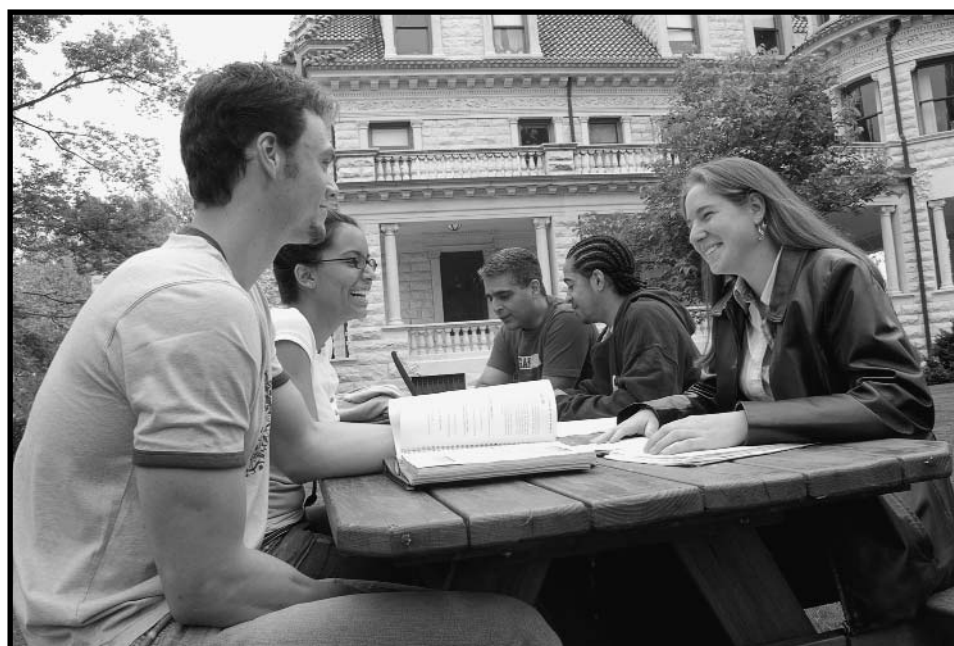


Orange County Community College

Fall 2007 Catalog



Founded 1950

An institution of higher education established by authority of the State University of New York and sponsored by the County of Orange

Accredited by Middle States Association of Colleges and Schools

An Equal Opportunity/Affirmative Action College

www.sunyorange.edu

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Message from the President



Dear Student:

On behalf of the faculty and staff at SUNY Orange, I welcome your interest in the College and encourage you to investigate all that SUNY Orange has to offer as you navigate the next phase of your academic journey.

I imagine your educational goals and aspirations to be quite different from those of your fellow students, but I am convinced the College is uniquely positioned to address your specific academic needs, both now and in the future. Our first-class faculty is motivated and creative, our staff caring and dedicated. Everyone at SUNY Orange is committed to helping you reach your goals.

Our course offerings are diverse and challenging, all aimed at creating a broad foundation upon which you can build. Our students are among the best-prepared and highest achievers when they transfer to a senior college or university, often outperforming students who began their careers at that particular institution. In the workforce, our alumni are leaders and innovators.

True to the College's mission, you'll find a SUNY Orange education is distinguished by intellectual rigor, with a focus on personal enrichment and enhanced citizenship. We believe SUNY Orange students graduate with a deep appreciation of culture, an understanding of their place in history and a broadened sense of their role in an evolving democratic society. A SUNY Orange degree can also create a wealth of possibilities for economic and personal prosperity.

Throughout your tenure on campus, you will be supported by a qualified and understanding staff of advisors and counselors who will answer any questions you may have about the College's programs, services, courses, scholarships and financial aid. You can trust that their assistance will put you in the best possible position to succeed.

Our campus also boasts a vibrant array of student organizations and initiatives, as well as a successful athletic program, that may interest you. There is no better way to assure a well-rounded educational experience than to become active in one of these organizations, where you will further develop the ideals of teamwork and leadership.

I look forward to seeing you on campus throughout the coming semesters, but I will be most honored should I have the opportunity to shake your hand as you accept your SUNY Orange diploma during an upcoming Commencement ceremony.

Very truly yours,



President

VISION

We will be the best college in the SUNY System, the college of choice for all Orange County citizens. We welcome all as individuals, ensure academic and intellectual challenge, and mentor all in a caring, supportive environment. Students will remember the College as one of their most richly rewarding experiences, the compass that guides their continued development. We consistently renew our promise to be a most rigorous and caring academic institution, to provide visionary leadership, and to create a symphony of opportunity for personal and professional growth. We aspire to be the most efficient in shepherding public resources and to be a strategic force in enhancing the quality of life in Orange County and beyond.

MISSION

We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest-quality education possible. Intellectual rigor, personal commitment and enhanced citizenship distinguish a SUNY Orange education which will enhance students' economic opportunities, deepen their appreciation of culture and of their place in history while broadening their sense of responsibility in a democratic society.

VALUES

As community college educators, our professional lives are informed by shared values of mutual respect, integrity in the rigorous and honest pursuit of academic inquiry, and a commitment to the highest standards of excellence in all we do. We further value a spirited dedication to service, a celebration of culturally rich campus environs, and the gathering to our community of the most varied mixture of maturity, ethnicity, patterns of thought, language and spirituality. Our sense of ethical and democratic responsibility bonds us to one another. All those who come here will experience at SUNY Orange a sense of belonging to a special community of learners and will speak with pride of our openness and inspiration in the creation of the strongest sense of local and global community.

To fulfill its mission, the college has established the following goals:

- To provide courses in the arts, sciences, health professions, humanities, business and technology at the level of Associate degree programs; certificates, training and development programs to meet student needs for further education, employment and personal growth.
- To offer a comprehensive program of General Education so that students learn to communicate and reason effectively; make independent judgments; and develop an appreciation for learning, a respect for diverse cultures and individuals and a desire for self and societal improvement.
- To implement technological delivery systems in Academic, Student and Administrative Services.
- To serve as a resource for economic development to business, industry, government and the community.
- To enrich the life of the community by providing cultural, educational and recreational events and access to college resources for appropriate community activities.
- To provide access for a diverse student population.
- To provide comprehensive academic, student development and auxiliary support services so that each student has the opportunity to perform at his/her highest level.
- To offer students the opportunity to learn with a diverse and highly qualified faculty and staff committed to excellence in teaching and service to students.
- To provide a clean, safe, attractive and accessible college.
- To expand funding sources of the college through revenue generating initiatives.

About SUNY Orange

Orange County Community College has touched the lives of countless numbers of the county's 350,000 residents through its credit programs, non-credit programming and cultural events. As the needs of the community grow, the College will continue to play a significant role in the county's endeavor to face the challenges and to profit from the opportunities that await it.

The College has earned its reputation as a pioneer and innovator in meeting the needs of its students and the area it primarily serves. Orange County Community College was the first two-year college in the nation to offer the associate degree nursing program and studies in electron microscopy; and in 1982, the College was the first community college to plan and co-sponsor with local chambers of commerce a business institute.

Accredited by Middle States Association of Colleges and Schools, academic credits can be earned through full- or part-time study in the day, evening, or weekend. The College offers three degrees—the Associate in Arts, Associate in Science and Associate in Applied Science. The College also offers extensive technical programs in career fields (with transfer options) and one-year certificates.

Public and private four-year colleges actively seek our graduates for transfer into baccalaureate programs. In cooperation with other educational agencies, the College also presents programs for academically gifted high school seniors, for business and professional people, and by special arrangement with nearby universities for graduate students.

More than 420,000 people have enrolled in a wide range of credit and non-credit classes at the Middletown campus, the Newburgh Extension Center and satellite locations across Orange County.

Consistent with its mission to meet the higher education needs of students, the College is noted for its commitment to ensuring student success. With the support of our caring faculty and staff, each of our students has the ability to achieve their academic and career goals. Advising, counseling, and career guidance and exploration are available to all students, as well as several co-curricular and leadership opportunities that serve to complement the academic experience.

In addition to offering formal instruction to students in both the day, evening and weekend, the College engages in a variety of other activities. It sponsors a series of cultural events, lectures and artistic performances for students, staff and faculty, and to which the public is invited.

The Middletown Campus

From its original configuration of two buildings—a mansion and carriage house—in 1950, the SUNY Orange Middletown campus has grown to its present size of 37 acres that house 14 buildings. The College's beautiful and picturesque grounds are landscaped with trees and flowers indigenous to the region, while many paths and walks bisect the former estate. The mansion, called Morrison Hall in honor of its donors, now houses administrative and faculty offices. A magnificent example of turn-of-the-century craftsmanship, Morrison Hall contains beautiful wood carving, mosaic work, stenciling, ornate marble fireplaces and a large stained glass window designed by Louis Tiffany. Horton Hall, the former carriage house, now provides instructional space for chemistry and geology.

Expansion over the years has infused the campus with significant additional educational space. Hudson Hall, Harriman Hall and the Bio-Medical Technology buildings contain classrooms, lecture halls, laboratories and faculty offices. The Sarah Wells building houses faculty offices and child care services. Orange Hall features a well-equipped theater as well as rehearsal rooms and performance space. The Library, with its capacity to accommodate 700 patrons, contains over 95,000 print and non-print resources, videotapes, computer software and compact disc collections.

The newly renamed George F. Shepard Student Center, formerly the College Commons, houses a cafeteria and dining room, the College bookstore and nearly every student support function at the College. The Physical Education building contains six handball courts, a swimming pool, the main gymnasium (capacity 3,000), human performance lab, three classrooms and an exercise room. Adjacent to the building are soccer and softball fields and tennis courts.

Overall, the College boasts 50 general classrooms and lecture halls that are available for instruction. Laboratories include seven in biology, three each in chemistry and physics, three in medical laboratory technology, three each in electrical technology and architectural drafting, and laboratories for dental hygiene, occupational therapy assistant, physical therapist assistant, electron microscopy, nursing, criminal justice, radiologic technology and instrumentation and computation. Art, music, theater and office technology each have well-equipped instructional space. The Library, writing and reading laboratories, geology lab, greenhouse, instructional media center, word-processing lab, and mini- and micro-computer facilities in physical sciences and computer information systems complete the range of instructional space.

About SUNY Orange

Newburgh Extension Center

Accessibility is a key component of SUNY Orange's mission as a community college, and the College has expanded county residents' access to programs and services through the development of the Newburgh Extension Center and satellite locations throughout the county.

At the Newburgh Extension Center, SUNY Orange fulfills the many educational needs of the citizens of eastern Orange County. Located at One Washington Center, the Extension Center is equipped with 17 classrooms, as well as four computer labs; two technology training labs; centers for reading and writing assistance; two science labs used for biology, chemistry and physics; an English as a Second Language (ESL) lab; a tutorial center; a learning resource center; dining services; and a breathtaking view of the Hudson River.

Presently, a wide array of courses and services are available at the Center, and that roster continues to expand. More than 175 course sections are now offered each semester and "one-stop" registration provides students with the convenience of meeting with an academic advisor and completing the entire registration process on-site. Many of the support services provided on the campus in Middletown are also offered to students on-site in Newburgh, including counseling, advising, financial aid assistance and tutoring. Though students may complete many of their degree requirements at the Center, they must complete at least one course at the College's Middletown campus. Free daytime shuttle bus service is available between the Middletown and Newburgh campuses during the fall and spring semesters.

In addition to an impressive listing of credit offerings, the Newburgh Extension Center provides a variety of non-credit courses, certificate programs and personal enrichment classes, as well as a number of grant-funded employment and training initiatives and a program in English as a Second Language, all under the direction of the College's Continuing and Professional Education Department.

The Extension Center is also home to the Center for Youth Development funded through the New York State Education Department, offering academic support services, counseling, workforce preparation, mentoring, cultural enrichment and parental involvement activities to junior and high school youth attending the Newburgh Enlarged City School District.

Satellite Locations

Credit and non-credit courses are also offered at Monroe-Woodbury, Port Jervis and Warwick Valley high schools, enabling individuals to take courses toward a degree, expand their job skills or access personal enrichment classes closer to home or work. Students may choose from courses in psychology, early childhood education, physical education, business, criminal justice, art, math, and English, to name a few. A selection of non-credit computer, leisure, language, art and photography courses are also offered throughout the semester.

Committed to Student Success

Students enter SUNY Orange with a variety of goals, including: seeking an associate degree, transferring to a four-year institution, acquiring skills and knowledge for employment opportunities, and personal enrichment.

The College demonstrates its commitment to students' success by providing comprehensive services that include individualized assistance in advising, counseling, tutoring and mentoring. Nearly every College service features some form of component aimed at helping students complete a successful stay at SUNY Orange.

In addition, the College continually evaluates and revises its list of academic offerings in order to provide students with the latest curricula, contemporary new degree programs and relevant certificate programs.

During the Fall 2001 semester, 852 first-time, full-time students entered SUNY Orange. Seventeen percent of those students graduated in three years; ten percent (10%) of the graduates transferred to a four-year college or university. Additionally, 150 students transferred to a SUNY institution before having received a degree from SUNY Orange.

(Data Source: Attrition/Retention of Full-Time, First-Time Students Associate Degree Programs, State University of New York (SUNY) Cohorts Entering in Fall 2000 through Fall 2003).

Alumni Association

Not only do SUNY Orange students forge a bond with faculty, staff and fellow students during their time on campus, they develop a special attachment to the College as well. SUNY Orange wants that relationship to continue long after the students have moved on to future endeavors, and the Alumni Association remains the students' connection to the College.

The Alumni Association is located in the College Association house located on East Conklin Avenue.

State University of New York

Orange County Community College is a two-year unit of the State University of New York.

SUNY's 64 statewide campuses bring educational opportunity within commuting distance of virtually all New York citizens and comprise the nation's largest, centrally managed system of public higher education.

When founded in 1948, SUNY consolidated 29 state-operated, but unaffiliated, institutions. Since then, SUNY has grown to a point where its impact is felt educationally, culturally and economically throughout the state.

SUNY now offers 3,600 academic programs at its Educational Opportunity Centers, two-year colleges, four-year campuses, and university and medical centers. Degree opportunities range from two-year associate programs to doctoral studies offered at 12 senior campuses.

Two-year colleges are the largest branch of higher education, currently enrolling a majority of all first time college students.

The 30 two-year community colleges operating under the SUNY program play a unique role in the expansion of educational opportunity by:

- providing local industry with trained technicians in a wide variety of occupational curriculums
- providing transfer options for students who wish to go on and earn advanced degrees, and
- providing the community with yet another source for technical and professional upgrading as well as personal enrichment.

SUNY is governed by a board of trustees, appointed by the governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the SUNY board is defined by law. The state contributes one-third to 40 percent of their operating costs and one-half of their capital costs.

The State University motto is: "*To Learn—To Search—To Serve.*"

SUNY Orange

Founded in 1950 as the first county-sponsored community college in the SUNY system, Orange County Community College is fully accredited by the Middle States Association of Colleges and Schools. The College offers 38 academic programs that are designed for transfer and career preparation.

MIDDLETOWN CAMPUS

115 South Street
Middletown, New York 10940
845-344-6222

NEWBURGH EXTENSION CENTER

One Washington Center
Newburgh, New York 12550
845-562-2454

Orange County Community College reserves the right to make any changes, delete any courses or to effect any changes in the curriculum without notice. This right extends to administration, policies, tuition and fees and any other phase of school activity. Each student is expected to have a knowledge of the information printed in this catalog.

Updates to the College Catalog will be posted to the College website: www.sunyorange.edu.

In accordance with Federal regulations, the New York State Human Rights Law and Section 504 of the Rehabilitation Act of 1973, Orange County Community College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender or sexual orientation in employment or in the educational programs and activities which it operates.

Admissions Procedures and Requirements



Admission to SUNY Orange is open to all graduates of an accredited and/or registered high school. Accreditation is awarded by one of several regional accrediting agencies, such as Middle States. A high school may also be registered with the state department of education where it is located. Once formally admitted to the College in a degree program, students may choose to pursue their degree on a full-time (12 credits or more per semester) or part-time (less than 12 credits) basis. In order to receive financial aid, students must be accepted and enrolled into one of the College's degree programs.

Formal admission to the College assures students that their course requirements for completion of degree or certificate programs will not change, even in the event that the College revises its program requirements during the student's period of study. Upon admission, students will be assigned an academic advisor and gain priority in registering for courses at an early date. In addition, the College will complete a thorough appraisal of transfer credits that may have been earned from another college or university, or through advanced placement or other examinations.

■ Application Deadlines

Following are application deadlines for all SUNY Orange programs. All dates listed occur during the previous academic semester (or earlier in some instances). Application forms, all related transcripts and documentation must be received prior to the date listed in order for full consideration to be given to a prospective student. For information on application guidelines specific to a particular program, review the Admission Process section immediately following this listing of deadlines.

Fall Semester

- Feb. 1: Dental Hygiene, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant and Radiologic Technology
- May 1: Honors program
- June 1: International students
- Aug. 21: All other degree and certificate programs

Spring Semester

- Jan. 11: All other degree and certificate programs
- Dec. 1: Honors Program
- Oct. 1: International Students

There is no specific deadline for the spring semester for Health Professions programs as those sequences begin in the fall semester only.

Students are welcome to enroll in the spring to take all essential prerequisite courses and non-clinical coursework.

Summer Sessions I, II, & III

- May 1: Honors Program (for all three sessions)
- May 24: Summer I (all programs*)
- June 24: Summer II (all programs*)
- July 8: Summer III (all programs*)

*Students wishing to enroll for summer classes who also want to be considered for Health Professions programs in the Fall must submit their application for the Fall semester and meet the Feb. 1 deadline listed above.

■ The Admission Process

The Application

Students may apply for admission on a full-time or part-time basis. First-time and transfer students are welcomed. There are several ways to apply for admission. Students may apply online at www.sunyorange.edu (click the "Prospective Students" link), or may request an application and accompanying College Viewbook by phone, through the mail or in person by contacting the Admissions Office at:

Middletown Campus 115 South Street Middletown, NY 10940 (845) 341-4030	Newburgh Extension Center One Washington Center Newburgh, NY 12550 (845) 562-2454
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Students in Orange County may also contact their high school guidance counselor for access to a SUNY Orange Viewbook and application. To consider an application, the Admissions Office must also receive a copy of the student's high school transcript (which may be sent to the proper address above).

Application Fees

Admission applications from prospective full-time, part-time, first-time and transfer students must be accompanied by a \$30 non-refundable check made payable to Orange County Community College. Students applying for readmission must submit a \$20 non-refundable fee. All students will be assessed a \$25 fee if they are required to take the College Placement Assessment, but once students enroll in classes, that fee will be applied toward their tuition.

Admissions Procedures and Requirements

The College Placement Assessment

All students who are accepted as degree-seeking students are required to take the College Placement Assessment or obtain an assessment waiver, prior to registering for courses. The Placement Assessment gauges college-level skills in reading, writing and mathematics. Placement Assessment results assist the College in placing students in courses at the appropriate level of skill and is mandatory.

There is a \$25 fee to take the Assessment. If students then register for courses, the \$25 fee will be applied toward tuition (upon enrollment).

The College Assessment is computerized, and untimed (except for the essay portion). Students may only take the Assessment once. Students with disabilities may make special arrangements to take the Assessment by contacting the College's Office of Disability Services at 341-4077.

Students who do not have a high school diploma from an accredited or registered high school, or have not earned a high school equivalency diploma (GED), must speak with an admissions counselor and must meet minimum requirements on the Placement Assessment to be eligible for financial aid.

If a student's Placement Assessment results indicate a need for additional growth in reading, writing and/or math, advisement and counseling concerning specific course selection and programming will be provided.

Students placed into two or more developmental courses, based upon their Assessment results, are encouraged to meet with a counselor in the Advising and Counseling Center.

New York State Department of Health Mandatory Proof of Immunization

New York State Public Health Law requires that all students born on or after Jan. 1, 1957, who wish to enroll for six or more credits in any one semester, provide proof of immunity to measles, mumps and rubella. Acceptable proof of immunity requires two dates of measles immunization, one of rubella and one of mumps, all given after 1968, and on or after your 1st birthday. In addition, all students, regardless of age must sign and return the college's Meningitis Response Form, indicating they have received the information about meningococcal disease and have either received or waived the vaccine.

Students will not be allowed to register for classes until they have submitted their immunization records to the College's Health Services Office, showing proof of at least one measles immunization.

Immunizations are not provided on campus. They are available free of charge to prospective college

students through the Orange County Department of Health. For a copy of the clinic schedule or if you believe that you qualify for an exemption based on medical or religious reasons, or have any further questions about these requirements, please call Health Services at 341-4870.

Health Professions Applicants

Students interested in applying for admission to one of SUNY Orange's Health Professions programs are subject to a different admission process with earlier deadlines and more stringent entrance requirements. The particular admission requirements for the College's Health Professions are listed alongside the respective program's description later in this catalog. For additional information on a particular Health Professions program, see the following list:

Dental Hygiene—page 82

Medical Laboratory Technology—page 120

Nursing—page 124

Occupational Therapy Assistant—page 126

Physical Therapist Assistant—page 132

Radiologic Technology—page 134

Application Process for Health Professions

Upon receipt of a student's application to one of the Health Professions programs, the College will forward an admission packet for your program choice, which includes all of the requirements, paperwork and instructions on how to proceed. For additional information, students may access the College web site at www.sunyorange.edu, or schedule a meeting with an admissions counselor.

Physical Examination Requirements

All Health Professions students are required to complete an annual physical examination. Students must complete the form which is provided by the college. Health Professions students must meet the New York State Department of Health physical examination and immunization regulations for Health Care workers. Exams are to be completed and submitted to the college Health Services Office within the timeframe stated on the form for each program. *Note: the timeframe for completion and submission of your physical varies according to the program in which you are enrolled.* Physicals which are submitted to the Health Services Office after the stated deadline for your program will be subject to a \$25 late fee. Upon receipt of your complete physical the nurse in Health Services will issue a clearance form. Students will not be permitted to begin their Health Professions classes without this clearance form.

NOTE: The Health Professions regulations exceed the immunization requirements that you may have already met for prior attendance at the college. Health Professions students must have an annual physical exam, an annual screening for Tuberculosis, a current Tetanus immunization, as well as blood work for serological proof of immunity to Measles, Mumps, Rubella and Varicella, regardless of age and/or prior immunization or disease history. Your health care practitioner is required to sign a statement, that to the best of their knowledge, you are free from any physical or mental impairment which would pose a potential risk to patients, or might interfere with the performance of your duties. Students must also either complete the Hepatitis B vaccine series or sign an annual waiver declining the Hep B vaccine. It is highly recommended that all Health Professions students complete the Hepatitis B vaccine series as a safe and effective way of preventing Hepatitis B infection.

Any questions regarding the specific health requirements for your program should be directed to the Chair of that department. You should contact the college Health Services Office at 845-341-4870 if you have any other questions regarding the completion of your physical.

■ College Credits for Current High School Students

Academically qualified high school students in their junior or senior year have two options for earning college credit at SUNY Orange: The College Experience Program and the Community College in the High School Program. Not only will students gain confidence as they integrate into the college setting, participation in these programs enhances the student's opportunities for acceptance into another college or university, and helps save the student money.

College Experience Program

The College Experience Program allows students to take credit courses on the SUNY Orange campus in Middletown, at the Newburgh Extension Center or at one of the College's other satellite locations. Credits earned while participating in the College Experience Program may be applied toward a degree at SUNY Orange or may be transferred to another college or university. An admission interview is required for both the applicant and parent/guardian prior to the admission decision. All interviews are done at the Middletown campus Admissions Office.

For an application/brochure see your high school guidance counselor or call the Admissions Office. Accepted College Experience Program students must be registered prior to the first day of classes in the semester for which they have applied and must register in the Admissions Office on the Middletown campus.

Program Guidelines

Part-time participation in the program is open to high school juniors and seniors, while only seniors may take part on a full-time basis. The part-time classification allows students to take eight credits or less (one to two courses) per semester and up to 3-4 credits per summer session. High school seniors wishing to participate on a full-time basis must take at least four courses (12-15 credits) per semester and six credits in a summer session.

To be eligible, a student must meet the following:

- Have a cumulative overall high school average of 80 or better
- Hold an average of 80 or better in the subject(s) related to those courses the student wishes to study at SUNY Orange
- To be full-time (12 credits or more), or to study English as a part-time student, you must be a senior and have earned an 80, or higher, on the New York State English Language Arts Examination (Regents).
- If you are enrolled in the Community College in the High School Program and wish to be concurrently enrolled in the College Experience Program you may take no more than 15 credits total.

Application Process

Following are the steps required to apply for the College Experience Program:

- Fill out and submit, to the Admissions Office, the College Experience Program Application indicating the courses that you wish to take at SUNY Orange. The application must be signed by a parent/guardian and guidance counselor. Students must reapply each semester. It is NOT necessary for a parent guardian to come after the first interview.
- Request from your guidance counselor an official high school transcript and a letter of recommendation indicating your ability to do college work (to be submitted with application).
- If the college courses will be applied toward high school graduation, the letter must include the following for full-time and part-time students: "a New York State high school diploma from _____ High School will be issued to _____ upon successful completion of the following specific courses." The SUNY Orange courses required for high school graduation are:

Course Number	Course Title
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_____	_____
_____	_____

Admissions Procedures and Requirements

Important Program Information

- Students must follow the same application procedures for every semester they wish to attend (parent interview excluded).
- Applications and interviews for the College Experience Program will be handled in Middletown only.
- If you take six credits or more, you must provide proof of immunity to measles, mumps and rubella to the campus Health Services Center. Any questions, call 341-4870.
- Applicants to the College Experience Program need not take the College Placement Assessment.
- Courses failed in high school, and SUNY Orange developmental and ESL courses, cannot be taken within the scope of this program.
- Students attending SUNY Orange as part of the College Experience Program will be unable to receive financial aid, whether they carry a full or part-time load of credits within the program.
- Students will be assigned an academic advisor in the Admissions Office in Middletown. The advisor assists in course selection and registration and provides other advisement or help as needed.
- Enrollment in specific courses will depend upon availability at time of registration.
- Courses may not be audited as part of this program.
- Students in this program must be accepted and registered prior to the first day of classes for that semester.
- If you are physically and/or learning disabled, please contact the Student Support Services Office at 341-4642.

College Experience Program participants who intend to continue studying at SUNY Orange after they receive their high school diploma should formally apply for admission to the College (degree-seeking admission) by filing a regular admission application during their senior year.

Community College in the High School Program

The Community College in the High School Program gives qualified high school juniors and seniors the opportunity to take college courses for credit on their own high school campus. For more information please refer to page 14 in this Catalog.

■ 24 Credit Hour Program (GED)

The 24 Credit Hour Program allows students to earn their high school equivalency diploma (GED) and then use all or most of those credits toward a college degree. Students who have not earned a high school diploma or an equivalency diploma are eligible for the program. Students in the program must complete 24 college-level credits while maintaining a C (2.0) cumulative average. Upon successful completion of the program, students may apply to the New York State Department of Education for a high school equivalency diploma.

Once they acquire their GED, students may apply those 24 credits toward completion of a degree or certificate program at SUNY Orange.

To be eligible for the 24 Credit Hour Program, students must meet the following criteria: be a New York State resident; be 17 years of age or older; and be a member of a high school class that has graduated or be officially withdrawn from high school for one year. There is a mandatory admissions interview to explain the program and ability to benefit; a requirement students must meet to be eligible for financial aid.

The 24 credits are broken down into the following areas:

- Six credits in English language arts, which include writing, speaking and reading (literature)
- Three credits in mathematics
- Three credits in natural science
- Three credits in social science
- Three credits in humanities
- Six credits in courses within the degree program under which you've enrolled

Applications for this program are available online at www.sunyorange.edu or by contacting the Admissions Office in Middletown or the Newburgh Extension Center.

■ Home Schooled Students

If you have been home schooled, there are several ways you can obtain a high school diploma, or the equivalent, so that you have the credentials to apply to college. Home schooled students who wish to gain admission to, and enroll at, SUNY Orange must meet one of the criteria listed below:

Home Schooled Students Criteria and Credentials

- You may have a high school diploma through a correspondence school or private school that is accredited by one of the six regional accrediting agencies*, or is recognized or approved by the state department of education in which that school resides.
 - You may have previously earned, and been granted, a degree from a college or university accredited by one of the six regional accrediting agencies.* If so, you have what New York State would consider the equivalent of a high school diploma and would then be able to apply for admission to SUNY Orange.
 - If you have submitted quarterly reports and curriculum plans to the school district in which you reside, you may have completed the substantial equivalent of a four-year high school course as certified in a letter by the district's superintendent of schools. This letter would serve as the equivalent of a high school diploma.
 - You may have a High School Equivalency Diploma.
 - You may be accepted by the College to complete The 24 Credit Hour Program as a recognized candidate for a college-level degree or certificate.
 - You may have passed and completed all requirements for the following five Regents examinations: Regents comprehensive examination in English, Regents examination in mathematics, Regents examination in United States history and government, Regents examination in science; and Regents examination in global history and geography.
- * Regional accrediting agencies include: The Middle States Association of Colleges and Schools; The New England Association of Colleges and Schools; The North Central Association of Schools and Colleges; the Northwest Association of Schools, Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

We encourage home schooled students to call the Admissions Office at 341-4030 for an appointment with one of our admissions counselors to discuss your application.

International Student Admissions

Students who have attended or graduated from secondary school and/or universities outside of the United States must follow the College's general application process.

In addition, read the instructions below and follow those that pertain to you.

- If you are a citizen, permanent resident or have another immigrant status and have completed secondary school in a country other than the United States, you must submit original records of your secondary school credentials, including mark sheets. These credentials must be translated into English by your national consulate or an official translation agency. A list of these agencies is available in the Admissions Office. If you are from a country other than the United States, do not send your application to your secondary school.
- If you want to transfer university credits earned outside of the United States, you must have your credentials evaluated by an authorized credentials agency (A course-by-course report from World Education Services (WES) is recommended. WES can be contacted via telephone at (800) 937-3895 or by visiting their website at www.wes.org.)
- If you are applying for a student visa (F1), or if you are currently attending a U.S. college or university and wish to transfer to SUNY Orange on a student visa, you must complete the International Student Application Packet. You may obtain the packet from the Admissions Office either in person, by mail, or by visiting our website at www.sunyorange.edu.
- If you have a Tourist Visa (B-1, B-2), U.S. immigration law states that you are not permitted to enroll in a full course of study.
- If you enroll at SUNY Orange, the College is mandated by law, via the Student and Exchange Visitor Information System (SEVIS), to collect and report information for the U.S. Citizenship and Immigration Services (USCIS).
- As long as you are enrolled at SUNY Orange you will be responsible for keeping the International Student Advisor apprised of information related to these immigration laws.

Admissions Procedures and Requirements

■ Additional Admissions Information

Transferring to SUNY Orange

SUNY Orange welcomes applications from students who have previously studied at other colleges or universities. In addition to an application, prospective transfer students must submit an official copy of transcripts from all previous college(s) from which credits are to be considered. Only previous college courses completed with a grade of C (2.0) or higher will be eligible for transfer consideration. A maximum of 30 transfer credits will be accepted.

High School Equivalency Diploma (GED)

Applicants who have earned a High School Equivalency Diploma (GED) must forward a notarized copy of the original diploma, test score results and an official high school transcript of work completed to the Admissions Office. Official copies of GED diplomas and scores may be acquired from: New York State Education Department, Bureau of Higher and Professional Education Testing, Albany, NY 12224, or by calling (518) 474-5906.

Readmission to SUNY Orange

Former SUNY Orange students who were previously enrolled but have not attended the College for one semester or more are required to complete a new application. Be sure to check off the “Degree-Seeking Readmission” box.

Students who were separated from the College may seek readmission, but will be limited to 14 credits and must first complete any required developmental courses.

Adults and SUNY Orange

Adult students who are preparing for a new career, seeking an upgrade in employment or looking to enrich themselves, are encouraged to attend SUNY Orange on a full-time or part-time basis. The College offers class schedules during the day, evening and weekend that are accessible on the campus in Middletown, at the Newburgh Extension Center or at one of our other satellite locations.

Adult students who have taken courses elsewhere may transfer those credits back to SUNY Orange if the courses are applicable to that student’s selected degree program.

SUNY Orange has articulation agreements with a number of other colleges and universities, which allow students who have completed coursework here to move on to a four year college. The College also boasts a growing number of online courses and is committed to expanding technology to help foster students’ academic growth and access.

For an appointment to discuss your educational plans, call the Admissions Office or visit the College website at www.sunyorange.edu.

College Level Entrance Examinations (CLEP), Regents College Examinations (RCE) and Advanced Placement Examinations (AP)

There are three examinations that may assist students in receiving college credit for work experience or learning done outside of the college setting.

Students can earn college credit by taking and passing the College Level Examination Program (CLEP) Subject Examinations offered by the College Board. The Regents College Examinations (RCE) can be taken through the New York State Proficiency Examination Program. High school students who have completed advanced placement courses may acquire college credit by taking the College Board’s Advanced Placement Examinations (AP).

To receive credit for any of these examinations, four conditions must be met:

- You must be formally admitted to SUNY Orange
- The credit to be awarded must be applicable to your degree program
- Your scores must be at least equal to the Mean Score for a C (2.0) as recommended by the American Council on Education (ACE) for the CLEP subject area in which you were tested.
- Official test results must be sent directly to the College.

Additional restrictions, or conditions, for each program are as follows.

- In order to receive credit for any composition or literature exam through the CLEP Program, you must also take the optional essay portion of the Subject Examination. The essay must be submitted to SUNY Orange’s Department of English and Foreign Languages for evaluation.
- Credit is awarded for English only if the credit-granting scores recommended by ACE are substantiated by the essay evaluation.
- Similarly, the essay component of the AP English exam must be submitted for evaluation by the Department of English and Foreign Languages before credit may be awarded for scores of 3 or better.

Attending as a Non-degree Seeking Student

Students with a high school diploma or high school equivalency degree may apply to the College for part-time study without applying for formal admission into a program. Students may complete up to 11.5 credits

as a non-degree-seeking part-time student before they are required to apply for formal admission to the College. However, students who have not applied for admission to a degree program are unable to apply for financial aid.

Full-time or part-time degree-seeking students who have been formally admitted receive priority in course registration, as well as the assistance of a faculty advisor.

Multiple Degrees

Students may earn more than one degree at SUNY Orange, as long as they meet the following criteria:

- The areas in which the degrees are earned are determined to be separate and distinct by relevant department chairpersons and approved by the College's vice president for academic affairs.
- A minimum of 15 credits not required by, nor applied to, the first degree are completed at SUNY Orange.

Students can earn multiple Associate in Science degrees, or multiple Associate in Applied Science degrees, or an Associate in Arts degree and an Associate in Science degree. However, only one Associate in Arts degree may be awarded because of its separate and distinct nature from other programs. The Associate in Arts in International Studies may be awarded as a second Associate in Arts degree.

General education courses with a grade of D-minus or better from the first degree apply toward any additional degree. Effective from Fall 1992, grades from courses transferred from the first degree are applied to the additional degree and are included in the cumulative grade point average. Grades from transfer courses are not calculated in the cumulative grade point average.

Students enrolled in an additional degree program prior to Fall 1992 may petition the vice president for academic affairs for permission to apply grades from the first degree to the current degree.

As many additional associate degrees as desired may be earned. However, students are encouraged to discuss career and transfer options with advisors or counselors before beginning progress toward an additional associate degree.

SUNY Transfer Guarantee

An opportunity to continue full-time study at a four-year State University college is guaranteed to all New York residents who transfer directly from a SUNY or CUNY two-year college with an AA or AS degree. To be eligible you must:

1. File your application with SUNY by March 1 for fall admission and by October 1 for spring admission.

2. Provide four-year campuses with an official two-year college transcript, showing three semesters of completed studies, by March 15 for fall admission, and by October 15 for spring admission.

3. Complete all required supplemental application materials by April 15 for fall admission, and by November 15 for spring admission.

4. The transfer guarantee becomes effective if you are denied admission at all of your four-year college choices.

Please refer to www.suny.edu/student for application, important eligibility and deadline requirements.

Student's Right to Know

SUNY Orange complies with federal regulations that require undergraduate completion, or graduation rates, be made available to all credit students. The College is required to make available specific statistical data before students make a financial commitment to the College. You will find this information in your admissions acceptance packet.

■ Educational Partnerships

To address the educational needs of Orange County's residents, SUNY Orange collaborates with a diverse group of educational partners. Through its Office of Educational Partnerships, the College is able to enhance the impact of its high school and community partnerships, extension centers, comprehensive articulation agreements, Center for Youth Development, and all other educational outreach efforts.

For more information on the College's partnerships, articulation agreements, faculty-to-faculty collaborations, Camp College, extension centers or other initiatives, contact:

Office of Educational Partnerships
Morrison Hall—115 South Street
Middletown, NY 10940
(845) 341-4765

Center for Youth Development

Through a series of innovative strategies, the Center for Youth Development develops and implements a comprehensive array of pre-collegiate programs that prepare youths in grades 6-12 for successful transition into post-secondary education and entry-level careers. Originating from the Newburgh Extension Center, the Center for Youth Development links academic learning and occupational learning through multiple after-school programs that combine academics with hands-on activities. The Center collaborates with local school districts, community-based organizations, businesses and government agencies.

Educational Partnerships

The Center for Youth Development houses the Liberty Partnership Program and 21st Century Grants. The Liberty Partnership Program, funded through the New York State Education Department, offers academic support services, counseling, workforce development, mentoring, cultural enrichment and parent engagement to students enrolled in the middle and senior high schools in Newburgh and Middletown. Funded through the City of Newburgh 21st Century Community Learning Centers grant, the Center For Youth Development is a Community Learning Center host site, which is an educational after-school program whose focus is to provide expanded academic enrichment activities that include technology, literacy, art and music educational programs; recreation and field trips; and activities for parents and families of youth being served in the after-school program.

Tech Prep Program

SUNY Orange's Tech Prep Program is a collaborative effort by College, high school and industry personnel to meet the training needs of high school students so they may achieve higher-wage employment in an advanced technological society.

Additionally, funds are provided for intensive professional development for secondary teachers, counselors and post-secondary faculty, counselors, admissions officers and career center staff. The goal of this training is to provide each participating school with local expertise to assure long-term program success. Other services provided through Tech Prep include: field trips to high-tech businesses and industry, industry mentors for the secondary school, and a summer bridge program which stresses those criteria that will enhance students' employability.

Extension Centers

The Office of Educational Partnerships oversees the College's three satellite locations. Credit and non-credit courses are also offered at Monroe-Woodbury, Port Jervis and Warwick Valley high schools, enabling individuals to take courses toward a degree, expand their job skills or access personal enrichment classes closer to home or work. Students may choose from courses in psychology, early childhood education, physical education, business, criminal justice, art, math, and English, to name a few. A selection of non-credit computer, leisure, language, art, and photography courses are also offered throughout the semester.

College Experience Program

The College Experience Program allows students to earn college credits on the SUNY Orange campus in Middletown, at the Newburgh Extension Center or at one of the College's other satellite locations.

For additional information, please refer to page 9 of this Catalog.

Community College in the High School Program

The Community College in the High School Program gives qualified high school juniors and seniors the opportunity to take college courses for credit on their own high school campus. This program can lead to a smooth transition from high school to college, challenges academically qualified students and helps shorten the time it takes to complete a college degree. For more information on this program see your high school guidance counselor or SUNY Orange's Office of Educational Partnerships 341-4765. Currently, CCHS is offered in every school district in Orange County.

Articulation Agreements

To assure its students enjoy smooth transition to and from the College, and to establish a foundation for academic achievement by its students, SUNY Orange is continually seeking to refine its current articulation agreements while also pursuing new agreements with reputable colleges and universities across the country.

Articulation with Secondary Schools

To expand community access to higher education opportunities, SUNY Orange has forged articulation agreements with several secondary schools in Orange County. Students from these institutions who successfully complete these articulated courses may receive college credit that is applicable toward degrees and certificates offered by the College.

Articulation with Headstart/ABCD

SUNY Orange's Early Childhood Program has articulation agreements with six Headstart/ABCD agencies. Contact the Office of Educational Partnerships for additional information.

Articulation with BOCES (Board of Cooperative Educational Services) Mid-Hudson Consortium

Students who complete appropriate course work through the BOCES Mid-Hudson Consortium may receive college credit. The areas of study are: accounting, business management, computer information systems, early childhood education, electrical engineering technology, marketing management and sales, medical laboratory technology, nursing, office management, secretarial/ word processing and visual communications technology: graphic arts/printing, etc.

Articulation Agreements with Other Colleges and Universities

Graduates of SUNY Orange are covered by the State University of New York (SUNY) System Transfer and Articulation Policy that states: "Graduates of two-year colleges within the State University of New York, when accepted with junior

status within parallel programs at SUNY baccalaureate campuses, are to be granted full transfer credit for general education courses already taken and are not to be required to repeat successfully completed courses with similar curricular content.”

Comprehensive transfer and articulation agreements have also been established with reputable colleges and universities.

In some instances the A.A. and A.S. degree have been determined to fulfill all general education requirements, as well as A.A.S. degrees that will transfer in full. The following listing summarizes these agreements; the specific details of each agreement must be verified by the student with an advisor or counselor before finalizing any SUNY Orange course selections.

Alfred University, College of Business and Admn.
A.S. Business Administration

Cazenovia College
A.A.S. Visual Communication, Business

Clarkson College, School of Management
A.S. Accounting
A.A.S. Computer Information Systems
A.A.S. Banking
A.A.S. Marketing Management and Sales
A.A.S. Retail Business Management

College of Health Sciences, Roanoke, Va
A.A.S. Physical Therapist Assistant

Columbia University
A.A. and A.S. degrees

Dominican College of Blauvelt
A.A.S. Occupational Therapy Assistant
Comprehensive Agreement

Empire State College
Comprehensive Agreement

Fairleigh Dickinson University
A.A.S. Dental Hygiene

Forsyth School for Dental Hygienists/Northeastern University
A.A.S. Dental Hygiene

Franklin University, OH
Comprehensive Agreement

Hartwick College
Comprehensive Agreement

Houghton University
Comprehensive Agreement

John Jay College of Criminal Justice
A.S. Criminal Justice

Manhattan College
A.A.S. Dental Hygiene
A.A.S. Nursing
A.A.S. Medical Laboratory Technology
A.A.S. Massage Therapy
A.A.S. Physical Therapist Assistant
A.A.S. Occupational Therapy Assistant
A.A.S. Radiologic Technology
A.S. Exercise Studies

Marist College
A.S. Business Administration

Marymount College of Fordham University
Comprehensive Agreement

Mount St. Mary College
Comprehensive Agreement including A.A.S. Nursing

New York University
Selected Courses and A.A.S. Nursing

Pace University, Dyson College of Arts and Sciences
A.A. Liberal Arts & Science
(Humanities & Social Science emphasis)
A.A.S. Criminal Justice-Corrections
A.A.S. Criminal Justice-Police
A.S. Criminal Justice
A.S. Liberal Arts & Science
(Mathematics & Natural Science emphasis)

Pace University, Lienhard School of Nursing
A.A.S. Nursing

Pace University, Lubin School of Business Admn.
Selected Courses

Pennsylvania College of Technology/
Pennsylvania State University
A.A.S. Dental Hygiene

Ramapo College
Comprehensive Agreement

Rockland Community College
A.A.S. Medical Laboratory Technology

St. Thomas Aquinas College
Comprehensive Agreement

SUNY Albany
Comprehensive Agreement

SUNY Brockport
Political Science/International Studies

SUNY Cortland
International Studies

SUNY New Paltz
Comprehensive Agreement
Jointly Registered Teacher Education Program

SUNY Oswego
Comprehensive Agreement

SUNY Purchase
A.A.S. Performing Arts: Music

The Sage Colleges
(Russell Sage College or Sage College of Albany)
A.A.S. Nursing

Western New England College
A.S. Engineering Science

Community Partnerships

Continuing and Professional Education

The Department of Continuing and Professional Education provides a diverse range of courses, programs and workshops designed to address the professional training and personal development needs of all residents in Orange County. Following is a breakdown of the offerings available through the College's Continuing and Professional Education Department.

Business Solutions/Professional Development

The Business Solutions/Professional Development Department provides a wide array of courses, seminars, workshops and customized training programs. Programs include: Management, Leadership, Supervisory Skills, Service Excellence, Business Communications and Computer Training. All programs can be customized to meet the training and development needs of businesses, hospitals, educational institutions and other organizations located in Orange County. The Business Solutions/Professional Development Department offers information technology training and industry certification programs, as well as web design and development courses.

Institute for Nonprofit Leadership and Management

The Institute for Nonprofit Leadership and Management offers a series of specialized courses that strengthen the specific needs and necessary skills of folks who are working in, or are planning to work in, the nonprofit sector. Courses address the relevant issues facing these organizations, allowing them to become more proficient and successful in reaching their goals. Topics include: Legal Responsibilities of Boards, Strategic Planning, Public Relations, Grant Writing, Accounting Basics, Marketing Events and Fund Development. The College awards a Certificate in Nonprofit Leadership and Management after students complete any six courses.

Community Enrichment

To serve the varied educational needs of Orange County residents, the College offers a myriad of vocational, recreational and remedial programs for the community. Specialized courses are also offered to fulfill state licensing and professional certification requirements. Additional programs include:

- Youth Program: Enrichment and recreational courses are offered both on- and off-campus.
- Over 60 Program: New York State law provides that people over 60 years of age may audit college credit courses, where possible, at no cost to participating senior citizens. Full classroom

participation is encouraged although grades and credit are not awarded. Non-credit courses are not included in the Over 60 Program. Students interested in the Over 60 Program should register through the Community Enrichment Office.

Workforce Development Education

SUNY Orange conducts training programs that provide individuals with the skills necessary to succeed in the workplace. Courses are offered for people beginning new careers or those who may be entering the workforce for the first time. In addition, courses are available that will enable people to upgrade their skills for their current job or to continue their education.

Drinking Driver Program

The College cooperates with the New York State Department of Motor Vehicles' Drinking Driver Program by offering these courses on- and off-campus. Additionally, pre-licensing, defensive driving, and credentialed alcoholism and substance abuse counselor training courses are offered.

English as a Second Language

The College offers an extensive ESL program with classes at the beginner, intermediate and advanced levels. In addition, more specialized classes allow students to practice pronunciation, improve their workplace English or increase their vocabulary.

Classes are offered at both the Middletown campus and the Newburgh Extension Center.

Tuition and Fees 2007-2008*



■ Tuition*

New York State residents: (per semester)
 Full-time students (12 or more credits/units) . . . 1,550.00
 Part-time students (per credit hour/unit)130.00

Out-of-state and foreign residents: (per semester)
 Full-time students (12 or more credits/units) . . . 3,100.00
 Part-time students (per credit hour/unit)260.00

Advance deposit (non-refundable)
 for Dental Hygiene, Med Lab Tech, Nursing,
 Occupational Therapy Asst, Physical Therapist
 Asst, Radiologic Technology50.00

■ College Fees*

Admission application fee (non-refundable) . . . 30.00
 Readmission application (non-refundable)20.00

Insurance Fee:

(contact Health Services for coverage details)

Full-time students (non-refundable)
 accident and sickness, per semester9.00
 Part-time students (non-refundable)
 accident only, per semester2.00

Technology Fee:

Full-time students (non-refundable)
 per semester110.00
 Part-time students (non-refundable)
 per semester70.00

Graduation Fee40.00

Tutorial Fee**30.00

Assessment Fee*** (non-refundable)25.00

**Tuition and fees are correct as of this catalog's publication date.*

***See tutorial page*

****Fee applicable towards tuition*

Fees for Special Services

Late Registration Fees:

Full-time students25.00
 Part-time students, per course10.00
 with maximum of \$25.00

Transcript fee, each5.00

Malpractice insurance (non-refundable)
 for Dental Hygiene, Med Lab Tech, Nursing,
 Occupational Therapy Asst, Physical Therapist
 Asst, Radiologic Technology) per semester . . .7.50

Laboratory fee (non-refundable)
 per applicable course20.00

Distance Learning fee (non-refundable)
 per applicable course50.00

Returned check fee, per check25.00

Foreign check handling fee, per check plus any
 additional bank fees10.00

Pre-Licensure Diagnostic Test40.00

Student Activity/Athletic Fees (per semester)

.5-11.5 credit/unit, cost per credit hour4.00

12 plus credit/unit50.00

Note:

1. Tuition and fees must be fully paid by the deadline set by the Bursar Office. In the event that all sums are not paid when due, the student will be responsible for all costs of collection.
2. A student who registers for 12 or more credits per semester is classified as full-time; all others are classified as part-time.
3. See section on financial aid for estimates on total education cost per year for full-time study.
4. Tuition and fees are subject to change upon approval of the College Board of Trustees.
5. The normal tuition and fees are charged for all audited course work.

Refund Policies

■ Refund Policies

Students who officially withdraw from a credit course or from the college may be eligible for a refund of tuition in accordance with the following schedule:

FULL SEMESTER CREDIT CLASSES:

<i>Prior to the start date of the semester:</i>	<i>.100%</i>
<i>During the first week:</i>	<i>.75%</i>
<i>During the second week:</i>	<i>.50%</i>
<i>During the third week:</i>	<i>.25%</i>
<i>After the third week:</i>	<i>.0%</i>

HALF SEMESTER CLASSES

(Eight week term or less):

<i>Prior to the start date of the semester:</i>	<i>.100%</i>
<i>During the first week:</i>	<i>.25%</i>
<i>During the second week:</i>	<i>.0%</i>

The first day that classes are offered as scheduled by the College shall be considered the first day of the semester, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of classes, have elapsed.

NON-CREDIT CLASSES:

The following refund policy will apply to all non-credit classes:

Prior to the first day of class: . . .100% refund of tuition and fees

On the day class begins and thereafter.no refund

Note:

1. Full-time students are eligible for tuition refunds only when their semester course load drops below 12 credits. The refund will be calculated by determining the difference between the previous full-time enrollment threshold of 12 credits and the new part-time enrollment and then applying the appropriate refund percentage to the difference in dropped credits.
2. Refund payments are not immediate. Allow approximately six weeks for processing and mailing during fall/spring semesters and four weeks during summer/winter sessions.
3. Courses eight weeks or less in length are subject to a refund schedule appropriate to the length of the course. See applicable publication at the time courses are publicized.
4. A course cancelled by the College will be refunded all tuition and fees relative to the cancelled course.
5. Inquiries regarding refund policy exceptions should be directed in writing to the Business Office, Refund Review Board. Refund request forms can be obtained in the Bursar Office or the Business Office. All refund requests must be received within one year of the semester end date.

Title IV Federal Refund Policy

Title IV Federal Financial Aid students who withdraw or stop attending the college during the first 60% of the semester will have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal government as the result of this recalculation.

Certificate of Residence/Withdrawal/Stop/Holds/Early Registration

■ Certificate of Residence

All students are charged the appropriate rate of tuition and fees depending on the number of credits taken and the student's area of residence.

A resident is a person who has resided in New York State for a period of at least one year and in the county for a period of at least six months, both immediately preceding the first day of class.

In accordance with New York State Education Law, section 6301, each student residing in New York and attending SUNY Orange must submit proof of residence along with payment to the Bursar Office at the time of registration. Please follow the instructions listed below. The application for Certificate of Residence can be obtained from the Bursar Office or the Admissions Office. It is also included in all registration material and is available on the College web site.

1. Orange County Residents: Complete the Application for Certificate of Residence, have it notarized and submit the completed form to the College at registration, by mail or in person.

A new application must accompany all address changes within Orange County.

2. New York State Residents from counties other than Orange County: Complete Application for Certificate of Residence and turn it in to your County Treasurer. You will receive a Certificate of Residence from the treasurer which will be valid for one year from the date of issue. Submit this form to the College at registration by mail or in person. Unless filed, students will be charged out-of-state tuition.
3. New York State residents who have lived in more than one county during the past six months must complete an Application for Certificate of Residence for each county in which they have resided and proceed as indicated in steps (1) and (2) of these instructions.
4. Non-residents of New York State (living less than one year in the state) are charged out-of-state tuition and do not need to submit proof of residence at registration.
5. All foreign students who have not held a permanent resident alien card for one year are classified as out-of-state residents and are charged the out-of-state tuition rate. (See "Tuition and Fees")
6. Active duty service members of the U.S. Armed Forces and their dependents may be waived from the residency requirement by submitting PCS orders to the Bursar Office, second floor, George F. Shepard Student Center.

■ Withdrawal from Course

To formally withdraw from a credit or non-credit course, a student must complete a withdrawal form and return it to the Records and Registration Office. As of the day of receipt of this form, the appropriate refund schedule will apply.

Students who receive financial aid from any of the following sources: Federal Programs (Title IV)-Pell Grant, Supplemental Equal Opportunity Grant (SEOG), Perkins Loan, Federal Family Education Loans and State Grants may be responsible for repaying a portion of their aid if they drop or stop attending classes during the refund period. Withdrawal from classes may also affect eligibility for financial aid for the following semester or academic year. Students will be notified by mail if monies are due the College.

■ Stop/Holds

Students who have unmet financial obligations or who have failed to comply with College requirements are not permitted to register, receive grades, or attend class until the stop/hold is cleared with the issuing office. Further, information relating to student records, such as certification of attendance or grades, is also withheld.

■ Early Registration for Students

Enrolled full-time degree-seeking students are encouraged to register early for the next semester. Registration during designated periods (see academic calendar) will aid students in obtaining seats in desired classes.

Financial Aid

A variety of financial aid programs are available to SUNY Orange students. Eligibility for these programs depends on the student's academic progress, family income and assets. Due to the length of processing time, applicants are encouraged to submit necessary paperwork as early as possible for financial aid consideration. Please do not wait to be formally accepted at SUNY Orange before applying for aid.

The SUNY Orange Financial Aid Office is available to assist students in researching and applying for financial aid. Financial aid workshops are offered throughout the year on the campus in Middletown and at the Newburgh Extension Center. Students may also schedule an individual appointment with the Financial Aid Office if they have questions.

The Middletown office is located on the third floor of the George F. Shepard Student Center (845) 341-4190, while the Newburgh office is in Room 127 of the Extension Center, (845) 341-4518/

College Costs at SUNY Orange

The direct costs that all full-time SUNY Orange students must pay each semester are:

	<u>Fall</u>	<u>Spring</u>	<u>Total</u>
Tuition*	\$1,550	\$1,550	\$3,100
Health Insurance	9	9	18
Technology Fee	110	110	220
Student Activity Fee	50	50	100
Books and Supplies*	480	480	960
Total	\$2,199	\$2,199	\$4,398

Additional indirect educational costs that students should consider:

	<u>**Commuter</u>	<u>***Non-Commuter</u>	<u>****Out of State</u>
Direct Student Cost	\$4,398	\$4,398	\$7,498
Room and Board	2,600	4,950	4,950
Transportation	1,050	1,050	1,050
Personal	925	1,075	1,075
Total	\$8,973	\$11,473	\$14,573

The above costs are approximate and are used by SUNY Orange to determine need for financial aid.

* Tuition for 2007-08 academic year.

** Commuter refers to a student living at home and commuting to campus.

*** Non-commuter refers to a student living away from home while attending college and/or single or married student with/without dependents.

**** Out-of-state residents and international students tuition charge is double.

General Eligibility Requirements

To be eligible for financial aid at SUNY Orange, a student must:

- be an American citizen or permanent resident
- meet the minimum academic criteria specified for each financial aid program (see "Academic Progress" in this section)
- not be in default of any prior student loan or owe monies to the Federal Pell Grant, Federal SEOG or Tuition Assistance Program (TAP)
- be enrolled in an eligible degree or certificate program

For federal financial aid programs, an applicant must meet one of the following conditions in order to be considered an independent for the 2007-08 academic year:

- be born before January 1, 1984
- be a veteran of the U.S. Armed Forces
- be married
- be an orphan or a ward of the court, or have been a ward of the court until age 18
- have legal dependents (other than a spouse)

How to Apply

In order to apply for financial aid, a student must file a Free Application for Federal Student Aid (FAFSA). We urge students to file the FAFSA electronically by visiting www.fafsa.ed.gov. There is no fee with this application. The FAFSA becomes available online each January, but the form can also be obtained at local high schools as well as the SUNY Orange Financial Aid Office.

Early Fall semester applicants with need, who file before May 1, will receive first consideration for campus-based aid programs, which are subject to funding limitations. Late applications are placed on a waiting list throughout the year. A student may receive one source of aid or a combination of federal and state aid. However, the amount of aid received is limited by the student's educational cost, family contribution and aid availability. If selected for verification, the student and family must provide documentation of all 2006 taxable income (signed copies of 1040, 1040A or 1040EZ; with W-2's) and non-taxable income (social security benefits, social services, child support, etc.). All non-taxable income information provided should be representative of the last calendar year (2006 for the 2007-08 aid year).

Transfer Students

SUNY Orange encourages all transfer students to seek a credit evaluation of course work taken at prior institutions in order to determine if they've satisfied the necessary academic progress criteria to qualify for financial aid.

Summer Sessions

Please contact the Financial Aid Office for further information and requirements for summer aid.

Regulations Governing Federal Assistance

Students who receive financial aid must attend all courses for which they are registered during a semester to receive funds. If the Financial Aid Office learns that a student never attended or stopped attending a particular course (or courses), that student's financial aid may be affected.

■ Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant provides grants ranging from *\$400 to \$4,050 per year to all eligible applicants. Students must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov after Jan. 1, and prior to the College's September registration. The application should list SUNY Orange (code #002876) as one of the colleges. The Financial Aid Office will receive the information electronically in order to determine eligibility for all Federal Aid. Although the federal government allows the FAFSA to be filed by June 30, 2008, the receipt of a valid result must be on file with the SUNY Orange Financial Aid Office by the student's last day of class.

For students required to take developmental courses, federal aid funds will only pay for 30 credits attempted of developmental study. Financial aid (federal and state) will only pay for two credits of physical education course work (passing grades). Students holding baccalaureate degrees are ineligible for the Federal Pell Grant, but must file the FAFSA to receive other aid consideration.

* Subject to change.

New York State: Tuition Assistance Program (TAP)

New York State residents who are full-time students (12 credits or more) may be eligible for TAP grants depending upon their family's New York State net taxable income. The deadline for the 2007-08 academic year is May 1, 2008. Students applying for TAP must file a Free Application For Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Students must be

enrolled in programs approved by the New York State Education Department for full-time study in order to receive TAP assistance.

In order to receive credit under TAP, a student must be formally admitted to a SUNY Orange degree program and be registered for 12 credits or more. AUDITED and repeats of previously PASSED course work that is/are part of a student's credit enrollment can result in INELIGIBILITY of federal and/or state aid programs.

Note: New York State Aid Program Requirements are subject to change.

Academic Progress Standards – TAP

Before being certified for a specific TAP payment, students must have accrued a minimum number of credits toward their degree while maintaining a minimum cumulative quality point average (CQPA). A student must also complete (receive a "pass" or "fail" grade) a certain amount of credits during the semester they receive TAP.

Before being certified for this TAP payment:	1st	2nd	3rd	4th	5th	6th
You must have completed (passed or failed) this many credits since your last TAP payment	0	6	6	9	9	12
You must have accrued at least this many credits toward your degree	0	3	9	18	30	45
With at least this cumulative quality point average (CQPA)	0	.5	.75	1.3	2.0	2.0

Completed credits is defined as receiving grades of A, B, C, D, F or P.

Note: First-time TAP recipients must be registered for at least three credits of college level course work. Transfer students entering SUNY Orange who have received TAP at a previous institution must be registered for six (and possibly more) credits of college-level course work as part of their full-time load. New York State academic requirements are subject to change.

Aid To Part-Time Study (APTS)

Part-time students (taking from six to 11.5 credits per semester) who are enrolled in an eligible degree-granting program may qualify for an Aid To Part-Time Study award. This program is subject to annual New York State budget approval. Due to funding limitations, coverage is limited to six credits. Applicants must demonstrate the ability to complete college coursework at an accredited institution.

Financial Aid

Students who have completed at least three credits at SUNY Orange must have a minimum 2.0 CQPA. For consideration, the New York State net taxable income (NTI) of the family of a dependent student must be \$50,550 or less, while the NTI of an independent student's family must be \$34,500 or less. Applications are available at the Financial Aid Office. Applicants must be New York State residents.

Students awarded New York State Aid to Part-Time Study must complete a minimum number of college credits (based on New York State academic regulations) and must maintain a 2.0 or higher GPA and CQPA in order to receive APTS the following semester.

The State Standards of Progress for state aid recipients (TAP, APTS etc.) are reviewed each semester and, unlike the Federal Policy, only one waiver may be granted. Other than these differences, the state appeal process is the same as the federal appeal process.

Veteran's Tuition Award Supplement (VTA)

Veterans who served in Indochina for the U.S. Armed Forces between Dec. 22, 1961 and May 7, 1975, veterans who served in Persian Gulf hostilities beginning Aug. 2, 1990, and veterans who served in Afghanistan during hostilities on or after Sept. 11, 2001, may be eligible to receive a grant of up to \$500 per semester as a part-time student or \$1,000 per semester as a full-time student.

The necessary forms for first time applicants are available at the SUNY Orange Veteran's Office, located on the third floor of the George F. Shepard Student Center. To receive a VTA award a student must also apply using the FAFSA. Students who have previously received a VTA Supplement must re-apply through the FAFSA web site. Students must meet New York State residency requirements.

Other Federal Financial Aid

Federal Perkins Loan

Students may also be eligible to receive a Perkins Loan. These loans range from \$500 to \$2,000 a year, at 5% interest with approximately 10 years to repay. New borrowers (as of 1987-88) have nine months after termination of their studies to begin repayment. Students must also submit a FAFSA form to be considered. Funding is limited.

Federal Supplementary Education Opportunity Grant (SEOG)

High-need students may be eligible to receive Federal SEOG grants ranging from \$200 to \$300 per year. Students who have earned a bachelor's degree are not eligible. FAFSA is required and funding is limited.

Federal Academic Competitiveness Grant (ACG)

PELL recipients who graduated high school after January 2005 with a rigorous diploma may be eligible for the Academic Competitiveness Grant. This award, issued to U.S. citizens only, is based on year in college along with academic grades. FAFSA required.

Note: To view Academic Competitiveness Grant rigorous diploma requirements, visit our website at www.sunyorange.edu/financialaid.

Federal College Work-Study (FCWS)

Eligible students may work part-time while in college to help defray their educational cost. Salary is \$8 per hour (subject to change) for 10 to 15 hours of work per week. All students awarded work-study are placed in the job by the College's Career Services Office. FAFSA is required and funding is limited.

Federal Subsidized and Unsubsidized Stafford Loans

Students in their first year may borrow up to a maximum of \$3,500 for dependent students and \$7,500 for independent students per academic year. Students who are considered to be in their "sophomore" year may borrow up to a maximum of \$4,500 for dependent students and \$8,500 for independent students.

The amount for which a student is eligible is limited by the student's educational costs minus other aid received. FAFSA is required.

Students who receive funds on or after July 1, 2006 will have a fixed interest rate of 6.8% (subject to change each July). An origination fee of 3% may be deducted by the bank for each loan received. An additional insurance fee of up to 1% may also be deducted by the bank.

Repayment begins six months after a student graduates, leaves school or drops below half-time, with approximately 10 years to repay the loan. All students seeking loans will be required to take a Federal Student Loan Test annually. In addition, regulations mandate that an entrance interview be given to students prior to disbursement of loan funds and an exit interview be given before a student graduates, leaves school or drops below half-time study.

Should a Stafford Loan borrower's attendance drop below six credits, any subsequent loan disbursements will be cancelled. Students who later re-enroll will be required to reapply for further loan consideration.

Parent Loan for Undergraduate Students (PLUS)

Parents (of dependent students) may apply for a Federal Parent Loan for Undergraduate Students (PLUS) at a fixed interest rate of 8.5% for loans disbursed after July 1, 2006. Repayment begins 60

days after receipt of the loan check; however, deferral provisions are available. The maximum loan is based upon the cost of education minus any other aid received. FAFSA is required. Parents must submit a PLUS request form to the Financial Aid Office.

An origination fee of 3% is deducted proportionately from each loan disbursement. Note: An additional insurance fee of up to 1% may also be deducted. Checks are made co-payable to the parents and SUNY Orange.

Veterans Benefits

All certificate, degree programs and select continuing education courses are approved for members of the Selected Reserve, National Guard, veterans and eligible dependents. Those interested should inquire at the College’s Veterans Office, located on the third floor of the George F. Shepard Student Center.

Aid for Native Americans

Aid for Native Americans may be available through the Bureau of Indian Affairs, Washington, D.C., or a regional office. For more information, visit the bureau website at <http://www.oiep.bia.edu/>. Aid for Native Americans may be available through the New York State Education Department, located at <http://www.emsc.nysed.gov/rss/natamer/home.html>.

■ Academic Progress Standards – Federal Programs

The federal government has established satisfactory progress standards for the following Title IV federal student aid programs: Pell Grant, Perkins Loan, subsidized Stafford Loan, unsubsidized Stafford Loan, SEOG and college work-study.

Any SUNY Orange student who has failed to accumulate the number of credits listed in the box at the top of this page (second column), based upon the number of credits they have attempted (first column), or has not achieved the minimum CQPA (third column) will not be eligible for future federal financial aid. The satisfactory progress review for federal aid programs for students enrolled in associate degree programs occurs at the end of each academic year. Reviews for students enrolled in certificate programs are conducted at the end of each Fall and Spring semester.

*Total Credits Attempted	**Minimum Credits Accumulated	***Minimum CQPA
0-6	0	0
7-12	3	0
13-18	6	1.00
19-27	12	1.30
28-36	18	1.50
37-45	27	+2.00
<hr/>		
46-57	36	2.00
58-69	48	2.00
70-84	60	2.00
85-99	72	++2.00
+Maximum Time/Certificate		
++Maximum Time/Associate Degree		

Students enrolled in certificate programs are allowed a total of 45 credits attempted.

Students enrolled in all associate degree programs are allowed a total of 99 credits attempted.

Students who do not complete their certificate or associate degree requirements within the maximum time frame stated above lose eligibility for federal aid.

*Total credits attempted is defined as all credits attempted at SUNY Orange after the drop/add period, including: developmental credits, withdrawals, repeated coursework, P.E.'s, holds, incompletes, failed courses, medical withdrawals and any transfer credits accepted toward your degree.

**Minimum credits accumulated is defined as all credits passed at SUNY Orange and any transfer credits accepted toward a degree.

***Developmental coursework, P.E.'s, and accepted transfer credits are not calculated in the CQPA.

■ Appeal Process/Reinstatement of Federal Aid Eligibility

Based upon mitigating circumstances, students may be granted two exceptions to the College’s satisfactory academic progress policy. To apply for an exception, students must:

- Complete the Request for Appeal of Satisfactory Progress Form detailing the mitigating circumstances
- Submit documentation (doctor's note, police report, social services report, obituary, etc.) with their request

Financial Aid

Students will be notified in writing if an exception has been granted or denied, and waivers cannot be granted to appeal maximum time limits.

We encourage students who are denied an exception or students who choose not to submit an appeal by the review date to enroll without receiving the benefit of financial aid because these students can have their appeal application reviewed again at their request.

■ Other State Financial Aid

Award for Children of Deceased or Disabled Veterans

Awards are provided for children of deceased or disabled veterans who attend a college or university full-time in New York State (this program is subject to annual New York State budget approval). The award is \$450 per year. Students may apply through their high school or the New York State Higher Education Services Corporation. Applications can be obtained through the SUNY Orange Veteran's Office, located on the third floor of the George F. Shepard Student Center.

The World Trade Memorial Scholarship

Following are the eligibility requirements for students to qualify for the World Trade Memorial Scholarship:

- The student must already be enrolled at a SUNY campus
- Covered incidents: the terrorist attacks of September 11, 2001 in New York City, the Pentagon and Pennsylvania
- Victims who were severely disabled in any of the terrorist attacks (limited to police officers, peace officers, firefighters and emergency medical service workers)
- Children or spouses of victims who died or were severely disabled (limited to police officers, peace officers, firefighters and emergency medical service workers)
- Required to be enrolled as a full-time undergraduate student in a program approved by the Commissioner of Education
- Scholarship recipients are not required to be New York State residents or U.S. citizens
- Applicants must complete applications for both the Free Application for Federal Student Aid (FAFSA) and Tuition Assistance Program (TAP)

Volunteer Recruitment Service Scholarship

Students who are members of volunteer organizations may qualify for the Volunteer Recruitment Service Scholarship. Volunteer organizations include ambulance company (as defined in section three of the volunteer ambulance workers' benefit law) or fire company (as defined in section three of the volunteer firefighters' benefit law).

The volunteer organization may select one eligible candidate from its membership each year and submit a completed application on behalf of that student. For more information, contact NYSHESC at 1-888-NYSHESC, or visit www.hesc.com.

Local Financial Aid

Local College Work-Study (LCWS)

College funds are also available for students who do not meet the federal work study eligibility requirements. The pay rate is \$8 per hour (subject to change). All students awarded work-study are placed in the job by the College's Career Services Office. FAFSA is required.

■ SUNY Orange Scholarships

Through the efforts of its Educational Foundation and Alumni Association, SUNY Orange offers a variety of scholarships, grants-in-aid and awards that have been established for entering, returning and graduating students. See the accompanying grid for a complete listing of scholarships, grants and awards.

The College's scholarships are awarded annually by the Scholarship and Financial Assistance Committee (except where noted). Recipients of these scholarships are selected based upon donor criteria which could include: demonstrated financial need, academic achievement, faculty recommendations and the availability of scholarship funds.

All scholarship forms (Entering Freshmen Scholarships, President's Scholarships, Returning Student Scholarships, Graduate Scholarships for Continued Study) are available after Jan. 15 from the College website or the Financial Aid Office. Applicants are encouraged to apply for scholarships online at www.sunyorange.edu/scholarships.

A student needs only to file one application for a given category of scholarship (one application will submit the student's name for consideration for all of the entering scholarships). Students awarded scholarships based upon recommendations of faculty departments and/or by the Committee on Scholarship and Financial Assistance will be notified in early May and recognized at either the College's Spring Convocation (held each May for graduating students) or Fall Convocation (held each September for returning students).

Scholarship Opportunities

2007 - 2008

Type: E = entering (new) student
 R = returning student
 G = graduating student

Student: FT = full time (enrolled in 12 or more credits)
 PT = enrolled in 11.5 credits or less

Area of Study	Need Based	Grade Based	Student Classification	Student Type	Other Requirements	Name of Scholarship
Accounting			R	FT/PT		Judelson, Giordano and Siegel
Accounting	X		R	FT		Levitan, Yegidis and Goldstein
Accounting			R	FT		Ripley (Harold)
Accounting			G	FT/PT		Golub (Max)
Accounting			G	FT/PT		Wahlen (Annette)
Allied Health	X		R	FT/PT	Female	Mokotoff (Gertrude and Reuben)
Architecture			G	FT/PT	Department recommendation	Excellence in Architecture
Architecture			G	FT/PT		Minden Architectural
Art			R	FT/PT	Department recommendation	Skrobanski-Kehm (Margaret)
Banking Management			G	FT/PT		Luft (John P.)
Biological Science			E	FT		Abbott (Fred and Wava)
Business	X		R	FT	Involved in Community Service	Currier and Lazier
Business			E	FT/PT	Middletown Resident	Menter (Max)
Business			G	FT/PT		Rudolph Lagai
Business			G	FT/PT		Max & Herbert Menter
Business or Accounting	X		R	FT/PT		King (Russell)
Civil Engineering			G	FT/PT	Orange County resident	Orange County Town Supt.
Construction Technology	X		E	FT	Newburgh Resident	Advance Testing
Dental Hygiene			R	FT/PT		Godwin (Dr. Andrew)
Dental Hygiene	X		R	FT/PT		Walts (Dr. Merrick and Dorothy)
Dental Hygiene	X		R	FT/PT		Botti (Margaret)
Drama			G	FT/PT	Department recommendation	Dr. Manuel Rosenblum Theater
Education			R	FT/PT		Klingman (Charles)
Education	X		R	FT/PT		Walts (Thomas)
Electrical Engineering			G	FT/PT		Bell (William O.)
Engineering		X	R	FT		Orange/Sullivan Professional Engineers
English			G	FT/PT	Department recommendation	CEA Bruce and Tedi Bell
English			G	FT/PT	Department recommendation	Parkhurst Creative Writing (John P.)
English			G	FT/PT	Department recommendation	Westermeier (John T.)
Health, Physical Ed			G	FT/PT	Department recommendation	Basta (Christopher J.)
History			G	FT/PT		Hathaway (Odell S.)
International Studies			R	FT	Department recommendation	Holmbraker (James)
Marketing	X		R	FT	Resident of Orange County	Dana Distributors
Mathematics			G	FT/PT		Kotler (David)
Medical Lab. Tech.			R	FT/PT		Mamelok (Harold)
Music			E	FT/PT		September 11th
Music			R	FT/PT	Department recommendation	Curtis (Ruth)
Music			R	FT/PT	Department recommendation	Morrison (Marchessa)
Music			R	FT/PT	Department recommendation	Toole (Charles)
Music			G	FT/PT	Department recommendation	Reilly Music (Audrey A.)
Nursing	X		R	FT/PT		Breen Duff (Barbara)
Nursing		X	R	FT	3.0 GPA	Congelosi Family
Nursing	X		R	FT		Curtis Desmond (Alice)
Nursing			R	FT/PT	Department recommendation	DeGeus (Ada)

Visit our website for scholarship descriptions and requirements, applications and instructions. One application is sufficient for all scholarship opportunities.

Scholarship Opportunities

2007 - 2008

Type: E = entering (new) student
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 G = graduating student

Student: FT = full time (enrolled in 12 or more credits)
 PT = enrolled in 11.5 credits or less

Area of Study	Need Based	Grade Based	Student Classification	Student Type	Other Requirements	Name of Scholarship
Nursing	X	X	R			Frances Carpenter Marks RN MA Florence Nightingale
Nursing			R	FT/PT		Froelich (Dawn)
Nursing	X		R	FT/PT		Gregory (Carol)
Nursing			R	FT/PT		Hultgren (Louise)
Nursing			R	FT		Morgans (Dr. Harold)
Nursing			R	FT/PT		New York State Home Bureau
Nursing	X		R	FT/PT		Pryluck (Shepard and Edna)
Nursing	X		R	FT		Russo-Diamonti (Marie)
Nursing			R	FT		Taffin (Ruth and Steve)
Nursing			G	FT/PT		Evening Nursing Student Graduate
Nursing			G	FT/PT		Simpson Nursing (June M.)
Office Tech./Accounting			G	FT/PT		Reilly Business (Charles J.)
OTA	X	X	R	FT	Does not qualify for Fed State Aid	Vincent Casserly Memorial-OTA
Performing Arts			G	FT/PT		Pollack (Ruth)
Physical Education			G	FT/PT		Phys. Ed. & Recreation GIA
Physical Therapist Asst.	X		R	FT/PT		Bernstein (Roberta)
Radiologic Tech.	X		R	FT/PT	Department recommendation	Walter Brown Memorial
Science/Engineering			G	FT/PT	Department recommendation	CEA Jerome K. Bell Memorial
Social Sciences			G	FT/PT	Department recommendation	Albrecht (Walter)
Social Sciences			G	FT/PT		Greenman (Dean Robert)
Any			G	FT/PT		Miner (Dr. Edwin)
Any			G	FT/PT		OCCC Memorial
Any		X	E	FT	English is the second language	Coates (Philip)
Any			E	FT	H.S. guidance recommendation	Delavan (Luella)
Any			E	FT/PT		Encore Learning in Retirement
Any			E	FT	Recruited athlete for specific sports	Intercollegiate Athletic
Any			E	FT	Newburgh Resident, Must transfer to Mt. Saint Mary	Kaplan Family Charitable Foundation
Any			E	FT	Middletown High School Graduate	Kiwanis Club of Middletown
Any			E	FT		Kriney Family (Jake)
Any			E	FT/PT		Mark (Bertha and Nathan)
Any			E	FT		Middletown Rotary Club
Any			E	FT/PT	Family member of NYPD or FDNY	NYPD/FDNY
Any			E	FT		President's
Any			E	FT/PT	Goshen High School Graduate	Reynolds (Grace)
Any			E	FT	Middletown High School Graduate	Sweeney (Dollie)
Any			E	FT/PT		Sweeney (Dollie) ESL
Any			E	FT/PT		Warwick Savings Foundation
Any			R	FT/PT	Career in Public Service	Alberghini (Peter)
Any			R	FT/PT	Member Student Senate, Career in Public Service	Bonacic (John)
Any			R	FT/PT	Disabled Student	Barbone (Lillian)

Visit our website for scholarship descriptions and requirements, applications and instructions. One application is sufficient for all scholarship opportunities.

Scholarship Opportunities

2007 - 2008

Type: E = entering (new) student
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Student: FT = full time (enrolled in 12 or more credits)
 PT = enrolled in 11.5 credits or less

Area of Study	Need Based	Grade Based	Student Classification	Student Type	Other Requirements	Name of Scholarship
Any			R	FT		Bookstaver (Jesse)
Any			R	FT		Boyd Foundation
Any			R	FT/PT	Outstanding Sportsmanship/ Department recommendation	Chachis (Chris)
Any			R	FT		Chappell (Charles and Vivian)
Any			R	PT	No h.s. diploma or GED, Completed 12 cr.	Coates (Philip)
Any			R	FT/PT		Delavan (Luella)
Any			R	FT		Dietz (Edwin and Rachel)
Any			R	FT/PT	Communications dept. recom.	Dulzer (Marie Ann)
Any			R/G	FT/PT		Faculty
Any			R	FT/PT	Interest in teaching	Goldstein (Jack)
Any			R	FT	Resident of Orange County	Howe (Margaret and Frank)
Any			R	FT/PT		Kassel (Ruth)
Any			R	FT		Keely (Lauren)
Any			R	FT		Kennedy (John F.)
Any			R	FT/PT		King (Dr. Martin Luther)
Any			R	FT/PT		Lipschutz (Dr. Paul and Ida)
Any			R	FT/PT	Essay to Scholarship Committee	Lynch (Dr. James)
Any			R	FT/PT		McClure (H. Seeley)
Any			R	FT/PT	Demonstrates Leadership	McMahon (John)
Any			R	FT/PT	Visual or Hearing Impaired	Middletown Lions Club
Any			R	FT/PT	Member of MHVFCU	Mid-Hudson Valley FCU
Any			R	FT/PT		Miner (Dr. Edwin)
Any			R	FT	Spanish Speaking	Molloy (Daniel)
Any			R	FT/PT	Single Parent	Murphy (Kathryn)
Any			R	FT/PT	Family member of NYPD or FDNY	NYPD/FDNY (restrictions apply-refer to our website)
Any			R	FT/PT	Resident of O&R service area	Orange and Rockland
Any			R	FT	Resident of Orange County	Ottaway
Any			R	FT		Pollets (Jack)
Any			R	FT/PT	English Dept. recommendation	Raimondi (Raymond)
Any			R	FT/PT		Rowley (Robert and Joan)
Any			R	FT/PT	VP Student Services recom.	Shepard (George)
Any			G	FT/PT		Bull Crist (Amy)
Any			G	FT/PT		Diana (Mary B.)
Any			G	FT/PT	Excellent citizenship	Dougherty (Trustee Edward)
Any			G	FT/PT		McClure (H. Seeley)
Any			G	FT/PT		Morrison (Christine)
Any			G	FT/PT		Orange County Society of NY
Any			G	FT/PT		Retired Teachers Rockland/Orange
Any			G	FT/PT		Vuolo (Dr. Hannah K.)
Any			G	FT/PT	Scholastic, voluneer service	Alpha Nu Chi/Phi Theta Kappa

Visit our website for scholarship descriptions and requirements, applications and instructions. One application is sufficient for all scholarship opportunities.

Academic Policies and Procedures

The Records and Registration Office handles students' records, oversees the registration process, sets the academic master schedule, distributes grades and administers academic policy.

Students should contact the Records and Registration staff for information ranging from: registrations and schedule changes; transcripts; grades, records, and access; verification of enrollment, attendance, or full- or part-time status for insurance, banks and employers; graduation applications; the course schedule each semester; the final exam schedule each semester; the list of graduates each semester; cancellation of classes with low enrollment; student records; changes of curriculum; registration calendars; attendance records; academic policies and the academic policy manual; and protection of students' privacy rights and communication with parents and others regarding the Family Educational Rights and Privacy Act (FERPA).

Information regarding many of the Records and Registration regulations and policies can be found by visiting www.sunyorange.edu/academic_services.

Records and Registration Office

George F. Shepard Student Center, 3rd floor
115 South Street
Middletown, NY 10940
(845) 341-4140

Registration

All registration for credit classes at SUNY Orange must be done through the Records and Registration Office. Students are encouraged to complete the following steps in the credit registration process:

- Complete the admissions application form
- Take the Placement Assessment test in the Advising and Counseling Center (for all new students) or consult an academic advisor (for students seeking to be readmitted)
- Visit the Financial Aid Office if you are seeking financial aid
- Submit immunization records to the Health Services Office
- See your assigned advisor to select courses
- Register for classes at the appropriate time (see current semester course schedule for details)
- Go to the Bursar Office to make payment or a payment arrangement



Academic Policies and Procedures

The degree requirements and academic regulations contained in the SUNY Orange Catalog affect all students who begin their study in 2007-2008. All information is accurate as of the time of publication. For the most current information, please consult the College web page at www.sunyorange.edu. Policies are subject to change.

Current information relative to changes in program or academic policies can be obtained from the Office for Academic Affairs, which is located on the second floor of Morrison Hall. The vice president for academic affairs is authorized to waive the application of any College academic policy in a particular case.

Academic Year

The academic year is composed of two semesters—Fall and Spring—each of which is a minimum of 15 instructional weeks long. Courses offered in the summer extend to either six or eight weeks. Intersession courses, when offered, are usually three or four weeks in duration.

Cancellation of Classes

Classes may be cancelled due to low enrollment. However, any cancellation will be announced no later than the Friday before a full semester begins or on the day before a half semester begins.

During the semester, classes will be canceled for the day or evening when hazardous driving conditions or similar circumstances make such action advisable. Cancellation of day classes does not necessarily mean evening classes are also cancelled. Cancellation of day classes is usually announced at approximately 6 a.m. while cancellation of evening classes is usually announced at approximately 2 p.m. News regarding delays and cancellations is broadcast over local radio stations, announced on the College's main telephone number, (845) 344-0CCC, and posted on the web page.

The College reserves the right to reschedule classes. Generally, evening classes are made up on the Friday evening of the next week.

Academic Policies and Procedures

Change of Curriculum

To move from one SUNY Orange degree program to another, a student must complete a change of curriculum form. The department chairperson for the new degree program must approve the change. Forms are available at the Records and Registration Office. If a student wishes to change advisors, the request should be submitted to the Advising and Counseling Center after the change of curriculum form has been filed.

Academic Dishonesty

Academic dishonesty is regarded by the College as an intolerable breach of academic ethics and deserves immediate penalty. The consequences of academic dishonesty may include academic penalties, disciplinary action or legal action. (Refer also to “Student Rights & Responsibilities” section of this catalog.)

Academic dishonesty, as defined in the Code of Student Conduct, includes, but is not limited to: cheating, including cybercheating; fabrication; facilitating academic dishonesty; plagiarism, including internet plagiarism; forgery; bribery; or multiple submission (submitting the same assignment to more than one instructor without the permission of the instructors).

Conduct Expected of Students

The College reserves the right to dismiss any student who exhibits conduct incompatible with the purposes of the College. The SUNY Orange Board of Trustees, administration, faculty and staff have a primary concern for the academic achievement, standards and personal integrity of our students; recognize their obligation to protect college property; and take a special interest in the mental and physical health of the college community.

Committed to preserving the peace, uplifting campus morale and creating a civil climate on its campuses, SUNY Orange has adopted specific policies and procedures regarding student conduct. These policies and procedures, in the form of the Code of Student Conduct, are published in the Student Handbook.

Placement Assessment

The Placement Assessment is a mandatory test to determine each student’s reading, writing and mathematical abilities. It must be taken after a student applies to the College but before that student may register for any classes.

Its purpose is to insure that each student has the necessary skills in each of these critical areas to begin college-level study. If the student needs more work in any area, he or she will begin at the developmental course level.

Developmental Students

For students who have tested into two or more developmental courses in reading, writing or mathematics, the College has created the following academic policies and procedures to insure their success:

- Developmental students who are placed on academic probation (less than 2.0 CQPA) or receive an F, W or H in a developmental course will receive a letter stating that the student’s records will be reviewed by the Developmental Education Review Board. This review board may then limit the number of credits that the student may take or stipulate specific course(s) that the student must take. Students will have the option of meeting with the Developmental Review Board to discuss their circumstances before decisions are made.
- Students who receive grades of H or F in a particular developmental course will be allowed to repeat that developmental course only two additional times for a total of three attempts. If students do not successfully complete a particular developmental course by the third attempt, they will be separated from the college for one year. Upon their return to the college, students will be granted one attempt to successfully repeat the course(s). A grade of H or F would require another year separation. The appeals process will be available to those students who will be separated. The above applies to all students regardless of the number of developmental courses they are required to take.
- Any developmental student who fails to obtain the minimum credits passed that are indicated below will be separated from the college for a period of one year.

Total Credits Attempted	Minimum Credits Passed
24	6
36	12
48	18

Credits attempted excludes courses where a student has received a grade of W, I, M or N. Developmental students who wish to appeal the decision of the Developmental Education Review Board may appeal to the appropriate associate vice president.

During the registration process, the academic advisor and the student create the student’s course schedule. The advisor will use the Placement Assessment results to insure that the student takes the required courses at the appropriate level. Students must take the required reading and writing courses each semester until their developmental requirements have been successfully completed.

Note: Students who place into developmental math courses must complete these courses even though there may not be a specific math requirement in their curriculum.

■ Course Policies and Procedures

Prerequisites

A prerequisite course is one that prepares a student for more advanced courses in an academic field. Prerequisites may be waived or substituted at the discretion of the appropriate department chair. A signed waiver form approved by the department chairperson must be filed with Records and Registration. Students with credits earned at a previous institution are urged to check with the Records & Registration Office to determine appropriate course equivalencies.

Note: Course prerequisites are listed in the far right column of the course schedule or as a special notation connected with the course. A student without the appropriate prerequisites or waiver can be withdrawn from the course by the instructor. Refunds are issued according to the refund schedule published in the course schedule.

Course Outline/Syllabus

Course outlines and/or syllabi are distributed to students and appropriate department chairs at the beginning of each semester. Elements to be included in a course outline/syllabus are: heading; catalog description; relationship to programs; student learning outcomes; chronology of study; grading system; types of tests; instructional materials; attendance policy; instructor withdrawal policy; support services; office location, hours and phone; campus e-mail address; religious observance; and appropriate Americans with Disabilities Act (ADA) information.

Departments may have their own policies regarding additional information and end-of-the-semester reports.

Repeating a Course

Repeating a course means taking a course after having received a grade of A, B, C, D, F, W or M in that course. When a student repeats a course, the grade and credits earned in the last attempt are calculated in the academic average, although all grades remain on the student's record. Students who receive financial aid should check with the Financial Aid Office before repeating a course in which a grade of D or better was earned.

Field Trips

When students attend either group-sponsored or course-sponsored field trips, they must pay their own expenses.

Audit of Course

Students who wish to audit a course, where they do not earn credit or a grade in that course, must complete a special permission card, available at the Records and Registration Office, when they register. Nursing courses are not subject to audit.

Students may, however, change their status from audit to credit or vice versa, if they file the special permission card by the end of the third week of classes (or its equivalent for summer sessions). Instructors are not required to evaluate the work of audit students. Those students who are eligible for financial aid should consult with the Financial Aid Office before registering or changing to audit status. If audited courses are included in 12 credits of course work, a student may become ineligible for TAP and other financial aid programs.

Credit Load

Credit load refers to the total number of credits a student is taking in a semester. Twelve or more credits per semester is considered a **full-time** course load; while ½ to 1½ credits per semester is considered **part-time**.

Students generally may schedule their classes in the day or evening, or both, in accordance with their particular needs. However, if a student wants to take more than the maximum credit load, (20 or more credits in a semester, or 9 or more in a summer session) the appropriate associate vice president must approve.

Schedule Changes and Withdrawals

Once a student's course schedule is created, the student receives a computerized printout and has his or her name added to the rosters for each course and section. Student schedules will be given only to the student, who must also show proper photo identification. Should a student need to change any portion of his or her schedule, or to withdraw from the College during the semester, the following policies have been established:

Deadline for Schedule Changes

The time set aside by the College for students to change their schedules, usually referred to as the "drop/add period," is the first week of a 15-week semester (Fall and Spring), or the equivalent during the summer sessions or accelerated course time periods. Students may register for open first and second half-semester courses through the second class meeting of the first week of the course.

During the drop/add period, students must secure the advisor's signature to enter a section with open seats. After the one week period or its equivalent, the signatures of the department chair, instructor and registrar are required (See specific deadlines for

Course Policies and Procedures

drop/add listed in the current course schedule). Only the student may make changes to his or her schedule, and all requests for changes must be done in writing.

Official Withdrawal from the College

To apply for an Official Withdrawal from the College and all of the current semester's courses, a student must meet the deadlines published in the appropriate course schedule. The student needs to discuss a withdrawal with his or her academic advisor and begin the formal process in the Records and Registration Office.

Since the student's financial aid and future academic record may be affected, the student must carefully follow the formal steps. The student must complete the Total Withdrawal from the College Form and the Drop/Add Form with appropriate signatures by the deadlines published in the appropriate course schedule. An exit interview with an Advising and Counseling Center staff member is required for all admitted (degree-seeking) students. Students who receive any form of financial aid are required to obtain a financial aid officer's signature. Part-time, non-degree-seeking students should complete and file their forms with Records and Registration Office.

Medical Withdrawal

A student may withdraw from all semester courses for medical reasons. For the medical withdrawal process, contact the Records and Registration Office.

Since financial aid and future academic records may be affected, it is important that students follow the proper withdrawal procedures.

When a student must withdraw from the College or courses due to personal medical reasons, he or she should obtain written verification from the physician and include it with all other required forms. The physician's statement should list the dates of the condition and provide a general description of the student's state of health and its effect on the student's ability to attend classes. All such information maintained by the college is treated as confidential and privileged.

The student's request for medical withdrawal and appropriate forms should be submitted to the registrar before the end of the semester in which the illness occurs. Withdrawals approved for medical reasons do not generate an automatic refund of tuition, waiver of the physical education requirement, nor waiver of financial aid requirements. Students should consult with the appropriate offices concerning these items.

Medical Leave

Students may be granted a medical leave if appropriate medical documentation that contains an anticipated return date is provided to the Registrar.

Withdrawal from a Non-Developmental Course

A student may withdraw from a non-developmental course by following the deadlines posted in the registration calendar (see current course schedule), completing the appropriate forms available in the Records and Registration Office and obtaining the advisor's signature.

Note: After the drop/add period, the student may ask an instructor for an Instructor Withdrawal, but the instructor is not required to grant it. No record of the course appears on the student's transcript if the course is dropped by the deadlines published in the appropriate course schedule. Withdrawals are processed by the Records and Registration Office as of the day of receipt. Please keep this in mind since refunds are generated from the processing date.

Withdrawal from a Developmental Course

To withdraw from a developmental course, but not any others that semester, a student must acquire the permission of the appropriate administrator (associate vice president, registrar, coordinator of Learning Assistance Services), the advisor and the instructor. Absence from class is not a sufficient reason when seeking permission to withdraw from a required developmental course.

However, if a student voluntarily enrolled, but had not placed into the course, he or she may withdraw with the signature of the advisor. Students who are required to enroll in developmental courses must remain in them until they successfully complete them by the deadlines established in academic policy (see Developmental Education Program section in this catalog).

Withdrawal and Financial Aid Awards

Students who receive financial aid should check with the Financial Aid Office as withdrawal from either a single course or from all courses may affect current or future aid.

Grades and Grading

Grades, Quality Points and CQPA

SUNY Orange uses a four-point grading system, based on letter grades of A, B, C, D and F. Each grade is assigned a numeric value:

- A or A- = 4
- B+, B or B- = 3
- C+, C or C- = 2
- D+, D or D- = 1
- F = 0

To calculate quality points, multiply the number of credits of a course by the numeric value of the grade earned. For example: An A (4 quality points) in Freshman English 1 (3 credits) produces 12 quality points ($4 \times 3 = 12$) and a C- (2 quality points) in Calculus I (4 credits) produces 8 quality points ($2 \times 4 = 8$).

To determine academic average for a given semester, divide the quality points earned by the number of semester hour credits calculated (QPA). The same formula, dividing the total number of quality points by the total number of credits calculated, is used to calculate the cumulative quality point average (CQPA).

However, when calculating academic average, the following special grades do not count as credits calculated:

- P** (Pass) indicates satisfactory performance in a non-credit, developmental, or physical activity course
- F** (Fail) when received for unsatisfactory performance in a developmental or physical activity course
- I** (Incomplete) work unfinished due to unavoidable circumstances
- W** (Withdrawal) indicates that the student withdrew by the deadline or was withdrawn by the instructor
- M** (Medical Withdrawal) withdrawal from a course based upon documented health reasons
- N** (Non-credit) indicates a credit course was taken for no credit
- H** (Hold) indicates a degree of progress was made in a developmental course but not sufficient enough to warrant a grade of P (Pass)

To clear a grade of I (Incomplete) from the record, work must be completed by the deadline indicated on the Incomplete Form, which can be no later than the end of the next semester, Fall or Spring. If the work is not completed, the I grade will become an F. It is the

student's responsibility to remain in contact with the instructor and submit work by the deadline. A grade of I will be calculated as an F for graduation purposes.

Though plus and minus modifications are entered on the academic record, they do not affect academic average. All courses taken at the College are calculated into the CQPA unless the student has been awarded a Fresh Start (see Fresh Start Policy). Transfer credits do not affect the CQPA. The College accepts the credits, but not the grade.

The meaning of letter grades is: A-, A = 90 – 100%; B-, B, B+ = 80-89%; C-, C, C+ = 70-79%; D-, D, D+ = 60-69%; and F = 0 – 59%.

CQPA:	2.00 - 4.00	Good Standing
CQPA:	1.50 - 1.99	Academic Probation
CQPA:	0.0-1.49 (less than 30 credit hours completed+)	Academic Probation
CQPA:	0.00 - 1.49 (30 or more credit hours completed+)	Probation if QPA* is 2.0 or higher Separation if QPA* is 0.00 – 1.99

CQPA - Cumulative quality point average
 + Grades of W, I, H, M, N or Pass/Fail in developmental courses do not apply
 * QPA - Semester quality point average

Academic Standing

Good Academic Standing

Students who have achieved a CQPA (cumulative quality point average) of 2.0 or higher at the College are designated in good academic standing.

Mid-Semester Progress Reports

Communication between instructors and students regarding the student's progress in college classes generally takes place before or after class or during office hours. In addition, students whose work is below the level of "C" may receive a Mid-Semester Progress Report. This "unsatisfactory" report does not go on a student's college transcript, but should be considered official notification that the student should speak with the instructor about his or her progress. Students may also wish to speak with an academic advisor or counselor.

Academic Standing / Fresh Start Policy

Dean's List

All full-time students who have earned a QPA (semester average) of 3.0, and who are not on academic probation, are placed on the Dean's List. Part time students are placed on the Dean's List each time they have completed 12 credits with a CQPA of 3.0.

Degree Audit/Catalog Year

Students in Health Professions majors must follow the catalog requirements of the year in which they were most recently accepted into the program.

Non-Health Professions students who were admitted in **Fall 2000 and after** should follow the catalog year in which they were first admitted, and must have attended beyond the third week of classes (or the equivalent). Students may choose to follow later catalog versions. The Records and Registration Office will, however, base the student's degree audit upon the initial semester in which the student was admitted and attended, unless otherwise notified in writing by the student.

Non-Health Professions students who were last admitted and in attendance **prior to Fall 2000** should follow the catalog year in which they were first readmitted and attended after the Fall 2000 semester. Students may choose to follow later catalog versions. The Records and Registration Office will, however, base the student's degree audit upon the first semester of readmission and attendance after Fall 2000, unless otherwise notified in writing by the student.

Academic Probation

Students who have achieved a CQPA of less than 2.0 at the College are placed on academic probation. Students on academic probation may continue study, but may not enroll in more than 14 credits in a Fall or Spring semester or six credits in a summer session.

Academic Separation

Students who have attempted 30 credits or more at the college who have a CQPA of less than 1.5 and a QPA (semester quality point average) of less than 2.0 are separated for a period of one year. However, students who have attained a QPA of 2.0 or higher are placed on academic probation.

Those students who are separated may not enroll in any credit course offered in the day, evening, weekend or summer of any semester or session offered by the College, at any site, during this period. The above policies governing academic separation and probation apply to all students (full-time, part-time, admitted and non-admitted students) except developmental students. Grades of W, I, H, M or N are not counted as credits attempted. Pass or fail grades earned in developmental courses are not counted as credits attempted.

Academic Appeal Procedure

Students who are separated from the College may appeal the decision to the College Appeals Board, an academic review body convened by the vice president for academic affairs. The College Appeals Board meets each year in early January and June. Those students who are placed on academic probation and who desire to enroll in more than the maximum number of credits allowed may also request permission from the College Appeals Board.

The decision of the College Appeals Board may be appealed for final disposition to the appropriate associate vice president. Final appeals are due no later than noon on the Thursday before the start of the fall or spring semester. If an appeal is granted, students who receive financial aid should not assume that financial aid eligibility will be reinstated. Students who receive financial aid should contact the Financial Aid Office directly regarding the appeal process for reinstatement of aid.

■ Fresh Start Policy

This policy is intended to provide a "fresh start" for students with poor grades who want to change to a new program, or, having been away from the College for at least one year, want to resume their original plan of study.

Please note that this application will not be reviewed until at least four weeks into the returning semester. An eligible student will have his or her CQPA re-computed by excluding final grades earned in courses taken at SUNY Orange that are not explicitly required in the student's intended degree or certificate program. The student may apply at any time during his or her career. However, a Fresh Start will be awarded only once. If the application is denied by the registrar, a written appeal may be made to the vice president for academic affairs.

Application of the Fresh Start policy means:

- Grades will be omitted from the recalculation of a CQPA until the CQPA is 2.00 or the smallest possible number above 2.0. However, the original grade remains on the transcript.
- Courses and grades omitted from the recalculation will be identified on the transcript by the "#" symbol printed beside the recalculated course(s). No grades are ever removed from a transcript.

To be eligible for a Fresh Start, a student must meet all of the following criteria:

- Be admitted in a registered degree or certificate program at the College
- Have changed curriculum, or have been out of the College for at least one calendar year

- Have a CQPA lower than 2.0 at the time of the request
- Acknowledge in writing the restrictions of this policy
- Not have had any courses “discounted” under the previous policy

Final Examination Policy

Final examinations are not required in all courses. During the Fall semester, for the mandatory 15th week, and in the Spring semester, during the optional 16th week, a special schedule is developed for all day classes. Final examinations will not necessarily be held on the same day or at the same time, during the Fall/Spring semesters, as the regularly scheduled course. The special schedule for final examinations of day classes is developed and distributed by the registrar at the 10th week of the semester.

Examinations for evening classes during the Fall and Spring semesters are usually held during the last week, on the same day of the week and at the same time as the regularly scheduled course. See the academic calendar for the dates of the final examination period.

Graduation

Graduation Application

Graduation and participation in the commencement ceremony are not automatic. Students must initiate the process themselves. The Graduation Application Form must be filed in the Records and Registration Office and the graduation fee of \$35 must be paid to the Bursar by the deadline, as outlined in the appropriate course schedule. Before students can be cleared for graduation, they must return all college property loaned to them and pay any monies or outstanding obligations owed to any office of the College.

Those intending to graduate in June must file for graduation in the Records and Registration Office during the February prior to June graduation. Students who complete their graduation requirements at the end of the fall semester, or during the summer sessions, are invited to participate in the commencement ceremony the following June. See the academic calendar for filing deadlines.

Waiver or Substitution of Graduation Requirement

Students who seek a waiver or substitution of a graduation course requirement should first discuss that request with the program department chairperson. Approval from the course department chairperson (if different from the program

department chairperson) would also need to be obtained. Final approval is determined by the appropriate associate vice president.

Waiver of Physical Education For Health Reasons

Students seeking a waiver of physical education as a graduation requirement because of a physical limitation must follow this procedure:

- Obtain a Physical Education Waiver Request form from the office of the appropriate associate vice president
- Give the Physical Education Waiver Request form to their physician. (He or she must read it before sending a letter requesting a physical education waiver.)
- Have your physician write a letter using his or her letterhead and following the instructions on the Physical Education Waiver Request form
- Return the physician's letter to the office of the appropriate associate vice president.

Note: Even though a physical education activity waiver is granted, students will still be required to take the one credit Concepts of Physical Wellness course, which is a lecture course and not an activity course. This applies to all students, regardless of when they were admitted to the College. Students with long-term disabilities should make application for physical education waivers during their first semester at the College.

Residence

In order to qualify for an associate degree, at least 30 credit hours must be earned while attending SUNY Orange. In addition, a student must have completed no less than three credits at the Middletown campus. These credits must be required by a degree or certificate; they may not include developmental courses or credits that are not included in the calculations for a degree or certificate. No more than two credits in physical education courses may be applied to this requirement.

Graduation with Honors

In addition to the diploma, graduates who have attained a CQPA (cumulative average) of 3.20 to 3.59 receive a certificate of Graduation with Honors at commencement. Those students who achieve a CQPA of 3.60 to 4.0 receive a Certificate of Graduation with High Honors at commencement.

Faculty Honors Award

All graduates who achieve a 4.0 cumulative average, or the graduate who achieves the highest average if there are no 4.0's, receive(s) an engraved Faculty Honors Award.

■ Transfer Credits and the Transfer Application Process

Transfer Credit From Other Colleges

In general, no more than 30 semester hours of credit are acceptable for students transferring to SUNY Orange from another college or university. Only courses in which the student has received a grade of at least “C” will be considered. Credit will be evaluated for course work completed more than 10 years ago on an individual basis. Only those credits which apply to the student’s area of academic interest will be considered.

Awarding of transfer credit is done by the Records and Registration Office only, and it is done in writing. Since each educational institution has its own credit acceptance policies, you may not receive the same transfer credits from each institution to which you apply. Note: If you receive a waiver of your assessment testing based on work completed at other schools, this does NOT guarantee that you will receive transfer credit.

Courses and credits, but not grades, are accepted. A student’s CQPA at SUNY Orange is calculated based upon course work at SUNY Orange only. Transfer credits from other institutions do not affect the CQPA.

If a student has a passing grade in a course at SUNY Orange, an equivalent course will not be accepted from another institution. If a course is failed at SUNY Orange, an equivalent transferred course may be accepted, but the failing grade will still appear on the student’s transcript and will be calculated in the student’s CQPA. No grades are ever eliminated from a student transcript.

Active duty military personnel may receive up to 45 credits and veterans up to 30 credits for courses and military occupational specialties if those courses or specialties are directly applicable to an area of academic interest at SUNY Orange. Students who have completed basic training in the U.S. armed forces may qualify for one and one-half (1 1/2) physical education credits. For more information, call the Veteran’s Representative at (845) 341-4071.

Credit by SUNY Orange Examination

Students’ life experiences may qualify them to take examinations and earn college credit in certain course offerings. To pursue this option, students are encouraged to check with appropriate department chairpersons. SUNY Orange may also award transfer credit for certain Excelsior College exams (formerly Regents College), certain AP (Advanced Placement) and CLEP (College Level Experience Program) exams, and certain non-college-sponsored training

programs, as evaluated by the American Council on Education.

Transcript Requests

Upon written request and following payment of appropriate fees, students may have transcripts sent to other parties such as colleges, prospective employers or government agencies. Transcripts are mailed within a week of the request, in order of receipt, except for peak periods at the beginning and end of each semester. At those times, volume may require two or three weeks for processing.

Transcripts should be requested well in advance of the required receipt date. Requests must be signed by the student, authorizing release of transcripts, and include the transcript fee of \$5 per copy. Please be advised that institutions and agencies requesting transcripts will not consider them official unless mailed directly from SUNY Orange or hand-delivered in a sealed envelope marked “unofficial if seal is broken.” Only the student may pick up his or her transcript, unless he or she has given written permission to a designee, with a verified signature.

Transfer to Four-Year Colleges

If students earn an Associate in Arts or an Associate in Science degree from a two-year institution, State University of New York guarantees a place for them as a full-time student at a senior college campus—but not necessarily the one of their first choice.

The application deadline is March 1 for Fall semester transfer and Oct. 1 for Spring transfer. All other applications, excluding the guaranteed program, can be sent after this deadline. SUNY application forms are available at the Advising and Counseling Center. If students plan to transfer, they should take advantage of SUNY Orange transfer days and visitations by four-year college transfer representatives.

Students who plan to transfer should select their courses at SUNY Orange with care, consult their advisor or counselor and use the transfer library and microfiche college catalog collection in the Advising and Counseling Center.

■ Student Records

Attendance

Attendance is required in all courses. Students must make up work missed during any absence, regardless of the reason for the absence (see course syllabi for details). Instructors are authorized to lower grades for class absences and may withdraw students from non-developmental courses for excessive absences.

Instructors shall not lower grades for absences for religious observance nor, provided the instructor's permission is given in advance, for participation in athletics or other college-sponsored events. If illness, accident or similar circumstances make it impossible for a student to attend classes for three or more consecutive days, it is the student's responsibility to notify the Records and Registration Office immediately.

The Records and Registration Office will then notify each instructor. However, it is the student's responsibility to contact each instructor to make up missed work. Current or future awards of financial aid may be affected if a student does not attend classes for which he or she is registered.

Certifications of Enrollment/Attendance or Certifications of Full-Time/Part-Time Status

Students who require official certifications from the Records and Registration Office regarding enrollment/attendance or full-time/part-time status should submit signed written requests allowing release of such information in accordance with the Family Education Rights and Privacy Act (FERPA).

Certifications of Full-Time/Part-Time Status are done on a first-come, first-served basis. Certifications of Enrollment/Attendance are not sent until after the end of the third week of classes. If receipt by the requesting agency is needed by a specific deadline, students should state this in their requests. To certify enrollment, tuition and fees must be paid and all stop/holds must be cleared from the student's records.

Student Records/Confidentiality

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. With some exceptions, all student records are available for review upon request by that student, and the right to challenge the content is provided.

No records are released to third persons except as provided in the Act. Further information is available from the Records and Registration Office, or in the SUNY Orange Rights and Responsibilities booklet.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar or vice president for student services written requests that identify

the record(s) they wish to inspect. A College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College will disclose education records without consent to officials of another school which a student seeks or intends to enroll (barring any indebtedness to this College).
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements:** Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

Student Records / Student Rights and Responsibilities

Parents' Rights

Message to Parents: SUNY Orange is guided by the principle that students' active involvement in their education enhances their learning and development. In keeping with this principle, SUNY Orange considers its primary relationship to be with its students.

When the student is a tax dependent of parents/guardians, it is important that both parties discuss how they will communicate. Academic progress is reported to students with the expectation that this information will be part of on-going discussions with parents/guardians.

If said discussions are not taking place with the student, the Family Educational Rights and Privacy Act has provided two ways in which parents/guardians of dependent students may inspect the educational records of the student.

The first is to obtain a signed written consent from the student and submit consent to the registrar in the Records and Registration Office. A student's signed written consent **must specify the records to be inspected; state the purpose for disclosure; and identify the person(s) to whom the disclosure should be made.** A new consent form would be required each year or when access to additional educational records not covered in the first consent form are being requested. If the consent form does not specify the actual records to be inspected or simply states something equivalent to "all educational records," the only educational records that will be disclosed are those that appear on the most current academic transcript.

If the student is unwilling to provide a signed written consent, the final alternative is for the parents/guardians to provide the registrar with a copy of the preceding year's tax returns to demonstrate the student is a tax dependent. The copy provided must have either been completed by a third party (accountant, tax preparer, etc.) or be an official full complete copy (not the shortened version) from the Internal Revenue Service. Information on how to obtain this version can be found by contacting the IRS Office at (800) 829-1040. When the documentation is submitted, the parents/guardians must also specify the records to be inspected. If the request simply states something equivalent to "all educational records," the only educational records that will be disclosed are those that appear on the most current academic transcript.

According to FERPA, an institution has up to 45 days after a valid request is presented to arrange for the inspection of the specified educational records. The meetings in the majority of cases will be made with the registrar who acts as the FERPA Officer for the institution, and not with individual faculty members.

■ Student Rights and Responsibilities

Conduct Expected of Students

See the Code of Student Conduct published in the Student Handbook. The College reserves the right to dismiss any student who conducts himself in a manner incompatible with the purposes of the College.

Academic Separation, Probation and Appeals

Please see Grades and Grading.

Student Grievance Procedure

SUNY Orange has implemented the following procedures for any student who feels that his or her rights or freedoms have been violated. Students should remember that if they do have a grievance, there are people on campus who they can approach to discuss their problem and who can provide guidance and advice with respect to the grievance procedures. These people include their advisors and college counselors. The student is encouraged to contact the Advising and Counseling Center for assistance. In pursuing the grievance, the student may be accompanied by an advocate once the grievance reaches the vice presidential level.

Academic Grievance: When a student believes that his or her academic rights or freedoms have been violated, that student may attempt to redress that violation.

Time Frame: An informal grievance must be concluded and a formal grievance, if any, must be submitted no later than 30 days after the start of the semester following the semester in which the problem arose. If a grievance arises in the Spring semester or during the Summer session, this means that the student must file a formal grievance, if any, no later than 30 days into the following Fall semester.

Procedure: When a student believes that his or her academic rights or freedoms have been violated, the student may attempt to redress that violation as follows:

Informal Stage

- Meet with the faculty member to discuss the issue
- If the grievance is not resolved in a reasonable amount of time, the student should meet with the department chairperson to discuss the issue
- If the grievance is still not resolved in a reasonable amount of time, the student should meet with the divisional associate vice president to discuss the matter.

Formal Stage

- If the grievance has not been resolved informally, the student may file a formal, written grievance (including documentation if appropriate) with the

Student Rights and Responsibilities

divisional associate vice president. The associate vice president will inform the faculty member and department chair of the grievance and will have 10 working days to investigate and render a written decision, including a rationale. (Submission of additional documentation, information or claims by the student will cause the 10 working day countdown to begin again.)

- Within 10 working days of receipt of the divisional associate vice president's decision, if the grievance is not settled, the student may file a written grievance with the vice president for academic affairs. The student should indicate whether he or she wants the vice president for academic affairs to render a decision immediately or if he or she wants the Committee for Student Grievances to hear the complaint first.
- If the grievance is to be heard immediately by the vice president for academic affairs, he/she will have 10 working days to render a written decision including a rationale. (The submission of additional documentation, information or claims by the student will cause the 10 working day countdown to begin again.)
- Final Appeal - The decision of the vice president for academic affairs may be appealed for final disposition to the President of the College within 10 working days. The decision of the President is final.
- If the grievance is to go to the Committee for Student Grievances, the vice president for academic affairs will request that the vice president for student services appoint the Committee for Student Grievances and convene it within 20 working days.
- The Committee for Student Grievances is an ad hoc committee which shall consist of:
 - Two students appointed by the Student Senate
 - One full-time faculty from the same discipline in which the grievance occurred
 - One full-time faculty from a different discipline
 - One representative from the appropriate administrative office
- The Committee for Student Grievances shall have the responsibility of recommending a decision about the grievance. To this end, written or oral statements may be initiated or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information. In addition, each principal in the grievance may have an advocate at the hearing.

- When all the information pertinent to the case has been presented to the committee, the committee will convene without the principals in attendance to discuss the case.
- The Committee for Student Grievances will have 10 working days to complete its deliberation. The recommendations of the committee are to be presented in writing to the vice president for academic affairs within five working days after the completion of the deliberations. A decision and supportive rationale shall be communicated in writing by the vice president to the principals and to the chairperson of the Committee for Student Grievances within five days.
- **Final Appeal** - The decision of the vice president may be appealed for final disposition to the President of the College within 10 working days. The decision of the President of the College is final.

Record Keeping

A permanent file containing appropriate documentation relating to the grievance shall be kept in the office of the vice president for academic affairs for six years.

Non-Academic Grievance: When a student believes that his or her rights or freedoms in a non-academic area have been violated, that student may attempt to redress that violation as follows:

- Approach the staff or administrative person in question
- Approach the appropriate supervisor if the grievance is not resolved within a reasonable amount of time
- Approach the appropriate vice president or request that the Student Grievance Committee be convened if the grievance is not resolved within a reasonable amount of time.

After going through the proper procedures, the student has the right to be heard by the Student Grievance Committee. The student must go to the Office of Student Services to have the committee convened. At this point in the process, the grievance must be put in writing if this has not been done already.

The ad hoc committee shall consist of:

- Two students appointed by the Student Senate
- One full-time faculty or staff member from the same discipline in which the grievance occurred
- One full-time faculty or staff member from a different discipline
- One representative from the appropriate administrative office

Student Rights and Responsibilities

The Student Grievance Committee shall have the responsibility of recommending a decision about the grievance. To this end, written or oral statements may be initiated or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information. In addition, each principal in the grievance may have an advocate at the hearing.

When all information pertinent to the case has been presented to the committee, the committee will convene without the principals in attendance to discuss the case.

The Student Grievance Committee will have 10 working days to complete its deliberation. The recommendations of the committee are to be presented in writing to the appropriate vice president within three working days after the completion of the deliberations. A decision and supportive rationale shall be communicated in writing by the vice president to the principals, and to the chairperson of the Student Grievance Committee.

Final Appeal

The decision of the vice president may be appealed for final disposition to the President of the College. The decision of the President is final.

Time Frame

Any grievance a student has can be initiated at any time, but no later than 30 days after the start of the semester following the semester in which the problem arose. If a grievance arises in the Spring semester or during the Summer session, this means that the student must file the formal grievance, if any, no later than 30 days into the following Fall semester.

Confidentiality

Once a person files a grievance, either formally or informally, all matters pertaining to the grievance shall be kept confidential. All documents, communications and records dealing with the processing of the grievance shall be filed with the Office of Student Services.

Student grievance records, including but not limited to grievance, investigative records, hearing proceedings, decision rendered, student appeal, records of arbitration procedure, final decision and correspondence, will be retained for six years after the grievance is resolved, as dictated by the State Archives and Records Administration. At this time records will be destroyed.

Sexual Assault

In response to Public Law 101-542, Sec. 201 "Crime Awareness and Campus Security Act of 1990," SUNY Orange provides workshops, prevention information programs and linkage to direct services and resources in the area. The majority of campus assaults, nationwide, fall into the category of date rape or acquaintance rape. Date or acquaintance rape may be defined as an interaction between two individuals in the context of a social event or gathering that ends with one partner forcing the other to participate in sexual activity against his or her will. While forced sex may not necessarily involve deception, direct threats of physical harm or violence can occur between strangers or acquaintances. Lack of consent, however, determines that forced sex is rape.

No person or persons will, by coercion or physical force, engage in sexual acts with any member of the college community. No person or persons shall engage in forced sex with a person who is physically helpless, incapacitated, unconscious or otherwise incapable of communicating unwillingness or giving consent.

Rape is a criminal offense and will be prosecuted under local and state laws. If any person has been a victim of this crime, he or she should report it to the Health Services Office, Advising and Counseling or Campus Security immediately. Assistance with counseling and/or referrals to the Orange County Rape Crisis Program is available.

Advising and Counseling

SUNY Orange is dedicated to attracting, enrolling and sustaining a diverse student population. Through an array of exemplary programs and services, the dedicated and caring staff at the College is able to provide the assistance, connection, guidance and support students need to successfully achieve their academic and personal goals.

Student Services is comprised of the following areas: admissions, career and internship services, advising and counseling, financial aid, health services, student activities, records and registration, and student support services. Student Services offices are located in the George F. Shepard Student Center and at the College's Newburgh Extension Center.

■ The Advising and Counseling Center

The Robert J. Miner Advising and Counseling Center at SUNY Orange assists students in deriving maximum benefit from their college experience and in developing the full range of their educational, personal and social potential. The Center is staffed by professionals who help students clarify their goals, identify behavioral and social obstacles, and explore available resources for achieving those goals.

The Advising and Counseling Center offers services at both the Middletown campus and Newburgh Extension Center:

George F. Shepard Student Center
115 South Street, Middletown, NY 10940
(845) 341-4070

Hours of Operation

Monday – Thursday: 8 a.m. to 8 p.m.

Friday – 8 a.m. to 5 p.m.

Summer hours vary

Newburgh Extension Center, 1st Floor
One Washington Center, Newburgh, NY 12550
(845) 562-2454

Hours of Operation

Monday – Thursday: 8 a.m. to 7:30 p.m.

Friday – 8 a.m. to 4:30 p.m.

Summer hours vary

Academic Advising

In conjunction with its academic departments, SUNY Orange boasts a thorough advising program that is coordinated by the Advising and Counseling Center. The College recognizes that access to academic guidance is vital to the educational process and a student's success. Based on a student's area of study, an advisor or counselor is assigned to assist the student in developing and meeting his or her academic goals.



Following is a broad sampling of the College's academic advising support:

- **Undeclared Students:** By group and individual appointments, a counselor will guide students in developing academic and career goals
- **Developmental Students:** Individualized attention is provided to students who, based on the assessment test, are taking courses to prepare them for their major course of study
- **Individual Studies Students:** The individual studies degree is designed for the student whose goals are not adequately addressed by one of the College's other programs. The student will work closely with the individual studies advisor to prepare a program of study for approval by the College's academic affairs department.
- **Returning Adult Students:** Because the needs of the adult student are often unique, the College has a variety of services and programs to meet those needs. A non-credit course, Adult Re-Entry, is offered every semester for adults who would like assistance in developing a personalized life and career plan.

Personal/Social Counseling

The Advising and Counseling Center offers short-term non-clinical counseling to students needing assistance in adjusting to college life. Advisors and counselors will work with students to develop their own insights into the decision-making process through a healthy, growth-oriented interpersonal relationship.

Information related to advising and counseling services is confidential unless disclosure is required to prevent clear and imminent danger to the student or others, or when legal requirements demand that confidential information be revealed. When disclosure is required, only information that is essential will be revealed and the student will be informed of such disclosure to the best extent possible.

Referrals to community resources are available and will be made when requested or deemed necessary, but follow-through is at the discretion of the student.

Advising and Counseling Center / Other Student Services

Transfer Counseling

As members of the New York State Transfer and Articulation Association, the College's counselors have developed contacts with many of the four-year colleges and universities where a majority of SUNY Orange students transfer to complete their undergraduate and post-graduate degrees.

These relationships are instrumental to helping SUNY Orange counselors guide students through the transfer process. Careful planning with a counselor can streamline the student's transfer process to their college of choice. The Advising and Counseling Center will assist the student with this process through the selection of courses, academic major/program, transfer colleges and completion of application materials.

In addition, the Center sponsors College Transfer Days in the fall semester, inviting approximately 90 public and private college and university representatives to campus to discuss their programs.

Assessment Center

All degree-seeking students are required to participate in an assessment of their English and math skills prior to registering for classes, unless a waiver of the test is granted. This assessment is designed to ensure that students are placed into the appropriate classes based on their abilities.

Advisors and counselors are available to discuss how the results of the assessment test fit into the student's academic and career goals. For further information, please call 341-4045.

Students who do not have a high school diploma from an accredited and registered high school, or a high school equivalency diploma, but wish to apply for financial aid must meet minimum score requirements on the Placement Assessment/Ability to Benefit Test to be academically eligible for financial aid.

The Advising and Counseling Center also offers computer-based College Level Entrance Examinations (CLEP) tests, which allow the student the opportunity to earn college credits in various subject areas based on the results of the test. Students should consult with an advisor/counselor prior to taking a CLEP exam in order to discuss applicability and transferability of credits to a degree program. For further information, please call 341-4073.

Veterans Affairs

The College's Veterans Affairs representative, located in the Advising and Counseling Center, provides support services to meet the needs of students with military educational benefits. For further information, please call 341-4071.

Workshops/Classes/Programs/Facilities

The Student Success Center, located on the second floor of the George F. Shepard Student Center, serves as a multipurpose venue for workshops, classes and programs coordinated through the Advising and Counseling Center. From study and life skills to career planning and financial aid workshops, the Center is dedicated to providing an array of opportunities to enhance the student's college experience. When not being utilized for scheduled programs, the Student Success Center is available as an open computer lab for students' academic needs.

Other Student Services

Career Services

SUNY Orange staffs Career Services offices at the Middletown campus and the Newburgh Extension Center. Career Services provides assistance in all stages of career decision-making: planning college programs, career development and job referral.

Services include counseling, career assessment and exploration, workshops, resume review, a comprehensive library and assistance for both part-time and career placement. Job referral and employment counseling are available to both full-time and part-time students and alumni.

Among the College's career services programs is a one-credit Career Planning Seminar which helps students evaluate their career options. For an appointment or further information, call 341-4444 or visit www.sunyorange.edu/careers.

The Center, located in the George F. Shepard Student Center, is open Monday through Friday from 9 a.m. to Noon and 1 p.m. to 5 p.m.

Student Support Services Program

The Student Support Services (TRIO/SSS) program provides low-income, first-generation and disabled students with academic support services, including academic advisement, workshops on test taking, study skills and time management. The TRIO/SSS program may also provide grant aid to current SSS participants who are receiving Federal Pell Grants.

TRIO/SSS is designed to increase the college retention and graduation/transfer rates of its participants and facilitate successful student transition from one level of higher education to the next. The SSS Office is located on the third floor of the George F. Shepard Student Center. Contact the coordinator of Support Services at 341-4642 for more information.

Office of Disability Services

The Office of Disability Services (ODS) provides support services and coordinates reasonable academic accommodations for students with documented disabilities under ADA and Section 504 of the Rehabilitation Act. Academic accommodations include, but are not limited to, use of adaptive equipment, alternative testing, course accommodations, sign language interpreters, readers/audio taping services, scribes and peer note-takers.

Students are responsible for identifying themselves to the ODS office and provide documentation that is current and appropriate. In addition, the office serves as a resource to faculty and staff, works to dispel negative and limiting stereotypes and promotes a campus environment that is sensitive, accepting and responsive to the needs and contribution of all SUNY Orange students.

For more information, contact the ODS office at 341-4077. The office is located in Room 301 of the George F. Shepard Student Center.

Kindercollege—Campus-Based Childcare

To help alleviate childcare concerns that may become obstacles for students wishing to continue their education, Kindercollege provides child care and learning experiences for children of SUNY Orange students. Children of staff and faculty will be accepted as space permits.

Morning, afternoon and full-day programs provide a healthy, happy and stimulating learning environment. Each child is able to explore and learn through a variety of activities, including music and movement, creative art, story time, outdoor play and child-directed center-based readiness experiences.

Kindercollege is located at the Middletown campus and is licensed by the New York State Department of Children and Family Services.

Health Services

The Health Services office, located in the George F. Shepard Student Center, is designed to promote wellness on campus. Primary nursing and emergency care, health related workshops, personal assistance with referrals, and educational programs are provided on-campus by registered nurses. All students are eligible for these services at no additional cost.

All students are covered by an accident insurance policy, and all full-time students are covered by an additional sickness benefit (see college fees). Insurance information, brochures and claim forms are available in the Health Services Office. All accidents should be reported to the Health Services Office so that an accident report can be completed. For more information, call 341-4870, or e-mail: healthservices@sunyorange.edu.

Bookstore

The SUNY Orange Bookstore, located on the second floor of the George F. Shepard Student Center, stocks textbooks and supplies for courses as well as gift items, clothing and other items. The Bookstore accepts cash, personal checks, MasterCard, Visa and Discover cards for payment. Gift Certificates are also available.

George F. Shepard Student Center
115 South Street, Middletown, NY 10940
(845) 341-4815
www.sunyorangebookstore.com

Hours of Operation (when classes are in session):
Mondays, Tuesdays & Thursdays 8:30 a.m. – 4 p.m.
Wednesdays 8:30 a.m. - 7:30 p.m.
Fridays 8:30 a.m. - Noon

Specific hours of operation will be posted for each semester that may include some variation of the above. Additional evening hours are offered at the start of each semester.

Textbooks

Textbooks generally become available for purchase several weeks prior to the start of each semester. Students should bring course numbers and/or a course syllabus to assist in locating the books and materials professors require for each course. Students with student financial aid bookstore credit must allow sufficient time for pre-authorization and entry into the computer system. In all cases, proper identification is required.

Refund Policy

Textbooks may be returned or exchanged through the second week of classes for the fall and spring semesters and through the first week of class for the summer semesters. At all other times, sales are final and no further returns or exchanges are allowed. For a refund or exchange to take place, the customer must be within the refund period and provide the original register receipt. Books must be in perfect resalable condition and free from any writing, stains, markings or damage, with original packaging and/or shrink-wrap intact.

Non-text merchandise may be returned within five business days from purchase if the packaging is intact, the item is in resale condition and the original receipt is present.

Defective items should be returned immediately and will be replaced within 90 days of purchase.

Newburgh Extension Center Bookstore Service

This service makes textbooks available in Newburgh at the start of each term for classes that are offered at that location.

Other Student Services / Student Activities

Other services:

- **Free Textbook Pre-Pack Service:** By giving us your schedule prior to the start of the term, you can save time by having us pull your textbooks for you
- **Textbook Buy-Back Opportunities:** Reduce your textbook expense and "recycle" your books. Find out the dates when you can receive cash for textbooks you no longer need
- **Academically Priced Computer Software:** Special savings are often available to students, faculty and staff
- **Special Orders:** Interested in a book you can't find? Talk to us about placing a special order
- **Ring Days:** Opportunities to order a school ring are offered throughout the year
- **School Spirit:** The Bookstore carries a wide range of insignia clothing and gift items
- **Graduation Fair:** Graduating students are invited to attend this event to review their "Graduation Check-List" and make sure all Graduation requirements have been met
- **Cap and gown regalia** is coordinated through the Bookstore each year. Review the current "Graduation Checklist" or visit our website for additional information.

Food Service

The College Cafeteria in the George F. Shepard Student Center serves breakfast and lunch every weekday from 7:30 a.m. to 4 p.m. and features a nutritious state-of-the-art salad bar. Food kiosks are also located in Harriman Hall (ground floor, Room 112) and in the Bio-Tech Building (main level). Kiosk hours of operation are Monday through Thursday from 8 a.m. to 7 p.m. and each Friday from 8 a.m. to 2 p.m.

Food service is available on Level B of the Newburgh Extension Center weekdays from 7:30 a.m. to 2 p.m.

Vending machines are located in Harriman Hall, Bio-Tech Building, Orange Hall, George F. Shepard Student Center, Morrison Hall, Physical Education Building and the Newburgh Extension Center.

■ Student Activities

The hub of student activity is the second floor of the George F. Shepard Student Center, which houses the Student Activities Office as well as an information desk where students can obtain information or assistance regarding all student clubs and events.

Identification Card

Each full-time or part-time credit student receives an identification card upon registering for class. This card must be validated each semester and should be carried at all times. The identification card also serves as a campus library card and a student activity pass, which enables the student to gain free admission or a special student rate to various activities. Report a lost or stolen card to the Student Activities Office immediately. A \$15 fee will be assessed for each replacement card.

Parking Tags

Parking tags are required for all daytime students and are available at the Student Activities Office. A valid college identification card is required to obtain a parking tag. College security personnel will issue tickets for parking violations, and all tickets can be paid at the Bursar's office in the George F. Shepard Student Center.

Co-Curricular Activities

Activities, clubs and organizations sponsored by the Student Activities Committee range from theater, dance and musical presentations to lectures, comedy, novelty/variety shows and various trips to recreational, educational and cultural events. The second floor is also the site of the Bookstore, Bursar's office and student lounges. A game room and offices for student government are located on the first floor.

Clubs

The wide variety of student clubs and organizations are active and open for membership at SUNY Orange. Whether it is the Agassiz Society (biology), Campus Watch Club, Film Club, Gay-Straight Alliance, Martial Arts Club, Nursing Club or Student Senate, SUNY Orange likely offers a club that interests you. For an up-to-date listing of clubs and activities, visit the SUNY Orange website: www.sunyorange.edu/studentlife.

Athletics

The college schedules intercollegiate competition for men in tennis, basketball, baseball, soccer and golf, and for women in volleyball, tennis, basketball and softball. An intramural program of athletics is available for all students.

Theater

Theater productions are held under the auspices of The Apprentice Players, a club open to all students. Additional Student Activities-sponsored theater productions performed by professional companies are scheduled throughout the year.

Music

The Arts and Communication Department sponsors musical productions throughout the academic year. In addition, the Student Activities Office and the Lyceum Series sponsor a variety of concerts each semester. All students are invited to participate.

Phi Theta Kappa

Since its founding in 1918, Phi Theta Kappa has sought to recognize and encourage scholarship among associate degree students at two-year institutions of higher education. To achieve this purpose, the honor fraternity has developed opportunities for leadership and service, as well as provided a stimulating climate for continued academic excellence.

A local chapter of Phi Theta Kappa, the national honor fraternity, was established at SUNY Orange in 1988. Students who have attained a cumulative quality point average (CQPA) of at least 3.49 after completion of a least 15 credit hours are eligible for membership.

Religious Activities

Local clergy of all faiths extend a welcome for SUNY Orange students to attend their services and church activities.

Lyceum

The ancient Greek word from which Lyceum is derived means a place for or an association providing a forum for ideas and presentations through lectures, entertainment and concerts. Throughout the academic year, Cultural Affairs at SUNY Orange presents Lyceum programming that is diverse and meant to broaden the educational and academic opportunities of the College community, as well as provide enriching experiences to the community-at-large.

Each semester, Lyceum presents a bulging schedule of events covering a range of social, cultural, educational, ethnic and artistic themes. Events include lectures; theatre; children's theatre; film; music; dance; poetry readings; master classes and workshops; and art or other timely exhibits.

For more information about the Lyceum Series, or an updated schedule of events, visit the SUNY Orange website at www.sunyorange.edu/lyceum.

Learning Assistance Services

SUNY Orange is committed to providing every student the opportunity to develop the learning skills necessary to achieve their academic, career and life goals. The College's Learning Assistance Services are provided through a combination of academic development programming that includes individualized and group learning assistance, tutoring, specialized workshops and outreach.

Students participating in Learning Assistance Services will:

- improve knowledge of subject matter
- develop effective study skills
- increase awareness and use of college services
- complete required developmental education courses in a timely manner
- achieve academic goals

Learning Assistance Services

Library, 2nd Floor
115 South Street
Middletown, NY 10940
(845) 341-4171

When to contact Learning Assistance Services

Students should contact the Learning Assistance Services Office to ask questions about the College's academic support services, apply to be tutored, apply to be a tutor or to learn more about developmental education.

Developmental Education

All newly admitted students are required to take the Placement Assessment test in reading, writing and mathematics. Performance on this computerized assessment determines the student's proficiency in these areas and allows SUNY Orange to place students in classes that correspond with the student's demonstrated skill level. A student may be required to take developmental courses based on their placement results. In some instances, developmental courses are prerequisites to college-level courses. In all cases, students must complete their required developmental courses.

SUNY Orange offers a variety of developmental courses for students who need to strengthen their basic skills before enrolling in the College's credit programs. Students must follow specific academic policies related to these courses.

The reading, writing and math assessment tests may be re-taken, only prior to attendance in classes, with the approval of the appropriate department chairperson, (i.e., chairperson of the English Department for reading and writing, chairperson of the Mathematics Department for math) or director of Advising and Counseling.



The following developmental courses are offered at the College.

Developmental Writing:

WRT 020 English as a Second Language (ESL) Writing
WRT 030 Basic Writing Skills 1
WRT 040 Basic Writing Skills 2
ENG 101 and ENG 091 Freshman English 1 with Support Module

Developmental Reading:

RDG 060 and RDG 061 ESL Reading with Support Module
RDG 070 Reading and Study Skills 1
RDG 080 Reading and Study Skills 2

Developmental Math:

MAT 010 Developmental Arithmetic
MAT 020 Developmental Algebra

Students placed in developmental writing and reading courses must be enrolled in these courses during every semester of attendance until they receive a grade of "P" in these courses. Grades of "P" must be received in these courses prior to having attempted a total of 16 non-developmental credits from the time of assessment.

Students placed in developmental math courses must complete these courses, even though there may not be a specific math requirement in their curriculum. If students have not successfully completed these courses (MAT 010 and MAT 020) by the time they have attempted 24 non-developmental credits, they must enroll in these courses every semester until they receive a grade of "P".

Grades of "P" must be received in all developmental courses into which students have been placed prior to applying for graduation.

Units earned from developmental courses are institutional in nature; they are not applicable to the 60 or more semester hours of credit required for an Associate in Arts, Associate in Science, Associate in Applied Science or any of the certificate programs.

Students who are enrolled in developmental courses may receive financial aid if they meet income eligibility requirements and have gone through the College's regular admission process. Financial aid will pay for required course work towards a student's degree or certificate. Developmental courses are considered required course work.

Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in **English as a Second Language**, WRT 020, are permitted to take the following courses*:

ART 101 Intro to Art
 ART 103 Drawing 1
 ART 104 Drawing 2
 ART 111 Color
 ART 113 Painting 1
 ART 114 Painting 2
 ART 117 Figure Drawing 1
 ART 118 Figure Drawing 2
 ART 119 Photography 1
 ART 120 Photography 2
 CCS 100 Career Planning
 CCS 102 College Life Skills
 EET 110 Computer Graphics
 MUS 121 Fund of Music
 MUS 131 Elementary Piano 1
 MUS 132 Elementary Piano 2
 MUS 151 Chorus
 MUS 153 Madrigal Singers
 MUS 155 Orchestra
 MUS 157 Chamber Ensemble
 MUS 159 Band
 MUS 161 Jazz Ensemble
 MUS 170 Private Instruction
 MUS 231 Intermediate Piano 1
 MUS 232 Intermediate Piano 2
 MUS 233 Advanced Piano 1
 MUS 234 Advanced Piano 2
 OFT 106 Keyboarding
 OFT 107 Elementary Computer Keyboarding
 PED ___ Skills Courses
 PED 150 First Aid and Safety
 PED 151 Lifeguard Training
 PED 152 Water Safety Instructor
 PED 155 CPR
 PED 156 Infant and Child First Aid and CPR
 PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.

Students registered in **Basic Writing 1**, WRT 030, are permitted to take the following courses*:

ART 101 Intro to Art
 ART 103 Drawing 1
 ART 104 Drawing 2
 ART 107 Design 1
 ART 111 Color
 ART 113 Painting 1
 ART 114 Painting 2
 ART 117 Figure Drawing 1
 ART 118 Figure Drawing 2
 ART 119 Photography 1
 BUS 101 Business Math
 CCS 100 Career Planning
 CCS 102 College Life Skills
 CIT 111 Internet and HTML
 EET 110 Computer Graphics
 MLT 101 Fundamentals of Medical Physiology
 for MLT Majors 1
 MUS 121 Fundamentals of Music
 MUS 124 Photography 2
 MUS 151 Chorus
 MUS 153 Madrigal Singers
 MUS 155 Orchestra
 MUS 157 Chamber Ensemble
 MUS 159 Band
 MUS 161 Jazz Ensemble
 MUS 163 Jazz Improvisation 1
 MUS 164 Jazz Improvisation 2
 MUS 170 Strings - Private Instruction
 OFT 106 Keyboarding
 OFT 107 Elementary Computer Keyboarding
 PED ___ Skills Courses
 PED 100 Introduction to Physical Education
 PED 111 Substance Abuse and Health
 PED 112 Contemporary Health
 PED 114 Stress Management
 PED 150 First Aid and Safety
 PED 151 Lifeguard Training
 PED 152 Water Safety Instructor
 PED 155 CPR
 PED 156 Infant and Child First Aid and CPR
 PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.

Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in **Basic Writing 2**, WRT 040, are permitted to take the following courses*:

ACC 101	Accounting Principles 1	EET 110	Computer Applications and Graphics
ACC 102	Accounting Principles 2	GEO 101	Elements of Phys Geography
ACC 111	Personal Finance	MUS 121	Fundamentals of Music
ACC 205	Acct Microcomputer Applications	MUS 123	Basic Musicianship 1
ACC 211	Federal Income Tax Procedures	MUS 131	Elementary Piano 1
ARC 101	Architect Graphics	MUS 132	Elementary Piano 2
ARC 105	Building Materials and Methods 1	MUS 151	Chorus
ART 101	Intro to Art	MUS 153	Madrigal Singers
ART 103	Drawing 1	MUS 155	Orchestra
ART 104	Drawing 2	MUS 157	Chamber Ensemble
ART 107	Design 1	MUS 159	Band
ART 111	Color	MUS 161	Jazz Ensemble
ART 113	Painting 1	MUS 163	Jazz Improv 1 & 2
ART 114	Painting 2	MUS 167	Jazz/Commercial Guitar 1
ART 117	Figure Drawing 1	MUS 170	Private Instruction
ART 118	Figure Drawing 2	MUS 231	Intermediate Piano 1
ART 119	Photography 1	MUS 232	Intermediate Piano 2
ART 120	Photography 2	MUS 233	Advanced Piano 1
ART 123	Visual Communication & Graphic Design 1	MUS 234	Advanced Piano 2
ART 131	History of Animation	OFT 103	Medical Coding
BIO 110	Introduction to Biology	OFT 106	Keyboarding
BIO 123	Prehistoric Life	OFT 107	Elementary Computer Keyboarding
BIO 125	Nutrition	OFT 108	Intermediate Computer Keyboarding
BIO 141	Diversity of Life	OFT 201	Records Management
BUS 101	Business Math	OFT 208	Computer Fund. for the Office
BUS 103	Intro to Business	OFT 209	Microsoft Word and Powerpoint
BUS 105	Business and Society	PED ___	Skills Courses
BUS 111	E-Business	PED 100	Introduction to Physical Education
BUS 201	Business Law 1	PED 111	Substance Abuse and Health
BUS 205	Business Statistics	PED 112	Contemporary Health
CAD 101	Intro to CAD	PED 114	Stress Management
CIT 101	Microcomputer Applications	PED 150	First Aid and Safety
CIT 103	Management Information Systems	PED 151	Lifeguard Training
CIT 111	Internet and HTML	PED 152	Water Safety Instructor
CCS 100	Career Planning	PED 155	CPR
CCS 101	College Success Seminar	PED 156	Infant and Child First Aid and CPR
CCS 102	College Life Skills	PES ___	Physical Education
COM 107	Television Production	PSC 125	Physical Science: Physical World
CRJ 101	Criminal Justice	PSC 140	Physical Science: Environment
ECO 201	Macroeconomics	THE 109	Stage Make-up
ECO 202	Microeconomics		
EDU 105	Preparing to Teach Young Children		
EDU 107	Mandated Training-Child Abuse		
EDU 111	Childhood Health, Safety & Nutrition		

*Assuming other prerequisites for these courses, if any, have been met.

Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in **Reading and Study Skills 1**, RDG 070, are permitted to take the following courses*:

ART 101 Intro to Art
ART 103 Drawing 1
ART 104 Drawing 2
ART 107 Design 1
ART 111 Color
ART 113 Painting 1
ART 114 Painting 2
ART 117 Figure Drawing 1
ART 118 Figure Drawing 2
CIT 111 Internet and HTML
CCS 100 Career Planning
CCS 102 College Life Skills
EET 110 Computer Applications and Graphics
OFT 106 Keyboarding
OFT 107 Elem. Computer Keyboarding
PED ___ Skills Courses
PED 106 CPR
PED 112 Contemporary Health
PED 114 Stress Management
PED 150 First Aid and Safety
PED 151 Lifeguard Training
PED 152 Water Safety Instructor
PED 156 Infant and Child First Aid and CPR
PES ___ Physical Education
THE 105 Improv for Theater
THE 109 Stage Make-up

*Assuming other prerequisites for these courses, if any, have been met.

Students registered in **Reading and Study Skills 2**, RDG 080, are permitted to take the following courses*:

ACC 101 Accounting Principles 1
ART 101 Intro to Art
ART 103 Drawing 1
ART 104 Drawing 2
ART 107 Design 1
ART 111 Color
ART 113 Painting 1
ART 114 Painting 2
ART 117 Figure Drawing 1
ART 118 Figure Drawing 2
ART 119 Photography 1
ART 120 Photography 2
BIO 110 Introduction to Biology
BIO 123 Prehistoric Life
BIO 125 Nutrition
BIO 141 Diversity of Life
BUS 103 Introduction to Business
BUS 105 Business and Society
CIT 101 Microcomputer Applications
CIT 111 Internet and HTML
CCS 100 Career Planning
CCS 101 College Success Seminar
CCS 102 College Life Skills
COM 107 Television Production
CRJ 101 Criminal Justice
EDU 105 Preparing to Teach Young Children
EDU 107 Mandated Training
EDU 111 Childhood Health, Safety & Nutrition
EET 110 Computer Applications and Graphics
MUS 121 Fundamentals of Music
MUS 170 Private Instruction
OFT 106 Keyboarding
OFT 107 Elem. Computer Keyboarding
OFT 108 Intermed. Computer Keyboarding
PED ___ Skills Courses
PED 100 Introduction to Physical Education
PED 101 Intro to Exercise Science
PED 111 Substance Abuse and Health
PED 112 Contemporary Health
PED 114 Stress Management
PED 150 First Aid and Safety
PED 151 Lifeguard Training
PED 152 Water Safety Instructor
PED 155 CPR
PED 156 Infant and Child First Aid and CPR
PES ___ Physical Education
PSC 125 Physical Science: The Phys World
PSC 140 Physical Science: The Environment
THE 105 Improv for Theater
THE 109 Stage Make-up

*Assuming other prerequisites for these courses, if any, have been met.

Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in **Developmental Arithmetic**, MAT 010, are permitted to take any liberal arts elective EXCEPT any of those courses with a Mathematics Prerequisite. In addition they are permitted to take the following general elective courses:

BUS 103 Intro to Business
BUS 105 Business and Society
BUS 111 E-Business
BUS 201 Business Law 1
BUS 203 Business Communications
CIT 101 Microcomputer Applications
CIT 103 Management Info Systems
CIT 111 Internet and HTML
CCS 101 College Success Seminar
CCS 102 College Life Skills
EDU 105 Preparing to Teach Young Children
EDU 107 Mandated Training-Child Abuse
EDU 111 Childhood Health, Safety & Nutrition
EET 110 Computer Graphics
MKT 101 Principles of Marketing
MKT 201 Principles of Advertising
MKT 202 Salesmanship
OFT 106 Keyboarding
OFT 107 Elementary Computer Keyboarding
OFT 108 Intermediate Computer Keyboarding
OFT 109 Advanced Computer Keyboarding
OFT 208 Computer Fund. for the Office
PED ___ Skills Courses
PED 100 Intro to Physical Education
PED 111 Substance Abuse and Health
PED 112 Contemporary Health
PED 114 Stress Management
PED 151 Lifeguard Training
PED 152 Water Safety Instructor
PED 156 Infant and Child First Aid & CPR
PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.

Students registered in **Developmental Algebra**, MAT 020, are permitted to take any liberal arts elective EXCEPT any of those courses with a Mathematics Prerequisite. In addition they are permitted to take the following general elective courses:

BUS 103 Intro to Business
BUS 105 Business and Society
BUS 111 E-Business
BUS 201 Business Law 1
BUS 203 Business Communications
CIT 101 Microcomputer Applications
CIT 103 Management Info Systems
CIT 111 Internet and HTML
CCS 101 College Success Seminar
CCS 102 College Life Skills
EET 110 Computer Graphics
MKT 101 Principles of Marketing
MKT 201 Principles of Advertising
MKT 202 Salesmanship
OFT 103 Medical Coding
OFT 106 Keyboarding
OFT 107 Elementary Computer Keyboarding
OFT 108 Intermediate Computer Keyboarding
OFT 109 Advanced Computer Keyboarding
OFT 201 Records Management
OFT 207 Transcription Skills
OFT 208 Computer Fund. for the Office
PED ___ Skills Courses
PED 100 Introduction to Physical Education
PED 111 Substance Abuse and Health
PED 112 Contemporary Health
PED 114 Stress Management
PED 150 First Aid and Safety
PED 151 Lifeguard Training
PED 152 Water Safety Instructor
PED 155 CPR
PED 156 Infant and Child First Aid and CPR
PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.

Learning Resources

Library

The SUNY Orange Library is designed to function as both a traditional environment of quiet study space and as a state-of-the-art information commons. The two-story library houses a variety of study spaces, including carrels for individual study, tables for group work and designed quiet-study areas.

The Information Commons is a busy, centrally located area on the first floor where students can access academic and technology resources necessary to support their learning and research. Within the Commons, the Library provides traditional research tools and reference materials, Microsoft Office software, and both wired and wireless internet access. The electronic databases provide full-text and full-image journals, magazines and newspapers. A Help Desk located adjacent to the Commons is staffed by librarians and support staff to assist students with their research needs.

Workshops and instruction sessions designed to help students acquire and improve library research skills are held in the Commons classrooms. A schedule of workshops is available online and within the Library.

The student's college identification card serves as a library card and is required to borrow books, videos and reserve readings; to utilize the computers in the Information Commons; and to access the databases from off-campus.

The Library web site (<http://sunyorange.edu/lrc>) contains detailed information regarding library services, hours, policies and instructional materials, including tip sheets designed to assist students with their research needs. For questions or reference assistance, students may call 341-4855 or 341-4260.

The College also offers Library services at the Newburgh Extension Center. The NEC Library is located in Room 123 on the first floor of the Center.

Tutorial Services

Scheduled tutoring is available, upon request, for all credit students of the College and can be arranged through the Tutorial Center, located on the second floor of the Library. Students must have instructor approval to receive scheduled tutoring. Students must pay a \$30 processing fee for each semester in which tutoring is requested.

Tutoring sessions are typically scheduled for one hour, twice per week per course, but not to exceed five hours in total. Scheduling depends on tutor and student availability. Tutors also staff specialty labs on campus to assist students on a drop-in basis. There is no fee for this service.

Education Curriculum Resource Area

The Education Curriculum Resource Area is located on the second floor of the Library. It houses books and periodicals for use by students, including textbooks, fiction and non-fiction titles and Caldecott and Newbury Medal Winners.

English Department Writing Centers

The English Department Writing Centers serve all students who need to work on writing skills. Students may sign up for writing practice or be referred by their instructors. Some courses also require mandatory weekly hours in the Writing Center. The center operates on the philosophy that students learn to write by writing. Skills instruction is done in the context of the student's own work, generated in the center. Using instructor-created materials, students work individually with English Department instructors and tutors. Computers accommodate various learning styles. Day and evening Writing Center hours are posted each semester. Writing Centers are located in Middletown (Harriman Hall Room 109) and Newburgh (Key Bank Building, Room 215).

The Writing Consultancy Project

SUNY Orange's Writing Consultancy Project's goal is to help students master their occupational and professional writing and to promote writing across all academic disciplines. Sponsored by the English Department, the project provides writing consultants to specific academic and career programs. The consultant works with the instructor and the students in applying and transferring key writing skills learned in Freshman English 1 to their program-specific and professional writing situations. These consultants teach the students through program-specific technical writing modules, special workshops and individualized conferences. Students are provided a computer-equipped classroom/lab facility (Technical Writing Lab, Bio-Tech Room 260) where much of the individualized instruction takes place. This lab is the site for required course-related work and for drop-in use by students in Writing Consultancy-related courses.

Participating programs and departments whose students earn academic credit by taking ENG 160 and ENG 161 Technical Writing Modules are:

- Telecommunications
- Human Services
- Occupational Therapy Assistant
- Laboratory Technology

In addition, the Writing Consultancy offers special instructional services to other programs such as nursing, with its new nursing and writing courses,

dental hygiene, criminal justice, and anatomy and physiology. The Writing Consultancy also conducts special writing workshops for any instructor and class requesting them.

A nationally recognized, award-winning interdisciplinary program, the Writing Consultancy Project was selected as an Outstanding College Occupational Education Program in New York State. It is also featured in the Jossey-Bass publication, "Writing Across the Curriculum in Two Year College Vocational/Career Programs: New Directions for Community Colleges."

English as a Second Language

For incoming students whose primary language is not English and who demonstrate the need to improve their English, the College offers: Course WRT 020, English as a Second Language.

Through the formal placement process, students may be required to take WRT 020 before attempting later college-level study, but students may also take the course as an elective. Working closely with the English Department, students are immersed in reading writing, speaking and listening activities.

Academic Programs

Registered Programs

The programs offered are registered by the State Education Department and State University of New York. Enrollment in other than a registered program may jeopardize a student's eligibility for financial aid.*

* New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, New York 12230 (518) 474-5851



Registered Programs	Award	Hegis #	Page #
Accounting	AS	5002	58-59
Accounting	AAS	5002	60-61
Accounting Procedures	Cert.	5002	62-63
Architectural Technology	AAS	5317	64-65
Business Administration	AS	5004	66-67
Business Management	AAS	5004	68-69
Business Studies	Cert.	5001.0	70-71
Clerical Office Assistant	Cert.	5005	72-73
Computer Information Technology (CIT)–Networking	AAS	5101	74-76
Computer Science	AS	5101	76-77
Criminal Justice	AS	5505	78-79
Criminal Justice-Police	AAS	5505	80-81
Dental Hygiene	AAS	5203	82-83
Early Childhood Development & Care	AAS	5503	84-85
Early Childhood Development & Care	Cert.	5003	86-87
Electrical Engineering Technology–Telecommunications	AAS	5310	88-89
Engineering Science	AS	5609	90-91
Exercise Studies	AS	5299.30	92-93
Honors Program			94-95
Human Services	AS	5501	96-97
International Studies	AA	5622	98-99
Jointly Registered Teacher Education Program (JRTEP) (Liberal Arts and Science)	AA	5649	100-105
Jointly Registered Teacher Education Program (JRTEP) (Liberal Arts and Science)	AS	5649	106-109
Law Enforcement/Security	Cert.	5505	110-111
Liberal Arts: Humanities & Social Science	AA	5649	112-113
Liberal Arts: Individual Studies	AS	5699	114-115
Liberal Arts & Sciences/ Mathematics & Natural Science	AS	5649	116-117
Marketing	AAS	5004	118-119
Medical Laboratory Technology	AAS	5205	120-121
Medical Office Assistant	AAS	5005	122-123
Nursing	AAS	5208.10	124-125
Occupational Therapy Assistant	AAS	5210	126-127
Office Technologies	AAS	5005	128-129
Performing Arts: Music	AAS	5610	130-131
Physical Therapist Assistant	AAS	5219	132-133
Radiologic Technology	AAS	5207	134-135
Teaching Assistant	Cert.	5101	136-137
Visual Communications Technology: Graphic Arts/Printing	AAS	0590	138-139
SUNY General Education Course Listing			140 - 141
Guide for Social Science Requirement			142

Associate Degrees

Orange County Community College operates under the supervision of the State University of New York and is authorized by the Board of Regents of the University of the State of New York to award three degrees—the Associate in Arts (A.A.), the Associate in Science (A.S.), and the Associate in Applied Science (A.A.S.).

The Associate in Arts and the Associate in Science degrees are designed for students who intend to transfer to four-year colleges or universities. The Associate in Applied Science degree is awarded in professional/technical fields and is designed to prepare the graduate for the demands of the world of work.

One-Year Certificate Programs

Orange County Community College also offers a number of one-year certificate programs. They are designed to develop job-entry skills at the collegiate level.

General Degree Requirements

The following academic standards apply to all first degrees:

- 6 credits of Freshman English
- 2 credits of Physical Education (including PES 100 Concepts of Physical Wellness) in addition to 60 credit hours
- achievement of an overall "C" average (CQPA of 2.00)
- 30 of the total number of required credits must be taken at SUNY Orange

Each of the degrees must meet the minimum requirements as set forth by New York State Education Law. These include at least 60 credit hours of study of which 45 credits must be in the liberal arts for the A.A. degree, 30 credits for the A.S. degree and 20 credits for the A.A.S.

Students who take most of their courses at an extension center must complete a minimum of one course on the Middletown campus in order to be eligible for graduation. An online learning course cannot be substituted for this. Students may complete no more than 30 of their credits online, as the College does not offer any complete degrees online.

The degree earned depends upon the educational and career goals of the individual. Each of the degrees offered at SUNY Orange is listed by degree title on the pages that follow with a description of the purpose, goals and specific course requirements.



Accounting

Degree Awarded: Associate in Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Restricted SUNY Elective*	3
MAT ____ Math Course**	3/4
OFT 106 Keyboarding***	1
ACC 153 Financial Accounting	4
CIT 101 Microcomputer Applications	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ Restricted SUNY Elective*	3
MAT ____ Math Course	**3/4
ECO 201 Macro-Economics	3
ACC 154 Managerial Accounting	4
PES ____ Physical Education	1
Third Semester	
ECO 202 Micro-Economics	3
_____ SUNY Natural Science list	3/4
BUS 201 Business Law 1	3
ACC 205 Accounting w/ Micro. Appl. or	
BUS 205 Business Statistics	3
ACC 201 Intermediate Accounting 1	4
Fourth Semester	
_____ Restricted SUNY Elective*	3
MKT 101 Marketing or	
MGT 201 Principles of Management	3
BUS 202 Business Law 2	3
ACC 202 Intermediate Accounting 2	4
BUS 203 Business Communications	3
Total Credits: 67-70	
ACC 220 Accounting Internship+	3

* Select from three different SUNY lists; do not duplicate: American History, Western Civilization, Other/World Civilization, Arts, Foreign Language.

** Select one of the following pairs:
(MAT 121 and MAT 122) (MAT 122 and MAT 205)
(MAT 131 and MAT 205) (MAT 205 and MAT 206)

*** Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.

+ This course is an **additional, optional course** and does not replace any other course in this program.

Program Description

The Associate in Science degree program in Accounting prepares graduates to continue their education in accounting or finance at a four-year college or university.

Students learn the accounting cycle including preparation of financial statements in accordance with GAAP. Special projects teach analytical skills through finding, extracting and evaluating financial information to make sound decisions. Students use Excel extensively to solve a variety of accounting problems. The Financial Accounting Research System (FARS) database is introduced so that students can learn to research complex accounting issues, thus preparing them for both the CPA exam and professional practice as an accountant. Students may also complete an internship course which gives them the opportunity to build their resume and earn college credits.

Students entering the workforce after completing a baccalaureate degree in accounting benefit from a strong demand for accountants. Employment opportunities include positions in public accounting firms, private and public companies, government and not-for-profit agencies. Most will achieve the professional Certified Public Accountant (CPA) designation and many pursue graduate degrees.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

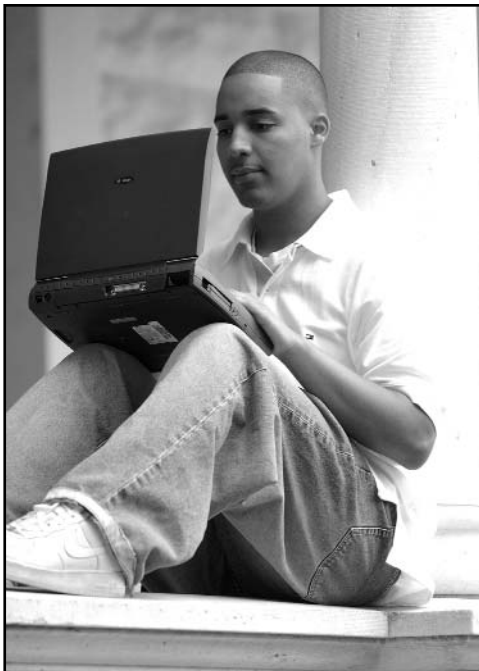
Developmental courses should be completed before students attempt the courses in this program. Since College Algebra and Trigonometry are required sequences, students placing into lower levels are required to complete these prior to attempting College Algebra and Trigonometry.

Students entering this A.S. program should have successfully completed three or more years of college preparatory math and have an overall high school average of 75 or above.

Student Learning Outcomes

Students will:

- demonstrate knowledge of the accounting cycle, including preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- demonstrate analytical skills through finding, extracting and evaluating financial information to make sound business decisions.
- create and edit Excel spreadsheets to solve various accounting problems.
- research answers to accounting problems using a research database (FARS).
- explain the purpose and responsibilities of the professional accountant in the business community.
- express business information effectively in both oral and written form.
- learn critical thinking skills through an analytical business report project.



Career Opportunities

- CPA (certified public accountant)
- CMA (certified management accountant)
- financial analyst
- financial planner

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- Franklin University
- Marist College
- Mercy College
- Mount St. Mary College
- Pace University
- Ramapo College
- SUNY Albany
- SUNY Cortland
- SUNY Empire State College
- SUNY Institute of Technology
- SUNY New Paltz

Contact Information

Accounting/Office Technologies
Department Chair
341-4411
Admissions Office
(845) 341-4030

Accounting

Degree Awarded: Associate in Applied Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)
7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

<u>First Semester</u>	<u>Credits</u>
ENG 101 Freshman English 1	3
MAT ___ Mathematics	3
BUS 101 Business Math	3
BUS 103 Introduction to Business	3
ACC 101 Accounting Principles 1	4
OFT 106 Keyboarding*	1
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
MAT ___ Mathematics	3
CIT 101 Microcomputer Applications	3
BUS 105 Business & Society	3
ACC 102 Accounting Principles 2	4
PES ___ Physical Education	1
Third Semester	
_____ Social Science Elective	3
BUS 201 Business Law 1	3
BUS 203 Business Communications	3
ACC 211 Income Tax Procedures 1	3
ACC 205 Accounting with Microcomputer Applications	3
Fourth Semester	
_____ Social Science Elective	3
BUS 202 Business Law 2	3
ACC 214 Accounting Practice**	4
_____ Liberal Arts Elective	3
ACC 111 Personal Finance or	
ACC 220 Accounting Internship	3

Total Credits: 66

* Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.

** Students must achieve a grade of C- or better to graduate from this program.

Program Description

The Associate in Applied Science degree program in Accounting prepares graduates to begin their careers assisting accountants as full-charge bookkeepers, junior accountants, accounting clerks or office managers in the private, public or government sectors.

Students take a sequence of accounting coursework including Accounting Principles 1 and 2, Income Tax Procedures, Accounting with Microcomputer Applications and Accounting Practice. With computer software, students learn to use correct accounting procedures through the accounting cycle. Special Excel spreadsheet and QuickBooks projects are provided to enhance the understanding of real world applications.

The accounting assistant provides bookkeeping capabilities to a variety of employers through such responsibilities as accounts receivable/payable, payroll, balance sheets, and income statements, billing, and bank statement reconciliation.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Developmental classes should be completed before attempting the courses in this program.

Student Learning Outcomes

Students will:

- demonstrate knowledge of the accounting cycle, including preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- express business information effectively in both oral and written form.
- demonstrate the ability to effectively interface with an automated accounting system.
- create and edit Excel spreadsheets to solve various accounting problems.
- learn critical thinking skills through an analytical business report project.



Career Opportunities

General accounting and bookkeeping positions exist in the following fields:

- service
- education
- travel
- entertainment
- manufacturing
- insurance
- industrial
- media/advertising

Transfer Opportunities

While the A.A.S. is a degree leading to immediate employment, SUNY Orange has a special relationship for transfer to a B.S. degree in accounting with Franklin University. Other transfers agreements of courses exit with

- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

Contact Information

Accounting/Office Technologies
Department Chair
341-4411
Admissions Office
(845) 341-4030

Accounting Procedures

Degree Awarded: Certificate

Recommended Course Sequence

	Credits
ACC 101 Accounting Principles 1	4
BUS 101 Business Math or	
ACC 111 Personal Finance	3
BUS 103 Introduction to Business	3
CIT 101 Microcomputer Applications	3
OFT 106 Keyboarding**	1
BUS 201 Business Law 1	3
ACC 102 Accounting Principles 2	4
BUS 105 Business and Society or	
BUS 203 Business Communications	3
ACC 205 Acctg. w/Microcomputer Applications	3
ACC 214 Accounting Practice*	4

Total Credits: 31

* *Students must achieve a grade of C- or better to graduate from this program.*

***Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.*

Program Description

The Accounting Procedures certificate program prepares graduates to work in entry-level bookkeeping positions. Emphasis is placed on developing bookkeeping skills and knowledge of general business practices.

Students take a sequence of accounting coursework including Accounting Principles 1 and 2, Accounting with Microcomputer Applications, and Accounting Practice. Students learn the accounting cycle using both manual and computer software systems. Special Excel spreadsheet and QuickBooks projects are provided to enhance the understanding of real world applications.

Graduates can utilize their acquired skills in various entry-level positions such as bookkeepers, accounts receivable/payable clerks, and payroll clerks with responsibilities and abilities in balance sheets, income statements, billing and bank statement reconciliation.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Developmental courses should be completed before attempting the courses in this program.

Student Learning Outcomes

Students will:

- demonstrate knowledge of the accounting cycle, including preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- demonstrate the ability to effectively interface with an automated accounting system.
- create and edit Excel spreadsheets to solve various accounting problems.
- learn critical thinking skills through an analytical business project



Career Opportunities

General accounting and bookkeeping positions exist in the following fields:

- service
- education
- travel
- entertainment
- manufacturing
- insurance
- industrial
- media/advertising

Transfer Opportunities

While the Certificate program leads to immediate job placement upon graduation, SUNY Orange has a special relationship with Franklin University for transfer to a B.S. degree in Applied Management or Accounting. In addition, all courses taken for this certificate may be applied to the A.A.S. Accounting degree program at SUNY Orange.

Contact Information

Accounting/Office
Technologies Department Chair
341-4411
Admissions Office
(845) 341-4030

Architectural Technology

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
MAT 107 Technical Math 1	3
CAD 101 Introduction to CAD	3
ARC 101 Architectural Graphics	3
ARC 105 Bldg Materials & Methods 1	2
ARC 111 Architectural Design 1	3
Second Semester	
ENG 102 Freshman English 2	3
CAD 102 Computer Aided Drafting 2	2
ARC 102 Advanced Arch. Graphics	3
ARC 106 Bldg Materials & Methods 2	4
ARC 112 Architectural Design 2	3
ARC 215 Architecture to the 18th Century	3
Third Semester	
_____ Social Science Elective	3
PHY 111 Applied Physics 1	3
ARC 211 Architectural Design 3	3
ARC 205 Working Drawings 1	3
ARC 201 Digital Portfolio	1
ARC 216 Architecture from the 19th C	3
PES 100 Concepts of Physical Wellness	1
Fourth Semester	
_____ Social Science Elective	3
ARC 220 Mechanical and Electrical Equip.	3
ARC 206 Working Drawings 2	4
ARC 212 Architectural Design 4	4
ARC 221 Strength of Materials	3
PES ____ Physical Education	1

Total Credits: 70

Program Description

The Associate in Applied Science degree program in Architectural Technology prepares graduates to enter the workforce as architectural team members. While other opportunities exist, the largest job opportunities are positions as interns / CAD operators for architectural firms. Graduates' skills will prepare them to produce working drawings in a variety of settings, such as engineering firms or manufacturers. If graduates have field experience in a building trade, all program outcomes are directly transferable to entry-level positions in construction management and supervision. A broad cross-section of course content is covered in the program; this familiarizes students with many aspects of the architectural profession, the work of building professionals and the construction process.

When working under the supervision of a licensed professional (i.e. Registered Architect, Professional Engineer, etc.), a graduate's primary responsibilities would include measuring and documenting existing conditions of buildings and sites, preparing construction documents, interpreting construction documents, preparing design presentations for clients or other audiences, and coordinating architectural drawings with consultants' drawings.

Fluency with computer-aided drawing (AutoCAD) and computer literacy, as it applies to generating architectural drawings, are fundamental skills graduates will possess. Meanwhile, freehand sketching is stressed wherever possible as a valuable communication method. Beyond preparing construction drawings, students will build models, prepare reports and orally present their work to groups.

Most courses in the program are a combination of lecture and lab. In the lecture component, foundational material is presented, often accompanied by samples, examples or other visual cues. In the lab component, students will either work on short-term exercises designed to hone very specific knowledge bases or skills or they will work on long-term projects designed to simulate the types of projects that they will eventually encounter in the workforce. Students should be prepared to spend a significant amount of time on projects outside the classroom.

Many students who enter this degree program plan to transfer to an upper division institution. Because these opportunities exist, second year students who intend to transfer should select their courses in careful consultation with their academic advisor. Portfolio production will be required.

For those students wishing to become Registered Architects, New York State Department of Education guidelines must be followed. To become a Registered Architect, one must earn an NAAB-accredited Bachelor of Architecture or Master of Architecture degree, fulfill NCARB internship requirements (a proscribed three year apprenticeship), and pass a challenging and comprehensive licensing examination.

For those students wishing to pursue baccalaureate degrees in Landscape Architecture and Construction Management, an A.S. degree from SUNY Orange with electives from the Architectural Technology degree program may be most suitable. Course selection should be made carefully in consultation with academic advisors.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Maintenance of a C- average or better in courses in the major is also required.

Student Learning Outcomes

Students will:

- demonstrate an understanding of building materials and methods.
- graphically communicate architectural forms and building assemblies, both two and three dimensionally.
- demonstrate fluency using AutoCAD software to produce architectural drawings.
- demonstrate an ability to visualize and manipulate three dimensional spaces.
- demonstrate an appreciation for basic forms of architectural problem solving and aesthetic appreciation.
- demonstrate an understanding of the need for architectural projects to coordinate with related professions (e.g. various forms of engineering).
- demonstrate an understanding of fundamental structural principles.
- demonstrate an understanding of basic life safety issues in buildings and an ability to apply regulatory requirements to building projects.
- utilize research from electronic and other sources (e.g. Sweet's catalog or manufacturers' literature) in architectural projects.
- identify basic methods of sustainable building practices and environmental impacts of architectural choices.
- demonstrate an understanding of the historical and social context of the development of western architecture.

Career Opportunities

- architectural firms
- engineering firms
- manufacturing firms
- construction firms
- governmental agencies
- utility companies

Transfer Opportunities

While the A.A.S. degree leads to immediate employment, SUNY Orange students have successfully transferred to:

- Alfred State College
- New York Institute of Technology
- New Jersey Institute of Technology
- Pratt Institute
- SUNY Environmental Science and Forestry

Contact Information

Science and Engineering
Department Chair
(845) 341-4571
Admissions Office
(845) 341-4030

Business Administration

Degree Awarded: Associate in Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP) 7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
MAT ___ Selected Math Courses*	3/4
MKT 101 Principles of Marketing	3
ACC 153 Financial Accounting	4
Second Semester	
ENG 102 Freshman English 2	3
_____ Restricted SUNY Elective**	3
MAT ___ Selected Math Courses*	3/4
ACC 154 Managerial Accounting	4
MGT 201 Principles of Management	3
PES 100 Concepts of Physical Wellness	1
Third Semester	
ECO 201 Macro-Economics	3
_____ SUNY Natural Science list	3/4
OFT 106 Keyboarding***	1
BUS 205 Business Statistics	3
BUS 201 Business Law 1	3
MGT 205 Human Resource Management	3
PES _____ Physical Education	1
Fourth Semester	
ECO 202 Micro-Economics	3
_____ SUNY Natural Science list	3/4
CIT 101 Microcomputer Applications	3
_____ Restricted SUNY Elective****	3
BUS 207 International Business	3
BUS 202 Business Law 2	3

Total Credits: 68-72

* Select one of the following pairs of courses: MAT 121 and MAT 122; or MAT 122 and MAT 205; or MAT 131 and MAT 205, or MAT 205 and MAT 206.

**SUNY American History, Western Civilization or Other/World Civilization or Arts or Foreign Language lists.

***Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.

****Select from list not chosen in Second Semester Restricted SUNY Elective list above.

Program Description

The Associate in Science degree program in Business Administration has been designed for those students who plan to transfer and continue their business education at a four-year college. This degree is designed to parallel the bachelor's degree requirements at most four-year colleges in the region. After transfer, graduates may major in areas such as: management, marketing, finance or human resource management. Students enrolled in this degree program acquire an understanding of the relationship between the liberal arts/social sciences and the management of business enterprises. The required mathematics, science and economics courses provide a solid grounding for making proper business decisions.

Because degree requirements vary at transferring institutions, majors are urged to see their business faculty advisors and contact the Admissions Office of the transfer institution. Business Department faculty are well-trained and experienced in their areas of expertise and highly motivated to work with students, helping them to succeed in their quest for transfer to a four-year college.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students are required to complete most developmental classes before attempting the courses in this program. See the Developmental Course List on page 47. Students entering this A.S. program should have successfully completed three or more years of College Preparatory Math and have an overall high school average of 75 or above.

Student Learning Outcomes

Students will:

- understand the general nature, structure, resources and operations of business organizations.
- demonstrate the ability to explain an organization's basic accounting, finance, management, marketing and legal functions.
- express business ideas and information effectively in both oral and written forms.



Career Opportunities

- management trainee
- business owner/entrepreneur
- finance management
- insurance planning and sales
- human resource manager

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer. These transfer institutions include:

- Alfred University
- Berkley College
- Clarkson College
- Columbia University
- Fordham University
- Franklin University
- Manhattan College
- Marist College
- Marymount College
- Mount St. Mary College
- Pace University, Lubin School of Business
- Ramapo College
- St. Thomas Aquinas College
- SUNY Albany
- SUNY Empire State College
- SUNY New Paltz
- SUNY Oswego

Please note: Because degree requirements vary at transferring institutions, majors are urged to see their business faculty advisors and contact the Admissions Office of the transfer institution.

Contact Information

Business Management
Department Chair
341-4411
Admissions Office
(845) 341-4030

Business Management

Degree Awarded: Associate in Applied Science

Accredited by the Association of Collegiate Business Schools and Programs
(ACBSP) 7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Social Science Elective	3
_____ Math or Liberal Arts Science	3
BUS 101 Business Math	3
BUS 103 Introduction to Business	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ Social Science Elective	3
_____ Math or Liberal Arts Science	3
BUS 105 Business and Society	3
MKT 101 Principles of Marketing	3
PES ____ Physical Education	1
Third Semester	
OFT 106 Keyboarding*	1
ACC 101 Accounting Principles 1	4
CIT 101 Microcomputer Applications	3
BUS 203 Business Communications	3
BUS 201 Business Law 1	3
MGT 205 Human Resource Management	3
Fourth Semester	
ACC 102 Accounting Principles 2	4
MGT 201 Principles of Management	3
BUS 202 Business Law 2	3
MGT 203 Entrepreneurship or	3
MGT 220 Internship: Business**	
_____ Liberal Arts Elective	3
Total Credits: 65	

*Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.

**Students need approval of the department chair to register for this course and at least a 2.5 CQPA.

Program Description

The Associate in Applied Science degree program in Business Management prepares graduates to begin their careers as management trainees, first line supervisors, and higher level management positions in either profit or non-profit organizations. Students develop interpersonal and conceptual skills such as motivation, communication, performance appraisal, decision making and problem solving. Various business tools including accounting, computer information systems and law, as well as liberal arts courses, are integrated into the program.

The primary focus of the curriculum is on entrepreneurship for those interested in operating their own business or applying this managerial approach in a medium to large organization in the public or private sector. The program's concentration of business courses provides a strong background for employment. The Business Internship is a popular feature of this degree. Students work for regional companies for academic credit and real-world experience.

Business Department faculty are well-trained and experienced in their areas of expertise, and highly motivated to work with students, helping them to succeed in their quest for a job. Many students complete this degree and transfer to four-year colleges to earn a bachelor's degree; however, students who have this objective are advised that they may suffer transfer credit losses due to the concentration of business courses.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students are required to complete most of the developmental classes before attempting the courses in this program. Please see the Developmental Course List on page 47.

Student Learning Outcomes

Students will:

- integrate management theories and tools in a variety of functional areas within an organization.
- demonstrate the ability to use a variety of analytical tools in the functional areas of business.
- express business ideas and information effectively in both oral and in written forms.

Career Opportunities

- supervisor
- management trainee
- business owner/entrepreneur
- financial insurance planning and sales
- human resource specialist trainee

Transfer Opportunities

While the A.A.S. degree leads to immediate employment, SUNY Orange students have successfully transferred to:

- Franklin University
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College



Contact Information

Business Management
Department Chair
341-4411
Admissions Office
(845) 341-4030

Business Studies

Degree Awarded: Certificate

Recommended Course Sequence

<u>SUNY Orange Courses</u>		<u>Credits</u>
ECO 201	Macro Economics or	
ECO 202	Micro-Economics	3
ACC 153	Financial Accounting	4
ACC 154	Managerial Accounting	4
MKT 101	Principles of Marketing	3
MGT 201	Principles of Management	3
CSC 101	Computer Science 1 or	
CIT 107	C Programming	3
MAT 205	Calculus 1	4
<u>New Paltz Courses</u>		
33207	Macro-Economics or	3
33206	Micro-Economics	
20201	Financial Accounting	4
20202	Managerial Accounting	4
20325	Marketing	3
20252	Principles of Management	3
	Computer Program Elective	3
64245	Basic Calculus	4
20341	Fund. of Corporate Finance	3
20309	Stats. for Bus. & Econ. 1	3
20311	Stats. for Bus. & Econ. 2	4

Total: 34

Program Description

The Business Studies certificate program is a joint venture between SUNY Orange and SUNY New Paltz. It offers course work that enables students with non-business undergraduate degrees to enter SUNY New Paltz's Master of Science in Business program.

The objective of this partnership is to provide the citizens/students of the Mid-Hudson Valley Region a quality, cost-effective, geographically convenient education for those non-business students desiring entrance into a graduate business program.

Students take courses in economics, accounting, marketing, management, computer science, and calculus.

Admission Criteria

Students must have completed a non-business baccalaureate degree.

Student Learning Outcomes

Students will:

- articulate all course content into the M.S. degree at SUNY New Paltz.
- be able to apply for finance, international business or other options in the master's program at SUNY New Paltz.

Career Opportunities

Career paths for this certificate are based upon opportunities after the completion of the master's degree at SUNY New Paltz.

Transfer Opportunities

To learn more about transfer options, contact the School of Business, SUNY New Paltz.



Contact Information

Accounting/Office
Technologies Department Chair
341-4411
Admissions Office
(845) 341-4030

Clerical Office Assistant

Degree Awarded: Certificate

Recommended Course Sequence

<u>First Semester</u>	<u>Credits</u>
OFT 108 Intermediate Computer Keyboarding or	
OFT 109 Advanced Computer Keyboarding	3
OFT 208 Computer Fundamentals for the Office or	
Business Elective	3
OFT 209 Microsoft Word and PowerPoint	3
Business Elective	3
<u>Second Semester</u>	
OFT 109 Advanced Computer Keyboarding or	
Business Elective	3
BUS 203 Business Communications	3
OFT 201 Records/Information Management	3
OFT 207 Transcription Skills	3
OFT 214 Microsoft Excel and Access	3
Total Credits: 27	

Program Description

The Clerical Office Assistant certificate program provides the opportunity for graduates to either begin their careers as office assistants or to update their current office skills for re-entry into the business world. Areas of concentration include information processing, data entry, business communications and information management.

The office assistant provides office support to employers in a wide variety of settings. This support includes document production, computer software capability, records management, telephone interaction, customer service, keyboarding and data entry.

Students take a sequence of office skills courses such as keyboarding, Microsoft Word and PowerPoint, Excel and Access, and transcription. They also learn to compose business documents through the Business Communications course and to manage office documents through the Records/Information Management course.

Students learn to use modern office equipment and computer software as they apply to various work environments. Microsoft Office (Word, Excel, PowerPoint, and Access) as well as WordPerfect software programs are presented.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students without sufficient keyboarding ability will be required to take Elementary Computer Keyboarding. Students with sufficient keyboarding ability to pass the waiver for Intermediate Computer Keyboarding fulfill this requirement with a business elective. To complete this program in one year, students must have basic keyboarding skills before enrolling in the program.

Student Learning Outcomes

Students will:

- demonstrate the ability to keyboard business correspondence using various computer software programs in word/information processing.
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors.
- understand computer concepts and applications for the office environment.
- learn critical thinking skills through an analytical business report project.



Career Opportunities

- service
- education
- travel
- entertainment
- manufacturing
- legal & medical
- insurance
- industrial
- media/advertising

Transfer Opportunities

While this certificate program leads to immediate job placement upon graduation, SUNY Orange has a special relationship with Franklin University for transfer to the B.S. degree in Applied Management. In addition, all courses taken for this certificate may be applied to the A.A.S. Office Technologies degree program at SUNY Orange.

Contact Information

Accounting/Office Technologies
Department Chair
341-4411
Admissions Office
(845) 341-4030

Computer Information Technology–Networking

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
MAT ___ College Algebra or higher	3
CIT 103 Management Information Systems	3
CIT 107 Introduction to C++ Programming	3
CIT 105 Data Communic. & Networking	3
CIT 100 Computer Literacy	3
Second Semester	
ENG 102 Freshman English 2	3
MAT ___ College Trigonometry or higher	3
CIT 112 Computer Hardware and Maint.	4
CIT 116 Networking 1	6
PES 100 Concepts of Physical Wellness	1
Third Semester	
___ ___ Social Science Elective	3
CIT ___ Systems Analysis	3
CIT 225 Database Fundamentals	3
CIT ___ Unix/Linux	3
CIT 203 Networking 2	4
PES ___ Physical Education	1
Fourth Semester	
___ ___ Social Science Elective	3
CIT ___ Systems Design	3
CIT 206 Network Security	3
CIT 230 Internship	3
___ ___ Restricted Elective*	3

Total Credits: 67

**Restricted Electives:*

- CIT 111 Internet & HTML Programming
- CIT 115 Visual Basic
- Any course approved by department

Program Description

The Associate in Applied Science degree program in CIT–Networking prepares students for employment in a variety of entry-level careers in computer networking and information technology occupations. The theory and practical experience students gain allows them to enter jobs with highly competitive salaries.

This degree program offers the coursework that provides background information for students to take the CompTIA’s A+, Security+, Networking+, Linux+ and CISCO’s CNA certification exams. The primary focus of this degree program is networking computer systems including implementation, configuration, maintenance and administration of networking equipment, which includes creation of networking servers. The degree course work introduces students basic computer systems and builds on theoretical and technical knowledge and skills to develop a strong understanding of networking topologies, mediums and medium access techniques in both local area and wide area networks (LANs and WANs). Classes are designed to provide students with hands-on training utilizing state-of-the-art computer facilities. Students are also placed in a work environment in order to provide actual service to a business through the CIT–Networking internship.

Students are encouraged to discuss their future career and/or transfer goals with a CIT–Networking advisor.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College’s 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Computer Information Technology–Networking

Degree Awarded: Associate in Applied Science

Student Learning Outcomes

Students will:

- install and configure networking equipment.
- implement and configure network protocols.
- troubleshoot PC hardware problems.
- assemble a PC.
- identify and summarize security threats and appropriate actions to minimize those threats.
- install, configure and manage a networking operating system.
- analyze an existing system and determine appropriate systems design implementation strategies.

Career Opportunities

- banks
- law firms
- medical offices
- hospitals
- small businesses
- government agencies
- corporations
- schools
- colleges
- consulting firms

Transfer Opportunities

While the A.A.S. degree leads to immediate employment, SUNY Orange students have successfully transferred to:

- Marist College
- Mount St. Mary College
- SUNY Institute of Technology



Contact Information

Applied Technology
Department Chair
341-4523
Admissions Office
(845) 341-4030

Computer Science

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester

ENG 101	Freshman English 1	3
	SUNY Social Science list	3
CSC 101	Computer Science 1	4
MAT 205	Calculus 1	4
COM 101	Foundations of Communication	3
PES 100	Concepts of Physical Wellness	1

Second Semester

ENG 102	Freshman English 2	3
HIS ____	Restricted History Elective*	3
MAT 206	Calculus 2	4
CSC 102	Computer Science 2	4
EET 104	Digital Electronics 1	4
PES ____	Physical Education	1

Third Semester

PHY 101	General Physics 1** or	
PHY 105	General Physics 1 w/calculus	4
MAT 211	Linear Algebra	3
CSC 201	Data Structures	3
	Restricted SUNY Elective***	3

Fourth Semester

PHY 102	General Physics 2** or	
PHY 106	General Physics 2 w/calculus	4
MAT 125	Introduction to Statistics	3
MAT 136	Discrete Mathematics	3
CSC 204	Computer Organization & Assembly Language Prog.	3
	Electives	2/4

Total Credits: 65-67

*SUNY American History or Western Civilization or Other/World Civilization.

**Consult catalog of the college to which you intend to transfer. Some require the General Physics with calculus.

***SUNY Arts or Foreign Language lists or any list not selected from in Second Semester SUNY History Elective above.

Program Description

The Associate in Science degree program in Computer Science is designed for students of mathematics and science who wish to pursue a B.S. degree in Computer Science at senior colleges and universities. Its goal is to prepare the students for a successful transfer into such degree programs.

The curriculum is structured to emphasize scientific applications and the theoretical concepts which underlie computer design and development, languages, and systems. The program provides the core courses that would be encountered in the first two years of study at most four-year institutions.

Associate degree core courses in calculus, linear algebra, discrete math, digital electronics, computer science, data structures and assembly language programming constitute the nucleus of this program. Selected courses in the liberal arts support and enhance this central core.

To initiate this plan of study, students must have tested into college algebra (MAT 121) or higher on the Mathematics placement test. Students who do not meet the math requirement can be successful in reaching their academic goals by taking foundation courses and extending the program to three years.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Computer Science

Degree Awarded: Associate in Science

Student Learning Outcomes

Students will:

- demonstrate ability in problem solving and communicating algorithms clearly, utilizing structures/top-down algorithm design processes.
- demonstrate familiarity with a wide variety of abstract data structures and data encapsulation concepts.
- demonstrate knowledge of assembler language programming as it applies to computer architecture and operating systems.
- demonstrate ability in computational methods of mathematics and physical science necessary for computer modeling.



Career Opportunities

- computer engineering
- computer systems analysis
- education
- computer programming
- cryptology
- applied mathematics
- financial analysis

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- Clarkson University
- Florida Memorial University
- Marist College
- R.P.I.(Rensselaer Polytechnic Institute)
- SUNY Binghamton
- SUNY Buffalo
- SUNY Institute of Technology
- SUNY New Paltz
- SUNY Oneonta
- SUNY Purchase

Contact Information

Math/Computer Science
Department Chair
(845) 341-4560
Admissions Office
(845) 341-4030

Criminal Justice

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
CRJ 101 Criminal Justice	3
CRJ 105 Police Community Relations	3
CRJ 107 Industrial/Private Security or	
CRJ 106 Patrol Operations	3
CRJ 215 Criminal Investigation 1	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
CRJ 111 Criminology	3
MAT ____ College Algebra (MAT 121) or higher*	3/4
CRJ 213 Police Organization Admn.	3
CRJ 216 Criminal Investigation 2	3
PES ____ Physical Education	1
Third Semester	
PSY 101 General Psychology 1 or	
SOC 120 Social Problems	3
CRJ 109 Critical Issues in Law Enforcement	3
_____ SUNY Natural Science list	3/4
CRJ 226 Criminalistics	3
_____ Restricted SUNY Elective**	3
Fourth Semester	
COM 101 Foundations of Communication	3
_____ Restricted SUNY Elective**	3
CRJ 213 Understanding the Juvenile Offender	3
CRJ 211 Criminal Law	3
_____ Elective	3

Total Credits: 62-64

* Students must complete MAT 121 (or higher). MAT 102 can be counted as an elective.

** Select two from SUNY Western Civilization or Other/World Civilization or Arts or Foreign Language or American History lists. Do not duplicate category.

Program Description

The Associate in Science degree program in Criminal Justice prepares students to continue their education in four-year degree programs in criminal justice or related liberal arts areas of study. These may include forensic psychology, public administration, sociology, cyber security, criminology and pre-law. It is designed to facilitate the acquisition of technological and critical thinking skills that are essential for success in the criminal justice field. Graduates of this degree program will have both the general educational background as well as the criminal justice expertise to pursue careers in the many diverse criminal justice areas of study.

The program is regularly reviewed to insure that course content is current with contemporary issues that impact the criminal justice system, such as homeland security, terrorism, cyber security, technological advancements, diversity and ethics. The program courses explore contemporary criminal justice issues such as the nature and causes of crime, crime as a public policy issue, racial profiling and global issues such as transnational terrorism. There are specific courses devoted to the institutional treatment of the adult and juvenile offender as well as an internship program where students are afforded the opportunity to utilize their newly acquired skills and knowledge in an actual criminal justice related work environment. This program assures the students of a solid foundation to pursue higher education and rewarding careers in criminal justice.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Student Learning Outcomes

Students will:

- develop critical thinking skills and apply these skills in discussing complex issues in criminal justice.
- identify common concepts relevant to the understanding of the criminal justice system and be able to critically assess and debate these issues.
- develop problem solving skills and be able to apply these skills to issues that impact the diverse areas of the criminal justice system.
- develop an understanding of our legal system, constitutional law, procedural law and substantive law.
- be able to understand and discuss the complex issues of diversity and ethics and their impact on the criminal justice system.



Career Opportunities

- Federal Bureau of Investigation (FBI)
- Immigration and Naturalization Service (INS)
- park police
- postal inspector
- secret service agent
- secret service uniformed
- deputy sheriff
- state police/trooper
- police officer
- district attorney
- defense counsel
- correction officer
- forensics specialist
- court clerk
- judge

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- John Jay College of Criminal Justice
- Pace University
- State University of New York (SUNY)

Contact Information

Criminal Justice
Department Chair
845-341-4355
Admissions Office
(845) 341-4030

Criminal Justice–Police

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
CRJ 101 Criminal Justice	3
CRJ 105 Police/Community Relations	3
CRJ 107 Industrial & Private Security	3
CRJ 215 Criminal Investigation 1	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
PSY____ Psychology Course	3
CRJ 111 Criminology	3
CRJ 106 Patrol Operations	3
CRJ 216 Criminal Investigation 2	3
PES ____ Physical Education	1
Third Semester	
SOC 120 Social Problems or	
SOC 101 Introduction to Sociology	3
CRJ 213 Understanding the Juvenile Offender	3
_____ Math or Liberal Arts Science	3
CRJ 213 Police Organization & Administration	3
CRJ 226 Criminalistics	3
Fourth Semester	
COM 101 Foundation of Communication	3
POL 102 U.S. Gov't-State & Local	3
CRJ 211 Criminal Law	3
_____ Math or Liberal Arts Science	3
_____ Elective*	3

Total Credits: 62

* Recommend taking CRJ 109 Critical Issues in Law Enforcement

Program Description

The Associate in Applied Science degree program in Criminal Justice–Police provides the student with the necessary credits required to apply for employment in one of the many local, state or federal criminal justice agencies.

The overall program design is to prepare the student for a career path in law enforcement, security, law, probation, parole, juvenile justice and investigation. The coursework provides study and practice in the necessary critical thinking and technological skills the student will need to function effectively in the law enforcement field. The program offers courses on criminal investigations that cover all aspects of an investigation, including interviewing techniques, rights of the accused, search warrant requirements and wiretapping. It also includes a complete course of criminalistics which focuses on fingerprinting and fingerprint classification and identification, blood analysis and crime scene photography. Contemporary law enforcement issues are examined, including searching without a warrant, automobile stops, racial profiling, transnational terrorism and police-community relations are thoroughly discussed and critically evaluated. All classes emphasize interactive critical assessment of contemporary policing issues as well as hands-on practical application of skills. All instructors, in addition to their advanced educational backgrounds, are experienced practitioners in the fields of law enforcement, courts and corrections.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Student Learning Outcomes

Students will:

- develop critical thinking skills and apply these skills in discussing complex issues that confront police administrators.
- be able to identify the origins of policing systems and be able to assess problems that confront modern policing systems.
- be able to identify relevant issues of constitutional, procedural and substantive law.
- be able to understand and critically discuss the complex issues involving diversity and ethics as they relate to professional policing.
- be able to understand the importance of crime scene protection and be able to demonstrate the proper methods of gathering and presenting evidence properly.



Career Opportunities

- Federal Bureau of Investigation (FBI)
- Immigration and Naturalization Service (INS)
- park police
- postal inspector
- secret service agent
- secret service uniformed
- deputy sheriff
- state police/trooper
- police officer
- district attorney
- defense counsel
- correction officer
- forensics specialist
- court clerk
- ballistics specialist
- fingerprint specialist
- security

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- Pace University
- State University of New York (SUNY)

Contact Information

Criminal Justice
Department Chair
(845) 341-4355
Admissions Office
(845) 341-4030

Dental Hygiene

Degree Awarded: Associate in Applied Science

Accredited by the Commission on Dental Accreditation, American Dental Association
211 East Chicago Avenue, Chicago, Illinois 60611, (312) 440-2500.

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
BIO 115 Human Biology	4
CHM 110 General and Biological Chemistry	3
DNT 101 Preventive Oral Health Services I	5
DNT 103 Maxillofacial Anatomy and Oral Histology	4
Second Semester	
ENG 102 Freshman English 2	3
DNT 102 Preventive Oral Health Services 2	5
DNT 104 Dental Radiology	3
DNT 106 Oral Health Education	2
DNT 108 Pharmacology	2
MLT 106 Microbiology for Health Professionals	3
Summer Session 1	
DNT 110 Pain Management in Dentistry	2
Third Semester	
BIO 125 Nutrition	3
DNT 201 Preventive Oral Health Services III	5
DNT 203 Oral Pathology	2
DNT 205 Periodontology	2
DNT 207 Dental Bio-Materials and Advanced Functions	3
PES 100 Concepts of Physical Wellness	1
Fourth Semester	
COM 101 Foundations of Communication	3
PSY 101 General Psychology I	3
SOC 101 Introduction to Sociology	3
DNT 202 Preventive Oral Health Services IV	5
DNT 206 Community Dental Health	2
PES ____ Physical Education	1

Total Credits: 72

Note: An additional requirement is current certification in CPR. "BLS (Basic Life Support) for Healthcare Providers" is the recommended course (American Heart Association). Certification documentation must be submitted at the beginning of the second semester.

Program Description

The Associate in Applied Science degree program in Dental Hygiene prepares students for licensing by the State Board for Dentistry of New York to practice dental hygiene. Dental hygienists work under the supervision of a licensed dentist. They provide preventive, therapeutic and educational services within the parameters of the state law governing the practice of dental hygiene. In addition to traditional skills, these responsibilities include the administration of local infiltration anesthesia and nitrous oxide sedation.

The curriculum is focused on the three professional Standards of Care: professionalism, health promotion and disease prevention, and patient care. Coursework includes requirements in English, social sciences, the sciences, and program-specific courses and laboratory experiences. In order to develop necessary skills, students first practice on peers. Then they actively participate in clinical dental hygiene experiences in the College dental hygiene clinic, as well as at off-campus sites including hospitals. Dental hygiene courses are offered once each year. Courses must be taken in the sequence in which they are offered without interruption. Dental hygiene courses cannot be taken on a part-time basis. A minimum grade of C (75%) is required in all dental hygiene courses. Program requirements for graduation also include the presentation of table clinics at off-campus locations, portfolio development and case-based clinical case presentations. Membership in the Student American Dental Hygienists' Association is mandatory.

Students who are considering this program must understand that they are required to provide their own transportation to these off-campus facilities and are required to purchase their own instruments and related supplies. They must also have a yearly physical examination and TB test. The Hepatitis B vaccine is strongly recommended. Students with disabilities should meet with the Coordinator of Special Services upon entering the program. Foreign students must have permanent residence status to obtain a dental hygiene license in New York State. An individual who has charges pending or has ever been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct or negligence may not be eligible for licensure. Contact the Office of Professional Discipline, New York State Education Department prior to applying to this program. Finally, pregnant or potentially pregnant students should note that there is a risk associated with exposure to nitrous oxide gas. Students who are unwilling or unable to sit as patients should not apply to this program.

Admissions Criteria

Academic Requirements:

- High school diploma or GED
- Eligible to take or have completed Freshman English 1 or equivalent
- Eligible to take Intermediate Algebra or equivalent, or have completed Elementary Algebra or equivalent with a 2.0 or higher
- Completed high school AP Biology (score of 3, 4 or 5); Introduction to Biology; or General Biology; or Anatomy & Physiology 1, or higher, with a grade of 2.0 or better (within 5 years of applying)
- Completed high school Regents Chemistry with a grade of 75 or better; or a college Chemistry course (with a lab) with a grade of 2.0 or better (within 5 years of applying)
- GPA: students must attain a minimum GPA of 2.5 but will receive more points for a higher GPA (4.0 – 3.75 = 5 pts; 3.74 – 3.50 = 4 pts; 3.49 – 3.25 = 3 pts; 2.99 – 2.50 = 1 pt.)
- Number of acceptable credits completed towards the degree: (27 – 23 completed = 3 pts; 22 – 18 completed = 2 pts; 17 – 12 completed = 1 pt.; < 12 completed = 0 pts.)

Department Specific Requirements:

- Dental Hygiene observation (16 hour min. with documentation)
- Attendance at a Dental Hygiene department pre-admission orientation where students will receive and sign off on information pertaining to health forms and criminal policies

Note: All Dental Hygiene Admissions Eligibility Requirements must be completed before February 1 in order for a student to be considered for acceptance into the program for the fall semester. Priority in admission to all Health Professions programs goes to currently enrolled Orange County Community College students who are legal Orange County residents. Meeting the admission requirements for a Health Professions program does not guarantee admission into the program.

Student Learning Outcomes

Students will:

- discern and manage the ethical issues of dental hygiene practice in a rapidly changing environment.
- acquire and synthesize information in a critical, scientific and effective manner.
- be concerned with improving the knowledge, skills and values of the profession.
- provide planned educational services using appropriate interpersonal communication skills and educational strategies to promote optimal health.
- initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.
- systematically collect, analyze and accurately record baseline data on the general, oral and psychosocial health status of the client using methods consistent with medicolegal principles.
- discuss the condition of the oral cavity, the actual and potential problems identified, the etiological and contributing factors, as well as recommended and alternative treatments available.
- provide treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the client in achieving oral health goals.
- evaluate the effectiveness of planned clinical and educational services and modify them as necessary.

Career Opportunities

- private practice
- hospitals
- health service agencies
- overseas
- military

Transfer Opportunities

While the A.A.S. degree leads to immediate employment, SUNY Orange students have successfully transferred to:

- Manhattan College
- Northeastern University
- Pennsylvania College of Technology

Contact Information

Dental Hygiene
Department Chair
341-4306
Admissions Office
(845) 341-4030

Early Childhood Development and Care

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
PSY 101 General Psychology 1	3
EDU 105 Preparing to Teach Young Children	2
EDU 101 Child Development 1++	3
EDU 111 Childhood Health and Safety	3
EDU 107 Mandated Training	1
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
EDU 102 Child Development 2++#	3
_____ SUNY Gen Ed Elective**	3
MAT _____ SUNY Math*	3
EDU 208 Home, School, Community#	3
PES _____ Physical Education	1
Third Semester	
COM 101 Foundations of Communication	3
EDU 109 Fundamentals of Early Childhood Language Arts	3
EDU 203 Child Care Curriculum Development 1++	5
EDU 201 Observation & Assessment++	3
_____ SUNY Gen Ed Elective	3
Fourth Semester	
PED 156 Infant/Child First Aid & CPR	1
EDU 202 Infant and Toddler Care++#	3
EDU 204 Child Care Curriculum Development 2++#	5
EDU 206 Administration and Management#++	3
_____ SUNY Gen Ed Elective	3
Total Credits: 64	

++ Local daytime observations beyond college classroom required.

Offered Spring semester ONLY

* MAT 102 or higher (MAT 111 recommended)

** These electives MUST satisfy **three (3) different** SUNY General Education categories chosen **ONLY** from Category 2 (Natural Sciences), 4 (American History), 5 (Western Civilization), 6 (Other World Civilizations), 8 (Arts), 9 (Foreign Languages), with at least **ONE** from either Category 4, 5 or 6.

Program Description

The Associate in Applied Science degree program in Early Childhood Development and Care prepares students for responsible and effective employment in positions ranging from aide to head teacher in a variety of early childhood settings. The program provides theory, practical information and extensive supervised experience concerning normal early human development, developmental difficulties, caring for and educating young children, methods for fostering child development, and the operation and management of early childhood facilities.

The primary goals of the Early Childhood Development and Care program are to develop cognitive and critical thinking skills through an integrated education plan; to promote the use of applied knowledge of developmentally appropriate practices in both the College classroom and early learning field site environments; to furnish opportunities for self-directed, creative, professional learning activities; to provide field experiences ranging from minimal observation to full participation, allowing students to demonstrate increasing technical skills working with young children.

Because current research shows that the early years are among the most vital in human development, professional and appropriate educational experiences will develop the ECDC student's thinking, practical and personal skills necessary to teach and care for young children. These activities take place in College classes and seminars, and also in local area field sites. In the field, extensive "hands-on" observation and participation give opportunities to apply education principles, receive individual guidance and feedback, and be involved first-hand, with day-to-day activities in diverse early childhood learning environments. Students will experience 235 hours of such "hands-on" occasions.

A grade of C (2.00) or better is required in all EDU courses for progression in the program and graduation with an A.A.S. or Certificate in Early Childhood Development and Care.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Early Childhood Development and Care

Degree Awarded: Associate in Applied Science

Student Learning Outcomes

Students will:

- demonstrate knowledge of physical, intellectual, language, creative, social and emotional domains by incorporating developmentally appropriate practices in an early childhood environment.
- apply knowledge by effectively planning relevant stage and age level learning activities using varied curricula and lesson plan formats.
- provide a balanced learning atmosphere evidenced by an appropriate physical environment and supportive cognitive and affective methods.
- welcome and integrate into their classroom an unbiased understanding and appreciation of a population that is diverse in appearance, performance, ability and culture.
- demonstrate effective communication skills with children, colleagues and parents.
- develop and exhibit professional and ethical standards of integrity, confidentiality, personal growth and collaborative teamwork in College classrooms and field assignments.



Career Opportunities

- center director
- head teacher (non-public settings)
- teacher assistant
- family child care provider
- early childhood business owner
- nanny or au pair
- early intervention specialist
- recreation leadership
- home visitor
- child care resource and referral
- curriculum consultant

Transfer Opportunities

While the A.A.S. degree leads to immediate employment, SUNY Orange students have successfully transferred. Please check with the intended transfer school for details.

Contact Information

Education
Department Chair
341-4354
Admissions Office
(845) 341-4030

Early Childhood Development and Care

Degree Awarded: Certificate

Recommended Course Sequence

<u>First Semester</u>	<u>Credits</u>
ENG 101 Freshman English 1	3
PSY 101 General Psychology 1	3
EDU 105 Preparing to Teach Young Children	2
EDU 101 Child Development 1++	3
EDU 107 Mandated Training	1
EDU 201 Observation & Assessment++	3
<u>Second Semester</u>	
ENG 102 Freshman English 2	3
EDU 102 Child Development 2++#	3
PED 156 Infant/Child First Aid & CPR	1
EDU 111 Child Health and Safety	3
EDU 202 Infant/Toddler Care++#	3
EDU 206 Admin & Management# or	
EDU 208 Home, School, and Community#	3

Total Credits: 31

++ Local daytime observations beyond college classroom required.

Offered Spring semester ONLY

Program Description

The Early Childhood Development and Care certificate program is designed to develop professional career skills in preparation for entry level positions in a variety of early childhood fields. Students will complete 60 hours of observation in local early learning centers in addition to College classroom time. This field work provides an opportunity to link theory with hands-on practice. Students will be required to demonstrate an understanding of the theories related to child development, the techniques for fostering such development and the operation of a child care facility. Nine of the 12 courses in the ECDC certificate program directly relate to early childhood. All courses apply to an Associate in Applied Science (A.A.S.) degree in Early Childhood Development and Care. A grade of C (2.00) or better is required in all EDU courses for progression in the program and graduation.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Early Childhood Development and Care

Degree Awarded: Certificate

Student Learning Outcomes

Students will:

- demonstrate knowledge of physical, intellectual, language, creative, social and emotional domains by incorporating developmentally appropriate practices in an early childhood environment.
- apply knowledge by effectively planning relevant stage and age level learning activities using varied curricula and lesson plan formats.
- provide a balanced learning atmosphere evidenced by an appropriate physical environment and supportive cognitive and affective methods.
- welcome and integrate into their classroom an unbiased understanding and appreciation of a population that is diverse in appearance, performance, ability and culture.
- demonstrate effective communication skills with children, colleagues and parents.
- develop and exhibit professional and ethical standards of integrity, confidentiality, personal growth and collaborative teamwork in College classrooms and field assignments.



Career Opportunities

Entry level or aide positions in:

- child care centers
- preschools
- nursery schools.

Transfer Opportunities

The ECDC certificate is designed to prepare graduates for immediate entry into the workplace. However, every credit from the certificate will apply to the SUNY Orange ECDC A.A.S. degree.

Contact Information

Education
Department Chair
341-4354
Admissions Office
(845) 341-4030

Electrical Engineering Technology–Telecommunications

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

<u>First Semester</u>	<u>Credits</u>
ENG 101 Freshman English 1	3
ENG 160 Technical Writing Module	1.5
PHY 111 Applied Physics 1	3
MAT 121 College Algebra	3
EET 101 Electric Circuits	4
EET 110 Computer Appl. and Graphics	3
PES 100 Concepts of Physical Wellness	1
<u>Second Semester</u>	
ENG 102 Freshman English 2	3
_____ Social Science Elective	3
MAT 122 College Trigonometry	3
EET 106 Telecommunications 1	4
EET 104 Digital Electronics	4
<u>Third Semester</u>	
ENG 161 Technical Writing Module	1.5
EET 201 Electronics 1	4
EET 107 Telecommunications 2	4
EET 206 Telecommunications 3	4
PES _____ Physical Education	1
<u>Fourth Semester</u>	
_____ Social Science Elective	3
EET 202 Electronics 2	4
EET 204 Digital Electronics 2	4
EET 230 Internship-Technology	3

Total Credits: 64

Program Description

The Associate in Applied Science degree program in Electrical Engineering Technology–Telecommunications prepares graduates to succeed in a variety of technical fields such as telecommunications, health care, utilities, manufacturing and other related electronic occupations.

In the course curriculum, students learn the basics of DC and AC electrical circuits. They build and test digital electronic, analog electronic and telecommunications circuits. Students research, build and present a wireless communications project. Most courses in the program are a combination of lecture and lab. The lecture covers the theoretical aspect of the curriculum, while the lab provides hands-on experience, as well as reinforcing the concepts.

A new state-of-the-art telecommunications lab, coupled with courses teaching current technology and internships, will provide students with a well rounded education and jobs with highly competitive salaries.

While A.A.S. graduates are prepared to enter the workforce immediately, many students choose to transfer to upper-level programs leading to a bachelor's degree in technology. If students are considering this, they should consult with the department chair and advisors for program planning. Special planning is available for students entering the program with previous college credit or equivalent training/work experience.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Electrical Engineering Technology–Telecommunications

Degree Awarded: Associate in Applied Science

Student Learning Outcomes

Students will:

- develop logical techniques for designing, implementing and maintaining advanced telecommunications and electronic systems.
- learn the practical skills required to design and troubleshoot telecommunications and electronic systems.
- develop techniques to reason out new concepts.
- develop methods to maintain currency in the technology fields.
- utilize mathematics and computer software as the basic tools for design and analysis of complex telecommunications and electronic systems.
- develop the ability to communicate effectively in both a written and oral format.
- promote and develop teamwork and team building as an effective tool for increased productivity.
- Mimic and develop standard workplace competencies.



Career Opportunities

Students successfully completing the program should be qualified for entry level careers in the telecommunications field and other related fields in electronics.

Graduates of the program are currently working at:

- Time Warner Cable
- Citizens/Frontier Communications
- Verizon Communications
- Orange Regional Medical Center
- Orange and Rockland
- Con Edison
- IBM
- and in a variety of technical positions requiring a telecommunications and electronics background

Transfer Opportunities

While the A.A.S. degree leads to immediate employment, SUNY Orange students have successfully transferred.

If a student plans to pursue a four-year degree program, he or she should see the department chair or a faculty advisor as soon as possible.

SUNY Orange students have successfully transferred to:

- Fairleigh Dickinson University
- New York Institute of Technology
- Rochester Institute of Technology
- SUNY Farmingdale
- SUNY Utica

Contact Information

Applied Technology
Department Chair
341-4505
Admissions Office
(845) 341-4030

Engineering Science

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
CHM 105 General Chemistry 1	4
PHY 103 Physics for Science & Eng. 1	4
MAT 205 Calculus 1	4
EGR 101 Engineering 1	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
PHY 104 Physics for Science & Eng. 2	4
CHM 106 General Chemistry 2	4
MAT 206 Calculus 2	4
EGR 102 Engineering 23	
PES ____ Physical Education	1
Third Semester	
_____ SUNY Social Science list	3
PHY 203 Physics for Science & Eng. 3	4
MAT 207 Calculus 34	
EGR 205 Mechanics 14	
_____ Restricted Engineering Elective	3
Fourth Semester	
_____ SUNY American History list	3
MAT 214 Differential Equations & Series	4
EGR 206 Mechanics 2	4
EGR ____ Restricted Engineering Elective	3
_____ Elective	2/3

Total Credits: 72-73

Program Description

The Associate in Science degree program in Engineering Science is designed specifically to enable students to transfer, with junior status, to the upper-level engineering college or university of their choice, where they can complete the B.S. Degree in Engineering. As such, the program provides the core courses that would be encountered in the first two years of study at most four-year institutions offering engineering degrees in the following disciplines:

- Aeronautical Engineering
- Architectural Engineering
- Biological Engineering
- Chemical Engineering, ChE
- Civil Engineering, CE
- Computer Engineering
- Electrical Engineering, EE
- Environmental Engineering
- Geological Engineering
- Materials Engineering
- Mechanical Engineering, ME

Core courses in calculus, chemistry, engineering physics and engineering science constitute the nucleus of this program for students planning to specialize in one of the above engineering fields at their intended four-year college or university. Selected courses in the liberal arts support and enhance this central core. To begin the program, students must be at the mathematical level of Calculus 1 (MAT 205) or must have completed either College Trigonometry (MAT 108) or Pre-Calculus Mathematics (MAT 109).

Students who do not meet the above requirements should not be discouraged. Many students, who have either missed some foundational courses or who have family/job commitments, opt to take the extended program, which prepares them for Calculus 1 (MAT 205). Although this path will require more than four semesters, it enables students to reach their educational goal and to work as professional engineers in the above-mentioned fields. Students taking the extended option should meet with their advisor to arrange a planned course of study.

The Engineering Science program at SUNY Orange strives to form a student's ability to think critically in real time, to develop a professional work ethic built on cooperation and group problem solving, and to provide the rigorous conceptual and ethical framework required in a field where professional competence is expected.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students must have tested into or completed Calculus 1 (MAT 205) to begin progress toward this degree. If recent high school graduates have concerns about their mathematics preparation they should consider taking Pre-Calculus Mathematics (MAT 109) during the summer before their entrance into the program.

Student Learning Outcomes

Students will:

- demonstrate literacy in the basic mathematical, computational and scientific languages of Engineering Science.
- demonstrate a mastery of communication skills, both written and oral, especially in their applications to Engineering Science.
- demonstrate literacy in a programming language and in computer assisted techniques for engineering design.
- plan, organize and implement laboratory experiments and prepare a formal detailed laboratory report of findings.
- set up and solve Engineering Science problems, using advanced mathematical techniques, with and without computers.
- conduct herself or himself in a professional manner consistent with acceptable standards and ethics.



Career Opportunities

- private sector engineering firms
- research and development opportunities in private and public sector
- engineering positions in city, state or federal agencies
- excellent background for other fields, i.e. law or medicine

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- Clarkson University
- Manhattan College
- New Mexico Tech
- Ohio State University
- Penn State University
- Rensselaer Polytechnic University (RPI)
- Stevens Institute of Technology
- SUNY Binghamton
- SUNY Buffalo
- SUNY New Paltz.
- SUNY Stony Brook
- Syracuse University
- University of Colorado
- University of Dayton
- University of Illinois

Contact Information

Science & Engineering
Department Chair
341-4571
Admissions Office
(845) 341-4030

Exercise Studies

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester		Credits
ENG 101	Freshman English 1	3
_____	SUNY Social Science list	3
BIO 111	Anatomy & Physiology 1	4
PEM__	Skills	1
PED 100	Introduction to Physical Education	2
_____	Elective*	3
Second Semester		
ENG 102	Freshman English 2	3
_____	Intermediate Algebra (MAT 102) or higher	3
BIO 112	Anatomy & Physiology 2	4
PEM__	Skills	1
PED 201	Introduction to Bio-Mechanics of Human Movement	3
PED 112	Contemporary Health	3
Third Semester		
COM 101	Foundations of Communication	3
BIO 125	Nutrition	3
PEM__	Skills	1
PED 150	First Aid	2
PED 202	Basic Exercise Physiology	3
_____	Restricted SUNY Elective***	3
Fourth Semester		
PEM __	Skills	1
PED 155	CPR	1
PED 111	Substance Abuse	3
PED 203	Physical Fitness and Exercise Prescription	3
_____	Restricted History Elective**	3
_____	Restricted SUNY Elective***	3
Total Credits:		62

*Students are encouraged to take PED 101 Introduction to Exercise Science

**SUNY American History or Western Civilization or Other/World Civilization

***SUNY Arts or Foreign Languages list not chosen in Restricted History elective above

Program Description

The Associate in Science degree program in Exercise Studies is designed for students who are interested in professional areas of fitness and exercise specialties in a variety of physical fitness/health promotion programs. This program prepares students to pursue further education and careers in such fields as athletics, medicine, instruction, research and community health. Completing this degree program, students will have built a base knowledge and prepare for transfer to four-year programs including physical education, health and wellness programs, exercise physiology or nutrition.

The theoretical coursework is concentrated in the areas of human movement, exercise physiology, exercise prescription and fitness assessment. These classes give students a broad background in, as well as a practical experience with, the mechanics and physiology of the human body with regard to fitness, health and well-being. The Exercise Studies students complete specific lifetime and sport skills coursework. In addition, students complete coursework in a broad liberal arts education; this work includes study in arts, foreign language, English, history, and sociology.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

In addition, students must declare themselves exercise studies majors and meet with a Movement Science faculty member to review their career goals and course selections. Once students are accepted, they are required to attend one of the program orientation sessions.

Student Learning Outcomes

Students will:

- possess a broad educational background which includes humanities, mathematics, social sciences, biological sciences, and technologies to prepare for transfer to a four-year institution for a bachelor's degree in Exercise Science.
- prepare and sit for the national personal trainer and or group fitness instructor exam.
- learn problem solving and critical thinking in context to the world of exercise science.
- design, implement, manage and evaluate health promotion, wellness programs and recreational opportunities.
- demonstrate appropriate skills and abilities for the physical fitness assessment and exercise prescription for apparently healthy individuals and special populations.
- reflect upon their personal experiences in physical activity and improve their own levels of skills and fitness.
- welcome the idea of being "physically educated."



Career Opportunities

- athletic trainer
- cardiac technician
- coach
- director of recreation
- exercise physiologist
- health instructor
- personal trainer
- physical educator
- recreational therapist
- strength and conditioning coach
- sports agent
- sports equipment designer
- weight management specialist
- wellness coordinator
- cardiopulmonary rehabilitation specialist
- community health director

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- Dominican College
- East Stroudsburg University
- Montclair State University
- Queens College
- SUNY Brockport
- SUNY Cortland

Contact Information

Movement Science
Department Chair
341-4245
Admissions Office
(845) 341-4030

Honors Program

Degree Awarded: Associate in Arts, Science or Applied Science

Member of the National Collegiate Honors Council and Regional NCHC

Program Requirements

A.A. Degree

6 credits English (H) ENG 101 and ENG 102
3 credits Honors Social Science
3 credits Honors Humanities
MAT 205 Calculus 1 *
Honors Seminar (3 semesters, 1 credit each) **
HON 120 Service Learning (1 cr) freshman year
HON 290 Capstone Project (1 cr) last semester

A.S. Degree

6 credits English (H) ENG 101 and ENG 102
6 credits Honors Social Science
MAT 205 Calculus 1 *
Honors Seminar (3 semesters, 1 credit each) **
HON 120 Service Learning (1 cr) freshman year
HON 290 Capstone Project (1 cr) last semester

A.A.S. Degree

6 credits English (H) ENG 101 and ENG 102
6 credits Honors Social Science **or**
3 credits Honors Social Science **and**
3 credits Honors Humanities *
MAT 205 Calculus 1 *
Honors Seminar (3 semesters, 1 credit each) **
HON 120 Service Learning (1 cr) freshman year
HON 290 Capstone Project (1 cr) last semester

* *May be fulfilled by taking one of the following math courses **and** one of the following four credit lab science courses, depending upon degree requirements:*

*Math: MAT 125 Introduction to Statistics
 MAT 121 College Algebra
 MAT 131 Pre-Calculus
Lab Science: PHY 101 General Physics 1
 CHM 105 General Chemistry 1
 BIO 101 General Biology 1*

** *The seminar, service and capstone credits are not part of any degree requirement, but are a requirement for the Honors Program. They are restricted to those students who have been admitted into the program.*

Students who already possess a first Honors degree may not seek a second Honors degree should they pursue a second degree at SUNY Orange.

Program Description

The Honors Program was created to offer highly motivated and talented students an opportunity to develop their potential more fully as they study for the associate degree. The honors courses are selected from the areas of: English, social science, arts, communications, humanities, math, biology, movement science and business. Honors sections of these courses follow the Socratic dialogue format and offer enrichment through alternative texts, outside readings, research projects and abstract concept development beyond the traditional course section. Additionally, students complete three Honors seminars, the service course and the capstone project.

The Honors Program is open to both full and part-time degree-seeking students.

Student Learning Outcomes

Students will:

- engage in interdisciplinary academic inquiry
- raise cultural awareness
- strengthen community responsibility
- develop transformational leadership

For expanded student learning outcomes, please visit the Honors web page at www.sunyorange.edu/honors.

Admission Criteria

Admission requirements are for first-time college students, transfers, current SUNY Orange students, GED holders and 24 Credit Hour students.

Applicants who are first-time college students or transfers must follow the regular college admissions process as well as complete the Honors Program Intent form.

Applicants who are current SUNY Orange students, including those presently enrolled in the 24 Credit Hour Program, are required to file an Honors Program Intent Form with the Admissions Office.

All Applicants:

- must take the required College Placement Assessment in English and math and place into Freshman English 1. Those who have taken and passed a college-level English class may obtain an Assessment Waiver. Information is available on the College's web site.
- must provide two letters of recommendation from faculty, counselors, administrators or mentors.

Additionally:

1. First time college students must be graduates of a college prep high school program with at least one of the following: 1) high school average of 90% at the end of junior year; 2) class rank in the top 10% of the class; 3) combined SAT score of 1200 (math + verbal) or 1800 (3 parts); 4) ACT score of 27.

Home schooled students and GED holders are welcome to the Honors Program. They must talk with Admissions and the Honors Program Coordinator to discuss eligibility.

2. High school seniors with accumulated college credits:
 - a) Between 1 and 11.5 credits must meet the requirements for first time college students and have attained a cumulative average of 3.5 for completed college courses.
 - b) Twelve or more credits must meet transfer student requirements.
3. Transfer Students with 12 or more credits must have a GPA of 3.5 and must provide a two- to five-page typed essay to be evaluated as part of the admissions application.

Honors courses taken at other colleges will be accepted toward the SUNY Orange Honors Program, where appropriate, following current transfer course guidelines.

Students may meet an Honors English course requirement with a course previously taken at another college with a grade of "A" in an appropriate transfer English course or a grade of 4 in Advanced Placement English from high school. If AP English, student must also submit the essay component of the AP English exam for evaluation; however, the Honors Program required credits must be made up with other Honors courses, in consultation with the Program Coordinator.

4. Current SUNY Orange Students, including 24 Credit Hour students, must have a GPA of 3.5 and provide an essay to be included with the admissions application for evaluation.

Note: If students have already achieved an "A" in SUNY Orange's Freshman English 1 and/or 2*, the above noted essay and Honors English 1 and/or 2 requirement will be satisfied. Still, the three or six Honors credits must be made up with other Honors courses, in consultation with the Program Coordinator.

* *Dependent upon major*

Students interested in taking an Honors course who are not in the Honors Program should contact the Honors Program Coordinator.

Transfer Opportunities

Completion of the Honors program may enhance transfer and scholarship opportunities to more selective colleges and universities and prepare new students for the academic work required for continued pursuit of undergraduate and graduate degrees.

Our students have successfully transferred to many prestigious schools including:

- Emery University
- Rensselaer Polytechnic University (RPI)
- Vassar
- American University
- SUNY Buffalo
- SUNY Binghamton

Requirements for Honors Designation

In order for students to show the Honors Designation on their transcripts and seal on their diplomas upon graduation, they must have been accepted to and have attained the following in the Honors Program:

1. Completion of all degree requirements;
2. Achievement of a 3.5 GPA at the time of graduation, with no semester GPA less than 3.0.

Contact Information

Honors Program
Coordinator
(845) 341-4004
Admissions
(845) 341-4030

Human Services

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
PSY 101 General Psychology 1	3
SOC 120 Social Problems	3
HMS 101 Intro to Human Services	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ SUNY American History	3
PSY 102 General Psychology 2	3
_____ SUNY Natural Science	3-4
PHL 220 Ethics	3
PES ____ Physical Education	1
Third Semester	
_____ SUNY Other/World Civilizations	3
_____ SUNY Arts Course	3
SOC 101 Intro to Sociology	3
MAT 125 Intro to Statistics	3
HMS 201 Human Services Field Exp 1	2
ENG 160 Technical Writing	1.5
Fourth Semester	
_____ SUNY Western Civilization	3
_____ SUNY Foreign Language	3
SOC 231 Family	3
PSY ____ Psychology Elective	3
HMS 202 Human Services Field Exp 2	2
ENG 161 Technical Writing	1.5

Total Credits: 63-64

Program Description

The Associate in Science degree program in Human Services prepares graduates to transfer and complete a bachelor's degree in human services, psychology or sociology. Because of the broad liberal arts component, concentration in psychology and sociology with field experiences in at least two human services agencies, the program also prepares the graduate for employment as a direct care worker.

The primary goal of the curriculum is the development of critical thinking and clinical problem solving skills as they relate to populations served by human service agencies. The program offers introductory coursework in human services, psychology and sociology, writing skills directly related to the human services field, and field experiences in at least two human service agencies. Most courses are offered each year, often in the Fall, Spring and Summer semesters. Field Studies in human services are offered each year: Field Studies 1 in the Fall semester, and Field Studies 2 in the Spring. The course of study may be pursued on a part-time basis, daytime or evening. Some courses are available on Saturdays.

This program was developed in support of both the Coalition for Direct Care Providers and the New York State Family Development Training and Credentialing Program goals. Students may seek tuition assistance through the Coalition for Direct Care Providers.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admissions process for all applicants.)

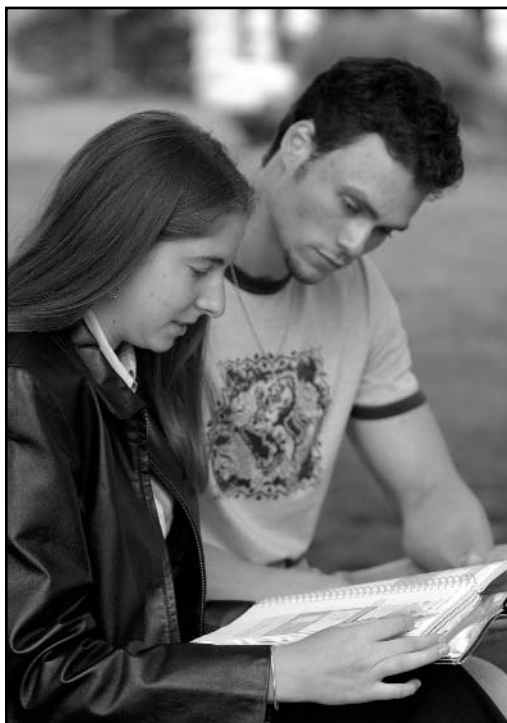
Students may begin taking the required program courses upon completion of all required developmental courses. Students are also required to:

- complete two field placement courses, each requiring 48 hours of observation/interaction in at least two human service settings, with a grade of C or better.
- have an overall C average upon completion of all coursework.

Student Learning Outcomes

Students will:

- develop a portfolio demonstrating application of theory, goals and objectives associated with current direct care positions in the human services field.
- demonstrate appropriate critical thinking and problem solving skills necessary to continue their education toward a four-year degree or seek entry level employment in a human service agency.
- interact with recipients, families and professionals in a manner that demonstrates an appreciation of cultural and socioeconomic diversity.
- demonstrate an awareness of an appreciation of the goals and objectives set forth by the Coalition for Direct Care Providers and New York State Family Training and Credentialing Program (FDC).



Career Opportunities

- In-patient and out-patient mental health and rehabilitation facilities such as AHRC, Occupations Inc., RSS and MHA
- State facilities such as MPC, Mid-Hudson and Crystal Run.
- social services agencies

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- SUNY four year schools
- other public and private institutions
- transfer agreements are being developed with SUNY New Paltz's Direct Care Program and Mount St. Mary's Human Services Degree Program

Contact Information

Social Sciences Department
Chair and Assistant Chair
(845) 341-4344
Admissions Office
(845) 341-4030

International Studies

Degree Awarded: Associate in Arts

Recommended Course Sequence

First Semester		Credits
ENG 101	Freshman English 1	3
	Inter. Algebra (MAT 102) or higher	3
HIS 121	World History to 1500 AD	3
	Language Intermediate 1*	3
	Emphasis Elective***	3
PES 100	Concepts of Physical Wellness	1
Second Semester		
ENG 102	Freshman English 2	3
HIS 122	World History Since 1500AD	3
	Language Intermediate 2*	3
	Social Science Elective (Cat. A)	3
	Emphasis Elective***	3
Third Semester		
GEO 102	Human Geography	3
ENG ___	Advanced English**	3
	Social Science Elective (Cat. B)	3
POL 221	International Relations****	3
	SUNY Natural Science List	3/4
	Emphasis Elective***	3
PES ___	Physical Education	1
Fourth Semester		
ENG ___	Advanced English**	3
POL 220	Comparative Government****	3
	Math/Lib. Arts/Science Elective	3
COM 101	Foundations of Communication	3
	Emphasis Elective***	3

Total Credits: 65-66

NOTE: A, B, C and D following social science course titles listed above refer to groupings of courses necessary to meet distribution requirements.

* A student must demonstrate foreign language proficiency through the Intermediate II level by course work and/or examination as per college policy.

Note: The six credit hour humanities requirement for the A.A. degree is met when the student has completed two semesters of study of the same language. Students who need four semesters of foreign language study (12 credits) may apply three of those credits to the liberal arts elective. Students in the Humanities Emphasis may use the other additional 3 credits as part of their Emphasis elective. Students in the Social Sciences or Business Emphasis will have 3 credits beyond the 62/63 credits in order to meet their program requirements.

Program Description

The Associate in Arts degree program in International Studies provides students with a range of studies that emphasize the interconnections among global political, economic, social, and cultural events and processes. As globalization literally makes the world a smaller place, International Studies helps prepare students to take advantage of those changes, both in terms of their personal growth and career opportunities. The degree is designed to prepare students for transfer and continued academic success within a liberal arts setting, especially one dedicated to the study of international and global events. This program also features a solid grounding in liberal arts education.

The curriculum is designed to include a broad range of courses with international themes in the humanities and social sciences. In addition to core courses in the liberal arts common to many programs, International Studies requires students to take classes in foreign languages, international relations, world history and international literature. Through these courses, students will develop critical learning skills, a foundation of knowledge about the international system and the ability to clearly write, analyze and communicate about concepts in the discipline.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

** Students should choose a 200-level English course which includes literature from a foreign country.

*** 12 hours of social science or 12 hours of humanities or 12 hours of business electives from lists found below, according to the emphasis in the program chosen by the student.

Social Science Emphasis Electives: Macro-Economics, Micro-Economics, Economic Development, Introduction to Political Science, Comparative Governments, Introduction to Sociology, Human Evolution, Archaeology and Prehistory, Cultural and Social Anthropology, Cultural/ Historical Seminar, Field Studies, International Relations and all history and area studies courses.

Humanities Emphasis Electives: 200-level English, Foreign Language, Philosophy, Religion, Music, Art, Speech or Theater courses.

Business Emphasis Electives: Introduction to International Business (a requirement) plus three others from this group: Financial Accounting, Managerial Accounting, Business Law 1, Principles of Marketing and Principles of Management.

**** Either POL 221 (Fall) or POL 220 (Spring) is required, not both.

Student Learning Outcomes

Students will:

- develop a foundation of essential knowledge about the cultural, social and natural worlds, and processes contributing to globalization and interdependence.
- understand both the commonalities and diversity of human experiences, values and opinions among and between cultures.
- understand the forms of international artistic expressions and their inherent creative processes.
- think critically, applying systematic reasoning, information management and quantitative skills.
- communicate effectively in English and develop a basis for continued progress in acquiring skills in a language other than English.
- be prepared for transfer to, and success at, upper-level institutions offering programs of study in International Relations.



Career Opportunities

- language interpreter
- high school teacher
- international business
- international law
- government or diplomatic work
- export-import work

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year SUNY units
- a variety of public and private four-year colleges with whom articulation agreements are under development

Contact Information

Global Studies
Department Chair
(845) 341-4828
Admissions Office
(845) 341-4030

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Arts

Recommended Course Sequence

JRTEP A.A. — B-2 English

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
HIS 101 US History to 1865 or	
HIS 102 US History since 1865	3
PSY 101 General Psychology 1	3
MAT 111 Foundations of Elementary School Mathematics	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
PSY 221 Child Psychology	3
SOC 120 Social Problems	3
_____ SUNY Natural Science	3/4
EDU 103 Introduction to Early Childhood/ Childhood Education++	3
Third Semester	
ENG ___ Restricted English Elective*	3
ENG ___ Restricted English Elective#	3
ENG ___ Restricted English Elective**	3
_____ Elementary Language 1 or Intermediate Language 1	3
EDU 201 Observation/Assessment++	3
PES ___ Physical Education	1
Fourth Semester	
ENG ___ Restricted English Elective+	3
ENG ___ Restricted English Elective**	3
GEO 101 Elements of Physical Geography	3
HIS 121 World History to 1500 or World History since 1500	3
_____ SUNY Western Civilization (5)	3
_____ Elementary Language 2 or EDU 202 Infant/Toddler Development++***	3
Total Credits: 65-66	

* ENG 207 or ENG 208 # ENG 209 or ENG 210
+ ENG 211 or ENG 212

**Choose from the following: ENG 120, ENG 203, ENG 204, ENG 205, ENG 206, ENG 211, ENG 212, ENG 215, ENG 216, ENG 217, ENG 220, ENG 221, ENG 222, ENG 223, ENG 225, ENG 226, ENG 230, ENG 297

++Local observations beyond college classroom required.

***Spring semester only.

Program Description

The Associate in Arts degree in this Jointly Registered Teacher Education Program (JRTEP) is primarily for students who plan to transfer to SUNY New Paltz and become certified to teach in New York State in either Early Childhood, Elementary or Secondary Education. Developed by Orange County Community College and SUNY New Paltz, this jointly registered liberal arts/teacher education program has been approved by the New York State Education Department. Students in this program are, at the same time, given priority status for admission consideration into The College at New Paltz. Upon successful completion of the A.A. or A.S. degree at SUNY Orange, with a minimum 2.75 grade point average, students who are accepted will transfer to SUNY New Paltz with full junior standing in order to complete the bachelor's degree.

The primary focus of the JRTEP concentration is to develop and integrate critical thinking, problem solving, and creative skills with information and theories about education. Coupled with a broad general liberal arts foundation, JRTEP students will experience between 10 and 80 hours of observation in local schools and centers. This field work provides excellent practical application opportunities.

Students planning to transfer to other SUNY four-year schools may also benefit from these courses. They should see their advisor.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Before beginning their coursework, JRTEP students must choose an age level: birth to second grade (B-2), first to sixth grade (1-6), or seventh to twelfth grade (7-12). These are NYS Teaching Certification age level categories and determine course sequences at SUNY Orange.

Then, students must choose an educational concentration:

- English (available in B-2 or 1-6 or 7-12) OR
- History (available in B-2 or 1-6 or 7-12) OR
- Spanish (available in B-2 or 1-6 or 7-12) OR
- Biology (available in 1-6 or 7-12) OR
- Math (available in 1-6 or 7-12)

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Arts

Student Learning Outcomes

Students will:

- acquire a broad base of knowledge in the academic area of concentration.
- demonstrate developmentally appropriate practices in teaching methodology.
- understand, welcome, and integrate an unbiased appreciation of a classroom population that is diverse in appearance, performance, ability and culture.
- plan effective, relevant, innovative lesson plans adhering to New York State Learning Standards and/or National Association for the Education of Young Children (NAEYC) Standards.
- grow in professional and ethical standards, collaborative teamwork, self-confidence, confidentiality and personal achievement.

Transfer Criteria:

To transfer, SUNY Orange JRTEP students must:

- Meet all entry criteria for SUNY Orange
- Declare their intent to be in JRTEP at or prior to registration for proper advice/courses
- Complete the courses outlined in their academic concentration
- Complete SUNY-mandated General Education Requirements
- Maintain a minimum cumulative GPA of 2.75 (some courses have higher GPA requirements). SUNY New Paltz recommends a GPA of 3.25
- Complete the A.A. or A.S. degree
- Complete separate application and/or procedures for SUNY New Paltz

Note: Because teacher education programs and the New York State Education Department certification regulations are precisely defined, it is essential that JRTEP students work closely with both their SUNY Orange advisor and their New Paltz advisor, who is on the SUNY Orange campus by appointment.

Career Opportunities

- classroom teacher
- positions in related educational fields, such as special education, guidance

Transfer Opportunities

JRTEP is specifically designed to transfer seamlessly to SUNY New Paltz. Other SUNY and non-SUNY schools with teaching preparatory programs may accept all or a large percentage of credits (see transfer criteria below left).

When JRTEP students successfully complete the A.A. or A.S. at SUNY Orange, they may apply for transfer to SUNY New Paltz to complete the bachelor's degree. JRTEP applicants are given priority review and the highly academically prepared student will be accepted first.

Contact Information

Education
Department Chair
(845) 341-4354
Admissions Office
(845) 341-4030

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Arts

JRTEP A.A. — B-2 History

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
HIS 133 Modern Europe or	
HIS 131 Medieval/Renaissance Europe	3
PSY 101 General Psychology 1	3
MAT 111 Foundations of Elementary School Mathematics	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
PSY 221 Child Psychology	3
_____ SUNY Natural Science	3/4
EDU 103 Introduction to Early Childhood/ Childhood Education++	3
_____ SUNY Arts	3
PES _____ Physical Education	1
Third Semester	
ENG _____ 200-Level English	3
GEO 101 Elements of Physical Geography	3
HIS 101 US History to 1865	3
ANT 101 Social/Cultural Anthropology	3
_____ Foreign Language<	3
EDU 201 Observation/Assessment++	3
Fourth Semester	
ENG _____ 200-Level English	3
HIS 102 US History since 1865	3
HIS 220 China and Japan or	
HIS 220 India and Southeast Asia	3
POL 103 US Government National	3
_____ Foreign Language<	3
EDU 202 Infant/Toddler Development++***	3

Total Credits: 68-69

< If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language need be taken.
 ++Local observations beyond college classroom required.
 ***Spring semester only.

JRTEP A.A. — B-2 Spanish

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
HIS 101 US History to 1865 or	
HIS 102 US History since 1865	3
PSY 101 General Psychology 1	3
SPN 201 Intermediate Spanish 1	3
EDU 107 Mandated Training	1
Second Semester	
ENG 102 Freshman English 2	3
HIS 123 Latin American Heritage & History	3
MAT 111 Foundations of Elementary School Mathematics	3
SPN 202 Intermediate Spanish 2	3
EDU 103 Introduction to Early Childhood/ Childhood Education++	3
PES 100 Concepts of Physical Wellness	1
Third Semester	
_____ SUNY Western Civilization	3
PSY 221 Child Psychology	3
_____ SUNY Natural Science	3/4
SPN 203 Spanish Conversation and Composition	3
EDU 201 Observation and Assessment++	3
PES _____ Physical Education	1
Fourth Semester	
SOC 120 Social Problems	3
_____ Approved Math (MAT 102 or higher) or Science	3/4
SPN 204 Introduction to Spanish Literature	3
EDU 207 Social and Philosophical Foundations of Education	3
EDU 202 Infant/Toddler Development++***	3
_____ SUNY Arts	3

Total Credits: 66-68

++Local observations beyond college classroom required.
 ***Spring semester only.

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Arts

JRTEP A.A. 1 - 6 English

First Semester

ENG 101	Freshman English 1	3
COM 101	Foundations of Communication	3
HIS 101	US History to 1865 or	
HIS 102	US History since 1865	3
MAT 111	Foundations of Elementary School Mathematics	3
_____	Foreign Language<	3
PES 100	Concepts of Physical Wellness	1

Second Semester

ENG 102	Freshman English 2	3
PSY 101	General Psychology 1	3
_____	SUNY Natural Science	3
_____	Foreign Language<	3
EDU 103	Introduction to Early Childhood/ Childhood Education++	3
PES ____	Physical Education	1

Third Semester

ENG __	Restricted English Elective*	3
ENG __	Restricted English Elective#	3
ENG __	Restricted English Elective**	3
PSY 221	Child Psychology	3
SOC 120	Social Problems	3

Fourth Semester

ENG __	Restricted English Elective+	3
ENG__	Restricted English Elective**	3
GEO 101	Elements of Physical Geography	3
HIS 121	World History to 1500 or	
HIS 122	World History since 1500	3
_____	SUNY Western Civilization	3

Total Credits: 62-63

*ENG 207 or ENG 208 #ENG 209 or ENG 210
+ENG 211 or ENG 212

**Choose from the following: ENG 120, ENG 203, ENG 204, ENG 205, ENG 206, ENG 211, ENG 212, ENG 215, ENG 216, ENG 217, ENG 220, ENG 221, ENG 222, ENG 223, ENG 225, ENG 226, ENG 230, ENG 297

< If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language must be taken. If a student takes Intermediate Language 1 as the first foreign language in this sequence, he or she **MUST** either take the next level of the same language **OR** a non-developmental three-credit academic course to replace the credits.

++Local observations beyond college classroom required

JRTEP A.A. — 1-6 History

First Semester

	Credits	
ENG 101	Freshman English 1	3
COM 101	Foundations of Communication	3
HIS 133	Modern Europe	3
PSY 101	General Psychology 1	3
MAT 111	Foundations of Elementary School Mathematics	3
PES 100	Concepts of Physical Wellness	1

Second Semester

ENG 102	Freshman English 2	3
HIS 131	Medieval/Renaissance Europe	3
_____	SUNY Natural Science	3/4
EDU 103	Introduction to Early Childhood/ Childhood Education	3
_____	SUNY Arts	3
PES ____	Physical Education	1

Third Semester

ENG __	200-Level English	3
GEO 101	Elements of Physical Geography	3
HIS 101	US History to 1865	3
ANT 101	Social/Cultural Anthropology	3
_____	Foreign Language<	3

Fourth Semester

ENG __	200-Level Advanced English	3
HIS 102	US History since 1865	3
HIS 220	China and Japan or	
HIS 221	India and Southeast Asia	3
POL 103	US Government National	3
PSY 221	Child Psychology	3
_____	Foreign Language<	3

Total Credits: 65-66

< If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1. If completed Intermediate Language 1 of the same language, no other language need be taken.

++Local observations beyond college classroom required.

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Arts

JRTEP A.A. 1 - 6 Spanish

First Semester		Credits
ENG 101	Freshman English 1	3
COM 101	Foundations of Communication	3
HIS 101	US History to 1865 or	
HIS 102	US History since 1865	3
MAT 111	Foundations of Elementary School Mathematics	3
SPN 201	Intermediate Spanish 1	3
PES 100	Concepts of Physical Wellness	1
Second Semester		
ENG 102	Freshman English 2	3
PSY 101	General Psychology 1	3
_____	SUNY Natural Science	3
SPN 202	Intermediate Spanish 2	3
EDU 103	Introduction to Early Childhood/ Childhood Education++	3
PES ____	Physical Education	1
Third Semester		
ENG__	200-Level English	3
_____	SUNY Western Civilization	3
PSY 221	Child Psychology	3
SOC 120	Social Problems	3
SPN 203	Spanish Conversation and Composition	3
Fourth Semester		
ENG __	200-Level Advanced English	3
GEO 101	Elements of Physical Geography	3
_____	Restricted SUNY World Civilization*	3
SPN 204	Introduction to Spanish Literature	3
_____	SUNY Arts	3
Total Credits: 62-63		

*HIS 123, HIS 121 or HIS 122

++Local observations beyond college classroom required

JRTEP A.A. — 7-12 English

First Semester		Credits
ENG 101	Freshman English	3
COM 101	Foundations of Communication	3
HIS 101	US History to 1865 or	
HIS 102	US History since 1865	3
MAT 102	Intermediate Algebra or Higher Foreign Language<	3
EDU 107	Mandated Training	1
PES 100	Concepts of Physical Wellness	1
Second Semester		
ENG 102	Freshman English 2	3
_____	SUNY Arts	3
PSY 101	General Psychology 1	3
_____	SUNY Natural Science	3/4
_____	Foreign Language<	3
PES ____	Physical Education	1
Third Semester		
ENG 207	English Literature: 14th Through 18th Century	3
ENG 209	American Literature: To the Civil War	3
ENG ____	Restricted English Elective**	3
ENG ____	Restricted English Elective**	3
PSY 222	Psychology of Adolescence	3
EDU 207	Social and Philosophical Foundations of Education	3
Fourth Semester		
ENG 208	English Literature: 19th and Early 20th Century	3
ENG 210	American Literature: 1865 to Present	3
ENG ____	Restricted English Elective**	3
_____	SUNY Western Civilization	3
_____	SUNY Other World Civilization	3
_____	Approved Math (higher than MAT 102) or Science	3/4

Total Credits: 69-71

**Choose from the following: ENG 120, ENG 203, ENG 204, ENG 205, ENG 206, ENG 211, ENG 212, ENG 215, ENG 216, ENG 217, ENG 220, ENG 221, ENG 222, ENG 223, ENG 225, ENG 226, ENG 230, ENG 297

<If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language need be taken.

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Arts

JRTEP A.A.—7-12 Social Studies

First Semester	Credits
ENG 101 Freshman English 1	3
HIS 101 US History to 1865	3
PSY 101 General Psychology 1	3
MAT ___ Math (higher than MAT 101)	3
_____ SUNY Natural Science	3/4
EDU 107 Mandated Training	1
Second Semester	
ENG 102 Freshman English 2	3
COM 101 Foundations of Communication	3
HIS 102 US History since 1865	3
PSY 222 Psychology of Adolescence	3
_____ SUNY Arts	3
PES 100 Concepts of Physical Wellness	1
Third Semester	
GEO 102 Human Geography	3
ECO 201 Introduction to Macroeconomics	3
HIS 131 Medieval and Renaissance Europe	3
_____ Foreign Language <	3
EDU 207 Social and Philosophical Foundations of Education	3
PES ___ Physical Education	1
Fourth Semester	
ECO 202 Introduction to Microeconomics	3
HIS ___ Restricted SUNY Social Science**	3
POL ___ Restricted SUNY Social Science*	3
POL ___ Restricted SUNY Social Science*	3
_____ Approved Math (higher than MAT 102) or Science	3/4
_____ Foreign Language <	3

Total Credits: 66-68

* Choose from the following: POL 102, POL 103, POL 221

**Choose from the following: HIS 123, HIS 221, HIS 222

<If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language need be taken.

JRTEP A.A. — 7-12 Spanish

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
HIS 101 US History to 1865 or	
HIS 102 US History since 1865	3
PSY 101 General Psychology 1	3
SPN 201 Intermediate Spanish 1	3
Second Semester	
ENG 102 Freshman English 2	3
PSY 222 Psychology of Adolescence	3
_____ SUNY Natural Science	3/4
SPN 202 Intermediate Spanish 2	3
EDU 207 Social and Philosophical Foundations of Education	3
EDU 107 Mandated Training	1
Third Semester	
ENG ___ Restricted English Elective**	3
_____ SUNY Western Civilization	3
SOC 120 Social Problems	3
MAT 102 Intermediate Algebra or Higher	3
SPN 203 Spanish Conversation and Composition	3
PES 100 Concepts of Physical Wellness	1
Fourth Semester	
ENG __ Restricted English Elective**	3
HIS 123 Latin American Heritage & History	3
_____ Approved Math (higher than MAT 102) or Science	3/4
SPN 204 Introduction to Spanish Literature	3
_____ SUNY Arts	3
PES ___ Physical Education	1

Total Credits: 63-65

**Choose from the following: ENG 203, ENG 204, ENG 205, ENG 206, ENG 211, ENG 212, ENG 215, ENG 216, ENG 217, ENG 220, ENG 221, ENG 222, ENG 223, ENG 225, ENG 226, ENG 230, ENG 297

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Science

Recommended Course Sequence

JRTEP A.S. — 1-6 Biology

First Semester	Credits
ENG 101 Freshman English 1	3
PSY 101 General Psychology 1	3
BIO 101 General Biology 1	4
MAT 121 College Algebra or Higher	3
_____ Restricted SUNY Elective*	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
PSY 221 Child Psychology	3
BIO 102 General Biology 2	4
MAT 111 Foundations of Elementary School Mathematics	3
_____ Restricted SUNY Elective*	3
Third Semester	
BIO 201 Genetics	4
BIO ____ Approved Biology Elective+	3
_____ Foreign Language<	3
EDU 103 Introduction to Early Childhood/ Childhood Education++	3
_____ Restricted SUNY Elective*	3
Fourth Semester	
COM 101 Foundations of Communication	3
GEO 101 Elements of Physical Geography	3
BIO 202 Comparative Vertebrate Anatomy	4
_____ Foreign Language<	3
_____ Restricted SUNY Elective*	3
PES ____ Physical Education	1

Total Credits: 66

* Student must take one course from each of the following SUNY General Education Requirements: American History (Category 4); Western Civilization (Category 5); Other/World Civilizations (Category 6); and Arts (Category 8)

+ BIO 146, BIO 148 or BIO 143

< If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language need be taken.

++Local observations beyond college classroom required.

Program Description

The Associate in Science degree in this Jointly Registered Teacher Education program (JRTEP) is primarily for students who plan to transfer to SUNY New Paltz and become certified to teach in New York State in either early childhood, elementary or secondary education. Upon successful completion of the A.S. degree at SUNY Orange, with a minimum 2.75 grade point average, students who are accepted will transfer to SUNY New Paltz to complete the bachelor's degree.

The primary focus of the JRTEP concentration is to develop and integrate critical thinking, problem solving, and creative skills with information and theories about education. Coupled with a broad general liberal arts foundation, JRTEP students will experience between 10 and 80 hours of observation in local schools and centers. This field work provides excellent practical application opportunities.

Students planning to transfer to other SUNY four-year schools may also benefit from these courses. They should see their advisor. SUNY Orange students are, at the same time, given priority status for admission consideration into The College at New Paltz.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Department-Specific Requirements:

Before beginning their coursework, JRTEP students must choose an age level: birth to second grade (B-2), first to sixth grade (1-6), or seventh to twelfth grade (7-12). These are NYS Teaching Certification age level categories and determine course sequences at SUNY Orange.

Then, students must choose an educational concentration:

- English (available in B-2 or 1-6 or 7-12) OR
- History (available in B-2 or 1-6 or 7-12) OR
- Spanish (available in B-2 or 1-6 or 7-12) OR
- Biology (available in 1-6 or 7-12) OR
- Math (available in 1-6 or 7-12)

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Science

Student Learning Outcomes

Students will:

- acquire a broad base of knowledge in liberal arts.
- acquire and develop technological skills and/or laboratory skills.
- demonstrate an understanding of the scientific method: observation, hypothesis development, measurement and data collection, evaluation of data, mathematical analysis of data, and the ability to draw conclusions.
- acquire a broad base of knowledge in the academic area of concentration.
- demonstrate developmentally appropriate practices in teaching methodology.
- understand, welcome and integrate an unbiased appreciation of a classroom population that is diverse in appearance, performance, ability and culture.
- plan effective, relevant, innovative lesson plans adhering to New York State Learning Standards.
- grow in professional and ethical standards, collaborative teamwork, self-confidence, confidentiality and personal achievement.

Transfer Criteria:

To transfer, SUNY Orange JRTEP students must:

- meet all entry criteria for SUNY Orange.
- declare their intent to be in JRTEP at or prior to registration for proper advice/courses.
- complete the courses outlined in their academic concentration.
- complete SUNY-mandated General Education Requirements.
- maintain a minimum cumulative GPA of 2.75 (some courses have higher GPA requirements); SUNY New Paltz recommends a GPA of 3.25.
- complete the A.A. or A.S. degree.
- complete separate application and/or procedures for SUNY New Paltz.

Note: Because teacher education programs and the New York State Education Department certification regulations are precisely defined, it is essential that JRTEP students work closely with both their SUNY Orange advisor and their New Paltz advisor, who is on the SUNY Orange campus by appointment.

Career Opportunities

- public school classroom teacher (pre-K through grade 12)
- related education positions, such as school psychologist, special education teacher, and guidance counselor

Transfer Opportunities

JRTEP is specifically designed to transfer seamlessly to SUNY New Paltz. Other SUNY and non-SUNY schools with teaching preparatory programs may accept all or a large percentage of credits (see transfer criteria below left).

When JRTEP students successfully complete the A.A. or A.S. at SUNY Orange, they may apply for transfer to SUNY New Paltz to complete the bachelor's degree. JRTEP applicants are given priority review, and the highly academically prepared student will be accepted first.

Contact Information

Education
Department Chair
(845) 341-4354
Admissions Office
(845) 341-4030

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Science

JRTEP A.S. — 1-6 Math

First Semester	Credits
ENG 101 Freshman English 1	3
COM 101 Foundations of Communication	3
GEO 101 Physical Geography	3
PSY 101 General Psychology 1	3
MAT 205 Calculus 1	4
_____ Foreign Language<	3
Second Semester	
ENG 102 Freshman English 2	3
PSY 221 Child Psychology	3
MAT 206 Calculus 2	4
_____ Foreign Language<	3
EDU 103 Introduction to Early Childhood/ Childhood Education++	3
PES 100 Concepts of Physical Wellness	1
Third Semester	
PHY 101 General Physics 1	4
MAT 125 Introduction to Statistics	3
CSC 101 Computer Science 1	4
_____ Restricted SUNY Elective*	3
_____ Restricted SUNY Elective*	3
PES ____ Physical Education	1
Fourth Semester	
_____ Restricted SUNY Elective*	3
_____ Restricted SUNY Elective*	3
PHY 102 General Physics 2	4
CSC 102 Computer Science 2 or	
CSC 130 Computers and Computing	3/4
MAT 111 Foundations of Elementary School Mathematics	3

Total Credits: 70-71

* Students must take one course from each of the following SUNY General Education Requirements: American History (Category 4); Western Civilization (Category 5); Other/World Civilizations (Category 6); Arts (Category 8)
 < If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language need be taken.
 ++Local observations beyond college classroom required.

JRTEP A.S. —7-12 Biology

First Semester	Credits
ENG 101 Freshman English	3
_____ SUNY Gen Ed Elective*	3
PSY 101 General Psychology 1	3
BIO 101 General Biology 1	4
MAT 205 Calculus 1	4
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ SUNY Gen Ed Elective*	3
PSY 222 Psychology of Adolescence	3
BIO 102 General Biology 2	4
CHM 105 General Chemistry 1	4
EDU 107 Mandated Training	1
Third Semester	
_____ SUNY Gen Ed Elective*	3
BIO 201 Genetics	4
CHM 106 General Chemistry 2	4
_____ Foreign Language<	3
EDU 207 Social and Philosophical Foundations of Education	3
Fourth Semester	
COM 101 Foundations of Communication	3
BIO 202 Comparative Vertebrate Anatomy	4
MAT 125 Introduction to Statistics	3
_____ Foreign Language<	3
PES ____ Physical Education	1
_____ SUNY Arts	3

Total Credits: 70

* Students must take one course from each of the following SUNY General Education Requirements: American History (Category 4); Western Civilization (Category 5); Other/World Civilizations (Category 6)
 < If completed Elementary Language 1, must also complete Elementary Language 2 of the same language. If completed Elementary Language 2, must also complete Intermediate Language 1 of the same language. If completed Intermediate Language 1, no other language need be taken.

Jointly Registered Teacher Education Program (JRTEP)

Degree Awarded: Associate in Science

JRTEP A.S. — 7-12 Math

First Semester

ENG 101	Freshman English 1	3
COM 101	Foundations of Communication	3
PSY 101	General Psychology 1	3
MAT 205	Calculus 1	4
_____	Foreign Language<	3
EDU 107	Mandated Training	1

Second Semester

ENG 102	Freshman English 2	3
PSY 222	Psychology of Adolescence	3
MAT 206	Calculus 2	4
_____	Foreign Language<	3
EDU 207	Social and Philosophical Foundations of Education	3
PES 100	Concepts of Physical Wellness	1

Third Semester

_____	SUNY Gen Ed Elective*	3
PHY 105	General Physics 1 with Calculus	4
MAT 211	Linear Algebra	3
MAT 207	Calculus 3	4
_____	SUNY Arts	3

Fourth Semester

_____	Pre-Approved Science or Math Elective	4
_____	SUNY Gen Ed Elective*	3
_____	SUNY Gen Ed Elective*	3
PHY 106	General Physics 2 with Calculus	4
CSC 130	Computers and Computing	3
PES ____	Physical Education	1

Total Credits: 69

* Students must take one course from each of the following
SUNY General Education Requirements: American History
(Category 4); Western Civilization (Category 5);
Other/World Civilizations (Category 6)

< If completed Elementary Language 1, must also complete
Elementary Language 2 of the same language. If completed
Elementary Language 2, must also complete Intermediate
Language 1 of the same language. If completed Intermediate
Language 1, no other language need be taken.

Law Enforcement/Security

Degree Awarded: Certificate

Recommended Course Sequence

<u>First Semester</u>	<u>Credits</u>
CRJ 101 Criminal Justice	3
CRJ 211 Criminal Law	3
CRJ 106 Patrol Administration	3
CRJ 107 Industrial & Private Security	3
CRJ 215 Criminal Investigation 1	3
<u>Second Semester</u>	
POL 102 U. S. Gov't-State & Local	3
SOC 120 Social Problems	3
CRJ 105 Police-Community Relations	3
CRJ 111 Criminology	3
CRJ 216 Criminal Investigation 2	3

Total Credits: 30

Program Description

The Law Enforcement/Security certificate program is designed for students who are interested in a career in law enforcement or industrial security. The program provides an analysis of the close relationship between the public and private sector and their importance in providing a secure and safe environment for our citizens. The program emphasizes the methods, procedures and techniques that are utilized in the area of private security and current security-related issues such as loss prevention, disaster preparation, business continuity and homeland security. The program provides the student with an in-depth knowledge of police-related issues such as criminal law, patrol operations and criminal investigations.

Students who complete this program will be certified to seek employment as security officers with local or state security agencies.

Admissions Requirements

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Student Learning Outcomes

Students will:

- identify and assess current issues in security and security management.
- be able to identify relevant issues of constitutional, procedural, and substantive law and their impact on security systems.
- be able to understand the importance of crime scene protection and be able to demonstrate the proper methods of gathering and presenting evidence properly.
- provide specific courses which meet New York State requirements for certification as a security officer.



Career Opportunities

- uniformed security officer
- plainclothes security officer
- loss prevention analyst
- risk analyst
- hotel security
- industrial security
- executive protection

Transfer Opportunities

Although this is a certificate program designed for immediate entry into the workplace, credits can be applied to further college study.

Consult a department advisor for more information.

Contact Information

Criminal Justice
Department Chair
(845) 341-4355
Admissions Office
(845) 341-4030

Liberal Arts: Humanities and Social Science

Degree Awarded: Associate in Arts

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Intermediate Algebra (MAT 102) or higher	3/4
_____ Social Science (Cat. A)*	3
COM 101 Foundations of Communication	3
_____ Liberal Arts Elective	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ SUNY Natural Science list	3/4
_____ Social Science (Cat. B)	3
_____ Restricted SUNY Elective**	3
_____ Liberal Arts elective	3
PES _____ Physical Education	1
Third Semester	
ENG __ 200-level Advanced English	3
_____ Math/Science***	3/4
_____ Social Science (Cat. C)	3
_____ Liberal Arts elective	3
_____ SUNY Arts list	3
Fourth Semester	
ENG__ 200-level Advanced English	3
_____ Social Science (Cat D)	3
_____ Elective	3
_____ Elective	3
_____ Elective	3

Total Credits: 62-65

*Categories A-D must include a SUNY History and a SUNY Social Science.

**SUNY Humanities list or Foreign Language list-Elementary II level or above.

*** MAT 102 or higher. Lab science not required.

Program Description

At Orange County Community College, areas of study under the Associate in Arts degree span a wide range of academic interests. Typically, these areas include specific studies in the social sciences, humanities, communication, education, the arts, and criminal justice. For more specific information, consult the individual Associate in Arts program descriptions within this catalog. Students should also meet regularly with their advisors to determine the best course of study for their particular area of interest.

In addition to taking courses in their particular area of interest, students are required to successfully complete a number of General Education courses as mandated by the State University of New York. These General Education areas include: math, natural sciences, social sciences, American history, western civilization, world civilizations, humanities, the arts, foreign language and communication.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Liberal Arts: Humanities and Social Science

Degree Awarded: Associate in Arts

Student Learning Outcomes

Students will:

- develop a foundation of essential knowledge about the cultural, social, and natural worlds, and individual well-being.
- understand the commonalities and diversity of the human experience, values and opinions.
- understand the forms of artistic expression and their inherent creative processes.
- think critically, apply systematic reasoning and develop information management quantitative skills.
- communicate effectively.
- be prepared to transfer to, and succeed, at an upper-level institution.



Career Opportunities

The Associate in Arts degree program serves as a foundation for students who will complete their bachelor's degree at a four-year institution. They may then pursue careers in a number of areas, including:

- the social sciences
- the arts
- the humanities
- education and communication

In addition, successful completion of a bachelor's degree can also lead to continued study on the graduate level. For a more complete list of career opportunities, consult the individual Associate in Arts program descriptions in this catalog.

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the State University of New York (SUNY) system
- private NYS and national four-year institutions

To provide for a smooth transfer, students should consult with both their academic advisors and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Advising and Counseling Center
(845) 341-4070
Admissions Office
(845) 341-4030

Liberal Arts: Individual Studies

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester		Credits
ENG 101	Freshman English 1	3
_____	Restricted SUNY Elective*	3
MAT ____	Found. of Elementary School Math or Higher	3
_____	Restricted SUNY History**	3
COM 101	Foundations of Communication	3
PES 100	Concepts of Physical Wellness	1
Second Semester		
ENG 102	Freshman English 2	3
_____	SUNY Humanities	3
_____	SUNY Natural Science	3/4
_____	SUNY Social Science	3
_____	Concentration	3
_____	Physical Education	1
Third Semester		
_____	Math/Science Elective***	3/4
_____	SUNY Social Science	3
_____	Concentration	3
_____	Concentration	3
_____	Concentration	3
Fourth Semester		
_____	Concentration	3
_____	Concentration	3
_____	Restricted SUNY Elective****	3
_____	Elective	3
_____	Elective	3

Total: 62-64

*SUNY Humanities, SUNY Arts, or Foreign Language

** HIS 101, HIS 102, HIS 121, HIS 122, HIS 130, HIS 131, HIS 132, or HIS 133

*** Math must be MAT 113 or higher, or any liberal arts science

****SUNY Arts or Foreign Language Elementary 2 or higher

Program Description

The Associate in Science degree program in Individual Studies is a transfer degree program designed for those students whose goals are not adequately addressed by one of the College's other programs. Its purpose is to allow students to shape a program to meet their individual needs.

The program is divided into three components: core requirements, concentration area and electives. Core requirements are intended to provide students with a firm general education foundation through exposure to the three traditional areas of liberal arts study—humanities, social science and sciences—and development of communication and computational skills. The concentration area is comprised of course work reflecting the individual's educational objectives. The elective component provides the student with the flexibility to build upon the special area of study.

Admission Criteria

Prior to the sophomore year (30 credits), the student is required to submit an Individual Studies Program Plan. This form, available in the Advising and Counseling Center, requires a 250 word statement of the student's educational, transfer and career objectives. Based on these objectives, the student and advisor will select the courses to fulfill the concentration and elective component of the degree. The Program Plan will then be submitted to the appropriate Associate Vice President in Academic Affairs. On approval of the plan, a faculty advisor whose academic background is appropriate to the student's area of concentration will be assigned to assist in the next phase of study.

Student Learning Outcomes

Students will:

- demonstrate their broad base of knowledge in the liberal arts and sciences by evoking critical thinking skills in drawing reasonable conclusions from evaluated data.
- develop a foundation of essential knowledge about the cultural, social and natural worlds, and individual well-being.
- demonstrate a mastery of communication skills, both written and oral.
- understand the commonalities and diversity of the human experience, values and opinions.
- apply systematic reasoning and develop information management quantitative skills.
- be prepared to transfer to an upper-level institution.



Career Opportunities

The Individual Studies degree program serves as a base for students who plan to continue their education at a four-year institution.

Because of the flexibility of the degree, students have the option of developing a career path of their choice early in their educational experience.

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer.

These institutions include:

- four year institutions in the State University of New York (SUNY) system
- private state and national four-year institutions

Contact Information

Advising and Counseling
Center
(845) 341-4070
Admissions Office
(845) 341-4030

Liberal Arts and Sciences: Mathematics and Natural Science

Degree Awarded: Associate in Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ SUNY Social Science list	3
_____ SUNY Natural Science list	3/4
_____ MAT 113 Math for Liberal Arts or higher or Liberal Arts Science	3/4
MAT 121 College Algebra or higher*	3/4
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
HIS_____ Restricted History Elective*	3
_____ SUNY Natural Science list	3/4
_____ MAT 113 Math for Liberal Arts or higher or Liberal Arts Science	3/4
MAT 121 College Algebra or higher or Liberal Arts Science	3/4
PES _____ Physical Education	1
Third Semester	
COM 101 Foundations of Communication	3
_____ MAT 113 Math for Liberal Arts or higher or Liberal Arts Science	3/4
_____ MAT 113 Math for Liberal Arts or higher or Liberal Arts Science	3/4
_____ Restricted SUNY Elective**	3
_____ Elective	3
Fourth Semester	
_____ MAT 113 Math for Liberal Arts or higher or Liberal Arts Science	3/4
_____ MAT 113 Math for Liberal Arts or higher or Liberal Arts Science*	3/4
_____ Elective	3
_____ Elective	3
_____ Elective	3

Total Credits: 62-72

*SUNY American History or Western Civilization or Other/World Civilization lists

**SUNY Arts or Foreign Language lists

A minimum of 30 credits of math and science combined is required for this degree. At least 6 credits of math must be College Algebra (MAT 121) or higher and at least 6 credits of science must be from the SUNY Natural Science list.

Program Description

The Associate in Science degree program in Liberal Arts and Sciences with a Mathematics and Science emphasis is designed specifically for students to transfer, with junior status, to the appropriate upper-level college or university of their choice, where they can complete the B.S./B.A. degree in their chosen field of study. As such, the program provides core courses and general education requirements that would be included in the first two years of study at four-year institutions. This degree gives mathematics/science students the flexibility to match a program to their individual goals, backgrounds and talents. The various curricula provide the opportunity to pursue a variety of academic and career interests in mathematics and in the natural/physical sciences.

The course distribution in mathematics and science is designed to provide a solid foundation in the basics of natural and physical sciences/mathematics: future advanced coursework will build on this foundation. The general education elective credits round out the curriculum in this degree program. Students should consult the appropriate department chairperson and faculty for specific advice about pursuing a particular discipline within this area. Only such consultation will guarantee the correct level of course choice and rigor required to match the student's transfer plans as they work toward a bachelor's degree.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Before initiating study for this A.S. degree a student must have achieved a mathematical proficiency which includes intermediate level algebra. At SUNY Orange, this means that a student must have tested beyond Intermediate Algebra (MAT 102) to begin progress toward this degree. If this is not the case the student must speak with an advisor in order to choose the proper preparatory courses.

Liberal Arts and Sciences: Mathematics and Natural Science

Degree Awarded: Associate in Science

Student Learning Outcomes

Students will:

- demonstrate an understanding of the scientific method through their ability to integrate the observation, measurement, collection, reduction and evaluation of scientific data.
- demonstrate their broad base of knowledge in the liberal arts and sciences by evoking critical thinking skills in drawing reasonable conclusions from evaluated data.
- demonstrate a mastery of communication skills, both written and oral, especially as related to the analytic methods of natural science.
- perform mathematically at a level commensurate with their chosen field of study.
- plan, organize and implement laboratory experiments and demonstrate the requisite technical/laboratory skills.
- transfer to a four-year institution to earn a baccalaureate degree in either mathematics or the natural/physical sciences.



Career Opportunities

- professional degrees or working in private sector firms in the various fields
- R&D or laboratory opportunities in private and public sector
- positions in education on primary or secondary level
- excellent background for other fields requiring mathematics/science proficiency, including:
 - biology
 - pre-professional training for medicine, dentistry, veterinary science, pharmacy, etc.
 - environmental sciences
 - Teaching or research
 - chemistry
 - geology
 - mathematics
 - physics/astronomy

Transfer Opportunities

SUNY Orange has special relationships with upper-level colleges and universities for transfer. Students regularly transfer with junior status to colleges and universities in the State University of New York System as well as to private and state colleges and universities across the country.

Contact Information

Biology Department Chair
(845) 341-4124
Mathematics Department Chair
(845) 341-4566
Science & Engineering
Department Chair
(845) 341-4571
Admissions Office
845) 341-4030

Marketing

Degree Awarded: Associate in Applied Science

Accredited by the Associate of Collegiate Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Any Social Science	3
_____ Math or Liberal Arts Elective	3
BUS 101 Business Math	3
BUS 103 Introduction to Business	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ Any Social Science	3
_____ Math or Liberal Arts Elective	3
BUS 105 Business and Society	3
MKT 101 Principles of Marketing	3
PES ____ Physical Education	1
Third Semester	
OFT 106 Keyboarding**	1
BUS 111 E-Business Principles or	
MKT 202 Salesmanship	3
ACC 101 Accounting 1	4
BUS 201 Business Law 1	3
MKT 203 Marketing Management	3
BUS 203 Business Communications	3
Fourth Semester	
MKT 201 Advertising	3
CIT 101 Microcomputer Applications	3
MKT 204 Problems in Marketing	3
_____ Business Elective*	3
_____ Liberal Arts Elective	3

Total Credits: 64

*It is strongly recommended that students with at least a 2.50 CQPA register for MGT 220. Approval of the department chair is required to register for this course.

**Students with sufficient keyboarding ability who pass the keyboarding waiver exam will fulfill this requirement; they do not need to replace the 1 credit.

Program Description

The Associate in Applied Science degree program in Marketing prepares graduates for immediate entry into positions ranging from entry level to marketing management. Students develop interpersonal and conceptual skills such as communication, decision making and problem solving.

The primary focus of the curriculum is on marketing strategy, selling techniques, advertising procedures and international marketing. This well-balanced program includes a marketing core, accounting, computer information systems, law and liberal arts courses. Students will be involved in developing marketing plans, creating advertising, presenting sales presentations, and participating in both group and individual projects designed to enhance their skills.

Business Department faculty are well-trained and experienced in their areas of expertise, and highly motivated to work with students, helping them to succeed in their quest for a job. Many students complete this degree and transfer to four-year colleges to earn a bachelor's degree; however, students who have this objective are advised that they may suffer transfer credit losses due to the concentration of business courses.

Admission Criteria

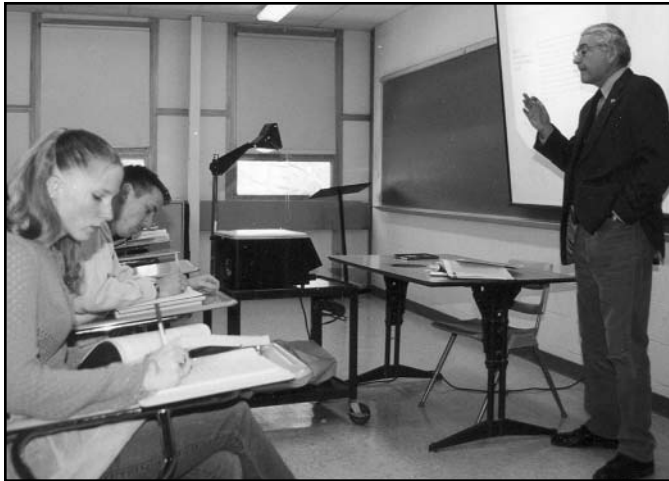
Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students are required to complete most developmental classes before attempting the courses in this program. See Developmental Course List on page 47.

Student Learning Outcomes

Students will:

- demonstrate knowledge of marketing principles and applications.
- demonstrate the ability to identify, analyze, and evaluate market segments and strategies.
- express business information effectively in both oral and in written forms.



Career Opportunities

- advertising
- marketing and manufacturing
- marketing service
- marketing research
- public relations
- sales
- customer service

Transfer Opportunities

While the A.A.S. is a degree leading to immediate job placement upon graduation, SUNY Orange has special relationships with Franklin University for transfer to a B.S. degree in marketing, business administration or human resource management .

Other transfer opportunities exist with:

- Franklin University
- Mount St. Mary College
- Ramapo College
- SUNY Empire State

Contact Information

Business Management
Department Chair
(845) 341-4411
Admissions Office
(845) 341-4030

Medical Laboratory Technology

Degree Awarded: Associate in Applied Science

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

8410 W. Byrn Mawr Ave. Suite 670, Chicago IL 60631-3415

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
ENG 160 Technical Writing Module	1.5
CHM 103 Applied Chemistry 1	3
MAT ___ Math (Elementary Algebra or higher)	3
MLT 101 Fundamentals of Medical Physiology 1	4
MLT 105 Intro to Laboratory Science	2
MLT 103 Serology/Immunology	2
Second Semester	
ENG 102 Freshman English 2	3
ENG 161 Technical Writing Module	1.5
_____ Social Science Elective	3
CHM 104 Applied Chemistry 2	3
MLT 102 Fundamentals of Medical Physiology 2	4
MLT 104 Hematology	3
Third Semester	
_____ Social Science Elective	3
MLT 203 Immunoematology	3
MLT 201 Instrumentation and Clinical Applications 1	1
MLT 207 Clinical Chemistry 1	3
MLT 209 General Microbiology	4
MTL 251 Clinical Training 1	2
PES 100 Concepts of Physical Wellness	1
Fourth Semester	
MLT 202 Instrumentation and Clinical Applications 2	1
MLT 208 Clinical Chemistry 2	3
MLT 212 Clinical Microbiology	3
MLT ___ Elective*	3
MLT 252 Clinical Training 2	2
PES ___ Physical Education	1
_____ Elective	3

Total Credits: 69

* MLT 216 Histology strongly suggested

Program Description

The Associate in Applied Science degree program in Medical Laboratory Technology prepares students to become certified and licensed as medical laboratory technicians.

A medical laboratory technician is a healthcare professional who performs general testing on biological specimens such as blood, urine, various body fluids and tissues in the medical laboratory. The results of these analyses are utilized to determine the presence, absence, progress and causes of disease. A medical laboratory technician enjoys science, problem solving and investigation, and performs his/her work accurately, efficiently and responsibly. The medical laboratory technician must be able to perform several duties simultaneously, work well in a fast-paced laboratory and be self-motivated.

The Medical Laboratory Technology Program curriculum corresponds to the program's mission: it provides each student with educational experiences and knowledge to develop the critical thinking, technical and interpersonal skills required to be a successful clinical laboratory scientist. The program will integrate knowledge gained from general education, biological science and clinical laboratory science so that the future laboratory professional will exercise good judgment, ethics and appropriate decision-making abilities to serve the needs of the community and the profession.

Students will, therefore, take courses in the following disciplines: medical physiology, clinical chemistry, hematology, urinalysis, immunology, immunoematology and microbiology. Students study laboratory safety, microscopy and clinical instrumentation and apply the principles in the laboratory. As part of the program, a clinical rotation is assigned at one of the clinical affiliates.

The program begins in the fall semester of each year and the courses must be taken in the sequence in which they are offered. A grade of C (2.00) or better is required in all MLT courses for progression in the program and graduation with an A.A.S. degree in Medical Laboratory Technology.

An individual who has charges pending or has ever been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct or negligence may not be eligible for licensure. Contact the Office of Professional Discipline, New York State Education Department prior to applying to this program.

Admission Criteria

The Medical Laboratory Technology Program is a selective program requiring specific prerequisites for consideration in the admission process. Students who meet the following criteria are eligible to apply for admission to the program:

Academic Requirements

- High school diploma or GED.
- Eligible to take or have completed Freshman English 1 or equivalent.
- Eligible to take or have completed Elementary Algebra or equivalent with a 2.0 or higher.
- GPA: students must attain a minimum GPA of 2.0.
- Number of acceptable credits completed towards the degree: 26 - 23 completed = 3 pts; 22 - 18 completed = 2 pts; 17 - 12 completed = 1 point; < 12 completed = 0 pts.).

Department-Specific Requirements:

Attendance at a pre-admission orientation. At this orientation, students will receive and sign off on information pertaining to health forms and criminal record policies (0-2 points).

Note: All admission eligibility requirements must be completed before February 1 in order for a student to be considered for acceptance into the program for the fall semester. Priority in Admissions to all Health Professions Programs goes to currently enrolled Orange County Community College students who are legal Orange County residents. Meeting the Admissions requirements for a Health Professions program does not guarantee admission into the program.

Student Learning Outcomes

Students will:

- properly collect, process and analyze biological specimens.
- safely and accurately perform analytical procedures, recognize factors affecting results and take the appropriate action.
- be eligible for national certification as a Medical Laboratory Technician by successfully completing examinations given by the National Credentialing Agency for Laboratory Personnel, Inc. (NCA) and/or the American Society of Clinical Pathologists (ASCP).
- be eligible to sit for the NYS Certified Clinical Laboratory Technician Licensing Examination.

Note: Several essential movement, observational, communication, intellectual and behavioral functions are required to complete the objectives of the courses in the program and to perform the necessary duties required of a medical laboratory technician. A detailed listing of these essential functions is included in the MLT admissions packet and is discussed at the pre-admission orientation session.

Career Opportunities

- hospitals
- doctors' offices
- reference laboratories
- food/cosmetic industries
- pharmaceuticals
- veterinary laboratories
- research
- sales and marketing

Transfer Opportunities

This certificate program prepares students for immediate entry into the workplace. Therefore, transfer opportunities are not usual.

Consult the department for more information.

Contact Information

Laboratory Technology
Department Chair
(845) 41-4136
Admissions Office
(845) 341-4030

Medical Office Assistant

Degree Awarded: Associate in Applied Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Math or Liberal Arts Science	3
OFT 108 Intermediate Computer Keyboarding*	3
BUS 103 Introduction to Business	3
MLT 110 Fundamentals of Medical Physiology	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
_____ Social Science Elective	3
OFT 109 Advanced Computer Keyboarding**	3
ACC 101 Accounting Principles 1	4
RAD 219 Medical Terminology	1
_____ Elective+	1
Third Semester	
_____ Social Science Elective	3
BUS 203 Business Communications	3
OFT 209 Microsoft Word and PowerPoint	3
OFT 207 Transcription Skills** or	
OFT 211 Medical Transcription	3
MGT 205 Human Resource Management	3
PES ____ Physical Education	1
Fourth Semester	
OFT 103 Medical Coding	3
_____ Liberal Arts Elective	3
OFT 220 Office Internship	3
OFT 201 Records/Information Management	3
OFT 214 Excel and Access**	3

Total Credits: 62

* Students without sufficient keyboarding ability will be required to take OFT 107 Elementary Keyboarding. Students with sufficient keyboarding ability to pass the waiver for OFT 108 fulfill this requirement with a business elective.

** Special medical projects are provided in OFT 109, OFT 207, and OFT 214 for students in this program.

+ Another course must be added to complete the degree such as CPR, First Aid, Stress Management or a business elective. Please see the department chair for other suggestions.

Program Description

The Associate in Applied Science degree program in Medical Office Assistant prepares graduates to begin their careers in medical organizations. Emphasis is placed on developing office skills and knowledge of medical terms.

The medical office assistant provides office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, and confidentiality.

Students take a sequence of office skill courses including various levels of Keyboarding, Microsoft Word and PowerPoint, Excel and Access, Transcription Skills, Medical Terminology, Physiology, and Medical Coding. Students learn to use modern office equipment and are exposed to realistic office situations through internships. Special medical projects are provided in Advanced Computer Keyboarding, Transcription Skills and Excel and Access.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students without sufficient keyboarding ability will be required to take Elementary Computer Keyboarding. Students with sufficient keyboarding ability to pass the waiver for Intermediate Computer Keyboarding fulfill this requirement with a business elective.

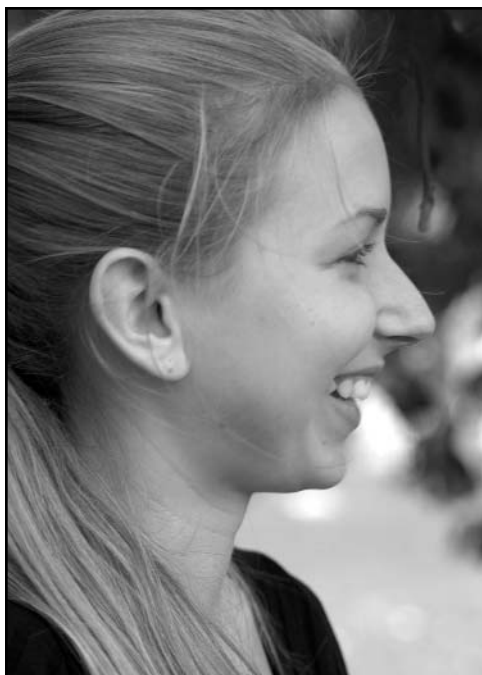
Medical Office Assistant

Degree Awarded: Associate in Applied Science

Student Learning Outcomes

Students will:

- demonstrate the ability to keyboard in correct form medical correspondence, which includes letters, memos, forms, reports, tables and statements.
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors.
- effectively communicate both orally and in written documents.
- understand and apply proper medical codes.
- learn critical thinking skills through an analytical business report project.



Career Opportunities

Medical office assistant positions exist in the following fields:

- hospitals
- long-term care
- community agencies
- health maintenance organizations
- government and industry
- physicians' offices
- outpatient services
- military-medical services
- medical laboratories
- imaging centers

Transfer Opportunities

While the A.A.S. is a degree leading to immediate job placement upon graduation, SUNY Orange has a special relationship for transfer to a B.S. degree in Applied Management with Franklin University.

Other transfer of courses exist with:

- Franklin University (to another related degree)
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

Contact Information

Accounting/Office Technologies
Department Chair
341-4411
Admissions Office
(845) 341-4030

Nursing

Degree Awarded: Associate in Applied Science

Accredited by the National League for Nursing Accrediting Commission

61 Broadway, New York, NY, 10006 (800) 669-1656 ext. 153

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
BIO 111 Anatomy and Physiology 1	4
MLT 106 Microbiology for Health Prof.	3
NUR 101 Nursing 1: Fundamentals	7
Second Semester	
ENG 102 Freshman English 2	3
BIO 112 Anatomy & Physiology 2	4
NUR 102 Nursing 2: Fundamentals	10
Third Semester	
PSY 100 Psychology of Adjustment	3
CHM 120 Elements of Chem. & Physics	3
NUR 201 Nursing III: Caring for the Growing Family	7
_____ Elective	3
PES 100 Concepts of Physical Wellness	1
Fourth Semester	
_____ Social Science Elective*	3
NUR 202 Nursing IV: Physical and Mental Illness	9
NUR 203 Nursing V: Transition to Practice	1
_____ Elective	3
PES ____ Physical Education	1

Total Credits: 68

*Refer to Guide for Social Science Requirement and select from group A, C or D.

Progression Through The Program

A minimum grade of 75% (C) in each nursing course is required for progress in and graduation in nursing. Nursing students must complete Freshman English 1 & 2 prior to enrollment in Nursing 3. Required nursing courses must be taken in the prescribed sequence. A student may repeat only one required nursing course one time. Once students are enrolled, they are to complete the program in three years. Students interested in admission to the evening nursing program are advised that this is a part-time program. All required courses should be completed before students register for the core nursing courses in the evening program.

Program Description

The Associate in Applied Science degree program in Nursing prepares students to become registered nurses. It provides for the development of those competencies expected of registered nurses in general nursing practice at the technical level. Emphasis is on direct client care within a career in nursing. Graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN).

Through study in the humanities, biological and social sciences, and the experience of academic life, the student gains an understanding of the value of the individual and his/her contribution to society. This curriculum combines general education courses and nursing courses with laboratory and clinical experiences, during which students have the opportunity to care for clients in a variety of healthcare settings. Students gain clinical experience in long-term care, medical-surgical, maternal/child and mental health nursing. A variety of teaching methods is employed to integrate the classroom with the clinical experience.

Graduates of the program will have the necessary theoretical background and technical skills for an entry-level nursing position. They will value the pursuit of lifelong learning. Graduates of the program will demonstrate the ability to pass the licensing examination at a rate equal to or exceeding the mean for New York State.

Student Learning Outcomes

Students will:

- utilize a reasoning process to resolve clinical and professional problems.
- listen, speak and write to promote the client's well being.
- follow accepted standards of nursing practice to provide safe and appropriate care.
- through professional role development, provide age-appropriate care to clients in diverse healthcare settings.

Licensure

Graduates of the nursing program are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX). Completion of the Nursing program does not assure admittance to attempt the RN licensure exam. When submitting an application for licensure and first registration, the applicant is required to report any history of a felony or misdemeanor. The state boards of nursing will review all applicant information submitted and determine if the applicant is eligible for licensure.

Admission Criteria

Admission to the Nursing program is selective. In addition to an application to the College, students must apply for acceptance into the nursing program through the Admissions office. Priority in admissions to all health professions programs goes to currently enrolled SUNY Orange students who are legal Orange County residents. Students will be considered for acceptance into the Nursing program based on the completion of all mandatory academic and department-specific requirements. All requirements must be completed before February 1 in order for a student to be considered for acceptance into the Nursing program for the Fall semester.

Academic Requirements:

- high school diploma or GED.
- eligible to take or have completed Freshman English 1 or equivalent.
- eligible to take Intermediate Algebra or equivalent, or have completed Elementary Algebra or equivalent with a 2.0 or better.
- completed High School AP Biology (score of 3, 4, or 5) or Introduction to Biology or General Biology; or Anatomy & Physiology 1, or higher with a grade of 2.0 or better or a passing grade in the Biology CLEP examination (within 5 years of applying).
- GPA: students must attain a minimum GPA of 2.5 but will receive more points for a higher GPA (4.0 – 3.75 = 5 pts; 3.74 -3.50 = 4 pts; 3.49 – 3.25 = 3 pts; 3.24 – 3.00 = 2 pts; 2.99 – 2.50 = 1 pt.).
- number of acceptable credits (located on the back of this form) completed towards the degree. (34 - 28 completed = 3 pts; 27 – 20 completed = 2 pts; 19 – 12 completed = 1 pt.; < 12 completed = 0 pts.).
- a passing grade on a nursing program entrance examination (beginning fall 2008).

Department-Specific Requirements:

- Attendance at a pre-admission orientation where student will receive and sign off on information pertaining to health forms, program standards, CPR certification, and criminal record and drug screening policies.

Admission Process for Licensed Practical Nurses

LPN's may be admitted to the A.A.S. in Nursing program if they are participating in the NYS LPN to RN articulation model. This model requires successful completion of the LPN to RN Transition course offered through the Continuing Education Department (for information, call 341-4380). Upon successful completion of this course, students will be granted 14 of the 34 nursing credits. They must also successfully complete the 34 general education credits required as part of the Nursing curriculum. LPN to RN students will be considered for acceptance into the Nursing program based on the completion of the transition course, a required bridge course, which includes passing a Clinical Calculations Skill Examination with a grade of 80%. All LPN to RN Admissions Eligibility Requirements must be completed by the end of the fall semester in order for a student to be considered for acceptance into the program for the spring semester.

Nursing Readmission

Students who withdraw from, fail or receive a grade below "C" in any one of the required nursing courses may apply for readmission to the Nursing program. A student is only allowed to do this one time. Readmission is neither guaranteed nor is it an automatic process. Prior to readmission, students are required to successfully complete a special bridge course.

Career Opportunities

- hospitals
- long-term care settings
- community agencies
- health maintenance organizations
- government
- physicians' offices
- industry
- military
- education
- nursing specialties

Transfer Opportunities

Many of our graduates transfer to upper-level colleges and universities to pursue advanced degrees in the nursing profession. Successful transfer depends on the courses taken and the student's grade point average. SUNY Orange has special relationships with a number of colleges and universities.

- Hartwick College
- Mount St. Mary College
- New York University
- Pace University
- Russell Sage College
- SUNY New Paltz

Contact Information

Nursing Department
(845)-341-4107
Admissions Office
(845) 341-4030

Occupational Therapy Assistant

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester		Credits
ENG 101	Freshman English 1	3
ENG 160	Technical Writing Module	1.5
PSY 101	General Psychology 1	3
BIO 111	Anatomy & Physiology 1	4
OTA 101	Fund. of Occupational Therapy 1	3
OTA 103	Occupational Performance 1	1
OTA 107	Principles of OT in Geriatrics & Gerontology	2
PES 100	Concepts of Physical Wellness	1
Second Semester		Credits
ENG 102	Freshman English 2	3
PSY 220	Developmental Psychology	3
BIO 112	Anatomy & Physiology 2	4
OTA 102	Fund. of Occupational Therapy 2	3
OTA 104	Occupational Performance 2	1
OTA 106	Medical Conditions	3
PES ____	Physical Education	1
Third Semester		Credits
COM 101	Foundations of Communication	3
ENG 161	Technical Writing Module	1.5
PSY 230	Abnormal Psychology	3
SOC ____	Sociology Elective	3
OTA 201	Principles of OT in Pediatrics & Developmental Disabilities	3
OTA 203	Clinical Reasoning Skills	1
OTA 205	Principles of Occupational Therapy in Mental Health	3
OTA 207	Principles of Occupational Therapy in Physical Disabilities	3
Fourth Semester		Credits
OTA 217	Clinical Practice 1	7.5
OTA 218	Clinical Practice 2	7.5
Total Credits:		72

Program Description

The Associate in Applied Science degree program in Occupational Therapy Assistant prepares graduates to obtain New York State certification and to take the National Certification Board for Occupational Therapy exam* to become Certified Occupational Therapy Assistants (COTA). Certified Occupational Therapy Assistants work under the supervision of, and in collaboration with, Registered Occupational Therapists (OTR). Occupational therapy practitioners provide service to children, adults and seniors whose abilities to engage in their occupations (tasks) of living are impaired by physical injury or illness, developmental delays, the aging process or psychological and social disability.

The COTA's responsibilities include providing purposeful and meaningful activity to restore lost or impaired physical, cognitive and psychological skills; development and use of assistive technology; adapting home, play and work environments and activities to ensure successful and safe performance. The COTA may design adapted toys and games for a child with physical limitations; provide handwriting adaptations for students within a school setting to enhance their learning process; evaluate and design home adaptations to enhance independence in self-care activities such as feeding, bathing, shaving, cooking and dressing; encourage the elderly client to participate in leisure activities and to maintain personal independence.

The primary focus of the curriculum is on the development of critical thinking and clinical problem-solving skills, and on essential elements in designing and applying therapeutic interventions for the clients served by COTAs. The program includes classroom instruction, laboratory and community-based fieldwork rotations. Occupational therapy assistant courses are offered once each year. Courses must be taken in the sequence in which they are offered. A minimum grade of C is required in all occupational therapy assistant courses. The course of study may be pursued on a part-time basis. All program requirements must be completed within six consecutive semesters from the time of enrollment in the first OTA course. Individualized part-time schedules can be developed between the student and the OTA faculty advisor.

Note: Graduates of the OTA program are required to apply for NBCOT® certification. Candidates applying for the Certification Examination must notify the NBCOT's Qualifications Review Committee (QRC) if they have ever been charged with or convicted of a felony. A felony conviction may prevent the candidate from taking the examination. Please consult the department chair if this may be an issue in successfully pursuing a career in occupational therapy.

Occupational Therapy Assistant

Degree Awarded: Associate in Applied Science

Admission Criteria

Applicants are required to complete the OTA Admissions Eligibility Form to be considered for acceptance into the OTA program. The form can be obtained from the SUNY Orange Admissions office. Candidates for admission to the OTA program are required to:

Academic Requirements:

- High school diploma or GED.
- Eligible to take or have completed Freshman English 1 or equivalent.
- Eligible to take Elementary Algebra or equivalent.
- GPA: students must attain a minimum GPA of 2.0 but will receive more points for a higher GPA (4.0 – 3.75 = 5 pts; 3.74 - 3.50 = 4 pts; 2.49 – 3.25 = 3 pts; 3.24 – 3.00 = 2 pts; 2.99 – 2.50 = 1 pt.)
- Number of acceptable credits (located on the back of this form) completed towards the degree:(31 - 25 completed = 3 pts; 24 – 18 completed = 2 pts; 18 – 12 completed = 1 pt.; < 12 completed = 0 pts.)
- Completed High School AP Biology (score of 3, 4, or 5); Introduction to Biology; or General Biology; or Anatomy & Physiology 1, or higher with a grade of 2.0 or better (within 5 years of applying)

Department-Specific Requirements:

- Occupational Therapy practitioner observation (15 hour minimum with documentation)
- Attendance at a pre-admission orientation (includes interview with department chair; problem-solving activity and discussion). At this orientation, student will receive and sign off on information pertaining to health forms and criminal record policies.

All Admissions requirements must be completed before February 1 in order for a student to be considered for acceptance into the program for the fall semester. Priority in admission to all Health Professions programs goes to currently enrolled Orange County Community College students who are legal Orange County residents. Meeting the admission requirements for a Health Professions program does not guarantee admission into the program.

Student Learning Outcomes

Students will:

- learn problem-solving and clinical reasoning.
- build on knowledge, practice skills, theory and critical thinking applications.
- apply these multiple skills and insights to adapt to and cope in this novel and diverse world.
- think and act with flexibility, to think “outside the box.”
- welcome change and growth in themselves, their clients and the organizations they serve.

Career Opportunities

- hospitals, inpatient and outpatient mental health facilities
- rehabilitation centers and skilled nursing facilities
- schools, developmental disabilities service sites
- home and community health agencies
- accessibility and home modification specialists
- assistive technology specialists
- health and wellness centers
- advancement to OTR

Transfer Opportunities

While the A.A.S. is a degree leading to immediate job placement upon graduation and successful completion of the National Certification exam, SUNY Orange has special relationships with weekend college programs for transfer to a B.S./M.S. degree at:

- Dominican College,
- Mercy College,
- Misericordia College

Contact Information

Occupational Therapist
Assistant
Department Chair
341-4323
Admissions Office
(845) 341-4030

Office Technologies

Degree Awarded: Associate in Applied Science

Accredited by the Association of Collegiate Business Schools and Programs (ACBSP)

7007 College Boulevard, Suite 420, Overland Park, KS, 66211

Recommended Course Sequence

First Semester		Credits
ENG 101	Freshman English 1	3
_____	Math/Liberal Arts Science	3
OFT 108	Intermed. Computer Keyboarding*	3
BUS 103	Introduction to Business	3
_____	Emphasis Credits	3
PES 100	Concepts of Physical Wellness	1
Second Semester		
ENG 102	Freshman English 2	3
_____	Social Science Elective	3
ACC 101	Accounting Principles 1	4
OFT 201	Records/Information Management	3
_____	Emphasis Credits	3
Third Semester		
BUS 203	Business Communications	3
OFT 209	Microsoft Word	3
MGT 205	Human Resource Management	3
_____	Emphasis Credits	3
_____	Emphasis Credits	3-4
Fourth Semester		
OFT 220	Office Internship	3
OFT 214	Excel and Access**	3
_____	Emphasis Credits	3
_____	Emphasis Credits	3
_____	Liberal Arts Elective	2-3
PES _____	Physical Education	1

Total Credits: 62-64

* Students without sufficient keyboarding ability will be required to take OFT 107 Elementary Keyboarding. Students with sufficient keyboarding ability to pass the waiver for OFT 108 fulfill this requirement with a business elective.

** Special legal/medical projects are provided in OFT 109, OFT 207 and OFT 214 for students in these programs.

Emphasis Areas:

Legal Office Assistant (18 credits)

First Semester	Credits
BUS 201 Business Law 1	3
Second Semester	
BUS 202 Business Law 2	3
Third Semester	
POL 102 U.S. Government-State & Local	3
OFT 207 Transcription Skills**	3
Fourth Semester	
_____ Math or Liberal Arts Science	3
OFT 110 Legal Documents & Terminology or	3
OFT 109 Advanced Computer Keyboarding**	

Office Management (19 credits)

First Semester	Credits
BUS 101 Business Math	3
Second Semester	
_____ Math or Liberal Arts Science	3
Third Semester	
ACC 102 Accounting Principles 2	4
BUS 201 Business Law 1	3
Fourth Semester	
_____ Social Science Elective	3
MGT 201 Principles of Management	3

Secretarial/Word Processing (18 credits)

First Semester	Credits
BUS 101 Business Math	3
Second Semester	
OFT 109 Advanced Computer Keyboarding	3
Third Semester	
_____ Math or Liberal Arts Science	3
OFT 207 Transcription Skills**	3
Fourth Semester	
_____ Social Science Elective	3
_____ Business Elective	3

Program Description

The Associate in Applied Science degree program in Office Technologies prepares graduates to begin their careers as office assistants. Three special emphasis areas are provided: legal office assistant, office manager, and secretary/information processor. Specialized courses combine with the common core courses to prepare graduates to enter the office support staff.

The office assistant provides office support to employers in a wide variety of settings. This support includes document production, computer software capability, records management, telephone interaction, customer service, keyboarding and data entry.

Students learn to use modern office equipment and, through internships, are exposed to realistic office situations. The internship experience includes 90 hours of office work with a cooperating employer along with weekly meetings with the College instructor. Topics for these meetings include: minute-taking instruction, telephone techniques, human relations issues, problem solving, the resume and interview, and the creation of a professional portfolio.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Students without sufficient keyboarding ability will be required to take Elementary Computer Keyboarding. Students with sufficient keyboarding ability to pass the waiver for Intermediate Computer Keyboarding fulfill this requirement with a business elective.

Student Learning Outcomes

Students will:

- demonstrate the ability to keyboard in correct form business correspondence, which includes letters, interoffice memos, forms, reports, tables, legal documents and financial statements.
- demonstrate the ability to keyboard straight copy for five minutes with a maximum of three errors.
- effectively communicate both orally and in written documents.
- understand the concepts of current information and word processing functions through the successful completion of learning exercises, application problems and exams at a microcomputer workstation.
- learn critical thinking skills through an analytical business report project.

Career Opportunities

- service
- education
- travel
- entertainment
- manufacturing
- legal and medical
- insurance
- industrial
- media/advertising

Transfer Opportunities

While the A.A.S. is a degree leading to immediate job placement upon graduation, SUNY Orange has a special relationship for transfer to a B.S. degree in Applied Management with Franklin University.

Other transfer opportunities exist with:

- Franklin University
(to another related degree)
- Mount St. Mary College
- Ramapo College
- SUNY Empire State College

Contact Information

Accounting/Office Technologies
Department Chair
(845) 341-4411
Admissions Office
(845) 341-4030

Performing Arts: Music

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
MAT ___ Math	3
MUS 123 Basic Musicianship 1	5
MUS ___ Piano	2
PES 100 Concepts of Physical Wellness	1
MUS___ Emphasis Credits	3-5
Second Semester	
ENG 102 Freshman English 2	3
PHY 108 Acoustics	3
MUS 124 Basic Musicianship 2	5
MUS___ Piano	2
PES ___ Physical Education	1
MUS___ Emphasis Credits	2-4
Third Semester	
MUS 223 Advanced Musicianship 1	4
MUS___ Piano	2
MUS 1__ Ensemble*	1
MUS 109 Music Business	3
MUS 10_ Music History**	3
MUS___ Emphasis Credits	3-6
Fourth Semester	
MUS 224 Advanced Musicianship 2	4
MUS___ Piano	2
MUS 1__ Ensemble	1
SOC___ Social Science	3
MUS 10_ Music History	3
MUS___ Emphasis Credits	1-6

Total Credits: 67-71

* Must be MUS 161 Jazz Ensemble if in Jazz/Commercial Music emphasis.

**Must be MUS 105 History of Jazz if in Jazz/Commercial Music emphasis.

Students in the program take a common core of 54 credits and select one of three degree emphasis areas: Music Performance (total of 67 credits), Jazz and Commercial Music (total of 70 credits) or Music Business (total of 71 credits).

Emphasis Areas:

Music (13 cr.)

First Semester	Credits
MUS 141 Group Voice 1	2
MUS 1__ Ensemble	1
MUS 1__ Private Instruction	1
Second Semester	
MUS 142 Group Voice 2	2
MUS 1__ Ensemble	1
MUS 1__ Private Instruction	1
Third Semester	
_____ Social Science	3
MUS 1__ Private Instruction	1
Fourth Semester	
MUS 1__ Private Instruction	1

Music Business (17 cr.)

First Semester	Credits
BUS 103 Intro to Business	3
Second Semester	
ECO 202 Micro Economics	3
Third Semester	
MKT 101 Marketing	3
BUS 201 Business Law 1	3
Fourth Semester	
OFT 106 Keyboarding	1
ACC 153 Financial Accounting	4

Jazz/Commercial (16 cr.)

First Semester	Credits
_____ Social Science Elective	3
MUS 161 Jazz Ensemble	1
MUS 1__ Private Instruction	1
Second Semester	
MUS 161 Jazz Ensemble	1
MUS 1__ Private Instruction	1
Third Semester	
MUS 163 Jazz Improvisation 1	2
MUS 1__ Private Instruction	1
Fourth Semester	
MUS 164 Jazz Improvisation 2	2
MUS 226 Elements of Arranging	3
MUS 1__ Private Instruction	1

Program Description

The Associate in Applied Science degree program in Performing Arts: Music prepares graduates for employment in a field connected with music or possible transfer to a bachelor's degree music program. Students select one of three emphasis areas: Music Performance, Jazz and Commercial Music or Music Business. For those seeking such a transfer, an articulation with SUNY Purchase has been established giving students the opportunity for seamless transition to a four-year program. Students interested in the transfer program should schedule a conference with the department chair.

The program includes core courses in music history, theory and related musicianship skills, piano, instrumental or vocal performance, acoustics, and music business. Performing ensembles enable students to learn in active, collaborative settings and offer ongoing service and enrichment to the College and community through a variety of musical performances. Courses in arranging and improvisation are required for students choosing the Jazz and Commercial option. Students selecting the Music Performance or Jazz and Commercial options must complete four credits of private music instruction with a department-approved teacher and are responsible for the private instructor's fee. Courses not required to complete the degree but also available include songwriting, jazz keyboard harmony, jazz/commercial guitar, jazz/commercial drumming, and audio engineering and design for the arts.

An ongoing visiting artist series enables students to learn directly from some of the best contemporary performing artists in workshops featuring musicians such as Cindy Blackman (drummer for Lenny Kravitz), Randy Brecker, Bob Mintzer and Kenny Barron. Many of the courses required in the program fulfill New York State general education requirements and thus are easily transferable within the SUNY system.

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Note: Although this is an open admissions program, music placement assessment is required for registration into certain courses. Consult with Arts and Communication Department music faculty.

Student Learning Outcomes

Students will:

- demonstrate proficiency in music theory, notation, harmony and part-writing.
- apply their knowledge of music theory, notation and harmony at the keyboard.
- demonstrate proficiency in sight reading on their instrument and sight singing.
- notate musical materials from dictation.
- demonstrate proficiency on the piano through the performance of standard repertory.
- perform in an instrumental or vocal ensemble.
- demonstrate knowledge of music history, musical styles, genres and composers.
- demonstrate fundamental understanding of music business.
- demonstrate fundamental understanding of acoustics.
- pursue a career in the field of music and/or transfer to a baccalaureate music program.

Career Opportunities

- performing/recording artist
- record production
- music composition
- music education
- media careers
- music retail/wholesale
- music publishing
- music law
- music management/promotion
- publicity
- facility/concert management
- music therapy
- journalism
- music library science
- instrument construction/repair

Note: Some careers require training beyond the two-year degree.

Transfer Opportunities

Although the A.A.S. is designed primarily as a professional degree, many graduates do transfer to baccalaureate programs at other colleges. The program prepares students for successful results on theory placement assessments and auditions leading to acceptance into such programs. SUNY Orange enjoys an articulation agreement with SUNY Purchase guaranteeing acceptance and transfer of all SUNY Orange credits assuming basic entrance criteria are met.

Contact Information

Arts and Communication
Department Chair
(845) 341-4787
Admissions Office
(845) 341-4030

Physical Therapist Assistant

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
BIO 111 Anatomy & Physiology 1	4
PTA 101 PTA 1	4
PTA 103 Introduction to Physical Therapy	2
PTA 105 Medical Conditions for the PTA	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
COM 101 Foundations of Communication	3
BIO 112 Anatomy & Physiology 2	4
PTA 102 PTA 2	4
PTA 104 Kinesiology	4
Third Semester	
PSY 223 General Psychology 1	3
PES 202 Basic Exercise Physiology	3
PTA 201 PTA 3	4
PTA 205 Clinical Education 1	3
PTA 207 Tests and Measurement Skills for the PTA	4
Fourth Semester	
PSY 220 Developmental Psychology	3
MAT 102 Intermediate Algebra	3
PTA 202 PTA 4	4
PTA 206 Clinical Education 2	3
PTA 208 Contemp.Practice for the PTA	3
PES ____ Physical Education	1
PTA 220 Summer Clinical	3
Total: 72	

Licensure

Graduates of the Physical Therapist Assistant program are eligible to apply for certification in the state where they plan to practice. This process includes providing a history of possible existing criminal convictions and/or professional misconduct. Criteria for determination of good moral character varies from state to state, therefore, completion of the program does not guarantee acceptance by that state's regulatory entity to become certified or licensed.

Program Description

The Associate in Applied Science degree program in Physical Therapist Assistant (PTA) is designed to provide students with both the academic knowledge and clinical skills to become registered PTAs. The field of Physical Therapy is demanding. Graduates are required to meet all program requirements which are guided by the Commission on Accreditation in Physical Therapy Education. Many states, including New York, also require that students pass the national licensing examination as part of the registration process.

The PTA works with, and under the direction of, the physical therapist who plans the patient care program; the PTA then helps to carry out this program. Duties of the PTA include monitoring of vital signs, lifting of patients and equipment, training of patients in therapeutic exercises and activities of daily living, wound care, use of whirlpool and electrical stimulation during treatment procedures, application of heat and cold modalities, patient and family education, wheelchair activities, use of walkers and crutches, assisting the physical therapist in performing patient assessments and complex treatment procedures. The PTA also monitors the patient's responses to treatment, documents relevant aspects of patient care and maintains ongoing communication with the patient, family, supervising physical therapist and other health care professionals.

The primary focus of the curriculum is to develop a strong clinician who possesses critical thinking and problem-solving skills. To accomplish this, the program provides the clinical training as well as a broad general education background. Courses include both core classes and non-core classes (general education courses). The core Physical Therapist Assistant courses are offered once each year beginning in the fall semester.

All program requirements must be completed within six consecutive semesters from the time of enrollment in the first PTA course. These courses must be taken in the sequence in which they are offered. The curriculum includes classroom instruction, laboratory time and clinical experiences. However, general education courses may be taken on a part-time basis during the day or evening, and may be completed over a longer period of time than the four semesters. But they must be completed no later than the semester in which they fall into sequence with the core courses.

A minimum grade of C – (75%) is required in all PTA courses and a 2.0 GPA is required in Anatomy and Physiology 1, Anatomy and Physiology 2, and Exercise Physiology.

Physical Therapist Assistant

Degree Awarded: Associate in Applied Science

Admission Criteria

The Physical Therapist Assistant program is a selective program requiring specific prerequisites for consideration in the admission process. Students who meet the following criteria are eligible to apply for admission to the program:

Academic Requirements:

- High school diploma or GED.
- Eligible to take or have completed Freshman English 1 or equivalent.
- Eligible to take or have completed Elementary Algebra or equivalent.
- GPA: students must attain a minimum GPA of 2.0 but will receive more points for a higher GPA: (4.0 – 3.75 = 5 pts; 3.74 – 3.50 = 4 pts; 3.49 – 3.25 = 3 pts; 3.24 – 3.00 = 2 pts; 2.99 – 2.50 = 1 pt.).
- Number of acceptable credits completed towards the degree: (28 - 23 completed = 3 pts; 22 – 18 completed = 2 pts; 17 – 12 completed = 1 pt.; < 12 completed = 0 pts.).
- Completed High School AP Biology (score of 3, 4, or 5); Introduction to Biology; or General Biology 1; or Anatomy & Physiology 1, or higher with a grade of 2.0 or better (within 5 years of applying).

Department-Specific Requirements:

- Physical therapy practitioner observation (15 hour minimum with documentation).
- Attendance at a pre-admission orientation (includes interview with department chair; problem-solving activity and discussion). At this orientation, student will receive and sign off on information pertaining to health forms and criminal record policies.

Note: All Physical Therapist Assistant admission eligibility requirements must be completed before February 1 in order for a student to be considered for acceptance into the program for the fall semester. If seats remain available after February 1, students will be assessed as they apply.

Student Learning Outcomes

Students will:

- possess entry-level skills as determined by the Commission on Accreditation in Physical Therapy Education.
- be able to work under the direct supervision of a licensed physical therapist in an ethical, legal, safe, and effective manner becoming an integral member of the healthcare team.
- demonstrate appropriate critical thinking and problem-solving skills in their role as a Physical Therapist Assistant.
- demonstrate an understanding of the New York State Education Law as it relates to the provision of Physical Therapy services.
- demonstrate an awareness of the existence of varying practice laws from state to state.
- successfully complete the National Physical Therapy Exam for PTAs.
- develop the skills necessary to pursue lifelong learning needed for personal and professional growth.
- be aware of their responsibility to promote the profession through membership in the APTA, attending local and national meetings and conferences, and participation in community events.

Career Opportunities

- hospitals, nursing homes
- private offices
- rehabilitation centers
- schools
- fitness centers
- home care settings

Transfer Opportunities

The A.A.S. degree is primarily intended to prepare students for immediate employment; however, transfer opportunities exist in some areas.

If a student plans to pursue a four-year degree program, he or she should see the department chair or a faculty advisor as soon as possible.

Contact Information

Physical Therapist Assistant
Department Chair
(845) 341-4290
Admissions Office
(845) 341-4030

Radiologic Technology

Degree Awarded: Associate in Applied Science

Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Chicago, IL 60606-2901 (312) 704-5300 in cooperation with the NYS Board of Health

Recommended Course Sequence

First Semester	Credits
BIO 111 Anatomy & Physiology 1	4
MAT 102 Intermediate Algebra	3
RAD 101 Principles of Radiographic Exposure 1	4
RAD 103 Introduction to Radiography	1
RAD 105 Radiographic Positioning 1	4
RAD 107 Methods of Patient Care 1	2
Second Semester	
ENG 101 Freshman English 1	3
BIO 112 Anatomy & Physiology 2	4
RAD 102 Principles of Radiographic Exposure 2	4
RAD 104 Radiation Protection	1
RAD 106 Radiographic Positioning 2	4
RAD 111 Clinical Practicum 1	1
RAD 108 Methods of Patient Care 2	1
First Summer Clinical	
RAD 112 Clinical Practicum 2 (12 weeks)	2
Third Semester	
ENG 102 Freshman English 2	3
PSY 2101 General Psychology 1	3
RAD 213 Clinical Practicum III	1.5
RAD 217 Radiographic Positioning III	2
RAD 221 Radiographic Pathology	3
RAD 209 Radiographic Physics	4
PES 100 Concepts of Physical Wellness	1
Fourth Semester	
PSY 102 General Psychology 2	3
EET 110 Computer Graphics	3
RAD 210 Quality Assurance	1
RAD 218 Radiation Biology	2
RAD 216 Advanced Imaging Modalities	3
RAD 214 Clinical Practicum IV	1.5
RAD 219 Medical Terminology	1
PES ____ Physical Education	1
Second Summer Clinical	
RAD 215 Clinical Practicum V	2
Total Credits: 73	

Program Description

The Associate in Applied Science degree program in Radiologic Technology prepares students to take the Registry exam offered by the American Registry of Radiologic Technologists to become a radiographer. An essential member of the healthcare team, the radiographer positions body parts accurately and manipulates radiographic equipment to produce a quality diagnostic image with the least amount of radiation necessary.

The Radiologic Technology program is dedicated to providing each student with the educational activities necessary to develop the required critical thinking and technical and interpersonal skills of the radiographer. The highly skilled radiographer is educated in properly caring for the patient's needs during the radiographic examination, manipulates radiographic and computerized equipment, as well as adheres to protocols in bedside, CT and operating room areas, selects technical factors and diagnostic parameters, instructs and assists the patient in order to obtain the necessary positioning, demonstrates appropriate application of radiation safety principles of "time, distance and shielding," in order to protect the patient, self and others, exhibits care and accuracy in the administration, preparation and disposal of drugs and contrast agents.

Note: The Radiologic Technology program, as well as the field of radiologic technology, is a rigorous one. Program standards are not altered for disabled students. The College will make every effort to provide reasonable accommodations to students with disabling conditions.

Admission Criteria

The Radiologic Technology program is a selective program requiring specific pre-requisites for consideration in the admissions process. Students who do not have the necessary pre-requisites are encouraged to seek admissions into the pre-radiography track. Students will be considered for acceptance into the Radiologic Technology program based on the completion of all eligibility requirements. Students must meet all of these requirements to be considered for admission into the program.

Academic Requirements:

- High school diploma or GED.
- Eligible to take or have completed Freshman English 1 or equivalent.
- Eligible to take or have completed Intermediate Algebra or equivalent.
- GPA: students must attain a minimum GPA of 2.0.
- Number of acceptable credits completed towards the degree: (28 - 23 completed = 3 pts; 22 - 18 completed = 2 pts; 17 - 12 completed = 1 pt.; < 12 completed = 0 pts.).

- Complete High School AP Biology (score of 3, 4, or 5); Introduction to Biology (BIO 110); or General Biology (BIO 102); or Anatomy & Physiology 1 (BIO 111), or higher with a grade of C- or better (within 5 years of applying)

Department-Specific Requirements:

- Technical standards and verification form has been signed and filed with the Admissions Office.
- Attendance at a pre-admission orientation. At this orientation, student will receive and sign off on information pertaining to health forms and criminal record policies.

Note: All Radiologic Technology admission eligibility requirements must be completed before February 1 in order for a student to be considered for acceptance into the program for the Fall semester.

At the time prospective students submit their applications to the American Registry of Radiologic Technologists and the New York State Department of Health, they must make a statement about their conviction record, if any. If they would have to answer "yes" to a question about a felony conviction, they should contact the NYS Department of Health (518) 402-7580 AND The American Registry of Radiologic Technologist (651) 687-0048. Both of these agencies MUST be contacted to determine if students will be eligible to sit for the certification exam and/or to be licensed.

Student Learning Outcomes

Students will:

- demonstrate the ability to think critically when performing radiographic procedures.
- demonstrate the technical skills necessary to create quality radiographic images while applying radiation protection practices.
- effectively interact and communicate with the public, patients and members of the healthcare team.
- demonstrate the ability to properly care for patients.
- with speed and accuracy, meet these technical standards,
- place the patient in position, set the controls of the x-ray machine and evaluate the quality of the radiographic image.
- provide patient instructions and respond to questions and requests in both routine and emergency situations.
- transport and assist the patient, and to move the x-ray machine and image receptor to the desired position, including operation of equipment in the surgical suite and at the patient's bedside.

Career Opportunities

- hospitals, clinics, medical imaging centers, doctors' offices, educational facilities and equipment manufacturers as:
- radiographers and special procedures technologists
- mammographers, CT technologists and MRI technologists
- nuclear medicine technologists, PET/CT technologists
- radiation therapists
- sales personnel, educators, clinical instructors and hospital administrators

Transfer Opportunities

The A.A.S. degree is primarily intended to prepare students for immediate employment; however, some graduates have gone on to further study in radiation therapy, nuclear medicine, cardiac catheterization and education.

Contact Information

Diagnostic Imaging
Department Chair
(845) 341-4277
Admissions Office
(845) 341-4030

Teaching Assistant

Degree Awarded: Certificate

Meeting the educational requirements for permanent NYSED Teaching Assistant Certification

Recommended Course Sequence

Program Requirements	Credits
ENG 101 Freshman English 1	3
PSY 101 General Psychology 1	3
PSY 221 Child Psychology	3
EDU 103 Intro to Early Childhood/ Childhood Education++	3
COM 101 Foundations of Communication	3
EDU 107 Mandated Training	1
_____ Restricted Elective	3
_____ Restricted Elective	3
_____ Restricted Elective	3

Total: 25

Restricted Elective Options

This program has been developed to include options matching the New York State Teaching Certifications.

Option 1: For students who do not wish to follow a particular grade range.

Electives restricted to SUNY General Education Course Listing, category 4, 5 or 6*.

Option 2: Birth to 2nd Grades (Choose 3)

EDU 201 Observation and Assessment++	3
MAT 111 Foundations of Elementary School Mathematics	3
GEO 101 Elements of Physical Geography	3
HIS ____ History Course*	3

Option 3: 1st to 6th Grades (Choose 3)

GEO 101 Elements of Physical Geography	3
MAT 111 Foundations	3
HIS ____ History Course*	3
_____ SUNY General Ed. Course	3

Option 4: 7th to 12th Grades (Choose 3 plus PSY 222)

EDU 103 Omit	
PSY 222 Replaces PSY 221 in program reqs.	3
GEO 101 Elements of Physical Geography	3
HIS ____ History Course*	3
_____ SUNY General Ed. Course	3
_____ SUNY General Ed. Course	3

++Local daytime observations beyond college classroom are required. Students will be placed according to their employment/school needs.

*General Education and History selections must be applicable to educational program leading to teaching certification.

Program Description

The Teaching Assistant certificate program is designed to prepare teacher assistants and paraprofessionals at all public school levels. Students will develop career skills in preparation for New York State Teacher Assistant Licensure and Certification. They will be introduced to career aptitudes and skills necessary for educational and behavioral assistance in New York State classrooms from preschool to high school. The program will supply a basic educational foundation comprised of at least three SUNY General Education topics and at least one area of liberal arts and sciences, as well as specific educational courses which meet Federal and/or New York State requirements for Teaching Assistants. Educational courses may include Introduction to Education, Mandated Training, and Foundations of Elementary School Mathematics. All courses are applicable toward an associate's degree AND the Jointly Registered Teacher Education Program (JRTEP).

Admission Criteria

Admission to this program requires that students be high school graduates or have high school equivalency diplomas (GEDs). If students are not high school graduates, they may be eligible for admission to the College's 24 Credit Hour Program. If students are home schooled, they may be eligible for admission. (See pages 7 through 13 for more details on the admission process for all applicants.)

Certification Requirements

Federal Requirements under NCLB

- Currently employed TAs are “grandfathered” if they have a Continuing Certificate AND are tenured.
- Currently employed TAs with a Continuing Certificate who are NOT tenured (Provisional Status) have until January 2006 to fulfill the NCLB requirements: passing grade on the NYSATAS exam OR complete two (2) years of college (48 credits) or earn an Associate’s Degree.
- All TAs hired after January 2002 must have a high school diploma AND a passing grade on the NYSATAS exam OR have completed two years of college (48 credits) OR earn an Associate’s Degree. This requirement must be met immediately if hired to work in a Title I or school-wide program.

New York State Requirements

- Currently employed TAs are “grandfathered” if they have a Continuing Certificate, unless they choose to apply for a Level I, II or III Certificate under the new requirements. (In order to be “grandfathered”, a TA must have obtained a Continuing Certificate by February 2004.)
- All TAs hired after February 2004 must pass the NYSATAS exam AND complete 18 credits of college coursework within three years AND complete 75 hours of professional development every five years.

Student Learning Outcomes

Students will:

- exhibit critical thinking and problem solving skills.
- acquire a broad base knowledge in at least one area of liberal arts and sciences, and at least three SUNY General Education topics.
- understand the fundamentals of child development theories and their classroom applications.
- demonstrate relevant, creative, developmentally appropriate teaching techniques.
- communicate effectively in oral and written forms.

Career Opportunities

Entry-level teaching assistant or paraprofessional in:

- birth to second grade
- first to sixth grade
- seventh to twelfth grade

Transfer Opportunities

All of the courses in the Teaching Assistant Certificate are applicable toward an Associate in Arts and Associate in Sciences degree AND the Jointly Registered Teacher Education Program.

Contact Information

Education
Department Chair
(845) 341-4354
Admissions Office
(845) 341-4030

Visual Communications Technology: Graphic Arts/Printing

Degree Awarded: Associate in Applied Science

Recommended Course Sequence

First Semester	Credits
ENG 101 Freshman English 1	3
_____ Math or Liberal Arts Science	3
ART103 Drawing 1	2
ART107 Design 1	3
ART123 Vis. Com. & Graphic Design 1	3
EET 110 Computer Applications and Graphics	3
PES 100 Concepts of Physical Wellness	1
Second Semester	
ENG 102 Freshman English 2	3
ART124 Vis. Com. & Graphic Design 2	3
ART104 Drawing 2	2
ART108 Design 2	3
ART128 History of Art 2	3
ART111 Color	2
Third Semester	
_____ Social Science Elective	3
ART223 Vis. Com. & Graphic Design 3	3
ART113 Painting 1 or	
ART117 Figure Drawing 1 or	
ART119 Photography 1	3/4
ART203 Modern Art: The 20th Century	3
_____ Restricted Elective*	3
ART227 Arts & Communication Practicum I	
Fourth Semester	
_____ Social Science Elective	3
_____ Math or Liberal Arts Science	3
ART224 Vis. Com. & Graphic Design 4	2
ART114 Painting 1 or	
ART118 Figure Drawing 1 or	
ART120 Photography 1	3
_____ Restricted Elective*	3
ART230 Arts & Communication Practicum I	
PES ___ Physical Education	1

Total Credits 66-67

* Students select appropriate restricted electives based on their career goals after consultation with their academic advisor. Restricted Electives: COM101, COM 107, ART 201, ART 127, ART 207, ART 113, ART 114, ART 213, ART 114, ART 213, ART 214, ART 117, ART 118, ART 119, ART 120, ART 215, ART 225, CIT 111, CAD 101, ARC 101, MKT 201, MKT 101

Program Description

The Associate in Applied Science degree program in Visual Communications Technology: Graphic Arts/Printing prepares graduates in all aspects of visual communications and graphic design. These include layout, production, typography, commercial print processes, illustration and computer graphics for entry level positions in graphic design, printing, publishing, desktop publishing, advertising, marketing, presentation graphics, game design, animation, multimedia and communications. As a result, the program prepares students for successful portfolio reviews leading to acceptance into B.A. or B.F.A. programs

Beginning with Visual Communications 1, students are introduced to Visual Communications theories, graphic design principles, elements, typography, influential persons and contemporary digital media. The curriculum offers sequential Visual Communications and Graphic Design courses, complemented by a broad offering of studio art and art history courses. After taking core courses in the first year, the student selects a concentration area in either Photography, Painting or Figure Drawing in the second year. Concurrently, the student completes the Visual Communications course sequence culminating with Viscom 4, the portfolio development course. Two Practicum courses offer the Viscom student the opportunity to experience an internship with local businesses or departments within the College.

Through an articulation agreement, qualified BOCES candidates can enter the A.A.S. degree program, and receive credit for certain first-year courses. After completing the program, students may either enter the workforce or transfer into a bachelor's degree program (see next page). Detailed course descriptions appear in the course description section of this catalog.

Please note that not all courses are offered in the evening.

Visual Communications Technology: Graphic Arts/Printing

Degree Awarded: Associate in Applied Science

Student Learning Outcomes

Students will:

- be prepared for entry level positions in visual communications and/or placement in upper-level programs of study.
- know fundamental concepts and processes of visual communications and graphic design.
- have a basic understanding of the visual communications industry and career opportunities in the field of visual communications.
- be proficient in industry standard technology including hardware and page layout, digital imaging, vector drawing, presentation and web design software.
- produce a portfolio appropriate for entry level roles in visual communications and/or continuing education in upper-level programs.



Career Opportunities

- graphic design, advertising design and marketing
- publishing, desktop publishing and printing
- game design, web design, animation and multimedia
- art direction, illustration, digital photography and color correction

Transfer Opportunities

Although the Associate in Applied Science degree is designed primarily as a professional degree, many students do transfer to baccalaureate programs at other colleges. Many of the courses in the program fulfill New York State general education requirements and thus are easily transferable within the State University of New York system. Presently SUNY Orange has an articulation agreement with Cazenovia College.

Many other students have successfully transferred to

- Fashion Institute of Technology
- SUNY Albany
- SUNY New Paltz
- SUNY Oneonta
- SUNY Purchase

Contact Information

Arts and Communication
Department Chair
(845) 341-4787
Admissions Office
(845) 341-4030

SUNY General Education Course Listing

Any graduate of an A.A. or A.S. program (except A.S. Engineering Science) transferring to a SUNY institution must fulfill 7 of the following 10 categories.

1. MATHEMATICS

MAT 102	Intermediate Algebra
MAT 111	Foundations of Elementary School Math
MAT 113	Math for the Liberal Arts
MAT 114	Contemporary Math
MAT 121	College Algebra
MAT 122	College Trigonometry
MAT 125	Introduction to Statistics
MAT 131	Pre-Calculus
MAT 205	Calculus 1
MAT 211	Linear Algebra
MAT 214	Differential Equations and Series

2. NATURAL SCIENCES

Biology

BIO 101	General Biology 1
BIO 102	General Biology 2
BIO 110	Introduction to Biology
BIO 141	Diversity of Life
BIO 143	Field Biology
BIO 148	Environmental Conservation
BIO 201	Genetics
BIO 205	Study of Biological Habitats
MLT 209	General Microbiology

Chemistry

CHM 103	Applied Chemistry 1
CHM 104	Applied Chemistry 2
CHM 105	General Chemistry 1
CHM 106	General Chemistry 2
CHM 201	Organic Chemistry 1
CHM 202	Organic Chemistry 2

Physical Sciences

AST 120	Astronomy
CHM 120	Elements of Chemistry & Physics
GLG 110	Physical Geology
GLG 112	Historical Geology
PSC 125	Physical Science/Physical World
PSC 140	Physical Science/The Environment

Physics

PHY 101	General Physics 1
PHY 102	General Physics 2
PHY 103	Physics for Science & Engineering 1
PHY 104	Physics for Science & Engineering 2
PHY 105	General Physics & Calculus 1
PHY 106	General Physics & Calculus 2
PHY 108	Acoustic
PHY 111	Applied Physics 1
PHY 112	Applied Physics 2
PHY 203	Physics for Science & Engineering 3
PHY 204	Physics for Science & Engineering 4

3. SOCIAL SCIENCES

ANT 101	Cultural Anthropology
ANT 102	Human Evolution
ANT 103	Archeology and Prehistory

ECO 201	Micro - Economics
ECO 202	Macro - Economics
GEO 102	Human Geography
POL 101	Introduction to Political Science
POL 102	U.S. Government-State & Local
POL 220	Comparative Governments
POL 221	International Relations
PSY 102	General Psychology 2
PSY 220	Developmental Psychology
PSY 221	Child Psychology
PSY 222	Psychology of Adolescence
PSY 223	Psychology of Adulthood & Aging
PSY 223	General Psychology 1
PSY 240	Social Psychology
SOC 101	Introduction to Sociology
SOC 120	Social Problems
SOC 202	American Society: Order & Change

4. AMERICAN HISTORY

HIS 101	U.S. History to 1865
HIS 102	U.S. History since 1865
HIS 103	History of African Americans*

*only for students scoring 85 or above on NYS American History Regents

POL 103	U.S. Government - National
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5. WESTERN CIVILIZATION

HIS 130	The Greek & Roman World
HIS 131	Medieval & Renaissance Europe
HIS 132	The Age of Revolutions
HIS 133	Modern Europe

6. OTHER/WORLD CIVILIZATIONS

HIS 121	World History to 1500
HIS 122	World History since 1500
HIS 123	Latin American Heritage & Hist.
HIS 124	Africa: Past & Present
HIS 220	Modern China & Japan
HIS 221	Modern India & Southeast Asia
HIS 222	The Middle East

7. HUMANITIES

ENG 102	Freshman English 2
ENG 120	Introduction to Mythology
ENG 203	World Literature: Ancient through Renaissance
ENG 204	World Literature: Enlightenment through Modern Age
ENG 205	Drama: Ibsen-O'Neill
ENG 206	Drama: Contemporary
ENG 207	English Literature: 14th-18th Centuries
ENG 208	English Literature: 19th-20th Centuries
ENG 209	American Literature: To the Civil War
ENG 210	American Literature: 1865 to the Present
ENG 213	Journalism: Survey of Mass Media
ENG 215	Shakespeare
ENG 216	Children's Literature
ENG 217	Film & Literature
ENG 220	Women Writers

SUNY General Education Course Listing

ENG 221	Contemporary Short Story	MUS 123	Basic Musicianship
ENG 222	Contemporary Novel	MUS 124	Basic Musicianship 2
ENG 223	Contemporary Poetry	MUS 131	Elementary Piano 1
ENG 225	International Literature: Non-European	MUS 132	Elementary Piano 2
ENG 226	Fantasy Fiction	MUS 141	Group Voice 1
ENG 230	African - American Literature	MUS 142	Group Voice 2
ENG 297	Special Studies in Literature: Science Fiction	MUS 151	Chorus
		MUS 153	Madrigal Singers
ART 127	History of Western Art 1	MUS 155	Orchestra
ART 128	History of Western Art 2	MUS 157	Chamber Ensemble
ART 201	American Art 1700 - 1945	MUS 159	Band
ART 203	Modern Art - the 20th Century	MUS 161	Jazz Ensemble
ART 205	Women in Art History	MUS 163	Jazz Improvisation 1
ART 207	Non-Western Art History	MUS 164	Jazz Improvisation 2
MUS 103	History of Western Music to 1750	MUS 170-77	Private Instruction
MUS 104	History of Western Music from 1750	MUS 223	Advanced Musicianship 1
MUS 105	History of Jazz	MUS 224	Advanced Musicianship 2
MUS 107	History of Rock Music	MUS 226	Elements of Arranging
MUS 111	Music of the United States	MUS 231	Intermediate Piano 1
PHL 111	Old Testament	MUS 232	Intermediate Piano 2
PHL 112	New Testament	MUS 233	Advanced Piano 1
PHL 210	Philosophy	MUS 234	Advanced Piano 2
PHL 220	Ethics	THE 101	Introduction to Theater
PHL 230	Religious Concepts	THE 103	Acting Fundamentals
		THE 107	Theater Workshop
		THE 109	Television Production 2
		THE 109	Stage Make-Up
		THE 111	Stage Movement
		THE 113	Intro to Technical Production
		THE 115	Performing Arts Seminar
			<i>Note: Arts courses must be combined with other one and two credit courses for a total of three.</i>
8. ARTS		9. FOREIGN LANGUAGE	
ART 101	Introduction to Art	FRE 101	Elementary French 1
ART 103	Drawing 1	FRE 102	Elementary French 2
ART 104	Drawing 2	FRE 201	Intermediate French 1
ART 107	Design 1	FRE 202	Intermediate French 2
ART 108	Design 2	FRE 203	Advanced French 1
ART 111	Color	FRE 204	Advanced French 2
ART 113	Painting 1	GRM 101	Elementary German 1
ART 114	Painting 2	GRM 102	Elementary German 2
ART 117	Figure Drawing 1	ITA 101	Elementary Italian 1
ART 118	Figure Drawing 2	ITA 102	Elementary Italian 2
ART 119	Photography 1	SPN 101	Elementary Spanish 1
ART 120	Photography 2	SPN 102	Elementary Spanish 2
ART 123	VisCom & Graphic Design 1	SPN 201	Intermediate Spanish 1
ART 124	VisCom & Graphic Design 2	SPN 202	Intermediate Spanish 2
ART 213	Painting 3	SPN 203	Spanish Conversation & Comp.
ART 214	Painting 4	SPN 204	Introduction to Spanish Lit.
ART 215	Portrait Painting (3)		
ART 223	VisCom & Graphic Design 3	10. BASIC COMMUNICATIONS	
ART 224	VisCom & Graphic Design 4	ENG 101	Freshman English 1 and
ART 230	Arts and Communication Practicum	COM 101	Foundations of Communication
COM 103	Speaking Voice		
COM 107	Television Production 1		
COM 201	Oral Interpretation		
COM 209	Debate		
DNC 101	Modern Dance 1		
DNC 102	Modern Dance 2		
DNC 201	Advanced Dance 1		
DNC 202	Advanced Dance 2		
ENG 211	Creative Writing: Fiction		
ENG 212	Creative Writing: Poetry		
MUS 101	Introduction to Music		
MUS 113	Introduction to Orchestra		
MUS 121	Fundamentals of Music		

Note: Courses that are a part of the College's General Education requirement and which are followed by an H are Honors sections of regular courses. As such, they are enriched versions of courses that already meet the SUNY General Education requirement.

Guide for Social Science Requirement

GUIDE FOR SOCIAL SCIENCE REQUIREMENT

12 Credits of Social Science - select one course from group A, B, C and D.

A. Economics, United States History, or United States Government

ECO 201	Macro-Economics	HIS 103	History of African Americans
ECO 202	Micro-Economics	ECO 203	Economic Development+
HIS 101	U.S. History to 1865	POL 102	U.S. Government-State & Local
HIS 102	U.S. History Since 1865	POL 103	U.S. Government- National

B. Psychology

PSY 100	Psych. of Adjustment	PSY 230	Abnormal Psychology+
PSY 222	Psychology of Adolescence+	PSY 220	Developmental Psychology+
PSY 101	General Psychology 1	PSY 240	Social Psychology+
PSY 223	Psych. of Adulthood & Aging+	PSY 221	Child Psychology+
PSY 102	General Psychology 2+		

C. Anthropology, Criminal Justice, Human Geography, or Sociology

ANT 101	Cultural & Social Anthropology	CRJ 111	Criminology
ANT 102	Human Evolution	GEO 102	Human Geography
ANT 103	Archaeology & Prehistory	SOC 101	Introduction to Sociology
CRJ 101	Criminal Justice	SOC 120	Social Problems
CRJ 103	Understand. Juvenile Offender	SOC 231	The Family+
CRJ 105	Policy-Community Relations		

D. History other than U.S., Comparative Government, or International Relations

HIS 105	Science, Technology & Society	HIS 133	Modern Europe
HIS 121	World History to 1500AD	HIS 220	Modern China & Japan
HIS 122	World History since 1500AD	HIS 221	Modern India & Southeast Asia
HIS 123	Latin American Heritage/History	HIS 222	The Middle East
HIS 124	Africa: Past and Present	POL 101	Intro to Political Science
HIS 130	The Greek & Roman World	POL 220	Comparative Government
HIS 131	Medieval & Renaissance Europe	POL 221	International Relations
HIS 132	The Age of Revolution		

+ these courses have a prerequisite

Course Descriptions

Each course is identified by a six character alpha numeric code. The first three characters identify the subject code, the next three or four digits identify the catalog number. The department code indicates division or department sponsorship of the course. See column to the right for a listing of the department codes. The catalog number indicates the level of the course. Courses described in this section are listed in alphabetical order.

Read the description of the course carefully before you register for it, noting any prerequisite, corequisite, and the number of class hours. Each description lists the required number of student contact hours per week for a 15 week semester. For example, PHY 101 General Physics I, 3 lect., 3 lab., 4 cr., meets for three lecture hours and three laboratory hours each week, over a semester of 15 weeks. Four credits are received on successful completion of the course. Consult your faculty advisor if you have any questions about the level or the content of a course.

Due to academic and fiscal considerations, not all courses can be offered each semester of every year. Courses taught only in the fall or spring semesters are so identified; otherwise, courses may be taught both semesters. Therefore, this catalog should not be considered a contractual offer from the college to any prospective student.

Frequency and Timing of Course Offerings

Unless specific semesters are listed, courses are offered on an occasional basis. The college reserves the right to not offer a course when scheduled, based upon budgetary or staffing needs.

Course Index

The following course categories, subject codes, and catalog numbers are listed here only as a quick advising guide. There are exceptions. Please refer to the course descriptions for complete information.

Course Index-Alphabetical

Discipline/Department	Dept. Code
Accounting	ACC
Anthropology	ANT
Architecture	ARC
Art	ART
Astronomy	AST
Biology	BIO
Business	BUS
Chemistry	CHM
College and Career Skills	CCS
Communication	COM
Computer Aided Drafting	CAD
Computer Information Technology	CIT
Computer Science	CSC
Criminal Justice	CRJ
Dental Hygiene	DNT
Economics	ECO
Education	EDU
Electrical Engineering Technology	EET
Engineering	EGR
English/Reading/Writing	ENG/RDG/WRT
Field Studies	FLD
French	FRE
Geography	GEO
Geology	GLG
History	HIS
Honors Seminar	HON
Human Services	HMS
Italian	ITA
Management	MGT
Marketing	MKT
Mathematics	MAT
Medical Laboratory Technology	MLT
Music	MUS
Nursing	NUR
Occupational Therapy Assistant	OTA
Office Technologies	OFT
Philosophy & Religion	PHL
Physical Education Theory	PED
Physical Education Activity (Majors)	PEM
Physical Education Activity (Non-Majors)	PES
Physical Sciences	PSC
Physical Therapist Assistant	PTA
Physics	PHY
Political Science	POL
Psychology	PSY
Radiologic Technology	RAD
Sociology	SOC
Spanish	SPN
Theater	THE

Online Learning

SUNY Orange currently offers several courses online through the internet each year. In addition, students may take courses which are "web-enhanced," "hybrid," or "online" in nature. Students may access these courses from home, on campus, or wherever they can obtain internet access.

Web-enhanced

A web-enhanced course makes use of web technology and services to support distribution of course materials and student access to resources on the web. These courses still meet for the required time on campus. Some courses may require participation in the web-enhanced portion of the course in determining the final grade. Mandatory web-enhanced courses will be clearly marked in all course listings.

Hybrid

A hybrid course makes significant use of internet technology to facilitate access to class materials and support communication between faculty and students, among students, and between students and resources. These courses will only meet for one-half of the required class time on campus and will require participation in the online portion of the course in determining the final grade.

Online

A full online course is one that can be accessed anywhere and anytime, via the internet, with a web browser. It supports all the other services mentioned previously, as well as builds a learning community with the course taking place completely on-line, including live chats, bulletin board discussions and advising. An additional fee of \$50 is required for each online course.

To participate in online learning, students must have access to the World Wide Web and must use Internet Explorer 6.0, Netscape 7.0, Firefox 1.x.x or Safari 1.x as their web browser (JavaScript and Cookies must be enabled). In addition, the College requires the following minimal requirements in order to access the online courses: Microsoft Word (other word processing software can be used, but documents must be saved in the .rtf format), Adobe Acrobat Reader, and a 56K modem. Students are required to use SUNY Orange-issued email accounts. There are various work stations around campus that students may use to access online courses.

In the home, an Internet Service Provider (ISP) will provide access for a monthly fee. The student's ISP will specify the computer requirements for its service.

Currently, the College does not offer any complete degree programs online. In keeping with New York State Education Department requirements, students may not complete more than 30 credits toward a degree online. In the event that a student achieves more than 30 credits online toward a degree, the extra credits will not be counted toward degree completion. As a result, the student may not be allowed to graduate until the required number of "on-campus" credits is completed.

For students who take their courses primarily at an extension center, completion of an online course will not satisfy the graduation requirement that a minimum of one course be completed on the Middletown campus.

For more information about online learning at SUNY Orange including courses being offered, FAQs, etc., please visit www.sunyorange.edu/dl.

Accounting

(Accounting/Office Technologies Department)

ACC 101—Accounting Principles 1

4 cr. (Fall/Spring)

This is an introduction to accounting practice and theory using the model of the sole proprietorship in a service business. The accounting process for recording, summarizing, and reporting financial data is analyzed. Specialized systems in cash controls, payroll, and the use of multipurpose combination journals are examined. Emphasis is placed on identifying and correcting errors and omissions and understanding their impact on financial statements. Course objectives are reinforced through the use of manual and/or computerized practice sets.

ACC 102—Accounting Principles 2

4 cr. (Fall/Spring)

This is a continuation of accounting practice using the model of the sole proprietorship in a merchandising business. Use of special purpose journals and related subsidiary ledgers in support of merchandising operations and an analysis of payables, receivables, and inventory valuation unique to this area are examined. Additional content in the areas of note financing, long-term assets and payroll are included. The topic of corporations and the specific equity issues related to them are discussed. Course objectives are reinforced through the use of manual and/or computerized practice sets.

Prerequisite: *ACC 101*

ACC 111—Personal Finance

3 cr. (Spring-Day/Fall-Evening)

The course examines important aspects of consumer decision making. Emphasis is on practical consumer finance areas such as: personal financial planning, budgeting, consumer protection, purchasing, taxes, credit and investments. The course provides the skills to develop a life-long financial plan for the individual.

ACC 153—Financial Accounting

4 cr.

This course provides a solid foundation in basic accounting concepts and methodology of financial accounting. This includes the rules and procedures used by financial accountants in preparing external financial reports. Emphasis is placed on the chart of accounts, the accounting environment, the accounting cycle, cash flow, the income statement and the balance sheet. This course provides students with an understanding of financial accounting in a corporate environment, methods used to perform analysis of financial statements, and insights into the financial accounting decision making process.

ACC 154—Managerial Accounting

4 cr. (Fall/Spring)

This course introduces students to managerial accounting as an information system that provides managers with a basis for decision making. Topics include basic C-V-P analysis, estimating costs, job and process costing, break-even analysis, standard costing, short and long term decision making, responsibility accounting, operating budgets, and flexible budgeting. Emphasis is placed on the needs of managers to use internal accounting information to make business decisions.

Prerequisite: *ACC 133 or ACC 101 and ACC 102*

ACC 201—Intermediate Accounting 1

4 cr. (Fall-Day/Spring-Evening)

Special emphasis is placed on accounting standards and the F.A.S.B. bulletins. Topics include: a review of generally accepted accounting principles; recognition, valuation and disposition issues; cash and receivables; inventory flow procedures; plant and intangible assets; and revenue recognition.

Prerequisite: *ACC 154 and CIT 101 or permission of department or ACC 102 and CIT 101 or permission of department.*

ACC 202—Intermediate Accounting 2

4 cr. (Fall-Evening/Spring-Day)

Continued emphasis is placed on accounting standards and the F.A.S.B. bulletins. Topics include: temporary and long-term investments, current liabilities, stockholders equity, bonds and miscellaneous long-term liabilities, pension plans, leases, cash flows, financial statement analysis, earnings per share, and an introduction into the objective characteristics and elements of financial reporting. Use of the Financial Accounting Research System (FARS) will also be introduced.

Prerequisite: *ACC 201*

ACC 205—Accounting with Microcomputer Applications

3 cr. (Fall-Day/Spring-Evening)

Spreadsheet and time value of money software are introduced and developed as support tools for topics in managerial, financial, and income tax accounting. Topics include capital budgeting, cash budgeting, depreciation, loan/debt/bond amortization, cost/volume/profit analysis, project development, financing, and profit planning, and an introduction into financial planning. Emphasis is placed on both proper application of theory and quality of report presentation.

Prerequisite: *ACC 102 and CIT 101 or ACC 154 and CIT 101*

ACC 211—Federal Income Tax Procedures

3 cr. (Fall-late day)

Course emphasis is placed on the current status of Federal income Taxes as they relate to individuals The

Accounting - Anthropology

history of Federal Income taxation as well as the Federal taxation of business income is also covered. After completion of the course, the student will be able to prepare an individual Federal Income Tax return. The course materials include valuable reference tools.

Prerequisites: *ACC 101*

ACC 214—Accounting Practice

4 cr. (Spring-Late Day)

Topics include software issues related to new company configuration, security controls, and troubleshooting. Accounting applications are in the areas of bank reconciliation, payroll programming and reporting, sales and excise tax reporting, and management of payables, receivables, and cash. Emphasis is placed on the skills and attitudes needed to assume a “full-charge” office bookkeeping position. QuickBooks Accounting software will be used in this course.

Prerequisites: *ACC 102 and CIT 101 or ACC 153 and CIT 101.*

ACC 220—Accounting Internship

3 cr. (Spring)

Students enrolled in this course will intern at organizations appropriate to learning about accounting and accounting-related fields. Students will integrate classroom theory in a monitored and supervised work experience. Periodic meetings with a faculty advisor and written assignments are required. Evaluations by workplace supervisors are also required. The student intern is required to work a minimum of 90 hours during the semester.

Prerequisites: *Permission of instructor or ACC 102 or ACC 153; ACC 214, ACC 205; and BUS 203. A minimum CQPA of 2.75 is also required.*

Anthropology

(Social Sciences Department)

ANT 101—Cultural and Social Anthropology

3 cr. (Fall/Spring)

A cross-cultural approach to the nature of culture as humanity’s means of existence, focusing on such topics as the method of scientific research in cultural anthropology, the basis of language, a comparative study of events of the human life cycle, family and kinship, religion and ritual, and theories of social change and development. *Fulfills category C.*

ANT 102—Human Evolution

3 cr. (Fall)

This course applies Darwinian evolutionary theory to an examination of the position of the human species within the animal kingdom, the characteristics of primates, the evolutionary origins of human behavioral patterns, the fossil record of human evolution, the study of race, and continuing human evolution. *Fulfills category C.*

ANT 103—Archaeology and Prehistory

3 cr. (Spring)

This course investigates the contribution made by archaeological science to an understanding of the process by which human society evolved from earliest forms to the emergence of complex civilizations in various parts of the world prior to historical times. *Fulfills category C.*

ANT 220—Indians of North America

3cr. (Spring)

This course is an analysis of Native American cultures north of Mexico from early times to the modern era. Ecological, historic and ethnographic data are utilized to review the various cultural areas. The southwest, plains, northwest, southeast and northeast cultures

Architectural Technology

(Science & Engineering Department)

ARC 101—Architectural Graphics

2 lect., 3 lab., 3 cr.

An introduction to architectural graphics standards. Topics include general drafting terminology, using mechanical drafting equipment, the communicative role of lineweights and scales, and the roles of plans, sections and elevations. Laboratory work using instruments and specialized software provides hands-on experience. Drawings will be discussed and demonstrated in lecture and applied in lab assignments and projects. Emphasis is on drafting and line quality and successful communication through architectural drawings. Lab assignments will include both two-dimensional and three-dimensional drawings along with an introduction to shade and shadows.

Corequisite: *ENG 040*

ARC 102—Advanced Architectural Graphics

2 lect., 3 lab., 3 cr.

An advanced course in architectural graphics with an emphasis on mixed media. Topics include coordination of two and three dimensional drawings, the use of color and fonts, composition of presentation boards, the role of freehand sketching in presentations, and Adobe software applications. Emphasis is on composition and successful communication through architectural drawings.

Prerequisite: *ARC 101*

ARC 105—Building Materials and Methods 1

2 lect., 2 cr.

The description and analysis of building materials and their use in construction: foundations, structural elements, and floor, roof, and wall systems. This course primarily focuses on building component and structural terminology, identification and variations of building materials, and methods of wood construction. Steel, concrete and masonry construction will be introduced.

Corequisite: *ENG 040*

ARC 106—Building Materials and Methods 2

2 lect., 4 lab., 4 cr.

The description and analysis of building materials and methods and their use in masonry, steel and reinforced concrete construction. Sustainable building principles will be introduced. Methods are clarified through the development of drawings such as wall sections, window details, plan details, etc.

Prerequisite: *ARC 101, ARC 105, CAD 101*

ARC 111—Architectural Design 1

2 lect., 3 lab., 3 cr.

An introduction to the basic elements of architectural design -scale, proportion, rhythm, mass, textural effects, contrast, unity, sequential spatial experience. Execution of two and three dimensional design projects. An exploration of nature of art and architecture.

Corequisite: *ENG 040*

ARC 112—Architectural Design 2

1 lect., 4 lab., 3 cr.

The place of function, structure, and expression of ideas in architecture will be explored through the lecture and lab component of this course. In lecture, case studies will be presented. In lab, the execution and criticism of architectural design problems will take place. Presentation techniques will be in various media, with a concentration on model building.

Prerequisite: *ARC 101, ARC 111*

New ARC 201—Digital Portfolio

3 lab – 1 credit

A structured environment in which students prepare and orally present a portfolio that demonstrates the body of their work produced in courses in the Architectural Technology Program. Students also produce a cover letter, resume and personal essay on architecture.

Prerequisite: *CAD 102, ARC 102, ARC 112*

ARC 205—Working Drawings 1

2 lect., 3 lab., 3 cr.

This course is an introduction to architectural working drawings. Basic principles of preparing and organizing necessary components of a working drawings set will be covered. Students will prepare a set of drawings for a small wood structure using Autocad software. Correctness of construction techniques and CAD draftsmanship will be emphasized. Quantifying building materials from the students' prepared sets will be introduced.

Prerequisite: *ARC 106, CAD 102*

ARC 206—Working Drawings 2

1 lec., 6 lab, 4 credits

This is the capstone course of the building materials and methods sequence of the A.A.S. Arch. Tech. Program. Advanced working drawings of a building of steel construction will be produced. Emphasis is placed on draftsmanship, coordination, and accuracy plus development of building construction details. Autocad is used as the drafting medium. The complex relationships between owner, architect and contractor as well as the role of specifications will be introduced.

Prerequisite: *ARC 205*

Architectural Technology - Art

ARC 211—Architectural Design 3

1 lect., 4 lab., 3 cr.

A continuation of the design course sequence in which students explore programmatic requirements, precedents and architectural form. In lecture, case studies will be presented. In lab, the execution and criticism of architectural design problems will take place. Presentation techniques will be in various media and oral presentation is required.

Prerequisite: *ARC 102, ARC112, CAD 102*

ARC 212—Architectural Design 4

2 lect., 4 lab., 4 cr.

This is the capstone course to the design sequence of the A.A.S. Architectural Technology Program. The scope of design is expanded beyond building to outdoor spaces and land planning. A survey of town planning through out history with emphasis on 19th and 20th century. Execution of several design projects involving outdoor spaces, site, town and subdivision layouts, and a building in context on an actual site in the community.

Prerequisite: *ARC 211, ARC 201*

ARC 215— Architecture to the 18th Century

3 lect., 3 cr.

A survey of the development of Western architecture through the 18th century. Physical characteristics, form, interior spaces, construction materials, and structural systems from ancient Egypt through the eighteenth century will be covered. The relationship between built form and a society's institutions and culture, level of technology, and environment will be considered.

ARC 216—Architecture from the 19th Century

3 lect., 3 cr.

A survey of modern architecture. Form and space, aesthetic philosophy, material usage, and structural systems of architecture from 1850 to the present will be explored. The influence of technology, society, and the environment on architectural form will be explored.

ARC 220—Mechanical and Electrical Equipment for Buildings

3 lect., 3 cr.

Description, analysis, and basic design of heating, ventilating, plumbing, and electrical systems and equipment, fire protection, vertical transportation and acoustics in buildings.

ARC 221—Strength of Materials

3 lect., 3 cr.

An introduction to statics and strength of materials, forces, resistance to forces, and the appropriate amount and shape of material to resist those forces. An exploration of why buildings stand up.

Prerequisite: *PHY 111, MAT 107*

Art

(Arts & Communication Department)

ART 101—Introduction to Art

3 cr. (Fall/Spring/Summer)

A beginner's course for those interested in learning how to look at, appreciate and enjoy the visual arts. Weekly lectures introduce theoretical concepts that are reaffirmed with discussion and corresponding studio assignments. Students will explore basic concepts of line, shape, mass, color, balance, texture and composition by way of in-class critiques and hands-on projects. A museum trip may be included in this course.

ART 103—Drawing 1

1 lect., 2 lab, 2 cr. (Fall/Spring/Summer)

Drawing exercises and projects emphasizing development of perceptual, manual and conceptual abilities. Objective drawing in line and tone lead the beginning student to understand structure imaging, and execution. Studies introduce basic perspective methods Various drawing media and materials are used.

ART 104—Drawing 2

1 lect., 2 lab, 2 cr. (Fall/Spring/Summer)

Drawings as finished art are developed from preliminary works. Study of media-image, form-content relationships. Develop more complex and subjective drawings.

Prerequisite: *ART 103*

ART 107—Design 1

2 lect., 2 lab., 3 cr. (Fall)

An introduction to the study of theory and principles of structure of design using two dimensional media studio projects benefited by lectures, demonstrations and library assignments.

ART 108—Design 2

2 lect., 2 lab., 3 cr. (Spring)

Continuing study of design concepts and development of complex studio projects in various media. Studio methods and processes are discussed and demonstrated.

Prerequisite: *ART 107*

ART 111—Color

1 lect., 2 lab, 2 cr. (Fall & Spring)

This studio course has students assess psychological as well as physical effects of light and color relationships. Additionally, students will examine color content and its use in art, architecture and personal effects. Weekly lectures introduce theoretical concepts that are reaffirmed with corresponding studio projects. A museum trip may be included in this course.

ART 113—Painting 1

1 lect., 4 lab, 3 cr. (Fall/Spring/Summer)

Fundamentals of painting techniques and materials are learned while student composes from still life setups reflecting various modes and historical perspectives.

ART 114—Painting 2

1 lect., 4 lab., 3 cr. (Spring)

Continuing work in still life painting using more complex formal and contextual means of organizing the pictorial surface and space.

Prerequisite: *ART 113*

ART 117—Figure Drawing 1

2 lect., 4 lab, 4 cr. (Fall)

Drawing from the model—proportion, gesture, form and structure. Work in anatomy and rendering. Various media are employed.

Prerequisite: Permission of instructor

ART 118—Figure Drawing 2

1 lect., 4 lab, 3 cr. (Spring)

Drawing from the model—extended studies, the draped figure, light and shade as structure and content. Lectures and demonstrations of various media and papers

Prerequisite: *ART 117*

ART 119—Photography 1*

1 lect., 3 lab., 3 cr. (Fall/Spring/Summer)

A workshop course for the novice photographer covering camera basics, negative development, enlargement, and contrast control. Considerable darkroom work with criticism as well as discussion of the history of photography are emphasized.

ART 120—Photography 2*

1 lect., 3 lab., 3 cr. (Spring)

A workshop course consisting of considerable darkroom work as a basis for learning more advanced print control techniques which include bleaching, spotting, and mounting prints. Emphasis is placed on individual creativity through personalized assignments and critiques. Studies in the history of photography are continued.

Prerequisite: *ART 119*

**Students are required to have a 35 mm or larger camera. Lab space, enlargers, and chemicals for paper treatment provided. Students should expect to spend approximately \$200 for film and film development supplies and materials.*

ART 123—Visual Communications & Graphic Design 1

2 lect., 2 lab., 3 cr. (Fall/Spring/Summer)

Explore the idea that memorable visual messages with text have the greatest power to inform, educate, and persuade an individual. Learn about current

Visual Communications theories, graphic design principles, elements, typography, influential persons, and contemporary digital media, including page layout software (Quark Xpress and Adobe InDesign) as well as Adobe Photoshop.

ART 124—Visual Communications & Graphic Design 2

2 lect., 2 lab., 3 cr. (Spring/Summer)

The Viscom 2 student will learn the fundamentals of visual communications and graphic design through Viscom problem solving, graphic design projects, and exploration into the graphic communications industry today. Digital media skills will be acquired through projects and exercised utilizing page layout (Quark XPress and Adobe InDesign), digital imaging (Adobe Photoshop), and vector drawing software.

ART 127—History of Art 1

3 cr. (Fall)

A survey course covering the major movements of art from Pre-historic times through the beginning of the early Italian Renaissance. Architecture, painting, decorative arts, sculpture and textiles will be studied within social, political and religious context. Special attention will be paid to evolution of style, technique and medium. A museum trip may be included in this course.

ART 128—History of Art 2

3 cr. (Spring)

A survey course that addresses the major movements of art from the early Italian Renaissance to Post Modernism of the late twentieth century. Architecture, painting, sculpture and photography will be studied within social, political and religious context. Special attention will be paid to evolution of style, technique and medium. A museum trip may be included in this course.

ART 131—History of Animation

1 cr. (Fall/Spring)

A five-week survey of the history of animation traced from early twentieth century origins based in photography. The seminar will culminate with an examination of computer-generated animation. Special attention will be paid to traditional methodology of classic cartoon production, full-length features as well as non-traditional animators and avant-garde animation techniques.

ART 201—American Art 1700 to 1945

3 cr. (Spring)

A survey course examining the development of American painting, sculpture, architecture, folk art and decorative arts begins with the tribal art of Native Americans, encompasses the artistic adaptations of early American settlers and concludes with Modern American art of the 1940s. Special attention will be

Art

paid to evolution of style, technique and medium over the course of American history. A museum trip may be included in this course.

ART 203—Modern Art: The 20th Century

3 cr. (Fall/Summer)

An in depth, chronological examination of the art movements of the twentieth century as shaped by the age of technology and information. Subject matter will be presented decade by decade with attention paid not only to developing technology but also to social and cultural issues. Specific examples of architecture, painting, graphic art, sculpture and photography will be set in perspective to the world events that have helped shape modern artist's approach to art and creativity in the twentieth century. A museum trip may be included in this course.

ART 205—Women in Art History

3 cr. (Spring)

This survey of women artists throughout history begins by examining images of females of antiquity as represented in art and then examines the social, economic and political context of women artists in art history concluding with working women artists of the twenty-first century. Works of painting, sculpture, textile, decorative arts, and photography and installation art created by women with careful consideration of the political, social, economic and religious constraints women artists have faced. Special attention will be paid to evolution of style, technique and medium. A museum trip may be included in this course.

New **ART 207—Non-Western Art**

3 cr. (Fall/Spring/Summer)

This survey course focuses on the history, development and current influences of non-western art. Particular emphasis is on objects, images and architecture from South East Asia, China, Korea, Japan, the Islamic world, Native North and South America, African and the Pacific Basin as well as contemporary Latin art. A museum trip may be included in this course.

ART 223—Visual Communications and Graphic Design 3

2 lect., 2 lab., 3 cr. (Fall)

The Viscom 3 student will develop a personal approach to visual communication in this experiential problem solving course. More advanced technical skills will be achieved using a flatbed scanner, Adobe Photoshop, Adobe Illustrator, and Quark XPress, presentation and page layout software.

Prerequisite: *ART 124 or permission of instructor and department chair*

ART 224—Visual Communications and Graphic Design 4

1 lect., 2 lab., 2 cr. (Spring)

The Viscom 4 student will produce a professional portfolio for entry level employment in visual communications or for further education. The student will complete one semester-long multi-disciplinary group project and will hone personal style in visual communication and refine technical skills in using page layout, vector-based and image manipulation graphics software.

Prerequisite: *ART 223 or permission of instructor and department chair*

ART 225—Web Page Design

2 lect., 2 lab., 3 cr. (Fall/Spring)

Students master the key design strategies of the best professional web designs and design and build fully functional web pages and web sites using Adobe GoLive and Adobe Photoshop. Course covers both design concepts and practical, technical abilities, including psychology of perception, color theory and human vision, typography, interface design, technology and new trends in this fastest-moving of all media. Class projects include surfing the web, finding great examples of both good and bad web pages, and learning what works - and what doesn't work - in the real world.

Prerequisite: *CIT 111 Internet and HTML Programming or permission of instructor*

ART 230—Arts and Communication Practicum

3 lab., 1 cr. (Fall/Spring)

Students develop and complete individual projects in theater production, broadcasting, journalism, and related areas in music and art. Projects may be performed on campus or by arrangement in community facilities. Students may repeat course for a total of three credits.

Prerequisite: *permission of instructor or department chair*

Astronomy

(Science & Engineering Department)

AST 120—Astronomy

2 lect., 3 lab., 3 cr.

The relationship of physical laws to the structure and size of the universe is the means by which the methods of observational astronomy are studied. The role of gravity in the formation of stars, galaxies, and clusters is emphasized. Current study of cosmology is placed in the historical context. Besides observing sessions, the laboratory emphasizes the methods of observational astronomy.

Prerequisite: *tested into MAT 101 or completed MAT 020 or permission of instructor*

Biology

(Biology Department)

Biological Science majors must take BIO 101 and BIO 102. Then select from BIO 201, BIO 202. Students should consult with a biology department advisor.

BIO 101—General Biology 1

3 lect., 3 lab., 4 cr. (Fall, Summer)

Topics include a study of the nature and scope of science in general and biological science in particular: the chemical and physical basis of life; the structures and functions of the cell with an emphasis on photosynthesis, respiration, functions of DNA, and the processes of mitosis and meiosis. The course concludes with the genetic and evolutionary consequences of meiosis and reproduction.

BIO 102—General Biology 2

3 lect., 3 lab., 4 cr. (Spring)

A study of the plant and animal organism with an emphasis on the vertebrate animal and the flowering plant. Comparative systems are studied. The relationships between organisms and the environment are also covered.

Prerequisite: *BIO 101*

BIO 110—Introduction to Biology

2 lect., 3 lab., 3 cr. (Fall, Spring, Summer)

A introductory course covering the scientific method, basic chemistry, cell biology, structure and function of the vertebrate body, biochemical pathways, cellular division, genetics, diversity and biological systems.

Prerequisite: *The course is designed for students with little or no academic background in biological sciences and want to pursue a career in the health professions or biology.*

BIO 111—Anatomy and Physiology 1

3 lect., 3 labs., 4 cr. (Fall, Spring, Summer)

An introduction to the structure and function of human systems. Study begins with the organization of the body from the molecular to the organ/organ system level of function and continues through the Integumentary, Skeletal, Muscle, Nervous and Endocrine systems. Laboratory work includes cellular structure and function, histology, and gross anatomical analysis of the skeletal, muscular, and nervous systems. The laboratory experience includes use of human bones and dissection of the cat, sheep eye and brain as well as use of human anatomical models of organs and structures related to the above systems.

Prerequisite: *AP Biology, BIO 111 or BIO 101*

Biology

BIO 112—Anatomy and Physiology 2

3 lect., 3 lab., 4 cr. (Fall, Spring, Summer)

Continues the study of the structure and function of human systems begun in BIO 111 (Anatomy and Physiology 1). Included are the Circulatory, Lymphatic, Immune, Respiratory, Digestive, Urinary and Reproductive systems. Acid-base, fluid and electrolyte balance are also discussed, and functional inter-relationships and homeostasis are stressed throughout. Laboratory work includes analysis of the structure and function of the above systems at the histological, gross anatomical and organ system levels. The laboratory experience includes dissection of the cat and beef and sheep hearts as well as prepared histological specimens, human anatomical models and computer/video presentations related to the above systems. Laboratory experiments also expose students to related clinical techniques/ topics such as blood typing, ECG, blood pressures, pulse determination, heart and lung sounds, spirometry, and urinalysis.

Prerequisite: *BIO 111*

BIO 113—Neurobiology

2 lect., 2 lab, 3 cr. (Fall)

This course is designed for students of Massage Therapy, Physical Therapy Assistants, Occupational Therapy Assistants, and other Health Sciences. It will provide the student with a foundation for understanding neurological dysfunction. Integration, rather than segregation, between structure and function are emphasized. This course will enable the student to be conversant in the structure and function of the nervous system, with emphasis on sensorimotor integration and neuromuscular physiology. The organizing theme is the regulation of body function, how the nervous system is influenced during development, learning, and by disease, or trauma. This is illustrated in a multidisciplinary fashion: morphology, physiology, biochemistry and clinical manifestations. Examples of pathological, occupational and environmental causes of neurological disease are highlighted through lectures and student presentations. The different approaches used in diagnosis and understanding physical impairment are stressed as essential components of devising effective therapy.

Prerequisite: *BIO 112*

BIO 115—Human Biology

3 lect., 3 lab., 4 cr. (Fall)

Human anatomy, physiology and pathology are discussed in lectures. Laboratory work includes microscopic study of tissues and a dissection of the cat. The anatomy of the cat is correlated with human anatomy.

Prerequisite: *BIO 110 or BIO 101*

BIO 120—Biology for Today

3 lect., 0 lab., 3 cr. (Spring)

The biological aspects of contemporary problems and issues will be explored. Selected topics will be chosen from the areas of Medicine and the Environment. Students will participate in discussions and class activities that will assess decision-making criteria relative to the issues being presented.

BIO 120 DL—Biology for Today

3 lect., 0 lab., 3 cr. (Spring)

The biological aspects of contemporary issues will be explored. Selected topics will be chosen from areas of the environment, human anatomy and physiology, inheritance, evolution, and genetic engineering. Proctored exams will be administered at an SUNY Orange campus or an approved site arranged by the student.

BIO 123—Prehistoric Life

3 cr. (Fall, Spring, Summer)

A survey of the diversity of prehistoric life including the dinosaurs, mammals, birds, reptiles, amphibians, fish, invertebrates and plants of the past. An overview of other relevant topics such as fossilization, evolution, extinction, vertebrate anatomy and ecosystem structure will be presented. The course will include a trip to the Museum of Natural History. Students are responsible for their own transportation. The course does not include a laboratory component.

BIO 123 DL—Prehistoric Life

3 lect., 0 lab., 3 cr. (Fall, Spring, Summer)

A survey of the diversity of prehistoric life including dinosaurs, mammals, birds, reptiles, amphibians, fish, invertebrates, and plants of the past. An overview of other relevant topics such as fossilization, evolution, extinction, and vertebrate anatomy will be presented. The course will include a trip to the Museum of Natural History. Students are responsible for their own transportation. The course does not include a laboratory component. Proctored exams will be administered at an SUNY Orange campus or an approved site arranged by the student.

BIO 125—Nutrition

3 cr. (Fall/Spring/Summer)

Students study carbohydrate, fat, protein, mineral and vitamin requirements; an overview of the chemical and biological body functions, nutrient metabolism and deficiencies, food safety legislation, functions of the Food and Drug Administration and the USDA. Students conduct a caloric self-study.

BIO 141—The Diversity of Life

2 lect., 3 lab., 3 cr. (Fall, Spring)

This course offers the non-science major an opportunity to study representatives of the major

groups of bacteria, protists, plants, fungi, and animals in both lecture and lab. Emphasis will be placed on the major characteristics of each group. The inter-relationships among these organisms will be studied both through discussion and through field trips to local sites. The global loss of biodiversity and its significance will be discussed. Students are responsible for their own transportation on field trips.

BIO 143—Field Biology

2 lect., 3 lab., 3 cr. (Fall)

This course will acquaint students with the plants and animals of the Orange County area, with emphasis on ecological relationships between them and their environment. Weekly field trips within the area will identify organisms found and conduct outdoor studies to better understand interactions among them. Real data will be collected and analyzed to answer scientific questions concerning the natural history of the county's biodiversity. Students are responsible for their own transportation.

BIO 146—Avian Biology

2 lect., 3 lab., 3 cr. (Spring-alternate years)

A study of the birds of the Mid-Hudson Region, emphasizing field identification, migration, flight and ecological adaptations, voice & behavior, distribution and classification. Lectures and weekly field trips to diverse habitats are included. Students are responsible for their own transportation.

BIO 148—Environmental Conservation

2 lect., 3 lab., 3 cr. (Spring)

This course will explore local, regional, national, and global issues of water quality and usage, such as types and sources of pollutants and their effects on humans and wildlife, surface and ground water overuse, and conservation of water resources. The expanding human population and its creation of resource conflicts and their resolutions are presented and discussed. Lab experiences will focus on monitoring the quality of nearby waterbodies, with the collection of real data that will be used by Orange County in their formulation of a watershed management plan. Students are responsible for their own transportation to off-campus sites.

BIO 201—Genetics

3 lect., 3 lab., 4 cr. (Fall)

This is a survey course which introduces students to the various fields of modern genetics. Topics include the diverse forms of inheritance, the structure of chromosomes, the nature of function of genes, the regulation of gene activity, mutation, biotechnology, and evolution. Special reference is made to human genetic disorders and cancer. Lab work includes observing the inheritance traits in fruit flies and plants, mapping genes to regions of chromosomes, transformation, conjugation, plasmid DNA isolation,

DNA gel electrophoresis, and protein gel electrophoresis. Students will learn techniques for the handling of bacteria and bacteriophage.

Prerequisite: *one year of biological science including BIO 101*

BIO 202—Comparative Vertebrate Anatomy

3 lect., 3 lab., 4 cr. (Spring)

The morphology, physiology, evolutionary development, and adaptations of major organ systems in vertebrate animals are studied. Laboratory work includes histology and dissection of vertebrate animals.

Prerequisite: *one year of biological science. including BIO 101*

BIO 204—General Botany

3 lect., 3 lab., 4 cr. (Spring)

This is a general botany course that will study plant morphology and physiology of herbaceous and woody plant divisions within the plant kingdom as well as other related plant-like organisms. Topics covered include plant structure and function, plant growth, transpiration, photosynthesis, evolution, and reproductive cycles. The course concludes with the diversity of flowers and plant life. Laboratory work includes: microscopic examination of cells and tissues of typical plants, set up and monitoring of a hydroponics experiment that will utilize the scientific method and allow for continual plant growth observations. Students will also be assigned seeds from differing plant families to germinate and tend to until plant maturity. The course will also require a plant collection prepared by each student.

Prerequisite: *one year of biological science. including BIO 101*

Business

(Business Management and Accounting/Office Technologies Departments)

BUS 101—Business Mathematics

3 cr. (Fall/Spring)

This course is required by various A.A.S. degrees in business. This course will emphasize the use of business terminology and the solving of business problems using decimals and percentages. Topics that are covered in this course include, but are not limited to, the following: increase or decrease from a base amount, gross and net payroll calculations; markup and markdown; trade discounts and cash discounts; sales tax; simple interest, compound interest, and ordinary annuities.

Note: This course cannot be used to fulfill the Math/Science requirement for any degree.

Prerequisite: *MAT 010*

BUS 103—Introduction to Business

3 cr. (Fall, Spring)

In this analysis of current business practices, the following topics are examined: impact of technology on businesses, economic systems, forms of ownership, social responsibility, management and organization, finance, marketing, human resources, information management and international business. Topical issues and cases are used to reinforce terminology and concepts. It is strongly advised that students take this course in their first semester.

BUS 105—Business and Society

3 cr. (Fall, Spring)

Emphasis is placed on current business economic policy issues as applied to the roles of government and the consumer. The course is structured to help both enlighten and sharpen the student's awareness of current economic problems and business issues in today's dynamic environment. Major emphasis is placed on inflation, unemployment, social security, health care, deficits, debt, global trade, and monetary & fiscal policy.

BUS 111—E-Business Principles

3 cr. (Fall, Spring)

Electronic business provides a foundation for conducting business on the Internet worldwide. Electronic business involves the use of Internet technology to transform key business processes in order to maximize customer value and facilitate the exchange of goods and services between buyers and sellers. Topics include: business to business (B2B) and business to customer (B2C) electronic commerce; advertising, market research, privacy and security issues on the Internet. Emphasis is placed on real-world application and Internet exercises. Each student will complete an Internet project.

BUS 201—Business Law 1

3 cr. (Fall, Spring)

Emphasis is placed on the principles and the language of the law governing business transactions. Topics include the background of law, the law of contracts, the law of agency and the law of sales.

BUS 202—Business Law 2

3 cr. (Fall, Spring)

This course deals with negotiable instruments, partnerships and corporations, and real and personal property, bailments and carriers.

Prerequisite: *BUS 201*

BUS 203—Business Communications

3 cr. (Fall/Spring)

This course provides a managerial approach toward practice in solving business and professional communication problems, in making decisions involving selection and organization of content and in choosing an appropriate method for presentation of information. The use of technology and collaboration to enhance the effectiveness of business communications is explored. An oral presentation, written business report or proposal, and numerous letters are required.

BUS 205—Business Statistics

3 cr. (Fall/Spring)

This course is required for various AS degrees in business. The course concentrates on three major sections. Part one is descriptive statistics which studies measures of central tendency and measures of dispersion. The second part includes probability theory, binomial probability distribution, and the normal curve. The third concentration is in inferential statistics which includes determining the sample size for a given sample, creating a confidence interval for the universe mean and universe proportion, and the testing of hypotheses. Regression and correlation analysis are also examined.

Prerequisite: *Two years of college preparatory math or MAT 101.*

BUS 207—Introduction to International Business

3 cr. (Fall, Spring)

This course will introduce students to the challenges and problems involved in conducting business in global markets. Initial emphasis will be on concepts and theories of international trade, foreign investment and economic development. After an overview of international agencies and the international monetary system, students will consider the effects of financial economic, socio cultural, legal and political forces on the foreign business environment. Course concludes with an examination of international management practices in various areas, including marketing and labor relations.

Chemistry

(Science & Engineering Department)

(see also: Physical Science, Physics)

CHM 103—Applied Chemistry 1

2 lect., 3 lab., 3 cr. (Fall)

A study of the fundamental concepts of inorganic chemistry and techniques to be used in clinical laboratories. Topics include the nature of matter, the mole concept nomenclature, redox reactions, solutions, chemical equilibrium, acids and bases, and the gas laws. Laboratory work stresses skills and techniques useful to the laboratory technician. This course is closed to students who have completed or are currently enrolled in 34105 or a higher numbered chemistry course.

Prerequisite: *MAT 101 or Math Placement test into MAT 102*

CHM 104—Applied Chemistry 2

2 lect., 3 lab., 3 cr. (Spring)

Continuation of 34103. Topics include acid base chemistry, nuclear chemistry, organic chemistry with an emphasis on nomenclature, simple chemical reactions, boiling points/ solubility in water, and organic functional families. Laboratory work emphasizes quantitative techniques. The use of periodicals is required.

Prerequisite: *CHM 103 or permission of department chair*

CHM 105—General Chemistry 1

3 lect., 3 lab., 4 cr. (Fall/Spring/Summer I)

A study of the fundamental principles of chemistry. Topics include: stoichiometry, gases, atomic structure, periodic properties, ionic and covalent bonding, Lewis structures, liquids and solids. Laboratory work is the application of these principles with emphasis on quantitative relationships. The keeping of a laboratory notebook is required.

Prerequisite: *MAT 102 or Math Placement test into MAT 121*

CHM 106—General Chemistry 2

3 lect., 3 labs., 4 cr. (Fall/Spring/Summer II)

Topics include: Chemical equilibrium, acid-base theories, solubility equilibria, thermochemistry, thermodynamics, chemical kinetics, nuclear reactions, electrochemistry, an introduction to organic chemistry and some representative biomolecules. Laboratory work includes the above topics, plus qualitative analysis of select cations, and chromatography. The keeping of a laboratory notebook and the writing of formal reports is emphasized.

Prerequisite: *CHM 105 or permission of department chair*

CHM 110—General and Biological Chemistry

3 cr. (Fall)

Fundamental concepts of inorganic, organic, and biological chemistry essential for a thorough understanding of principles and techniques in clinical dental hygiene and nutritional counseling.

Prerequisite: *either high school Regents Chemistry, CHM 120, or permission of department chair*

CHM 120—Elements of Chemistry and Physics

2 lect., 2 lab., 3 cr.

A survey of the fundamental principles of chemistry and related physical laws. Only elementary mathematics is used. Topics include: safety in the laboratory, measurement, atomic structure, the periodic table, chemical equations, solutions, electrolytes, acid-base reactions, pH, the gas laws, main organic functional groups, nuclear physics and radioisotopes, and an introduction to mechanics. Not open to students who have successfully completed 34105 or higher numbered chemistry courses.

Prerequisite: *tested into MAT 101 or higher or completed MAT 020*

CHM 201—Organic Chemistry 1

3 lect., 3 lab., 4 cr. (Fall)

An integrated presentation of the chemistry of aliphatic compounds with special emphasis on structure, nomenclature, mechanism and stereochemistry. Spectroscopy will be introduced. Laboratory work includes basic characterization techniques, basic synthesis, and keeping a laboratory notebook.

Prerequisite: *a minimum grade of C- in CHM 106*

CHM 202—Organic Chemistry 2

3 lect., 3 lab., 4 cr. (Spring)

Continuation of 34201. Topics include IR spectroscopy, NMR spectroscopy, and a continuation with the reactions of aliphatic and aromatic compounds, heterocyclic compounds and biologically active compounds. Laboratory work involves use of modern techniques in the synthesis, separation and purification of organic compounds, and keeping a laboratory notebook.

Prerequisite: *CHM 201*

College and Career Skills

(Interdepartmental) (Interdisciplinary)

CCS 100—Career Planning

(Liberal Arts Elective) 1 cr.

This course is designed to improve self-awareness and knowledge of the career decision-making process. Topics include self-exploration, career and career theory study, decision-making skills, information gathering from library and community resources, and the skills required to look for a job. Lectures, films, individual and group exercises, reading and writing assignments, and worksheet activities will be used to provide students with an in-depth career planning experience. For additional information contact Career Services.

CCS 101—College Success Seminar

(Liberal Arts Elective) 2 cr.

This is an interdisciplinary course designed to assist the student in making the transition to college, and to promote the development of a successful college experience. Students will define ways in which they are responsible for their own experiences in college. Topics include: setting goals, managing time, identifying cognitive styles, understanding relationships, accessing college and community resources, employing critical thinking, planning careers, appreciating diversity, clarifying values, achieving wellness, and incorporating information resources in the college experience. For additional information contact Patricia Slesinski, 341-4181.

CCS 102—College Life Skills

(General Elective) 1 cr.

This course is designed to bring together strategies and skills to increase the student's probability of success in a wide variety of goals. Based on established theory and practice in many academic disciplines, students will have the opportunity to apply these techniques to the tasks they face in a college setting. This course is not open to students who have completed CCS 101—College Success Seminar.

Communication

(Arts & Communication Department)

COM 101—Foundations of Communication

3 cr. (Fall/Spring/Summer)

This survey course is designed to introduce students to the theoretical and practical aspects of communication. Students examine the basic principles of the communication process including communication theory, perception, using verbal and nonverbal communication, and listening. Emphasis is placed on the application of these principles to interpersonal, small group, public, intercultural, and mass communication contexts. Students will also research and present formal speeches.

This course is one of two required to satisfy the Basic Communication General Education category.

COM 103—The Speaking Voice

3 cr. (Fall/Spring)

This course includes physical voice production, projection, the phonetic alphabet, regionalism, and articulation/diction. Students emphasize through vocal project modules either broadcast or theater, or general self improvement.

COM 105—Introduction to Radio & Television

3 cr. (Fall/Spring/Summer)

A survey of American radio and television including historical and technological development and the effects of broadcasting and corresponding technologies on society. Programming concepts and industry structure, ethical considerations in broadcasting, current and future directions in broadcast technology, and the changing nature of this industry are also considered.

COM 107—Television Production 1

3 cr. (Fall/Spring)

Hands-on experience in studio and remote television production. Specific projects include audio production, control room operations, switcher-fader, camera operation, tape editing, and programming concepts and production.

COM 108—Television Production 2

3 cr. (Spring)

An advanced, hands-on production course designed to deal with the various elements of television production. In addition to expanding the skills acquired in COM107, emphasis is placed on developing and producing "ready for air" productions. Topics include an introduction to television graphics, set design, and advanced editing techniques.

Prerequisite: *COM 107*

***New* COM 109—Audio Engineering and Design for the Arts**

2 lec., 2 lab, 3 credits (Spring)

This is a hands-on course designed to give students a basic working knowledge of sound technologies in the performing and presentational arts. Students will focus on the nature and physics of sound and its effect on the performance environment, the equipment that enhances and augments sound, and the design and implementation of sound in different performance media.

COM 201—Oral Interpretation

3 cr. (Fall)

This course is an introduction to the art of oral interpretation of literature. The student learns how to select and evaluate literary works for oral presentation, the methods of analyzing different types of literature, and the use of voice and body in the oral communication of literature. Each student presents a final lecture-recital.

Prerequisite: *COM 101*

COM 203—Interpersonal Communication

3 cr. (Fall/Spring)

Interpersonal communication is the basis for all our relationships and affects all aspects of our lives. The goal of this course will be to better understand interpersonal communication both as a concept and as something we experience in our everyday lives. This course is designed to assist students in becoming more thoroughly acquainted with the process of interpersonal communication and its impact on the development and maintenance of human relationships.

Prerequisite: *COM 101*

COM 205—Small Group Communication

3 cr. (Fall/Spring)

Human beings have always been creatures who collaborate. Our social nature results in our participation in groups and teams of all kinds. Communication makes it possible for groups and teams to exist and function. This introductory small group communication course examines the theory and practice in assuming membership and leadership roles in decision-making groups. The course places emphasis on both classic and current theories that focus on "how groups work" and practical information that explores "how to work in groups." Group process is investigated as it relates to the individual's ability to communicate, and thus interact more effectively.

Prerequisite: *COM 101*

COM 207—Public Speaking

3 cr. (Fall/Spring/Summer)

This course is designed to introduce students to the theoretical and practical requirements of different types of public presentations. Students will learn to prepare and deliver informative speeches, persuasive speeches and commemorative speeches. Special consideration will be given to audience analysis,

research, message composition, delivery, building credibility, the effective use of language and using evidence and reasoning. In addition to developing their speaking skills, students will also learn how to successfully reduce and manage their speaking apprehension.

Prerequisite: *COM 101*

COM 209—Debate

3 cr. (Spring)

Emphasis is on methods of argumentation and advocacy including proposition analysis, building the case, developing the brief, rebuttal and refutation. Various forms of debate are introduced with directed experience and application.

Prerequisite: *COM 101*

COM 211—Intercultural Communication

3 cr. (Spring)

Students study different cultures and the unique ways in which they communicate verbally and non-verbally. Includes the interdisciplinary study of cross-cultural communication theories, practices, and case study analysis.

Prerequisite: *COM 101*

COM 213—Popular Culture and the Media

3 cr. (Fall/Spring)

While building on a foundational overview of the evolution of popular culture, this course examines the growth and influence of American popular culture through the latter half of the twentieth century to the present. In addition to examining various historical critiques of popular culture, students will explore the different levels of popular culture, the technological forms that deliver and influence its content, the economic and social underpinnings of popular culture, and the groups and sub-groups that create, borrow, and consume popular culture in the United States. Case studies in television, music, film and print will be offered.

Prerequisite: *COM 101*

COM 215—Conflict Resolution

3 cr. (Fall/Spring)

This course assists students in learning ways to resolve conflicts in various settings by examining communication skills in dealing with these conflicts.

Prerequisite: *COM 101*

COM 217—Introduction to Communication Disorders

3 cr. (Fall/Spring)

An introduction to the field of communication disorders. The course includes an overview of normal and disordered speech and language in children and adults, the assessment and treatment of disordered speech, and an examination of career choices.

Prerequisite: *COM 101*

Computer Aided Drafting (CAD)

(Science & Engineering Department)

CAD 101—Introduction to CAD

2 lect., 3 lab., 3 cr.

An introduction to drafting using Autocad software. Emphasis is placed on drafting, annotating and dimensioning two dimensional drawings and composing sheets to be plotted. Emphasis is also placed on training students to follow verbal directions. Achieving appropriate lineweight distinctions when plotting is stressed.

Co-Requisite: *ARC 105, WRT 040*

CAD 102—CAD 2

1 lect., 2 lab., 2 cr.

This is an intermediate course using Autodesk software. Emphasis is placed on data manipulation and three dimensional drawing, both modeling and surfacing. Students will also use Architectural Desktop software to produce drawings.

Prerequisite: *CAD 101*

Computer Information Technology (CIT)

(Applied Technology Department)

New CIT 100—Computer Literacy

3 lect., 3 cr.

This course is designed to give the student an overview of computer technology, concepts, terminology, and the role of computers in society. There will be discussions of the social and ethical issues related to computers and the Internet. It will provide the student with research and critical thinking skills and introduce the student to relevant emerging technologies. The student will use word-processing, spreadsheets, database and presentation software when presenting their findings.

CIT 101—Micro-Computer Applications

3 lect., 3 Cr.

This is a hands-on computer literacy course that introduces the students to the operations, applications, and capabilities of microcomputers in today's society. Topics include general concepts of Operating Systems, Hardware, Application Software, Graphics and Data Communications. Laboratory assignments provide practical experience in Windows and Microsoft Office. Assignments (homework) usually require additional lab hours.

Co-requisite: *OFT 106*

CIT 103—Management Information Systems

3 lect., 3 cr.

An introductory course in Management Information Systems that includes such topics as organization and dissemination of business information, fundamentals of a computer system, storage and retrieval devices, the systems development life cycle, the Internet, and E-Commerce. Coverage will also include security, privacy and ethical issues as they relate to information systems.

CIT 105—Data Communications & Introduction to Networking

3 lect., 3 cr.

This is an introductory course in data communications and networking. Topics, which are emphasized in this course, include communication mediums, communication equipment, network topologies, protocols, and the OSI model.

Prerequisite: *CIT 103 or placement by department*

CIT 107—Introduction to C++ Programming

3 lect., 3 cr.

This course involves classroom lectures and hands-on exposure to programming in C++. Topics includes: Fundamental features of C++. Operators, Arrays and Loops, Pointers, Control Statements, Disk Files and Libraries, Structures for Lists, Sorting and Searching.

Prerequisite: *CIT 103*

CIT 111—Internet & HTML

3 lect., 3 cr.

This is a computer-based course, which introduces the student to the Internet and Internet programming. The student will cover topics including, general concepts, terminology, search engines, web page design and Internet languages. Assignments provide experience in the use of the Internet and creating web pages, an introduction to Dreamweaver.

CIT 112—Computer Hardware and Maintenance

4 lect., 4 cr.

This course involves classroom lectures and hands-on exposure to advanced microcomputer software and hardware. Topics include: current hardware technology, microcomputer operating systems, fixed disk management, communications, and local area networks.

Prerequisite: *CIT 103 or placement by department*

CIT 115—Visual Basic

3 lect., 3 cr.

This is a hands-on computer programming course to introduce the student to the Visual Basic programming language. The student will use important programming tools such as flowcharting, pseudo code, testing data and testing modules. The student will learn how to use Visual Basic for both stand-alone programs and scripting modules for use on the Internet. Entering students should have a basic knowledge of microcomputers and Windows.

CIT 116—Networking 1

6 lect., 6 cr.

This course will introduce students to the organization and design of networks. This course contains the background information students would need to take the first part of the CCNA certification, however, certification preparation is not included in this course. Topics include networking media, networking topologies, the OSI reference model, TCP/IP protocol suite, subnets, routers, switches, and basic networking concepts. Students will learn industry standards and terminology.

Prerequisites: *CIT 105*

CIT 203—Networking 2

4 lect., 4 cr.

This course builds on the foundation developed in 55176 Networking I and extends the students' capability to understand and manage data networks. This course contains the background information students would need to take the second part of the CCNA certification, however, certification preparation is not included in this course. Topics include LAN and WAN design, VLANs, Frame Relay, ISDN, and network administration. Students will learn industry standards and terminology.

Prerequisites: *CIT 116*

CIT 206—Networking Security

This course is an introduction to networking security, which includes securing an organization's critical data and systems from both internal and external threats. This course contains the background information students would need to take the CompTIA's Security+ certification, however, certification preparation is not included in this course. Topics include general security concepts, security threats, authentication, attacks, malicious code, remote access, email considerations, and web security. Students will learn industry standards and terminology.

Prerequisites: *CIT 116*

CIT 211—Systems Analysis

3 lec t., 3 cr.

Emphasis is placed on feasibility studies and analysis of new system requirements. A semester-long project is required to be completed by small groups working outside of the classroom. The group is required to present a written and oral presentation at the end of the semester.

Prerequisite: *CIT 103*

CIT 212—Systems Design

3 lect., 3 cr.

Emphasis is placed on designing a new system; file organization, hardware selection, programming specifications, installation requirements and follow-up procedures. A Case project is required to be completed by small groups. The Case Project will require a written and oral presentation at the end of the semester.

Prerequisite: *CIT 211*

CIT 217—Introduction to Unix/Linux

3 lect., 3 cr.

This is a computer-based course that will introduce the student to the UNIX and LINUX operating system. Assignments will include installation, basic operation, file management, administration, and configuration of LINUX. Various editions of UNIX/LINUX will be discussed. Students may wish to use this course to prepare for the CompTIA Linux+ certification.

Prerequisite: *CIT 103 or placement by department*

CIT 225—Database Fundamentals & Design

3 lect., 3 cr.

This course presents fundamental concepts of database design. Topics include Input/output processing, file organization, relational database requirements, SQL, QBE, switchboard/menu design, applications development, data security, and automating tasks with macros. This course involves a semester-long group project. MS Access is used for project implementation.

Prerequisite: *CIT 103 or placement by department*

CIT 230—CIT Internship

3 cr.

Students are assigned to a work study experience in an appropriate technology field at an off-campus site or provided with on-campus project work. The particular interests of the student in the field are considered in arranging the field experience. Enrollment by permission of the department chair.

Computer Science

(Math/Computer Science Department)

The following courses do not satisfy the laboratory science requirement for the Associate Degrees. These courses will satisfy the math requirement for the A.A. and A.S. degrees.

CSC 101—Computer Science 1

3 lect., 2 lab., 4 cr. (Fall)

An introduction to structured programming using the Java language. Students will be presented with methodologies for developing, testing and communicating plans for computer solutions of practical problems. Topics include top down programming, flow block diagrams, input/output structures, choice and loop structures, functions, strings, streams and stream processing and an introduction to classes. While designed as a first course for Computer Science majors, it would be open to any student who might desire to learn programming techniques.

This course will fulfill the math requirement for the A.S. degree.

Prerequisite: *math placement of MAT 121 or higher*

CSC 102—Computer Science 2

3 lect., 2 lab., 4 cr. (Spring)

A continuation of structured programming using the Java language. Students will design and test algorithms for computer solutions. Topics include user defined data classes, arrays, files, algorithm analysis and software engineering concepts.

This course will fulfill the math requirement for the A.S. degree.

Prerequisite: *CSC 101 or permission of the department chair*

CSC 130—Computers and Computing

2 lect., 2 lab., 3 cr.

Designed for students who desire an introduction to computers and computer programming, with "hands on" lab experience. Object oriented programming (Visual Basic) is taught using microcomputers with applications drawn from such fields as education, mathematics, and science.

Prerequisite: *MAT102 or by permission of instructor*

CSC 201—Data Structures

3 lect., 0 lab., 3 cr. (Fall)

A course in Data Structures. Arrays and records are reviewed and abstract data structures and their implementations are introduced using recursion and dynamic storage where appropriate. Structures studied include linked lists, stacks, queues, trees, and graphs.

This course will fulfill the math requirement for the A.S. degree.

Prerequisite: *CSC 102*

CSC 204—Computer Organization and Assembly Language

3 cr. (Spring)

An introduction to the organization of digital computers. Topics include information representation, system architecture, instruction sets, addressing modes, input/output techniques, and subroutine linkage considerations. Students write Intel 80286 microprocessor assembly language programs.

Prerequisite: *CSC 201*

Criminal Justice

(Criminal Justice Department)

CRJ 101—Criminal Justice

3 cr.

This course focuses on the development of the criminal justice system in a democratic society. Subject matter includes a comprehensive overview of the police, courts, and correctional components of this system. The historical and theoretical development of the criminal justice system and the impact of issues such as technology, transnational terrorism and homeland security on this development are explored. *Fulfills category C.*

CRJ 103—Understanding the Juvenile Offender

3 cr.

This course studies the causes, types and prevention of juvenile delinquency. The legal aspects and responsibilities in handling the juvenile offender are thoroughly analyzed and discussed. The course features an overview of the history and theoretical development of the American juvenile justice system as well as the treatment of the juvenile offender. *Fulfills category C.*

CRJ 105—Police-Community Relations

3 cr.

The course focuses on the issues relative to policing in a multi-cultural society. The course includes an analysis of prejudice and discrimination as sources of tension between law enforcement officials and private citizens. The role of the Police and the diverse communities they serve is thoroughly explored and critically assessed. *Fulfills category C.*

CRJ 106—Patrol Operations

3 cr.

This course explores the purpose, methods, and types of police patrol and operational functions. The course provides an overview of police administration, police patrol and analyzes the relevant issues that impact modern police systems. The course will explore the origins of policing and compare and contrast the major eras of policing with particular emphasis on community policing, problem solving and the Compstat process.

Prerequisite/Corequisite: *CRJ 101*

CRJ 107—Industrial and Private Security

3 cr.

This course provides an overview of industrial and private security systems. The methods, procedures and techniques that are utilized in the area of private security are studied and reviewed. Security issues such as loss prevention, disaster preparation, accident control, identity theft, cyber security, fire prevention,

Criminal Justice

business continuity and homeland security are discussed and evaluated. The course provides an in depth analysis and definition relative to the organizational structure of security organizations, proprietary organizations, and contract organizations. Security problems at the industrial, retail and government level are analyzed and assessed.

CRJ 109—Critical Issues in Law Enforcement

3 cr.

This is an overview of current issues in law enforcement that combines both the social science and legal approach to controversial issues in criminal justice and criminology. The course analyzes current issues in law enforcement such as police stress, corruption, brutality, police response to diverse communities, search and seizure, gun control, sentencing, hate groups, terrorism and homeland security.

CRJ 111—Criminology

3 cr.

This course explores the development of criminology as a discipline. Contemporary criminological theories relative to the causes of criminal behavior and victimization are studied. Students are expected to study these sociological, psychological and anthropological explanations of crime and critically discuss their relevancy to the modern world.

CRJ 113—Treatment of the Criminal and Delinquent

3 cr.

The structure and theory of correctional systems. A comprehensive study of correctional theory and the development of the prevention and treatment of adult and juvenile offenders. The course provides an overview of probation, parole, state training schools and community based correctional systems.

Prerequisite: *CRJ 101 or permission of department chair*

CRJ 211—Criminal Law

3 cr.

This course presents an overview of the philosophical development of our system of criminal law. The course focuses on the definitions and classification of crimes, criminal liability, and the development of controversial issues in criminal law such as the insanity defense, culpability, and jurisdiction etc. The course utilizes actual court cases to illustrate major legal concepts.

Prerequisite: *CRJ 101*

CRJ 213—Police Organization and Administration

3 cr.

This course comprises an analysis of the organizational structure of municipal police

departments including an examination of the major divisional components and operational units. The course will focus on the major organizational, managerial and supervisory principles of administration as they relate to law enforcement agencies. The course will also review and critically assess police organizational ethics, corruption, police brutality, investigation and training.

Prerequisite: *CRJ 101*

CRJ 215—Criminal Investigation 1

3 cr.

This Course provides an overview and introduction to basic criminal investigations. The course will provide instruction on proper note taking, report writing, interviewing techniques, crime scene searches, suspect identification, crime scene photography, composite sketch drawing, and court preparation. The investigative function and the relationship between investigators and the District Attorney are explored. Legal issues relative to the investigative function such as search and seizure, Miranda warnings, informant processing, undercover operations, wiretapping and surveillance are discussed and evaluated.

Prerequisite: *completion or concurrent enrollment CRJ 101*

CRJ 216—Criminal Investigation 2

3 cr.

The investigation of specific crimes and the exploration of methods utilized in specific criminal investigations. The course will explore specific crimes such as arson, narcotics, sex crimes, child abuse, domestic violence, assaults, burglary, larceny, homicide, auto theft, organized crime, domestic and transnational terrorist groups and cyber investigations. An emphasis on the types of evidence that are critical to the successful investigation of the above listed crimes will be thoroughly reviewed and analyzed. Court room preparation of these specific investigations will be thoroughly presented and discussed.

Prerequisite/Corequisite: *CRJ 101*

CRJ 226—Criminalistics

2 lect., 2 lab., 3 cr.

This course emphasizes the scientific investigation of crime. The importance of crime scene preservation and laboratory examination of forensic evidence as critical steps in the investigative process are emphasized. The processing of evidence in the field and laboratory are performed during in class lectures and in laboratory settings. Specific areas that will be covered during this class include crime scene searches, recording and securing forensic evidence, developing and recording latent fingerprints, examination of body fluids, microscopic examination of evidence

such as ballistics, firearms, breathalyzer examinations and polygraph examinations etc.

Prerequisite: *CRJ 101, CRJ 215, and CRJ 216*

CRJ 230—Criminal Justice Internship

3 cr.

This course provides students with an opportunity to acquire practical “hands-on” experience under the direct supervision of professionals in a field or area which interests them. The internship affords opportunities for academically related field work in a wide range of criminal justice, correctional, government agencies, social service programs, cultural organizations, businesses, research and non-profit institutions.

The internship requires 80 hours of supervised field work and 15 hours of class work for a total of 95 hours per semester. Prerequisite: Student must be a criminal justice major, have completed 30 credits or more, have a CQPA of 2.5 or higher and have the permission of the department chair.

Dental Hygiene

(Dental Hygiene Department)

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

DNT 101—Preventive Oral Health Services 1

2 lect., 9 lab., 5 cr. (Fall)

An introduction to the profession of dental hygiene and to the scientific principles of practice are core topics presented in this preclinical course. Didactic concepts and clinical techniques are integrated and applied in laboratory and clinical practice. Fundamental client assessment procedures, instrumentation skills and infection control protocols are the major foundational concepts presented. These will prepare the novice clinician to begin the provision of dental hygiene services to clients in the clinical setting. [R-1]

Corequisite: *ENG 101, BIO 115, CHM 110, DNT 103, CPR certification*

DNT 102—Preventive Oral Health Services 2

2 lect., 9 lab., 5 cr. (Spring)

The emphasis of this course is on the role of the dental hygienist in the care of medically compromised clients or clients whose particular needs require special consideration in clinical practice. The mandated New York state course in Child Abuse Detection and Reporting is also presented. Clinical content includes continued study of the Dental Hygiene Process of Care addressing the Dental Hygiene Diagnosis, as well as Treatment Planning phases. The clinical experience provides the student with the opportunity to further develop novice level instrumentation skills and assessment techniques. [R-1]

Prerequisite: *CPR certification, DNT 101, BIO 115, CHM 110, DNT 103*

Corequisites: *ENG 102, DNT 104, DNT 106, DNT 108, MLT 106*

DNT 103—Maxillofacial Anatomy and Oral Histology

3 lect., 3 lab., 4 cr. (Fall)

Study of the anatomy, embryology, and histology of the orofacial complex and neck as foundational knowledge for the study of dental hygiene. Detailed anatomy of the teeth and periodontium and anatomy of local anesthesia is provided. Other topics include embryology of the orofacial complex, histology of oral tissues, and the following anatomy: osteology, musculature, circulation, lymphatics, glands, and cranial nerves of the head and neck region.

Corequisite: *ENG 101, DNT 101, BIO 115, CHM 110*

Dental Hygiene

DNT 104—Dental Radiology

2 lect., 3 lab., 3 cr. (Spring)

Dental Radiology is the application of the principles of radiology in the study of the teeth and their surrounding structures. The students will study in lecture the history and principles of radiation physics, radiation biology, radiation safety, radiographic quality assurance, image theory, and alternative imaging modalities. The laboratory will provide demonstrations and practical application in the fundamentals of intraoral and extraoral radiographic techniques, processing, mounting and interpretation. Throughout the dental hygiene program, students will continue to integrate both didactic and preclinical skills by practical application in the clinic and extended clinical settings. [R-1]

Prerequisite: *BIO 115, CHM 110, DNT 101, DNT 103*

Corequisite: *ENG 102, DNT 102, DNT 106, DNT 203, MLT 106*

DNT 106—Oral Health Education

2 cr. (Spring)

Students develop skills in health promotion and disease prevention, focused primarily at the clinical, private practice setting. Topics include principles of client education, communication, psychology of oral health care, client management, oral physiotherapy, client assessment for preventive education and treatment, smoking cessation and prevention, therapeutics and topics in advanced caries prevention and dental hygiene treatment planning. Didactic concepts and clinical application are coordinated with clinical practice. Specific health education/preventive topics are assigned.

Prerequisite: *DNT 101, BIO 115, CHM 110, DNT 103*

Corequisite: *DNT 102, DNT 104, DNT 203, MLT 106*

DNT 108—Pharmacology

2 cr. (Spring)

The composition, dosage, therapeutic action, use and effects of drugs related to clinical dentistry and dental hygiene are studied.

Prerequisite: *BIO 115, CHM 110, DNT 101, DNT 103, DNT 110*

Corequisite: *DNT 102, DNT 104, DNT 106, MLT 106*

DNT 110—Pain Management in Dentistry

2 Cr. (Summer 1)

This course is designed to teach the management of pain control through the administration of local anesthetic agents and nitrous oxide/oxygen for conscious sedation. Topics for the course include: related anatomy and physiology, behavioral considerations, pharmacology of the drugs including indications/contraindications for their usage and the treatment of possible complications and/or medical emergencies.

Prerequisite: *BIO 115, CHM 110, DNT 101, DNT 102, DNT 103, DNT 104, DNT 106, DNT 203, MLT 106, CPR certification*

DNT 201—Preventive Oral Health Services 3

1 lect., 15 lab., 5 cr. (Fall)

Advanced dental hygiene theory and skills are presented in this course and integrated into the clinical experience. Periodontal instrumentation skills including ultrasonic scaling, implant care, and advanced assessment procedures are covered. Emphasis is placed on the implementation and evaluation phases of the Dental Hygiene Process of Care. The role of the dental hygienist in the dental specialty areas of prosthodontics and orthodontics is also included. The student will continue to develop clinical skills, advancing towards beginner level. [R-1]

Prerequisites: *DNT 102, DNT 104, DNT 106, DNT 110, DNT 108, MLT 106, CPR certification*

Corequisites: *BIO 125, DNT 203, DNT 205, DNT 207*

DNT 202—Preventive Oral Health Services 4

1 lect., 15 labs., 5 cr. (Spring)

This course is designed to prepare the student to begin dental hygiene practice. The major topics include: Ethical and Legal Considerations of Licensure and Practice, Professional Development and Employment and Practice Management Theory. The clinical experience emphasizes time management and the evaluation phase of the Dental Hygiene Process of Care. Students will continue to develop the knowledge, skills and attitudes necessary to achieve clinical competency. [R-1]

Prerequisites: *BIO 125, DNT 110, DNT 201, DNT 108, DNT 203, DNT 205, DNT 207, CPR certification*

Corequisites: *COM 101, PSY 101, SOC 101, DNT 205*

DNT 203—Oral Pathology

2 cr. (Fall)

The study of the branches of biologic sciences dealing with the nature of disease, its causes, processes and effects with an emphasis on the manifestations of the disease in the oral cavity. This lecture course integrates both basic and clinical sciences to prepare the dental hygienist to detect, identify, describe and differentiate from normal any abnormalities found in the head and neck region.

Prerequisite: *BIO 115, CHM 110, DNT 101, DNT 102, DNT 103, DNT 104, DNT 106, DNT 110, DNT 108, MLT 106*

Corequisite: *BIO 125, DNT 106, DNT 205, DNT 207*

DNT 205—Periodontology

2 cr. (Fall)

This course is designed to study the dental specialty of Periodontics and the role of the dental hygienist in the prevention, detection, treatment and maintenance of periodontal diseases. The content of the lectures will be applied to the clinical process of dental hygiene care including assessment, treatment planning, non-surgical periodontal instrumentation, and evaluation of the periodontium during supportive periodontal therapy.

Prerequisite: *BIO 115, CHM 110, DNT 101, DNT 102,*

DNT 103, DNT 104, DNT 110, DNT 108, MLT 106
 Corequisite: *BIO 125, DNT 201, DNT 203, DNT 207*

DNT 206—Community Dental Health

1 lect., 3 lab., 2 cr. (Spring)

Students gain understanding of health promotion and disease prevention at the community level. The course focuses on knowledge and skills necessary for various roles in community oral health. Topics include basic epidemiology, assessment tools, dental health education strategies, basic statistical and research concepts, the evaluation of dental literature, application of disease prevention control principles at the community level, and access to care. Participation in field experience is required.

Prerequisite: *BIO 125, DNT 110, DNT 201, DNT 108, DNT 203, DNT 205, DNT 207*

Corequisite: *COM 101, PSY 101, SOC 101, DNT 202*

DNT 207—Dental Bio-Materials and Advanced Functions

2 lect., 3 lab., 3 cr. (Fall)

The study of structure, properties, uses, manipulation and care of materials used in the prevention and treatment of oral disease. This course will prepare the student to perform to clinical proficiency those functions recognized by the New York State Dental Practice Act for Dental Hygienists. Other functions will be limited to conceptual proficiency. Emphasis will be placed upon the development of independent and inter-dependent decision making skills and applications of these skills to the successful manipulation of dental materials.

Prerequisite: *BIO 115, CHM 110, DNT 101, DNT 102, DNT 103, DNT 104, DNT 110, DNT 108, MLT 106*

Corequisite: *BIO 125, DNT 201, DNT 203, DNT 205*

Economics

(Social Sciences Department)

ECO 201—Macro-Economics

3 cr. (Fall/Spring)

Topics include the central problems of every economic system, individual and family income, business organization and income, fiscal and monetary policy, the national income measurement, the banking system, the business cycle, international economics, and the economic role of government. *Fulfills category A.*

ECO 201DL—Macro-Economics

3 cr. (Fall/Spring)

Distance learning course. Topics include the central problems of every economic system, individual and family income, business organization and income, fiscal and monetary policy, the national income measurement, the banking system, the business cycle, international economics, and the economic role of government. Access to course materials, assignments, and other resources are available through the Internet using "Blackboard." Students communicate with the instructor and other classmates via email, and participate in class discussions using "Discussion Board." Testing and group projects are done online. *Fulfills category A.*

ECO 202—Micro-Economics

3 cr. (Fall/Spring)

Topics include alternative economic systems, wages, interest rent and profits in our society, economic theory of business costs and revenues, determination of price by the forces of supply and demand, the psychological factors in economic behavior, ethics as related to our economic system and the nature of competition in contemporary American business. *Fulfills category A.*

ECO 203—Economic Development

3 cr. (Fall/Spring)

Economic development is concerned with the efficient allocation of science resources in relationship to sustained economic growth over time with emphasis on such underdeveloped regions of the world as Africa, Asia, and Latin America. The economic, political, historical, cultural and geographical factors which have contributed to economic underdevelopment will be analyzed, and these mechanisms, necessary to bring about improvements for the impoverished populations of these regions will be stressed. *Fulfills category A.*

Prerequisite: *ECO 202 or ECO 201*

Education

(Education Department)

NOTE: Students must comply with all policies, procedures, and regulations of the internship/field work site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

Child Developmental Associate credential candidates (CDA) are eligible to take: EDU 101, EDU 102, EDU 111, EDU 201, EDU 202 and EDU 206 without certain prerequisites. See Early Childhood Coordinator. A grade of C (2.00) or better is required in all EDU ___ courses for progression in the program and graduation with an A.A.S. or Certificate in Early Childhood.

EDU 101—Child Development 1

3 cr. (Fall)

This course provides study of human development and behavior from conception to age two. Topics include: heredity, physical growth, sensory and perceptual development, early brain development and research, adult-child interactions, relevant development and learning theories. Up to four (4) hours of directed observation beyond classroom hours are required. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

EDU 102—Child Development 2

3 cr. (Spring)

This course continues Child Development I to age 8 years. Additional emphases of study include language, emotional, social, and moral development, typical and exceptional cognitive development, measurement and assessment, self-concept, cultural, family, and secular issues and influences. Up to four (4) hours of directed observations beyond classroom hours are required. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

Prerequisite: *EDU 101*

EDU 103—Introduction to Early Childhood / Childhood Education

3 cr. (Fall, Spring)

For JRTEP students or students in AA/AS Liberal Arts with Foundations of Education/ Teaching Careers. This course offers a broad look at the historical, philosophical, and cultural roots of education in America, focusing on early childhood and childhood, birth through sixth grade. Basics of child development, learning theories, appropriate environments and curricula, educational issues and trends, diversity, multiculturalism, inclusion, family partnership, and the multi-faceted role of the early childhood/childhood professional will be addressed. The NYS Learning Standards and NAEYC guidelines will be included. Twenty-four (24) hours of guided field work at two diverse settings is required. A grade of B- is required in the JRTEP track.

Prerequisite: *ENG 101*

EDU 105—Preparing to Teach Young Children

2 cr. (Fall)

This course addresses the skills and concepts necessary for the classroom teacher of young children. Emphasis is placed on putting theory into practice. Such topics as daily schedule, lesson planning, transitions, balancing individual and small group work, communication strategies, classroom guidance, evaluation techniques, and portfolio preparation will be included. Personal learning and teaching styles, one's philosophy of excellent education, and developing as a professional will also be examined. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

EDU 107—Mandated Training

1 cr. (Fall/Spring)

This course provides training in both the identification and reporting of child abuse and maltreatment, and in school violence prevention and intervention. Intended primarily for school administrators, teachers, instructional aides, and child care professionals, other mandated reporter categories for whom this course may apply include: all health practitioners, EMTs, foster parents, social workers, law enforcement, probation and parole officers, film and photographic print processors, clergy, firefighters, animal control and humane society officers, child visitation monitors, and others. Upon successful completion of the course, students will receive State Education Department Certificate forms for use in documenting their satisfactory course work. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

EDU 109—Fundamentals of Early Childhood Language Arts

3 cr. (Fall)

This course presents the progressive, interwoven development in early childhood of the four language arts: listening, speaking, reading, and writing. Both the natural processes of language arts development and the educator's role in providing a supportive environment will be discussed. Adaptation suggestions for children with disabilities, English as an additional language, or limited literacy experiences will be explored. Learning appropriate techniques will utilize major authors, illustrators, and examples of young children's literature. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

Prerequisite: *ENG 101*

EDU 111—Childhood Health and Safety

3 cr. (Fall, Spring)

Topics include: physical and emotional needs of infants and children; development of healthy physical self-concept; chronic and communicable diseases, immunizations; first aid; teething and dental health; accident prevention; recognition and prevention of

sexual abuse; identifying problems and screening techniques for vision and hearing; nutritional needs, appropriate menus and meal planning. A grade of C is required to continue and graduate in the A.A.S./Certificate program.

EDU 201—Observation and Assessment

2 lect., 2 lab., 3 cr. (Fall)

This interactive course combines the observation and assessment of children, preschool through second grade, in all developmental areas. By using a variety of professional techniques and tools during weekly field work, students will objectively and accurately observe and record children's behavior. Corresponding theory, appropriate practices, environments, and curricula will be related to field work. Use of NAEYC guidelines will be included. Twenty-four (24) hours of field work in diverse settings is required. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

Prerequisite: *EDU 101, EDU 102, PSY 101***

EDU 202—Infant and Toddler Development and Curriculum

2 lect., 2 lab., 3 cr. (Spring)

Study, education, and care of children, pre-natal through age three, according to basic development principles and current research will be explored. Techniques to stimulate cognitive, language, physical, social, and emotional growth, and to create appropriate environments, curricula, and care will be studied. Preparation for the diverse roles of the infant/toddler professional are included. Guidelines from NAEYC are used. Thirty-two (32) hours of field work in diverse settings is required. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

Prerequisite: *EDU 101, EDU 102, EDU 111, PSY 101***

EDU 203—Child Care Curriculum Development and Field Experience 1

3 lect., 6 lab., 5 cr. (Fall)

The student gains experience in early childhood through supervised participation in local facilities where, over the course of a year, they take increasing responsibility in the various roles of early childhood professionals. In a weekly seminar/lecture, students discuss their field experiences, and learn to develop early child education curricula including these areas: Art and Creative Experiences, Music, Movement, Physical Activities, Creative Play, Language Arts, Beyond Books, Discipline and Classroom Management*. A grade of C is required to continue and graduate in the A.A.S. program.

Prerequisite: *EDU 101, EDU 102, EDU 111, EDU 201 and permission of instructor/coordinator***

EDU 204—Child Care Curriculum Development and Field Experience 2

3 lect., 6 lab., 5 cr. (Spring)

A continuation of EDU 203 including Blocks, Science, Math, Culturally Inclusive Classrooms, Special Needs Populations, Modern Issues, Transitions, Thematic Webs, Parent Interactions, Professional Preparation.* Requires local site observations beyond college attendance. A grade of C is required to continue and graduate in the A.A.S. program.

Prerequisite: *EDU 203*

EDU 206—Administration and Management of Child Care Centers

3 cr. (Spring)

This course is designed to acquaint advanced students in the early childhood curriculum with practical matters involved in establishing and maintaining an early childhood facility. It includes topics such as determining the need for, and structure of, an early childhood facility; legal requirements for child care centers and staff; child selection and grouping; staff recruitment, development and evaluation; funding and budget management; interactions with parents and community organizations; and an introduction to management techniques. A grade of C or better is required to continue and graduate in the A.A.S./Certificate program.

Prerequisite: *EDU 101, EDU 102, EDU 201, EDU 203***

EDU 207—Social and Philosophical Foundations of Education in America

3 lect., 3 cr.

This course examines the social, cultural, philosophical, historical, ethical and practical aspects of education in the United States. Current issues, such as economics and school equity, areas of bias, school achievement, policies, practices and reform initiatives will be addressed. Basic knowledge, skills and strategies for classroom management, and curriculum development as part of effective teaching will be included. Ten hours of field experience beyond the college classroom is required. Two meetings of field experience reflection groups will be scheduled in addition to college classroom hours. Location and time of these meetings will be student-scheduled to accommodate the groups' needs.

Prerequisites: *ENG 101*

Co-requisites: *PSY 221 or PSY 222*

EDU 208—Home, School and Community: Families and Teachers as Partners

3 cr. (Spring)

This course will address issues in communication, barriers to effective dialogue, active listening, conflict resolution, and classroom expectations of families and teachers. Parenting styles, skills and community, as well as local resources and referrals will be

considered. Diversity and multicultural awareness and importance will be stressed and celebrated. A grade of C (2.00) or better is required to continue and graduate in the A.A.S./Certificate program.

Prerequisite: *EDU 101*

Pre/Corequisite: *EDU 102*

**NOTE: EDU 203 and EDU 204 require documentation of a satisfactory physical examination, negative tuberculin test, chest x-ray as stipulated by state regulations. Fingerprinting and State Clearance Registry forms required.*

*** Students who took EDU 103 **MUST** meet with their advisor. Possible waivers **MAY** be given for certain EDU__ courses.*

Electrical Engineering Technology—Telecommunications

(Applied Technology Department)

EET 101—Electric Circuits

3 lec, 3 lab 4 credits

A study of the fundamentals of DC & AC circuit theory. Topics include DC circuits (series, parallel and combinational) and network theorems (Thevenin, superposition and loop analysis), AC waveforms, capacitance(RC circuits), inductance(RL circuits) and complex AC circuits(RCL), including complex circuit analysis and passive filter applications. The course also includes a 1.5 credit technical writing component.

Co-Requisite: *MAT 121, ENG 160*

EET 104—Digital Electronics 1

3 lec, 3 lab 4 credits

This course begins with a basic understanding of digital fundamentals such as binary and hex numbers, basic logic functions, Boolean Algebra, logic minimization and simple combinational logic circuits. Additional topics such as electrical characteristics of TTL and CMOS logic are discussed. The student will then explore a few basic designs using CAD programs. The student will explore combinational logic functions, arithmetic circuits, sequential logic, programmable logic architectures, counters and shift registers, state machine design, logic DAC and ADC. The student will be introduced to CPLD applications and VHDL.

EET 106—Telecommunications 1

2 lec, 4 lab 4 credits

This course is designed to form a basis for a career in telecommunications. Students will gain a comprehensive understanding of telecommunications technologies, their applications, and their implications for business. The focus will be telecommunications basics, switching and routing and telecommunications networking. On-site telecommunications laboratory will provide students with hands-on experience.

Prerequisite: *EET 101, MAT 121*

EET 107—Telecommunications 2

2 lec, 4 lab 4 credits

This course covers advanced electronic telecommunications concepts. It is intended to provide the technician with a working knowledge of digital data telecommunication systems and components. The focus will continue with Telecommunications Networking, communications service providers, Telecommunications applications and emerging technologies

Prerequisite: *EET 106*

EET 110—Computer Applications & Graphics

2 lec, 2 lab 3 credits

This entry level course is designed to introduce the student to computer graphical concepts and the visual display of information. Topics include layouts, charts, drawings, illustrations, computer aided design, image manipulation and enhancement, and graphic presentations. Projects include graphical techniques and analysis for graphic arts, medical imaging, and the sciences. Applications used include word processing, spreadsheet, databases, graphical presentation, photo editing, illustrating and computer aided design.

EET 201—Electronics 1

3 lec, 3 lab 4 credits

A study of basic semiconductor theory, diodes, bipolar transistors and FET's, bias circuits, amplifiers, frequency response, diff amps, and an introduction to semiconductor processing. Emphasis is placed on circuit and system design.

Prerequisite: *EET 101*

EET 202—Electronics 2

3 lec, 3 lab 4 credits

A study of of amp theory, configurations and applications. Circuit design problems are used throughout to emphasize real design situations. Circuit simulation is used to provide a base for prototyping and then bench testing real systems. Topics include op amp configurations, summing amps, Integrators and Differentiators, Log amps, D to A and A to D and a variety of control applications.

Prerequisite: *EET 201*

EET 204—Digital Electronics 2

3 lec, 3 lab 4 credits

An in-depth look at Microprocessors, digital interface circuits (bus controllers, latches\ I/O techniques and memory mapping), Microcontrollers and assembly language programming. Micro controller applications design and hardware system design are also be covered. A number of analog control applications are designed and implemented. The course uses the Motorola 68HC11 system.

Prerequisite: *EET 104*

EET 206—Telecommunications 3

2 lec, 4 lab 4 credits

A study of basic RF systems, Analog systems (AM & FM), digital data techniques and protocols, antennas, wave propagation, satellite systems, wireless networks and cellular/PCS systems. The course also includes a semester long communications project that includes a 1.5 credit technical writing component.

Prerequisite: *EET 201, EET 106*

EET 230— Internship: Technology

3 Credits

Students are assigned to a work study experience in an appropriate technology field at an off-campus site or provided with on-campus project work. The particular interests of the student in the field are considered in arranging the field experience. Enrollment by permission of the department chair.

Engineering

(Science & Engineering Department)

EGR 101—Engineering 1

2 lect., 2 lab., 3 cr. (Fall)

An introduction to Engineering as a career with emphasis on communication skills. Topics to be presented include engineering graphics, technical report writing, computer graphics, 3D graphics modeling, 2D physical modeling and introduction to spreadsheets.

Prerequisite: *concurrent enrollment in MAT 121 or MAT 131 or higher*

EGR 102—Engineering 2

2 lect., 2 labs., 3 cr. (Spring)

An introduction to engineering calculations involving the use of the digital computer. A structured object-oriented language such as C++ or Java is taught. Problems are drawn from DC- AC- digital circuit theory, numerical methods. A programming language course where problems are also solved using spreadsheets, math processors circuits modeling program, and visualization applications.

Prerequisite: *concurrent enrollment in MAT 121 or MAT 131 or higher*

EGR 205—Mechanics 1

4 cr. (Fall)

Deals with forces in static equilibrium, including frictional forces. Introduces matrices to solve equations of more than one unknown. Thorough treatment of centroids and second moments. Maximum and minimum second moments; principal axis.

Prerequisite: *PHY 104*

Corequisite: *MAT 207*

EGR 206—Mechanics 2

4 cr. (Spring)

Kinematics—absolute and relative motion. Force, mass, and acceleration. Work and energy, Impulse and momentum. Mechanical vibrations. Modern use of vector analysis throughout the course.

Prerequisites: *EGR 205 and completed or concurrent enrollment in MAT 214*

EGR 212—Circuit Theory

3 cr. (Spring)

Sinusoidal analysis of circuits using complex algebra and phasor concept. Average and RMS voltage, current and power. Complex power. Fourier analysis. Series and parallel resonance. Polyphase circuits. Complex frequency. Thevenin's and Norton's Theorem. Superposition theorem.

Prerequisite: *PHY 203*

EGR 214—Thermodynamics

3 cr. (Summer)

A study of the first and second laws of thermodynamics, open and closed energy systems, properties, and unit systems. Includes application to compressors, pumps, turbines, heat exchangers, and nozzles.

Prerequisites: *PHY 104 and MAT 207*

EGR 216—Engineering Computations

2 cr. (Spring)

A survey of the mathematical methods used in electricity and magnetism, and mechanics. The goal of the course is to introduce the gradient divergence, curl, and Laplacian. Application to the wave equation.

Prerequisites: *MAT 207, completed or concurrent enrollment in MAT 214*

EGR 218—Materials Science

3 cr. (Fall)

A study of the relationship between the structure and properties of metallic, organic, and ceramic compounds. The physical structure of materials and their limitations are related to use in the areas of science and engineering.

Prerequisite: *CHM 106 and (PHY 104 or phy 106)*

EGR 220—Solid Mechanics

3 cr. (Spring)

Analysis of stress and strain due to axial, torsional, thermal and flexural loads; elastic deformation and buckling applied to beams, shafts and columns. The course will address statically determinant and indeterminant problems. The concepts of principal stresses, principal strains and Mohr's Circle will be presented as well as well as shear and moment diagrams.

Prerequisites: *EGR 205 and MAT 207*

English

(English & Foreign Languages Department)

ENG 120 and all 200-level English courses fulfill the Humanities requirement for the A.A. and A.S. degree. ENG 120 and ENG 130 do NOT fulfill the 200-level English requirement.

WRT 020—English-As-A-Second Language

3 lect. hrs., 1 lab., 3 units (Fall/Spring)*

An intensive course in the structure, basic vocabulary, and idioms of the English language. Through exercises, reading, oral and written composition, the student will develop the command of English needed to understand instruction in academic courses. A weekly lab hour is required.

**not applicable to associate degrees or certificate programs*

WRT 030—Basic Writing Skills 1

3 lect., 1 lab., 3 units (Fall/Spring/Summer)*

This course is designed to help students develop very basic writing skills through extensive writing practice. By writing simple narrative and descriptive paragraphs, students learn the composing process and begin to control sentence construction, word choice, fluency, spelling of commonly used words, and end punctuation. A grade of Pass (P) indicates that the student is ready for Basic Writing Skills 2. An individually scheduled, weekly lab hour is required in the Writing Center.

Prerequisite: *placement by the English Dept.*

**not applicable to associate degrees or certificate programs*

WRT 040—Basic Writing Skills 2

3 units (Fall/Spring/Summer) *

In this course, students develop the writing skills required to begin college-level composition. Students learn control and development of the paragraph. They review the composing process, as well as word and sentence skills. Students also develop some control of internal punctuation, modifiers, and sentence variety. A grade of Pass (P) indicates that the student is ready for Freshman English 1.

Prerequisite: *placement by the English Dept. or successful completion of WRT 030*

**not applicable to associate degrees or certificate programs*

RDG 060—ESL Reading

3 lect., 1 support module, 4 units*

This course is specifically designed to offer low-intermediate to intermediate ESL students the opportunity to develop efficient reading skills and strategies necessary to function successfully in a native speaking reading class. Through instructor-guided whole class instruction, individualized instruction and

extensive reading, both in class and outside of class, students will be able to practice and acquire those reading skills and strategies presented in the course. In addition to three lecture class meetings each week, students will register for a one-hour per week support module.

RDG 061—Support Module

The support module allows the students to further practice the skills learned in class and to receive one-on-one instruction from the instructor. A grade of P (Pass) indicates that the student is ready to enter the required RDG 070 (Reading and Study Skills 1) reading course.

Pre-requisite: *Placement by the English Department, based on placement testing or by recommendation of the admissions office.*

**not applicable to associate degrees or certificate programs*

RDG 070—Reading and Study Skills 1

3 lect., 1 lab., 3 units (Fall/Spring/Summer)*

Using high-interest novels and short stories, this course is designed to stimulate an interest in reading and to offer an opportunity to improve and strengthen basic reading skills. In addition, the course introduces basic study techniques which help to increase students' potential for academic success. Much of the course is individualized. A grade of Pass (P) indicates that the student is ready for RDG 070. An individually scheduled, weekly lab hour is required in the Reading Lab.

Prerequisite: *placement by the English Dept. or by recommendation of the Admissions office*

**not applicable to associate degrees or certificate programs*

RDG 080—Reading and Study Skills 2

3 lect., 1 lab., 3 units (Fall/Spring/Summer)*

Designed to help students develop the necessary reading and study skills needed for dealing with college-level study. Extensive reading of novels and short stories furthers vocabulary growth and helps develop higher-level comprehension skills, i.e., analysis, synthesis, etc. Study techniques such as note-taking, studying a textbook, exam preparation are also developed. Weekly lab hour is required in the Reading Lab.

Prerequisite: *placement by the English Dept., recommendation of the Admissions office, or successful completion of RDG 070*

**not applicable to associate degrees or certificate programs*

ENG 101—Freshman English 1

3 cr. (Fall/Spring/Summer)

This first course in the Freshman English sequence introduces college-level writing and revision,

English

construction of expository essays, and research skills. Reading and class discussion center on the formal and informal essay. Research essay is required.

Note: Students who have placed into any developmental reading or writing courses must complete them before taking ENG 101.

ENG 102—Freshman English 2

3 cr. (Fall/Spring/Summer)

In this second course in the sequence, students learn to read critically, to organize supporting details, and to develop coherent oral and written arguments. Fiction, drama and poetry are used as common texts. An analytical research paper is required.

Prerequisite: *ENG 101*

ENG 120—Introduction to Mythology

3 cr.

Introduces the student to the major myths of the Greeks and Romans, examines the definitions and functions of mythology, and attends carefully to several of the most important and influential classical works, including Homer's *Odyssey* and Ovid's *Metamorphoses*. Some research required.

Prerequisite: *concurrent enrollment in or completion of ENG 101*

ENG 130—Journalism—Writing

3 cr. (Spring)

Journalistic practices and principles are studied, with emphasis on the techniques of writing for the print and broadcast media.

Prerequisite: *ENG 101 (This course counts as a General elective.)*

ENG 160—ENG 161—Technical Writing Module

3 lab. 1.5 cr.

Combined with designated program-specific courses, these modules teach students to transfer and apply technical writing skills to particular situations, formats and language requirements of their co-requisite program courses and professional workplace situations. Collaborating with the program course instructor, the technical writing instructor works closely with students to complete customized technical writing assignments through lecture, small group, and individual instruction. Students may earn a maximum of one and a half credits per module. These modules do not fulfill the humanities requirements for the A.A. degree.

Prerequisite: *concurrent enrollment in a Writing Consultancy-related designated program course; ENG 101, or concurrent enrollment in ENG 101, or by permission of the instructor.*

For all of the following electives, ENG 101 and ENG 102 Freshman English 1 and 2 are the prerequisites of all 200-level courses in English.

ENG 203—World Literature: Ancient World Through The Renaissance

3 cr.

A survey of world masterpieces from the ancient world through the Renaissance, presenting literature as a reflection of time, place, and thought. Major works are examined in depth. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 204—World Literature: Enlightenment to the Modern Age

3 cr.

A survey of world masterpieces from the Seventeenth to the Twentieth century, presenting literature as a reflection of time, place and thought. Major works are examined in depth. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 205—Drama: Ibsen to O'Neill

3 cr. (Fall)

A study of the development of modern drama from Ibsen to O'Neill. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 206—Drama: Contemporary

3 cr. (Spring)

A study of contemporary dramatists beginning at the time of Brecht and continuing to the present. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 207—English Literature: 14th Through 18th Century

3 cr. (Fall)

Introduction to the works of significant English prose writers and poets, from the Old English period through eighteenth-century Neo-Classicism. Literary forms, trends, and backgrounds are studied as aids to the development of critical judgment and aesthetic appreciation. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 208—English Literature: 19th and Early 20th Century

3 cr. (Spring)

An introductory study of the works of significant English authors, from the Romantic Movement to the early twentieth century. Critical judgment and aesthetic appreciation are fostered, through consideration of literary forms, trends, and backgrounds. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 209—American Literature: To The Civil War

3 cr. (Fall)

A survey of American literature from the Puritan era through the Romantic Movement presenting literature as a reflection of time, place, and thought. The course emphasizes major authors. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 210—American Literature: 1865 to the Present

3 cr. (Spring)

A survey of American literature from the late nineteenth century to the present, emphasizing literature as a reflection of time, place and thought. Major authors are examined in depth. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 211—Creative Writing: Fiction

3 cr. (Fall)

An advanced writing course designed to help students develop skill in writing fiction. In addition to writing, the student will evaluate the work of fellow students and other assigned works. Some research required.

Prerequisite: *ENG 101 and ENG 102, with grade of C or higher*

ENG 212—Creative Writing: Poetry

3 cr. (Spring)

This course provides opportunity for the student to develop skill in writing poetry. Classroom discussions are devoted to both student work and outside readings. Some research required.

Prerequisite: *ENG 101 and ENG 102, with grade of C or higher*

ENG 213—Journalism: Survey of Mass Media

3 cr. (Fall)

A study of journalism theory, emphasizing the principles and the responsibilities that newspapers, radio, and television share in conveying information and in developing public opinion. Writing about the media is required. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 215—Shakespeare

3 cr.

A close reading of selected plays and some sonnets, together with lectures on the Elizabethan way of life, the playhouse, and stage-craft. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 216—Children's Literature

3 cr.

Survey of children's literature: What makes it last? How did it develop? What does it show about the

culture & age that produce it? How does it connect to a child's developmental stages? An adult's? What are representative types of the literature, writers & works? How does it handle special issues like multiculturalism, bias, censorship? Readings include picture books, fairy/folk tales, to fiction (historical, realistic, fantasy); representative writers like "Mother Goose" and Brothers Grimm to Sendak, Potter, Carroll, Lowry. Group and individual projects further explore the field. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 217—Film and Literature

3 cr.

A literary approach to cinema, with emphasis on story, plot, theme, characters, and symbols. The relationships between literary works and their screen adaptations are examined. Basic film terminology is considered to assist the student to become a reflective viewer. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 220—Women Writers

3 cr.

A survey of the works of representative women writers focusing on human relationships and society from a woman's perspective as revealed in their poetry, drama, and prose. Works by such authors as Bronte, Woolf, Chopin, Mansfield, and O'Connor may be included. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 221—Contemporary Short Story

3 cr.

Careful reading, analysis, and interpretation of short stories, emphasizing varied approaches, characteristics and styles, with some attention to development of the form in the 19th century. Some research required.

Prerequisites: *ENG 101 and ENG 102*

ENG 222—Contemporary Novel

3 cr.

Careful reading, analysis, and interpretation of several significant novels that vary in style and that suggest how the form has developed during this century. Some research required.

Prerequisites: *ENG 101 and ENG 102*

ENG 223—Contemporary Poetry

3 cr.

Careful reading, analysis, and interpretation of poetry, emphasizing varied approaches, characteristics and styles. Some research required.

Prerequisites: *ENG 101 and ENG 102*

ENG 225—International Literature: Non-European

3 cr.

A survey of the works of representative international writers. Readings will focus on human relationships and man/woman's place in his/her society as revealed in novels, short stories, non-fiction and poetry. Works by such authors as Rigoberta Menchu, Gabriel Garcia Marquez, Chinua Achebe,

English - Field Studies: Travel

Nagib Mahfouz, Jamaica Kincaid and Bharati Mukherjee may be included. Some research required.

Prerequisites: *ENG 101, ENG 102*

ENG 226—Fantasy Fiction 3 cr.

This course introduces the student to the genre of fantasy fiction, gives background on the major figures in the area, and provides extended attention to the tales, characters, and important topics in either Arthurian Legend or the works of Tolkien. Some research required.

Prerequisites: *ENG 101, ENG 102*

ENG 230—African-American Literature 3 cr.

Reading and discussion of novels, plays, essays, and poems written by African Americans. Course will include works by authors like Ralph Ellison, James Baldwin, Lorraine Hansberry, Imamu Amiri Baraka, Toni Morrison and August Wilson. Some research required.

Prerequisite: *ENG 101 and ENG 102*

ENG 297—Special Studies in Literature 3 cr.

Presented on the sophomore level, this 200-level literature course offers students the opportunity to explore current or emerging topics or types of literature or to focus on specific writers. Two particular course options are Science Fiction and Coming to America and are offered on a rotating basis. Additional topics may be added by the department. Some research required.

Prerequisites: *ENG 101 and ENG 102*

***New* ENG 297—Special Studies in Literature: Latin American Literature** 3 cr.

This survey course introduces students to the richness of Latin American literature. All readings from the Colonial Period through the Contemporary Period are in English and may include non-fiction, short stories, poetry, and a novel. Slides and music enhance the course, and the student is required to connect these and other resources to the works read. Significant writers may include De Las Casas, Garcilasco de la Vega, Pablo Neruda, Borges, Julia Alvarez, Arguedas, Carlos Fuentes, Gabriel Garcia Marquez, Mario Vargas Llosa, Rosario Ferre, Julio Cortazar, and Rigoberta Menchu, an indigenous writer. All reflect Latin America's diversity. Some research required.

Prerequisites: *ENG 101 and ENG 102*

Field Studies: Travel

(Social Science Department)

FLD 101—Field Studies 1 cr.

Students will attend lectures, conduct research, and participate in direct observation at an on-site location of relevant significance to the academic topic of investigation. A minimum of five days will be spent in the field study.

Prerequisite: *Permission of course instructor*

FLD 102—Cultural/Historical Seminar 1 lect., 3 lab., 2 cr.

Classroom instruction combines with faculty-supervised travel to provide in-depth exposure to a selected geographical region, culture, or historical period. A rigorous, academic investigation of an aspect of the seminar is required. Length of the seminar is approximately two weeks.

Prerequisite: *Permission of course instructor*

French

(English & Foreign Languages Department)

Elementary level foreign language courses can be used to meet the humanities requirement for the A.A. and A.S. degrees if a minimum of two semesters of study of the same language is completed. Only one semester of an intermediate level foreign language course is necessary for humanities credit.

FRE 101—Elementary French 1

3 cr.

A beginning study of the language for students who have not previously studied French, or those who have no more than one year of high school French. Although emphasis is placed on the language as it is heard and spoken, reading and writing skills are also developed.

Note: Students who are proficient in French may be placed in a more advanced course.

FRE 102—Elementary French 2

3 cr.

Additional practice in conversation is combined with the development of reading and writing skills. Readings pertain to cultural topics.

Prerequisite: FRE 101 or two years of high school study or placement by the instructor

FRE 201—Intermediate French 1

3 cr.

This course increases the student's ability to use the language through practice in conversation, reading, and writing. It includes a systematic review of the essentials of grammar. Readings pertain to contemporary cultural topics.

Prerequisite: FRE 102 or instructor placement

FRE 202—Intermediate French 2

3 cr.

Emphasis is given to cultural or literary readings and to free oral expression. Grammatical structures, including the subjunctive, are reviewed.

Prerequisite: FRE 201 or instructor placement

FRE 203—Advanced French 1

3 cr.

Literary works of twentieth century French authors are studied and oral fluency is further developed through practice in conversation. Grammar is reviewed as needed.

Prerequisite: FRE 202 or instructor placement

FRE 204—Advanced French 2

3 cr.

Readings in twentieth century prose and poetry are discussed, as well as other topics of cultural interest. Compositions are occasionally required.

Prerequisite: FRE 203 or placement by the instructor

Geography

(Social Sciences Department)

GEO 101 fulfills the mathematics or natural science requirement for the associate degrees. Further, those courses which fulfill the social science requirement for the A.A. degree are identified by requirement category at the end of the course description.

GEO 101—Elements of Physical Geography

3 cr. (Fall/Spring)

The study of the origin and distribution of the major physical features on the earth's surface. Topics include an introduction to globes and maps, earth-sun relationships, weather, climate, land forms, soils and natural vegetation.

GEO 101 fulfills the mathematics and natural science requirement for associate degrees not requiring a lab science. It does not fulfill the social science requirement for any degree.

GEO 102—Human Geography

3 cr. (Fall)

The origin, distribution, differences and ecology of the world's population along with cultural activities are studied. Topics include race, world religions, languages, agricultural and industrial development, and the rise of urban centers as human responses to the physical environment. *Fulfills category C.*

Geology

(Science & Engineering Department)

(See also: Physics/Physical Science)

GLG 110—Physical Geology

3 lect., 2 lab., 4 cr.

A study of geologic processes and features with emphasis on plate tectonics. Topics include origin of magma, plutons, volcanoes, earthquakes, metamorphism, sediments, rivers, groundwater, glaciation and Earth's interiors. Laboratory study emphasizes mineral and rock identification and topographic map reading. One field trips is generally taken.

GLG 112—Historical Geology

2 lect., 3 lab., 3 cr. (Spring)

The principles of geological interpretation are emphasized through a study of earth history. Special attention is given to the geological development of North America. Topics include geologic time, paleontology, structural geology, sea-floor spreading and continental drift, and mountain building. labs., include studies of invertebrate fossils, geologic structures and paleogeography. Several field trips are taken.

Prerequisite: *GLG 110*

GLG 120—Environmental Geology

3 cr. (Fall)

A lecture-seminar approach is used in studying selected environmental problems related to geology, such as geologic hazards, waste disposal, energy resources and their recovery, engineering problems, environmental alterations, and land-use planning.

Prerequisite: *GLG 110*

History

(Social Sciences Department)

HIS 101—U.S. History to 1865

3 cr. (Fall/Spring)

A study of the political, intellectual, economic and cultural development of the United States from earliest colonial settlements to the Civil War. Topics include the Puritan mind, regional cultural patterns, the evolution of constitutional law, the struggle for independence, the Hamiltonian and Jeffersonian perspectives, expansion, slavery, and the Civil War. *Fulfills category A.*

HIS 102—U.S. History Since 1865

3 cr. (Fall/Spring)

Course surveys the Reconstruction Era within the context of the 13, 14, and 15 Amendments, their impacts and interpretations. An examination of the issues inherent in the change from an agrarian to an industrial society, the course focuses on dislocations in rural America, the rise of cities, immigration, and the labor movement. An assessment of twentieth century U.S. participation in world events, and the balance of power between the superpowers and Third World nations are included. *Fulfills category A.*

HIS 103—History of African-Americans

3 cr. (Fall/Spring)

A survey of the cultural and historical background of the African-Americans from their African heritages to their present roles in American society. Former title History of Afro-Americans in the USA. *Fulfills category A.*

HIS 104—The American Civil War and Reconstruction

3 cr. (Fall/Spring)

This course examines political, economic, and social developments in the United States from 1850 to 1877. The causes of increasing sectional tensions leading to secession, the diplomatic, military, and technological aspects of the conflict and the controversies inherent in the reconstruction process will be emphasized.

Liberal Arts or General Elective credit only.

HIS 105—Science, Technology, and Society

3 cr. (Fall/Spring)

This course is an introduction to the histories of science and technology and their relationships to global society. Emphasis is placed on the interactions among science and technology and the corresponding economic, social, and political developments rather than on the internal histories of science and technology. Former course number 23190. *Fulfills category D.*

HIS 121—World History to 1500 AD

3 cr. (Fall/Spring)

This course introduces the student to the major civilizations of the world prior to 1500 A.D. The various civilizations of Europe, Asia, Africa and the Americas are analyzed separately, emphasizing the unique contributions of each. Emphasis is also placed on cross-cultural contacts and connections to illustrate the diversity and unity of the human condition in the world society. *Fulfills category D.*

HIS 122—World History Since 1500 AD

3 cr. (Fall/Spring)

This course traces the major developments of world history since 1500, with special emphasis on the theme of the rise of western European civilizations, its penetration of other cultures around the world, and developments in those cultures as they responded to European expansion. Twentieth century trends and problems including world wars, nuclear weapons, the global economy, overpopulation and other environmental issues are explored. *Fulfills category D.*

HIS 123—Latin American Heritage and History

3 cr. (Spring-evening)

A survey of pre-colonial and colonial Latin America, including discovery and conquest by the Europeans and the subsequent blending of the civilizations. Emphasis is given to cultural elements of the various races, to the period from 1800 to the present, and to the topics of nationalism and revolutions. *Fulfills category D.*

HIS 124—Africa: Past and Present

3 cr. (Fall-evening)

A study of the development of the African world from the earliest cultures to the emergence and problems of the modern African states. Close attention is paid to the influences of geography, indigenous cultural systems, and cultural exchanges between Africa and the rest of the world. *Fulfills category D.*

HIS 130—The Greek and Roman World

3 cr. (Fall/Spring)

A basic history course which provides the beginning student with the fundamental conceptual and factual information necessary for the understanding of our ancient traditions. The course begins with the earliest civilizations of the Middle East but focuses primarily on the histories of Greece and Rome. *Fulfills category D.*

HIS 131—Medieval and Renaissance Europe

3 cr. (Spring)

An introductory course which deals with the Medieval and Renaissance periods in European history. The course begins with the post-Roman world

and ends with the Protestant Reformation. Emphasis is on the political, social, cultural, and economic developments of the period. Topics to be considered are feudalism, manorialism, the life of the peasant, monarchy, the development of the nation-state, the medieval church, the Renaissance, Protestantism. *Fulfills category D.*

HIS 132—The Age of Revolutions

3 cr. (Fall)

An introductory course which deals with the important political, economic, social and scientific developments of the seventeenth and eighteenth centuries in Europe. The course begins with the post-Reformation religious wars and carries through the French Revolution of 1789-1795 and the Napoleonic Era. Some topics included are the English Revolution, the Scientific Revolution, the Enlightenment, the Industrial Revolution, urbanization, the rise of the middle class, and political revolution. *Fulfills category D.*

HIS 133—Modern Europe

3 cr. (Fall/Spring)

This course begins with the Congress of Vienna and extends to the present time. Some topics considered are nationalism, imperialism, Communism, Fascism, the two World Wars, the Cold War, and united Europe. Emphasis is on the social, economic, cultural, and political developments, centering on the theme of humanity's disillusionment with the promises of earlier generations. *Fulfills category D.*

HIS 220—Modern China and Japan

3 cr. (Fall)

A study of the modern histories of China and Japan in general with emphasis on the modern period. Topics stressed are religion, social, political and cultural traditions, and the role of both countries in our contemporary world. *Fulfills category D.*

HIS 221—Modern India and Southeast Asia

3 cr. (Spring)

A study of the histories of India and Southeast Asia in general with emphasis on the modern period. Topics stressed are: religion; social, political, and cultural traditions; economic development; the Vietnam War; China and the United States in Southeast Asia. *Fulfills category D.*

HIS 222—The Middle East

3 cr. (Fall-evening)

The course is a survey of Middle East civilizations. Emphasis is placed upon the major historical, cultural, social and political themes that form the basis for an understanding of the modern Arab world, Israel, and Iran. *Fulfills category D.*

Honors

Honors

Permission of Honors Coordinator is required for registration in all Honors courses.

All courses are offered on a rotating basis. See Honors Coordinator.

General Education Courses with Honors

Designation: The honors sections of courses offer enrichment through alternative texts, outside readings, research projects and abstract concept development beyond the traditional section. Course objectives include: to expand student's ability to analyze and apply concepts to current events, to transcend gender, culture, race and socio-economic issues, to work cooperatively, to communicate effectively and to enhance communication and leadership qualities. The courses come from the departments of English, arts, communication, math, biology, social sciences, and movement science.

HON 120H—Honors Service Learning

1 cr. (Fall)

This one to two-semester service course, required of all Honors Program students, provides an opportunity for students to gain service learning experiences both within the college and in the broader community. The independent study format of the course reflects the student-centered nature of the Honors Program itself. Students, individually or in groups, work on a variety of projects to enhance themselves, the Honors Program, the college community and the community at large. Students maintain a log as well as provide a written paper of activities and learning experiences.

The course involves forty-five contact hours, is graded pass/fail and carries one credit. It may be repeated once for credit.

HON 201H—Honors Seminar

1 cr.

Cross disciplinary in nature, the Honors seminar provides students an opportunity to study a topic from various academic perspectives. The topics change each semester and must cover at least four academic disciplines. Students participate in class discussions, maintain journals and do projects. Some of the seminar topic descriptions are listed below. Completion of three seminars is required in the Honors Program; each is worth one credit and meets once per week.

Sample Honors Seminar Topics:

Monopoly Power—This seminar explores the monopoly power of businesses within the context of: a) history and development over time; b) the market structure, conduct, and performance within an economy; c) the ethical decisions and social

responsibilities faced by businesses with monopoly power; and d) the political effects of both public and private monopolies.

Ethics and Human Relations—This seminar explores ethical issues in the differing relationships in which humans are engaged. Relationships may include familial, marital, employment, friendships as well as those based on gender, age, and others.

Latin American Culture—This seminar studies the countries, culture and people of Latin American, including song, dance, music, art, food, history, politics, geography, religion, sociology, architecture and literature.

Viennese Culture and Rise of Modernism—This seminar explores the influence of developments in Vienna 1900 on thought, architecture, art, music, and writing, as well as, politics and our world today.

From Gothic to Goth—This seminar explores the history, art, architecture, music, literature, philosophy and religions of the gothic period. It then explores the correlation between these mediums and theories and those of the gothic sub-culture of the late 20th century to the present.

Frontiers in Biology—This seminar covers three areas of current biology: discovery of new species and habitats, biotechnology, and the challenge of living sustainably on earth. Readings, discussions, case-studies and guest speakers expose participants to new scientific findings and the ethical challenges that these discoveries bring.

Ethics and Criminal Justice—This seminar explores ethical issues in the criminal justice system as faced by law enforcement practitioners and society at large.

The Arts in New York City—Through lecture, discussion and participation in metropolitan events, participants experience and respond to human cultural and creative expression in art, music, architecture and theater. Students attend up to five major arts events and participate in pre- and post-event lectures and discussions. Note: Most events are on Saturday or Sunday. Students are responsible for ticket expenses.

That Light Bulb Moment: Studies in Creativity—This seminar explores creativity and the creative process from interdisciplinary perspectives. Students examine various examples of creativity and creators in different contexts and explore their own creativity through exercises, traditional and non-traditional writing assignments, etc.

1968 Explosions—Social, Military, Literary—This seminar examines many of the significant events of the year 1968. Section One focuses on the social and political upheaval of the time, paying particular attention to the assassinations of Martin Luther King, Jr. and Robert Kennedy and the emergence of

pop culture. Section Two focuses on events in the Vietnam War. Section Three discusses some of the important books of the year.

Science and Society—This seminar explores the close relationship between scientific/ technological innovations and society. It examines important innovations relative to the existing political, social, economic and intellectual background and, in turn, how important innovations influence the society from which they came. Illustrating these concepts are: The Agricultural Revolution, China's Contributions to Technology, the Scientific Revolution in Early Modern Europe and the Transition from Alchemy to Chemistry.

1900: The End and the Beginning—This seminar explores the architecture, music, philosophy and science that became “modern” in fin-de-siecle Europe and America. Emphasis is on how the makers of modern culture faced the challenge in finding function and meaning in their world at the turn of their century.

The History of the Future—This course examines how the future becomes reality. By looking at early technologies, ideas and trends, students will follow the evolution of past cultural and technological changes from the point of ideation to the reality of acceptance by society. Students will look at the evolution of specific areas including: journalism, space exploration, computer mediated technologies, and even fads. Throughout, the student will focus on how new ideas are generated, how they move towards fruition, and what forces may impact them over the course of that journey.

The 60's—This seminar explores and examines the decade of the 1960s. Specifically it looks at the political, social and cultural components that combined to create one of the most dynamic decades in American history.

HON 290H —Honors Capstone Project

1 cr. (Spring)

This capstone course, required of all Honors Program students, provides an opportunity to synthesize knowledge and skills acquired as an honors student. The independent study format of the course reflects the student-centered interdisciplinary nature of the Honors Program itself. During the penultimate semester of study, each Honors Program student is required to propose an individual area of study. Assuming acceptance, the project itself is completed in the final semester. Students work with faculty mentors and submit a formal paper or final project with a written component and offer a formal public presentation of their work at the end of the term.

The course involves forty-five contact hours over the course of the semester and carries one credit.

Human Services

(Social Sciences Department)

HMS 101—Introduction to Human Services

3 cr.

This course is an introduction to the history, theories, policies and methods of human service delivery systems. Designed for those students interested in a career in the helping professions, this course will introduce the student to society's responses to social problems which arise when individuals' basic needs cannot be met independently. Considering both theory and practical application, the class will explore the models and organization and management of human service agencies, the role of client and professional and ethical considerations.

**This course may be used as a liberal arts elective only; it does not fulfill the Social Science requirement for any degree nor any SUNY General Education requirement.*

HMS 201—Field Experience 1

2 cr.

This course is designed to allow the student interested in the field of Human Services an opportunity to apply Psychological and Sociological terms, concepts and theories to a practical situation. The purpose of this first field placement is to introduce the student to six intra and interpersonal skills and competencies involved in direct care positions within the human service field. These include: Empowerment, communication, assessment, self-development, crisis intervention, and advocacy. Students will be given assignments to direct their field experiences. Students will be responsible for arranging their site placements with the assistance of the instructor or field placement coordinator. A grade of C is required to continue on to Human Services Practicum 2/or graduate.

Four hours of off campus site observation/participation per week is required.

Prerequisites: *placement into ENG 101*

Co-requisites: *HUM 193*

HMS 202—Human Services Field Experience 2

2 cr.

This course is designed to allow the student interested in the field of Human Services an opportunity to continue to apply theory and knowledge to a practical situation. The purpose of this course is to introduce the student to six family, community, group, and organizational skills and competencies involved in direct care positions within the human services field. These include: Networking: Community and Service Systems, facilitation of services, vocational, educational and career support, organizational participation and documentation. Students will be given assignments to direct their

field-work observations and participation. Students will be responsible for arranging their site placements with the assistance of the instructor or field placement coordinator. Placements in this second practicum must involve a different client population from the first placement (e.g. mental health – mental retardation; children – adult populations) A grade of C is required to graduate.

Four hours of off campus site observation/ participation per week required.

Prerequisites: *HMS 201, and permission of coordinator/instructor*

Italian

(English & Foreign Languages Department)

ITA 101-102—Elementary Italian

3 cr.

For beginners. A basic course in grammar, punctuation, conversation, and reading. Contemporary Italian culture is discussed.

ITA 201—Intermediate Italian 1

3 cr.

This course increases students' ability to use the language through advanced grammar study and continued reading, writing & speaking. Students do basic review, then study more complex patterns, verb tenses, including subjunctive. Reading, writing and speaking focus on contemporary Italian culture & events.

Prerequisite: *ITA 102 or instructor placement*

ITA 202—Intermediate Italian 2

3 cr.

This course continues to focus on reading, writing, speaking related to contemporary Italian cultural issues. Advanced grammatical structures, including passive & subjunctives, are presented. Particular emphasis on idiomatic expressions and advanced conversational fluency.

Prerequisite: *ITA 201 or instructor placement*

Management

(Business Management Department)

MGT 201—Principles of Management

3 cr. (Fall, Spring)

The theory and applications of management techniques are examined. The essential processes necessary for the practice of management are developed. Within the framework of the functions of management, such topics are covered: Managing Change, Organizational Communication and Structure, Making Decisions, Strategic Planning, Leadership, Work Groups, Ethics and Social Responsibility. Cases and projects enrich the student's class experience.

MGT 203—Entrepreneurship

3 cr. (Fall, Spring)

For individuals who wish to start a business and for those who are already in business for themselves. Emphasis on strengthening the organizational skills of the small business manager. The problems are analyzed through case studies. The guidelines and regulations of the Small Business Administration, a federal agency, are studied.

MGT 205—Human Resource Management

3 cr. (Fall, Spring)

The student is introduced to an overview of this complex human resource management function as it applies to both the small and large business organization. The major thrust of the course is devoted to the basic personnel practices involved in employee recruitment selection, training, appraisal, affirmative action, labor relations, compensation, safety, and career planning.

MGT 220—Internship: Business

3cr. (Fall, Spring)

An internship is an on-site, academically-related learning experience in an industry setting aligned to a student's personal career interests and academic course of study. This is a hybrid course. The student meets bi-weekly with the instructor in a seminar class setting to review reports and discuss class concepts. The student also meets weekly in an online setting to post to their job experience folder and interact with other student's job experiences. A research paper and internship portfolio must also be submitted. This is a fourth semester course.

Prerequisite: *Approval of the Business Management Department Chair plus a CQPA of 2.5 or higher. Open to Business Management and Marketing majors.*

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

Marketing

(Business Management Department)

MKT 101—Principles of Marketing

3 cr. (Fall, Spring)

The thrust of this course is the “marketing concept” which stresses the organization’s first goal—customer satisfaction. Students use a systems approach to integrate the major marketing areas such as: Marketing Plan, Marketing Research, Consumer Buying Behavior, Product/Service Concepts, Promotion, Ethics and Social Responsibility. Marketing applications are developed through the strategic marketing process, which identifies the target market and its support of the marketing mix. Student exercises include customer service and Internet projects.

MKT 201—Principles of Advertising

3 cr. (Fall, Spring)

Students learn to identify the role of advertising and how it reflects society. Emphasis is placed on the need for strategic planning in order to determine creative tactics - visualization, copywriting and layout - and use of media (traditional, electronic, print and new) vehicles. Current materials from today's Advertising Agency departments are utilized.

NOTE: Introduction to Business (BUS 103) and Marketing (MKT 101) are the recommended pre- or co-requisite courses for Business majors.

MKT 202—Salesmanship

3 cr. (Fall)

Emphasis is placed on application of selling principles, various sales roles and motivational factors. Topics include: electronic commerce, prospecting, preparing the sales presentation, obtaining the appointment, the demonstration, and meeting objections and the use of the Internet in sales. Students participate in role-playing, dialogue, case analysis, and formal presentation.

MKT 203—Marketing Management

3 cr. (Fall)

A study of the application of the principles underlying effective marketing management. The student examines the impact of marketing management decisions on such major areas as market research, product development, industrial marketing, promotion, pricing, and distribution. A field study market research project is included.

Prerequisite: *MKT 101*

MKT 204—Problems in Marketing

3 cr. (Spring)

Marketing problems are analyzed by use of the case study approach. This approach emphasizes the interrelationship of marketing management to the areas of accounting, economics, mathematics, and

statistics toward the solution of problems. Topics include: product development and trend policy, channels of distribution, market research, pricing, advertising, and selling.

Prerequisite: *MKT 101*

Mathematics

(Math/Computer Science Department)

MAT 010—Developmental Arithmetic

3 units* (Fall/Spring)

Designed for students who need a review of arithmetic, including addition, subtraction, multiplication and division of whole numbers, fractions, mixed numbers and decimals. Areas and volumes of geometric figures are investigated. The course is both intended to alleviate mathematics anxiety and avoidance and to develop self-confidence to continue study in mathematics.

Prerequisite: *math placement test*

**not applicable to associate degrees, or certificate programs*

MAT 020—Developmental Algebra

3 units* (Fall/Spring/Summer)

Designed for students who need a review of beginning algebra. Topics include addition, subtraction, multiplication, and division of signed numbers, solutions of linear equations and inequalities, exponents, combining polynomials, literal equations, and applications of linear equations. Students learn to develop skills in reading of mathematics. Concerns about mathematics anxiety and avoidance are confronted and eased.

Prerequisite: *MAT 010 or math placement test*

**not applicable to associate degrees or other certificate programs*

MAT 101—Elementary Algebra

3 cr. (Fall/Spring/Summer)

An elementary algebra course. Topics include operations on polynomials and rational expressions, laws of exponents, factoring, graphing of equations and inequalities, and systems of equations. A knowledge of operations on signed numbers and solutions to linear equations is required. Emphasis is placed on developing the skills necessary for further study of algebra.

Prerequisite: *MAT 020 or math placement test*

Not open to students who have successfully completed MAT 102 or higher numbered courses. MAT 101 may only be used as the liberal arts elective credit in A.A., A.S., and A.S. Individual Arts degrees.

MAT 102—Intermediate Algebra

3 cr. (Fall/Spring/Summer)

An intermediate algebra course. Topics covered: absolute value equations and inequalities, additional factoring techniques, radical expressions, complex numbers, quadratic equations, functions, graphing techniques, coordinate geometry, mathematical modeling, applications and problem solving.

Prerequisite: *C- or better in MAT 101 or math placement test*

Not open to students who have successfully completed MAT 113 or higher numbered courses. MAT 102 may only be used as math credit in the A.A. degree and only as elective credit in the A.S. or A.S. Individual Studies degrees.

MAT 107—Technical Math

3 cr. (Fall)

A basic operations approach to the study of algebra and trigonometry for students entering technical programs. Scientific calculators are used for applied problem solutions.

Prerequisite: *MAT 101 or math placement test*

MAT 111—Foundations of Elementary School Mathematics

3 cr. (Fall/Spring/Summer)

This course is designed to provide the student with a clear understanding of the major concepts and skills that are commonly taught in elementary school classes. The primary goals of the course are to enable a student to develop multiple representations and models of mathematical concepts, to become proficient at mathematical problem solving, and to be able to communicate mathematical ideas effectively. The contents of this course can be divided into the following general categories: problem solving, set theory, logic, operations & properties involving different based number systems, number theory, functions, statistics, and probability.

Prerequisite: *C- or better in MAT 102 OR completion of or placement on math assessment of MAT 113 or higher*

MAT 113—Mathematics for the Liberal Arts

3 cr. (Fall)

A liberal arts mathematics survey course. MAT 113 and MAT 114 are independent courses and may be taken in any order, even simultaneously, if desired. Topics are drawn from the areas of sets, logic, rational and real numbers, numeration systems, statistics, probability, patterns of numbers, and modular systems.

Prerequisite: *C- or better in MAT 102 or math placement test*

This course is not recommended for students who desire to progress towards the study of calculus. MAT 113 does not fulfill the 6-8 credits in math required in the A.S. degree.

MAT 114—Contemporary Mathematics

3 cr. (Spring)

A liberal arts mathematics survey course. MAT 113 and MAT 114 are independent courses and may be taken in any order, even simultaneously, if desired. Topics are drawn from the areas of linear programming, network theory, game theory, geometry, matrices, topology, patterns of mathematics, and growth and form.

Prerequisite: *C- or better in MAT 102 or math placement test*

This course is not recommended for students who desire to progress towards the study of calculus. MAT 114 does not fulfill the 6-8 credits in math required in the A.S. degree.

MAT 121—College Algebra

3 cr. (Fall/Spring/Summer)

College Algebra is the first course for students who plan to continue on toward the study of Calculus. Topics include: a thorough treatment of the concept of function and their graphs, linear and quadratic functions, polynomial and rational functions, inverse functions, exponential and logarithmic functions, conic sections, and the binomial formula.

Prerequisite: *C- or better in MAT 102 or math placement test*

MAT 122—College Trigonometry

3 cr. (Fall/Spring/Summer)

College Trigonometry is the second course for students who plan to continue on toward the study of Calculus. Topics include trigonometric functions, graphing techniques, right triangle applications, trigonometric identities, inverse functions, oblique triangles, two-dimensional vectors, and complex numbers in trigonometric form.

Prerequisite: *C- or better in MAT 121 or math placement test*

MAT 125—Introduction to Statistics

3 cr. (Fall/Spring/Summer)

This course examines the general elements and principles of statistics used in the fields of education, consumerism, quality control, allied health, physical sciences, & social sciences. Course is broken into two parts; descriptive statistics and inferential statistics. Topics include: methods of summarizing and presenting data; measures of center, spread, and position; probability; binomial probability distribution; normal probability distribution; t-test; chisquare test; confidence intervals, hypothesis testing; and linear regression.

Prerequisite: *completion of MAT 102 or higher OR placement on math assessment of MAT 113 or higher*

MAT 131—Pre-Calculus

4 cr. (Fall/Spring/Summer)

A course designed to review advanced techniques in algebra and trigonometry that are necessary for the study of calculus. The major areas of study are: algebra, manipulations, analytic geometry, exponentials, trigonometry, transforms and problem solving. Former title Essentials for Calculus.

MAT 131 is not open to students who have completed MAT 121 or MAT 122.

Prerequisite: *math placement test*

Mathematics

MAT 134—Mathematical Reasoning and Proof

3 cr. (Spring)

Special Topics Course—Mathematical Reasoning and Proof is designed for students who plan to continue their studies in mathematics, mathematics education or science. This course will foster the ability to read and write mathematically correct proofs. Using some of the classic proofs and mathematical patterns, the course familiarizes the student with many of the foundational topics of mathematics as well as some of the current areas of research. The course includes Euclidean Geometry, Mathematical Induction, Strict Arithmetic Proof, and Elementary Number Theory Proofs, among others. The course also explores the developments in mathematics that gave rise to Computer Science.

Prerequisite: *C- or better in MAT 131, MAT 122 or college placement in MAT 205*

MAT 136—Introduction to Discrete Mathematics

3 cr. (Spring)

Discrete mathematics deals with the analysis of discontinuous (separate, distinct, unconnected) phenomena. This branch of mathematics provides much of the underlying methodology for the use of computers. This branch of mathematics has applications in the fields of engineering, physical sciences, economics, behavioral sciences, health sciences, and computer science. Topics covered include: Sets, sequences, functions, prime numbers, elementary logic (proofs), relations (Matrices), induction and recursion, counting and an introduction to graphs and trees.

Prerequisite: *C- or better in MAT 121*

MAT 205—Calculus 1

4 cr. (Spring/Fall/Summer)

Analytic geometry topics are introduced as needed to carry out the orderly development of the calculus. Topics include algebraic functions and transformations, trigonometric functions and identities, limits, continuity, derivatives, implicit differentiation, related rate problems, Rolles' Theorem and Mean Value Theorem, curve sketching (relative min/max, concavity, points of inflection, limits at infinity, horizontal asymptotes), applications of differentiation, differentials, antidifferentiation, the definite integral, sigma notation, and Fundamental Theorem of Calculus.

Prerequisite: *C- or better in MAT 122, or MAT 131 or math placement test*

MAT 206—Calculus 2

4 cr. (Spring/Fall/Summer)

A continuation of the calculus which builds on the basic concepts of derivatives and integration to include calculus of exponentials, logarithms,

trigonometric functions, inverse trigonometric functions and hyperbolics, the area of a region between two curves, solids of revolution, application problems, integration, Trapezoidal rule, Simpson's Rule, L'Hopital's Rule, Taylor and Maclaurin polynomials, sequences and series, and power series.

Prerequisite: *C- or better in MAT 205*

MAT 207—Calculus 3

4 cr. (Fall/Spring evening)

Covers three areas of discourse: vector analysis, partial differentiation and multiple integration. The study of vectors includes conic sections, analysis of vectors in two and three space as well as their development as vector functions. Partial differentiation includes such topics as directional derivatives, gradients, tangent planes, surface extremes, and exact differentials. Multiple integration is used for volumes, surface area, moments, Green's theorem and line integrals.

Prerequisite: *C- or better in MAT 206*

MAT 211—Linear Algebra

3 cr. (Fall/Summer)

Designed primarily for students planning to specialize in mathematics, computer science, or engineering. Topics include: vectors in R^2 and R^3 systems of linear equations, determinants and matrices, vector spaces, linear independence and basis, linear transformations, eigenvalues and eigenvectors, and diagonalizations.

Prerequisite: *C- or better in MAT 205*

MAT 214—Differential Equations and Series

4 cr. (Spring)

The following differential equations topics are covered: equations of first order, linear equations of the second order, operators, successive approximations, interpolation, numerical integration, and Partial Differential Equations. Series topics include Fourier's Series, Gamma and Bessel Functions, and Laplace Transforms.

Prerequisite: *C- or better in MAT 207*

Medical Laboratory Technology

(Laboratory Technology Department)

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

NOTE: A grade of C- or better is required in all MLT—series courses for progression in the program and graduation with an A.A.S. degree in Medical Laboratory Technology. Completion of this A.A.S. degree is a requirement for national certification examinations.

Completed physical examinations must be on file at the college before the student is permitted to enter the clinical affiliate. Students are responsible for their own transportation to and from the clinical affiliate. Drug testing may be required.

MLT 110 fulfills the liberal arts science requirement (without laboratory component) for the associate degrees. MLT 101 (with laboratory) can be applied to the liberal arts science requirement for associate degrees or the Medical Laboratory Technology program.

MLT 101—Fundamentals of Medical Physiology for MLT Majors 1

3 lect., 2 lab., 4 cr. (Fall)

Overview of the ten systems of the human body in health and disease with emphasis on cardio-vascular and respiratory physiology of the human. Laboratory exercises relate structure to function. Human materials and models are used. [R-1]

MLT 102—Fundamentals of Medical Physiology for MLT Majors 2

3 lect., 2 lab., 4 cr. (Spring)

Examination of function of selected organs in health and disease. In-depth studies of renal, gastrointestinal and endocrine physiology of the human. Laboratory exercises relate system structure with organ function. Human materials and models are used. [R-1]

Prerequisite: *MLT 101*

MLT 103—Immunology

2 lect., 1 lab., 2 cr. (Fall)

The immune system; its components, and their functions. Antigen-antibody reactions, cell-mediated immunity, the complement system, and pathological conditions are discussed.

MLT 104—Hematology

2 lect., 3 lab., 3 cr. (Spring)

Topics include blood cell formation, function, pathological states both physiological and genetic, hemoglobinopathies, coagulation theory and factors. Laboratory exercises correlate basic tests with lecture topics. Test proficiency is developed utilizing manual and both automated and semiautomated techniques. [R-1]

Corequisite: *ENG 161*

MLT 105—Introduction to Laboratory Science

1 lect., 2 lab., 2 cr. (Fall)

A survey of the career and employment opportunities that utilize laboratory skills. Students have a hands-on experience with major instrumentation employed in laboratories with emphasis on clinical/hospital/research labs.,. Lecture topics prepare students for each phase of the laboratory experience.

Corequisite: *ENG 160*

MLT 106—Microbiology for Health Professionals

2 lect., 2 lab., 3 cr. (Fall/Spring/Summer)

Overview of bacteria, yeasts, molds, protozoa and viruses in relation to the Allied Health Professions. Lectures deal with host-microorganism relationships. Laboratory includes use of the microscope, culture methods and destruction of micro-organisms. Sterile technique is stressed.

Prerequisite: *one semester of a biological science or corequisite: concurrent enrollment in BIO 111*

MLT 109—Phlebotomy

6 lect., 4 lab., 7 cr. (Fall, Spring)

Training in drawing and handling blood samples for laboratory testing in hospitals, doctor's offices, and large service laboratories. Emphasis on approved methods & safety, medical terminology, anatomy, and laboratory procedures. Students are eligible to sit for National Certification Examination upon successful completion of this NAACLS approved course of study. [R-1]

Prerequisite: *permission of department chair*

MLT 110—Fundamentals of Medical Physiology 1

3 lect., 3 cr. (Fall)

Overview of the ten systems of the human body in health and disease with emphasis on cardiovascular and respiratory physiology. This course does not include a laboratory component fulfills the liberal arts science requirement for associate degrees.

MLT 201—Instrumentation and Clinical Applications 1

1 lect., 1 cr.

Survey of instrumentation used in laboratories. The basic principles and theories of laboratory

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instruments will be discussed, as well as clinical instrumentation in relation to hematology, urinalysis and immuno-hematology.

Prerequisite: *One year of college chemistry*

Corequisite: *MLT 251*

MLT 202—Instrumentation and Clinical Applications 2

1 lect., 1 cr.

This course is designed to give the student a broad-based understanding of clinical laboratory instrumentation principles, the process of instrument selection and specific applications of these principles, especially in microbiology, clinical chemistry and immunoassays. Laboratory and hospital information systems, workflow analysis, and economic issues related to instrument selection are also discussed.

Prerequisite: *MLT 201*

Corequisite: *MLT 252*

MLT 203—Immuno-hematology

2 lect., 3 lab., 3 cr. (Fall)

Detailed study of basic concepts of inheritance and heredity with respect to human blood factors. Blood-bank procedures such as typing, immune antibody screening and identification, titre level determination, medicolegal exclusions and transfusion procedures are performed. [R-1]

Prerequisite: *MLT 104*

MLT 207—Clinical Chemistry 1

2 lect., 2 lab., 3 cr. (Fall)

Study of the composition and methods of assay of body fluids. Lecture stresses the physiologic basis of human metabolites in health and disease. Laboratory emphasizes analytical methodologies, basic instrumentation and quality control. Carbohydrate metabolism, NPN, electrolytes and proteins are studied in detail. [R-1]

Prerequisite: *CHM 103, CHM 104 or CHM 105, CHM 106*

MLT 208—Clinical Chemistry 2

2 lect., 2 lab., 3 cr. (Spring)

Continued study of the composition and methods of assay of body fluids. Lipids, enzyme kinetics, liver function tests, renal function, cardiac assessment hormone levels and toxicology are discussed in lecture and performed in the laboratory.

Prerequisite: *MLT 207, MLT 103. [R-1]*

MLT 209—General Microbiology

3 lect., 3 lab., 4 cr. (Fall)

Classification, nomenclature and identification of micro-organisms. The physiology of micro-organisms, pathogenic organisms and organisms of economic importance are considered. Industrial microbiology and agricultural bacteriology are included. Laboratory exercises stress sterile technique, staining

methods, culture of microorganisms and biochemical tests used in identification. [R-1]

Prerequisite: *one semester of a biological science*

MLT 212—Clinical Microbiology

2 lect., 3 labs., 3 cr. (Spring)

The identification and quantification of pathologic and non-pathologic organisms encountered in human specimens. Treatment and handling of specimens are discussed. Methods in mycology, parasitology and serology as applicable to the clinical laboratory are taught. [R-1]

Prerequisite: *MLT 209*

MLT 216—Histology

2 lect., 3 lab., 3 cr. (Spring)

The microscopic study of vertebrate cells, tissues and organs, stressing the relationship of structure to function. Laboratory work includes the preparation of stained slides for light microscopic study and study of prepared slides of cells, tissues and organs to enable the student to identify basic tissues. [R-1]

Prerequisite: *one semester of a biological science*

MLT 251—Clinical Training 1

6 lab., 2 cr.

Under the supervision of clinical proctors, students practice medical laboratory techniques.

Prerequisite: *MLT 101, MLT 102, MLT 104, MLT 103. [R-1]*

Corequisite: *MLT 201*

MLT 252—Clinical Training 2

6 lab., 2 cr.

Continuation of clinical experience. Under the supervision of clinical proctors, students gain additional experience in developing technical skills. [R-1]

Corequisite: *MLT 202, MLT 208 and MLT 212, or completion of all professional courses*

Music

(Arts & Communication Department)

MUS 101—Introduction to Music

3 cr. (Fall/Spring/Summer)

Enjoyment of music through the study of basic musical concepts and acquisition of listening skills. Examines a wide variety of musical styles within their cultural contexts.

MUS 103—History of Western Music to 1750

3 cr. (Fall)

A survey of the music of ancient cultures including Greece and Rome and the Early Christian, Medieval, Renaissance, and Baroque periods. Social, political, historical, and cultural influences are considered. This course includes extensive classroom listening to the music of the great composers culminating in the works of Bach and Handel.

MUS 104—History of Western Music from 1750

3 cr. (Spring)

A survey of the music of the Classical, Romantic, and Twentieth century periods. Social, political, historical and cultural influences are considered. This course includes extensive classroom listening to the music of the great composers from Mozart and Beethoven to contemporary artists.

MUS 105—History of Jazz

3 cr. (Fall/Spring)

A study of jazz from its origin to the present. An examination of the important musicians, styles, and influences through recorded examples of ragtime, blues, Dixieland, swing, bop, progressive jazz, third stream, and contemporary trends.

MUS 107—History of Rock Music

3 cr. (Fall/Spring/Summer)

A survey of rock music from its origins in African-American and Anglo-American folk styles through the present. Examines the entire phenomenon of rock music, its relationship to other musical styles, the influence of social factors on the music, and the influence of the music, in turn, on society.

MUS 109—Music Business

3 cr. (Fall/Spring)

An introductory course exploring practical, legal, and procedural problems encountered in the music industry. A variety of career areas are surveyed to provide an orientation for students preparing for a career in music as well as those planning to transfer to four-year programs in the music business and other fields.

MUS 121—Fundamentals of Music

3 cr. (Fall/Spring)

This course provides thorough groundwork in the rhythmic, melodic, and harmonic elements of music. It is intended for students who wish to major in music but have no background in music theory and for others desiring a basic music theory class. Topics include music notation, scales, intervals, and chord construction.

MUS 123—Basic Musicianship 1

3 lect., 4 lab., 5 cr. (Fall)

An intensive course designed to enhance comprehension of musical concepts and develop skill in the handling of musical materials. Includes a review of music fundamentals, basic principles of part-writing, harmonization, and analysis. Studies integrate music theory, ear training, keyboard harmony, and sight singing to lay the groundwork for future study.

Prerequisite: *MUS 121* or departmental placement

Corequisite: *enrollment in a piano course*

MUS 124—Basic Musicianship 2

3 lect., 4 lab., 5 cr. (Spring)

A continuation of Basic Musicianship 1. Topics include triad inversion, secondary chords in a key, seventh chords, and nonharmonic tones correlated with more advanced ear training, keyboard harmony, and sight singing materials.

Prerequisite: *MUS 123*

Corequisite: *enrollment in a piano course*

MUS 131—Elementary Piano 1

2 cr. (Fall/Spring)

Class instruction for beginners with no previous musical training and for those wishing a refresher in piano fundamentals. Emphasizes the development of basic keyboard skills, sight reading, and the use of basic chord patterns.

MUS 132—Elementary Piano 2

2 cr. (Fall/Spring)

A continuation of MUS131 which concentrates on the performance of more advanced materials.

Prerequisite: *MUS 131*

MUS 141—Group Voice 1

2 lect., 0 labs., 2 cr. (Fall)

An introductory level course designed to develop vocal potential by learning proper vocal technique, studying musical notation and performing folk, musical theater and art songs in an individual setting.

MUS 142—Group Voice 2

2 lect., 0 labs., 2 cr. (Spring)

An intermediate level course designed to continue individual vocal development by learning advanced vocal technique, increasing musical vocabulary and

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performing musical theater and foreign language art songs and arias in an individual setting.

Prerequisite: *MUS 141 or permission of instructor*

MUS 151—Chorus

0 lect., 2 lab., 1 cr. (Fall/Spring)

This course provides choral performance experience. The repertoire includes selections from major choral works, music representing a variety of styles, and pieces in different languages. No audition is required. Participation in all concerts is mandatory. Students may repeat course for a total of four credits.

MUS 153—Madrigal Singers

0 lect., 2 lab., 1 cr. (Fall/Spring)

A select vocal ensemble that performs a variety of advanced a cappella and accompanied pieces from choral repertoire composed throughout the centuries. Required audition is held the first week of each semester. Participation in concerts is mandatory. Students may repeat course for a total of four credits.

Prerequisite: *audition and permission of instructor*

Corequisite: *MUS 151*

MUS 155—Orchestra

0 lect., 2 lab., 1 cr. (Fall/Spring/Summer)

This course will provide a wide variety of instrumental experiences for those who enjoy playing an orchestral instrument. Standard orchestral repertoire will be studied, ranging from light to classical selections. Participation in public performances is mandatory. May be repeated for a total of 4 credits.

Prerequisite: *audition and permission of instructor*

MUS 157—Chamber Ensemble

0 lect., 2 lab., 1 cr. (Fall/Spring)

A variety of instrumental ensembles will be organized: string, woodwind, brass and combinations. Students may repeat course for a total of four credits.

Prerequisite: *audition and permission of instructor*

MUS 159—Band

0 lect., 2 lab., 1 cr. (Fall/Spring)

Provides a variety of instrumental experiences for those who enjoy playing a band instrument. The repertory ranges from classic to popular selections. Participation in performances is mandatory. Students may repeat course for a total of four credits.

Prerequisite: *audition and permission of instructor*

MUS 161—Jazz Ensemble

0 lect., 2 lab., 1 cr. (Fall/Spring)

The study of performance of compositions in the jazz idiom. Principles of group performance are presented with emphasis on balance, phrasing, interpretation and other factors important to the development of jazz performance techniques.

Participation in performance is mandatory. Students may repeat course for a total of four credits.

Prerequisite: *audition and permission of instructor*

MUS 163—Jazz Improvisation 1

2 cr. (Fall)

Basic techniques of jazz improvisation. Chord usage, scales, arpeggios are used to color standard tunes and strengthen weak progressions. Students are expected to bring their instruments to class and practice assignments at home. Class time is allocated for individual and group instruction and analyzing recorded solos by noted artists.

MUS 164—Jazz Improvisation 2

2 cr. (Spring)

Improvisation approached as spontaneous composition with emphasis on melodic and rhythmic principles. The ability to read music is necessary. Students explore different stylistic approaches to reading and phrasing. Listening, discussion, demonstration and performance are required.

Prerequisite: *MUS 163 or permission of instructor*

MUS 165—Jazz Keyboard Harmony

2 lec., 0 lab, 2 credits (Spring)

This is a functional keyboard class designed primarily to assist students with the assimilation of concepts and skills taught in Jazz Improvisation and Elements of Arranging, but is open to any student with permission of the instructor. The course focuses on jazz harmonization techniques with an emphasis on harmonizing and performing tunes from the standard jazz repertoire at the piano.

Prerequisite: *MUS 123 Intermediate Piano or permission of instructor*

MUS 167—Jazz/Commercial Guitar 1

2 lect., 0 lab., 2 cr.

A study of Jazz/Commercial Guitar styles covering nomenclature, modes, diatonic and altered chord voicings, improvisation, chord melody and basic repertoire.

MUS 169—Jazz/Commercial Drumming

2 lec. 0 lab, 2 credits (Spring)

A study of jazz and commercial drumset styles covering nomenclature, sticking and brush patterns, phrasing, coordination techniques, rhythm reading and drum chart reading, with an emphasis on current swing, Latin, fusion and ballad styles.

MUS 170-MUS 177—Private Instruction

1 cr. (Fall/Spring)

Students are responsible for arranging private music lessons with an instructor approved by the Arts and Communication Department and for paying an additional fee to the instructor. Forms available from the Arts and Communication Department must be

obtained during the first week of classes and completed no later than the third week.

End-of-semester jury examination is required of all Private Instruction students.

May be repeated progressively. Special fee.

Prerequisite: *Music major or permission of course coordinator or department chair*

MUS 221—Songwriting

1 lec., 2 lab, 2 credits (Spring)

An introduction to the art and craft of songwriting. Includes analysis of existing songs written in various styles in terms of the fundamental musical elements: rhythm, form, melody, harmony, timbre, dynamics, texture and text. Analytic and creative exercises and projects enable students to acquire skill in evaluating and critiquing songs and in producing original work.

Prerequisite: *Music major or permission of instructor*

MUS 223—Advanced Musicianship 1

3 lect., 2 lab., 4 cr. (Fall)

Advanced harmony, ear training, sight singing, harmonization at the keyboard and writing of original compositions.

Prerequisite: *MUS 124*

Corequisite: *enrollment in a piano course*

MUS 224—Advanced Musicianship 2

3 lect., 2 lab., 4 cr. (Spring)

A continuation of Advanced Musicianship I. Topics include chorale harmonization, ninth chords, altered chords, modulation to distant keys. Score analysis and composition projects.

Prerequisite: *MUS 223*

Corequisite: *enrollment in a piano course*

MUS 226—Elements of Arranging

3 cr. (Spring)

Emphasis is placed on the fundamentals of scoring for various instrumental combinations with particular attention to range, color, transposition, and technical capabilities of individual instruments. The course includes planning and writing arrangements for various ensembles with focus on the jazz idiom. Creative projects to be performed when possible by SUNY Orange ensembles.

Corequisite: *MUS 224*

MUS 231—Intermediate Piano 1

2 cr. (Fall/Spring)

Materials are drawn from classic, romantic and contemporary composers.

Prerequisite: *MUS 132*

MUS 232—Intermediate Piano 2

2 cr. (Fall/Spring)

Emphasis on technique, sight reading, pedaling, phrasing and interpretation.

Prerequisite: *MUS 231*

MUS 233—Advanced Piano 1

2 cr. (Fall/Spring)

Materials of medium grade difficulty. Compositions for piano ensemble. Technical studies. Memorization of at least two selections.

Prerequisite: *MUS 232*

MUS 234—Advanced Piano 2

2 cr. (Spring)

Materials of increasing difficulty for solo and ensemble.

Prerequisite: *MUS 233*

Nursing

(Nursing Department)

NOTE: Students must comply with all policies, procedures, and regulations of the preceptorship/clinical site. Failure to do so will result in immediate removal from the site and automatic failure of the course.

NOTE: A letter, A through F, may immediately follow the last digit of the catalog number; it merely serves to identify course sections on the student's transcript.

Some clinical sites may require background checks and/or drug screening prior to clinical rotation at their facility.

NUR 010—Support Module for Nursing 1

1 unit* (Fall)

This course is designed to assist the student in understanding the principles and practices presented in Nursing 1: Fundamentals. Various forms of supplemental material, such as worksheets and case studies, are used to reinforce the information and concepts required of Nursing 1 students.

Corequisite: *Nursing 1: Fundamentals*

* not applicable to associate degree or certificate programs

NUR 020—Support Module for Nursing 2

1 unit* (Spring)

This course is designed to assist the student in understanding the principles and practices in Nursing II: Fundamentals. Various forms of supplemental material, such as worksheets and case studies, are used to reinforce the information and concepts required of Nursing 2 students.

Corequisite: *Nursing Fundamentals 2*

NUR 030—Support Module for Nursing 3

1 unit (Fall)

This course is designed to assist the student in understanding the principles and practices in Nursing III: Caring for the Growing Family. Various forms of supplemental material, such as worksheets and case studies, are used to reinforce the information and concepts required of Nursing III students.

Corequisite: *Nursing 3: Caring for the Growing Family*

NUR 040—Support Module for Nursing 4

1 unit (Spring)

This course is designed to assist the student in understanding the principles and practices in Nursing IV: Physical and Mental Illness. Various forms of supplemental material, such as worksheets and case studies, are used to reinforce the information and concepts required of Nursing 4 students.

Corequisite: *Nursing 4: Physical and Mental Illness*

NUR 101—Nursing 1: Fundamentals

4 lect., 9 lab., 7 cr. (Fall)

This student introduces students to the various roles of the associate degree nurse. This semester the growth and development of the older adult is the focus of study. The physiological and psychological needs of members of this population are introduced. The nursing process, a model for decision making, is presented. The student is guided in the gathering of data, planning and implementation of nursing care. [R-1]

Corequisites: *BIO 111, MLT 106*

NUR 102—Nursing 2: Fundamentals*

6 lect., 12 lab., 10 cr. (Spring)

This course builds on previous knowledge, giving the student further insight into the various roles of the associate degree nurse. The growth and development of the middle adult is the focus of study. The basic needs of the middle adult with a common health problem are introduced. The student uses the nursing process in planning and implementing the client's care.

Prerequisites: *BIO 111, MLT 106, grade of 75% (C), or higher in NUR 101, and completed or concurrent enrollment in BIO 112. [R-1]*

NUR 111—Basic Clinical Calculations for Medication Administration 1

1 lect., 1 cr. (Fall)

This course introduces the calculations used for the safe administration of oral and parenteral medications in the health care setting. Dimensional analysis is the method used to assist the learner to obtain answers with accuracy.

Prerequisites: *tested into MAT 101 Basic Math I, or by permission of the instructor*

NUR 112—Basic Clinical Calculations for Medication Administration 2

1 lec., 1 cr. (Spring)

This course reviews Dimensional Analysis and the conversion between the various systems of measurement. The student will receive practice in calculating the safe administration of complex oral and parenteral medications in the health care setting. The safe administration of intravenous fluids and medications will be introduced.

Prerequisite: *completion of NUR 111 or NUR 101*

NUR 191—Nursing: Process & Writing 1 (Hybrid)

1 lect., 1 cr.

This team-taught course helps Nursing I students to practice applying the Nursing Process and writing skills to workplace documentation. Documentation situations and exercises are specific to Nursing I course and clinical experience. Course begins in Week 7 (Fall semester) and meets 1 hr/wk in class, 1 hr/wk online. The instructor team is from the Nursing and English Departments.

Co-Requisite/Pre-Requisite: *NUR 101*

NUR 192—Nursing & Writing 2 (Hybrid)

1 lect., 1 cr.

This team-taught course helps Nursing students to practice applying the Nursing Process and writing skills to workplace documentation. Documentation situations and exercises are specific to Nursing 2 and 4 course and clinical experience. Instructor team is from both the Nursing and English Departments.

Pre or Co-Requisite: *NUR 102*

New NUR 193—Healing Touch

3 lec., 3 cr.

This course focuses on theory, research, and the practice of Healing Touch and other energy-based techniques to balance and clear the human energy field. Applications of these integrative healing techniques to a variety of situations ranging from self-care, care of friends and family to professional use in programs of health/wellness, stress reduction, rehabilitation, all specialties of nursing, and hospice care will be covered in this course. These are techniques anyone can learn. This course is open to nurses and allied health practitioners, as well as students in nursing and allied health. Completion of the course meets the criteria for Healing Touch Levels 1 and 2, which can lead to certification with additional course work and practice.

Prerequisite: *licensed health professional, or 1 semester of Nursing or other health professional, or by permission of instructor.*

NUR 195—Nursing & Writing 3 (Hybrid)

1 lect., 1 cr.

This team-taught course helps Nursing students to practice applying the Nursing Process and writing skills to workplace documentation. Documentation situations and exercises are specific to Nursing 2 & IV course and clinical experience. Instructor team is from both the Nursing & English Departments.

Pre or Co-Requisite: *NUR 201*

NUR 196—Nursing & Writing 4 (Hybrid)

1 lect., 1 cr.

This team-taught course helps Nursing students to practice applying the Nursing Process and writing skills to workplace documentation. Documentation situations and exercises are specific to Nursing IV course and clinical experience. Instructor team is from both the Nursing & English Departments.

Pre or Co-Requisite: *NUR 202*

NUR 201—Nursing 3: Caring for the Growing Family

4 lect., 9 lab., 7 cr. (Fall)

This course is designed to promote understanding of the various roles of the associate degree nurse related to family development. This semester the growth and development of individual members of the family is studied in relation to their basic needs. The student refines skills in using the nursing process

to assess the needs and provide care for the maternity client, as well as the child, in health and illness. [R-1]

Prerequisites: *ENG 101-2, BIO 112, MLT 106 and grade of 75% (C) or higher in NUR 102*

Corequisite: *PSY 100, CHM 110*

NUR 202—Nursing 4: Physical and Mental Illness*

6 lect., 13** lab., 9 cr. (Spring)

This course prepares the student for entry into practice as an associate degree nurse. The course is structured to promote a secure knowledge base in chronic and complex physical and mental illness that affect individuals of all ages. The student demonstrates skill in using the nursing process to make and evaluate nursing care decisions. [R-1]

Prerequisites: *PSY 100, CHM 110 and grade of 75% (C) or higher in NUR 201.*

*NOTE: A grade of 75% (C) or higher in NUR 202 is required to graduate with an A.A.S. degree in nursing. An A.A.S. degree in nursing is required for certification to take the National Council Licensure Examination (NCLEX) for Registered Professional Nurse (RN). **13 weeks.*

NUR 203—Nursing 5: Transition to Practice

1 cr. (Spring)

This course focuses on the role transition of student to staff nurse. The student will work with a registered nurse preceptor and faculty members as part of a health care team. Emphasis will be placed on the duties and responsibilities of the beginning staff nurse in planning, prioritizing, coordinating and implementing client care activities. The objectives will include increased skill in applying the nursing process, as well as an increased ability to evaluate self-performance and heightened levels of self-confidence.

Prerequisite: *NUR 101, NUR 102, NUR 201, NUR 202*

NUR 205—Pharmacology and the Human Body

3 cr.

An introduction to medications used to maintain health and/or treat diseases and disorders. The course includes beginning concepts in the origins of medications, how commonly used medications act in the body, how they are changed in the body and how their effects are produced. Toxic effects, side effects and adverse reactions to commonly used drugs are included as well as the effects of medications in all stages of human development.

Prerequisite: *BIO 112 or permission of instructor*

NUR 207—Advanced Clinical Calculations for Medication Administration

1 lect., 1 cr. (Fall/Spring)

This course is designed to assist the student to perform the preparation and administration of medications safely in complex and diverse clinical situations. Dimensional analysis is the method used to assist the learner to obtain answers with accuracy.

Prerequisites: *NUR 112 or NUR 102 or permission of instructor*

Physical Examination

Physical examination is required upon admission to the program within a six-month period prior to the beginning of classes in nursing and at the beginning of classes in nursing of the second year. Students will not be allowed in the clinical area without a completed physical examination on file with the college.

Transportation Costs

Students must make their own arrangements, at their own expense, for transportation on days when classes are held off campus.

Uniforms

Nursing student uniform must be worn whenever class meets off campus.

**All nursing courses combine classroom theory with clinical experience in the hospitals and community agencies throughout the local area.*

Occupational Therapy Assistant

(Occupational Therapy Assistant Department)

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

NOTE: A grade of C or higher is required in all OTA—series courses to graduate with an A.A.S. Occupational Therapy Assistant degree.

Failure to pass BIO 111 and/or BIO 112 may prevent progression in the Occupational Therapy Assistant course sequence. Students who fail or withdraw from either of these courses must receive special permission from the department chairperson to continue in the program sequence.

Failure to pass the first ENG 160 course, corequisite to OTA 101, will prevent progression into second year OTA courses.

OTA 101—Fundamentals of Occupational Therapy 1

2 lect., 3 lab., 3 cr. (Fall)

An introduction to occupational therapy with regard to history, development, function, and underlying philosophy. Also, introduction to medical terminology, the allied health professions, and agencies involved in the comprehensive care of the disabled. Field observation in local clinical settings provide an opportunity to observe therapeutic media and applied techniques. [R-1]

Corequisite: *ENG 160*

OTA 102—Fundamentals of Occupational Therapy 2

2 lect., 2 lab., 3 cr. (Spring)

This course provides the student with practical experience in a variety of occupational therapy treatment interventions. Includes units on hand function; splinting; kinesiology; functional mobility; training and teaching of occupations; assistive technology; preparatory activity; assessment and evaluation; and biomechanical, cognitive, perceptual, and sensory. [R-1]

Prerequisite: *OTA 101 and BIO 111*

Corequisite: *OTA 106 and BIO 112*

OTA 103—Occupational Performance 1

3 lab., 1 cr. (Fall)

Emphasis is on the understanding of human occupation and its role in well-being and health. Students engage in a variety of occupations and purposeful activities and analyze them for their therapeutic qualities and contexts. The impact of disability upon occupational performance is explored. Problem solving is emphasized through completion of a woodworking project. Students are also introduced

to professional terminology and constructs based on the Occupational Therapy Practice Framework. [R-1]

Corequisite: *OTA 101*

OTA 104—Occupational Performance 2

3 lab., 1 cr. (Spring)

Emphasis is on the development of basic skills in a variety of minor crafts including: leather work, copper tooling, frame loom, weaving, mosaics, macrame, rug hooking and paper crafts. Principles of activity analysis, therapeutic application, and group and dyadic presentation techniques are covered. [R-1]

Prerequisite: *BIO 111 and OTA 103*

Corequisite: *OTA 106*

OTA 106—Medical Conditions

3 cr. (Spring)

Medical, orthopedic, and neurological conditions, commonly referred for occupational therapy treatment are presented in regard to etiology, pathology, and accepted treatment procedures. Medical terminology is stressed. [R-1]

Prerequisites: *OTA 101 and BIO 111*

Corequisite: *OTA 102 and OTA 104*

OTA 107—Principles of Occupational Therapy in Geriatrics and Gerontology

2 cr. (Fall)

This course gives the student an understanding of the unique developmental, social, psychological, environmental, and physical needs of older adults. Students learn about such topics as ageism, health care services/settings for older adults, normal aging processes, community agencies serving older adults, pathological conditions associated with aging, falls prevention, environmental safety and modification, occupation and older adults, health promotion, dementia care, depression, low vision, and death and dying. Students also attend a nursing home field visit and conduct an interview with an older adult resident. [R-1]

Corequisite: *OTA 101*

OTA 201—Principles of Occupational Therapy in Pediatrics & Developmental Disabilities

3 cr. (Fall)

The pattern of normal growth and development from birth through adulthood is reviewed during the initial weeks of the course. The student is then introduced to the various conditions that interfere with normal development, and the occupational therapy treatment techniques used with the developmentally disabled. [R-1]

Prerequisites: *PSY 220, BIO 111, OTA 102, OTA 106*

Corequisite: *OTA 207 and OTA 203*

OTA 203—Clinical Reasoning Skills

3 lab., 1 cr. (Fall)

The emphasis of this course is on the application of

clinical reasoning and problem solving skills to occupational therapy contexts. The students plan and role play treatment interventions related to a variety of clinical cases. Students engage in problem solving by adapting games and electronic switches. They also plan and implement a community project at a local agency/program serving children, adolescents, adults, or older adults. [R-1]

Prerequisite: *OTA 104*

Corequisite: *OTA 201, OTA 205 and OTA 207*

OTA 205—Principles of Occupational Therapy in Mental Health

3 cr. (Fall)

A study of the theoretical basis for occupational therapy treatment techniques in psychiatric disorders. Observation techniques, evaluation, and the therapeutic application of media are stressed. [R-1]

Prerequisite: *OTA 104*

Corequisites: *ENG 160 and PSY 230*

OTA 207—Principles of Occupational Therapy in Physical Disabilities

3 cr. (Fall)

A study of the theoretical basis for occupational therapy treatment techniques in physical disorders. The student is introduced to specific techniques and skills utilized in the area of physical dysfunction. [R-1]

Prerequisite: *OTA 102 and OTA 106*

Corequisite: *ENG 160, OTA 201 and OTA 203*

OTA 217—Clinical Practice 1

25 lab., 7.5 cr. (Spring)

This course provides a supervised eight-week clinical experience in an occupational therapy treatment setting. The student may elect to work with the physically disabled, emotionally disabled, or developmentally disabled population. The student is expected to use knowledge and skills, acquired through previous course work, to carry out prescribed treatment programs. Evaluation, treatment intervention, and treatment documentation are the major components of the fieldwork experience. [R-1]

Prerequisites: *OTA 107, OTA 201, OTA 205 and OTA 207*

OTA 218—Clinical Practice 2

25 lab., 7.5 cr. (Spring)

This second eight-week clinical experience follows the successful completion of Clinical Practice I and occurs in a setting that services a different population than the first clinical course. Evaluation, treatment intervention, and treatment documentation are the major components of this experience. The student is expected to apply knowledge and skills acquired through course work and the preceding clinical experience. [R-1]

Prerequisite: *OTA 217*

Office Technologies

(Accounting/Office Technologies Department)

OFT 103—Medical Coding

3 cr. (Fall/Spring)

This course will introduce students to the characteristics and conventions of CPT-4 and ICD-9-CM coding. Format and correct coding practices will be taught. The importance of using accurate coding conventions to maximize reimbursement in the medical office will be stressed.

OFT 106—Keyboarding

.5 lect., 1 lab., 1 cr. (Fall/Spring)

This course concentrates on building skills over a period of one-half semester. Students learn the use of alphabetic and numeric keys. In order to complete the course with a passing grade of C, students will be expected to work at a minimum speed of 20-25 words per minute for three minutes with reasonable accuracy using the touch method (without looking at the keys). This course meets three hours per week for eight weeks.

Students who already have acceptable skill levels, should take the departmental examination for possible waiver of the course. OFT 107 or higher may be substituted for OFT 106.

OFT 107—Elementary Computer Keyboarding

2 lect., 2 lab., 3 cr. (Fall/Spring)

The course objective is mastery of the typewriter/computer keyboard. Topics include the parts and functions of the workstation, personal and business letter arrangements, manuscript writings, and basic centering and tabulation problems. For a grade of C on straight copy writings, the student must achieve a minimum speed of 30 words per minute with a maximum of 5 errors on a five-minute writing.

OFT 108—Intermediate Computer Keyboarding

2 lect., 2 lab., 3 cr. (Fall/Spring)

Professional competence is developed in the keyboarding of business documents on a computer using WordPerfect software. Students learn to format business reports, tables, forms, and correspondence with emphasis on correct keyboarding, formatting, and proofreading techniques. For a grade of C on straight copy writings, the student must achieve a minimum speed of 40 words per minute with a maximum of 4 errors on a five-minute writing.

Prerequisite: *OFT 107 or placement by department*

OFT 109—Advanced Computer Keyboarding

2 lect., 2 lab., 3 cr. (Spring)

Emphasis is placed on building production skill in the keyboarding of statistical reports, advanced business correspondence with tables, business forms and financial statements, medical reports, and legal

forms using word processing software. For a grade of C, the student must achieve minimum speed on straight-copy, five-minute writings of 50 words per minute with a maximum of 3 errors.

Prerequisite: *OFT 108*

OFT 110—Legal Documents and Terminology

3 cr. (Summer)

This course presents classroom knowledge in preparing the legal documents used in a legal office setting. They include: pleadings and related documents, separation and dissolution of marriage papers, criminal law papers, wills and trusts, contracts, corporation and partnership forms, and real estate transactions. Students will learn legal terminology as they progress through each topic. They will also develop speed on straight-copy keyboarding.

Prerequisite: *OFT 108 or placement by department*

OFT 201—Records/Information Management

3 cr. (Fall/Spring)

This is a survey course which provides an overview of records/information management as a system. The role of the records manager and the records management staff within the system are emphasized. Other areas of emphasis include inventories, developing retention schedules, active/inactive records management, archives management, disaster prevention and recovery, and manual preparation. An introduction to Microsoft Access is included.

OFT 207—Transcription Skills

2 lect., 2 lab., 3 cr. (Fall)

The student transcribes business communications and/or medical and legal documents from a voice transcriber. Emphasis is placed on the rapid production of mailable copy. Office procedures, basic grammar rules, spelling, punctuation, and proofreading are reviewed.

Prerequisite: *OFT 108*

OFT 208—Computer Fundamentals for the Office

3 cr. (Fall/Spring)

The interaction of people, procedures, and technologies which work together to make the office environment efficient and effective is studied. Available technology and methods for evaluating present and future systems are investigated. Topics include: hands-on evaluation of an operating system, Windows XP; use of e-mail; research on the Internet; and the evolution of information processing, telecommunications, and reprographics.

OFT 209—Microsoft Word and PowerPoint

2 lect., 2 lab., 3 cr. (Fall)

Hands-on instruction in Microsoft Word and PowerPoint is provided to the student. Emphasis is placed on creating, revising, formatting, enhancing, proof reading, printing, and merging of numerous

business documents. Decision-making skills are exercised in the selection of formats and procedures. **Preparation for MOUS Certification in Word is available.**

Prerequisite: *OFT 108 or placement by department*

OFT 211—Medical Transcription

2 lect., 2 lab., 3 cr.

The student transcribes communications documents such as: letters, case histories, medical evaluations, medical reports, and summaries from a voice transcriber. Most medical specialties are included. Emphasis is placed on the correct medical terminology and spelling, medical form format, and rapid production of mailable copy. Office procedures, basic grammar rules, spelling, punctuation, and proofreading are reviewed.

Prerequisite: *OFT 108 or placement by department*

OFT 214—Excel and Access

2 lect., 2 lab., 3 cr. (Spring)

This course provides hands-on training in the use of Excel and Access. Medical, legal and business projects help students learn to process specialized documents. Group assignments aid in the development of teamwork and decision-making skills.

Preparation for MOUS Certification in Excel and Access is available.

Prerequisite: *OFT 108 or placement by department*

OFT 215—Desktop Publishing

3 cr.

This course provides the student with the ability to change ordinary text into attractive, professional-looking documents and web pages using design elements such as: font faces, font styles, font sizes, graphics, lines, and spacing techniques, etc. A special individualized project is required using at least five desktop features.

Prerequisite: *OFT 106*

OFT 220—Office Internship

1 lect., 4 lab., 3 cr. (Spring)

Students work in an approved part-time office position with a cooperating employer. The work assignment is under the dual guidance of the employer and the college coordinator and the student will be evaluated by each. Students are required to attend a weekly one-hour seminar to discuss office procedures and to submit reports on their work experience.

Prerequisites: *completion of OFT 108, BUS 203, and OFT 209 plus CQPA of 2.0 or departmental permission*

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

Philosophy & Religion

(English & Foreign Languages Department)

The following courses in this area fulfill the humanities requirement for the A.A. and A.S. degrees: PHL 220, PHL 111, PHL 112, PHL 210, PHL 230.

PHL 111—Old Testament

3 cr. (Fall)

The historical background and literature of the Hebrews, with emphasis on the major religious themes and beliefs developed within the context of the history of the Middle East.

PHL 112—New Testament

3 cr. (Spring)

The history and literature of Christianity, and the origins of the early Church, as described in the New Testament.

PHL 210—Philosophy

3 cr.

An introduction to the main questions raised by philosophers concerning knowledge of human nature and the universe. Emphasis is placed on the methods of Western philosophers in their responses to these questions.

Prerequisite: *ENG 101 or concurrent enrollment*

PHL 220—Ethics

3 cr.

The course introduces students to basic ethical theories and explores the values behind moral decision-making. Readings are drawn from classical and modern sources; classroom discussion centers on ethical issues in such areas as medicine, health, business, education, the arts, and law.

Prerequisite: *ENG 101 or concurrent enrollment*

PHL 230—Religious Concepts

3 cr.

The development of world religions from primitive times to the present day. Attention is given to the history and culture of the people whose religions are studied.

Prerequisite: *ENG 101 or concurrent enrollment*

Physical Education/Exercise Studies/Health

(Health/Physical Education/Recreation/Exercise Studies Department)

NOTE: PED 111 and PED 112 fulfill the liberal arts requirement for the associate degrees. Courses with subject PED do not satisfy the Physical Education requirement for graduation.

PED 100—Introduction to Physical Education

2 cr. (Fall/Spring)

Designed for students interested in careers in physical education or exercise science. Topics include the history of physical education and sport, the objectives of physical education and sport, the meaning of biological fitness, a survey of various programs and their importance, and career opportunities in teaching, coaching, exercise science and sports medicine.

PED 101—Introduction to Exercise Science

2 cr. (Fall)

The course provides a broad-based introduction to exercise science as an academic discipline which integrates anatomy, biochemistry, epidemiology, molecular biology, physics, physiology and psychology. The course will examine the history of exercise science and its affect on society as well as professional development, relationships to other health care professions, and trends for the future.

Prerequisite: *placement into MAT 101*

PED 111—Substance Abuse and Health

3 cr. (Fall, Spring)

An introduction to substance abuse that considers the physiological and psychological aspects of licit and illicit recreational drugs. Students develop an understanding of the importance and limitations of prescriptive medication.

PED 112—Contemporary Health

3 cr. (Fall, Spring)

Topics include stress management, violence in society, planning diet and fitness programs, and adapting to aging and dying. Students are able to make informed decisions concerning their personal physical and emotional states of health.

PED 114—Stress Management

2 lect., 1 cr. (Fall, Spring)

Stress management is a course that approaches stress as a function of life over which we do have control. Emphasizing the relationship between stress and wellness, classes explore means of intervention to better manage common sources of stress. Course does not satisfy the physical education requirement for the associate degrees.

PED 145—Group Fitness Instructor

This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, the principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's professional role.

PED 150—First Aid and Safety

1 lect., 2 lab., 2 cr. (Fall/Spring)

This responding to emergencies course presents principles of safety awareness and accident-illness prevention, as well as practice in the techniques of first aid care for most common accident and sudden illness situations. American Red Cross certification for responding to emergencies and adult CPR is granted upon successful completion of requirements.

PED 151—Lifeguard Training

1 cr.

This course meets twice a week for eight weeks. Trains individuals who have an interest in life-saving skills. Includes the additional skills and knowledge required to develop effective lifeguard systems at swimming pools and waterfronts. Certification will include Lifeguard Training and AED upon successful completion. Satisfies Physical Education requirement.

Prerequisite: *Must be at least 15 years old, swim 300 yards continuously using the front crawl, breaststroke for at least 100 yards each. Must submerge to minimum depth of 7 feet, retrieve a 10 pound object and return using legs only.*

PED 152—Water Safety Instructor

1 cr. (Spring, Summer)

Covers the skills necessary to teach the following courses: Progressive Swimming Course, Longfellow's Whale Tales, Infant/ Pre-School Aquatic Program, Basic Water Safety, Emergency Water Safety, and Safety Training for Swim Coaches. Course does not satisfy the physical education requirement and requires a minimum of 52 hours to receive certification.

Prerequisite: 1) *Be at least 16 years old at the start of the Instructor course (driver's license or birth certificate as proof), 2) Pass the Instructor Candidate Training certificate or a current American Red Cross Health and Safety instructor authorization, and 3) Successfully pass the precourse written and skills tests.*

**The Written Comprehensive Test is based on information in the American Red Cross Basic Water Safety program (minimum score 80% to meet ARC standards).*

**Skills are based upon a proficiency level equal to the American Red Cross Water Safety Instructor and Level V learn-to-swim program.*

PED 155—CPR

1 cr. (Fall/Spring)

Methods of dealing with respiratory emergencies and cardiac arrest for the adult, child, and infant are covered in this half-semester course. American Red Cross CPR certification for the Professional Rescuer is granted upon successful completion of requirements.

PED 156—Infant and Child First Aid and CPR

1 cr. (Fall/Spring)

This First Aid and CPR course presents principles of safety awareness and accident-illness prevention, as well as practice in the techniques of First Aid care for infants and children. American Red Cross certification is granted upon successful completion of requirements.

PED 201—Introduction to Bio-Mechanics of Human Movement

2 lect., 2 lab., 3 cr. (Spring)

A qualitative approach to the principles and components of movement and their application to various forms of movement; daily living, work tasks, sport skills and dance are explored. Emphasis is placed on gaining an understanding of movement as a phenomenon, the forces and human variables that shape it, and the principles to be applied in refining movement behavior.

PED 202—Basic Exercise Physiology

2 lect., 2 lab., 3 cr. (Fall)

A study of the functions of the human body during physical activity. Topics include: physiological responses of the body during exercise in relation to the percentage of body fat, cardiac output, energy expenditure, temperature regulation, gender, and physical working capacity. Laboratory work provides practical experience in assessing human performance.

PED 203—Physical Fitness and Exercise Prescription

3 cr. (Spring)

Designed for students interested in the importance of physical fitness in today's mechanical society. This course focuses on the components of physical fitness; the role of fitness in disease prevention; factors that affect individual physical fitness and training levels; and how to evaluate and develop a fitness program according to individual goals, needs, and objectives.

Prerequisite: *PED 202*

Corequisite: *PED 204*

PED 204—Lab/Field Fitness Assessment

1 credit (Spring)

Assessment and evaluation of different areas of physical fitness through various measurement

techniques used in the field of exercise science for testing and exercise programming. Students will be active participants in this course. A practical exam will be given at the end of this course.

PHYSICAL EDUCATION SKILLS:

1/2 cr. each, unless otherwise noted, 1/2 semester

The skills courses are designed for those majoring in Exercise Studies, or the suggested study area of Physical Education. However, any student can enroll in these courses to fulfill the physical education requirement for the associate degree. Skills courses are graded A through F; the grades are based on skill and knowledge level of the material presented. Written tests are required. For physical education courses graded on a pass/fail basis, see PES—Physical Education.

PEM 160 – Aerobic Fitness

PEM 161 – Racquet Sports 1

PEM 162 – Team Sports

PEM 163 – Studio Fitness

PEM 164 – Dance

PEM 165 – Beg—Int/Adv—Learn to Swim

PEM 166 – Golf/Badminton

PEM 167 – Weight Training

PEM 168 – Alpine Ski/Boarding

PEM 169 – Leadership Skills/Group Games

PEM 170 – Water Exercise

PEM 171 – Hiking for fit/outdoor individ.

PES 100—Concepts of Physical Wellness

1 lect., 1 lab., 1 cr.

A theory/discussion course designed to introduce students to the basic fundamental building blocks of physical wellness and how this body of knowledge relates to their own personal wellness. Course focus is on physical wellness which will include the components of physical fitness, exercise, nutrition and weight management, disease prevention, personal safety, stress management, and current consumer issues relevant to physical wellness. This course enables students to begin designing a lifetime personal wellness program that suits their own physical wellness goals and objectives.

Note: 1/2 credit in Concepts of Physical Wellness is a graduation requirement for all A.A. and A.S. degrees offered at Orange County Community College.

PES—Physical Education

1/2 cr. each, 1/2 semester each

All students are required to take the 1 credit PES 100 “Concepts of Physical Wellness” course in order to graduate with an A.A., A.S., or A.A.S. degree from Orange County Community College. In addition, students must choose an additional 1 credit from a wide program of activities offered in the following areas: individual sports, team sports, aquatics, gymnastics, dance and physical fitness.

Physical Education/ExercisesStudies/Health

These courses fulfill the physical education requirement. *They are graded pass or fail, or students may choose the option of receiving a letter grade.* Upon choosing this option, student will have two weeks to decide whether they want to receive a pass/fail or a letter grade for their physical education course. Requirements for both grading procedures will be the same. Students should not postpone taking these courses. To do so may jeopardize their timely graduation. (See course listing below.)*

Repeating Physical Education Courses

A student may take a maximum of one credit of any course in physical education when fulfilling the two-credit graduation requirement. The “Concepts of Physical Wellness” course can only be taken once. A student may repeat a course to change a grade.

Physical Education Credit for Varsity Participation

A student may earn 1/2 credit in PES physical education, up to a maximum of 1 credit, when he/she participates in a varsity sport. All student-athletes must complete the season in order to receive credit. In case of injury, the student must have completed no less than 15 hours of participation.

Transfer students who want to receive physical education credit for varsity athletic participation must first fill out an athletic participation transfer form. Forms and information may be received from the Director of Athletics. Transfer students may receive up to 1 credit of physical education depending on their varsity athletic participation.

*Note: Matriculated students who graduated from Police Academies or Correctional Training Academies within the last ten years and have completed PES 100—Concepts of Physical Wellness may request 1 P.E. activity credits.

Students who have completed basic training in the U.S. armed forces may qualify for two (2) physical education credits. For more information call the Veterans’ representative at 845-341-4071.

PES 170- Aerobic Fitness

PES 171- Step Aerobics

PES 172- Body Shaping

PES 173- Cardio Kick Box

PES 174- Ex & Wt. Management

PES 180- Jogging

PES 182- Walking

PES 183- Spinning

PES 184- Triathlon Training

PES 200- Volleyball

PES 201- Basketball (coed)

PES 202- Basketball (men)

PES 203- Floor Hockey (coed)

PES 204- Floor Hockey (men)

PES 205- Baseball

PES 206- Soccer

PES 207- Golf

PES 208- Archery

PES 209- Tennis

PES 210- Racquetball

PES 211- Badminton

PES 300- Weight Train

PES 301- Circuit Train

PES 302- Strength Train

PES 303- Physical Fitness

PES 400- Self Defense co-ed

PES 401 Self Defense women

PES 410- Pilates

PES 411- Yoga

PES 412- Tai Chi

PES 413- Stretch For Wellness

PES 420- Ballet

PES 421- Jazz Dance

PES 422- Modern Dance

PES 423- Modern Dance 2

PES 424- Ballroom Dance

PES 425- Social Dance

PES 426- Latin Dance

PES 427- Theatre Dance

PES 500- Outdoor Adventure

PES 501 Basic Wilderness Skills

PES 503- Rock Climbing

PES 504- Hiking For Fitness

PES 505- Alpine Boarding/Ski

PES 600- Begin Swim co-ed

PES 601- Int/Adv swim

PES 602- Fit Swim

PES 603- Aqua Aerobics

PES 605 - Deep H2O Jog

PES 606 - Water Polo

PES 800 - Varsity Basketball Women

PES 801 - Varsity Basketball Men

PES 802 - Varsity Tennis Women

PES 803 - Varsity Tennis Men

PES 804 - Varsity Golf

PES 805 - Varsity Baseball

PES 806 - Varsity Softball

PES 807 - Varsity Soccer

PES 808 - Volleyball

Physical Therapist Assistant

(Physical Therapist Assistant Department)

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

NOTE: A grade of C- or higher is required in all 64—series courses and A&P I, A&P II and Basic Exercise Physiology to graduate with an A.A.S. Physical Therapist Assistant degree.

NOTE: Transportation costs: students must make their own arrangements, at their own expense, for transportation.

NOTE: Physical examination is required prior to the beginning of classes each September. Students will not be allowed to participate in clinical areas without completed physical examinations on file with the college and appropriate current CPR Certification.

PTA 010—Clinical Applications for the PTA Support Module

1 lec, 1 unit* (Fall)

This course is intended to provide a voluntary support module for students enrolled in the first semester of the PTA program.

Corequisite: *ENG 101, ENG 160, BIO 111, PTA 101, PTA 103, PTA 105*

**not applicable to associate degrees or certificate programs*

PTA 012—Kinesiology Support Module

1 lab., 1 unit* (Spring)

This course is intended to provide a voluntary support module in Kinesiology for students enrolled in the PTA Program.

Prerequisite: *BIO 111, PTA 101, PTA 103, PTA 105*
Corequisite: *PTA 104*

**not applicable to associate degrees or certificate programs*

PTA 101—Physical Therapist Assisting 1

3 lect., 3 lab., 4 cr. (Fall)

This is the first in a sequence of four procedures courses. Topics include: vital signs, universal precautions, wound care, proper body mechanics, patient positioning and transfers, medical terminology, documentation, and gait training. [R-1]

Corequisite: *ENG 101, BIO 111, PTA 103, PTA 105*

PTA 102—Physical Therapist Assisting 2

3 lect., 3 lab., 4 cr. (Spring)

In this second course in the sequence of four procedures courses, the basic principles of massage and application of modalities are emphasized, as well as practice of specific skills including massage, hot and cold packs, paraffin, whirlpool, contrast baths,

ultrasound, diathermy, electrical stimulation, ultraviolet, infrared and intermittent compression. Principles and procedures related to the Hubbard Tank and therapeutic pool are also presented. Two visits to physical therapy clinics are required. [R-1]

Prerequisite: *BIO 111, PTA 101, PTA 103, PTA 105*
Corequisite: *BIO 112, PTA 104*

PTA 103—Introduction to Physical Therapy

2 lect., 2 cr. (Fall)

An introductory course to Physical Therapy which covers the history, scope of practice, role of the PT and PTA, preferred practice relationship between the PT & PTA, role of other health care providers, communication skills, ethical and legal principles, structure and organization of health care systems, and cultural diversity. Students are required to make two clinical visits (hospital and nursing home) in order to observe current practice. Students must also attend one APTA meeting during the semester. [R-1]

Corequisite: *ENG 101, BIO 111, PTA 101, PTA 105*

PTA 104—Kinesiology

3 lect., 3 lab., 4 cr. (Spring)

A study of basic human motion, emphasizing nervous, muscle and skeletal systems is presented. Analysis of normal and pathological gait patterns is included. [R-1]

Prerequisite: *BIO 111, PTA 101, PTA 103, PTA 105*
Corequisite: *BIO 112, PTA 102*

PTA 105—Medical Conditions for the Physical Therapist Assistant

3 lect., 3 cr. (Fall)

This course serves to describe specific systems pathology across the life span, including medical/surgical management, as they relate to the field of Physical Therapy. [R-1]

Corequisite: *ENG 101, BIO 111, PTA 101, PTA 103*

PTA 201—Physical Therapist Assisting 3

3 lect., 3 lab., 4 cr. (Fall)

In this third course in the sequence of four procedures courses, the principles and techniques of therapeutic exercise are presented. Students study specific neurological, orthopedic, medical, and surgical conditions, and their PT management. [R-1]

Prerequisite: *BIO 112, PTA 102, PTA 104*
Corequisite: *PED 202, PTA 205, PTA 207*

PTA 202—Physical Therapist Assisting 4

3 lect., 3 lab., 4 cr. (Spring)

This course is the final course in a series of four procedures courses in which the students defines, discusses, and demonstrates more advanced Physical Therapy Treatment techniques. Topics include: joint mobilization, proprioceptive neuromuscular facilitation, lumbar stabilization, pediatrics, cardio-pulmonary rehab, amputee rehab, head trauma rehab,

Physical Therapist Assistant

burn rehab. Attendance of two field trips is required. [R-1]

Prerequisite: *ENG 102, PED 202, PTA 201, PTA 205, PTA 207*

Corequisite: *PTA 206, PTA 208*

PTA 205—Clinical Education 1

16 lab., 3 cr. (Fall)

Students spend two full days per week in a clinical facility. The actual hours will be determined by the facility and may include evening hours. This assignment is designed to allow students to observe, assist, and acquire skills in application of all procedures studied. [R-1]

Prerequisite: *PTA 102, PTA 104*

Corequisite: *PED 202, PTA 201, PTA 207*

PTA 206—Clinical Education 2

16 lab., 3 cr. (Spring)

Students spend two full days per week in a clinical facility. The actual hours will be determined by the facility and may include evening hours. This assignment is designed to allow students to observe, assist, and acquire skills in application of all procedures studied. [R-1]

Prerequisite: *PED 202, PTA 201, PTA 205, PTA 207*

Corequisite: *PTA 104, PTA 208*

PTA 207—Test and Measurement for the PTA

3 lect., 3 lab., cr. (Fall)

The principles and techniques of appropriate assessment and measurement skills to assist a supervising physical therapist in monitoring and modifying the plan of care within the limits of practice are presented. Major topics include: ROM, MMT, balance, coordination, sensation, posture, pain and ADL assessment. [R-1]

Prerequisite: *BIO 112, PTA 102, PTA 104*

Corequisite: *PED 202, PTA 201, PTA 205*

PTA 208—Contemporary Practice for the PTA

3 lect., 3 cr. (Spring)

This course serves as a culminating course to explore current concepts and trends in Physical Therapy. Legal, fiscal, administrative, professional and ethical issues are explored as they relate to the Physical Therapist Assistant. This course places heavy emphasis on self-directed learning and classroom participation through the use of the Internet, case scenarios, classroom discussion, and independent assignments. Students are required to attend one APTA meeting or continuing education seminar as part of this course. [R-1]

Prerequisite: *PTA 201, PTA 205, PTA 207*

Corequisite: *PTA 202, PTA 206*

PTA 220—Clinical Education 3

40 lab., 3 cr. (Summer I or III)

Students spend six weeks full time working in a clinical facility under the supervision of a physical therapist. This externship provides a comprehensive clinical experience which allows the student to apply all skills acquired to date. The actual hours will be determined by the facility and may include evening hours. [R-1]

Prerequisite: *Completion of course series PTA 101 through PTA 208*

Physical Sciences

(Science & Engineering Department)

(See also: Astronomy, Chemistry, Geology)

PSC 125—Physical Science: The Physical World

2 lect., 2 lab., 3 cr.

Topics are drawn from the fields of Physics, Chemistry, Geology, Meteorology and Astronomy with emphasis on how the scientific method guides the various disciplines. Laboratory work enhances and develops the lecture material.

Prerequisite: *tested into MAT 101 or completed Developmental Algebra MAT 020*

PSC 140—Physical Science: The Environment

2 lect., 2 lab., 3 cr.

A study of the interaction between the physical environment and man. Concepts in natural sciences are introduced as a basis for discussion of current environmental issues. Local environmental issues are discussed.

Prerequisite: *tested into MAT 101 or completed Developmental Algebra MAT 020*

Physics

(Science & Engineering Department)

Note: The keeping of a laboratory notebook and the writing of formal laboratory reports are required.

PHY 101—General Physics 1

3 lect., 3 lab., 4 cr. (Fall/Spring/Summer I)

This course covers the concepts of classical physics from introductory mechanics through thermodynamics. Topics include: kinematics, Newton's Laws-particle dynamics, statics, fluid statics and dynamics, heat and thermodynamics.

Prerequisite: *MAT 102 or math placement test into MAT 121*

PHY 102—General Physics 2

3 lect., 3 lab., 4 cr. (Fall/Spring/Summer II)

A continuation of PHY 101. A treatment of wave motion, harmonic motion and sound, electricity and magnetism, optics, relativity, quantum theory, atomic and nuclear physics.

Prerequisite: *PHY 101*

PHY 103—Physics for Science & Engineering 1

3 lect., 3 lab., 4 cr., (Fall)

The science of measurement; vector analysis; rectilinear motion; Newton's laws and their application to particle dynamics, conditions for equilibrium; rotational kinematics and dynamics and angular momentum; conservation of energy; linear and angular momentum; introduction to relativistic kinematics.

Prerequisite: *completed or concurrent enrollment in MAT 205 is required*

PHY 104—Physics for Science & Engineering 2

3 lect., 3 lab., 4 cr., (Spring)

A continuation of PHY 103. Topics include: gravitational theory, atomic physics of Bohr atom; fluid statics and hydrodynamics; oscillations and simple harmonic motion; traveling waves; vibrating systems and sound; temperature and heat measurement, heat transfer, kinetic theory of gases; first and second law of thermodynamics; introduction to nuclear structure.

Prerequisite: *PHY 103, completed or concurrent enrollment in MAT 205 is required. A minimum grade of C- in PHY 103 is required.*

PHY 105—General Physics 1 with Calculus

3 lect., 3 lab., 4 cr. (Fall)

A calculus-based course in general physics. The course covers the concepts of classical physics from introductory mechanics through thermodynamics. Topics include: kinematics, particle dynamics, statics, fluid statics and dynamics, thermodynamics.

Prerequisite: *MAT 205*

PHY 106—General Physics 2 with Calculus

3 lect., 3 lab., 4 cr. (Spring)

A continuation of PHY 105. A calculus-based

Physics - Political Science

treatment of wave motion, electricity and magnetism, optics, relativity, quantum theory, atomic and nuclear physics.

Prerequisite: *PHY 105*

Corequisite: *MAT 206*

PHY 108—Acoustics

2 lect., 2 lab., 3 cr. (Spring)

An introduction to the fundamentals of sound. Topics include: elementary principles of wave motion; analysis of musical sounds from varied sources including voices, instruments, oscillators, synthesizers, and recording media. Emphasis is placed on those factors which permit performer and listener to understand and control musical sounds.

Prerequisite: *MAT 101* or by permission of instructor

PHY 111—Applied Physics 1

2 lect., 2 lab., 3 cr. (Fall)

An introduction to the fundamentals of mechanics, fluids, and heat. Topics include statics, kinematics, dynamics, energy, heat measurement gas laws, pressure, and hydraulics.

Prerequisite: *completed or concurrent enrollment in MAT 107 is required*

PHY 112—Applied Physics 2

2 lect., 2 lab., 3 cr. (Spring)

Topics include an introduction to rotation, vibrations, harmonic motion, wave motion, electricity and magnetism, induced EMF, optics, quantum theory, atomic and nuclear physics.

Prerequisite: *PHY 111*

PHY 203—Physics for Science & Engineering 3

3 lect., 3 lab., 4 cr., (Fall)

Treatment of electro and magneto-statics, Gauss' Law, Faraday's Law, Ampere's Law; resistance inductance and capacitance applied to circuits. Transient and steady state analysis of RC, RL and RLC circuits. Resonance, electromechanical analogues; Maxwell's equations, electromagnetic waves and light; geometric and physical optics, gratings and spectra, polarization.

Prerequisite: *completed or concurrent enrollment in MAT 207; minimum grade of C- in 35140*

PHY 204—Modern Physics

3 lect., 3 lab., 4 cr., (Spring)

Study of the development of physics since 1900. Study of waves in light and matter. Includes comparison of Galileo's and Einstein's relativity, relativistic kinematics and dynamics; wave-particle duality, black body radiation and Planck's constant; introduction to quantum theory and wave mechanics; introduction to molecular and solid state physics; atomic structure and the periodic table; nuclear reactions and energy. Elementary particles and the Standard Model; applications to cosmology.

Prerequisite: *PHY 102 or PHY 106 or PHY 203*

Political Science

(Social Sciences Department)

POL 101—Introduction to Political Science

3 cr. (Fall/Spring)

The course introduces basic concepts used by political scientists such as power, authority, the state, and analyzes major political ideologies of the contemporary world. General types of political systems and components of political systems are explained and compared. Major policy issues, especially those with global significance, are covered in connection with international politics. *Fulfills category D.*

POL 102—U.S. Government—State and Local

3 cr. (Fall/Spring)

The changing role of state and local governments in America is examined. An emphasis is placed upon what state governments actually do, how they are structured, and the problems they face. Part of the course is devoted to the study of cities and metropolitan areas. *Fulfills category A.*

POL 103—U.S. Government—National

3 cr. (Fall/Spring)

A survey of the U.S. political system at the national level including treatment of the historical background, central concepts and revisions of the constitutional framework, examination of the presidency, congress, federal bureaucracy, judicial structure and process, political parties, interest groups, the media, and current public issues. *Fulfills category A.*

POL 221—International Relations

3 cr. (Fall)

A study of the principles used to describe the political relations among nations. Topics include the growth of nationalism, imperialism, decolonization, the balance of power concept, the role of international organizations such as the U.N. *Fulfills category D.*

POL 220—Comparative Governments

3 cr. (Spring)

An introduction to political processes in nations other than the United States. The course uses the comparative method to analyze such topics as political culture, developed vs. developing nations, the organization of governments, political parties, and the operation of interest groups. *Fulfills category D.*

Psychology

(Social Sciences Department)

PSY 100—Psychology of Adjustment

3 cr. (Fall, Spring, Summer)

An introductory psychology course, with emphasis on understanding the elements of a healthy personality. Topics include dynamics of adjustment to the problems that the individual faces in adjusting to family, school, peers and job, and the techniques of readjustment such as counseling and psychotherapy. *Fulfills category B.*

PSY 101—General Psychology 1

3 cr. (Fall, Spring, Summer)

The foundations for a scientific understanding of human behavior are examined. Topics include scientific methods, statistical analysis, physiological aspects of behavior, growth and development, conditioning, memory, perception, motivation and emotion. *Fulfills category B.*

PSY 102—General Psychology 2

3 cr. (Fall, Spring, Summer)

This course is a continuation of PSY 101. Topics include personality, consciousness, cognition, intelligence, tests and measurement, psychological disorders, therapies, social psychology and applied psychology. *Fulfills category B.*

Prerequisite: *PSY 101*

PSY 220—Developmental Psychology

3 cr. (Fall, Spring, Summer)

A study of the stages of human development: prenatal, infancy, childhood, adolescence, adulthood, and old age which influence psychological growth and change. *Fulfills category B.*

Prerequisite: *PSY 101*

PSY 221—Child Psychology

3 cr. (Fall, Spring, Summer)

A study of human development and behavior from conception to adolescence. Subjects considered are the interdependence of the emotional, intellectual, social, and physical growth of the child. *Fulfills category B.*

Prerequisite: *PSY 101*

PSY 222—Psychology of Adolescence

3 cr. (Fall, Spring)

A study of growth and adjustment problems of young people and their struggle to attain maturity. Topics include health, personality, home and family, social status, sex and heterosexual relationships, and school problems. This course is designed for secondary education majors and adults working with adolescents. *Fulfills category B.*

Prerequisite: *PSY 101*

PSY 223—Psychology of Adulthood and Aging

3 cr. (Spring)

This course examines the major adjustments faced by the individual from young adulthood through old age. Theories and research evidence concerning developmental changes are emphasized. Attention is given to clinical aspects of old age.

Prerequisite: *PSY 101 with a grade of "C-" or higher*

PSY 230—Abnormal Psychology

3 cr. (Fall, Spring, Summer)

This course involves the study of past and present understandings of psychological abnormality. Contemporary psychological thinking relative to mental health and individual functioning reveals the range of forms of psychological abnormality. The diagnostic system that is utilized by mental health professionals in this country is examined. Social contexts and consequences of the diagnosis of psychological abnormality are identified. Prerequisites: *completion of six college credits in psychology.*

PSY 240—Social Psychology

3 cr. (Fall, Spring)

A study of group behavior and the influence of groups on the perception, thinking and behavior of the individual. Topics included are: socialization, conflict, attitudes, prejudice and leadership. *Fulfills category B.*

Prerequisite: *PSY 101*

PSY 250—Human Sexuality

3 cr. (Spring)

The sexual aspects of human activity are studied through the disciplines of sociology, psychology, biology, and philosophy. Historical, cross-cultural, and current research form the basis for the development of an individual perspective on human sexuality.

Prerequisite: *PSY 101 or SOC 101*

Radiologic Technology

(Diagnostic Imaging Department)

NOTE: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.

NOTE: An overall cumulative average of 2.00 with a minimum grade of 75% (C-) in each Radiologic Technology course is required for progression within and graduation from the Radiologic Technology Program.

RAD 101—Principles of Radiographic Exposure 1

3 lect., 2 lab., 4 cr. (Fall)

Introduction to the radiographic environment is presented. Evaluating and viewing radiographs, controlling the quantity and quality of the x-ray beam, controlling scatter, film, screens and grids are presented. [R-1]

Prerequisite: *acceptance into the Radiography program*

Corequisite: *RAD 103, RAD 105, RAD 107*

RAD 102—Principles of Radiographic Exposure 2

3 lect., 2 lab., 4 cr. (Spring)

Advanced concepts of radiographic technique are covered. Physical characteristics of x-ray film and film processing, geometry of the radiographic image, technique problems and principles of digital radiography are included. [R-1]

Prerequisite: *RAD 101, RAD 103, RAD 105, RAD 107*

Corequisite: *RAD 104, RAD 106, RAD 111, RAD 108*

RAD 103—Introduction to Radiography

1 cr. (Fall)

The course provides an overview of radiography and its role in health care delivery. Students are oriented to the academic and administrative structure, key departments, and personnel, responsibilities as students, and to the profession as a whole. Time management learning styles, test-taking strategies, study skills, and other skills necessary to "survive" the freshman year are discussed.

Prerequisite: *acceptance into the Radiography program*

Corequisite: *RAD 101, RAD 105, RAD 107*

RAD 104—Radiation Protection

1 cr. (Spring)

The course presents general methods in radiation protection when exposing patients to ionizing radiation. Skills and knowledge critical to the safety of the patient and radiographer are emphasized. Demonstration of such is required of all students. [R-1]

Prerequisite: *RAD 101, RAD 103, RAD 105, RAD 107*

Corequisite: *RAD 102, RAD 103, RAD 105, RAD 107*

RAD 105—Radiographic Positioning 1

3 lect., 2 lab., 4 cr. (Fall)

Basic concepts of positioning. Nomenclature of positioning, instruction and practice in positioning of extremities, shoulder girdle, hip joint, pelvic girdle, chest and abdomen. [R-1]

Prerequisite: *acceptance into the Radiography program*

Corequisite: *RAD 101, RAD 103, RAD 107*

RAD 106—Radiographic Positioning 2

3 lect., 2 lab., 4 cr. (Spring)

Radiographic lines and points of the skull; instruction and practice in positioning of cranium, facial bones, mandible, nasal bones, paranasal sinuses, spine, digestive, urinary systems and mammography. [R-1]

Prerequisite: *RAD 101, RAD 103, RAD 105, RAD 107*

Corequisite: *RAD 102, RAD 104, RAD 111, RAD 108*

RAD 107—Methods of Patient Care 1

2 lect., 2 lab., 2 cr. (Fall)

An introduction to the care of patients in the clinical setting. This course includes: patient assessment, history taking; body mechanics, patient transfer techniques, medical emergencies, vital signs, infection control, non-aseptic techniques, preparation of medications, injection, patient interactions, and development of the professional self. [R -1]

Prerequisite: *acceptance into the Radiography program*

Corequisite: *RAD 101, RAD 103, RAD 105*

RAD 108—Methods of Patient Care 2

1 lect., 1 lab., 1 cr. (Spring)

This course is a continuation of RAD 107 Methods of Patient Care 1. This course includes: medical charting, venipuncture, assisting in the administration of contrast materials, sterile gowning, gloving, patient interaction skills, human diversity, and an overview of medical ethics and law. In addition, patient preparation and placement of EKG leads along with a basic EKG interpretation. [R - 1]

Prerequisite: *RAD 101, RAD 103, RAD 104, RAD 107*

Corequisite: *RAD 102, RAD 104, RAD 106, RAD 111*

RAD 111—Clinical Practicum 1

1 lect., 15 lab., 1 cr. (Spring)

This course gives the student an opportunity to apply those concepts learned in lecture and lab in the clinical setting. Students have a chance to participate in general, barium enema, upper gastrointestinal, intravenous pyelogram, mobile, and trauma radiographic procedures. [R-1]

Prerequisite: *RAD 101, RAD 103, RAD 105, RAD 107*

Corequisite: *RAD 102, RAD 104, RAD 106, RAD 108*

RAD 112—Clinical Practicum 2

1 lect., 39 lab., 2 cr. (Summer)

A continuation of Clinical Practicum I plus operating room.

Prerequisite: *RAD 102, RAD 104, RAD 106, RAD 111, RAD 108*

RAD 209—Radiographic Physics

4 cr. (Fall)

The course focuses on the principles of x-ray generation, properties of x-rays, x-ray tube, and circuitry. In addition, advanced concepts of image production, are covered. [R-1]

Prerequisite: *RAD 112*

Corequisite: *RAD 213, RAD 217, RAD 221*

RAD 210—Quality Assurance

1 lect., 1 lab., 1 cr. (Spring)

The course provides an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. [R-1]

Prerequisite: *RAD 213, RAD 217, RAD 221, RAD 209*

Corequisite: *RAD 112, RAD 216, RAD 214, RAD 219*

RAD 213—Clinical Practicum 3

1 lect., 23 lab., 1.5 cr. (Fall)

A continuation of Clinical Practicum II plus Computed Tomography and special radio-graphic procedures.

Prerequisite: *RAD 112*

Corequisite: *RAD 217, RAD 221, RAD 209*

RAD 214—Clinical Practicum 4

1 lect., 23 lab., 1.5 cr. (Spring)

A continuation of Clinical Practicum III.

Prerequisite: *RAD 213, RAD 217, RAD 221, RAD 209*

Corequisite: *RAD 210, RAD 112, RAD 216, RAD 219*

RAD 215—Clinical Practicum 5

1 lect., 39 lab., 2 cr. (Summer)

A continuation of Clinical Practicum IV.

Prerequisite: *RAD 210, RAD 218, RAD 216, RAD 214, RAD 219*

RAD 216—Advanced Imaging Modalities

3 cr. (Spring)

The course deals with different modes of imaging the human body. Special attention is given to fluoroscopy, tomography, mamography, computed tomography and magnetic resonance imaging. In addition, this course introduces students to sectional human anatomy in the transverse, sagittal and coronal planes. [R-1]

Prerequisite: *RAD 213, RAD 217, RAD 221, RAD 209*

Corequisite: *RAD 210, RAD 112, RAD 214, RAD 219*

RAD 217—Radiographic Positioning 3

2 cr. (Fall)

Introduction to contrast studies including myelography, angiography, bronchography, hysterosalpingography, arthrography and sialography. In

addition, advanced skull radiography is included. [R-1]

Prerequisite: *RAD 112*

Corequisite: *RAD 213, RAD 221, RAD 209*

RAD 218—Radiation Biology

2 cr. (Spring)

The biological effects of ionizing radiation and the basic mechanism of short-term and long-term effects of ionizing radiation are covered. [R-1]

Prerequisite: *RAD 213, RAD 217, RAD 221, RAD 209*

Corequisite: *RAD 210, RAD 216, RAD 214, RAD 219*

RAD 219—Medical Terminology

1 cr. (Spring)

This course is designed to provide terminology for those in the health professions including medical: personnel, transcriptionists, librarians, insurance examiners and the layperson. [R - 1]

Prerequisite: *RAD 213, RAD 217, RAD 221, RAD 209*

Corequisite: *RAD 210, RAD 112, RAD 216, RAD 214*

RAD 221—Radiographic Pathology

3 cr. (Fall)

The disease processes of the body systems and related radiographic techniques are emphasized. Cross-sectional anatomy is included. [R-1]

Prerequisite: *RAD 112*

Corequisite: *RAD 213, RAD 217, RAD 209*

Physical Examination

Physical examination is required upon admission to the program within a six-month period prior to the beginning of classes in radiologic technology and at the beginning of classes in radiologic technology of the second year. Students will not be allowed in the clinical area without a completed physical examination on file with the College.

Clinical

Radiologic technology clinical courses are competency based and combine classroom theory with practical application. Students complete a series of over 50 competency evaluations as they progress through the program. Completion of these evaluations are required for graduation.

A detailed description of the clinical education requirements, pregnancy policy and costs are available upon request from the program office.

In Clinical Practicum 4 and 5, a one week evening rotation is required.

Transportation Costs

Students must make their own arrangements, at their own expense, for transportation on days when classes are held off campus at hospital clinical sites.

Uniforms

Radiologic technology student uniform must be worn whenever class meets off campus. The cost of uniforms is the student's responsibility.

Sociology

(Social Sciences Department)

SOC 101—Introduction to Sociology

3 cr. (Fall, Spring, Summer)

This course explores those forces in our culture and social structure that lie beyond the individual's control or direct awareness, but which shape what we are, how we behave, and what we think.

Basic sociological concepts are used to develop insights and understanding. Topics such as culture, social structure, socialization, social control, groups, stratification, research methods and statistical analysis are discussed. *Fulfills category C.*

SOC 120—Social Problems

3 cr. (Fall, Spring, Summer)

Using primarily a scientifically and statistically based sociological perspective, a variety of American social problems are examined. Included are the increasing levels of interpersonal violence and other types of deviant behavior, racism and sexism, threat of war, poverty and the welfare system, and the consequences of economic inequality. Analysis of these problems includes description, causative relationships, individual and societal dimensions, and alternative social policy responses. *Fulfills category C.*

SOC 220—Race, Ethnicity and Society

3 cr. (Fall, Spring)

This course will explore the basic dynamics and processes of race and ethnic relations from a sociological perspective. Such topics as dominant-minority relations, prejudice, discrimination, assimilation, racism and antisemitism will be explored. The primary focus will be upon American society but examples from other societies will be explored as well; i.e., Brazil, Canada and Eastern Europe.

Prerequisite: *one course in sociology*

SOC 231—The Family

3 cr. (Spring)

Using a sociological perspective, the institution of the family is analyzed in terms of its relationship to the changing society in which it exists. Of special interest is how these changes affect individuals within families. Topics such as mate selection, sex roles, romance and love, sexuality, communication, conflict violence, divorce and remarriage are discussed. *Fulfills category C.*

Prerequisite: *one course in sociology*

Spanish

(English & Foreign Languages Department)

SPN 101—Elementary Spanish 1

3 cr.

For beginners or those who have no more than one year of high school Spanish. Emphasis is placed on the language as spoken and heard. Grammar study deals mainly with the formation and use of verbs in the present tense. Situational dialogues serve as the basis for learning pronunciation, vocabulary and idioms.

Note: Students who are proficient in Spanish may be placed in a more advanced course.

SPN 102—Elementary Spanish 2

3 cr.

Additional vocabulary and tenses of verbs are introduced until all basic constructions, including the subjunctive, have been examined.

Prerequisite: *SPN 101 or two years of high school Spanish or placement by instructor*

SPN 201—Intermediate Spanish 1

3 cr.

Study of the language through a continuation of audio-lingual learning, with emphasis on review of basic grammatical patterns, improvement of reading and writing skills. Reading exercises offer insights into Spanish and Spanish-American culture.

Prerequisite: *SPN 102 or instructor placement*

SPN 202—Intermediate Spanish 2

3 cr.

Emphasis is given to advanced grammatical patterns, such as the subjunctive mood and the passive voice. Conversation based on everyday vocabulary is encouraged, to help students develop further their listening and speaking abilities.

Prerequisite: *SPN 201 or instructor placement*

SPN 203—Spanish Conversation and Composition

3 cr. (Fall)

Conversation based on readings chosen for their contemporary colloquial usage of active vocabulary. Students write compositions based on models of Spanish prose or poetry.

Prerequisites: *SPN 201-SPN 202 or three years of high school study or instructor placement*

SPN 204—Introduction to Spanish Literature

3 cr. (Spring)

Masterworks of Spanish and Spanish-American literature are read and discussed in Spanish.

Prerequisite: *SPN 203 or instructor placement*

Theatre Arts

(Arts & Communication Department)

THE 101—Introduction to Theatre

3 cr. (Fall/Spring)

This course explores the process of theatrical creation. Lecture-demonstrations introduce the student to contemporary and historical modes of production. Class projects focus on the collaborative work of the Director, Actor, Designers and support staff. Attendance at theatre events is required.

THE 103—Acting Fundamentals

3 cr. (Fall/Spring)

Study and practice in principles and techniques of acting; developing the actor's instrument. Exercises, improvisation, scene study, monologues, and audition methods are among the areas studied.

THE 105—Improvisation for the Theatre

3 cr. (Fall/Spring)

This course is an examination of the theory and practice of improvisation as a performing art. Students will learn improvisational theatre games and exercises intended to develop the principles of improvisation, particularly in the tradition of Keith Johnstone. The course is intended to develop skills that supplement the techniques of scripted performance.

THE 107—Theatre Workshop

3 cr. (Fall/Spring)

A workshop in stage play production. The emphasis is on the "hands on" application of stage craft techniques including stage lighting, stage carpentry, costuming, publicity and house management. Students crew for the department-sponsored play production by putting in 15 hours in addition to regularly scheduled class time. Attendance at three outside play performances is required. Students may repeat the course one time, with the recommendation of the instructor, for a total of six credits.

THE 109—Stage Make-Up

2 lect., 2 lab., 3 cr. (Fall/Spring)

Beginning course in principles, techniques, and materials of theatre make-up. Students must purchase a basic stage make-up kit. Play production hours outside of class may be required.

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Lindsay A. Amodio (1980)

Admissions Counselor, Assistant Professor
A.A., Harriman; B.A., SUNY Geneseo; M.P.S., SUNY New Paltz

William Ansley (1991)

Academic Technical Assistant
B.S., M.S., SUNY Buffalo

Meg Atwood (1985)

Associate Professor—Dental Hygiene
A.A.S., Orange County Community College;
B.S., SUNY Empire State College; M.P.S., SUNY New Paltz

Rosemary Barrett (2000)

Assistant Director—Financial Aid
B.A., Mount Saint Mary College

Arlin J. Bartlett (1976)

Professor—Applied Technologies
B.S., M.S., Clarkson

Paul Basinski (2001)

*Assistant Professor—Social Sciences; Honors
Coordinator—International Studies Program*
M.A., B.A., SUNY Buffalo

Veronica Blake (2001)

Career Specialist
A.S., Medgar Evers College

Diane M. Bliss (1992)

*Associate Professor—English; Special Assistant to the
Chair—English*
A.A.S., SUNY College of Environmental Science &
Forestry, Syracuse; B.A., Hartwick College; M.A.,
SUNY Binghamton

Maria Blon (1991)

Associate Professor—Math/Computer Science
B.A., Penn State University; M.Ed., George Washington
University

J. Daniel Bloomer (2001)

Vice President for Administration
A.A., Orange County Community College; B.A., SUNY
New Paltz

Ann Marie Boffalo (2001)

Assistant Professor—Movement Science
B.S., M.A., Adelphi University

Janet Boyce

Campus Nurse—Evening
R.N., Orange County Community College; EMT-D

Helen Marie Boyle (1973)

Professor—Nursing
R.N., B.S., Misericordia; M.A., Columbia

Diane Bress (1996)

Coordinator—Advertising & Publications
A.O.S., Berkeley College; B.P.S., SUNY Empire State
College

Paul Broadie II (2002)

Vice President for Student Services
B.S., Mercy College; M.B.A., Long Island University

Eric G. Brooks (1990)

Associate Professor—Business Management
A.B., Princeton; M.B.A., University of California at
Berkeley

Melissa Browne (2005)

Instructor—English
B.A., Ohio Wesleyan University; M.A., Teacher's
College, Columbia University

Melanie Bukovsky (2002)

Advocate for Services to Students with Disabilities
B.A., Mount Saint Mary College

Timothy Burger (2006)

IT Specialist II
A.A.S., Orange County Community College

Eileen Burke (2003)

Coordinator—Learning Assistance Services
B.S., SUNY Geneseo; M.S., Teachers College, Columbia
University

Pamela Burns (2006)

Instructor—Education
B.A., Ladycliff College; M.S., SUNY New Paltz

Ramona Burton (1992)

Liberty Partnership Program
B.S., Hampton University

Nancy G. Carlson (1993)

Assistant Professor, Chair—Education
A.A., B.A., Concordia Teachers College; M.S., St.
John's University

Vincent Cazzetta (1999)

Vice President for Institutional Advancement
B.S., Fairfield University; M.S., University of
Massachusetts

Jean Chang (2005)

Technical Assistant—IT

Artur Charukhchyan (2002)

IT Support Specialist II
B.S., Tbilisi State University

Catherine Chew (2005)

Vice President for Academic Affairs
B.A., Tennessee Tech University; M.A., Ed.D., Virginia
Tech University

Marcia Clark (2005)

Instructor—Nursing
A.S., Rockland Community College, B.S.N., M.S., SUNY
New Paltz

Stephen S. Coccia (1981)

Professor—Psychology
B.A., SUNY Plattsburgh; M.A.C.T., S.C.T., Murray State U.,
Kentucky; 1989 SUNY Chancellor's Award Excellence in
Teaching

Rhoda Collins (1979)

*Assistant Professor—Physical Therapist Assistant and
Massage Therapy*
B.S., Ithaca College

Linda Connolly (1988)

Associate Professor, Assistant Chair—Nursing
R.N., B.S., Hunter College; M.S., Pace University

Kenneth Andrew Conrad (2005)

Coordinator—Instructional Technology
B.A., University of Wyoming; M.S., Dakota State University

Mildren Consolo-Melchionne (2004)

Academic Fieldwork Coordinator
A.A.S., Orange County Community College

Rosamaria Contarino (1989)

*Assistant Professor—Laboratory Technology; Chair, Medical
Laboratory Technology Department*
B.S., SUNY Albany; M.S., New School for Social Research;
MT (ASCP), CLS (NCA)

Diedre Costic (1989)

*Associate Professor—Radiologic Technology; Chair,
Diagnostic Imaging*
B.S., University of Health Sciences;
M.P.S., SUNY New Paltz

Jean Carlos Cowan (2000)

Assistant Professor—Foreign Languages
B.A., Universidad Javeriana; B.A., M.A. Queens College;
Ph.D., SUNY Albany

Paula Crawford (2002)

Assistant Professor—Nursing
B.S., Mercy College; M.S., College of New Rochelle

Patricia Cregar (1998)

Technical Assistant—Development
A.A.S., Orange County Community College; B.P.S., SUNY
Empire State College

Frances Cummins (1988)

Professor—Mathematics
B.A., Mercy College; M.A., Columbia; M.A., City College of
New York

Jamie C. Cupolo (2001)

Retention Counselor
A.A., Rockland Community College; B.A., M.A., SUNY
New Paltz

Peter M. Cutty (1991)

Assistant Professor—Student Development Counselor
B.A., Rutgers Newark College of Arts & Sciences; M.A.,
Montclair State College

Elaine D'Ambra (1988)

Associate Professor—English
B.A., M.S., SUNY Oswego

Kathleen Davidson (2007)

Instructor—Movement Science
B.S., Salam State College; M.Ed., Springfield College

Yogi Davis (1974)

Technical Assistant—Movement Science
A.A.S., Orange County Community College; B.S., University
of Kentucky

Susan Deer (1983)

Professor—Movement Science
A.A., Orange County Community College; B.S., Brockport;
M.S., East Stroudsburg State; Ph.D., Capella University

Marie De Fazio-Schultz (2002)

Technical Assistant—Biology and Laboratory Tech.
A.S., Orange County Community College; B.S. SUNY at
Purchase

Louis DeFeo (2005)

Workforce Development Education Coordinator
B.A., University of Kentucky; M.S. Bankstreet College of
Education

Andres Delgado (1991)

Associate Professor—Math/Computer Science
B.A., City College, CUNY; M.E.D., University of Florida

Sheila Donnelly (1991)

Associate Professor—English
B.A., Mount Saint Mary College; M.A., SUNY New Paltz

Barbara Doty (1991)

Professor—English
B.A., Hunter College; M.A., New York University

Khristan Doyle (2006)

Instructor—English
B.A., University of Arkansas; M.A., Kansas State University

Eileen Drabik (1990)

Professor—Nursing
R.N., Queens Hospital Center; B.S., Regents College, Albany;
M.S., Pace University

James Dutcher (2004)

Associate Vice President—Technology
B.A., Ithaca College; M.S., Syracuse University

Carol Ebbro (2003)

Career Specialist
B.B.A., Baruch College

Angela Elia (2000)

IT Support Specialist II
A.S., Orange County Community College; B.S., Dominican
College

Faculty and Professional Staff

Molly Evans (1998)

Sr. Customer Service Representative—Orange Works Career Center

Abdel Aziz Farah (2002)

Assistant Professor—Social Sciences
B.S., University of Khaartoum; M.A., University of Leeds, England; Ph.D., Colorado State University

Melody Festa (1999)

Assistant Professor—Biology
B.S., SUNY Albany; M.S., University of Missouri; Ph.D., Texas Woman's University

Shirley Figueroa (2001)

Customer Service Representative—Orange Works Career Center

Barbara Fiorello (1989)

Associate Professor—Business Management
B.S., Fairleigh Dickinson; M.B.A., Iona College

Jacqueline Flanagan (1990)

Associate Professor—Mathematics
B.A., College of New Rochelle; M.S.T., Fordham University

Lucinda Fleming (2001)

Assistant Professor, Chair—Business Management
A.S., NEO A&M College; B.S., M.A., Oklahoma State University

Neil Foley (1989)

Registrar
B.A., Utica College; M.P.S., SUNY New Paltz

Kirsten Gabrielsen (1999)

Technical Assistant—Biology & Laboratory Technology
A.A.S., Orange County Community College; Authorization, R.M.T., Copenhagen; MLT (ASPC), CLS (NCA)

Peter Galipeau (2006)

Technical Assistant—Arts & Communication
B.A., University of Massachusetts

Ronnie Galletly (2006)

Assistant to the Vice President—Administration

Gerald Gatto (2006)

Assistant Custodial Manager

Christine Giacchi

Campus Nurse
R.N., Orange County Community College

Thomas Giorgianni (1991)

Assistant Professor—Applied Technologies
A.A.S., Orange County Community College; B.P.S., SUNY Empire State College; M.S., SUNY New Paltz; C.A.S., SUNY Albany

James Givant (1984)

Professor—English
B.A., City College of New York; M.A., University of South Carolina

Grace Gloeckler (1992)

Assistant Professor—Biology
B.S., M.S., Fairleigh Dickinson University

Daryl Goldberg (2000)

Assistant Professor—Accounting
B.A., Brooklyn College; M.B.A., Adelphi University

Kenneth W. Graham (1985)

Associate Professor—Criminal Justice/Security
A.A.S., Orange County Community College; B.S., Skidmore College; M.P.A., John Jay College CPP; A.S.I.S., N.Y.S. Lic. P.I.; Inv. NYSP BCI

Linda Gramm (1995)

Assistant Director—Academic Services
B.S., Marist

Elizabeth Gray (2000)

Technical Assistant—Institutional Research
A.S., Orange County Community College

Donald Green (2002)

Coordinator—Business Solutions and Prof. Dev.
B.S., SUNY Empire State College

Patricia Guallini (1986)

Associate Professor—Chair, Social Sciences
A.A., Orange County Community College; B.A., University of Florida; M.S., Drake University

Edgar Gutierrez (1991)

Associate Professor—Foreign Languages
M.A., Complutense University of Madrid, Spain

Jean Halpern (1996)

Associate Professor—Nursing
R.N., B.S., Mount Saint Mary; M.S., Mercy College

JoAnn Hamburg (1985)

Assistant Comptroller
A.A.S., Orange County Community College; B.S., M.S., SUNY New Paltz

Florence Hannes (1978)

Professor—Chair, Occupational Therapy Assistant
B.S., N.Y.U.; M.S., Long Island University

Steven Harpst (2000)

Director—Student Activities
B.A., Utica College of Syracuse University; M.Ed., Alfred University

Marsha Henderson (2005)

Case Manager
B.S., Livingstone College; M.S., Atlanta University

Richard Heppner (1988)

Associate Vice President—Liberal Arts; Associate Professor, Media and Communication, Honors
B.A., SUNY at Albany; M.A., New School

Amy Hillick (2002)

Assistant Professor—Library
B.S., SUNY Buffalo; M.L.S., University at Buffalo

Kenneth S. Hirschel (1986)

Professor—Math/Computer Science
B.S., Fordham University; M.S., Purdue University

John Hoffman (1993)

Coordinator—Tech Prep

Steven J. Holmbraker (1992)

Electronic Repair Specialist

A.S., Orange County Community College; B.S.E.E.T., University of Maine

Wendy Holmes (2000)

Human Resource Officer

A.S., Orange County Community College; B.S., SUNY New Paltz; M.B.A., Mount St. Mary College

Lee Hunter (1986)

Professor—Psychology

A.B., Georgia Southern College; M.A., West Georgia College; Ed.D., Boston University

Dorene Iacovino (2006)

Coordinator—Continuing and Professional Education

Charlene Jackson (2002)

After School Coordinator—Liberty Partnership Program

A.A., Orange County Community College; B.A. Mount Saint Mary College

Judi Jaffe (1986)

Associate Professor—Nursing

R.N., Research Medical Center; B.S.N., Pace; M.A., Columbia University

Walter Jahn (1997)

Associate Professor—Biology, Honors

B.S., Penn State University; M.S., Widener University; M.S., Ph.D., Temple University

Alexander Jakubowski (1993)

Associate Professor—English; Coordinator—Writing Consultancy

B.A., SUNY Oswego; M.A., SUNY Binghamton

Katherine Jezik (2006)

Technical Services/Systems Librarian

A.A., Orange County Community College; B.A., M.S., SUNY Albany

Veronica Jones (2002)

Disability Program Navigator

B.S., Nyack College

Ronald Jurain (1997)

Assistant Professor—Criminal Justice

B.A., M.A., John Jay College of Criminal Justice

Stephen Kaczkowski (1999)

Assistant Professor—Math/Computer Science

B.A., Houghton College; M.A., SUNY New Paltz

Frank Kalesnik (1999)

Assistant Professor—History, Honors

B.A., Virginia Military Institute; M.A., Ph.D., Florida State University

Evelyn Kinbar

Counselor

M.A., University of Scranton

Edward Kiely (2005)

Evening Security Coordinator

David Kohn (2006)

Director—Continuing and Professional Education

B.S., SUNY Stony Brook; M.S., Fordham University; M.B.A., St. John's University

Demosthenes Kontos (1969)

Professor—History, Honors

B.A., North Park; M.A., Southern Illinois; Ph.D., University of Cincinnati

Abigail Kreitzer (1980)

Professor—English

A.B., Cornell; M.A., University of California

Suzanne Krissler (1981)

Professor—Chair, Accounting/Office Technologies

A.A.S., Broome C.C.; M.S., Ed.S. SUNY Albany

Rob Larkin (1991)

Coordinator—Drinking Driver Program

A.A., Orange County Community College; B.A., SUNY New Paltz

Maureen Larsen (1999)

Coordinator—Academic Technology

A.A.S., Orange County Community College

Jennifer Lehtinen (1995)

Associate Professor—Communication, Honors; Interim

Assistant Chair, Arts and Communication

A.A., Ulster County Community College; B.S., Cornell University; M.A., SUNY Albany

Joseph Litow (1989)

Assistant Professor—Art

B.Arch., Penn State University; M.F.A., Rochester Institute of Technology

David Logan (2006)

Technical Assistant—Biology

Edmond Lugo (2005)

Admissions Counselor

B.S., SUNY Oneonta; M.A., University of Connecticut

Eileen Lux (2001)

Coordinator—Grants & Benefits

A.A., Orange County Community College

Cynthia MacMahon (2005)

Instructor—Science & Engineering

B.A., Drew University; M.S., Purdue University

Timothy MacMahon (1993)

Professor—Science & Engineering

B.A., Rutgers University; Ph.D., Purdue University

Kathleen Malia (1984)

Professor—English, Honors

B.A., Marietta College, M.A., Gannon University; Ph.D., University of Notre Dame

Faculty and Professional Staff

Beverly Marchesani (2004)

Instructor—Nursing
B.S., Rutgers University; M.S., Russell Sage College

Martin Markovits (1964)

Professor—Accounting
B.S., Pennsylvania; M.A., Columbia University

Samuel Markovits (1981)

Professor—Business Management
A.B., Colgate; J.D., Washington University

Emma Martinez

Customer Service Representative

Maria Masker (2006)

Assistant Professor, Chair—Physical Therapist Assistant
B.S., Quinnipiac University; D.P.T., Boston University

Michael McCutchin (1985)

Project Director, HVAC Manager

Mary Ann McGinnis-Adamo (1991)

Assistant Professor—Dental Hygiene
A.A.S., Orange County Community College; B.S., East Stroudsburg State University; M.S., Boston University

Anita McGlynn (2005)

Instructor—Nursing
A.S., Ulster County Community College; B.S., M.S., SUNY New Paltz

Christine McGraw (2000)

Technical Assistant—Financial Aid
B.S., SUNY New Paltz

Frederick Melone (2000)

Assistant Professor/Supervising Dentist—Dental Hygiene
D.D.S., University of Michigan School of Dentistry; B.A., University of Massachusetts

Jennifer Merriam (2002)

Assistant Professor—Biology, Honors; Special Assistant to the Vice President for Academic Affairs; Coordinator, Center for Teaching and Learning
B.A., Colorado College; M.S., D.A., Idaho State University

Sharyne Miller (2006)

IT Specialist II
B.S., Dominican College; M.S., Iona College

Robert Misiak (1989)

Assistant Professor—Diagnostic Imaging
B.S., Downstate Medical Center

Stacey Moegenburg (1988)

Associate Professor—Architectural Technology
A.A.S., Orange County Community College; B.S., NY Institute of Technology; M.A., SUNY New Paltz

Robert Moody (1991)

Associate Professor—Math/Computer Science
B.A., Manhattan College; M.A., Lehman College

Stacey Morris (1996)

Technical Assistant—Athletics
A.A., Orange County Community College; B.S., Wagner College

Mary Mulrooney-Kenny (1994)

Director—Health Services
A.A.S., Dutchess Community College, B.A., SUNY Old Westbury

Carol Murray (2004)

Assistant to the Vice President—Academic Affairs
A.A.S., Orange County Community College

Linda Newman (2000)

Assistant Coordinator—Career Services
B.A., SUNY Geneseo, SUNY New Paltz; M.A., SUNY Binghamton

Lawrence E. O'Brien (1973)

Professor—Geology
B.S., Dayton; M.S., Michigan

Candice O'Connor (2001)

Assistant Professor—Communication, Honors
A.A., Orange County Community College; B.S., SUNY Oneonta; M.A., Montclair State University

Vincent Odock (1991)

Professor—Economics
B.A., University of Manitoba-Winnipeg; M.A., M.B.A., SUNY Binghamton; P.D., St. John's University

Dennis O'Loughlin (2003)

Assistant Professor, Chair—Criminal Justice
B.A., M.P.A., John Jay College of Criminal Justice

Michele A. Paradies (2000)

Assistant Professor—Biology
B.S., Wilkes College; Ph.D., Thomas Jefferson University College of Graduate Studies

Christopher Parker (1983)

Professor—Music
B.A., Portland State U.; M.A., Goddard College; 1990 SUNY Chancellor's Award, Excellence in Teaching

Donald Parker (1977)

Professor—English
B.A., M.A., North Texas State University; 1990 SUNY Chancellor's Award, Excellence in Teaching

Susan Parry (1983)

Assistant Professor—Director, Library
B.A., Eisenhower College; M.L.S., Syracuse

John Parsons (2006)

Custodial Manager

Gary Pavek (1980)

Professor—Social Sciences
B.S., Union; M.A., Hollins; Ph.D., Syracuse

Sue Pendergast (1992)

Assistant Professor—English
B.A., M.A., Mt. Saint Mary College

JoAnne Penzato (2000)

Vocational Education Specialist
B.S., M.P.S., SUNY New Paltz

Yolanda Perez (2004)

Career Specialist
A.A., Orange County Community College

Florence Peruso (1997)

Career Specialist

B.S., SUNY Empire State College; M.S.T., SUNY New Paltz

John Pernice (1986)

Associate Professor—Psychology, Honors; Assistant Chair, Social Sciences

A.A., Orange County Community College; B.S. SUNY Brockport; M.A., Marist College

Church Pfeil (2005)

Maintenance Manager

Carmen Pina (2001)

Career Specialist

A.S., Orange County Community College

Barbara Pinkall (2001)

Instructor—Math/Computer Sciences

A.A., A.S., Orange County Community College, B.S., Montclair State University, M.S., Stevens Institute of Technology

Geoffrey Platt (1991)

Professor—English, Honors

B.A., Long Island University; M.A., M. Phil., Columbia University

Anne Prial (1993)

Assistant Professor—Math/Computer Science

A.S., Nassau Community College; B.S. Manhattan College; M.A. Hofstra University

Maryann Raab (2002)

Assistant to the President

A.A.S., Orange County Community College

David Rabinowitsch (2001)

Assistant Professor—Nursing

R.N., St. Vincent's Hospital School of Nursing; B.S., SUNY Albany; M.S., Russell Sage College

Nadia Rajsiz (1987)

Assistant Professor—Laboratory Technology

B.S.M.T., Rutgers University; M.S., Seton Hall University; MT (ASCP)

Rosana Reyes-Rosello (2006)

Director—Educational Partnerships

B.A., M.P.A., John Jay College of Criminal Justice; M.B.A., Mount Saint Mary College

William Richards (2003)

President

B.A., Regis College; M.A., St. Louis University, Ph.D., University of Denver

Cynthia Richichi (2006)

Budget Coordinator

A.S., Orange County Community College; B.A., Pace University

Michael Roe (2000)

Assistant Director—Admissions

B.A., SUNY Oswego; M.E.D., St. Lawrence University

Kori Rogers (2004)

Career Specialist

B.A., Mount Saint Mary College

Mindy Ross (1982)

Associate Vice President (Interim)—Newburgh Extension Center

B.A., St. Lawrence; M.A.T., Colgate; 1991 SUNY Chancellor's Award, Excellence in Teaching

Franklin Samuels (2006)

Technical Assistant—Financial Aid

B.A., Brooklyn College

Douglas Sanders (2000)

Assistant Professor—Social Sciences

B.A., MA., Marist; M.A., Ph.D., St. John's University

Anne Sandor (1993)

Assistant Professor—English

A.A., Orange County Community College; B.A., Vassar College; M.F.A., Vermont College

Antonino Scalia (2006)

Retention Specialist/Academic Advisor

B.A., SUNY Oswego; M.S., Long Island University

Howard Schaefer (1993)

Professor—Theater and Speech

B.A., SUNY New Paltz; M.F.A., University of Texas

Eric Won Short (2006)

Electronic Services/Reference Librarian

B.A., New York University; M.S., Pratt Institute

Judith Schwartz (1980)

Professor—Mathematics; Interim Chair, Math/Computer Science

B.A., M.A., Brooklyn

Patricia Sculley (1997)

Assistant Professor—English

B.A., St. John's University; M.A., Fordham University

Brooke Seasholtz (2000)

Bridge Case Manager

Lynne Sheren (1985)

Coordinator—Grants

B.A., M.A., SUNY New Paltz

Leon Shorr (1995)

On-the-Job Coordinator—Career Center of Orange County

Cindy Simpson

Coordinator—CCHS Program

B.S., University of Michigan; M.S., SUNY New Paltz

Susan Slater-Tanner (2005)

Instructor—Art, Honors

A.A.S., Orange County Community College; B.A., Pace University; M.A., Hunter College

Patricia Slesinski (1984)

Professor; Chair—Nursing

R.N., A.A.S., Orange County Community College; B.S., Mt. St. Mary; M.S., Hunter College

Faculty and Professional Staff

Christopher Slichta (2001)

Instructor—English

B.A., Rutgers University; M.A., SUNY Buffalo

Gary Smejkal (2005)

Network Specialist

B.S., SUNY at Utica Institute of Technology

Roberta Smith (1980)

Professor—Chair, Dental Hygiene

A.A.S., Orange County Community College; B.S., Fairleigh Dickinson; M.P.S., SUNY New Paltz

Roslyn Smith (1979)

Comptroller

B.S., Drexel; M.B.A., Marist

Wayne Smith (1999)

Assistant Professor—Movement Science; Athletic Director

B.A., Hartwick College; M.S., University of Richmond

Charlotte Sobanski (2004)

Technical Assistant—Drinking Driver Program

Joel Solonche (1990)

Assistant Professor—English

B.S., New York University, M.A., SUNY New Paltz

Paula Southwell-Wise (2000)

Assessment Counselor

A.A., Orange County Community College; B.A., M.A., SUNY New Paltz; M.S.W., SUNY Albany

Eleanor Speier (2001)

Bridge Case Manager

A.A.S., Orange County Community College

Janet Speranza (2006)

Retention Specialist/Academic Advisor

B.A., SUNY Potsdam; M.S., Sage Graduate School

Roberta Spitzer (1993-1995, 1998)

Assistant Professor—Nursing

RN, B.S., M.Ed., Columbia University

Thomas Stack (2000)

Assistant Professor—Accounting

B.A., SUNY Potsdam; B.S., East Stroudsburg University; M.B.A., University of Scranton

Fern Steane (2001)

Assistant Professor, Chair—Applied Technologies

A.A.S., Orange County Community College; B.A., Mount Saint Mary College; M.S., Iona

Karen Stephens (1992)

Associate Professor—Physical Therapy Assistant

A.A.S., Orange County Community College; B.S., SUNY Binghamton; M.S., P.T., Duke University

Sheila Stepp (1999)

Assistant Professor—Movement Science, Honors; Chair, Movement Science

B.S., Gannon University; M.S., Slippery Rock University

Janet Stonick (2000)

Instructor—Math/Computer Science

A.S., Orange County Community College; B.A., SUNY New Paltz

Linda Stroms (1976)

Professor—English; Assistant Chair, English & Foreign Languages

A.B., Brandeis; M.A., City College of New York

Mark Strunsky (1986)

Associate Professor—Music, Honors; Interim Chair, Arts & Communication

B.A., M.A., SUNY Stony Brook

Minwer Subeh (2007)

IT Specialist I

A.S., Ulster County Community College

Dorothy D. Szefc (2000)

Coordinator—Cultural Affairs

A.A., Orange County Community College; B.A., Ramapo College of New Jersey

Elizabeth Tarvin (2003)

Instructor/Coordinator—Education

B.A., Colgate University; M.S., University of Rochester

Elaine Torda (2000)

Assistant Professor—English, Honors; Coordinator—Honors Program

B.A., St. Michael's College; M.A., Concordia University

Natalie Torres (2001)

Liberty Partnership Program Coordinator

Madeline Torres-Diaz (1996)

Coordinator—Key Support Services

B.A., Marymount Manhattan College; M.A., Columbia University

Frank J. Traeger (1981)

Professor, Chair—Biology

B.S., Marietta College; M.A., Ph.D., Miami University, Oxford, OH

Michelle Tubbs (1997)

Assistant Professor—Mathematics

A.S., Orange County Community College; B.S., SUNY Albany; M.S., Montclair State University

Teresa Turi (2006)

Instructor—Nursing

A.A.S., Orange County Community College; B.A., East Stroudsburg University; M.S., SUNY Stony Brook

Monty Vacura (2003)

Instructor—Biology

B.S., M.S., Fort Hays State University

Mary Ann Van Benschoten (1997)

Associate Professor—Library

B.A., St. Lawrence University; M.A., M.L.S., SUNY Albany

Terri Van Everen (1997)

Associate Professor—Advising & Counseling Center
B.A., California State University; M.S., CW Post

Anouk Verheyden-Gillikin (2006)

Instructor—Biology
M.S., Ph.D., Licenciate, Free University of Brussels

Ann Verschuuren (1995)

Assistant Professor—Radiologic Technology
A.A.S., College Misericordia; B.S., Montclair State College;
M.Ed., Montclair State University

Ron Vigliotti

Network Specialist

Josephina Vondras (1990)

Associate Professor—Accounting
B.B.A., Pace University; M.B.A., Fordham University

Darlene Walsh (1989)

Associate Professor—Dental Hygiene
A.A., Keystone Junior College; Certificate Dental Hygiene
Temple University; B.S., West Chester University; Ed.M.,
Temple University

Ming Wang (1991)

Professor—Math/Computer Science
M.S., Nankai University; M.S., CUNY;
Ph.D., Queens College

Sandra Wardell (1985)

Professor—Nursing
B.S.N., Seton Hall; M.Ed., Columbia

Cheryl Ward-Simons (1988)

Professor—Nursing
B.S., Long Island U.; M.A., New York University

Mary Warrenner (1991)

Associate Professor; Chair—English
B.A., Mount Saint Mary College; M.A., SUNY Buffalo

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Coordinator—Business Solutions and Prof. Development
B.A., Psychology, Rutgers University; M.S., Rehabilitation
Counseling, Boston University

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IT Support Specialist II
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Professor—Business Management
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Masters, Iona College; Ph.D., N.Y. University

Lionel Williams (1997)

Coordinator—Bridge Program

Lori Wilson (2000)

Assistant Human Resource Officer
Certified Professional in Human Resources

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Career Center of Orange County—Middletown
A.S., Orange County Community College

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Professor—Business Management
B.A., Queens; M.B.A., City University of N.Y.

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Technical Assistant—Academic
B.S., Park College

David Witkowski (1982)

Instructor—Applied Technologies
B.S., McGill

Roseanne Witkowski (1983)

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A.A., Rockland Community College; B.S., SUNY Oneonta

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Assistant Professor; Interim Chair—Science and Engineering
A.S., Orange County Community College; B.S., SUNY
Buffalo; M.S., Manhattan College

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Instructor—Library
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R. Michael Worden (1988)

Director—Facilities & Administrative Services
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College

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Coordinator—Academic Assessment
B.S., Loyola University; M.A., University of Massachusetts

Kathleen Wright (1977)

Professor—English
A.A., Orange County Community College;
B.S., SUNY New Paltz; M.S., SUNY Buffalo.
1992 Chancellor's Award for Academic Excellence in
Teaching; Fulbright Scholar, 1993, 1997; National
Endowment for the Humanities Scholar, 1992, 1995, 2000,
2005; Orange County Human Rights Commission Award,
1999.

Kathleen Zurilla (2000)

Assistant Professor—Nursing
R.N., B.S., M.S., Georgetown University

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Assistant Professor—Biology
M.S., Pennsylvania State University; Ph.D., Rutgers

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Thomas A. Alford
Biology

Thais Ashkenas
Nursing

Demir Barker
Chemistry

Mary Barrett
English

Edwin de F. Bennett
Sociology-Psychology

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Physical Therapist Assistant

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Speech

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Business

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Social & Behavioral Sciences

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Mathematics

Peter Cook
Mathematics

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Rose D'Agostino
English

David Davies
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John DeNicolò
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English & Foreign Languages

Dennis Gutting
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Office Technologies

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English & Foreign Languages

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Computer Information Systems

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Instructor—Laboratory Technology
B.S., B.A., Mount Saint Mary College

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Instructor—Criminal Justice
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Jodi Conklin (2002)

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Instructor—Social Sciences
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Veronica Cox (2000)

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Patricia Crouch (2005)

Instructor—English & Foreign Languages
B.A., SUNY Empire State College; M.A.L.S., Manhattanville
College

John Cummins (1968)

Professor—Physics
B.A., St. Bonaventure; M.S., Notre Dame; M.A. Whitefriars;
M.S., Ph.D., Penn State University

Cynthia Curcio (2000)

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B.S., M.S., Mount Saint Mary College

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Instructor—Massage Therapy

A.A.S., Sullivan County Community College

Charles Damanti (2000)

Instructor—Movement Science

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Christa Damaris (1995)

Instructor—Music

B.A., Mount Union College

Christopher D'Angelo (2005)

Instructor—Math/Computer Science

B.A., Manhattanville, M.A., NYIT

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Professor—Science & Engineering

B.S., Michigan State, M.A., SUNY New Paltz

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Assistant Professor—Social Sciences

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David Dean (2005)

Instructor—Movement Science

Therese Dean (2003)

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A.A., Berkeley Business School

Gaetanina Dekan (2001)

Instructor—English

B.A., Nazareth College of Rochester; M.A., SUNY New Paltz

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Instructor—Architectural Technology

B. Architecture, Drexel University; Registered Arch.

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Instructor—Education

B.A., Siena College; M.S., Concordia, River Forest

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A.S., Orange County Community College; B.S., SUNY Oneonta

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B.S., SUNY Oswego; M.A., Johnson State College

Kelly Dolson (2003)

Instructor—Accounting/Office Technologies

B.S., Methodist College; M.B.A., Emory University

Danny Doucette (2004)

Instructor—Criminal Justice

B.S., W. Conn. State University, M.P.A., John Jay College

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Instructor—Criminal Justice

B.A., Boston University, J.D., Brooklyn Law School

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Associate Professor—Movement Science

B.S., SUNY Brockport; M.A., Bowling Green

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Instructor—Criminal Justice

B.S., SUNY New Paltz

Ellen Dunn (1994)

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B.F.A., M.F.A., Boston University

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Professor—Political Science

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Kathleen Fayo (2004)

Instructor—Nursing

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Professor—Engineering

M.S.E.E., Columbia University; B.S.E.E., Rensselaer

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John Finnigan (2003)

Instructor—Business Management
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Greg Fischer (2003)

Instructor—Criminal Justice
B.S., SUNY College of Technology, Utica; M.S., John Jay College of Criminal Justice

Patrick Flynn (2004)

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B.A., State University of NY at Binghamton, M.A., City University of NY

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B.S., Queens College, M.S., Butler University

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Mary Galipeau (2002)

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A.S., Orange County Community College; B.S., M.A., SUNY Empire State College; New York State Licensed Massage Therapist

John Gann (1992)

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A.A.S., Orange County Community College; B.B.A., Pace; M.S., Marist

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Instructor—Psychology
M.S.W., Fordham University

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Instructor—Criminal Justice
Diploma, American Academy—McAllister Institute

Leah Giles (2004)

Instructor—Movement Science
B.A., SUNY Potsdam

James C. Gillespie (2003)

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Anthony Girolamo (1994)

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A.A.S., Orange County Community College; B.S., Dominican College; M.S., Mount Saint Mary College

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Professor—English
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B.A., M.P.S., SUNY New Paltz

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M.A., New York University; Ph.D., University of Nottingham

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Assistant Professor—English & Foreign Languages
B.A., SUNY Albany; MAT, Fairleigh Dickinson

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Assistant Professor—Criminal Justice
B.S., Mercy College

Marc Greco (1998)

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A.A.S., Orange County Community College; B.S., Skidmore College

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Instructor—Business Management
A.A., Orange County Community College; B.A., Hamilton College; J.D., NUY School of Law

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Associate Professor—Biology
A.A.S., Orange County Community College; B.A., SUNY New Paltz; M.S., University of Bridgeport

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A.A.S., Rockland Community College; B.S., Pace University; M.S., Long Island University

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Associate Professor—Office Technologies
B.S., Rider College; M.A., Montclair State College

Thomas Harlach (1967)

Professor—Sociology
B.A., M.Ed., University of Buffalo

Angela Harris-Cotten (2002)

Instructor—History
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B.A., SUNY Plattsburg; M.A., St. Michael's College

Sally Jane Kerschen Sheppard (2005)

Instructor—English & Foreign Languages
B.A., Sarah Lawrence College; M.F.A., Southampton College of Long Island

Shahla Kia (2004)

Instructor—Social Sciences
Ph.D., University of Tehran

Evelyn Kinbar (1997)

Counselor—Educational Opportunity Program
M.S., University of Scranton

Elizabeth Kissam-Horaz, (2005)

Instructor—Movement Science
A.S., Orange County Community College

Frances Kittelmann (1986)

Professor—Laboratory Technology
A.A.S., Orange County Community College; B.A., Hofstra University; M.S., Long Island University; MLT (ASCP), CLS-M (NCA)

Marcy Kleinman (2002)

Instructor—Biology and Laboratory Technology
Doctor of Chiropractic, N.Y. Chiropractic College

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Instructor—Science & Engineering
B.S., St. Bonaventure

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Professor—Nursing
R.N., B.S., M.A., Columbia University. 1991 SUNY Chancellor's Award Excellence in Teaching

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Instructor—Criminal Justice
B.S., University of Dayton; M.P.A., Marist College

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Instructor—Nursing
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Instructor—Dental Hygiene
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Christopher Lamb (2006)

Instructor—English & Foreign Languages
B.A., M.A., Kansas State University

Jeanette Lamb (2006)

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A.A.S., SUNY Delhi; B.S., SUNY Oneonta; M.P.H., New Medical College

Elizabeth Laskoski (2004)

Instructor—English
M.A., SUNY New Paltz

Anne Lavelle (2001)

Assistant Professor—Nursing
B.S.N., Boston College; M.A., Columbia University Teachers College

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Instructor—Math/Computer Sciences
B.S., Mount St. Mary College

Nancy Layne (2002)

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Robert M. Lee (1999)

Instructor—English & Foreign Languages
B.A., SUNY New Paltz; M.A., Vermont College of Norwich University

Adjunct Faculty

Edward Leonard (2003)

Instructor—Massage Therapy
M.S., Upstate Medical Center

Mary Leone (2005)

Instructor—Laboratory Technology
B.A., Herbert H. Lehman College, M.P.H., New York
Medical College

Joan Lesikin (2005)

Instructor—English
M.A., Columbia University, M.F.A., Rutgers University,
B.D.A., Syracuse University

Pak Leung (1993)

Associate Professor—Science & Engineering
B.Sc., National Taiwan University; M.A., Ph.D., Columbia
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Ann Levine (2004)

Instructor—English
B.A., George Washington University, M.A., Bar Ilan
University

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Instructor—Nursing
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University; J.D., New York Law School

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B.A., Hobart; E.D., Albany Law School of Union University

Leonard LoBreglio (1984)

Assistant Professor—Biology
B.S., Manhattan College; M.S., Iona College

Marion Loiola (2004)

Instructor—Accounting/Office Technologies
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Donn Lord (1994)

Instructor—Applied Technologies
B.S., University of Massachusetts

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B.S., Waynesburg College

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Instructor—English & Foreign Languages
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College

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Joseph Maraday (1999)

Instructor—Movement Science
B.S., Springfield College

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A.A., Dutchess Community College; B.S., SUNY New Paltz;
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Instructor—English
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B.S., SUNY New Paltz, M.S., Western Connecticut State
College

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Instructor—Math/Computer Science
B.A., Saint Peter's College; M.A., SUNY New Paltz

Dennis McCormick (2003)

Instructor—Criminal Justice
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College of Law

Patrick McCormick (2003)

Instructor—Social Sciences
M.A., Hunter College; B.A., Manhattan College; Ph.D., City
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Kevin McGee (1977)

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Instructor—Social Sciences
B.A., M.A., St. John's University

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Counselor
Ed.D., Nova Southeastern University; M.A., Teachers
College, Columbia University; A.B., Providence College

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New School for Social Research

Gretchen Meier (2005)

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B.A., Mount Saint Mary College, A.C., Pace University,
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George Meyers (1992)

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David Miele (2005)

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Syma Mikijanic (1996)

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Instructor—Massage Therapy
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Instructor—Math/Computer Science
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Paul Rickard (1982)

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Thomas Rickard (1998)

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James Riley (2003)

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Julie Riley (2003)

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Instructor—Movement Science
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Instructor—Radiologic Technology
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A.A.S., Orange County Community College; B.S., Clarkson University; M.B.A., Pace University

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B.A., B.S., Charleston Southern University; M.M., University of South Carolina; Ph.D., Florida State University

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A.A.S., Orange County Community College; B.S., SUNY Albany

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B.S., St. Lawrence University; M.S., George Mason University

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B.A., Middlebury College; M.A., Harvard University

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Assistant Professor—Movement Science
A.A.S., Orange County Community College; B.S., SUNY Brockport

Goffrey Saari (2002)

Instructor—English
B.A., Southern Methodist University; M.A. University of Chicago

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Instructor—Communication
B.A., Pace University; M.A., Iona College

Martin Saint Martin (2002)

Instructor—Art
B.F.A., Cooper Union

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Instructor—Criminal Justice
B.S., John Jay College of Criminal Justice

Robert Sassi (1997)

Instructor—Social Science
B.A., Sienna College; M.A., SUNY New Paltz

Matthew Sauer (2005)

Instructor—Biology
B.S., Siena College; M.S., College of St. Rose

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Clinical Proctor
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Instructor—Biology
B.A., Marymount College

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Instructor—Movement Science

Nancy Schadt (1988)

Assistant Professor—English & Foreign Language
B.A., Vassar College; M.A., SUNY New Paltz

James Scharfenberger (1990)

Assistant Professor—Communication
B.S., St. John's Univ.; J.D., Brooklyn Law School

Carol Schiavo (2003)

Instructor—Social Sciences
M.A., Marist College; B.A., Montclair State University

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Instructor—English & Foreign Languages
A.A., Orange County Community College; B.A., M.A.T., SUNY New Paltz

Diane Schufa (2002)

Placement Coordinator—Education
B.A., Mount Saint Mary College; M.S., SUNY New Paltz

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Instructor—Social Science
B.S., M.A.T., University of Wisconsin; Ph.D., Marquette University

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Instructor—Music
Diploma, Mannes College of Music

Robert Schwartz (2002)

Instructor—Psychology
B.A., University of California, Irvine; M.A., Ph.D., University of British Columbia

Adjunct Faculty

Sheldon Schwartz (1990)

Assistant Professor—Psychology

B.A., Long Island University; M.A., New York University

Donald Schwegler (2003)

Instructor—Social Sciences

Ph.D., SUNY Albany

Mary Sealfon (2006)

Instructor—Art

B.A., San Jose State College

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B.A., Rutgers University; M.S., SUNY New Paltz

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Assistant Professor—Office Technology

B.S., M.S., CAS, SUNY New Paltz

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LSQC, Brooklyn College; LL.B., J.D., Brooklyn Law School

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Instructor—Psychology

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Christopher Sherwood (1991)

Instructor—Criminal Justice

B.S., Mercy College; M.P.A., John Jay College

Leonard Shustack (2003)

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A.A.S., Orange County Community College;
B.B.A., Siena College; M.B.A., University of South Carolina

David Siegel (2004)

Instructor—English

B.A., Prescott College, M.F.A., Vermont College

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Instructor—English

B.S., M.Ed., University of Central Florida

Maria Smith (2001)

Instructor—English

A.S., Sullivan Community College; B.A., SUNY New Paltz

Richard E. Smith (2002)

Instructor—Business Management

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B.S., University of Pennsylvania; M.A., Webster University;
Dr. of Arts, George Mason University

Paula Southwell-Wise (1994)

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Elizabeth Tarvin (2003)

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B.A., Northeastern University; M.S., Boston University;
M.B.A., University of Pennsylvania

Donald Thomas (2006)

Instructor—Biology

B.S., M.S., SUNY Cortland

Marion Thomas (2005)

Instructor—English & Foreign Languages

B.A., Monmouth College; M.A., Ohio State University

Doreen Torres-Gray (2006)

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New York University

Catherine Totten (2005)

Instructor—Nursing
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Instructor—Social Sciences
Ph.D., Drew University

Rebecca Trenz (2003)

Instructor—Psychology
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Christine Tunno (2002)

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A.A.S., Orange County Community College

Peter Turrone (2004)

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Terri Van Everen (1993)

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American Registry of Radiologic Technologists

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Associate Professor—Architectural Technology
B. Architecture, Pratt Institute; Registered Architect

Catherine Wagner (2001)

Instructor—Biology & Laboratory Technology
B.S., Cornell University; D.C., Logan College of Chiropractic

Ellen Warren (2002)

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A.A.S., Orange County Community College; B.S., Dominican College

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John Bogach	Frances Girolamo	Matthew McDonnell	Deborah Saksen
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Mary Booth	Gerald Hamilton	Shirley McKelvey	Maria Sarett
Vicki Boucher-Parisella	Jeremy Hartwick	Belen Medina	Janet Severino
Margaret Boyle	Ilene Hauburger	Carolyn Meere	Diane Simcik
Richard Brola	Marie Hauk	Debra Merrill	Linda A. Smith
Evelyn Bruno	William Heissler	Frank Miedema	Stacey Smith
Laurie Burns	Michael Henion	Steven Miedema	Vickie Solero
Edward Burr	Patrice Henry	Ann Misiano	Irene Spaulding
Maureen Busweiler	Ismael Hernandez	Arthur Morse	Wesley Stackhouse
Maria Calvaruso	Roger Hill	Richard Mudrick	Arlene Stefane
Donna Campanale	Christine Hink	Michael Murphy	Victor Stephens
Mildred Canonico	Diane Hoch-Sankey	Carolyn Murray	Cynthia Stevens
Wayde Capiro	Maryanna Hudak	Andrea Nadeau	Denise Stewart
Glenn Card	Christopher Hunter	Blanche Nadeau	Joan Sullivan
Lisa Catania	Lisabeth Ivanchukov	William Navarro	John Sullivan
Carol Classey	Judith Jackman	Connie Nied	Joseph Sullivan
Craig Cohen	Bruce Jackson	John Idres Nied	Mary Sullivan
Richard Cole	Onessima Jenkins	Rhonda Niski	Richard Szela
Carol Coon	Shawn Johnson	Christine Norman	Lyla Ten Eyck
Paula Cooper	Dolores Jones	Carol Norris	Carolyn Thayer
Michael Corriere	Kelly Jonigan	Janet Nowicki	Frederick Tricarico
Sharon Cosgrove	Joseph Kanoff	Yvonne Nunez-Martinez	GabrieleTiefenbach-
Dennis Costas	Roy Karp	Kathy O'Dell	Kramer
Yolanda Cruz	Thomas Keating	Kirsten O'Donnell	Susan Turnbull
Edward Cummings	Susan (Janie) Keller	Irma O'Dowd	Joseph Valentia
Catherine Daino	April Kinne	Kim Paffenroth	Dolores VanRegenmortel
Joyce Davis	Patrick Kinne	Omeria Parliman	David Vedder
Donald Decker	Ray Klopchin	Christine Parrella	Terry Visser
Danielle DeLuca	Denise Kotwas	Sal Parisella	Jack Vuolo
John Delvalle	Kathleen Kummer	Barbara Piampiano	Brenda Walsh
Joyce DePew	Thomas Kuruvilla	Luis Pineiro	Margaret Wasnieski
Janet DeRuiter	Aleta LaBarbera	Kimberly Pintka	Cherie Wierzbickie-
Ramon Diaz	Sharon Lake	Susan Plichta	McMickle
Sharlene DiNunzio	Yasin Latif	Sheryl Pluchino	Timothy Williams
Paul Doherty	Nona Lavorgna	Rosemary Polo	Gerald Zazzero
Paul Doolittle	Lynne Lindh	James Pope	Beth Zimmerman
Timothy Doolittle	Ellen Liu	Dale Prokosch	

Accounting

Gary Cassiello
Judelson, Giordano & Siegel, P.C.

Michael Cutler, CFO
WVT Communications

Louis Fortunato, CPA
Mount St. Mary College

Karla Galazzo, Representative
Primerica Financial Services

Sue Gillinder, CPA
Gillinder Brothers, Inc.

Tracy Gutting
Stanley Marks & Co.

Cathleen Kenny
Dominican College

Architectural Technology

Christopher Collins, Architect
Christopher J. P. Collins, Goshen

Liborio Derario, Architect
Archifuture, Tuxedo

James Diana, Architect
LAN Associates, Goshen

Christopher Hack, Architect
Rutgers University, New Brunswick, NJ

Andrew Hennessey, Architect
Berg Hennessey Olson, Newburgh

Richard Librizzi, Architect
Domus Studios Architecture, New Paltz

Peter Manouvelos, Architect
LAN Associates, Goshen

Joseph Minuta, Architect
Joseph J. Minuta Architecture, New Windsor

Mark Olson, Architect
Berg Hennessey Olson, Newburgh

Michael Pomarico, Architect
Pomarico Design Studio, Newburgh

Konrad Von Appen, Architect
Professor Emeritus, Warwick

Andrew Warren, Architect
Davis R. Weibolt, Architecture, Middletown

Business Management/Marketing

Barbara Aimone
woodbury Commons Premium Outlet

Michael Amodio
Middletown City Clerk/Treasurer

Elaine Farley
Orange and Rockland Utilities

Richard Rowley
Builder's Capital, LLC

Beth Texter
Texter Marketing

Don Urmston
Furniture Options, Ltd.

Criminal Justice

Carl Amaditz, Deputy Commissioner
Orange County Department of Emergency Communications

Chief Matthew T. Byrne
City of Middletown Police

Chief Dominic Giudice
Village of Monroe Police

Chief Carl Schupp
Town Blooming Grove Police

Major John Melville, Troop Commander
Troop "F" New York State Police

Sheriff Carl DuBois
Orange County Sheriffs Department

Commissioner Walter Koury
Orange County Department of Emergency Services

Dental Hygiene

Susan Easton, RDH
Middletown, NY

Tracy Kurth
Mid-Hudson Dental Hygienists' Association

Frederick Melone, DDS
Middletown, NY

Julia Poli, RDH
PRASAD

Christine Tunno, RDH
Westbrookville, NY

Carol Syskowski, RDH
Middletown, NY

Education

Paula Amaditz, Principal
Maple Hill Elementary School

Ms. Lisa Buon, Principal
Horizons-on-the-Hudson Magnet School

Alice Fellenzer
Kindercollege Affiliate

Steve Fisch, Principal
Pine Bush Elementary

Susan Lee, Coordinator
Early Intervention of Orange County

Linda Martini, Director
Child Care Council of Orange County

Kim Mallin-Clarke, Assistant Director
Family Empowerment Council

Kathy Phillips-Eikof, Principal
Little Britain Elementary

Tekki Reszenski, Director
Middletown Day Nursery

Dr. Janet Seaman, Assistant Superintendent
Washingtonville Central School District

Sue Short, Director
Middletown Pre-K

Dr. Mary Ann Wilson, Assistant Superintendent
Orange-Ulster BOCES

Advisory Boards

Electrical Engineering Technology

Janet O'Connor
Frontier Communications

Mike Hall
Orange Regional Medical Center

Bill Campbell
Valtec Industries

Jim Steane
Orange and Rockland Utilities

Chris Spadafora
Con Edison

John Zupetz
IBM

William Fyke
Con Edison

Office Technologies

Pamela Bourdage
Formerly of Hudson Valley Gastroenterology

Linda Bull, CRM
New York State Archives

Elizabeth Coriano
H.I.P.

Toya Dubin
Hudson Micrographics

Ms. Diana Kornish
Here's Help Staffing Service

Dr. Edward Meyer
Attorney-at-Law

Ms. Marsha Orloff
Orange Regional Medical Center

Physical Therapist Assistant

Donna Borrás, PTA
Slate Hill, NY

Ellen Dunn, PTA
Middletown, NY

Christine Flewelling, PT
VA Hudson Health Care System

Donna Frazier, OTR
Elant@Fishkill/Elant@Wappingers Falls

Kathy Koblarz, PTA
Arden Hill Hospital, Goshen, NY

Bill Lynch, PT
Orange/Ulster BOCES

Gretchen Meier, PT
Bloomingsburg, NY 12721

Janet Polubjak, PTA
Therapy Connection, Poughkeepsie, NY

Sue Ann Schick, PTA
Westtown, NY

Howard Wilen, PT
Good Samaritan Hospital

Adjunct Faculty/Clinical Coordinators Physical Therapist Assistant Program

Rhoda Collins—Academic Coordinator of Clinical Education

Activa Physical Therapy
Vanessa Tory, PT

AHRC-Middletown
Teresa Gurrieri, PT

AHRC-Pre School Learning Exp.-New Windsor
Lisa Hess, PT

Allied Services Rehab Hospital
Barbara Murphy, PT

Bay Area Physical therapy
Beth Denton, PT

Benedictine Hospital
Kevin Rudolph, PT

Beth Israel Medical Center
Shereese Gibson, PT

BOCES-Orange/Ulster
Bill Lynch, PT

BOCES-Rockland County
Nancy Shakauri, Principal

BOCES-Sullivan County
Andrea Falcone, PT

Brookside School & Early Intervention
Joni Adin, PT

Burke Rehabilitation Center
Pamela Jones, PT

Campbell Hall Health Care Center
David Marks, PT

Catskill Orange Physical Therapy
Kevin Stafford, PT (Middletown)
Marlene Janker, PT (Goshen)

Catskill Regional Medical Center
John Pawlowski, PT

Children's Annex
Sarah Corrigan, PT

County Physical Therapy
Patrick Clough, PT

Danbury Hospital
Keri Supper, PT

Dolson Avenue Medical
Andre Bassig, PT

Drayer Physical Therapy Institute - Sparta
April Black, Corporate CCCE
Lorraine Fiero, PT

Eddy Cohoes Rehab
Julie DeBortolie, PT

Eden Park Nursing Home
Greg McElroy, OTR, Dir. of Rehab

Elant, Inc.
Janet Sabol, PT (Goshen)
Roslynn Owen, PT (Newburgh)

Ellenville Community Hospital
Theresa Marcel, PT

Fitness Forum
Kim Pawlowski, PT (Newburgh)
Mike Linkowitz, PT (Fishkill)

Full Range PT
Mel Cave, PT

George Giovannone, PT
Private Practice

Good Samaritan Hospital <i>Howard Wilen, PT</i>	Rockland Orthopedics & Sports Medicine <i>Karen Tomma, PT</i>
Health South Rehab Center - Sparta <i>Joseph Nakouzi, PT</i>	Sarno & Sarno <i>Robert & MaryBeth Sarno, PTs</i>
Helen Hayes Hospital <i>Elaine DeFrancesco, PT</i>	Schnurmacher Center for Rehab & Nursing <i>Suzette Vitale, PT</i>
Hudson Valley Hospital Center <i>Kyle Mack, PT</i>	Scotchtown Chiropractic & P.T. <i>Bryan Weslowski, PT</i>
Hudson Valley Orthopedics & Sports PT <i>Dennis Lopez, PT</i>	Sharon P.T. Associates <i>Margaret Runge, PT</i>
Hudson Valley Sports & Physical Training Svc. <i>Deanna Smith, PT</i>	Sports Physical Therapy of NY, PC <i>Phil De Mase, PT (Somers)</i>
Inspire/CP Center <i>Debbi Santulli, PT</i>	Laura Stevens, PT <i>Private Practice</i>
Island Sports Physical Therapy <i>Rob Beck, PT</i>	St. Anthony Community Hospital Center For Physical Rehab (+ out-pt Satellites) <i>S Ellen Fotis, PT</i>
Joyner Sports Medicine Institute <i>John Brant, PT</i>	St. Francis Hospital (+ Satellites) <i>Brenda Koopp, PT</i>
Kingston Hospital <i>Barbara Sanborn, PT</i> <i>Barbara Engel, OTR</i>	St. Luke's-Cornwall Hospital <i>Ed Leonard, PT (Cornwall)</i> <i>Jeanne Campbell, OTR (St. Luke's, Newburgh)</i>
Kingston Physical Therapy & Sports Rehab PC <i>Gerard Cuffe, PT</i>	St. Luke's-Cornwall Rehab <i>Marie Donahue, PTA</i>
Milford Senior Care & Rehabilitation Center <i>Melissa Gibblets, PT</i>	St. Teresa's Nursing Home <i>Vivien Frerking, PT</i>
Millbrook Orthopedic & Sports PT <i>Virginia Bubak, PT</i>	Ten Broeck Commons <i>Sandra Kahlon, PT</i>
Montgomery Physical Therapy & Wellness/ Port Jervis Physical Therapy & Wellness <i>Erin Logan, PT</i>	Therapy Place for Pediatrics & Adolescents <i>Peter Anello, PT</i>
Phyllis Moriarity & Assoc. <i>Nancy Moriarity, PT</i>	VA Hudson Valley Health Care System <i>Maryann Barnhart, PTA</i>
Mt. Vernon Hospital <i>Thomas Onorato, PT</i>	Valley View Center for Nursing Care <i>Sam Sadanatham, PT</i>
Frank Nani Physical Therapy <i>Private Practice</i>	Vassar Brothers' Hospital <i>Jackie Lamando, PT</i>
Newburgh City Schools <i>Nancy Brown, PT</i>	Wayne Hospital Rehab Services <i>Pamela Peet, MSPT</i>
Newton Memorial Hospital <i>Linda J. Jehl, PT</i>	Westchester Medical Center <i>Gail Cherry, PT</i>
Northern Dutchess Hospital <i>Kathy Rubsam, CCCE</i>	Wilmington Physical Therapy <i>Linda Sain, PT</i>
Nyack Hospital <i>Isaac Altschuller, PT</i>	Wingate @ Dutchess <i>Rebecca Hamann, PTA</i>
Orange Lake P.T. <i>Louis Catalusci, PT</i>	Wingate @ St. Francis <i>Karen Chase, PTA</i>
Orange Regional Medical Center <i>Ann McEnroe-O'Connor, PT (In-Pt)</i> <i>Kathy Kobylarz, PT (Out-Pt)</i>	Wingate @ Ulster <i>Carrie Delorenzo, PTA</i>
Peak Physical Therapy Inc. <i>Dan Fishman, PT</i>	Winslow Therapeutic Center <i>Marilyn Jones, PT</i>
Phelps Memorial Hospital Center <i>Ann Toffel, PT</i>	Occupational Therapy Assistant
Physical Therapy Professional Care <i>Laura Mulhare, PT</i>	Matthew Casserly, OTR <i>ABC Therapy Services</i>
T. Piserchia, M.D., P.C. <i>Garry Hazen, PT</i>	Donna Christensen, COTA <i>Warwick Valley School District</i>
Putnam Hospital Center <i>Phil Toombs, PT</i>	Jennifer Clayton, Advocate for Services for Students with Disabilities <i>Orange County Community College</i>
Rehab Programs, Inc. <i>Barbara Bush, PT</i>	Erin Crowley, Student COTA <i>Orange County Community College</i>
	Arlene Feldman, Director of Special Education <i>Valley Central School District</i>

Advisory Boards

Jenny Flanagan, MSW, CSW
Psychotherapist, Private Practice

Donna Frazier, OTR
Elant @ Fishkill/Elant @ Wappingers Falls

Stacey Grove, OTR
Greenwood Lake School District

Ray Jacobs, COTA
Bon Secours Community Hospital

William Kowal, OTR
Progressive Health of PA

Debbie Lewis, COTA
Valley View Center for Nursing Care & Rehab

Ann Marie Maglione, Staff Assistant to the County Executive
Orange County Government Center

Rodrigo Suarez, COTA
St. Luke's-Cornwall Hospital

Kristen Taveirne, Student COTA
Orange County Community College

Doreen Torres-Gray, OTR
St. Luke's-Cornwall Out-Patient

Sheila Warren, RN, M.Ed.
Orange County Department of Health

Developmental Therapy Assoc. (Peds)
Linda Gozza, OTR

Early Education Center
Lynn Melickian, OTR

Easter Seals Project Discover
Robin Doick, Director

Eden Park Nursing Home
Greg McElroy, OTR

Elant @ Fishkill/Elant @ Wappingers
Donna Frazier, OTR

Elant @ Newburgh
Kerry Murphy, OTR

Greenwood Lake Schools
Stacey Gove, OTR

Hebrew Home for the Aged
Israel From

Helen Hayes Hospital
Liz Thompson, OTR

Inspire Inc.
Helga Medican, OTR

Kessler Institute for Rehab
Christine DeFiglio, OTR

Mid-Hudson Forensic Psychiatric Center
Irene DiDonato, OTR

Minisink Valley Elementary School
Ada Pardini, OTR

Montgomery Physical Therapy & Wellness
Cynthia Boccia, OTR

New Paltz Schools
Kathie Moran, OTR

Orange Regional Medical Center
Diane Stryzko, OTR - Horton Campus

Park Manor Rehab & Health Care Center
Regan Romanoski, PT

Pediatric OT Solutions
Laura Stubecki, OTR

Plaza Regency
Jill Jefferys, OTR

Port Jervis City Schools
Sue Rogowski, OTR

Progressive Health of PA
Bill Kowal, OTR

Rehabilitation Programs Inc.
Joan Whitesell, OTR

Rockland OT for Children
Pam McFall, OTR

Sanfordville Elementary School
Mary Ann Martin, OTR

Sullivan ARC
Charlotte Lambert, COTA

St. Francis Hospital
Brenda Koepf, PT
Michael Bailey, OTR

St. Luke's/Cornwall Hospital
Maureen Dowling, OTR

St. Luke's Physical Medicine & Rehab
Jeanne Campbell, OTR

St. Teresa's Nursing Home
Roopa Shenoy, OTR

Ten Broeck Commons
Bruce Blair, OTR

VA Hudson Valley Health Care System
Maura Timm, OTR

Valley View Center for Nursing Care
Phil Deyermund, OTR

Fieldwork Educators—Occupational Therapy Assistant Department

Mildred Melchionne, COTA—Academic Clinical Coordinator

AHRC - George Robinson Center
Cheryl Curtis, OTR

AHRC - Henry F. Cox Center
Hollis Kellogg, OTR

AHRC - Pre Learning Experience
Peggy Amaturio, OTR

Benedictine Hospital
Jeanne Weiss, OTR

BOCES - Orange/Ulster
Joan Markos, OTR

BOCES - Sullivan County
Vicki Tripido, OTR

BOCES - Ulster County
Patti Duke-Rice, OTR

Bon Secours Community Hospital
Ray Jacobs, COTA
Katherine Walker, COTA (CAMI Unit)
Barbara Zottola, OTR

Brookside School
Lori Schwark, OTR

Burke Rehabilitation Center
Lorraine Kramer, OTR

Campbell Hall Rehabilitation Center
Ann Daugherty, OTR

Catskill Physical Medicine Sports Rehabilitation
Mia Newman, OTR

Catskill Regional Medical Center
John Pawlowski, PT

Center for Discovery
Melissa Grassi, OTR
Jackie Duczeminski, OTR/L

Children's Annex
Laurie Hopkins, OTR
Lorina Figueroa-Robles, COTA

Cornwall Schools
Kathy Fendt, OTR

Danbury Hospital
Keri Supper, PT

Wappingers Central School District
Debra DePalma Wells, OTR

Wingate
Christina Droney, OTR

Laboratory Technology

Dr. Joseph Napolitano
Catskill Regional Medical Center

Robert Nicoletti

Mona Makofsky
Catskill Regional Medical Center

Theresa Dering
St. Luke's-Cornwall Hospital

Charles Muller
Helen Hayes Hospital

Dr. Liza Antony
St. Luke's-Cornwall Hospital

Thomas Romano
Bon Secours Hospital

Linda Fowler
St. Luke's-Cornwall Hospital

Mary McCord
St. Luke's-Cornwall Hospital

Gerianne Horan
St. Anthony Hospital

Helen R. Sherman
SUNY Orange Emeritus

Sharon Kropp
Orange Regional Medical Center

Christine M. Godwin
SUNY Orange Emeritus

Sharon Perna
Orange Regional Medical Center

Judy Staff
Orange Regional Medical Center

Dr. Kevin Tintle
Middletown Veterinary Hospital

Dr. Thomas Snopek
Good Samaritan Hospital

Emily Javaheri

Edward Duncanson
Pine Bush High School (retired)

Dr. William Schraer
Middletown High School (retired)

Frances Kittelmann
SUNY Orange Emeritus

Dr. Frank Traeger
SUNY Orange Biology Dept.

Nursing Department

Donna G. Case, R.N.
Elant, Inc.

Sophie Crawford, R.N.
Bon Secours Community Hospital

Joan Cusack-McGuirk, R.N.
St. Luke's Cornwall Hospital - Cornwall Campus

Mary Dougherty, R.N.
Orange Regional Medical Center - Horton Campus

Barbara Hansen, RN
St. Anthony Community Hospital

Diana Hendricks Focarile, R.N.
Alumnus, SUNY Orange

Karen Magee, RN
Good Samaritan Home Care

Burton Thelander, RN
Middletown Psychiatric Center

Robin Neidhardt, RN
Orange County Residential Health Care Services

Shirley VanZetta, RN
Orange County Department of Health

Technical Assistant—Nursing

Suzanne Montgomery
R.N., A.A.S., Orange County Community College

Ruthanne Dykstra

B.S.N., Syracuse University

Radiologic Technology

Prof. Diedre Costic
Orange County Community College

F. Dennis Harrington
St. Anthony's Hospital

Dr. Mahesh Kinkhabwala
St. Luke's Hospital

Nancy Lavin
Consumer

Prof. Robert Misiak
Orange County Community College

Theresa Reidy
Arden Hill Hospital

Dr. Kenneth Schwartz
Northern Metropolitan

Prof. Carol MacCourt
New York City Technical College

Clinical Instructors—Radiologic Technology

Penny Lynch
Arden Hill Hospital

Harry Mitchell
Arden Hill Hospital

Melody Zolendjeski
Horton Medical Center

Ronald Clinton
Horton Medical Center

Mitch Samoila
Horton Medical Center

Audrey Dessingue
Mercy Community Hospital

Carol Schultz
St. Anthony's Hospital

Debbie Kooistra
St. Anthony's Hospital

Patricia McAteer
St. Luke's Hospital

Linda LaSanta
St. Luke's Hospital

Diane Dragon
Vassar Brothers Hospital

Note: This calendar is tentative in regard to some holiday closings pending County and Civil Service input

FALL SEMESTER 2007

August 21, Tuesday	New Faculty Orientation
August 22, Wednesday 9:00am-noon	Faculty Workshop
August 23, Thursday 9:00am-8:00pm	Last Registration Date Prior to Start of Fall 2007 Classes
August 27, Monday	Fall 2007 Day and Evening Credit Classes Begin
August 27-September 10	Late Registration and Drop/Add
September 3, Monday	Labor Day Holiday—College Closed
September 6, Thursday	Deadline for Change To or From Audit Status—First Half-Semester Courses
September 13, Thursday	Rosh Hashanah—Classes in Session*
September 17, Monday	Deadline for Change To or From Audit Status for Semester-Long Courses; Last Day to Drop Without a “W” Grade
September 22, Saturday	Yom Kippur—Classes in Session*
October 1-December 7	Apply December Graduation—Records & Registration (Middletown Only)
October 3, Wednesday	Last Day for Student to Withdraw from First Half Semester Courses with Grade of “W”
October 8, Monday	Columbus Day—No Classes Administrative Offices Open until 5pm
October 9, Tuesday	Hold Monday 10/08 Classes—No Tuesday Classes
October 10, Wednesday	Last Day for Instructor Withdrawal from First Half-Semester Courses
October 18, Thursday	Second Half-Semester Courses Begin
October 22, Monday	Mid-Semester Progress Reports Due Records & Registration (Middletown Only)
October 24, Wednesday	Mid-Semester U Grades Distributed to Students
October 29, Monday	Deadline for Change To or From Audit Status Second Half-Semester Courses
November 2, Friday	Last Day for Student to Withdraw from Semester-Long Courses with Grade of “W”
November 13, Tuesday	Last Day for Student to Withdraw from Second Half-Semester Courses with Grade of “W”
November 21, Wednesday - November 25, Sunday	Thanksgiving Recess—Administrative Offices Open 11/21 until 5pm College Closed 11/22 - 11/25
November 26, Monday	Classes Resume
November 26, Monday	Reserved Early Spring 2008 Registration for Currently Enrolled Students (Allied Health Majors or 30 or more credits completed) Payment Due 1/2/08
November 27, Tuesday-	Early Registration for Spring 2008
December 7, Friday	All Currently Enrolled and Readmitted Students—Payment Due 1/2/08
November 30, Friday	Last Day for Instructor Withdrawals for Fall 2007—Records & Registration
November 30, Friday	Student Deadline for Total Withdrawal from College
December 6, Thursday 5:15pm-8:00pm	Early Registration Spring 2008 New Matriculants (Middletown Only) Payment Due 1/2/08
December 7, Friday	Deadline to Apply for December Graduation—Records & Registration (Middletown Only)
December 10,11,12,13 Mon, Tues, Wed, Thurs	Special Schedule for Required Last Week—Day Classes
December 8,10,11,12,13 Sat, Mon, Tues, Wed, Thurs	Required Last Week—Evening and Saturday Classes

Academic Calendar

Dec 8, Saturday	Saturday Morning Classes
Dec 10, Monday	Monday Evening Classes
Dec 11, Tuesday	Tuesday Evening Classes
Dec 12, Wednesday	Wednesday Evening Classes
Dec 13, Thursday	Thursday Evening Classes
December 15, Saturday 9:00am-noon	Records & Registration Open for Grades (Middletown Only)
December 17, Monday 9:00am	Final Deadline ALL Grades—Records & Registration (Middletown Only)
December 19, Wednesday	Grades Distributed to Students
December 17, Monday - January 1, Tuesday	Winter Recess Begins—Administrative Offices Open 12/17 - 12/21 until 5 pm College Closed 12/22/07 - 1/1/08

SPRING SEMESTER 2008

January 2, Wednesday	College Administrative Offices Reopen
January 2, Wednesday- January 10, Thursday	Registration Continues—All Students (Middletown and Newburgh) Payment Due Upon Registration
January 3, 4 Thursday, Friday	Developmental Review Board meets to review progress of all students in the Developmental Education Program
January 4, Friday 4:00pm	Deadline for Non-Developmental Student Appeals to Boards After January 4, non-developmental student appeals may be accepted only with Appeals Board approval. No appeals will be accepted after January 8.
January 7-16 Monday-Wednesday	Students may appeal Developmental Review Board decisions. No appeals will be accepted after January 16 at noon.
January 7, 8 Monday, Tuesday	Non-Developmental College Appeals Board Meet to review Appeals
January 9, Wednesday 9:00am-noon	College Assembly/Faculty Workshop
January 10, Thursday 9:00am-8:00pm	Last Registration Date Prior to Start of Spring 2008 Classes
January 14, Monday January 14-18 Monday-Friday	Spring 2008 Day and Evening Credit Classes Begin Late Registration and Drop/Add (Middletown and Newburgh)
January 21, Monday	Martin Luther King Jr. Day—College Closed
January 24, Thursday	Deadline for Change To or From Audit Status First Half-Semester Courses
February 4-February 29	Apply for May Graduation—Records & Registration (Middletown Only)
February 4, Monday	Deadline for Change To or From Audit Status Semester-Long Courses; Last Day to Drop Without a “W” Grade
February 14, Thursday	Last Day to Withdraw from First Half-Semester Courses With a Grade of “W”
February 27, Wednesday	Last Day for Instructor Withdrawal from First Half-Semester Courses
February 29, Friday	Last Day to Apply for May Graduation—Records & Registration
March 6, Thursday	Second Half-Semester Courses Begin
March 10, Monday	Mid-Semester Progress Reports Due Records & Registration (Middletown Only)
March 12, Wednesday	Mid-Semester U Grades Distributed to Students
March 14, Friday	Deadline for Change To or From Audit Status Second Half-Semester Courses
March 21, Friday	Good Friday—Classes in Session*
March 22, Saturday	Saturday before Easter Sunday—Classes in Session*

<p>March 24, Monday- March 30, Sunday March 31, Monday</p> <p>April 4, Friday</p> <p>April 14, Monday</p> <p>April 14, Monday</p> <p>April 15, Tuesday- May 16, Friday</p> <p>April 18, Friday</p> <p>April 18, Friday</p> <p>May 5, Monday</p> <p>May 6, 7, 8, 9 Tues, Wed, Thurs, Fri</p> <p>May 3, 6, 7, 8, 9 Sat, Tues, Wed, Thurs, Fri</p> <p>May 3, Saturday</p> <p>May 6, Tuesday</p> <p>May 7, Wednesday</p> <p>May 8, Thursday</p> <p>May 9, Friday</p> <p>May 10, Saturday 9am - noon</p> <p>May 12, Monday 9:00am</p> <p>May 14, Wednesday</p> <p>May 17, Saturday</p> <p>May 26, Monday</p> <p>May 30, Friday</p> <p>June 2, 3 Monday, Tuesday</p>	<p>Spring Recess Administrative Offices Open 3/24 – 3/28 until 5pm Early Registration for All Summer 2008 Sessions begins Payment due day of registration Last Day for Student to Withdraw from Semester-Long Courses With Grade of “W”</p> <p>Last Day for Student to Withdraw from Second-Half-Semester Courses with Grade of “W”</p> <p>Reserved Early Fall 2008 Registration for Currently Enrolled Students (Allied Health Majors or 30 or more credits completed) Payment Due 08/04/08</p> <p>Early Registration for Fall 2008 (All Currently Enrolled and Readmitted Students) Payment Due 08/04/08</p> <p>Last Day for Instructor Withdrawal for Spring 2008 Courses</p> <p>Student Deadline for Total Withdrawal from College</p> <p>Last Regular Class Meeting of Spring 2008</p> <p>Final Exam Period–Day Classes</p> <p>Final Exam Period – Evening and Saturday Classes</p> <p>Saturday Classes</p> <p>Tuesday Evening Classes</p> <p>Wednesday Evening Classes</p> <p>Thursday Evening Classes</p> <p>Monday Evening Classes</p> <p>Records & Registration Open for Grades Middletown Only</p> <p>Final Deadline ALL Grades—Records & Registration Middletown Only</p> <p>Grades Distributed to Students</p> <p>Commencement</p> <p>Memorial Day Holiday—College Closed</p> <p>Deadline for Students Appeals to Boards. After May 30, student appeals may be accepted only with Appeals Board approval. No appeals will be accepted after June 3.</p> <p>College Appeals Board</p> <p>Developmental Review Board</p>
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*See College policy regarding religious observance

Academic Calendar

SUMMER 2008

June 2, Monday- August 8, Friday	Apply for Summer Graduation Applications at Records & Registration Office (Middletown Only)
Summer Session 1	
June 2, Monday	Summer Session 1—Classes Begin
June 6, Friday	Last Day to File for Audit Status for Summer Session 1 Course
July 3, Thursday	Last Day to Withdraw from a Summer Session 1 Course with a Grade of “W”
July 3, Thursday	Last Day for Instructor Withdrawal for Summer Session 1 Course
July 3, Thursday	Deadline for Total Withdrawal from College for Summer Session 1
July 4, Friday	Independence Day Holiday Observed—College Closed
July 9, 10 Wednesday, Thursday	Final Exams or Last Class for Summer Session 1
July 14, Monday	Final Grades Summer Session 1 Due Records & Registration (Middletown Only)
July 17, Thursday	Summer Session 1 Grades Distributed to Students
Summer Session 2	
June 30, Monday	Summer Session 2—Classes Begin
July 3, Thursday	Last Day to File for Audit Status for Summer Session 2 Course
July 4, Friday	Independence Day Holiday Observed—College Closed
July 25, Friday	Last Day to Withdraw from a Summer Session 2 Course with a Grade of “W”
August 1, Friday	Last Day for Instructor Withdrawal for Summer Session 2 Course
August 1, Friday	Deadline for Total Withdrawal from College for Summer Session 2
August 6, 7 Wednesday, Thursday	Final Exam or Last Class for Summer Session 2
August 11, Monday	Final Grades Summer Session 2 Due Records & Registration (Middletown Only)
August 14, Thursday	Summer Session 2 Grades Distributed to Students
Summer Session 3	
July 14, Monday	Summer Session 3—Classes Begin
July 18, Friday	Last Day to File for Audit Status for Summer Session 3 Course
August 8, Friday	Last Day to Withdraw from a Summer Session 3 Course with a Grade of “W”
August 15, Friday	Last Day for Instructor Withdrawal for Summer Session 3 Course
August 15, Friday	Deadline for Total Withdrawal from College for Summer Session 3
August 20, 21 Wednesday, Thursday	Final Exams or Last Class for Summer Session 3
August 25, Monday	Final Grades Summer Session 3 Due Records & Registration (Middletown Only)
August 28, Thursday	Summer Session 3 Grades Distributed to Students
Summer Graduation Applications Deadline	
August 8, Friday	Last Day to File for August Graduation

Fall 2008

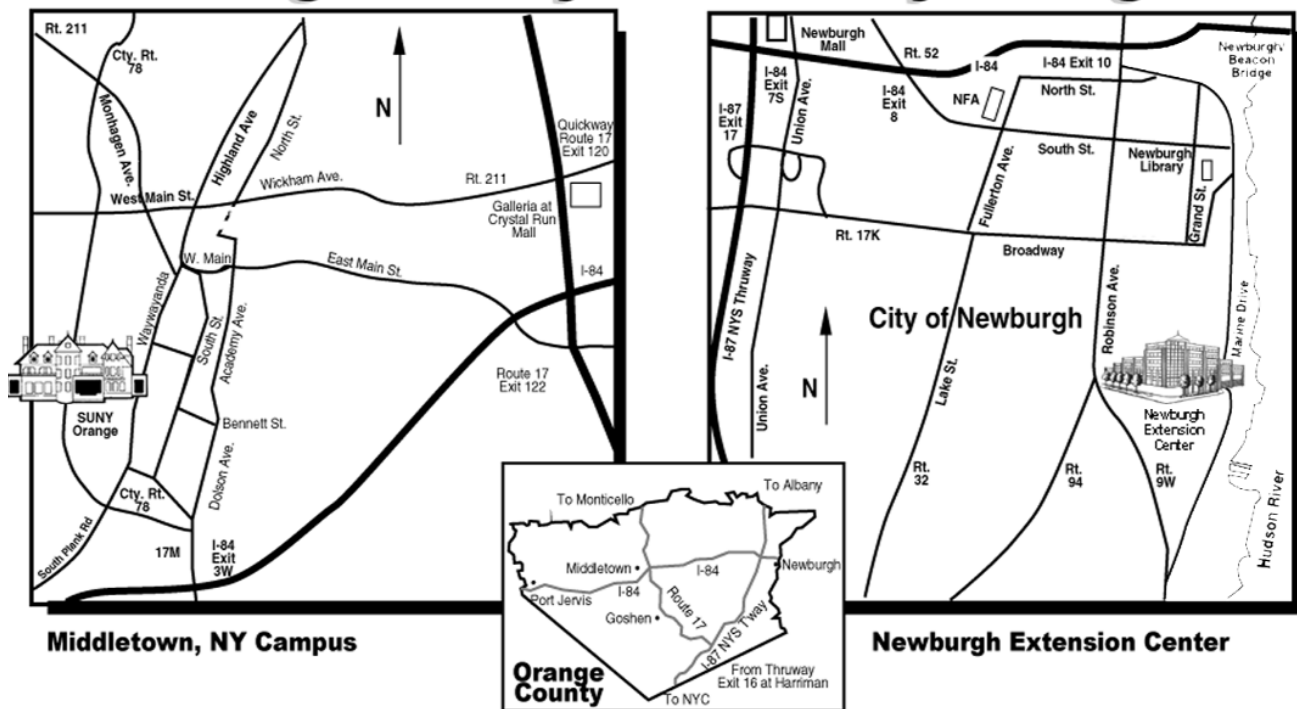
August 4, Monday - August 28, Thursday	Registration Fall 2008 Continues for All Students (Middletown and Newburgh) Payment Due Day of Registration
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Orange County Community College



Best Routes to Middletown Campus 115 South Street, Middletown

Arriving from Connecticut or Upstate New York:

Interstate 84 West to exit 3W, Route 17M (Middletown). Proceed on 17M which becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left on Bennett to the top of the hill (South Street). Bear right to Middletown Campus.

From New York City or New Jersey:

N.Y.S. Thruway to exit 16 (Harriman) to Route 17 West to exit 123 (Middletown). Follow 17M (to Middletown) which becomes Dolson Avenue. Continue to Bennett, turning left on Bennett to top of hill (South Street). Bear right to main campus.

From Upstate:

Route 17 to exit 121W, Interstate 84 West for 3.3 miles to exit 3W (Route 17M) which becomes Dolson Avenue. Continue on Dolson Avenue to Bennett Street, turning left to Bennett Street. Bear right to Main Campus.

Best Routes to Newburgh Extension Center (Key Bank Building) One Washington Center, Newburgh

From Middletown:

Interstate 84 East, exit 10, stay to right of ramp, turn right onto Route 9W and immediately get into left lane. At stoplight, turn left onto North Street which becomes Marine Drive (also named LeRoy Place, Water Street). Continue on Marine Drive to Second Street. Turn right onto Second Street, go up hill, turn left onto Colden Street. Go one block, NEC will be on right.

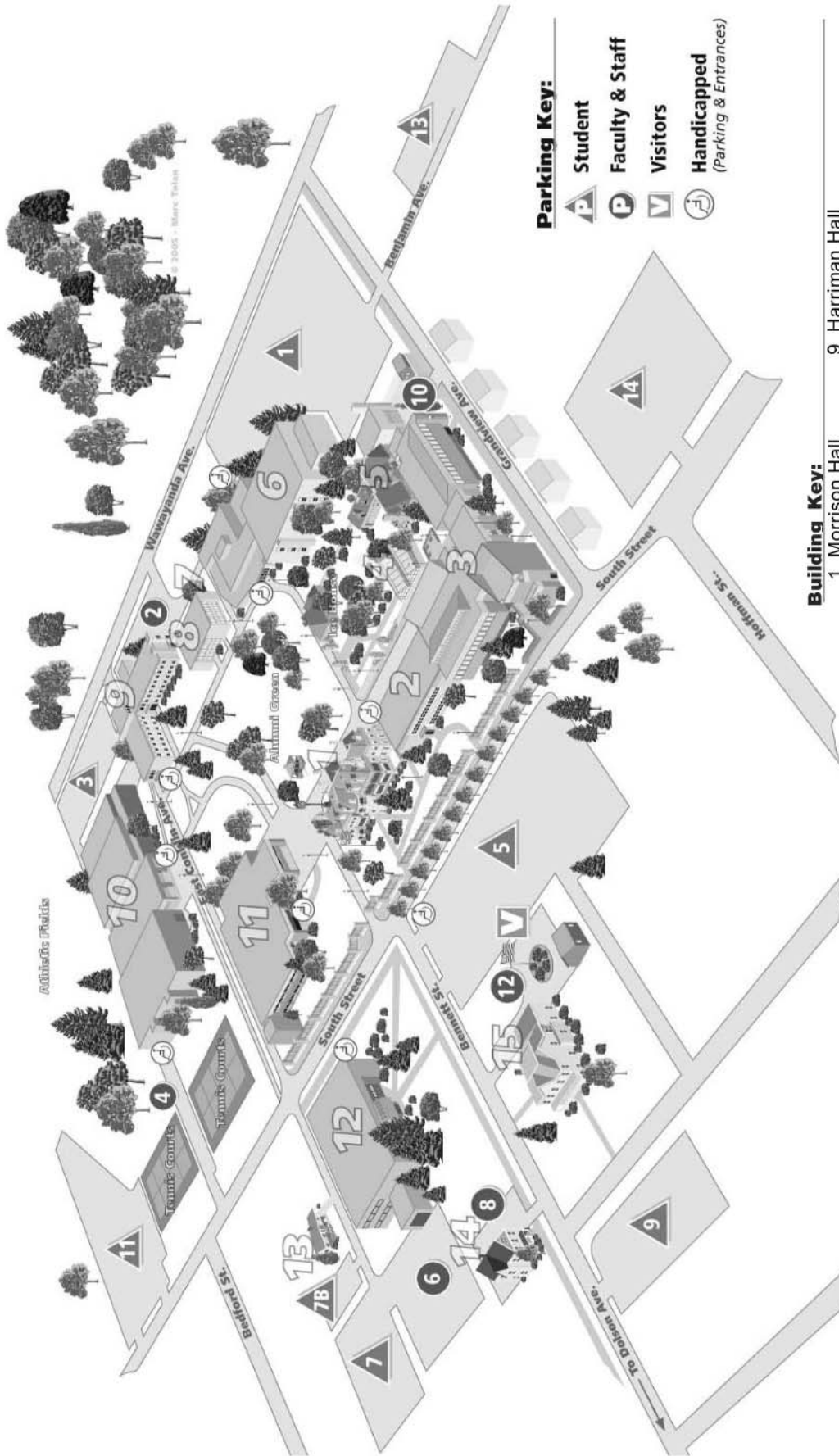
From Route 17:

Exit 121E (Interstate 84). Follow same directions as if coming from Middletown.

From Upstate New York or New York City/New Jersey:

New York State Thruway to exit 17. After toll booths, bear right, follow signs for Interstate 84 East. Follow directions as if coming from Middletown.

From Connecticut: Interstate 84 West, Newburgh/Beacon Bridge, exit 10S, stay to right of ramp, turn right at end of ramp. Staying to right, follow signs to Route 9W south, turn right onto Route 9W. After next light, immediately get into left lane. At stoplight, turn left onto North Plank Road, which becomes Marine Drive (also named LeRoy Place, Water Street). Follow the river (on your left) and continue on Marine Drive to Second Street. Turn right onto Second Street, go up hill, turn left onto Colden Street. Go one block, NEC will be on right



Parking Key:

- Student
- Faculty & Staff
- Visitors
- Handicapped (Parking & Entrances)

Building Key:

- | | |
|---------------------|-----------------------------|
| 1 Morrison Hall | 9 Harriman Hall |
| 2 Hudson Hall | 10 Physical Education |
| 3 Bio-Tech Building | 11 Library |
| 4 Greenhouses | 12 Shepard Student Center |
| 5 Horton Hall | 13 Alumni & College Assoc. |
| 6 Orange Hall | 14 Information Technology |
| 7 Kindercollege | 15 Christine Morrison House |
| 8 Sarah Wells | |

Middletown Campus
Orange County Community College
 A unit of the State University of New York