A., Slippery Rock State College.
- Dugo, Carolyn** (1991), *Small Business Development Counselor*.  
A.S., Corning Community College; B.S., William Smith.
- Dugo, Robert E.** (1970), *Professor of Accounting*.  
B.A., University of South Florida; L.L.B., LaSalle; C.P.A., New York.
- Dupree, Andrea** (1987), *Manager of College Store*.  
A.A.S., SUNY at Delhi.
- Edwards, Kathryn** (1982), *Associate Professor in Nurse Education*.  
B.S.N., Niagara University; M.S.Ed., Elmira College; M.S.N., SUNY at Binghamton.
- Ek, Richard N.** (1976), *Director of Advising and Counseling*.  
B.A., M.S., Ph.D., University of Massachusetts.
- Eschbach, Jeanne M.** (1989), *Academic Counselor, Project PACE*.  
B.A., University of Pennsylvania.
- Evans, Richard** (1990), *Instructor in Mathematics*.  
B.A., Ithaca College; M.A., SUNY at Binghamton.
- Farris, Joseph J.** (1988), *Business Consultant, Small Business Development Center*.  
B.A., Rutgers University.
- Fiori, Pamela** (1992), *Visiting Lecturer in Nurse Education*.  
Diploma, St. Joseph's School of Nursing; B.S.N., Alfred University; M.S.N., Syracuse University.
- Gaffney, Edward** (1989), *Assistant Professor in English*.  
B.A., M.A., Hofstra University.
- Gallagher, Jane** (1985), *Visiting Lecturer in Mathematics; Math Specialist in Math Learning Center*.  
B.A., Marywood College; M.S., Elmira College.
- Gardner, Glenda** (1987), *Visiting Lecturer in Mathematics*.  
B.S., Wake Forest College.
- Garrison, Barry** (1983), *Professor of Mathematics*.  
B.S., Mansfield State College; M.A., Miami (Ohio) University.
- Gerth, Albert** (1986), *Associate Professor in Electrical Technology*.  
B.S.E.E., Rutgers University; M.S., SUNY at Binghamton.
- Gesner, Eric** (1990), *Instructor in Mechanical Technology*.  
B.S., University of Rochester.
- Gestwicki, Bonnie** (1987), *Assistant Director, Small Business Development Center*.  
B.S., Elmira College.
- Gifford, George L.** (1967), *Professor of Engineering; Chairperson of Mathematics, Physics, and Technology*.  
A.A.S., Broome Community College; B.S.M.E., Rochester Institute of Technology; M.S.M.E., Syracuse University; Ph.D., Cornell University.
- Gilmartin, Michael J.** (1969), *Professor of English*.  
B.A., M.A., SUNY at Albany.
- Glossner, Clair J.** (1969), *Professor of Mathematics*.  
B.S., Lock Haven State College; M.S., Bucknell University.
- Hall, Sandra** (1989), *Assistant Professor in English*.  
B.A., M.A., SUNY at Oswego; M.S., Elmira College.
- Halm, Brian** (1987), *Assistant Professor in Automotive Technology*.  
A.A.S., Corning Community College; B.S., SUNY at Oswego
- Hammer, Donalyn L.** (1990), *Career Counselor, Project PACE*.  
B.A., Marylhurst/Fort Wright College; M.A., University of Portland; M.S., Oregon State University.
- Hanak, Joseph J.** (1970), *Professor of History and Psychology*.  
A.B., St. Louis University; M.A., University of Missouri.  
State University Chancellor's Award for Excellence in Teaching, 1974.
- Hanak, Helen** (1991), *Assistant Professor in Mathematics*.  
B.S., St. Louis University; M.S., SUNY at Binghamton.
- Hangen, Donald H.** (1976), *President*.  
B.A., U.C.L.A.; M.B.A., Stanford University; D.B.A., University of Southern California.
- Hangen-Graham, Jan P.** (1991), *Counselor*.  
A.B., Bryn Mawr College; M.S., Cornell University.
- Hartnett, Alleyne R.** (1975), *Director of Mathematics Learning Center*.  
B.A., M.S. Elmira College.
- Herman, Alice Joanne** (1975), *Coordinator of Academic Progress*.  
A.S., Corning Community College; B.S., Cornell University.  
State University Chancellor's Award for Excellence in Professional Service, 1983.
- Herman, Edward F.** (1969), *Professor of Electrical Technology*.  
B.E.E., University of Florida; M.S., Rochester Institute of Technology.
- Hill, Brian** (1982), *Professor in Industrial Technology*.  
A.A.S., Corning Community College; B.S., Western Kentucky University; M.S., Texas A&M University.

- Hofsess, Ronald E.** (1970), *Counselor; Coordinator of Services for Disabled Students*.  
A.A., Highland Park Junior College; B.A., M.A., Eastern Michigan University; Ed.D., North Carolina State University.
- Hofstetter, Rachel** (1989), *Assistant Professor in Nurse Education*.  
A.A.S., Corning Community College; B.S., Alfred University; M.S., University of Rochester.
- Hollister, Charles** (1992), *Director, Student Support Services Project*.  
B.S., Swarthmore College; M.A., Mansfield University.
- Hoover, Daniel S.** (1967), *Professor of Mathematics*.  
B.S. Ed., Shippensburg State College; M.S., University of Notre Dame.  
State University Chancellor's Award for Excellence in Teaching, 1975.
- Horigan, James** (1982), *Associate Professor in Mechanical Technology*.  
B.S.M.E., Clarkson College; M.B.A., Syracuse University.
- Hornick-Lockard, Barbara** (1980), *Director of Learning Resources Center; Librarian; Affirmative Action & 504 Officer*.  
B.A., M.L.S., University of Pittsburgh; M.B.A., Syracuse University.
- Hosley, E. Christine** (1984), *Counselor; Coordinator of Counseling Services*.  
A.A.S., Corning Community College; B.A., Elmira College; M.A., Mansfield University.
- Howell, Margaret** (1967), *Administrative Assistant to the Dean of the College*.
- Hudson, James W.** (1968), *Professor of Music*.  
B.S., M.S., SUNY at Potsdam; D.M.A., Eastman School of Music.  
State University Chancellor's Award for Excellence in Teaching, 1986.
- Hunziker, Harold G.** (1965), *Professor of History and Psychology*.  
B.A., M.A., SUNY at Albany; M.S., Kansas State University.  
State University Chancellor's Award for Excellence in Teaching, 1974.
- Jacobus, Phillip** (1987), *Director of Physical Plant*.
- Jarvis, William** (1991) *Assistant Professor in Chemistry*.  
B.S., SUNY at Cortland; Ph.D., Syracuse University.
- Jenks, Ellen M.** (1969), *Professor in Business Administration*.  
A.A.S., Corning Community College; B.S., M.S., Elmira College.
- Jewell, Deborah** (1986), *Technical Assistant in Registration & Records*.
- Jitomir, Howard** (1978), *Professor of English*.  
B.A., Hofstra University; M.A., Adelphi University; M.Ph., Ph.D., St. John's University.
- Jividen, Cynthia** (1987), *Technical Assistant in Registration & Records*.
- Josbeno, Larry** (1983), *Associate Professor in Physics*.  
B.S., St. Bonaventure University; M.S., University of New Hampshire.
- Kane, Daniel** (1990), *Staff Assistant in Criminal Justice*.  
A.A.S., A.S., Corning Community College; B.S., SUNY at Brockport.
- Keeler, Patrick** (1981), *Professor of Mathematics*.  
B.A., Alfred University; M.S., Bucknell University.
- Kelley, John W.** (1964), *Dean of Students; Director of Alumni Relations*.  
A.A., Corning Community College; B.S., SUNY at Oswego; M.S., California State College.
- Kelley, Robert A.** (1963), *Professor of Accounting*.  
A.A.S., Broome Community College; B.S., SUNY at Albany; M.A., University of Alabama.
- Kenner, Wayne C.** (1968), *Professor of Mechanical Technology*.  
A.A.S., Broome Community College; B.S., M.S., SUNY at Oswego.
- Kephart, Robert E.** (1967), *Professor of Biology and Chemistry*.  
B.S., California State Polytechnic; M.A., Miami (Ohio) University.
- Kinsman, Barbara** (1990), *Instructor in Nurse Education*.  
A.A.S., Corning Community College; B.S., Alfred University; M.S.N., Syracuse University.
- Knowles, Forest D.** (1974), *Coordinator of Activities, Intramurals & Recreation*.  
A.A.S., Corning Community College; B.S., Regents College (University of the State of New York).
- Koval, Kim** (1989), *Developmental Reading/Writing Specialist, Student Support Services Project*.  
B.A., M.A., Mansfield University.
- Latour, Nancy** (1984), *Associate Professor in Office Administration*.  
A.S., SUNY at Cobleskill; B.S., SUNY at Albany; M.S., Elmira College.
- Layng, Donna C.** (1986), *Director of Public Relations*.  
B.A., M.S., Elmira College.
- Lee, Mary Gail** (1970), *Professor of Physical Education & Recreation; Director of Athletics*.  
B.S., M.S., SUC at Cortland.
- Leffel, Richard** (1985), *Technical Assistant for Audio-Visual and Visiting Lecturer in Communications*.  
B.F.A., Central Michigan University; M.S., Elmira College.
- Leis, David** (1992), *Visiting Lecturer in Business Administration*.  
B.S., U.S. Military Academy-West Point; M.S., University of Southern California.
- Lindsay, Karen** (1990), *Visiting Lecturer in Nurse Education*.  
B.S., SUNY at Brockport.
- Lipp, Ronnie Bayer** (1970), *Career and Transfer Counselor*.  
B.A., Brooklyn College; M.A., New York University; National Certified Career Counselor.
- Lisella, Vincent** (1991), *Instructor in English*.  
B.A., Mansfield University; M.A., Bowling Green State University.
- Loud, Estella** (1987), *Assistant for Assessment & Remediation*.  
A.A.S., Corning Community College.
- Luckner, David M.** (1984), *Technical Assistant in Audio Visual*.
- Luczkowiak, Pamela J.** (1986), *Coordinator of Corporate Services, Business Development Center*.  
B. A., SUNY at Fredonia.
- Manuel, William** (1979), *Director of Computer Center*.
- Manuel, Cheryl A.** (1979), *Lead Programmer/Analyst*.
- Maroney, Francis** (1987), *Staff Assistant in Criminal Justice*.  
B.S., Elmira College.
- Mathers, G. William** (1975), *Professor of Criminal Justice*.  
A.A.S., B.S., M.S., Elmira College.
- McEnroe, Robert E.** (1966), *Professor of French and Spanish*.  
B.A., M.A., SUNY at Albany.
- McGrath, Thomas A.** (1967), *Professor of Biology*.  
B.S., Allegheny College; M.S., Duquesne University.

- McInroy, Samuel F.** (1964), *Professor of Mathematics*.  
B.S., Mansfield State College; M.A., Louisiana State University.
- McLaughlin, Catherine** (1991), *Training Project Coordinator, Child Development Project*.  
B.A., SUNY at Cortland.
- McLaughlin, Keith** (1992), *Admissions Counselor*.  
A.S., Corning Community College; B.A., SUNY at Albany.
- Michaloski, Paul E.** (1983), *Technical Services Supervisor*.
- Miller, Kenneth A.** (1965), *Professor of English*.  
B.A., Villanova University; M.A., Cornell University.
- Milliken, Cornelius J.** (1984), *Director of External Affairs*.  
B.S., Holy Cross College.
- Moonschein, Henry C.** (1967), *Professor of English and Theater*.  
A.B., Lycoming College; M.A., Lehigh University; M.A., SUNY at Binghamton.
- Moriarty, Richard** (1980), *Assistant Professor in Criminal Justice*.  
A.A.S., Auburn Community College; B.S., M.S., Elmira College.
- Muck, Gordon, Jr.** (1969), *Professor of Biology*.  
B.S., M.S., SUNY at Albany.
- Munson, Stanley** (1990), *Senior Programmer Analyst*.  
A.A.S., Corning Community College; B.S., Alfred University.
- Mustico, Gina** (1989), *Career Counselor, Student Support Services Project*.  
B.A., Marywood College.
- Nash, Edward M.** (1965), *Professor of Biology*.  
B.A., University of Buffalo; Ed.M., SUNY at Buffalo.
- Northrop, Judy** (1991), *Counselor, Student Support Services Project*.  
B.S., Lindenwood College; M.A., Mansfield University.
- Nyberg, Don G.** (1968), *Professor of Chemistry*.  
B.S., M.S., Brigham Young University.
- Olson, Sandra M.** (1986), *Admissions Counselor*.  
A.S., Corning Community College; B.A., SUNY at Geneseo.
- Orser, John F.** (1965), *Professor of English*.  
B.A., M.A., NYSCT at Albany; M.S., Elmira College.
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Diploma, Arnot-Ogden Hospital; B.S., Mansfield University; M.S., SUNY at Cortland; B.S., Alfred University; M.S., SUNY at Binghamton.
- Pappas, Barry** (1989), *Visiting Lecturer in Automotive Technology*.
- Peaslee, Jayne** (1981), *Associate Professor in Computer and Information Science*.  
A.S., Corning Community College; B.A., SUNY at Geneseo; M.S., Elmira College.
- Penziul, Carl M.** (1983), *Associate Professor in Computer and Information Science*.  
B.A., M.S., SUNY at Buffalo.  
State University Chancellor's Award for Excellence in Teaching, 1990.
- Perry, Linda** (1991), *Staff Assistant in Communications Learning Center*.  
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- Pfleeger, James** (1976), *Staff Assistant in Biology*.  
B.S., SUNY at Geneseo.
- Piecuch, Rosemary** (1969), *Professor of Office Administration*.  
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- Polo, John, Jr.** (1970), *Professor of Physical Education*.  
A.A.S., SUNY at Delhi; B.S., University of Oregon; M.S., University of Montana.
- Poole, Karen** (1986), *Counselor, Special Support Services Project*.  
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- Powell, Barbara** (1982), *Associate Professor in Computer and Information Science*.  
B.S., M.A., West Virginia University.
- Powers, Marie L.** (1974), *Professor of Nurse Education*.  
B.S., Nazareth College; M.S., Boston University.
- Quattrone, David B.** (1972), *Professor of Accounting; Chairperson of Business Administration*.  
A.S., Corning Community College; B.S., SUNY at Buffalo; M.S., SUNY at Binghamton; C.P.A.
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- Record, Karen** (1992), *Career Counselor*.  
B.S., Auburn University; M.S., Purdue University.
- Reed, Dorothy** (1981), *Technical Assistant for Payroll*.
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B.S., Mansfield University.
- Reidy, Clare** (1987), *Assistant Professor in English*.  
B.A., M.S., Elmira College.
- Reidy, Thomas E.** (1972), *Professor of Accounting*.  
B.B.A., Canisius College; M.S., Elmira College.
- Reimanis, Gunars** (1959), *Professor of Psychology; Dean of the College*.  
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- Reynolds, Steven** (1990), *Technical Assistant in College Communications*.  
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Diploma, The Genesee Hospital; B.S.N., American University; M.S.N., SUNY at Binghamton.
- Rosenbloom, Lester L.** (1966), *Professor of Business Administration; Director of Employee Development*.  
B.S., University of Tennessee; M.B.A., University of Alabama; Ed.S., Ph.D., University of Florida.
- Rosenbloom, Sheryl** (1986), *Assistant Director of Business Development Center*.  
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- Rubin, Andrea G.** (1987), *Assistant Professor in English*.  
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- Runyon, John M.** (1963), *Professor of Art*.  
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- Smith, Judy** (1980), *Director of Business Development & Training.*  
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- Smith, Nancy** (1979), *Assistant Director for Registration & Records.*  
A.A.S., Corning Community College.
- Smith, Walter R.** (1959), *Professor of History and Government.*  
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- Smith, William F.** (1974), *Operations Manager, Computer Center.*
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- Stanley, Dianne F.** (1988), *Visiting Lecturer in History, Government and Paralegal.*  
B.A., Keuka College; J.D., Duquesne University School of Law.
- Stowell, William R.** (1988), *Director of Human Resources.*  
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- Strauser, Ned** (1983), *Counselor.*  
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- Sweet, Gilbert A.** (1970), *Professor of Human Services; Chairperson of Social Sciences.*  
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- Swinnerton, Jean P.** (1974), *Staff Assistant in Nurse Education.*  
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- Taylor, Colleen** (1989), *Administrative Assistant to Director of Business and Finance.*
- Tucker, Sharon** (1991), *Assistant Director of College Store.*
- Tuladhar, Arun M.** (1990), *Senior Programmer Analyst.*  
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- Twining, Geoffrey** (1987), *Staff Assistant in Inmate Education.*  
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- Uhl, Madeline** (1988), *College Nurse*  
B.S., D'Youville College; M.S. Elmira College.
- VanScoter, Patricia A.** (1975), *Assistant Director of Day Care Center.*
- Vincent, William L.** (1974), *Professor of Sociology.*  
B.S.Ed., Bloomsburg State College; M.S.Ed., SUNY at Geneseo; M.A., Valparaiso University.
- Vockroth, Richard W.** (1966), *Professor of Mechanical Technology.*  
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- Voorhees, Donald J.** (1975), *Librarian.*  
B.A., SUNY at Oneonta; M.L.S., SUNY at Geneseo; M.A., Mansfield State College.
- Walker, Marion** (1971), *Technical Assistant in Educational Research.*
- Wandell, Richard C.** (1988), *Associate Professor in Criminal Justice.*  
A.A.S., B.S., M.S., Elmira College.
- Washington, Vicie A.** (1973), *Professor of Physical Education.*  
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- Weeks, Margaret** (1980), *Associate Professor in Mechanical Technology.*  
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- Wells, Frances** (1993), *Instructor in Business Administration.*  
A.A.S., Broome Community College; B.A., M.S., Alfred University; C.A.S., SUNY at Brockport.
- Wenner, Ruth** (1983), *Associate Professor in Chemistry.*  
B.S., Mansfield University; M.S., University of Massachusetts.
- Werk, Horst** (1976), *Associate Professor in Art.*  
B.A., Dominican College; M.F.A., University of Wisconsin.
- Wexell, Donalyn** (1979), *Technical Assistant in Financial Aid.*  
A.A.S., Corning Community College; B.A., SUNY at Brockport.
- Williams, Calvin** (1990), *Assistant Director of Physical Plant.*  
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- Wills, John E.** (1965), *Professor of Biology; Chairperson of Biology and Chemistry.*  
A.A., Corning Community College; B.A., SUNY at Cortland; M.S., Elmira College.  
State University Chancellor's Award for Excellence in Teaching, 1978.
- Wilson, Penelope** (1991), *Assistant Professor in Biology.*  
B.S., Adelaide University; Ph.D., London University.
- Wisley, Emily** (1983), *Associate Professor in Nurse Education.*  
B.S., Alfred University; M.S., SUNY at Binghamton.
- Wolcott, Ardath** (1982), *Software Specialist for Technical Services and Visiting Lecturer in Computer Information Science.*  
A.A.S., Corning Community College; B.A., Elmira College.
- Wolverton, Patricia** (1980), *Visiting Lecturer in Nurse Education.*  
B.S.N., Alfred University.
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A.A., Corning Community College; B.A., SUNY at Oswego.
- Amman, Carol** (1990), *Visiting Lecturer in Spanish.*  
B.A., East Stroudsburg University; M.S., Alfred University.
- Avagliano, Francis** (1972), *Visiting Lecturer in Business Administration.*  
A.S., Corning Community College; B.S., M.S., SUNY at Albany; C.A.S., SUNY at Cortland.
- Balch, David** (1991), *Visiting Lecturer in Government.*  
B.S., Mansfield University; M.S., Elmira College.
- Bale, Jacqueline** (1991), *Visiting Lecturer in Spanish.*  
B.A., Houghton College.
- Bennett, Beth** (1991), *Visiting Lecturer in Communications.*  
A.S., Corning Community College; B.F.A., Rochester Institute of Technology.
- Bevilacqua, Yvonne** (1986), *Visiting Lecturer in Spanish.*  
B.A., M.S., Elmira College.
- Bhagavatula, V. Lakshmi** (1992), *Visiting Lecturer in Mathematics.*  
B.Sc., Karnatak University; M.S., Sri Venkateswara University.

- Bittler, Donald** (1976), *Visiting Lecturer in French*.  
B.S., Mansfield State College; M.S., Elmira College.
- Blizzard, James**, (1991), *Tech-Prep Coordinator*.  
B.A., LeMoyne College.
- Bloor, Scott** (1991), *Visiting Lecturer in Business Administration*.  
B.A., St. Lawrence University; M.B.A., Syracuse University.
- Blunt, Rebecca** (1991), *Visiting Lecturer in Human Services*.  
B.A., Elmira College; M.S., St. Bonaventure University.
- Borden, Donald** (1992), *Visiting Lecturer in Psychology*.  
B.S., Cornell University; M.S., Ph.D., University of Washington.
- Bordinger, Cathy N.** (1981), *Visiting Lecturer in English*.  
B.A., M.S., Elmira College.
- Branch, Roosevelt** (1986), *Visiting Lecturer in Sociology*.  
B.A., M.A., University of Louisville.
- Butler, Sister Edwina** (1990), *Visiting Lecturer in French*.  
B.A., Nazareth College.
- Cain, John** (1992), *Visiting Lecturer in Government*.  
B.A., SUNY at Cortland; M.S., Elmira College.
- Campanella, Monica** (1992), *Visiting Lecturer in Math*.  
M.S., Elmira College.
- Campbell, Jean** (1992), *Visiting Lecturer in English*.  
B.F.A., Beaver College; Ed.M., SUNY at Buffalo.
- Canfield, George** (1990), *Staff Assistant in Criminal Justice*.  
B.S., Elmira College.
- Caroscio, William** (1974), *Visiting Lecturer in Mathematics*.  
A.A.S., Corning Community College; B.S., Geneseo State College;  
M.S., Elmira College.
- Castellino, Claire** (1987), *Visiting Lecturer in Economics & Government*.  
M.A., SUNY at Geneseo.
- Cavall, Richard** (1987), *Visiting Lecturer in Sociology*.  
B.S., University of Rochester; M.A., Canisius College; M.A.T.,  
Portland State University.
- Churchill, Karen** (1992), *Visiting Lecturer in Nurse Education*.  
A.A.S., Corning Community College; B.S., Syracuse University.
- Claire, Eric** (1988), *Visiting Lecturer in English*.  
B.A., SUNY at Buffalo; M.S., Elmira College.
- Clough, Stuart** (1986), *Visiting Lecturer in Computer and Information Science*.  
B.A., College of William and Mary; M.E., Elmira College.
- Conklin, Warren** (1986), *Visiting Lecturer in Economics*.  
B.A., Hobart College; M.S., Elmira College.
- Cook, Beverly** (1990), *Visiting Lecturer in French*.  
B.S., Kent State University.
- Cook, Donald** (1975), *Visiting Lecturer in English*.  
B.A., SUNY at Albany; M.S., Elmira College.
- Corey, Debra** (1990), *Visiting Lecturer in Spanish*.  
A.A., Community College of the Finger Lakes; B.A., SUNY at  
Oswego; M.A., SUNY at Brockport.
- DeLance, Pat** (1990), *Visiting Lecturer in English*.  
B.S., M.A., Elmira College.
- Demotte-Grow, Charles** (1992), *Visiting Lecturer in History & Sociology*.  
B.A., Ithaca College; M.A., Boston University & University of  
Missouri; Ph.D., University of Kansas at Lawrence.
- Dewey, Laura** (1992), *Visiting Lecturer in Spanish*.  
B.A., SUNY at Oswego; M.S., Alfred University.
- Dummitt, Colleen** (1981), *Visiting Lecturer in English*.  
A.B., M.A., Morehead State University.
- Faber, Donna** (1986), *Visiting Lecturer in French*.  
B.A., Geneva College.
- Fabian, Stephen** (1991), *Visiting Lecturer in Spanish*.  
B.A., King's College; M.S., SUNY at New Paltz.
- Forester, Timothy S.** (1984), *Visiting Lecturer in Marketing*.  
A.S., Corning Community College; B.S., Cornell University.
- Gadkaree, Alka** (1991), *Visiting Lecturer in Mathematics*.  
Ph.D., Delhi University.
- Ganascioli, Lisa** (1992), *Staff Assistant in Nurse Education*.  
A.A.S., Corning Community College.
- Gault, Connie M.** (1992), *Visiting Lecturer, Head Start CDA Field Advisor*.  
A.A.S., SUNY at Cobleskill; B.S., Empire State College; M.S.,  
Elmira College.
- Gauss, Samuel** (1992), *Visiting Lecturer in Spanish*.  
A.S., Corning Community College; B.A., SUNY at Brockport.
- Gilston, Mark** (1990), *Visiting Lecturer in Criminal Justice*.
- Golden, David** (1987), *Visiting Lecturer in Biology*.  
A.A., Corning Community College; B.S., M.S., SUNY at Geneseo.
- Gosnell, M. Ann** (1990), *Visiting Lecturer in Social Sciences*.  
B.A., J.D., University of Akron.
- Graham, Michael** (1991), *Visiting Lecturer in Accounting*.  
B.S., Regents College (University of the State of New York).
- Griffin, Jerry J.** (1983), *Visiting Lecturer in Human Services*.  
B.A., Hiram College; M.Div., Drake University; Th.M., Texas  
Christian University.
- Gross, Renee** (1992), *Staff Assistant in Communications Learning Center*.  
B.A., Elmira College.
- Gunselman, Cathie** (1974), *Visiting Lecturer in Chemistry*.  
B.S., Allegheny College; M.A.T., University of Pittsburgh.
- Guss, Sheldon** (1986), *Visiting Lecturer in History & Government*.  
B.A., Kings College; MS-CAS, SUNY at Brockport.
- Hagadorn, Deborah A.** (1989), *Visiting Lecturer in French*.  
B.S., Fredonia; M.S., Elmira College.
- Hale, Kathleen** (1992), *Visiting Lecturer in English*.  
B.A., Alfred University; M.A., Chapman College.
- Hare, James** (1988), *Visiting Lecturer in Government*.  
B.A., M.A., SUNY at Albany.
- Harrison, Mark A.** (1988), *Visiting Lecturer in Economics & Government*.  
B.A., M.A., Alfred University.
- Hauptman, Donna** (1988), *Visiting Lecturer in Business Administration*.  
Certificate, Travel Counselor.
- Heffner, Gregory** (1992), *Visiting Lecturer in Sociology*.  
B.S., Pennsylvania State University; M.Ed., Kutztown University;  
M.U.R.P., Virginia Polytechnic Institute & State University.
- Helm, Charlotte B.** (1992), *Visiting Lecturer, Head Start CDA Field Advisor*.  
A.A.S., Bennett College; B.S., M.S., Elmira College.
- Herter, Betty Lou** (1988), *Visiting Lecturer in Computer and Information Science*.  
B.S., University of Hawaii.
- Hopkins, Sally-Ann** (1992), *Visiting Lecturer in French*.  
B.A., Hollins College.
- Hughey, Clifford** (1982), *Lab Assistant in Mechanical Technology*.

- Huffner, William E.** (1993), *Visiting Lecturer in Emergency Medical Technology*.  
B.S., Suny at Albany; M.D., SUNY Health Science Center at Syracuse.
- Hunt, Edward** (1990), *Visiting Lecturer in English*.  
B.A., SUNY at Cortland; M.A., University of Delaware.
- Hunt, Kathleen** (1988), *Visiting Lecturer in Nurse Education*.  
R.N., Arnot-Ogden School of Nursing.
- Hurd, Barbara** (1990), *Visiting Lecturer in Mathematics*.  
B.S., SUNY at Brockport.
- Ingalls, Deborah** (1991), *Staff Assistant for Intramurals & Recreation*.  
A.S., Corning Community College; B.A., Cedarville College.
- Johnson, Allan C.** (1989), *Visiting Lecturer in Economics*.  
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- Johnson, Thomas** (1989), *Visiting Lecturer in English*.  
B.A., M.S., Alfred University.
- Kahl, Patty** (1991), *Visiting Lecturer in Mathematics*.  
M.S., Elmira College.
- Keating, John** (1992), *Visiting Lecturer in Philosophy*.  
B.A., Higher Diploma in Ed., St. Patrick's College.
- Kessler, Michael** (1986), *Visiting Lecturer in Economics*.  
B.A., Lafayette College; M.S., Mansfield University.
- Knowlton, Sandra** (1978), *Visiting Lecturer in Mathematics*.  
B.S., SUNY at Cortland; M.S., Elmira College.
- Koenig, Ann C.** (1989), *Visiting Lecturer in Biology*.  
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- Kratzert, John** (1987), *Visiting Lecturer in Chemistry*.  
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- Krecker, Cleo** (1987), *Library Staff Assistant*.  
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- Lawton, Edgar L.** (1989), *Visiting Lecturer in Social Sciences*.  
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- Leary, Diane** (1992), *Visiting Lecturer in Nurse Education*.  
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B.A., Thomas More College.
- Lewis, Evelyn** (1979), *Visiting Lecturer in Office Administration*.  
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- Mann, Barbara** (1991), *Lab Assistant in Word Processing*.  
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- Meek, Camille** (1980), *Visiting Lecturer in Human Services*.  
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- Moehlmann, Susan J.** (1984), *Visiting Lecturer in Economics*.  
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- Norsky, Theresa** (1991), *Visiting Lecturer in Nurse Education*.  
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- O'Brien, Ron** (1992), *Visiting Lecturer in Mechanical Technology*.
- O'Brien, William B.** (1989), *Visiting Lecturer in Criminal Justice*.  
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- O'Connell, Dennis** (1990), *Visiting Lecturer in Astronomy*.  
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- Olmstead, Eugene** (1987), *Visiting Lecturer in Mathematics*.  
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- Olson, Victor** (1972), *Lab Assistant in Mechanical Technology*.
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- Pannone, David** (1990), *Visiting Lecturer in Spanish*.  
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- Perkins, Elaine** (1989), *Visiting Lecturer in Mathematics*.  
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- Reidy, David** (1992), *Visiting Lecturer in Business Administration*.  
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- Ridley, Olivia J.** (1989), *Visiting Lecturer in English*.  
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- Rodman, Scott** (1991), *Visiting Lecturer in Automotive Technology*.
- Rogerson, John** (1990), *Visiting Lecturer in Spanish*.  
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- Root, John B.** (1977), *Visiting Lecturer in Biology*.  
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- Root, Sylvia A.** (1992), *Visiting Lecturer in Mathematics*.  
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**Spiegler, Meta** (1974), *Coordinator of Cultural Activities*.

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**Watlock, Nick** (1985), *Visiting Lecturer in Electrical Technology*. A.S., Corning Community College; B.S., Elmira College.

**Weale, Alice** (1990), *Visiting Lecturer in Biology*. B.A., SUNY at Buffalo; M.S., Elmira College.

**Weil, Mary Lee** (1992), *Visiting Lecturer in French*. B.A., Sweet Briar College; M.S., Canisius College.

**Whipp, Karen** (1992), *Visiting Lecturer in Human Services*. B.A., Pennsylvania State University; M.S.W., University of Maryland at Baltimore.

**Whitman, Mark** (1986), *Visiting Lecturer in Criminal Justice*. A.A., Monroe Community College; B.A., Florida Atlantic University; M.P.S., Alfred University.

**Whittenhall, Jane** (1990), *Visiting Lecturer in Computer and Information Science*. B.S.B.A., Geneva College; M.S., Elmira College.

**Winner, Lynn H.** (1992), *Visiting Lecturer, Child Development Training Project*. B.A., M.S., Elmira College

**Winston, Maria** (1986), *Visiting Lecturer in French*. B.A., M.S., Elmira College.

**Yusko, Debra** (1992), *Visiting Lecturer in Nurse Education*. A.A.S., Corning Community College.

## FACULTY EMERITI

The Board of Trustees, on recommendation of the Faculty Association, has granted emeritus status to the faculty and administration listed below who retired after serving the college for a minimum of fifteen years. (Dates in parenthesis indicate years of service.)

Bauer, Emory A. Jr. (1960-1980), Professor of Engineering, Technology & Science.

Beebe, Beverly A. (1964-1992), Professor of Health and Physical Education.

Brown, James (1961-1982), Professor of Chemistry.

Craumer, Sherman M. (1963-1989), Professor of Physical Education.

Dolan, William (1962-1980), Professor of English.

Frank, David C. (1965-1992), Professor of Business Administration.

Frederick, Robert W. (1966-1992), Professor-at-Large.

Gee, Gin K. (1965-1991), Professor of Biology.

Giuffrida, Robert T. (1962), Professor of Modern Languages

Gleason, Janet S. (1974-1989), Professor of Health Education

Hanas, Anna (1960-1977), Registrar.

Healy, Florence (1965-1981), Professor of Nursing.

Keith, Kenneth G. (1966-1989), Professor of Physics.

Kettner, Heinz (1958-1977), Professor of Engineering Technology.

Lanning, Nancy (1966-1982), Assistant Dean of Continuing Education & Community Service.

Leveen, Pauline (1965-1991), Professor of History and Government.

Luce, Richard M. (1969-1991), Associate Professor in Business Administration.

Luuri, Linnea N. (1968-1990), Associate Professor in Nurse Education.

Petro, Margaret E. (1973-1991), Bursar.

Poeth, James (1965-1980), Associate Professor in Mathematics.

Roche, Mary (1964-1979), Associate Professor in Chemistry.

Stein, Irwin (1971-1986), Librarian.

Sweeney, Rose Marie (1962-1982), Professor of English.

Thomas, Gerald K. (1971-1986), Professor of Electrical Technology.

Thompson, Jane (1981-1991), Professor of English.

Thompson, William P. (1959-1985), Professor of English and Speech.

Vikin, Joe (1967-1991), Professor of Chemistry.

Werner, Helen (1959-1979), Associate Professor in English.

White, Betty (1968-1986), Professor of English.

Williams, Helen (1961-1977), Director of Community Relations and Alumni Affairs.

# GLOSSARY

The following terms/definitions are probably only a few of those which you might find confusing. Ask your instructors, your advisor, or the Academic Information Center for the explanation of any confusing term which you find used at CCC.

## **AA Degree**

Associate in Arts degree. A transfer degree requiring at least 45 hours of liberal arts courses with a foreign language requirement. Students in the Liberal Arts and Sciences, Humanities-Social Sciences program have an option of enrolling in the AA or the AS degree program.

## **AAS 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 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 AAS degrees.

## **AOS 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 AAS degree program in that it does not require any liberal arts courses. Students in Automotive Technology have the option of choosing this degree or the AAS degree.

## **Articulation Agreements**

Formal agreements between CCC and bachelor degree-granting colleges describing conditions for transfer such as GPA and program or course requirements.

## **Articulation Agreements (Specific)**

Agreements with a number of institutions which guarantee transfer as juniors for Corning's graduates. Additional information is available at the Transfer office.

## **AS Degree**

Associate in Science degree. A transfer degree requiring at least 30 credit hours of liberal arts courses, not necessarily a foreign language. The remainder of the courses selected are based on the student's intended transfer major.

## **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.

## **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 Corning.

## **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.

## **Credit Hour**

Courses are assigned 1/2 or more credit hours or equivalent credit hours. A three-hour course would meet approximately three hours per week during the 15-week semester. Laboratory and studio courses require additional time. Equivalent credit hours are awarded in courses which are not applicable to an Associate degree.

## **Curriculum**

All courses offered. Also refers to program and the full scope of courses needed to complete it.

## **Equivalent Credit Hours**

When the content of a course is developmental and not considered college level, equivalent credit hours are earned and the credit is 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 or advising. Some EN, MS, RS, and WS courses fit in this category.

## **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 twelve or more credit hours in a semester. A typical course load would be 15 credit hours per semester or approximately five courses.

## **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)**

*Adjusted Grade Point Average (AGPA):* This will be calculated and printed on the transcript if and when any of the following policies are applied: Change of Program, Repeat of Course.

*Cumulative Grade Point Average (CGPA):* 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 200-level English, speech, or theater courses; and courses with the prefix HU.

**Laboratory Science**

Any science course which has a laboratory experience along with lectures. Examples include astronomy, biology, chemistry, geology, and physics.

**Liberal Arts Elective**

Any course from the areas of communication, humanities, sciences, mathematics, and social sciences.

**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.

**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 1/2 or 1 credit course; sometimes independent studies outside a regular classroom setting.

**New Student Orientation**

A series of activities designed to prepare new students for a successful college experience.

**Occupational**

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 less than twelve semester credit hours in a semester.

**Prerequisite**

A requirement that must be met before you take a course. Each course description indicates whether or not there is a prerequisite.

**Probation**

Students who have met the minimum requirements of the Student Progress Policy but have an AGPA 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 courses, filling out appropriate registration forms, submitting them to the Office of Registration & Records, and paying your bill. You are not considered a registered student until your bill is paid.

**Semester Credit Hour**

The same as a credit hour or a semester hour.

**Separated**

Students who do not meet minimum academic requirements under the Student Progress Policy are prohibited from taking a full-time load. Separated students can take no more than seven credit hours.

**Social Sciences**

Anthropology, economics, geography, government, history, psychology, or sociology.

**SUNY**

All of the units of the State University of New York, including CCC.

**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.

**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 Registration & Records.

**Transfer Program**

Programs which are generally designed for students who want to continue their studies at a four-year college. Programs which lead to the A.A. (Associate in Arts) and the A.S. (Associate in Science) degrees transfer easily.

**Waiver**

An exemption from a requirement. Course waiver request forms are available from faculty advisors and the Academic Information Center.

**Withdrawal From The College**

Official notification to the college that a student will not complete the semester. Complete a withdrawal form at the Registration & Records office. Grades of R are recorded for all courses in progress at the time of the withdrawal.

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# CORRESPONDENCE DIRECTORY

**Mailing Address:**

One Academic Drive  
 CORNING COMMUNITY COLLEGE  
 Corning, NY 14830-3297

**Telephone:**

Main number .....(607) 962-9011  
  
 Toll free from New York state (except  
 Corning or Elmira) and Pennsylvania, call ..... 1-800-358-7171  
 TDD Service, call ..... 962-9459  
 or ..... 962-9228  
 FAX ..... 962-9456

**For Information about  
 or assistance with**

**Write**

**Call**

Activities, Clubs, Organizations	Office of Student Activities .....	Ext. 245
Administration of the college	Office of the President .....	Ext. 232
Admissions	Office of Admissions .....	Ext. 220
Advising & Counseling	Academic Information Center .....	Ext. 434
Affirmative Action/Section 504	Affirmative Action/Section 504 Office .....	Ext. 251
Assessment, Orientation	New Student Services .....	Ext. 254
Athletics	Director of Athletics .....	Ext. 255
Books & supplies	The College Store .....	Ext. 234
Business and financial matters	Accounting Office .....	Ext. 275
Business and industry courses	Business Development & Training Center .....	Ext. 249
Disabled Students Services	Disabled Students Coordinator .....	Ext. 228
Evening Courses	Office of Continuing Education .....	Ext. 222
Faculty Divisions:		
Biology/Chemistry	.....	Ext. 242
Business Administration	.....	Ext. 260
Communications	.....	Ext. 271
Humanities	.....	Ext. 238
Mathematics/Physics/Technology	.....	Ext. 243
Nurse Education/Health, Physical Education & Recreation	.....	Ext. 241
Social Sciences	.....	Ext. 239
Financial Aid	Office of Financial Aid .....	Ext. 263
Housing (off-campus)	Student Housing Office .....	Ext. 296
Library	Arthur A. Houghton Jr. Library .....	Ext. 251
Registration	Office of Registration & Records .....	Ext. 230
Student Services	Office of Student Services .....	Ext. 264
Summer Sessions	Office of Continuing Education .....	Ext. 222
Transfer & Placement	Career Development & Transfer Services .....	Ext. 228
Veterans Services	Office of Veterans Certification .....	Ext. 406

For other information, call the main number.

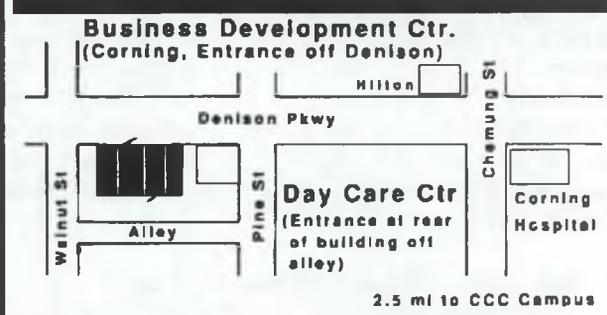
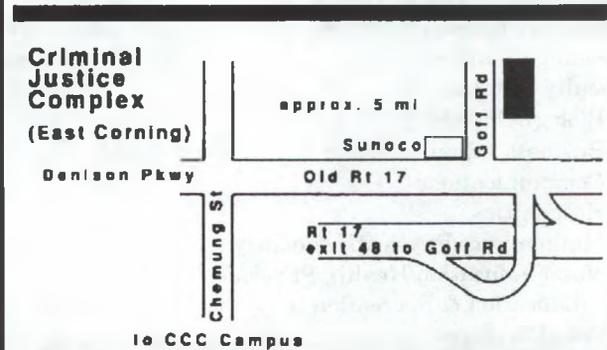
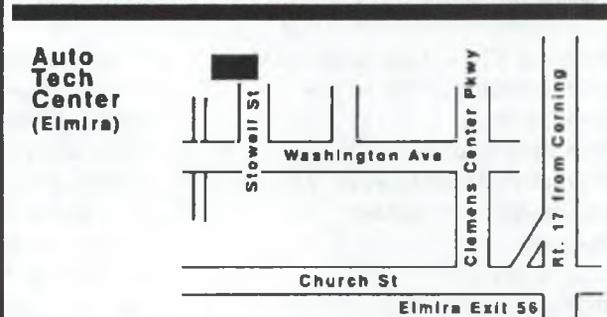
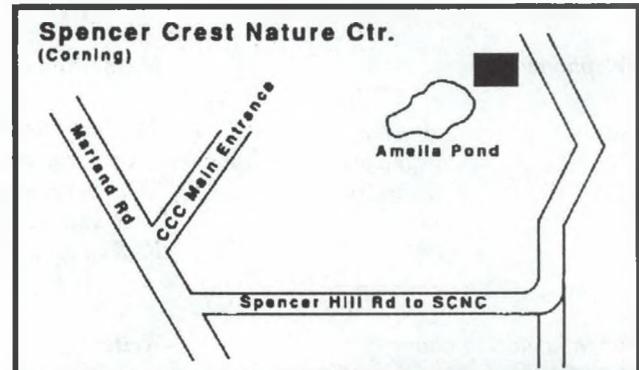
# CCC OFF-CAMPUS FACILITIES

**Spencer Crest Nature Center:** Hiking trails, environmental pond, streams, Spencer Crest Museum.

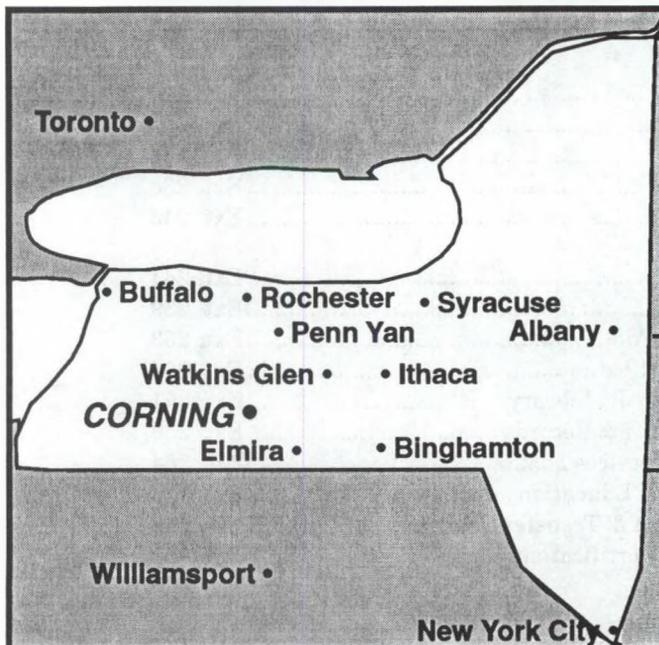
**Auto Tech Complex:** (Stowell St., Elmira) Auto-body, engine and general service labs.

**Criminal Justice Complex:** (Goff Road, East Corning) Firing range, photo and forensic labs, Southern Tier Law Enforcement Academy.

**Business Development Center:** (24-28 Denison Parkway West, Corning) Computer labs, services to business and industry, Small Business Development Center, robotics labs.



## New York State





# corning community college

## Application for Admission

Name

Social Security Number

\_\_\_\_\_ last first middle social security number

Applying For:

- Fall (August) 199\_\_
- Spring (January) 199\_\_

Application Category:

- Full-time
- Part-time
- Non-degree student

Student Type:

- First time in any college
- Transfer from another college
- Former CCC student

Address

\_\_\_\_\_ number and street

\_\_\_\_\_ city state zip code county

Phone number \_\_\_\_\_ Date of birth \_\_\_\_\_ Sex \_\_\_\_\_  
area code/number month/date/year

If you have educational records under a different name, give former name: \_\_\_\_\_

Are you a United States citizen?  yes  no — country of citizenship \_\_\_\_\_  
country of birth \_\_\_\_\_  
visa type \_\_\_\_\_ expiration date \_\_\_\_\_

### Current High School Students — please provide the following information:

Full name of father/guardian \_\_\_\_\_

Address if different from yours \_\_\_\_\_  
number & street city state zip code

Full name of mother \_\_\_\_\_

Address if different from yours \_\_\_\_\_  
number & street city state zip code

### Educational Background

High School you currently attend or last attended \_\_\_\_\_  
name address

\_\_\_\_\_ address city state/zip code

- A. Graduated  or Will graduate  Month \_\_\_\_\_ Year \_\_\_\_\_
- B. Did not graduate  Highest grade level completed \_\_\_\_\_ In what year \_\_\_\_\_
- If NOT a high school graduate, do you have a General Equivalency Diploma (G.E.D.)?  
 Yes From what state? \_\_\_\_\_ **Attach a copy of your G.E.D. score report to this application.**  
 No

### Former Colleges Attended (including CCC)

Name and address of colleges Dates of Attendance Full-time/Part-time Degrees Earned

**Have each college mail an official transcript to the CCC Admissions Office.** (Transcripts delivered by the student are not official.) **Financial Aid applicants must also request an official Financial Aid transcript** from the Financial Aid Office of each college attended whether or not you received aid at that school. Please forward to: Corning Community College, Financial Aid Office, 1 Academic Drive, Corning, NY 14830.

I Am Applying for Program   (Enter the program number from the listing below.)

**CAREER PROGRAMS** (designed to prepare students for immediate employment)

*Associate in Applied Science Degree*  
23 Accounting  
18 Automotive Technology  
20 Business Administration  
14 Chemical Technology  
44 Computer Integrated Manufacturing Technology, CIMT  
13 Computing Graphics Technology, CAD/CAM  
10 Criminal Justice  
25 Data Processing  
42 Electrical Technology-Electronics  
11 \* Emergency Medical Technician: Paramedic  
45 Human Services  
16 Industrial Technology  
12 Mechanical Technology  
15 Nursing — RN  
48 Paralegal  
22 Secretarial Science — Word Processing

*Associate in Occupational Studies Degree*  
09 Automotive Technology  
08 Fire Protection Technology (Special Admission Requirements)

**TRANSFER PROGRAMS** (designed to prepare students for transfer to four-year institutions)

*Associate in Science/Associate in Arts Degree*  
34 Business Administration  
39 Computer Information Science  
35 Computer Science  
37 Engineering Science

*Liberal Arts and Sciences*  
01 Humanities & Social Sciences - AA  
31 Humanities & Social Sciences - AS  
32 Mathematics/Science  
30 General Studies

**CERTIFICATE PROGRAMS** (one year or equivalent)

95 Automotive Mechanics  
93 Basic Accounting Studies  
96 Data Processing Studies  
92 Drafting  
98 Fire Protection Technology (Special Admission Requirements)  
97 \* Microcomputers for Business  
70 Numerical Control  
94 Secretarial Studies  
91 Word Processing Studies

99 Undecided about a program

\* Pending registration by the State Education Dept.

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#### Student Services

If you would like information about any of the following services, please check:

Study skills     Housing     Day care     Reading skills     Financial aid forms  
 Career counseling     Math skills     Writing skills     Bus schedules     Other \_\_\_\_\_

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**Optional** This information is requested for statistical reporting purposes and/or to provide you with information about services. Admission to Corning Community College is based on the qualifications of the applicant without regard to sex, race, age, creed, national origin or handicap.

If you wish to identify yourself as physically or learning disabled, check here .

If you wish to identify yourself as a member of a racial/ethnic group, indicate here:

White, non-Hispanic     Black, non-Hispanic     Hispanic  
 Asian or Pacific Islander     American Indian or Native Alaskan

Are you (or will you be at entry) a veteran?     yes     no

Do either of your parents (living) have a four-year college degree?     yes     no

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#### Application Fee and High School Transcript

Please enclose a check or money order for twenty-five dollars (\$25) with your application. Make check payable to Corning Community College. Be sure to include your social security number on the check.

The application fee is non-refundable. Take or mail this application with your application fee to your high school. They will send them to us with your high school records (Transcripts delivered by the student are not official). If you have difficulty obtaining your high school records or you are unable to submit the application fee, please contact the Admissions Office (962-9220) for advice.

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#### For the High School

Please attach an official copy of the applicant's high school transcript and a copy of the most recent grade report to this application. Include graduation date, rank in class and average. Forward application and transcript to: Office of Admissions, 1 Academic Drive, Corning Community College, Corning, New York 14830

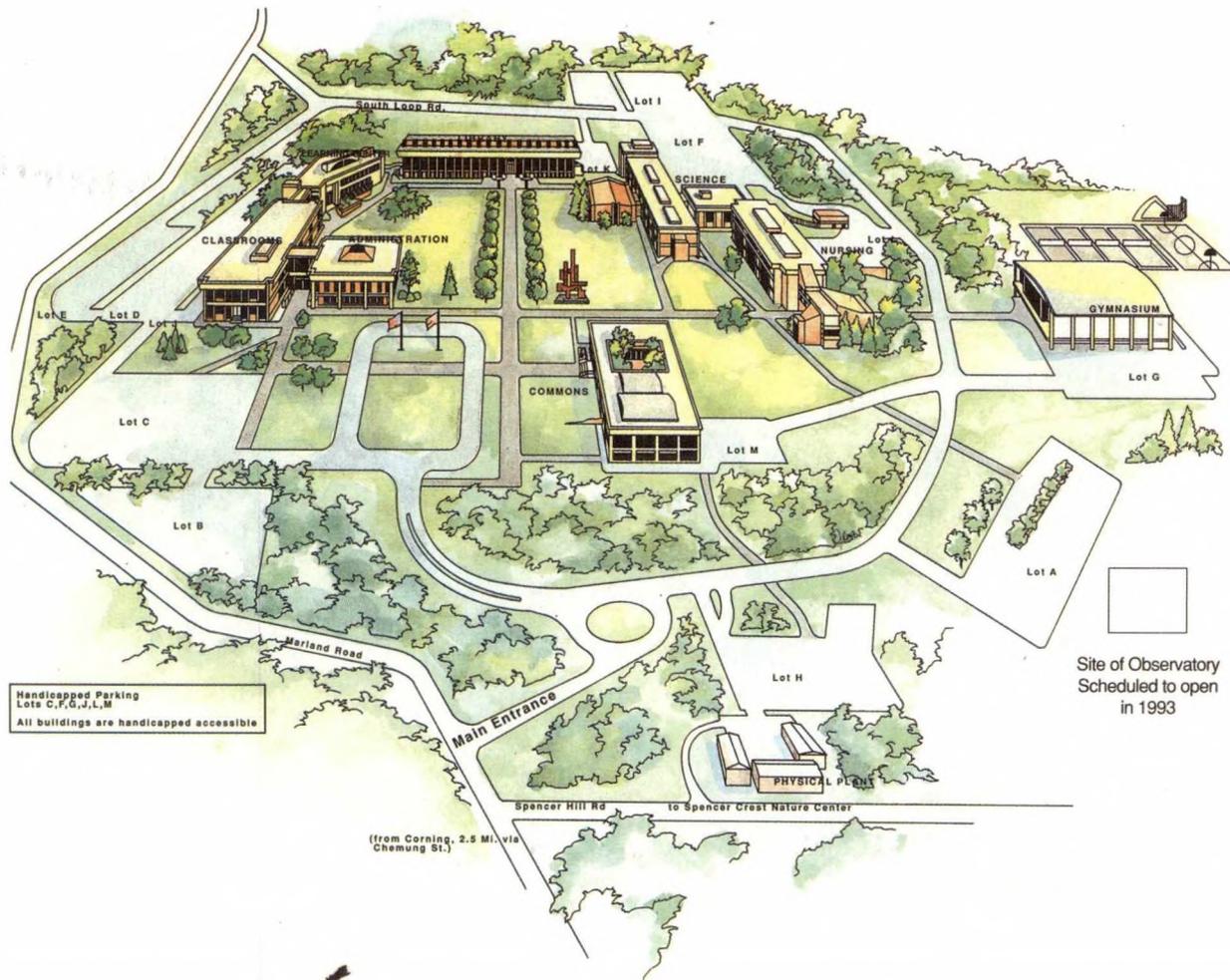
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#### Release and Signature

The information provided in this application is correct to the best of my knowledge. The high school named in this application has my permission to release requested records to Corning Community College.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

The Personal Privacy Protection Law requires this notice to be provided when collecting personal information from individuals. The information on this application will be used to evaluate your request for admission. Failure to provide the requested information could prevent your application from being processed. The authority to request this information is found in section 355 (2) (f) of the Education Law. This application information will be maintained in the Admissions and Registration & Records Offices. The official responsible for the maintenance of this information is the Dean of Students.



**corning community college**  
 1 Academic Drive  
 Corning, NY 14830-3297

**CCC Main Campus**  
 (Off-campus facilities — see page 184)

**Non-Profit Organization**  
**U.S. Postage**  
**PAID**  
**PERMIT No. 11**  
**CORNING, N.Y.**

**Application Enclosed**

# cornering community college...

Whether your goal is to achieve a four-year degree or to enter a two-year career program, CCC is the place to explore your options.



*CCC's main campus on Spencer Hill.*

If you're looking for affordability and excellence close to home, CCC is right for you!

CCC offers the benefits of a small community lifestyle along with the advantages of a larger metropolitan area. Tuition is a fraction of the cost of most private colleges. Classes are small and you receive individual attention.



*Spencer Crest Nature Center — CCC's 200-acre "living classroom" adjacent to campus — offers hiking trails, ponds and streams, and a museum with exhibits and lecture facilities.*

Programs are designed to meet the challenges of the future. Career programs prepare you for jobs in proven growth fields such as accounting, computers, the technologies, nursing, human services, paralegal studies, and criminal justice.

Students who come to pursue a four-year degree will find courses in the liberal arts and sciences that transfer to hundreds of colleges and universities across the country.



*Vicent Lisella, instructor in English, teaching outdoors.*



*Larry Josbeno, associate professor of physics, explores the techniques of electron discovery with a student.*



*Psychology professor Joe Hanak helps a student.*