Genesee Community College
College Catalog
2012-2013

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General Information

The Mission of Genesee Community College
Genesee Community College is a public, open admission, learner-centered college. The college community values diversity and welcomes all who can benefit as they seek to attain their educational, career and personal goals. Dedicated to meeting the changing needs of individuals and the community, Genesee Community College commits to providing educational experiences which promote intellectual and social growth, workforce and economic development, and global citizenship. Genesee Community College is an innovative leader, excelling in the provision of educational and cultural opportunities, advanced technologies, service to the region, and linkages to the world.

College Goals
Expand Access to Educational Services.
Continuously Improve the Quality of Degree Programs and Services through Assessment, Innovation, and Planning.
Expand and Improve Experiences that Prepare People to Thrive in a Diverse Society.
Increase Students’ Success in Achieving Their Educational Goals.
Expand and Renovate Facilities to Meet Present and Future Needs.
Increase Initiatives to Support Regional Economic Development.
All College Personnel will Engage in Continuous Learning for Professional Growth and Leadership.
Expand Resources through External Funding and Effective Stewardship of College Assets.
Increase the Use of Innovative Technology to Improve Educational Outcomes.

Accreditation
All academic programs offered by Genesee Community College have been approved by the State University of New York and registered with:

New York State Board of Regents
New York State Department of Education
89 Washington Avenue
Room 110EB
Albany, NY 12234
(518) 474-5889
www.regents.nysed.gov

The State University of New York has authorized the College to award the degrees of associate in arts, associate in science,
associate in applied science, and specified certificates. The College itself is fully accredited by:

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor Annex
Philadelphia, PA 19104–2680
(267) 284-5000
www.msche.org

The College is a member of the American Association of Community Colleges. Several academic programs of the College are individually accredited by other agencies.

The Nursing program is accredited by:
National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road, NE
Suite 850
Atlanta, Georgia 30326
www.nlnac.org
404-975-5000

The Paralegal program is approved by:
American Bar Association
Standing Committee on Paralegals
321 North Clark Street
Chicago, IL 60610–4714
800-285-2221
312-988-5522
www.abanet.org/legal/services/paralegals/

The Occupational Therapy Assistant program is accredited by:
Accreditation Council for Occupational Therapy Education
American Occupational Therapy Association
4720 Montgomery Lane
PO Box 31290
Bethesda, MD 20824–1220
(301) 652-2682

The Respiratory Care program is accredited by:
Committee on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021–4244
(817) 283-2835

The Committee on Accreditation of Allied Health Educating Programs
35 East Wacker Drive
Suite 1970
Chicago, IL 60601–2208
312.553.9616
www.caahep.org

The Physical Therapist Assistant program is accredited by:
Commission on Accreditation in Physical Therapy Education
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314–1488
(800) 999-2782

Program Titles, HEGIS, IPED and GCC Codes for Approved Curricula
All degree and certificate programs offered at Genesee Community College have been registered with the New York State Education Department and approved by the State University of New York. Each program listed below is identified with an Integrated Postsecondary Education Data (IPED) system number. These were formerly referred to as Higher Education Government Information System (HEGIS) numbers. These standardized codes are included in the catalog to satisfy state, federal, and other requirements. Most students will not need to use or refer to the IPED/HEGIS numbers.

Associate in Arts Degree HEGIS/IPED IRP GCC
Liberal Arts and Sciences: 5649 00863 201
Humanities and Social Science
Theatre Arts 5610 91067 206

Associate in Science Degree HEGIS/IPED IRP GCC
Accounting 5002 30595 629
Alcohol and Substance Abuse Studies 5506 20920 260
Biotechnology 5604 31361 230
Business Administration 5004 79224 771
Communications and Media Arts 5008 00873 679
Computer Information Systems 5101 00876 210
Criminal Justice 5505 19798 240
Economic Crime Investigation 5505 27303 242
Engineering Science 5609 83487 530
Environmental Studies 5499 22454 220
Fine Arts 5610 28127 205
Human Services 5501 19145 650
Liberal Arts and Sciences: General Studies 5649 00862 250
Liberal Arts and Sciences: Math and Science 5649 00845 224
Liberal Arts and Sciences: Sports Management Studies 5506 24777 270
Liberal Arts and Sciences: Teacher Education Transfer 5608 86492 425
Physical Education Studies 5299 19212 426

Associate in Science Degree HEGIS/IPED IRP GCC
Science Degree
Accounting 5002 00865 730
Administrative Assistant 5005 92037 726
Business Administration 5004 81355 732
Computer Support & Operations 5104 25205 505
Computer Systems and Network Technologies 5104 84122 494
Computerized Drafting and Design 5303 76015 453
Criminal Justice 5505 80038 640
Customer Relationship Management 5004 00868 733
Digital Art 5012 76101 500
Entrepreneurship 5004 00787 734
Fashion Merchandising Management 5004 83097 751
Fitness and Recreational 5506 27261 428
Sports Management Human Services 5501 00878 605
Statement on Academic Freedom

Genesee Community College is committed to academic and intellectual freedom. The presentation and open discussion of ideas are fundamental aspects of higher education. The College recognizes that exposure to ideas that challenge and may even contradict personal beliefs is an inevitable part of this educational experience. Such exposure does not require acceptance of the ideas in question, but individuals may legitimately be expected to both learn from and respond to these ideas as a part of the educational process. The right of all individuals to hold belief systems of their choice, including systems objectionable to others, must be respected by all members of the College community. Students, faculty, and staff all must honor each person’s right to differ and, in doing so, to become all he or she is capable of being.

Humanistic Education

Genesee Community College is committed to the State University of New York’s motto: “To Learn-To Search-To Serve.” The College’s task is to provide readily accessible instruction to all who can profit from a college experience.

All individuals, however, cannot achieve meaningful results in the same time or under the same conditions. The College, therefore, strives to provide the basic instruction and environment necessary for students with a broad variety of needs, desires, and abilities.

The College’s commitment to quality education is met through the excellence of teaching, advisement, and counseling, all of which are designed to help students achieve their greatest potential. The liberal admissions policy is intended to extend opportunity to all persons who meet the College’s admissions standards and who show a potential to profit academically from collegiate education. Once admitted to the College, students are evaluated in terms of the quality of their performance. The College will act upon its responsibility to place students in the classes that correspond with their skill levels.

Student Commitment to Courses and Class Attendance

The quality of a student’s performance is determined by regular attendance and attention to academic studies. Faculty believe that when students make a commitment to attend College, other activities must be realistically prioritized in order to help ensure success. In this regard, students must take responsibility for planning their time so they can meet the necessary performance requirements. Likewise, all students are expected to fully participate in classes, follow the directions of their instructors, and engage courteous conduct which is respectful of their faculty and all other students. It is a College expectation that students attend all classes and complete all assignments. Extended absence (due to illness or injury) should be reported to the instructor immediately.

Facilities

Wolcott J. Humphrey III Student Union

Opened in 2006, this 10,500-square-foot complex provides space for students’ co-curricular and social events. The union enhances the College’s growing student leadership programs, its rooms used by clubs and organizations to conduct meetings and work on activities. Featuring large windows revealing the scenic view of the rural countryside, the union is ideal for large gatherings, such as lectures or exhibits. The College’s game room, Student Government Center, and café also are housed in the union.

Conable Technology Building

In April of 2000, the College opened the Conable Technology Building, a 42,000-square-foot facility dedicated to technological instruction. Every room in the building offers Internet connections and modern audio and visual capabilities. Adjoined to the main campus, the Conable Technology Building houses computer labs, media production facilities, a distance learning lab, meeting space, and a 150-seat tiered lecture hall offering computer connections at each seat.

The Genesee Center for the Arts

The Genesee Center for the Arts was completed in 1991. The completely accessible Stuart Steiner Theatre is a 328-seat theatre and performing arts stage. The Fine Arts Committee and the Forum Players, through their calendar of events, offer students and the community a broad range of cultural activities in the facility throughout the year.
To support stage events, the center has a box office, dressing rooms, scene shop, costume shop, and is home to the Digital Art, Drafting, Fine Arts and Theatre Arts programs. The center also contains art and ceramics studios, a music library, drafting and digital arts classrooms. The drafting and digital arts studios have supporting computer laboratories.

Library
The Alfred C. O’Connell Library provides an excellent learning environment to foster student success. The library’s web site serves as a portal to over 80,000 volumes, audio materials, and a wide variety of online resources, research services, and full text databases. Interlibrary loan services enable students to obtain materials from other institutions nationwide. Librarians are available to assist students in locating, evaluating and using information. Virtual online services support the needs of distance learners.

State of the art technology throughout the library supports student research needs. Librarians teach more than 200 hands-on information literacy classes per year in a fully equipped classroom computer lab. Numerous computers, wireless access, group study rooms, copy facilities, and comfortable lounge areas provide an inviting environment.

Genesee library resources are available for use at no charge to Genesee students, faculty, staff and the entire community.

Built in 1971 and renovated in 2000, the library is named for Alfred C. O’Connell, the college’s first president. Take an interactive tour at www.genesee.edu/library/map/ to see and learn more about the library.

Library Hours are posted at www.genesee.edu/library/.

Media Services
Media Services provides a full range of non-print materials and equipment for support and enrichment of College programs. Instructional materials are accessed or produced by Media Services staff, who consult and assist faculty in the integration of media materials into instructional programs, courses and projects. Students have access to media services for course related projects.

Production services include classroom visual materials, audio and video production, tape/CD/DVD duplication and format conversion (where copyright permits), instructional television production and editing, satellite downlink and related services.

Genesee offers credit courses regionally on an educational access channel, by agreement with Time-Warner Cable (see also Distance Learning).

Genesee also provides interactive video classrooms for point-to-point videoconferencing and instruction among Genesee’s six campus centers or with other colleges, high schools and business locations, regionally and worldwide, via ISDN, fiber optic links and the internet.

A guide to Genesee Media Services is available at www.genesee.edu/resources/media.

Campus Centers
Genesee operates six campus centers which offer daytime and evening credit and non-credit courses. They are:

- GCC at Albion, 456 West Avenue (Route 31), Albion, NY 14411
- GCC at Arcade, 25 Edward Street, Arcade, NY 14009
- GCC at Dansville, 9221 Robert Hart Dr., Dansville, NY 14437
- GCC at Lima, 75 Gale Rd., Lima, NY 14485
- GCC at Medina, 11470 Maple Ridge Road, Medina, NY 14103
- GCC at Warsaw, 115 Linwood Avenue, Warsaw, NY 14589

GCC at Albion
The Albion Campus Center commenced operation in May 1990 in Albion. The center’s “one-stop service” allows a student to submit admission forms, take placement tests, receive academic advisement, register for classes, pay bills, order textbooks, and receive tutoring without going to Batavia. Serving more than 350 students a semester, the center offers more than 50 day and evening credit courses. Our College Today program allows over 50 high school students to take college courses at Albion each semester. Evening classes are also offered at the Albion High School. Non-credit offerings include Driver Pre-licensing and Defensive Driving Programs. The campus center has seven classrooms (including six high technology state-of-the-art “smart classrooms”), a 25-workstation computer lab with full Internet access, a student resource room with eight computers, a quiet student study lab with five computers, wireless internet access, a student lounge, faculty office, and administrative offices. The computer lab provides connection to the main Genesee Community College campus for Internet access, and online access to the library. For more information, including hours of operation, contact the center at (585) 589-4936 or visit our website at www.genesee.edu and click on Campus Centers.

GCC at Arcade
The Arcade Campus builds on a tradition begun during the 1980s when the college offered classes at community sites. Since opening in 1994, the center continuously improved its programs and facilities to significantly expand educational opportunities for local communities. Two fully networked computer labs and seven well-equipped smart classrooms are a few of the assets offered at Arcade. The campus center provides quality services, state-of-the-art equipment, and a positive learning environment. Highly skilled staff provides a complete array of college services such as tutoring, academic and financial aid advising, and career development at the center. Online resources are extensive including a wide range of library services, e-mail, and Internet access. Genesee Community College at Arcade offers a broad array of courses, making it convenient for Genesee students to complete a significant portion of degree requirements on site. The center affirms ties with the community through offering cultural activities, informational events, and meeting space. For more information, including hours of operation, contact the center at (585) 492-5265 or visit our website at www.genesee.edu and click on Campus Centers.
SMART classrooms a well-equipped science lab and a student college. In addition to our outstanding faculty who provide excel-
training classes. The Lima Campus Center boasts computer labs,
serves the many neighboring towns and villages in Northern
Center is proud to serve the educational and training needs of
area business and industry. The facility is available for community
use on a space available basis. For more information, including
hours of operation, contact the center at (585) 335–7820 or visit our website at www.genesee.edu and click on
Campus Centers.

GCC at Lima
The Lima Campus Center, the newest facility in GCC's campus
center system, opened in September of 2009, replacing GCC’s
former Lakeville center. Situated on Rte. 15A, midway between
the villages of Lima and Honeoye Falls, the Lima Campus Center
serves the many neighboring towns and villages in Northern
Livingston County by offering college courses and noncredit
training classes. The Lima Campus Center boasts computer labs,
SMART classrooms a well-equipped science lab and a student
lounge with an outdoor patio. Community groups in the area
have also found the Lima Campus Center to be a welcoming and
convenient resource for the region.

GCC at Medina
The Medina Campus features a 9,000 square foot facility includ-
ing a hi-tech computer lab, a state-of-the-art science lab, six
modern classrooms, a lounge and student resource area, and
office space for faculty, advisors, tutors, and staff. But the building
is only one aspect of what makes Medina a great place to go to
college. In addition to our outstanding faculty who provide excel-
ent instruction, our professional staff provides our students with
academic program advisement, application and registration
support, transfer credit counseling, and countless other top-notch
services. Our goal is to provide an environment in which our stu-
dents will be able to think, to learn, to dream and, ultimately, to
succeed in life—whether their future finds them engaged in local,
regional, national or global affairs. So whether you are a recent
high school graduate pursuing higher education, or even if
you’ve been away from school for several years and are wonder-
ning whether you can go to college, we are here to provide our
utmost support to help make your dreams come true! For more
information, including hours of operation, contact the campus at
(585) 798-1688 or visit our website at www.genesee.edu and click on
Campus Centers.

GCC at Warsaw
The Warsaw Campus Center opened in January 1991 and moved
to its present location adjacent to the new YMCA building on
Linwood Avenue in 2002. The center has six smart classrooms, a
distance learning, video-conference classroom, two state-of-the
art computer labs, a student lounge, a faculty lounge and a study
center for student use. This facility offers credit, non-credit, and
workforce development educational programs in Wyoming
County and has become a meeting location for a number of com-
munity groups and agencies. College students working toward
associate degrees and certificates in a variety of programs may
complete the majority of their coursework at the campus center.
In addition, students are able to pay bills, order texts, register for
classes, obtain academic advisement, career counseling, tutoring, and
much more, without the need to travel to Batavia. For more
information, including hours of operation, contact the center at
(585) 786-3010 or visit our website at www.genesee.edu and click on
Campus Centers.

The BEST Center
The Business and Employee Skills Training (BEST) Center is
Genesee Community College’s local provider of training, work-
shops, and consulting services. We offer customized training and
professional resources in seven different and distinct areas:

Leadership and Management Skills
The BEST Center offers decision-makers the leadership and man-
agement training needed to remain competitive in today’s fast-
paced business world. Businesses and employees can choose from
dozens of skill development workshops that reflect the very
latest in business thinking and best business practices.

Individual Job Skills
The BEST Center offers high quality, cost-effective training pro-
grams to enhance the skills of an organization’s most valuable
resource—their employees. We help businesses build a better
trained, more responsive workforce. Training in sales and mar-
keting, business communications, and time management are just a
few of the courses we offer to improve performance. Workshops
are offered year round, at any of our seven campus locations or at
the employer’s place of business.

Computer Skills
Almost nothing changes faster than the state of computer soft-
ware and hardware. We provide businesses and individual
employees with the up-to-date computer skills they’ll need to
perform at their maximum potential. The BEST Center offers
hands-on, personalized instruction for all major business software
applications.

Specialty Job Skills and Certifications
When the position requires up-to-date industry standard certifi-
cation, or highly specific skills training, The BEST Center is the
place to be. Certification to new industry standards will open the
doors to new customers and enhance the value to existing custom-
ers. We conduct skills training in real estate, insurance, and man-
ufacturing effectiveness programs to name just a few.

The BEST Center also offers an extensive menu of Workshops
and Seminars that help to improve business performance and
directly improve their bottom line. We present the latest in semi-
nars, workshops, business development programs, and community
training at all seven of our GCC campus locations. Our programs
are designed to inform, inspire, and motivate—without taking too
much time from the busy business day. Our seminars and work-
shops are designed to help businesses in such diverse areas as
customer service, change management, and driver improvement.
Professional Online Training

If you prefer the convenience of online learning, The BEST Center is the place to go. Whether you’re looking for a complete new career change or just wanting to upgrade your present skills, our online menu of instructor-led courses is designed to help. Check us out at www.bestcenter.org to see how easy learning “anytime and anywhere” can be!

Business Contract Training

Our Consulting Services provide customized business solutions, at a reasonable cost. We help evaluate the business environment to ensure the organization is as productive and cost effective as it can be. We then assist in identifying employee and business training needs; create, plan, and implement the correct training services to meet the business’ goals; and effectively measure our training results through follow-up and review. We provide local business with accomplished consultants who bring the latest in best practices expertise. Additionally, we offer free professional business consulting through our Small Business Development Center (SBDC) to help both current local businesses as well as new entrepreneurs.

Conference Facilities and Support

Finally, when it comes to conferencing facilities, The BEST Center has it all. We are the perfect location for business meetings, conferences, and multimedia events. Conveniently located between Buffalo and Rochester, our Center boasts state-of-the-art training and conference facilities—including satellite-linked teleconferencing services. Our modern, comfortable meeting rooms and computer training lab offer the latest in technology and convenience. We also provide a host of quality catering services to accommodate most any meeting or conference need.

The BEST Center is dedicated to providing local area businesses the training and consulting services they need—all designed to improve their bottom line. For the BEST service at the BEST value, make the BEST choice! For more information, call (585) 345-6969, see a current course schedule, or visit www.genesee.edu/dl.

Educational Services

Distance Learning

Genesee provides both live and time/place independent learning opportunities for those who wish to extend study beyond conventional classroom-based courses, speed their progress toward degree completion, or complete a Genesee program online. More than half of twenty-three Genesee Community College degree and certificate programs can be earned through distance learning, and virtually all of six degree programs can be completed through a combination of distance learning modalities.

Distance Learning courses provide learning opportunities for working adult students with time and/or geographical constraints. Online courses offer convenient access to high-quality college courses over the internet. Telecourses use textbooks, video, computer software and other materials to provide rich educational experiences in a semi-independent learning environment. Hybrid courses combine the best of both technology and some face-to-face class requirements such as science labs, speeches, etc. All involve high levels of interaction with Genesee’s top-notch faculty.

Genesee distance learning courses are equivalent to conventional courses in academic rigor and transferability, but with greater flexibility. Instead of attending on-campus classes, students use a mix of resources which may include online access to course materials, textbooks, CD/ROMs, printed study guides, videocassettes/DVDs, cable television, field assignments, exams, online discussion, papers, projects, on-campus labs, presentations or review sessions. Interaction with instructors and other students occurs via the internet, telephone, mail, voicemail and/or videoconferencing.

Live interactive courses use videoconferencing technology to deliver courses point-to-point among Genesee’s six campus centers, regional colleges and high schools, or to connect with any similarly equipped facility in the world. Non-credit courses, workshops, meetings, and conferences are also conducted via videoconference.

Genesee distance learning courses are for adult learners who work well independently and can effectively budget time and priorities. Distance learning students juggle busy schedules and combine college studies with careers and raising families, or who cannot easily get to a Genesee location. Nearly 4,000 adults earned college credit last year through Genesee distance learning courses.

For more information about Genesee distance learning, call (585) 345-6969, see a current course schedule, or visit www.genesee.edu/dl.

Center for Academic Progress

The Center for Academic Progress (CAP) is a comprehensive learning center. Services are available free of charge to all GCC students.

CAP offers free personalized tutoring in most academic disciplines. Professional and peer tutors provide hundreds of hours of service every semester. Supplemental instruction for specific courses is offered to give students a supervised cooperative learning environment where they can discuss important ideas and study for tests. An Assisted Learning Lab offers help with academic subjects using computers and course-specific software. Students can upgrade their academic skills in writing, math, reading, and other subject areas, as well as write papers and complete computerized course assignments. Writing and math labs are also available.

CAP provides placement testing for all GCC students to help identify appropriate courses. Testing for distance learning courses, special needs testing, and some make-up testing are provided by the Center.

Services for students with disabilities are coordinated through the Center for Academic Progress. The staff identifies services most appropriate for individual needs.
Student Support Services
Also housed in CAP is Student Support Services, a Title IV federally funded program designed to improve the graduation, retention, and college transfer of program students. The program helps students become self-directed learners and to understand their personal and academic needs through supportive advising and related services. Information and applications are available in the Student Support Services Office in CAP or by calling (585) 345-6840.

Student Services
Services to Students with Disabilities
Genesee Community College seeks to serve the needs of individuals with disabilities by providing services, and most importantly, a caring environment. Each individual’s documentation is reviewed to determine the most appropriate accommodations, be they academic or physical, to provide the optimum learning environment. The College is in compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act of 1973 which states:

No otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Services to students with disabilities are coordinated through the Center for Academic Progress (CAP). The College provides assistance to students with disabilities, assists faculty and staff members who deal with students who have disabilities, and works cooperatively with community rehabilitation agencies. It is the student’s responsibility to identify his or her need for special services and provide required documentation. Documentation a student provides will be confidential. Only information regarding specific recommendations will be released to faculty, and only with the student’s permission.

In order to help the college students with disabilities, please call the Center for Academic Progress at (585) 343-0055 ext. 6351 for a documentation packet upon acceptance to GCC.

Adult Educational Opportunity Center
The AEOC offers a variety of free services to the adult nontraditional potential student. Supplied information about postsecondary education opportunities and institutions and current information about financial assistance necessary to attend these institutions is a primary function of the AEOC staff, along with aiding the potential student in filling out the myriad forms necessary to receive financial aid and attend postsecondary institutions.

Other services offered are career and peer personal counseling, aid in finding and attending GED and ABE classes, and referrals to other agencies for additional services essential to the retention of students. For further information, call the AEOC main office located on the Genesee Community College campus at (585) 345-6836 or call 1-888-FYI-AEOC.

Health Services
College Health Services provides day students with basic first aid, health education, evaluation of medical conditions, immunization status, and referrals to off-campus clinics and physicians when necessary. Transportation to off-campus medical care is the responsibility of the student.

According to New York State law, all students born after 1956 and registering for six or more credits must provide proof of one mumps, one rubella, and two measles immunizations. Also, all students registering for six or more credits must complete and return a meningitis response form. It is not necessary to receive the meningitis vaccine. Those who fail to comply with these New York State laws will be barred from attending classes. For further information, contact the college nurse at (585) 345-6835 or e-mail healthoffice@genesee.edu.

Housing for Students
The Genesee Community College Foundation Housing Services Corporation owns and operates College Village, a student residential community adjacent to the Batavia Campus. College Village offers furnished apartments in, well-appointed buildings, and a short walk to classes, and also provides a variety of recreational, social, and academic enrichment opportunities outside of classes. Information about College Village and an application for student housing can be obtained by visiting the College web site at www.genesee.edu, and selecting “Student Life” and then “Student Housing.” You may also contact us at:

College Village
8170 Batavia-Stafford Townline Road
Batavia, NY 14020
(585) 345-0163

The Student Activities Office also maintains a list of other housing options in the Batavia area for students and can provide general information about lease and rental agreements. It is a good idea to contact the Student Activities Office as early as possible to learn about these housing opportunities. Call (585) 345-6832.

With the exception of College Village, off-campus student housing is not affiliated by Genesee Community College. Students are legally responsible for all aspects of living in College Village or in private accommodations and should be certain that they read and understand their leases and housing licenses thoroughly. All contacts concerning housing—other than requests for the housing list provided by the Student Activities Office—should be made directly with prospective landlords.

Public Safety Office
The Public Safety Office is located on the first floor of the main campus and can be reached by going through the center entrance to the main building and proceeding straight ahead. The Public Safety Office phone number is (585) 343-0055 ext. 6240.

Career and Transfer Services Information
Career and Transfer Center
The Career and Transfer Center is staffed with professional counselors who are available to assist students in establishing and
achieving realistic and attainable personal, educational, and career goals. The programs of the Career and Transfer Center are designed to help individuals to assess their interests, skills, values, and priorities; to research career options; to set goals; and to market themselves effectively when they search for employment. Within the Career and Transfer Center is a Career Resource Library. Extensive materials are available on various career fields, education and training programs, and employment resources. Job search assistance is available on a sign-up basis or through an individual appointment.

For more complete information on any of the following services, please contact the Career Service Center at (585) 345-6888, or the Transfer Services Center at (585) 343-0055 x6430.

Transfer Opportunities and Advisement
There are numerous transfer opportunities available to Genesee Community College students who wish to further their education. Graduates of GCC are accepted at four-year colleges and universities throughout New York State and nationwide. Students anticipating transfer to a four-year college should begin pursuing a program compatible with the requirements of the four-year colleges as early as possible in their college career. Assistance in preparing for transfer is available in the Career and Transfer Center. Students should contact the transfer counselor in the Career and Transfer Center prior to registering for any classes. Furthermore, due to continuing changes at transfer institutions, students should contact the transfer school for proper advisement and current curriculum information.

Articulation Agreements
There are many terms colleges and universities use that refer to articulation agreements or transfer opportunities, like:
- One plus one
- Dual Admissions/Joint Admissions/cooperative degree

Articulation agreements and transfer guidelines have been established with many four-year colleges and universities offering students a range of transfer or admission options. Some articulation agreements are for admission to specific programs only. Agreements may vary from one academic year to another. These documents provide guidelines that assist GCC students in transferring to a particular college or university. To date, articulation agreements have been signed with the following schools:

- Alfred University
- Bryant & Stratton
- Canisius College
- Cazenovia College
- Champlain College
- Clarkson University
- Cornell University (NYS College of Human Ecology)
- Daemen College
- D’Youville College
- Excelsior College
- Edinboro University of Pennsylvania
- Fashion Institute of Technology
- Franklin University
- Hartwick College
- Hilbert College
- Houghton College
- Keuka College
- Laboratory Institute of Merchandising
- Lynn University
- Manhattan College
- Medaille College
- Nazareth College
- New York Chiropractic College
- New York University
- Palmer College of Chiropractic
- Paul Smith’s College
- Phoenix University
- Roberts Wesleyan College
- Rochester Institute of Technology
- School for International Training
- SUNY College at Brockport
- SUNY College at Buffalo
- SUNY Empire State College
- SUNY College of Environmental Science and Forestry
- SUNY College at Fredonia
- SUNY College at Geneseo
- SUNY Upstate Medical University
- SUNY College at Oswego
- SUNY College at Plattsburgh
- SUNY College of Technology at Alfred
- Syracuse University
- The College of St. Rose
- Tri-State University
- University at Buffalo (SUNY)
- University of Rochester
- Utica College of Syracuse University
- Wells College
- Western Governors University

Transfer options are not limited to the colleges listed. Throughout the history of the College, GCC graduates have transferred to over 100 different four-year colleges and universities.

Dual Admissions/Joint Admissions/Cooperative Degree Programs
This unique program allows students to apply concurrently—with one application—to both Genesee Community College and to one of the participating four-year colleges. Students accepted into the joint dual admissions program (also called cooperative degree program) are admitted to both colleges (GCC and the designated four-year college) prior to beginning their first semester at GCC.

Following successful completion of the appropriate two-year associate degree program at GCC, these students are assured the opportunity to complete all requirements for a corresponding baccalaureate degree with an additional two years of study at the four-year college (in most cases). Thus, the program assures full transferability of associate degree credit and eliminates the need for a second application. Presently, GCC has established dual/joint admissions agreements with the following:

- Canisius College
Cooperative and Special Programs

Nursing Articulation Agreements
In addition to the above agreements, Genesee Community College, SUNY College at Brockport, Daemen College, and University of Rochester have a three-plus-one agreement for students wishing to pursue a baccalaureate (four-year bachelor of science) degree in Nursing. Such students, upon obtaining their associates degree in Nursing at GCC, may continue third year studies at GCC. Fourth year courses are taken at Brockport, Daemen College, or University of Rochester. For further information, contact the Career and Transfer Center at GCC or the Department of Nursing at the State University College at Brockport, Daemen College, or University of Rochester.

One-Plus-One Agreements
Genesee Community College has one-plus-one agreements with three colleges. Students entering a curriculum under one of these agreements take the first year of coursework at GCC and transfer to the other college for the second year of study. The following colleges have one-plus-one agreements with GCC:

- SUNY Alfred College of Technology for Health Information Technology
- SUNY Cobleskill College of Technology for Agricultural Business
- SUNY College of Environmental Science & Forestry for Forest Technology

Respiratory Care Program:
Regional Articulation Agreement
Genesee, Monroe, and Finger Lakes Community Colleges have developed a regional agreement that enables students from the three colleges to pursue an A.A.S. degree in Respiratory Care from GCC while completing core general education requirements through their home institutions. New applicants are accepted in the fall semester only, and special admission criteria have been established. No new first-time applicants are accepted midyear, but advanced standing may be available for currently licensed practitioners who do not possess the A.A.S. degree. Interested individuals should contact the Admissions Office of their home colleges early in the year that they hope to enroll since the number of students admitted for each fall is limited.

Student Behavior on Campus
Genesee Community College recognizes the need to maintain policies and procedures related to student rights and responsibilities, in order to guide student actions and define the penalties which are to be imposed when the College’s Code of Conduct is violated. Genesee Community College, through these policies and procedures, seeks to establish in its students a sense of responsibility to themselves and to others who are citizens of the total College community. It is the College’s expectation that, while here, all students will take into consideration other individuals and their rights to an environment that is conducive to academic achievement and personal growth.

Attendance at Genesee Community College is a privilege and not a right. Genesee Community College operates on the assumption that the best environment for learning is an environment in which students, faculty, and staff treat one another with respect and courtesy. Students are expected to acquaint themselves with the syllabus of each class they take, and carefully note each individual instructor’s rules and procedures related to attendance, grading, due dates, and classroom courtesy. The College has the right and responsibility to take appropriate action when student conduct directly and significantly interferes with the College’s educational mission and the rights of others to pursue their educational objectives in an environment conducive to learning.

None of the above, however, is meant to diminish the value which the College places upon the rights of students to peaceful assembly, free inquiry, free speech, and due process. The purpose of the College’s policies and procedures regarding student conduct is not to prevent or restrain controversy and dissent, but to prevent abuse of the rights of others and to maintain public order appropriate to a college campus and an environment in which all are free to learn.

It shall be the responsibility of all students to familiarize themselves with Genesee Community College’s Statement of Student Rights and Responsibilities (Code of Conduct). This responsibility constitutes an important part of the aforementioned due process guaranteed to all students. The Code of Conduct is printed in the Student Rights and Responsibilities Handbook, available in the Admissions Office and the Office of the Vice President for Student and Enrollment Services, as well as on the College’s website. You may access this information at www.genesee.edu/academics/handbook/.

Student Rights and Responsibilities Handbook
Genesee Community College has prepared a Student Rights and Responsibilities Handbook to provide “right to know” information about the College on a wide variety of subjects as guaranteed by state and federal legislation. This handbook is updated annually.

Handbook topics include college policies on nondiscrimination, student records, the entire Student Code of Conduct, campus
safety statistics, emergency phone numbers, the College’s Gender Equity Report (Equity in Athletics), tuition and refund policies, financial assistance, graduation rates, refund and withdrawal policies, and information on the Family Educational Rights and Privacy Act (FERPA).

You may request a copy of the Students Rights and Responsibilities Handbook from the Office of the Vice President for Student and Enrollment Services. You may also access it via the Genesee Community College website at genesee.edu/academics/handbook/.

Nondiscrimination Policy
In accordance with federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act, Genesee Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veterans status, national origin, disability, or sexual orientation in educational programs, activities, admissions, or employment. (Title IX, Section 504 and ADA Coordinator Dr. Larene Hoelele, Affirmative Action officer).

Admission to Genesee Community College is open to all people whom the College deems can profit academically from collegiate instruction. All academic programs are open to all students without regard to career options previously considered more appropriate to a particular gender. The following registered programs, however, carry selective admissions requirements: Nursing, Paralegal, Physical Therapist Assistant, and Respiratory Care. Admission or re-admission to these programs is based on the student’s ability to meet such requirements. (For further information, contact the Admissions Office.) Additionally, the director of admissions may require any or all applicants (other than Advanced Studies/College Today students) who do not have a high school diploma or GED to meet the federal definition of Ability to Benefit in order to qualify to attend, audit, or otherwise participate in classes at Genesee Community College.

Family Educational Rights and Privacy Disclosures Policy
The Family Educational Rights and Privacy Act of 1974 prohibits the non-consensual release of personally identifiable information which is not “directory information.” Currently enrolled Genesee Community College students may object to the release of certain categories of “directory information” pertaining to them by providing written notification to the Genesee Community College records access officer/vice president for Student and Enrollment Services by the first day of classes. The categories of “directory information” at Genesee Community College are: name, campus and home addresses, telephone numbers, and dates of attendance, previous institutions, major field of study, degrees conferred, awards received, past and present participation in sports and activities, physical factors (height, weight—used primarily in news releases about athletes), and date and place of birth.

The failure by any student to specifically object to the release of certain or all categories of directory information within the time indicated will be interpreted as approval. On the other hand, it should also be understood that the inclusion of data in Genesee Community College’s Directory Information Policy does not automatically imply that the College shall release such information. Release of such information is at the College’s discretion.

How to File a Complaint with the New York State Department of Education
Section 494 C (j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has beenaggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution’s instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after April 4, 1994, may file a written complaint with the New York State Department of Education within three years of the alleged incident, after first trying to resolve the complaint directly with the institution by following the internal procedures provided by the institution. Genesee Community College has developed complaint procedures that are on file in the Office of the Vice President for Student and Enrollment Services. To receive information on these procedures, or to receive advice on filing a formal complaint, please contact the Office of the Vice President for Student and Enrollment Services.

Report on Crime on the Campus
Genesee Community College takes pride in the effectiveness of its dedicated Public Safety staff. The safety and protection of the College community are the principal concerns of each security officer. Assistance is available 24 hours per day, seven days per week by calling (585) 343-0055 ext. 6219. For information related to maintenance of public order, sexual assault and bias crime education, please refer to genesee.edu/_content/academics/Students_Rights_Handbook.pdf.

The Disclosure to Victims of Violent Crimes Amendment to the Family Education Rights and Privacy Act requires the College to report crime on campus. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics are available through the Office of the Vice President of Student Services by calling (585) 343-0055 ext. 6219. The federal Office of Postsecondary Education presents further information regarding crime on college campuses online at ope.ed.gov/security.

Student Government Association and Student Activities Council
Throughout the academic year, Genesee Community College’s Student Government Association (SGA) and the Student Activities Council (SAC) share responsibility for coordinating social, cultural, educational, and recreational activities at the College. Traditional activities include concerts, comedy showcases, film screenings, art exhibitions and other special presentations. The College has an established “Common Hour,” a time set each week
for clubs, organizations, and committees to hold meetings and functions.

Lunchtime Live has become a popular regular activity. Professional performers and novelty items entertain students, faculty, and staff in Genesee Community College’s Student Union during Common Hour. A monthly “Dinner and a Movie” program, showing current hit-movies on a big-screen TV, is another popular activity available to students. The semi-annual Up All Nights have become a hallmark event of the SAC students as well.

The Student Development Series is a program initiated by Student Activities, providing co-curricular learning to ensure the success of GCC students through a variety of workshops and events. The series provides opportunities to experience interactive learning and networking while enhancing interpersonal skills. The series has recently divided itself into three series to better fit the needs of students. The two additions are the Business and Commerce Series and the International Student Development Series. Students are highly encouraged to explore the unique possibilities offered by the series and ultimately find success.

COOL Kids, sponsored by SAC, is a program designed to empower young children and provide a night of fun for the whole family. The RESPECT campaign, through SGA, was developed to heighten student awareness of civility. Both programs have become popular amongst our students. Another leadership opportunity is the President’s Program for Students where invited students are afforded the opportunity to host and visit other campuses, both two-year and four-year, and participate in unique, interactive leadership development sessions.

The SGA also sponsors two campus wide committees composed of faculty, staff, administration, and students. These committees are Fine Arts and Global Education. The Fine Arts Committee is charged with the development and implementation of the performing arts programs primarily hosted in our Stuart Steiner Theater. Our Global Education committee has been responsible for the oversight of our International programming and the education of our culturally diverse student population.

Student Activities has merged with the Student Union and our campus residence, College Village, to form a campus life environment for the students. This merge has provided more opportunities for all students, residential and commuter, to enhance their quality of life on campus and integrate their classroom learning with their lifelong learning. Ample opportunities are afforded for students to make connections and network with other members of the campus community while enhancing their interpersonal skills and facilitating their personal growth.

Our SAC sponsors a semi-annual Week of Welcome (WOW), which boasts orientation activities ranging from social events, athletic contests, outdoor festivities, dinner and a movie to our traditional club fair. This fair is host to the numerous clubs and organizations sponsored by SGA and to a variety of community organizations that are an integral part to the provision of the quality of life on campus. WOW is an easy transition for both new and returning students and affords ample opportunity for our students to learn about the many offering available to them at GCC outside of their classrooms.

Our clubs and organizations are very active both on campus and in the community. Among the highlights are our Forum Players sponsoring four plays, the annual DECA fashion show, WGCC’s annual birthday event, “Rockfest,” nurses’ capping and pinning, Native American Recruitment Day, Criminal Justice Career Day, Physical Therapy Massage-a-Thon, Student Survival club’s Fireside Chats, and the EARTH club’s ECO-fest. Each month the SGA hosts a lunch inviting all clubs to send a representative to share their club’s news and encourage co-sponsorships among the clubs.

The list of special interest clubs and programs grows each year. The following list indicates typical club activities:

**Clubs and Organizations**

- Adult Student Group
- African American Student Union
- Apple Core
- Art Club
- Business Forum
- CEO (Collegiate Entrepreneur Organization)
- Christian Students United (CSU)
- Computer Electronics Club
- COURIER (Student Newspaper)
- Criminal Justice Club
- DAC (Dactylology Club)
- DECA (Distributive Education Clubs of America)
- Delta Psi Omega (Drama Society)
- EARTH (Environmental Awareness: Recycle To Help)
- Education Club
- Film Club
- FORUM Players (Student Theatre)
- Game Club
- Gay Student Alliance (GSA)
- ISO (International Student Organization)
- Literary Club
- Mathematics Club
- Music Club
- Native American Student Organization
- New Age Circle Club
- Nurses Club
- Off The Edge
- Office Technology Club
- Outdoor Adventure Club
- Phi Theta Kappa (Honor Society)
- Psychology Club
- Physical Education Club
- Physical Therapist Assistant Club
- Reader’s Group (Student Interpretive Reading Performances)
- Respect Campaign Committee
- Respiratory Care Practitioners Club
- SAC (Student Activities Council)
- SGA (Student Government Association)
- SHAG (Student Health Awareness Group)
• STAR (Student Tele-Counseling Admissions Representative)
• Student Paralegal Association
• Student Support Services
• Student Survival Club
• Success Through Creative Ideas (SCI)
• Travel and Tourism Club
• TV Club
• Western Art History Club
• WGCC (Student Radio Station)

At GCC, students are encouraged to participate in all the co-curricular activities that are available. Students have the opportunity to enjoy a variety of campus events designed to enrich their collegiate experience. Planning student activities, serving on faculty-staff-student committees, and participating in the various clubs help promote responsibility, friendship, and leadership development. All students gain significantly in their contributions to the quality of life on their campus.
Admissions and Financial Aid

Admissions Procedures
Admission to Genesee Community College is open to all individuals who can profit from collegiate instruction. Almost all of GCC’s career and transfer programs have no specific preparation requirements, with the exception of Nursing, Physical Therapist Assistant, Paralegal, and Respiratory Care. Admission or re-admission to these programs is restricted.

You may apply for admission as either a full-or part-time student. Full-time status means that you are enrolled in a particular degree or certificate program of the College and are registered for 12 or more credit hours each semester. Part-time status means that you are registered for fewer than 12 credit hours each semester.

Application for Admission
If you are seeking admission to the College for the first time, you will need to submit a completed application form. There are two ways to apply to Genesee. Students may complete either a Genesee Community College Application for Admission or a SUNY Application for Admission. The procedures for both are described below.

Genesee Community College Application for Admission
This application may be obtained by calling, e-mailing, or writing directly to the Admissions Office at Genesee Community College. Schools in Genesee, Orleans, Livingston, and Wyoming counties maintain applications in their school counselor offices. Applications are also available in the area EOC offices and at the campus centers in Arcade, Albion, Lima, Dansville, Medina and Warsaw. There is no fee to file Genesee’s application.

1. Evidence that you have graduated or will be graduated from an approved high school, or hold a high school equivalency diploma. If you have graduated from a home school, you must submit your New York State approved transcript complete with graduation date. If you did not graduate from high school and do not hold a high school equivalency diploma, you may still be admitted as a student and may be eligible to earn a high school equivalency diploma upon successful completion of 24 credits of college-level work in specific academic areas. You must show that you have the ability to benefit from higher education by either the Compass exam or ASSET exam. The Compass exam and ASSET exam are given to part-time and full-time applicants. You will be classified as a matriculated student if you meet all the admission requirements and if you are seeking a degree or certificate. Students not seeking a degree are not eligible for financial assistance. No earned degree shall be conferred unless the candidate has a high school diploma, GED, preliminary education of at least a four-year high school course or its equivalent, as determined by the commissioner. Before beginning work toward a degree, applicants must have either satisfactory evidence of preliminary education as described above (usually a high school diploma or GED) or demonstrated “ability to benefit” as determined by the Compass exam or ASSET exam.

Note that the New York State Education Department has ruled that an IEP diploma is different from a high school diploma in that it is not an indicator of successful completion of high school study. Students with IEP diplomas must pass the GED equivalency exam or show an “ability to benefit” as
Office. diplomas are required to send copies to the Admissions discretion of the executive vice president for academic affairs. Contact the Admissions Office for requirements and procedures.

3. Proof of adequate immunization against measles, mumps, and rubella is required of anyone born after 1956, who is enrolling for six or more credit hours.

4. Score reports from either the American College Test (ACT) or the Compass test are required for registration. Score reports from either testing program must be received by the office of admissions before you register for classes. Information about taking the ACT exams is available in high school guidance offices, and information about the Compass exam or ASSET exam is in the GCC Center for Academic Progress.

5. Veterans should submit a copy of their separation papers. Procedures for course registration for full and part-time students are available through the Records and Advisement Office prior to each period of instruction.

6. Traditionally, students are admitted and begin their studies in either the fall or spring academic terms. Students accepted for the fall term may elect to enroll in the proceeding summer session. Advisement is available to ensure proper course selection. Admission and registration procedures are the same as for fall and spring enrollment.

Part-time students who enroll at Genesee Community College may register for courses during the day or evening. These students may earn degrees in any of the programs offered, although not all courses are offered during the evening hours.

The part-time student will file the same application for admission as the full-time student. The matriculated part-time student must forward official copies of high school records and/or college transcripts to the Admissions Office prior to the semester the student expects to begin. Students having high school equivalency diplomas are required to send copies to the Admissions Office.

High school students: Qualifying high school students may enroll in college courses for credit. Written approval must be secured from parents and school officials. All such admissions are at the discretion of the executive vice president for academic affairs. Contact the Admissions Office for requirements and procedures.

**SUNY Application for Admission**

You may apply to Genesee Community College using the SUNY Application Processing Center. Applications out of the four-county service area would normally use this application. There is an application fee if you file through the Application Processing Center. This fee is non-refundable. If you are sure that Genesee Community College is your first choice, and you want to save the application fee, use Genesee Community College’s application form.

Complete the application and send or have sent the following important academic, health, and/or military information to the director of admissions:

1. Evidence that you have graduated or will be graduated from an approved high school, or hold a high school equivalency diploma. If you have graduated from a home school, you must submit your New York State approved transcript complete with graduation date. If you did not graduate from high school and do not hold a high school equivalency diploma, you may still be admitted as a student and may be eligible to earn a high school equivalency diploma upon successful completion of 24 credits of college-level work in specific academic areas. You must show that you have the ability to benefit from higher education by either the Compass exam or ASSET exam. The Compass exam and ASSET exam are given to part-time and full-time applicants. You will be classified as a matriculated student if you meet all the admission requirements and if you are seeking a degree or certificate. Students not seeking a degree are not eligible for financial assistance. No earned degree shall be conferred unless the candidate has a high school diploma, GED, preliminary education of at least a four-year high school course or its equivalent, as determined by the commissioner. Before beginning work toward a degree, applicants must have either satisfactory evidence of preliminary education as described above (usually a high school diploma or GED) or demonstrated “ability to benefit” as determined by the Compass exam or ASSET exam.

Note: The New York State Education Department has ruled that an IEP diploma is different from a high school diploma in that it is not an indicator of successful completion of high school study. Students with IEP diplomas must pass the GED equivalency exam or show an “ability to benefit” as determined by the Compass or ASSET exam as satisfactory evidence to begin courses of study.

2. An official transcript of your high school academic record. If you have attended other colleges or postsecondary schools, you must also submit official transcripts of records from each of these schools and colleges. (An official transcript is one sent directly to the office of admissions by other schools and colleges.)

3. Proof of adequate immunization against measles, mumps, and rubella is required of anyone born after 1956, who is enrolling for six or more credit hours.

4. Score reports from either the American College Test (ACT) or Compass test are required for admission. Score reports from either testing program must be received by the office of admissions before you register for classes. Information about taking the ACT exam is available in high school guidance offices, and information about the Compass exam or ASSET exam is in the GCC Center for Academic Progress.
5. Veterans should submit a copy of their separation papers. Procedures for course registration for full-and part-time students are available through the Records and Advisement Office prior to each period of instruction.

6. Traditionally, students are admitted and begin their studies in either the fall or spring academic terms. Students accepted for the fall term may elect to enroll in the proceeding summer session. Advisement is available to ensure proper course selection. Admission and registration procedures are the same as for fall and spring enrollment.

Part-time students who enroll at Genesee Community College may register for courses during the day or evening. These students may earn degrees in any of the programs offered, although not all courses are offered during the evening hours.

The part-time student will file the same application for admission as the full-time student. The matriculated part-time student must forward official copies of high school records and/or college transcripts to the Admissions Office prior to the semester the student expects to begin. Students having high school equivalency diplomas are required to send copies to the Admissions Office.

High school students: Qualifying high school students may enroll in college courses for credit. Written approval must be secured from parents and school officials. All such admissions are at the discretion of the executive vice president for academic affairs. Contact the Admissions Office for requirements and procedures.

Immunization Requirement for Admission

Proof of adequate immunization against measles, mumps, and rubella is required of anyone born after 1956, who is enrolling for six or more credit hours. Students who do not provide such proof may be deregistered in accordance with New York State health law.

American College Test (ACT)

While Genesee Community College does not require admission tests, it does require you to present a score report from the American College Test or Compass test as an aid in educational placement (see above for exceptions). Score reports from either test must be received by the office of admissions before you register for classes.

The ACT exam needs to be taken one time and should be taken on one of five national testing dates at your own expense. Special ACT testing is set up during the summer months for those applicants not taking the ACT on one of the national test dates. If you are in high school now, the exam may be taken in your junior year or by June of your senior year. Information about taking the exam is available in high school guidance offices or at the College.

Personal Interview

A personal interview is not required for admission to the College, although the director of admissions may request pre-admission counseling interviews in some instances. The College encourages prospective students to visit the campus for a tour, to attend classes, and to have an interview with a member of the Admissions Office staff.

Readmission to the College

Students who previously attended Genesee Community College may request readmission by contacting the Admissions Office. Regulations regarding repeated courses and state financial aid eligibility are detailed in the “Financial Aid” section of this catalog.

Admissions with Advanced Standing

If you have attended another college or postsecondary school, you may be admitted to Genesee Community College with advanced standing. Up to one half of the required credit hours in your GCC program may be earned at another college or through advanced placement, but credit will be given only in those courses completed elsewhere which fulfill the requirements of the degree or certificate program in which you are enrolled at this college.

No grade below a C will be accepted for transfer credit. Transfer credit will be recorded as “Transfer” (TR) on transcripts. It will not be used in calculating a GPA. If you have questions about the transfer of credit, please contact the Records Office.

Acceptance

A tuition deposit of $50 is required within 30 days after notification of acceptance is received from the director of admissions. This deposit will be credited to tuition at the time of registration. The deposit is refundable up to May 1, for fall semester admissions only.

If notification of acceptance is received after May 1, payment of the tuition deposit is required within 15 days. Tuition deposits paid after May 1, however, are non-refundable.

Tuition deposits for students who are admitted for the spring semester are refundable up to seven calendar days prior to the first day of formal new student registration for spring classes.

Students having difficulty paying the tuition deposit should contact the Admissions Office for a deadline extension. All students should also contact the Financial Aid Office regarding the types of financial assistance that may be available. Students who have heard that they will be receiving financial assistance may use the aid to waive their $50 tuition deposit.

For additional information about admission to the College, contact:

Director of Admissions
Genesee Community College
One College Road
Batavia, NY 14020-9704
(585) 345-6800

Programs Having Additional Requirements for Admission

Genesee Community College guarantees acceptance to any applicant who can benefit from an educational program. However, there are additional admission requirements for a handful of programs:
The special requirements for these programs are detailed below.

**Nursing Program Admission Procedures**

Genesee Community College guarantees acceptance into the College to any applicant who can benefit from an educational program. However, admission into the Nursing Program is selective and competitive.

Meeting all of the minimum requirements assures that an applicant will be reviewed for admission into the Nursing Program. However, meeting the minimum requirements does not guarantee admission into the Nursing Program.

I. Initial Application Procedures - New, Transfer, and Readmit Students

To be considered for Fall acceptance the following processes must be completed by January 15; to be considered for Spring acceptance the following processes must be completed by July 1st:

A. Attend a mandatory Nursing Information Session. Please go to www.genesee.edu/index.cfm/program/dspArticle/Health. Nursing/policies.cfm for details. Representatives from Admissions and Nursing will be available to provide information and review transcripts. Applications for the Nursing Program will be distributed during these sessions for those students who meet the minimum requirements. Only applicants who have attended a Nursing Information Session will be considered for admission. If an applicant lives outside the WNY area, he/she should contact the number above for alternate arrangements.

B. Submit all college transcripts.

C. Submit a Genesee Community College Admissions Application. The Admissions Application can be completed online, as noted on the Genesee Community College homepage: www.genesee.edu.

D. Submit high school transcripts or GED information.

A review of completed applications will commence on the application submission deadline. (If the class is not filled, additional applications will continue to be accepted and reviewed until the class is filled.) During the review process, a weighting system will be applied to rank those applicants who meet eligibility requirements. Written notification of acceptance will be made by the following dates:

- March 15 for Fall Admissions
- October 1 for Spring Admissions

Accepted applicants are required to accept or decline the offer of admission by returning the Enrollment Confirmation form to the Program Director. Failure to submit this form by the stated deadline will result in forfeiture of a position in the Nursing Program.

Accepted applicants must attend an orientation session with the Director of the Nursing program. Accepted applicants will be notified of dates and times of these sessions. Failure to attend an orientation session will result in forfeiture of the position in the Nursing Program.

If not accepted into the Nursing Program, the applicant must reapply by January 15th for fall acceptance or by July 1st for spring acceptance. Under no circumstances is admission to the program guaranteed. Genesee Community College guarantees acceptance into the College to any applicant who can benefit from an educational program. However, admission into the Nursing Program is selective and competitive.

Meeting all of the minimum requirements assures that an applicant will be reviewed for admission into the Nursing Program. However, meeting the minimum requirements does not guarantee admission into the Nursing Program.

II. Program Admissions: NEW APPLICANTS

A. Academic Requirements:

1. Possession of a high school diploma or equivalent.

2. GPA, calculated from pre-requisite and support courses required for the Nursing Program, of 2.75 or higher. Overall GPA must be at least 2.0. A weighting system will be applied to adjust GPA depending upon how many pre-requisite and support course credits have been completed. Students who have just graduated from high school will be considered individually but must have a GPA or equivalent of 2.75.

3. Completion of BIO 104 (Fundamentals of Cell Biology) and CHE 100 (Environmental Chemistry) with a grade of “C” or higher OR the New York State Regents Biology and Chemistry exams, with a grade of 75 or higher. Out-of-state or international students with non-Regents chemistry or biology will be reviewed on an individual basis.

4. All required pre-requisite and support courses must be completed with a grade of “C” or better.

5. If previously taken, Anatomy and Physiology and Microbiology courses must be completed within five years of entrance into the Nursing Program. There is no deadline for BIO 104 or CHE 100.

6. Students must complete the GCC placement tests for Reading, Writing and Mathematics. The GCC Proficiency for Reading and Math must be met and the student must place in ENG 101 prior to being accepted into the program. Please refer to www.genesee.edu for testing and scheduling information.

7. The GCC Nursing Program does not accept applicants who have failed any required science twice or who have failed out of another nursing program.
III. Program Admission - TRANSFER APPLICANTS

B. Academic Requirements:

1. Possession of a high school diploma or equivalent.
2. GPA, calculated from pre-requisite and support courses required for the Nursing Program, of 2.75 or higher. Overall GPA must be at least 2.0. A weighting system will be applied to adjust GPA depending upon how many pre-requisite and support course credits have been completed. Students who have just graduated from high school will be considered individually but must have a GPA or equivalent of 2.75.
3. Completion of BIO 104 (Fundamentals of Cell Biology) and CHE 100 (Environmental Chemistry) with a grade of “C” or higher OR the New York State Regents Biology and Chemistry exams, with a grade of 75 or higher. Out-of-state or international students with non-Regents chemistry or biology will be reviewed on an individual basis.
4. All required pre-requisite and support courses must be completed with a grade of “C” or better.
5. If previously taken, Anatomy and Physiology and Microbiology courses must be completed within five years of entrance into the Nursing Program. There is no deadline for BIO 104 or CHE 100.
6. Students must complete the GCC placement tests for Reading, Writing and Mathematics. The GCC Proficiency for Reading and Math must be met and the student must place in ENG 101 prior to being accepted into the program. Please refer to www.genesee.edu for testing and scheduling information.
7. The GCC Nursing Program does not accept applicants who have failed any required science twice or who have failed out of another nursing program.

IV. Program Admission - READMIT APPLICANTS

A. Academic Requirements:

Readmission to the Nursing Program is not guaranteed, but is based upon the recommendation of the Nursing faculty and space available in the nursing course. To be eligible for readmission, the student must:

Be in good academic standing as per GCC policy requirement of 2.0

Have completed an exit interview with the Nursing Program Director.

Apply for readmission to the Program by January 15th to be considered for fall acceptance and by July 1st to be considered for spring acceptance.

Any students dismissed from the program must reapply.

V. Program Admission - CONTINUING STUDENT APPLICANTS (currently enrolled students)

A. Academic Requirements:

1. Possession of a high school diploma or equivalent.
2. GPA, calculated from pre-requisite and support courses required for the Nursing Program, of 2.75 or higher. Overall GPA must be at least 2.0. A weighting system will be applied to adjust GPA depending upon how many pre-requisite and support course credits have been completed.
3. Completion of BIO 104 (Fundamentals of Cell Biology) and CHE 100 (Environmental Chemistry) with a grade of “C” or higher OR the New York State Regents Biology and Chemistry exams, with a grade of 75 or higher. Out-of-state or international students with non-Regents chemistry or biology will be reviewed on an individual basis.
4. All required pre-requisite and support courses must be completed with a grade of “C” or better.
5. If previously taken, Anatomy and Physiology and Microbiology courses must be completed within five years of entrance into the Nursing Program. There is no deadline for BIO 104 or CHE 100.
6. Students must complete the GCC placement tests for Reading, Writing and Mathematics. The GCC Proficiency for Reading and Math must be met and the student must place in ENG 101 prior to being accepted into the program. Please refer to www.genesee.edu for testing and scheduling information.
7. The GCC Nursing Program does not accept applicants who have failed any required science twice or who have failed out of another nursing program.

B. Application Procedure:

1. A currently enrolled Genesee Community College student must attend a mandatory Nursing Information Session through the Office of Enrollment Management at 585-343-0055, x 6848. Representatives from Advisement, Admissions and Nursing will be available to provide information and review transcripts. Applications for the Nursing Program will be distributed during these sessions for those students who meet the minimum requirements. Only students who have attended a Nursing Information Session will be considered for admission.

VI. Dismissals

Students will be dismissed from the Nursing Program for the following reasons:

1. Academic. A student who receives less than a “C” in any nursing course will fail that course and be dismissed from the Nursing Program. Under these circumstances, he/she may repeat only one nursing course. A student who fails more than one nursing course is ineligible for readmission to the Nursing program.
2. Withdrawal
3. Stepping out of the required sequence.
4. Violation of Nursing Program policies as noted in the Nursing Program Student Handbook.

Any students dismissed from the program must reapply

VII. TIME LIMITS FOR COMPLETION OF THE NURSING COURSES

The sequence of nursing courses must be completed within a five-year period from the beginning of the first nursing course.

Drug/Alcohol Testing Policy

In response to requirements of certain external agencies providing clinical experiences for nursing students, any student who enrolls in the GCC nursing program and desires to participate in courses which have a clinical component may be required to have an initial pre-clinical drug/alcohol screening at their own expense. The student must abide by the College’s Drug Screening Policy and the Clinical Agency Policy for which the student is assigned clinical practice.

Clinical Experience

To accommodate individual learning needs, students may be assigned to day, evening, or weekend clinical experiences within Western New York. Students will be expected to provide their own transportation to the clinical sites.

Background Checks

In response to requirements of certain external agencies providing clinical experiences for nursing students, any student who enrolls in the GCC nursing program and desires to participate in courses which have a clinical component may be required to have a criminal background check. This screening will be the student’s own expense.

Legal Limitations

If an applicant or enrolled student has been convicted of a crime or if legal charges are pending, an investigation will be conducted. Felony convictions may result in denial of acceptance to the program and/or eligibility for Registered Nurse (RN) licensure.

Graduation from the program does not guarantee licensure. Refer to the New York State Education Department Office of the Professions, State Education Building, 2nd floor, 89 Washington Avenue, Albany, NY 12234. Website: www.op.nysed.gov for further details.

Costs

In addition to tuition costs, the following expenses apply to nursing students:

- Textbooks/software (approximately $1,300 for two years)
- Uniforms and related accessories (approximately $125)
- Malpractice liability insurance (approximately $45 annually)
- Standardized testing each semester (approximately $200/semester)
- PDA (approximately $225)

Technology

Technology is integrated throughout the program to provide students with multiple methods of access to current nursing information. Students are required to have access to a computer, printer, and Internet service. An iPod Touch or other personal digital device is required for incoming freshmen.

At the time of admission to the Nursing Program, it is expected that students will have basic keyboarding skills and have experience in using computer word-processing, data bases, and spreadsheet packages. The student also should have the ability to use the Internet or other wide area networks.

Health Requirements

A detailed list of medical requirements including immunizations will be provided upon acceptance.

Additional Admission Requirements for Paralegal Studies

Admission into the Paralegal Studies program is selective. As a result, students should note the special admission criteria established for admission into the program. Students will be admitted to the program each semester.

Admission to the Paralegal Studies program may be accomplished by applying either as a new applicant or as an internal or external transfer applicant. Readmission procedures also have been established and are set forth below.

New Applicants

1. Definition: A new applicant is a student applying to the College and the Paralegal Studies program for the first time or who has completed less than 12 credit hours of college-level work and is applying to the Paralegal Studies program. Applicants must possess a high school diploma or the equivalent before being admitted into the Paralegal Studies program.

2. Qualifications: All new applicants should have the following qualifications:

A. Satisfactory completion of two years of high school math and two years of high school science. Two years of a foreign language is strongly recommended.
B. Completion of all pretesting as required by the College prior to admission, including tests from math, reading and English placement.
C. A grade point average of “B” or a ranking in the top quarter of the applicant’s high school graduating class.
D. A minimum 2.75 GPA for courses that are to be credited toward the Paralegal Studies A.A.S. degree.
E. Other factors considered: college entrance test scores; work experience in a legal environment; or a written examination as set forth below.
Transfer Applicants
1. Definition: A transfer applicant is a student who attended Genesee Community College or other postsecondary institution since high school graduation or its equivalent, and who has completed 12 or more hours of college-level work.

2. Qualifications. All transfer applicants must meet the following requirements:
   A. A minimum 2.75 GPA for courses that are to be credited toward the Paralegal Studies A.A.S. degree.
   B. Completion of all pretesting as required by the College prior to admission, including tests for math, reading and English placement.
   C. Other factors considered include college entrance test scores, experience working in a legal environment, or a written examination as set forth below under “Application Procedures, 1.”

Application Procedures
1. Application must be made to the Admissions Office. If the applicant does not satisfy the above stated qualifications, (s) he can elect to take a short written examination that will be assessed by the director of the program. This examination is designed to provide students with the opportunity to present a brief essay on a current topic. The students will be assessed on their abilities to organize their thoughts, to write clearly and concisely, and to demonstrate effective use of grammar and spelling.

2. Notification of acceptance will be made by the Admissions Office.

3. Accepted applicants are required to notify the Admissions Office if they intend to enter the program.

Time Limits for Completion of the Paralegal Studies Program
The sequence of paralegal courses must be completed within a six-year period from the time the first PLG course is completed.

Repeating a Paralegal Course
Permission to repeat a paralegal course is not automatic. The Paralegal faculty reserves the right to require a student to repeat any course which has undergone significant curriculum revision prior to the student’s successful completion of the course and the course was taken four or more years earlier. A student may repeat a course only once.

Re-Entry into the Paralegal Studies Program
A student withdrawing from the Paralegal Studies program for personal reasons may apply for re-entry into the program.

Physical Therapy Assistant Program
Admission Policies and Procedures Revised
I. Initial Admission Procedure

A. Overview and Timeframe
Genesee Community College accepts applicants who it determines can benefit from an educational program. However, admission into the Physical Therapist Assistant (PTA) Program is competitive and therefore selective. Applicants who have submitted a complete application and have a sufficient academic background in math, biology, and chemistry and/or physics, will be offered acceptance into the PTA program on a first come, first served basis until the class and wait list are full. A class of 30 students is admitted for the class starting in the fall semester. No new first-time applicant will be admitted to start taking PTA courses in the spring semester. Evaluations of applications will begin early January of each year and continue until the class and wait list are full. In some years, acceptances have been offered to qualified applicants as late as June and July.

B. Admission Process
Each application is evaluated by the PTA program Admissions Committee after an applicant has submitted the College application, all necessary transcripts and the volunteer/work experience recommendation form to the Admissions Office at GCC. Once an application is complete, it will be assigned a consideration date. Applications will be evaluated by the Admissions Committee in the order of their consideration dates. Applicants who have submitted a complete application and have a sufficient academic background in math and science will be accepted on a first-come-first-serve basis. Competitive applicants will be offered full acceptances until the class of 30 is full. After that point, competitive applicants will be offered wait list acceptances.

C. Types of Applicants and Materials to Submit
Admission to the PTA program may be accomplished by applying either as a high school or a college applicant.

High School Applicants are those applicants who are currently attending high school at the time of their application. These students should submit high school transcripts with midterm grades of classes in progress and wait list are full. In some years, acceptances have been offered to qualified applicants as late as June and July.

College Applicants are those applicants who have submitted a complete application and have a sufficient academic background in math and science will be considered only after the Paralegal Studies faculty and director review the applicant’s academic record.

The Admissions Office will assess college entrance test scores, experience working in a legal environment, or a written examination as set forth below under “Application Procedures, 1.”

Each application is evaluated by the PTA program Admissions Committee after an applicant has submitted the College application, all necessary transcripts and the volunteer/work experience recommendation form as set forth below under “Application Procedures, 1.”

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C. Other factors considered include college entrance test scores, experience working in a legal environment, or a written examination as set forth below under “Application Procedures, 1.”

Application Procedures
1. Application must be made to the Admissions Office. If the applicant does not satisfy the above stated qualifications, (s) he can elect to take a short written examination that will be assessed by the director of the program. This examination is designed to provide students with the opportunity to present a brief essay on a current topic. The students will be assessed on their abilities to organize their thoughts, to write clearly and concisely, and to demonstrate effective use of grammar and spelling.

2. Notification of acceptance will be made by the Admissions Office.

3. Accepted applicants are required to notify the Admissions Office if they intend to enter the program.

Time Limits for Completion of the Paralegal Studies Program
The sequence of paralegal courses must be completed within a six-year period from the time the first PLG course is completed.

Repeating a Paralegal Course
Permission to repeat a paralegal course is not automatic. The Paralegal faculty reserves the right to require a student to repeat any course which has undergone significant curriculum revision prior to the student’s successful completion of the course and the course was taken four or more years earlier. A student may repeat a course only once.

Re-Entry into the Paralegal Studies Program
A student withdrawing from the Paralegal Studies program for personal reasons may apply for re-entry into the program.

Physical Therapy Assistant Program
Admission Policies and Procedures Revised
I. Initial Admission Procedure

A. Overview and Timeframe
Genesee Community College accepts applicants who it determines can benefit from an educational program. However, admission into the Physical Therapist Assistant (PTA) Program is competitive and therefore selective. Applicants who have submitted a complete application and have a sufficient academic background in math, biology, and chemistry and/or physics, will be offered acceptance into the PTA program on a first come, first served basis until the class and wait list are full. A class of 30 students is admitted for the class starting in the fall semester. No new first-time applicant will be admitted to start taking PTA courses in the spring semester. Evaluations of applications will begin early January of each year and continue until the class and wait list are full. In some years, acceptances have been offered to qualified applicants as late as June and July.

B. Admission Process
Each application is evaluated by the PTA program Admissions Committee after an applicant has submitted the College application, all necessary transcripts and the volunteer/work experience recommendation form to the Admissions Office at GCC. Once an application is complete, it will be assigned a consideration date. Applications will be evaluated by the Admissions Committee in the order of their consideration dates. Applicants who have submitted a complete application and have a sufficient academic background in math and science will be accepted on a first-come-first-serve basis. Competitive applicants will be offered full acceptances until the class of 30 is full. After that point, competitive applicants will be offered wait list acceptances.

C. Types of Applicants and Materials to Submit
Admission to the PTA program may be accomplished by applying either as a high school or a college applicant.

High School Applicants are those applicants who are currently attending high school at the time of their application. These students should submit high school transcripts with midterm grades of classes in progress and complete, it will be assigned a consideration date. Applications will be evaluated by the Admissions Committee in the order of their consideration dates. Applicants who have submitted a complete application and have a sufficient academic background in math and science will be accepted on a first-come-first-serve basis. Competitive applicants will be offered full acceptances until the class of 30 is full. After that point, competitive applicants will be offered wait list acceptances.

College Applicants are those applicants who have submitted a complete application and have a sufficient academic background in math and science will be considered only after the Paralegal Studies faculty and director review the applicant’s academic record.

The Admissions Office will assess college entrance test scores, experience working in a legal environment, or a written examination as set forth below under “Application Procedures, 1.”

Each application is evaluated by the PTA program Admissions Committee after an applicant has submitted the College application, all necessary transcripts and the volunteer/work experience recommendation form as set forth below under “Application Procedures, 1.”
D. Academic Criteria

The technical education coursework, which begins with PTA 101, builds on an academic foundation in the biological sciences. In order to promote student success in the program, all students are required to complete BIO 104 or its equivalent prior to starting PTA 101 in the fall semester. Since BIO 104 (Cell Biology) is a prerequisite for BIO 152 (Anatomy & Physiology 1), BIO 104 needs to be completed prior to taking BIO 152. The PTA course sequence is designed to be completed within a two-year timeframe from starting PTA 101. Students enrolled in PTA 101, if they haven’t previously taken BIO 152, need to take BIO 152 at the same time that they are enrolled in PTA 101, if they haven’t previously taken BIO 152.

1. Prerequisite Coursework at the Standard Level of Difficulty

In order to select applicants who are academically prepared for the PTA courses, specific admission criteria have been established. Academic prerequisites at the standard level of difficulty are as follows:

a. Biology
   BIO 104 (Cell Biology) at Genesee Community College (GCC) or an equivalent college course. Examples of equivalent courses include: Advanced Placement Biology Credit, BIO 120 at Monroe Community College (MCC), BIO 111 at Finger Lakes Community College (FLCC) and BIO 110 & 111 at Erie Community College (ECC). All biology prerequisites must have been completed within the past five years from starting PTA 101.

b. Math
   Basic algebra, such as high school Math Sequence I & II or an equivalent college course. Equivalent courses are as follows: MAT 092 (Algebra 1) at GCC, MTH 098 at MCC, GST 142 at FLCC and MT 102 at ECC.

c. Chemistry and/or Physics
   High school Regents coursework or equivalent college course(s). Equivalent courses are as follows: CHE 100 (Environmental Chemistry) and PHY 110 (or 121 or 122) at GCC, CHE 100 and PHY 131 at MCC, SCI 102 and PHY 118 at FLCC and CH 100 and 101 and PH 240 and 241 at ECC. Please note that although physics is highly recommended, it is no longer a requirement if the applicant has taken an appropriate Chemistry course.

   Only courses with a grade of “C” or higher will be considered as fulfillment of an academic prerequisite. High school grades in the 90s are considered an “A”, 80s a “B”, and 70s a “C”.

Sample #1 Prerequisite Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Difficulty</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 104</td>
<td>B = 3</td>
<td>x</td>
<td>1</td>
</tr>
<tr>
<td>MAT 092</td>
<td>B = 3</td>
<td>x</td>
<td>1.0</td>
</tr>
<tr>
<td>PHY 121</td>
<td>C = 2</td>
<td>x</td>
<td>1</td>
</tr>
<tr>
<td>Total score</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As can be seen in Sample #1, a grade of “B” or “C” in the standard level difficulty courses would produce a total academic prerequisite score of 8.

2. Prerequisite Coursework That Is Above or Below the Standard Level of Difficulty

Applicant’s grades in academic prerequisites that are above the standard level of difficulty will be multiplied by 1.5 to produce an equivalent score. Examples of academic prerequisites that above the standard level of difficulty are as follows:

a. Biology
   BIO 152 and 153 (Anatomy and Physiology 1 and 2) at GCC, BIO 142 and 143 at MCC, BIO 171 and 172 at FLCC and BIO 150, 151, 152 and 153 at ECC.

b. Math
   Advanced Placement Math in high school, MAT 121 (Technical Math 1) at GCC, MTH 140 or 165 at MCC, MAT 145 at FLCC and MT 121 or 126 at ECC.

c. Chemistry
   Advanced Placement Chemistry in high school, CHE 101 (General Chemistry 1) at GCC, CHE 121 or 151 at MCC, CHE 121 at FLCC and CH 300 and 301 at ECC.

d. Physics
   Advanced Placement Physics in high school, PHY 131 (General Physics 1) at GCC, PHY 151 at MCC, PHY 151 at FLCC and PH 480 and 481 at ECC.

Applicant’s grades in academic prerequisites that are below the standard level of difficulty will be multiplied by .75 to produce an equivalent score. High school non-Regents courses are considered to be below the standard level of difficulty.

Sample #2 Prerequisite Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Difficulty</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 153</td>
<td>C = 2</td>
<td>x</td>
<td>1.5</td>
</tr>
<tr>
<td>MAT 092</td>
<td>B = 3</td>
<td>x</td>
<td>1.0</td>
</tr>
<tr>
<td>Non-regents chemistry/physics</td>
<td>A = 4</td>
<td>x</td>
<td>.75</td>
</tr>
<tr>
<td>Total score</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As can be seen in Sample #2, a higher grade in a less difficult level course would produce an equivalent score. For example, a grade of “A” in non-Regents chemistry would earn a point value of 3 since “A”, or 4, multiplied by .75 (less than standard level difficulty course) is equal to 3. A lower grade in a more difficult level course would also produce a similar score. For example, a grade of “C” in BIO 152 would earn a point value of 3 since “C”, or 2, multiplied by 1.5 (greater than standard level difficulty course) is equal to 3.

Applicants who have submitted a complete application and have an academic prerequisite score of at least 7.0 will be offered acceptance into the PTA program on a first come, first served basis until the class and wait list are full.

E. Time Limits on Academic Prerequisites
   There is no time limit for the math, chemistry or physics prerequisite; however, the biology prerequisite must have been completed within the five years prior to application to the program. If an applicant successfully completed a college level biology course more than five years prior to application, a recent CLEP exam score in biology would fulfill the five-year requirement.

F. Additional Considerations
   On a first-come-first-serve basis, if there are several applicants who have the same consideration date, then the applicants who are residents of the GLOW counties (Genesee, Livingston, Orleans and Wyoming) will be evaluated before residents from other counties. High school applicants can have 1/2 point added to the total score for each additional consideration stated below:
   - Class rank in the upper half
   - Successful completion of three years of math or three years of science
   - ACT composite score greater than 18 or SAT scores greater than 400 in both verbal and math

College applicants can have 1/2 point added to the total score for each additional consideration stated below:
   - Successful completion of both chemistry and physics
   - A “B” average in two semesters of anatomy and physiology (Bio 152 and 153 at GCC)
   - Fewer than three “W” and “F” grades on their college transcripts

G. Acceptances to the College and PTA Program
   Applicants will receive either a full acceptance to the PTA program, a wait list acceptance to the PTA program or admission to the College. A full acceptance is one in which the applicant has met all the admission criteria and is academically prepared to start the coursework for the PTA associate in applied science degree. After receiving an acceptance letter from the admissions office, the fully accepted applicant will respond by sending a $50 tuition deposit to confirm his/her intention to attend GCC in the fall. These applicants will be notified of the orientation sessions in which they will be expected to register for their fall classes. The $50 paid deposit will be deducted from their fall course registration bill. A wait list acceptance is one in which the applicant has met all the admission criteria and has submitted his/her competitive application after the class is already full. The first 25 competitive applicants in this situation would be offered a wait list acceptance. When an applicant who received a full acceptance withdraws at a later date, then the person at the top of the wait list will be offered a full acceptance. If the admissions committee is unable to convert an applicant’s wait list acceptance into a full acceptance prior to the start of the fall semester classes, then the wait list acceptance will be converted into a full acceptance the following fall semester. Applicants who are not accepted for the PTA program will be offered admission to GCC. Unaccepted applicants who elect to pursue their interest in PTA will be advised to enroll in the Health Studies certificate program. Individuals selecting this option may reapply for admission to the PTA program under the Transfer requirements. Successful experience in the Health Studies Program does not guarantee admission into the PTA program. This option will allow an applicant to take some of the courses supportive to the PTA courses while he/she works toward meeting the admission requirements.

II. Time Limits for Completion of the PTA Courses
   The sequence of PTA courses must be completed within five years after completing PTA 101.

III. Requirements for Continuing Enrollment in the PTA Program
   Students must earn a grade of “C” or higher in all courses which are directly applicable to the PTA program (such as courses beginning with a PTA, BIO or MAT prefix) and at least a 2.0 GPA in all courses which are required in the PTA program in order to maintain enrollment in the PTA curriculum.

IV. Readmission into the PTA Course Sequence
   In the event that a student does not meet the requirements to continue in the PTA program, a student may apply for readmission into the PTA program. Readmission to the PTA program is not an automatic nor guaranteed. A student’s request for readmission will be considered only after the applicant has had an exit interview with the program director and submitted a letter requesting readmission. An applicant’s letter should identify the reasons for his/her inability to continue in the program and propose a realistic plan of action to address effectively the area(s) of concern. The letter and interview requirements need to be met by December 1 for reacceptance into the spring semester and May 1 for reacceptance into the fall semester. Under no circumstances is readmission into the PTA program guaranteed, but it will be offered on a space available basis to worthy candidates.
The program director will notify candidates of their reacceptance status by phone after the conclusion of their semester in which they applied. The program director will mail written acknowledgement of changes in applicants’ reacceptance status prior to the beginning of the new semester. Upon readmission to the PTA program, students are expected to perform at the same level as continuing students in the clinical and academic portions of the curriculum. The returning student is responsible to review materials from previous courses to ensure an entry level similar to that of other students beginning the course. Upon re-entry into the PTA course sequence, students will be required to retake the course(s) in which they previously earned a grade of less than a “C”. Students are permitted to repeat a particular PTA course only once. An applicant who is applying for readmission for the first time will be given precedence over an applicant who has been previously granted readmission.

Additional Admission Requirements for Respiratory Care

The following steps must be completed by all prospective students applying to admission to the Respiratory Care program at Genesee Community College.

Step 1
The prospective student will have a program advisement meeting with a member of the respiratory care faculty. The purpose of this meeting is to discuss the field of respiratory therapy, discuss the program requirements, arrange for a shadow day at one of the program clinical sites, and complete a Genesee Community College application for admission.

Step 2
The prospective student will take the Compass placement exam prior to the second advisement meeting.

Step 3
The prospective student will complete the shadow day and return the completed shadow evaluation form to the coordinator for clinical education, as well as assure that all necessary transcripts have been received by Genesee Community College’s Admissions Office.

Step 4
Once the shadow day has been completed, the Compass exam has been completed, and the Admissions Office has received the application and all required transcripts, the prospective student will be contacted to arrange a second advisement meeting.

Step 5
The purpose of the second advisement meeting will be to discuss the shadow experience and determine if the prospective student still intends to enter the Respiratory Care program. If so, the faculty member and the student will review the results of the Compass exam and the student’s transcripts to determine what the student will be required to accomplish, if anything, prior to enrolling in any RCP course. An educational plan will be developed detailing the courses needed to complete the Respiratory Care degree program, including all developmental and general studies courses. This plan will detail the minimum number of years it will take to complete the program, if the student successfully finishes all courses the first time taken.

The prospective student will sign an acknowledgement packet. This packet will include the proposed educational plan, as well as a reminder that the student may not take any RCP courses unless (s)he maintains a GPA of 2.0 or better and has met the prerequisites for BIO152 Anatomy and Physiology 1, CHE100 Environmental Chemistry, ENG 101 Introduction to Composition, MAT102 Algebra 2, and PSY101 General Psychology. The student must maintain a GPA of 2.0 or above to enroll in any RCP course.

A grade of “C” or better must be earned for all RCP courses and BIO 153 Anatomy and Physiology 1 and BIO153 Anatomy and Physiology 2.

Step 6
When all five steps are complete, the Respiratory Care program director will inform the Admissions Office that the prospective student has been accepted into the Respiratory Care program, and the Admissions Office will send out a letter of acceptance. Once accepted, a Respiratory Care faculty member will become the student’s advisor until (s)he leaves the program (graduation, attrition, or transfer into another program).

Veterinary Technology Program

I. Initial Application Procedures-New, Transfer, and Readmit students.

To be considered for fall acceptance the following processes must be completed by January 15th.

1. Submit a Genesee Community College Application. The Admissions Application can be completed online, as noted on the Genesee Community College homepage: www.genesee.edu.

2. Submit high school transcripts or GED information.

3. Submit all college transcripts

A review of completed applications will commence on the application submission deadline. If the class is not filled, additional applications will continue to be accepted and reviewed until the class is filled. During the interview session with the Program Director, a point system will be applied to rank those applicants who meet eligibility requirements. The Director of Admissions will notify applicants regarding their program acceptance.

Accepted applicants are required to accept or decline the offer of admission by returning the Enrollment Confirmation form to the Program Director. Failure to submit this form within 15 days of receipt will result in forfeiture of a position in the Veterinary Technology Program. If not accepted into the Veterinary Technology Program, the applicant must reapply by January 15th for fall admission. Under no circumstances is admission to the program guaranteed.
II. Program Admission - NEW APPLICANTS

A. Academic Requirements:

1. Possession of a high school diploma or equivalent.

2. Completion of the New York State High School Regents Chemistry exam, with a grade of 75 or higher or CHE 100 with a grade of “C” or better.

3. AP biology or BIO 104 with a grade of “C” or better.

4. An applicant possessing a baccalaureate or master’s degree will be considered on an individual basis.

5. Students currently enrolled in high school and college courses, a minimum cumulative GPA of 2.5 or higher must be achieved, including a minimum grade of a C.

6. The GCC Proficiency for Reading and Math must be met and the student must place in ENG 101 or higher. The required Genesee Community College proficiency exams may be scheduled by calling (585) 343-0055, Ext. 6354.

III. Program Admission - TRANSFER APPLICANTS

A. Academic Requirements:

1. Possession of a high school diploma or equivalent.

2. Completion of the New York State High School Regents Chemistry exam, with a grade of 75 or higher.

3. A grade of 3.0 or better on AP BIOLOGY.

4. Students without NYS Regents test scores will be reviewed on an individual basis. For students who have not completed the above or who have not achieved a grade of 75 or better on the Regents exams, the following equivalent college courses will be required:

   BIO 104 (Fundamentals of Cell Biology)
   CHE 100 (Environmental Chemistry)

5. Applicants possessing a baccalaureate or master’s degree will be considered on an individual basis.

6. For students currently enrolled in high school and/or enrolled in college courses, a minimum cumulative GPA of 2.5 or higher must be achieved, including a minimum grade of a C. A grade of “C” or higher is required for the support courses listed below.

   Courses available at Genesee Community College which satisfy these requirements are:
   
   ENG 101 (English Communications 1)
   ENG 102 (English Communications 2)
   HUR 101 (Human Relations 1)
   SPA 101 (Introductory Spanish)
   BIO 206 (General Microbiology)

7. BIO206 must be completed within 5 years of application to the Veterinary Technology Program.

8. The GCC Proficiency for Reading and Math must be met and the student must place in ENG 101 or higher. The required Genesee Community College proficiency exams may be scheduled by calling (585) 343-0055, ext. 6354.

IV. Program Admission – READMISSION TO THE PROGRAM

A. Academic Requirements: If a student is dismissed from the program for academic reasons, s/he can only be readmitted to the Veterinary Technology Program once. A student withdrawing from a Veterinary Technology or pre-requisite course (i.e. BIO 104, CHE 100) for any reason will be dismissed from the program. Any students dismissed from the program must reapply for admission back into the Program. Readmission to the Veterinary Technology Program is not guaranteed, but is based upon the recommendation of the Veterinary Technology faculty and space available in the Veterinary Technology course. To be eligible for readmission, the student must be in good academic standing.

V. Program Admission – CONTINUING STUDENT APPLICANTS

To be considered for fall acceptance the following processes must be completed by June 1st.

A. Academic Requirements:

1. Possession of a high school diploma or equivalent.

2. Completion of the New York State High School Regents Chemistry exam, with a grade of 75 or higher.

3. A grade of 3.0 or better on AP BIOLOGY.

4. Students without NYS Regents test scores will be reviewed on an individual basis. For students who have not completed the above or who have not achieved a grade of 75 or better on the Regents exams, the following equivalent college courses will be required:

   BIO 104 (Fundamentals of Cell Biology)
   CHE 100 (Environmental Chemistry)

5. Applicants possessing a baccalaureate or master’s degree will be considered on an individual basis.

6. For students currently enrolled in high school and/or enrolled in college courses, a minimum cumulative GPA of 2.5 or higher must be achieved, including a minimum grade of a C. A grade of “C” or higher is required for the support courses listed below.

   Courses available at Genesee Community College which satisfy these requirements are:
   
   ENG 101 (English Communications 1)
   ENG 102 (English Communications 2)
   HUR 101 (Human Relations 1)
   SPA 101 (Introductory Spanish)
   BIO 206 (General Microbiology)
7. BIO 206 must be completed within 5 years of application to the Veterinary Technology Program.

8. The GCC Proficiency for Reading and Math must be met and the student must place in ENG 101 or higher. The required Genesee Community College proficiency exams may be scheduled by calling (585) 343-0055, ext. 6554.

B. Application Procedure:
1. A currently enrolled Genesee Community College student must meet with the Program Director to submit a Program Change Request Form by June 1 for the fall term.

VI. Time limits for completion of Veterinary Technology courses

The sequence of Veterinary Technology courses must be completed within a five-year period from the beginning of the first Veterinary Technology course.

Polysomnographic Technology

Initial Application Procedures – New, Readmit, and Transfer Students

To be considered for fall acceptance the following processes must be completed by January 15th:

1. Submit a Genesee Community College Admissions Application. The Admissions Application can be completed online, as noted on the Genesee Community College homepage: www.genesee.edu.
2. Submit high school transcripts or GED information.
3. Submit all college transcripts.

A review of completed applications will commence on the application submission deadline. The Director of Admissions will notify applicants regarding their program acceptance. Accepted applicants are required to accept or decline the offer of admission by returning the Enrollment Confirmation form to the Program Director. Failure to submit this form within 15 days of receipt will result in forfeiture of a position in the Polysomnographic Technology Program. If not accepted into the Polysomnographic Technology Program, the applicant must reapply by January 15th for fall admission consideration. Under no circumstances is admission to the program guaranteed.

I. Program Admission – New, Readmit, and Transfer Applicants

A. Program Requirements:

The prerequisites to be met prior to admissions to the Polysomnographic Technology Program are:
1. BIO104 (Cell Biology) with a C or better or Advanced Placement Biology in high school
2. MAT092 (Algebra 1) with a C or better or met math proficiency
3. ENG091 and/or ENG100 with a C or better or satisfactory completion of the writing skills exam for placement into ENG101
4. REA101 with a C or better or having met the College reading competency

II. Program Admission – Continuing Student Applicants

A. Program Requirements:

A currently enrolled Genesee Community College student must meet with the Program Director to submit a Program Change Request Form by January 15th for fall admission consideration.

Financial Aid Process Overview

The majority of full-time students at Genesee Community College receive some form of student financial assistance such as scholarships, grants, loans, or employment. Information regarding financial assistance is sent to students when they apply for admission. However, financial assistance information may also be requested at any time from the College’s Financial Aid Office.
Most of the funds available for financial assistance are not generated by the College itself but by outside agencies. The College does, however, provide general information, applications, and application completion assistance to students seeking these funds. The major application which each student must file to apply for aid at Genesee Community College is the Free Application for Federal Student Aid (the FAFSA—a federal form). This form will allow you to apply for the federal Pell grant and the New York State State Tuition Assistance Program (TAP) grant, as well as assistance from the College. Each student must apply for TAP and Pell before further financial assistance can be offered. The FAFSA may be obtained on the Internet at www.fafsa.ed.gov.

GCC’s Financial Aid Office directly assists a number of students with college-based financial assistance. These programs may take the form of grants, scholarships, or work. Many students attending Genesee Community College are employed on at least a part-time basis; some of these positions are obtained through our Federal Work-Study Program. Further information regarding these and other programs are outlined below.

To be considered for College-based financial assistance, students must be enrolled or accepted for admission. Because all campus-based funds are limited, students are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) by February 15 of each year. Data received after May 1 may be too late for campus-based assistance.

By filing this form, students will be considered for various types of financial assistance offered directly by the College. Eligibility is determined by the Financial Aid Office primarily on the basis of financial eligibility consistent with program regulations and published guidelines. Funds awarded to a student to meet educational costs beyond that of tuition and fees are disbursed during each semester. (Check with the Financial Aid Office or Business Office for dates of disbursement.) The program descriptions below are subject to change after the publication of this catalog.

Financial assistance recipients are advised to review the academic standards for maintaining eligibility for financial assistance as outlined in the academic information section of this catalog.

Student Budgets
Listed below are two major types of student budgets. These budgets will give students an idea of what it will cost to attend Genesee College for an academic year. These are only estimates, and costs could vary according to individual lifestyles and future tuition increases.

Commuter (Living at Home) Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time tuition (subject to change)</td>
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<tr>
<td>Mandatory fees</td>
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<td>Books and supplies</td>
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<td>Room</td>
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<tr>
<td>Transportation</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,130</strong></td>
</tr>
</tbody>
</table>

Commuter (Not Living at Home) Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time tuition (subject to change)</td>
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<td>$942</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,130</strong></td>
</tr>
</tbody>
</table>

Financial Aid Programs
All programs below are described only in general terms. A more thorough explanation of each is available in the Financial Aid Office. Enrollment in other than approved programs may jeopardize a student’s eligibility for certain financial assistance awards.

Outside Agency Programs
These programs are to be applied for directly by the student.

Pell Grant
The Pell program is a federal program which can be applied for by completing the Free Application for Federal Student Aid (FAFSA) form. The maximum grant for the 2010-2011 academic year is $5,300, and the FAFSA is available on the Internet at www.fafsa.ed.gov. Students enrolled for at least three credits are eligible to apply for a Pell grant.

New York State Tuition Assistance Program (TAP)
The New York State Tuition Assistance Program (TAP) is available to New York State residents enrolled in full-time degree granting programs. Awards range from $500 per year to 100 percent of full tuition based on NYS net taxable incomes as defined on the application. Students use the FAFSA application, which is available on the Internet at www.fafsa.ed.gov. Students listing a New York State college on their FAFSA will be directed to the New York State website to complete the Express TAP Application online. TAP recipients are advised to review the standards for maintenance of eligibility relating to good standing and satisfactory progress as established by the New York State Education Department.

Subsidized Loans
These are need-based loans suggested only after all other grant and loan work resources have been pursued. Applications are available at the GCC Financial Aid Office. While the borrower is enrolled at least half-time, payments and interest do not have to be paid.

Unsubsidized Stafford Loans
These loans are not need-based. This program is similar to the subsidized loan program except that interest is accruing on unsubsidized loans while borrowers are in school.

Parent Loan for Undergraduate Students (PLUS)
Loans may be made each year for each financially dependent student and carry up to a 9 percent rate of interest. Repayment must begin 60 days after funds are received. Parents may obtain an application from the GCC Financial Aid Office.
New York State Aid for Part-time Students (APTS)

APTS is a grant program for students enrolled from three to 11 credit hours per semester. Further eligibility information and application procedures can be obtained in the Financial Aid Office.

New York State Vietnam Veteran Tuition Awards

These awards are available to honorably discharged veterans who served in Indochina between January 1, 1963–May 7, 1975. The veteran must be a New York State resident on April 20, 1984, or at the time of entry into military service and resumption of residency by September 1, 1987. Awards are available for both part-time and full-time students. However, veterans are eligible to receive benefits only if enrolled in an approved degree or certificate program. Further eligibility information and application procedures can be obtained in the Financial Aid Office.

Student Aid to Native Americans

This federal and state aid is available for Native Americans. Applications for Federal assistance may be obtained from the Bureau of Indian Affairs Office. State aid applications may be obtained from the Native American Education Unit, New York State Education Department, Albany, NY, 12230. Completed applications for New York State aid must be mailed on or before August 1 for the fall semester, December 21 for the spring semester, and May 15 for the summer session of the academic year of proposed enrollment. For further information about requirements, selection procedures, and responsibilities of recipients, contact the Financial Aid Office of Genesee Community College.

College-Based Programs

The following grant, scholarship, and work opportunities are extended to eligible applicants through the Financial Aid Office at the College. In order to apply for most college-based programs, completion of the FAFSA listing GCC as a recipient is all that is required.

Federal Work-Study (FWS)

This program is available to students enrolled for at least six credits at the college who meet the financial need requirement established by the Federal government. Preference is given to students enrolled full-time. Hours and wages may vary but generally range from 6 hours per week during the academic year. Contact the Financial Aid Office for current hourly wage. Full-time (37.5 hours) summer employment may also be available; check with the Financial Aid Office in May.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a federal grant program for students demonstrating financial need.

New York State Educational Opportunity Grant (EOP)

New York State sponsors this program and makes it available to students officially admitted to the College’s Educational Opportunity Program. Award amounts are based on financial need.

President’s Award

Scholarships are awarded to select students graduating from high schools in the Genesee, Livingston, Orleans, and Wyoming regions. These scholarships recognize students who have demonstrated a commitment to the highest standards of academic pursuit. Beginning each November, the President’s Scholarship application is available on the College website and from GCC’s Financial Aid Office.

Special Talent Award Program (STAP)

This tuition scholarship opportunity is offered to high school graduates who demonstrate a special talent or skill.

Honors Awards

Honors scholarships are awarded to select students who are accepted into Genesee Community College’s Honors program. Students are admitted to the Honors program on the basis of their academic performance and potential. Interested students should consult the coordinator of the Honors program for more information.

Genesee Community College Scholarships

Through the generosity of friends of the College, funds are raised annually to provide assistance to students. The awards range from $50 to full tuition. The Genesee Community College Foundation actively solicits donations from parents, alumni, and civic and business leaders in the College’s service area to help support Genesee Community College’s scholarships programs. Applications are available on the Genesee website under the Financial Aid page.

The following scholarships have been awarded during recent years or are expected to be offered in the future:

- Adult Student Group Award
- Rowena Washburn Atwater Nurse Scholarship
- Batavia Players Award for Excellence in Theatre Arts
- Batavia Society of Artists scholarship
- Patricia Ault Brady Scholarship
- David J. Brewer Memorial Scholarship
- Business and Professional Women of Batavia Scholarship
- Call Farms Scholarship
- Delta Kappa Gamma Award
- Fleet Bank Scholarship
- Richard Fore Memorial Award
- Richard Gamble Memorial Scholarship
- Genesee Community College Board of Trustees Scholarship
- Genesee Community College Association Special Talent Award Program—Athletic Scholarship
- Genesee County Chamber of Commerce Scholarship
- Genesee Memorial Hospital Nursing Scholarship
- Graham Corporation Scholarship
- Theresa Zinni Harrison Nursing Scholarship
- Laura Hillman Scholarship
- Honors Program Scholarship
- Page Humphrey Scholarship
- Martha A. Jenkins Scholarship
- Judy Lanich Scholarship
- Horace J. Lazorony Sr. Hospitality Management Scholarship
- Lew-Mark Baking Company Scholarship
- Lions Club Paul Bostwick Communications Award
- Mancuso Family Business Scholarship
· Charles Neth Nursing Scholarship
· NYS Federation of Home Bureaus Scholarships
  · Human Services
  · Respiratory Care
· Oddfellows Social Association Nursing Scholarship
· Miles Orleans County Scholarship
· Alexander Papp Memorial Scholarship
· Perry Rotary Partnership Scholarship
· Pioneer Faculty Association Partnership Scholarship
· Jerry Reinhardt Scholarship
· Special Talent Award Program (STAP)—Arts and Humanities
· Saint Nicholas Social Club Scholarship
· Saint Jerome Nursing Scholarship
· Stafford Volunteer Fire Department Scholarship
· Peg Tiede Memorial Scholarship
· Doris Veltz Scholarship
· Wyoming County Bank Scholarship
· Anthony Zambito Scholarship
· Zonta Scholarship Fund for Returning Women
· Zonta Emergency Award
· Undersheriff Merle Frederick Scholarship
· R.E.A. Milne Scholarship
· P.W. Minor and Sons, Inc. Scholarship
· Oakfield Lions Club Scholarship
· Central Orleans Federal Credit Union
· Anthony T. Zambito Scholarship
· Alan Argulski Memorial Scholarship
· Rosemarie Cepelak Scholarship

Genesee Community College also maintains a limited number of emergency grant funds that provide modest awards to students experiencing unexpected, non-recurring financial emergencies which might prevent them from entering or remaining in college. Students experiencing financial emergencies should visit the College’s Financial Aid Office or Educational Opportunity Center or speak with their academic advisor.

Veterans Affairs
The primary function of the Office of Veterans’ Affairs is to serve as a liaison between the Veterans Administration and the individual veteran. This involves processing necessary paperwork, making attendance and grade reports, assisting students in solving non-payment issues, etc. A secondary function of the Office of Veterans’ Affairs is to act as a support service and referral source to other agencies and organizations. Listed below are current benefits for veterans’ education.

Vocational Rehabilitation
Veterans with service-connected disabilities who served during World War II or thereafter may be eligible for Vocational Rehabilitation Benefits. Generally, the veteran must complete a rehabilitation program within a 12-year period from date of notification of eligibility. Eligible veterans may get training up to a total of four years, or its equivalent in part-time study. Current rehabilitation rates for subsistence allowances are available by contacting the Veterans’ Affairs Office of Genesee Community College.

Note that these allowances are in addition to any educational financial aid for which a veteran may be eligible.

Survivors’ and Dependents’ Educational Assistance
This service for children, spouses, and survivors of veterans whose deaths or permanent total disabilities were service-connected and for spouses and children of service persons missing in action or prisoners of war. Generally, benefits are extended for 10 years from the date of death or disability for spouses, and to age 26 for children.

Montgomery G.I. Bill (Selected Reserve)
This service is available to persons who on or after July 1, 1985, enlist, re-enlist, or extend an enlistment in the Selected Reserve with an obligation to serve for a period of not less than six years following the date of such action. Reservists have 10 years of eligibility from date of separation and are eligible for up to 36 months of benefits for full-time training. Current rates of educational benefits are available by contacting the Veterans’ Affairs Office of Genesee Community College.

Montgomery G.I. Bill (Active Duty)
This benefit is available to two categories of veterans:

1. Those entering active duty on or after July 1, 1985, who were honorably discharged
2. Those who are eligible to receive “old” G.I. Bill benefits on December 31, 1989, who have remaining entitlement on that date.

Also, veterans may be eligible if they meet other specific criteria.

Veterans have 10 years of eligibility from date of discharge, and they are eligible for up to 36 months for benefits for full-time training. The rates of educational assistance are based on the veteran’s eligibility category. Contact the Office of Veterans’ Affairs for further details.

Tutorial Assistance
Veterans who need individual help in a subject may receive a supplementary allowance for tutorial assistance. No charge will be made against the student’s basic entitlement. Contact the Veterans’ Affairs Office for more information.

Veterans’ Work-Study
Veterans who are enrolled in nine credit hours or are enrolled as full-time students are eligible for up to 250 hours of VA Work-Study per semester. For further information, contact the Veterans’ Affairs Office.

Academic Standards for Financial Assistance
All students who receive federal, state, or local financial aid funds must meet the institutional academic good standing requirements to retain eligibility. These standards became effective January 1, 1984, and student records will be reviewed at the end of each semester after that date. Students will be notified in writing if they have lost eligibility for the next semester. Questions concerning these standards should be referred to the Financial Aid Office.
Federal Standard for Satisfactory Academic Progress (SAP)
Students receiving federal financial aid must meet certain academic standards to remain academically eligible to receive aid.
The federal standards are:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Cum. GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
<td>1.5</td>
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<tr>
<td>18</td>
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<tr>
<td>90</td>
<td>65</td>
<td>2.0</td>
</tr>
</tbody>
</table>

TAP Academic Standards
All students who receive Tuition Assistance Program funding are required to meet the following standards of Satisfactory Academic Progress (SAP) and Pursuit of Program (POP) as set forth by the New York State Education Department and the College. Students not meeting these standards will not be eligible for subsequent TAP payments. Students in this situation will be notified by the College. Questions concerning these standards should be referred to the Records or Financial Aid offices. These standards apply to New York State Tuition Assistance Program (TAP) and other grant programs administered by the New York State Higher Education Services Corporation. If you have questions, please contact the certification officer in the Records Office.

New York State Standard for Satisfactory Academic Progress (SAP)
Students receiving financial aid from New York State must meet certain academic standards to remain academically eligible to receive aid. The state standards are as follows:

<table>
<thead>
<tr>
<th>Certified for this Payment</th>
<th>Min. Credits</th>
<th>Cum. GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Second</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td>Third</td>
<td>9</td>
<td>0.75</td>
</tr>
<tr>
<td>Fourth</td>
<td>18</td>
<td>1.3</td>
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<td>Fifth</td>
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<tr>
<td>Sixth</td>
<td>45</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Questions regarding federal or state standards for academic progress should be directed to the Financial Aid Office at (585) 345-6900.

Repeated Courses and State Student Financial Aid Eligibility
The New York State Education Department has established regulations concerning students repeating courses and receiving state student financial assistance, which includes Tuition Assistance Program (TAP), Aid for Part-Time Study (APTS), Regents Scholarship, Vietnam Veterans Tuition Award (VTTA) and/or Child of Veteran awards. Specifically, these regulations state:

If a student repeats a course in which a passing grade acceptable to the institution has already been received, the course cannot be included as part of student's minimum full-time course load for financial assistance purposes. When such courses are included in meeting the minimum requirement, they render the student ineligible for a state award.

For further information about eligibility for student financial assistance and aid programs, contact the Financial Aid Office at (585) 345-6900.

Developmental Coursework and Satisfactory Academic Progress (SAP)
In some cases a student may be registered for a combination of Developmental, Remedial and College Level courses. These students may be eligible to receive TAP funds as long as their credit hours are equal to or greater than 12. However, since the Developmental and Remedial courses will not be used toward graduation, they will not be used to compute hours earned or satisfactory academic progress.

Tuition and Fees
Your tuition and fees are payable by the due date on the bill or at the time of registration. Payment may be made by cash, check or money order payable to Genesee Community College, or by MasterCard or Visa.

The responsibility for payment of tuition and fees rests upon the student. Students may be administratively dropped from courses if payment is not received by the established due dates unless other appropriate arrangements have been made. However, stu-
students should not rely on the College to remove them from unwanted classes due to non-payment. Any account that is not paid within 30 days may be referred to the College’s collection agency. All costs and expenses incurred by the College in the enforcement of collection of past due accounts, including, without limitation, attorney’s fees shall be the responsibility of the student. Students who have not met prior financial obligations to the College will not be allowed to register or receive academic records (i.e. transcripts, grade reports).

Attendance in the courses for which the student registers is an important part of the student’s financial aid eligibility since Federally-funded aid programs will base the student’s award on the number of credit hours in which the student attends rather than strictly on the number of credit hours in which the student enrolls. Students are responsible for any amounts charged to financial aid for which they become ineligible.

Tuition and fees are subject to change by the Genesee Community College Board of Trustees. All charges are listed on a per-term basis unless otherwise noted.

### Full-Time (12 or More Credits) Tuition and Fees

- **New York State resident tuition**: $1,700.00
- Out-of-state resident tuition: $2,000.00
- College fee (required): $118.00
- Technology fee (required): $25.00
- Accident insurance*: (required) $17.00

### Part-Time (Under 12 Credits) Tuition and Fees

- New York State resident tuition (per credit): $140.00
- Out-of-state resident tuition (per credit): $160.00
- College fee (required): $22.00
- Technology fee (required, per credit): $2.00
- Accident insurance* (optional): $17.00

### Other Fees

- Supplemental health insurance, U.S. citizens*: (optional)
  - Fall/spring: $183.00
  - Spring only: $135.00
- Allied health intern malpractice insurance: $15.00
- Returned check fee: Bank rate
- Transcripts (for each): $5.00
- Graduation fee (optional—for diploma/commencement): $35.00
- Credit by proficiency examination (per exam, internally administered exams only): $15.00
- Credit for life experience
  - Assessment fee, if not pre-approved, per course: $30.00
  - Transcription fee, if not pre-approved, per credit hour: $70.00
  - Transcription fee, if pre-approved, per course: $140.00

### Special Fees for International Students*

- Health and accident insurance fee (required, per year): $183.00
- Medical evacuation/repatriation insurance (required): $30.00

Mandatory fees for insurance will be applied to the bills of students who are not citizens of the United States. In addition to the international student insurance fee listed above, accident insurance is required for part-time international students.

*All insurance rates are determined annually and are subject to change.

### Refund of Tuition and Fees

The SUNY Board of Trustees has standardized the refund policy for all New York State community colleges establishing the following schedule of liability:

#### Student Tuition Liability (Full Semester)

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of the term</td>
<td>0%</td>
</tr>
<tr>
<td>During first week of the term</td>
<td>25%</td>
</tr>
<tr>
<td>During second week of the term</td>
<td>50%</td>
</tr>
<tr>
<td>During third week of the term</td>
<td>75%</td>
</tr>
<tr>
<td>After third week of the term</td>
<td>100%</td>
</tr>
</tbody>
</table>

If you are enrolled in courses that meet for a twelve-week term instead of a full semester, then the following schedule applies:

#### Student Tuition Liability (12 Week Term)

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of the term</td>
<td>0%</td>
</tr>
<tr>
<td>During first week of the term</td>
<td>40%</td>
</tr>
<tr>
<td>During second week of the term</td>
<td>70%</td>
</tr>
<tr>
<td>After second week of the term</td>
<td>100%</td>
</tr>
</tbody>
</table>

If you are enrolled in courses that meet for an eight-week (or shorter) term, then the following schedule applies:

#### Student Tuition Liability (8 Weeks or Less)

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of the term</td>
<td>0%</td>
</tr>
<tr>
<td>During first week of the term</td>
<td>75%</td>
</tr>
<tr>
<td>After first week of the term</td>
<td>100%</td>
</tr>
</tbody>
</table>

To receive a partial or full tuition refund, a student must complete the official withdrawal process. The first day that classes are offered, as scheduled by the college, shall be considered the first day of the term. Tuition liability is calculated from the first day of a term.

### Federal Financial Aid Award Program Participants

Federal regulations (the Higher Education Amendments of 1998, regulation 34 CFR part 668.22) require each school to have a written policy for the refund and repayment of federal Title IV aid (this includes the federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), federal Stafford Loans (Subsidized and Unsubsidized), federal Parent Loan for Undergraduate Students (PLUS), and other Title IV Programs) received by students who withdraw during a term for which Title IV aid payment has been received. These policies are effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period.

The amount of a refund of tuition and fees for students who withdraw will be calculated as previously outlined in the College Catalog under “Student Tuition Liability.”

Students whose tuition and fees are charged to financial aid awards at the time of registration, or who receive a deferment
based upon pending financial aid awards, and who subsequently become ineligible for the financial aid (for any reason) will be liable for all funds due to the College regardless of continued attendance.

Repayment of Title IV Funds Policy
1. The amount of Title IV financial aid that a student must repay is determined by using the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. The amount of federal Title IV financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60 percent of the payment period, all financial aid assistance is considered to be earned.

A. Percent earned equals number of calendar days completed up to the withdrawal date (defined as the actual date the student begins the institution’s withdrawal process, the student’s last date of academic-related activity, or the midpoint of the payment period for a student who leaves without notifying the institution) divided by the total calendar days in the payment period with an allowance for any scheduled breaks that are at least five days long.

B. Percent unearned equals 100 percent minus percent earned

2. When a student has received federal financial aid in excess of earned aid, then the school returns the lesser of:

A. Institutional charges multiplied by the unearned percentage, or

B. Title IV federal financial aid disbursed multiplied by the unearned percentage

3. When a student has received federal financial aid in excess of earned aid, then the student:

A. Returns any remaining unearned aid not covered by the school.

B. Repays any loan funds in accordance with the terms of the promissory note (that is, scheduled payments to the holder of the loan over a period of time.)

C. Returns any grant amount the student has to repay (considered a grant overpayment and arrangements must be made with the schools or Department of Education to repay the funds).

4. Unearned Title IV federal financial aid shall be repaid to the following programs in the following order:

A. Federal Unsubsidized Stafford Loan

B. Federal Subsidized Stafford Loan

C. Federal Parent Loan for Undergraduate Students (PLUS)

D. Federal Pell Grant

E. Federal Supplemental Educational Opportunity Grant

F. Other Title IV Programs

5. The student is billed for funds the College is required to repay. The Business Office bills the student; and any account that is not paid results in restrictions to the student’s school account and referral to the College’s collection agency.

6. The tuition and fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

The College will not dismiss or waive a student liability created by a refund issued to a student based on financial aid when such aid is subsequently cancelled or reduced.

Exceptions to Student Tuition Liability
1. There shall be no tuition/fee liability for a student who withdraws to enter military service prior to the end of an academic term for those courses in which the student does not receive academic credit.

2. A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.

3. Students who received Veterans Administration benefits under Public Law 550 (82nd Congress—Act of July 16, 1952) and enrolled in a non-accredited program may not be charged on withdrawal in excess of the approximate prorated portion of the total.

4. Military personnel withdrawing from any program or term because of documented changes of assignment beyond their control shall be deemed to have incurred no liability for tuition and fees.

Tuition Refund Appeals Process
Students who complete an official withdrawal form will receive a refund of tuition and fees in accordance with the “Student Tuition Liability” schedule previously outlined in this catalog. Students who fail to complete an official withdrawal form will not be eligible to receive a tuition refund.

Students who feel they have extenuating circumstances which justify an exception to the SUNY refund policy (e.g., medical incapacitation, death in immediate family) may appeal for special consideration to the Vice President of Finance and Operations. Such appeals must be submitted in writing with the Tuition Refund Appeal Form and supporting documentation, and be received no later than 120 days after the end of the term for which the tuition liability was incurred. Approved refunds will be limited to 75 percent of tuition and fees.

The College will not consider an appeal for a term in which the student has received or will receive credit. The College will not dismiss or waive a liability created by a refund issued to a student based on financial aid when such aid is subsequently cancelled or reduced.

Students who remit partial payment and/or request a deferment based on pending financial aid, and who are not administratively dropped from courses because of same, will be financially obli-
gated to the College for the unpaid balance, regardless of attendance.

**Non-Credit Courses Less than a Full Semester in Duration**

- Withdrawal before the first day or withdrawal before the first class meeting: 100 percent of tuition and fees refunded.
- Withdrawal before 10 percent of class time has elapsed: 25 percent of tuition (rounded to the nearest dollar) refunded.
- Withdrawal after 10 percent of class time has elapsed: no refund.

**Certificate of Residence**

To qualify for New York resident tuition, the student must submit to the Business Office a certificate of residence once each academic year. Ordinarily, a certificate of residence is submitted at the time of registration, but no earlier than 60 days before the beginning of a semester. Students who do not submit a certificate within 30 days of the start of the semester will be subjected to double tuition charges.

To qualify for New York residence, the student must have lived in the state for at least one year prior to the date of registration. The county of residence is determined by the place of residence for the six months immediately preceding registration. Residence in two or more counties during the six months immediately preceding registration means that the student must have a certificate of residence from each of the counties for the period of time involved. The time is prorated on a whole-month basis.

For further information about certificates of residency, contact the College Business Office at (585) 345-6950 during regular business hours.
**Academic Information**

**Degrees**
A graduate of Genesee Community College may earn an associate in arts degree (A.A.), an associate in science degree (A.S.), or an associate in applied science degree (A.A.S.). The total number of credit hours needed to earn these degrees ranges between a minimum of 60 and 71 credit hours depending on the specific program.

Students enrolling in A.A. or A.S. degree programs are usually planning to transfer to four-year institutions to pursue their bachelor’s degrees (or higher degrees) upon graduating from Genesee. Coursework in these degree programs is comparable to that of the freshman and sophomore year at most four-year colleges and universities in parallel programs. General education requirements for A.A. and A.S. degree programs focus on meeting the transfer institutions’ general academic requirements. Program specific courses are, generally, at the introductory and sophomore levels. All students who are planning to transfer should work closely with their academic advisor and transfer counselor prior to registering for any classes.

The Associate in Applied Science (A.A.S.) degree programs prepare students for entry-level positions upon graduating. While students must meet the required general education requirements for A.A.S. degree programs, the emphasis of coursework and credit hours focuses on the knowledge, skills, and techniques necessary for employment upon graduating from the College. Many students enrolled in A.A.S. degree programs transfer to four-year degree programs, however. Students must work very closely with their academic advisor and a transfer counselor to carefully plan for eventual transfer. A.A.S. degree graduates may find that it requires more than two years to earn a bachelor’s degree.

Specific academic requirements for degree programs can be found in the Career Programs or Transfer Programs sections of this catalog. Information concerning general education requirements for degrees is listed below.

**General Education Requirements**
Effective with the fall 1991 term, all curricula leading to an A.A.S. degree include the following general education requirements:

**A.A.S. Degree**
1. Science: 3 credit hours
2. Social science and history: 6 credit hours
3. Arts, humanities, and languages: 3 credit hours
4. Basic communication: 6 credit hours
   - Written skills: ENG101 and one additional approved course
5. Additional liberal arts and sciences: 3 credit hours
6. Health/physical education: 2 credit hours
7. Minimum competency level in mathematics
8. Demonstrated reading competency

**A.S. and A.A. Degrees**
A.S. and A.A. degrees have the same requirements as the A.A.S. degree with the following modifications:
1. Only ENG102 or ENG105 may be used to fulfill the second writing course requirement
2. A mathematics course above Algebra 1 (MAT092) is required
<table>
<thead>
<tr>
<th>Event</th>
<th>DATE</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2012</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>August 20</td>
<td>M</td>
</tr>
<tr>
<td>Professional Activity Days for Faculty and Staff</td>
<td>August 21-24</td>
<td>T-F</td>
</tr>
<tr>
<td>Faculty Retreat Day</td>
<td>August 22</td>
<td>W</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>August 24</td>
<td>F</td>
</tr>
<tr>
<td>Technical Orientation for Distance Learning and Other Students</td>
<td>August 25</td>
<td>Sat</td>
</tr>
<tr>
<td>First Day of Classes (Full Semester and First 8-week Session)</td>
<td>August 27</td>
<td>M</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 3</td>
<td>M</td>
</tr>
<tr>
<td>First Day of Sunday Classes (First Session)</td>
<td>September 9</td>
<td>Sun</td>
</tr>
<tr>
<td>First Day of Classes (12-week Session)</td>
<td>September 24</td>
<td>M</td>
</tr>
<tr>
<td>Columbus Day Holiday</td>
<td>October 8</td>
<td>M</td>
</tr>
<tr>
<td>Last Day of Classes (First 8-Week Session)</td>
<td>October 20</td>
<td>Sat</td>
</tr>
<tr>
<td>First Day of Classes (Last 8-Week Session)</td>
<td>October 22</td>
<td>M</td>
</tr>
<tr>
<td>Last Day of Sunday Classes (First Session)</td>
<td>October 21</td>
<td>Sun</td>
</tr>
<tr>
<td>First Day of Sunday Classes (Second Session)</td>
<td>October 28</td>
<td>Sun</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 22-24</td>
<td>Th-Sat</td>
</tr>
<tr>
<td>Last Day of Sunday Classes (Second Session)</td>
<td>December 9</td>
<td>Sun</td>
</tr>
<tr>
<td>Last Day of Classes (Full Semester and Last 8-Week Session)</td>
<td>December 14</td>
<td>F</td>
</tr>
<tr>
<td>IP and Final Exams</td>
<td>December 17, 18, 19</td>
<td>M-W</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>December 24-25</td>
<td>M-T</td>
</tr>
<tr>
<td>New Year Holiday</td>
<td>January 1, 2012</td>
<td>T</td>
</tr>
<tr>
<td><strong>Winter 2012-13</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Winterim</td>
<td>December 17, 2012</td>
<td>M</td>
</tr>
<tr>
<td>Last Day of Winterim</td>
<td>January 11, 2013</td>
<td>F</td>
</tr>
<tr>
<td><strong>Spring 2013</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Activity Days for Faculty and Staff</td>
<td>January 8-11</td>
<td>T-F</td>
</tr>
<tr>
<td>Technical Orientation for Distance Learning and Other Students</td>
<td>January 12</td>
<td>Sat</td>
</tr>
<tr>
<td>First Day of Classes (Full Semester and First 8-Week Session)</td>
<td>January 14</td>
<td>M</td>
</tr>
<tr>
<td>First Day of Classes (First Session)</td>
<td>January 20</td>
<td>Sun</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>January 21</td>
<td>M</td>
</tr>
<tr>
<td>First Day of Classes (12 Week Session)</td>
<td>February 11</td>
<td>M</td>
</tr>
<tr>
<td>Presidents’ Day Holiday</td>
<td>February 18</td>
<td>M</td>
</tr>
<tr>
<td>Last Day of Classes (First Session)</td>
<td>March 3</td>
<td>Sun</td>
</tr>
<tr>
<td>Last Day of Classes (First 8-Week Session)</td>
<td>March 9</td>
<td>Sat</td>
</tr>
<tr>
<td>Spring Break-No Classes</td>
<td>March 11-16</td>
<td>M-Sat</td>
</tr>
<tr>
<td>First Day of Sunday Classes (Second Session)</td>
<td>March 17</td>
<td>Sun</td>
</tr>
<tr>
<td>First Day of Classes (Last 8-Week Session)</td>
<td>March 18</td>
<td>M</td>
</tr>
<tr>
<td>No Classes Scheduled (Flex Day) Good Friday</td>
<td>March 29</td>
<td>F</td>
</tr>
<tr>
<td>Last Day of Sunday Classes (Second Session)</td>
<td>May 5</td>
<td>Sun</td>
</tr>
<tr>
<td>Last Day of Classes (Full Semester and Last 8-Week Session)</td>
<td>May 11</td>
<td>Sat</td>
</tr>
<tr>
<td>IP and Final Exams</td>
<td>May 13-15</td>
<td>M-W</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 19</td>
<td>Sun</td>
</tr>
<tr>
<td><strong>Summer 2013</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 27</td>
<td>M</td>
</tr>
<tr>
<td>First Day of Classes (for Full Semester and First 5-Week Session)</td>
<td>May 28</td>
<td>T</td>
</tr>
<tr>
<td>Technical Orientation for Distance Learning and Other Students</td>
<td>May 28</td>
<td>T</td>
</tr>
<tr>
<td>Last Day of Classes (for First 5-Week Session)</td>
<td>June 29</td>
<td>Sat</td>
</tr>
<tr>
<td>First Day of Classes (for Last 5-Week Session)</td>
<td>July 8</td>
<td>M</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
<td>Th</td>
</tr>
<tr>
<td>Last Day of Classes (for Full Semester and Last 5-Week Session)</td>
<td>August 10</td>
<td>Sat</td>
</tr>
<tr>
<td>First Day of Classes Fall 2013</td>
<td>August 26</td>
<td>M</td>
</tr>
</tbody>
</table>
3. One history course is required (HIS 101, HIS 102, HIS 104, HIS 105, HIS 203, or HIS 204)

A minimum number of credit hours in liberal arts and science courses are required for each degree:

- A.A.S., 21 credit hours
- A.S., 30 credit hours
- A.A., 45 credit hours

Note: All students who plan to transfer and graduate from a SUNY baccalaureate institution must meet the SUNY General Education requirements for all 12 Knowledge and Skill areas. It is highly recommended that students complete these requirements before graduating from Genesee Community College. Check program worksheets for specific course requirements.

Proficiency Requirements

All students will be required to demonstrate proficiency in post-high school English, reading, and algebra prior to earning a degree or a certificate. The College requires all full- and part-time students to take either ACT, ASSET or COMPASS placement exams prior to registering for classes. The assessment of the results of testing will indicate the appropriate skill level and math, reading, and/or English courses to be taken. Students who do not meet the required standards will be expected to begin remediation immediately. Persons holding a postsecondary degree from a regionally accredited institution are presumed to have met the English and reading requirements. Students should be aware that the College is considering other requirements that may go into effect after the printing of this catalog. Please see your advisor upon admittance.

Information Literacy Statement

Information literacy is required of all students and is developed through general education and program courses that students pursue across the curriculum leading to the completion of their degrees. We define information literacy as the process of recognizing a need for information or data, identifying possible sources, identifying methods of access, assessing the information, evaluating the information, and applying the information or data.

Residence Requirement

At least half of the student’s credit hours must be earned through courses sponsored by this College, including 24 of the final 30 hours.

SUNY Approved General Education Courses

The State University of New York has mandated the implementation of minimum General Education requirements (effective fall 2000) for all students who aspire to the baccalaureate degree. The Provost’s Council on General Education has reviewed and approved Genesee Community College courses listed below to fulfill those requirements. Students intending to transfer to a SUNY baccalaureate college or university should consult with an academic advisor when selecting general education requirements of their A.A. and A.S. degree programs. Students enrolled in A.A.S. degrees may select courses from among those listed below to fulfill general education requirements or others that may be approved dependent upon their specific programs.

Mathematics

MAT102*, MAT117*, MAT121*, MAT122*, MAT129*, MAT130*, MAT136*, MAT137*, MAT140*, MAT141*, MAT142*, MAT245*†, MAT247*†, MAT255*†.

Regents III grade of 85 or higher equals readiness for precalculus; students take one course appropriate to intended degree program.

Natural Sciences


Social Sciences


Students pursuing AAS degrees may also select HUR101 as a Social Science. However, this course does not currently satisfy SUNY General Education requirements.

American History

HIS109*†, HIS203*, HIS204*†, HIS207*, HIS211*, MUS203*, POS107*†.

Regents U.S. History & Government grade of 85 or higher equals student takes one course listed. All others must complete either HIS203 or HIS204.

Western Civilizations

ART103*†, ART104*†, HIS104*, HIS105*, HUM220*, THE202*†, THE204*†.

Other World Civilizations

GEO101*, HIS102*, HIS224*, HIS225*, POS203*†.

Humanities


Students may not apply the course selected in satisfaction of any other knowledge and skill area.

The Arts


Foreign Languages

ASL101, ASL102, ASL201, FRE101, FRE102, FRE201, FRE202, HUS105, HUS115, SPA101, SPA102, SPA201, SPA202.
Regents “B” grade of 85 or higher equals proficiency equivalent
to first semester of college study. All others must successfully
complete at least one course according to placement. Sign lan-
guage has been approved only for students pursuing the Genesee
Community College’s Alcohol and Substance Abuse Studies,
Human Services, and Teacher Education programs.

**Basic Communications**
All students are required to pass or earn credit equivalent to
ENG101 and ENG102. Students demonstrate written communi-
cation skill by successfully completing two writing courses; they
demonstrate oral communication skill by either taking one speech
course or by completing a degree program that purposefully
develops the skill across the curriculum (Alcohol and Substance
Abuse, Business Administration, Sport Management Studies).

**Critical Thinking (Reasoning)**
ANT*, ART*, BIO*, CHE*, COM*, ECO*, ENG*, HIS*,
SOC*, SPE*, THE*.
Critical Thinking (Reasoning) competency is developed by infusion
throughout approved General Education courses. Students rarely select separate or additional courses to complete this area.

**Information Management**
ANT†, ART†, ART209†, ART210†, ART211†, BIO†, CHE†,
CIS102†, CIS116†, CIS120†, CIS125†, ECO†, ENG†, HIS†,
HUM†, LIT†, MAT†, MUS†, PHY†, PSY†, SOC†, SPE†.
Information Management competency is developed by infusion
throughout approved General Education courses. Students rarely select separate or additional courses to complete this area.

*This course demonstrates competency in the Critical Thinking
area and is listed under the Critical Thinking (Reasoning) heading.
†This course demonstrates competency in the Information Man-
agement area and is listed under the Information Management heading.

**General Academic Information**

**Academic Advisement**
All full-time students are assigned an advisor upon entering the
College. The advisor assists in planning academic schedules prior
to registration. Students are urged to see their academic advisor
for concerns about academic progress or when considering a cur-
criculum change. Students are responsible for following proper
course sequences and for meeting graduation requirements.

The Academic Advisement staff members are available on the
Batavia campus and at campus centers to address questions or
concerns Monday through Friday, during normal office hours and
evenings by appointment.

**Student Status and Course Loads**
A freshman is a student who has successfully completed fewer
than 24 credit hours, and a sophomore is a student who has earned 24 or more credit hours.

The normal academic load at Genesee Community College for
full-time students is 15 credit hours a semester. A student carry-
ing more than 19 credit hours per semester must have prior per-
mission from his or her advisor. The New York State Department
of Education has formulated guidelines for the granting of an
equivalency diploma on the basis of earned college credit.

Persons who have not earned a high school diploma may be
issued a New York State High School General Equivalency
Diploma (GED) if they provide satisfactory evidence that they
have successfully completed 24 credit hours as a recognized can-
didate for a college-level degree or certificate at an approved
institution. Current information concerning regulations for GED
credit distribution requirements is available from the Admissions
Office at the College.

**Credits by Proficiency Examination**
Students may earn credit for some of the courses of instruction
listed in the general catalog for which no previous college credit
has been earned, by passing a proficiency examination approved
by the dean of the teaching area in which the course is taught. A list of approved examinations for credit-by-proficiency may be
obtained from the Records Office.

The only limitation on the amount of proficiency credit a student
may earn is the College requirement that half of the student’s
credit hours must be earned at this College, including at least 24
of the last 30 hours taken for the degree. Credit earned by exam-
ination will be recorded as “Credit” (CR) on transcripts. It will
not, however, be used in calculating a grade point average (GPA).
It is the student’s responsibility to initiate a request for credit on
forms provided by the Records Office. Students take the examina-
tions for credit on dates announced in College bulletins and reg-
istration materials.

All students pay a test fee each time they take a locally developed
proficiency examination for credit, whether or not they pass the
examination. The College will award credit to students who have
earned satisfactory scores in externally developed examinations
published in the list of approved examinations for credit. (For
example: New York State College Proficiency Examination
(CPE), Advanced Placement Examination of the College
Entrance Examination Board (CLEP), etc.) Credits earned by
exam are not considered as earned in residence.

**Dean’s List**
Each semester the College extends special recognition to stu-
dents who achieve an outstanding scholastic record by publishing
the dean’s list.

Eligibility requirements for full-time students include:
1. A grade point average (GPA) of at least 3.50
2. Completion of 12 or more credit hours
3. No grades of D, IP, F, or U

Eligibility requirements for part-time students include:
1. A grade point average (GPA) of at least 3.50
2. Completion of 6 or more credit hours
3. No grades of D, IP, F, or U

President’s List
Each semester the College extends an additional recognition to full-time students who achieve a superior scholastic record by publishing the president’s list.

Eligibility requirements include:
1. A grade point average (GPA) of at least 3.75
2. Completion of 12 or more credit hours
3. No grades of D, IP, F, or U

Phi Theta Kappa
Genesee Community College participates in Phi Theta Kappa, the international honorary scholastic society for American community, junior, and technical colleges. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship, leadership, and service among two-year college students. Membership is extended by invitation to selected students who meet minimum qualifications. For additional information, contact your advisor or the Office of the Executive Vice President for Academic Affairs.

Honors Program
The Honors program at Genesee Community College is designed to recognize, encourage, and promote academic work of depth, scope, originality, and quality by students possessing superior academic abilities, experience, and preparation. The central focus of the Honors Program is to foster academic endeavors that will be both stimulating and rewarding, thereby encouraging independent, creative, and interdisciplinary study by the able student.

There are four components to the program: the Honors Seminar, interdisciplinary Honors courses, mentoring, and enriched course projects. In the first semester, participants register for the seminar. In the second and subsequent semesters, students register for the seminar and one additional program component. For these courses to be credited toward the Honors program, students must earn a minimum of a B grade. Honors program students must maintain a minimum GPA of 3.5 to remain in the program. However, Honors students will be allowed one semester’s program probation.

Admission to the Honors program is limited and selective. Students are encouraged to apply early.

Honors Requirements
1. Submission of one of the following with verification: a high school average of 87, an ACT combined score of 24 with no sub-score less than 21, a combined SAT score of 1000 with no sub-score less than 450, or completion of 12 hours at an accredited institution of higher education with at least a 3.5 GPA
2. Submission of an Honors program application with a written statement by the student that explains why he/she should be considered for the program. In this written statement, the student should provide a description of a significant accomplishment. The accomplishment may include, but is not limited to, a work of art, an award, essay, musical composition, scientific experiment, or speech
3. Two letters of recommendation: one from an individual who works or has worked with the student in an academic setting and one recommendation from a person outside the classroom who is not a relative
4. After review of all applicants by the Honors Committee, students may be invited to an informational interview. During the interview, students should expect to verify and discuss their accomplishments (submission, picture, letter, award certificate, etc.)

For additional information, contact the Dean of Human Communications and Behavior.

Grading Practices
Grades are used at Genesee Community College to assess student achievement and report on student progress. Grade points are assigned to letter grades as follows:

- "A": 4.0 grade points per credit hour
- "B": 3.0 grade points per credit hour
- "C": 2.0 grade points per credit hour
- "D": 1.0 grade point per credit hour
- "F": 0.0 grade points per credit hour
- "H": Indicates Honors level course
- "J": Not yet graded by faculty member
- "S": Satisfactory completion (used only in non-credit courses)
- "U": Unsatisfactory completion (used only in non-credit courses)
- "W": Withdrawal from course
- "IP": In process
- "CR": Credit earned by examination
- "AU": Course registration by audit
- "TR": Credit transferred from another institution of higher education

Letter Grades
Instructors will inform students (in clear performance terms) at the beginning of each course what constitutes minimal requirements for each letter grade applicable to the course.

The W Grade
The "W" grade is recorded for students who officially withdraw from a course after the census date (end of the third week of a full-semester course) and before the end of the ninth week. For summer and special sessions, the "W" grade is recorded for students who officially withdraw after the census date and prior to completion of 9/16 of the course. It is the student’s responsibility to officially withdraw from a class by the designated deadline.
The IP Grade
The “IP” grade may be given only in emergency or unusual circumstances at the discretion of the instructor to students who have made good faith progress in courses but who have not completed course requirements by the end of any term (regular semester or special session). The designation “good faith progress” means that the student must have satisfactorily completed most of the course requirements. An “IP” grade is recorded only if it is accompanied by an “IP” contract signed by both the student and faculty member.

An “IP” grade is changed automatically to an “F” grade if the Records Office does not have a change of grade (“IP” to “A,” “B,” “C,” or “D”) by the last day of class of the twelfth week of the first full semester following the session in which the “IP” grade was earned. The responsibility to present a change of grade to the Records Office is shared by the student and faculty member. Any student accepting an “IP” cannot graduate until the end of the term in which the “IP” is completed and graded.

The AU Grade
If a student wishes to audit a course, he/she must register for the class prior to the end of the third week of classes. The student must obtain a request to audit form from the Records Office, have the instructor sign the form, and return it to the Records Office. Students are expected to pay the standard tuition fees appropriate for the class to be audited.

Withdrawal from Courses
Students may officially withdraw from a course through the ninth week of classes during a full semester course and prior to the completion of 9/16 of a course during the summer or special classes. Withdrawal deadlines are published each semester. In order to officially withdraw, a student must submit a registration change form to the Records Office. It is the student’s responsibility to properly withdraw. Withdrawal grades will be assigned as follows:

1. Official withdrawal received by the Records Office prior to the census date (i.e. the end of the third week of classes) will result in the course being deleted from the student’s record and no grade will be recorded.
2. Official withdrawals received by the Records Office after the census date and prior to the end of the ninth week (specific date published each semester) will result in a grade of “W.”
3. Formal withdrawal may not be initiated after the ninth week of classes (specific date published each semester). Failure to complete course requirements will result in a grade of “F.”
4. Refunds are not given without advanced withdrawal notice from the student. Refund and charge reductions are determined by the date of written withdrawal notice. The policy regarding refund of tuition and fees is detailed in the “Admissions and Financial Aid” section of this catalog.

Withdrawal from the College
Students finding it necessary to withdraw from the College before the end of a term in which they are enrolled must follow established withdrawal procedures before dismissal from the College will be granted. Withdrawal forms and information are available in the Records Office or at Campus Centers. Withdrawals will not be processed by telephone. Refunds are given on a pro rata basis and are not given without advance withdrawal notice from the student. The student should contact the Business Office immediately if he/she is considering withdrawal from the College.

Repeating Courses
Students may repeat a course for which credit has been received with a grade of “B,” “C,” “D,” or “F.” If a higher grade is earned upon repeating a course, only the higher of the two grades will be computed to determine a cumulative grade point average (GPA), although both grades will be recorded on transcripts. A student may not repeat a course for which he or she has already received an A grade. No course may be repeated solely in order to increase the number of credits earned in courses where the credit hours have been changed. The course will only be counted once toward graduation requirements and computation of total hours earned.

Full-time students who elect to repeat a course for which credit has already been received should register for 12 credit hours relevant to their degree program in addition to the repeated course in order to remain eligible for TAP awards. Full-time students who register for remedial courses should also register for at least six credits of non-remedial credit courses. However, during the first term of funding, a full-time student need only register for at least three credits of non-remedial credit courses. Students at community colleges are eligible for a total of six semesters of TAP funding. The Financial Aid section of this catalog details eligibility requirements for students who receive TAP awards.

Drop-Add
A student may drop or add a course by filing a registration change form in the Records Office or online. All add and drop activities should be completed during the first week of the semester. Under special circumstances, a student may add or drop a course in the second or third week. Adding a course after the first week of class requires the signature of the professor. If a student withdraws from a course after the census date and prior to the completion of 9/16 of the course, a “W” grade is entered on the transcript. Students should talk to the Business Office, the Financial Aid Office, and their advisor regarding the effect of this withdrawal on tuition payment and financial assistance.

Religious Observance Disclosure
Genesee Community College recognizes the right of students to be absent from classes for religious reasons. Any student who is unable, because of his/her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements. That student will have an equivalent opportunity to make up any examination, study, or work requirements which he/she may have missed because of such absence. It is the student’s responsibility to notify an instructor at least a week in advance that he/she will be absent on a certain day because of a religious holiday. Applicable provisions of the edu-
cation law which further protect the rights of students in this regard are reprinted below:

No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day or days.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study, or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If classes, examinations, study, or work requirements are held on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because he or she avails himself or herself of the provisions of this section.

Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution or higher education is located for the enforcement of his/her rights under this section.

**Good Academic Standing**

Students are considered to be in good academic standing during the first eleven (11) credit hours for which they are registered at the College. Effective the term in which a student registers for the first eleven (11) credit hours for which they are registered at the College. Effective the term in which a student registers for examinations, study, or work requirements on a particular day or days.

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**Summary of Procedures**

<table>
<thead>
<tr>
<th>Standing</th>
<th>Credit Hour Limit</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Academic</td>
<td>19 or fewer</td>
<td>Maintain a cumulative GPA of 2.0 or better</td>
</tr>
<tr>
<td>Standing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Standing**

<table>
<thead>
<tr>
<th>Credit Hour Limit</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or fewer</td>
<td>Earn a cumulative GPA of 2.0 or better</td>
</tr>
<tr>
<td>13 or fewer</td>
<td>Earn a term GPA of 2.0 or better</td>
</tr>
<tr>
<td>6 or fewer</td>
<td>Earn a term GPA of 2.0 or better</td>
</tr>
<tr>
<td>3 or fewer</td>
<td>Earn a term GPA of 2.0 or better</td>
</tr>
</tbody>
</table>

**Academic Probation: Students Not in Good Standing**

1. Students not meeting the good academic standing guidelines are placed on probation Level 2. These students are limited to registering for thirteen (13) or fewer credit hours for the subsequent term. Students are notified in writing of this probationary status and of the expectations for improvement. Students who do not reduce their registrations to thirteen (13) or fewer credit hours by the deadline stated in the letter will have their registrations voided.

2. Students on probation Level 2 who do not earn a term GPA of 2.0 or better during that term are placed on probation Level 3.

3. Students on probation Level 2 who achieve a term GPA of 2.0 or better, but do not have a cumulative GPA of 2.0 or better will be placed on probation Level 1. Students on probation Level 1 are limited to registering for fifteen (15) or fewer credit hours until their cumulative GPA is 2.0 or better. Students who do not reduce their registrations to fifteen (15) or fewer credit hours by the deadline stated in the letter will have their registrations voided.

4. Students on probation Level 1 who do not earn a term GPA of 2.0 or better during that term will be placed on probation Level 2.

5. Students on probation Level 3 are limited to registering for six (6) or fewer credit hours for the subsequent term. Students on probation Level 3 who achieve a term GPA of 2.0 or better will be placed back on probation Level 2. Students on probation Level 3 who do not earn a term GPA of 2.0 or better during that term will be placed on probation Level 4. Students who do not reduce their registrations to six (6) or fewer credit hours by the deadline stated in the letter will have their registrations voided.

6. Students on probation Level 4 are limited to registering for three (3) or fewer credits hours for the subsequent term. Students who complete their coursework with a term GPA of 2.0 or better will be placed back on probation Level 3 for the subsequent term. If this requirement is not met, students will remain on probation Level 4. Students who do not reduce their registrations to three (3) or fewer credit hours by the deadline stated in the letter will have their registrations voided.

7. If a student feels that extenuating circumstances affected her/his academic performance, s/he may appeal in writing to
the Academic Standards Committee of the Academic Senate. The Committee will meet during intersession to review these appeals.

8. A student may decide to leave the institution rather than continue on probation. Students absent from the College for three (3) full years from the beginning of the term for which they were placed on probation may return to the College in good academic standing after meeting with their advisor and be eligible for full-time study. The prior academic record will be maintained as part of the entire College transcript, but good academic standing status shall be granted for the initial term. Review of good academic standing in subsequent terms will be based on the GPA for the entire transcript. The appeals process stated above (7) is available.

9. If at the end of any term, regardless of the probation level, a student on probation earns a cumulative GPA of 2.0 or better, the student will be placed back in good academic standing.

10. At the end of each term, each student on probation will be sent written notification of his/her probation level, credit hour limitations, and deadlines relating to the Good Academic Standing procedure. This notification will be sent to the student’s permanent address on file in the Business Office.

Student Academic Appeals
Students having a complaint concerning an academic matter (for example, probationary status, a course grade, graduation requirements, transfer credit, etc.) may grieve the complaint as follows:

1. A student must discuss the complaint with the faculty or staff member whose action prompted the complaint. If the complaint is not resolved at this point, the student must then discuss the complaint with the appropriate supervising dean.

2. When a complaint is not resolved to a student’s satisfaction, he or she may appeal to the Academic Standards Committee of the Academic Senate for a decision on the complaint. Copies of this appeal procedure are available in the Office of the Vice President of Student Services wherein this appeals procedure begins.

3. Decisions of the Academic Standards Committee may be appealed by students to the executive vice president for academic affairs. The decision by the executive vice president for academic affairs will be final.

Note: There is a one-year statute of limitations to initiate the second step on all student academic appeal issues. This statute of limitations period begins at the end of the semester on which the complaint is based.

Transfer of Credits
The term “transfer” is used to designate those courses and programs for which students expect to receive credit at any other college or university.

Since colleges vary widely in the courses they require for graduation, transfer students should select their individual courses and electives at Genesee Community College with reference to the specific college to which they expect to transfer. Graduates with A.A. or A.S. degrees are guaranteed admission into an upper division unit with SUNY, but not necessarily into the program or institution of their choice.

All credits to be transferred are subject to review by the receiving institution. Although the College will cooperate in every possible way to assure transfer to the next institution without loss of credit, it cannot be held responsible for final acceptance of all courses. Students should personally contact the four-year institution for transfer information and requirement and work closely with a Genesee transfer counselor in the Career and Transfer Center.

Credit earned under the advanced placement credit and credit-by-examination policies of the College may not be accepted by some colleges and universities. Consequently, transfer students should review carefully, with their academic advisors, all courses they intend to transfer for credit at other colleges and universities. For more information, contact the transfer counselor in the Career and Transfer Center.

Transcripts
Transcripts are issued upon the written request of students. Each transcript costs $5.00, payable at the time of the request. Transcript request forms are available from the Records Office. Fees charged for transcripts are subject to change.

Graduation from the College
To be awarded the appropriate associate degree or certificate, a student must complete the program’s minimum credit hour requirement (degree programs range between 60–71 credit hours; certificates between 17–42 credit hours).

To graduate, a student must have a cumulative grade point average (GPA) of 2.0 (a “C” average) or better and meet all the requirements of the program in which he/she is matriculated and all other requirements of the College by the graduation date. Graduation dates are January 2, May 31 or August 31 each year.

Procedure for Granting Additional Certificates and Degrees
A graduate of Genesee Community College may earn additional degrees and/or certificates under the following conditions:

1. The degrees and/or certificates are in essentially different areas. Two areas are defined as essentially different if there is a minimum of 12 or 15 credit hours difference in required courses. However, a degree may be in the same area as a previously earned certificate.

2. The student successfully completes all required courses for the additional degrees and/or certificates.

3. All general education courses from the previous degree may be applied to the additional degrees.
4. No more than two degrees and/or certificates will be awarded at any one time

5. Students may concurrently be awarded two degrees only if the discipline areas are separate and distinct, i.e., delineated by different IPED/HEGIS codes. This does not preclude a student from returning at a later point after receiving the first degree to complete a second degree within a single broad area. For example, a student may not concurrently receive an A.A.S. in Fashion Merchandising Management and one in Retail Business Management, but that student may return a semester after receiving the first degree, complete the 12-15 or more different required hours, and then receive the second degree.

**Commencement**

The College confers degrees and certificates to students who have completed all graduation requirements. Commencement exercises are held annually in May for all eligible students, including those who need two or fewer courses to graduate in August—and who plan to take those courses during the summer. All students who have fulfilled the necessary requirements will receive a diploma approximately 4 weeks following their graduation date.
Academic Programs

Business and Commerce

Accounting
Associate in Applied Science
Associate in Science
Certificate

An increase in the number of businesses, changing financial laws and regulations, and increased scrutiny of company finances are a driving force in the growth of the accounting industry. Business growth and employee turnover in agencies and private businesses provide opportunities for accountants with specialized skills. Self-employed entrepreneurs who have an accounting background can develop and maintain financial records and budgetary data critical to their success.

With three different degree options, Genesee’s Accounting program will prepare you for numerous entry-level positions and to pursue a bachelor’s degree or higher in this growing occupation. Courses focus on developing your problem-solving, communication and analytical skills, and form a solid foundation of basic financial concepts, principles and standards. Intermediate course work expands your accounting knowledge so that you can prepare detailed financial statements, understand the concepts of present and future value, and have a total understanding of assets, liabilities and equity. Cost accounting, tax procedures and principles, and courses integrating computer applications add further depth to your preparation. Accounting majors may participate in an off-campus cooperative education experience.

With either an associate degree (A.S.) or an associate in applied science (A.A.S.) degree in Accounting, some graduates go on to earn bachelor’s degrees in accounting, finance or business administration. Students who want to earn higher degrees including those who want to qualify for the Certified Public Accountant exam should carefully plan their course sequence with their college advisors. Because the background you’ll receive is comprehensive, you may find future advancement possibilities and specialization opportunities in areas such as taxation, cost accounting, auditing, budgeting, investments, consulting management, and personal financial planning.

The Accounting Certificate program provides students with introductory and intermediate-level principles of financial, managerial and cost accounting. You’ll also develop an understanding of the legal environment in which businesses operate and enhance your computer application skills. The certificate requires four semesters because of the sequential prerequisites of accounting courses, and all your courses may be applied toward the Accounting A.A.S. degree program.

More than 50 percent of the Accounting A.A.S. degree and certificate programs may be taken in a distance learning format.

Accounting A.A.S. Requirements

<table>
<thead>
<tr>
<th>Communications</th>
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<tbody>
<tr>
<td>ENG101 English Communications 1</td>
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</tr>
<tr>
<td>ENG102 English Communications 2 or ENG103 Writing in Humanities</td>
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<table>
<thead>
<tr>
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<tr>
<td>Social Science/History</td>
<td>6</td>
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<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>ECO101 Microeconomics or ECO105 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Select one: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204</td>
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<tr>
<th>Math/Science</th>
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<td>MAT129 Statistics</td>
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<th>Science</th>
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<tr>
<td>Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>ACC101 Accounting 1</td>
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<tr>
<td>ACC102 Accounting 2</td>
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<td>ACC201 Computer Applications in Accounting</td>
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<tr>
<td>ACC211 Intermediate Accounting 1</td>
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<tr>
<td>ACC212 Intermediate Accounting 2</td>
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<td>ACC215 Cost Accounting</td>
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<td>ACC217 Tax Procedures</td>
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<td>BUS101 Principles of Business</td>
<td>3</td>
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<tr>
<td>BUS205 Business Law 1</td>
<td>3</td>
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<tr>
<td>BUS206 Business Law 2</td>
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<td>CIS116 Microcomputer Applications</td>
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<td>HED***, PED***, REC***</td>
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<th>General Electives</th>
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<table>
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<tr>
<th>Total</th>
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<tr>
<td>Reading and Math Proficiency Required</td>
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<td>Minimum QPI: 2.00</td>
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</table>

### Accounting Associate in Science Requirements

#### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG101 English Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 English Communications 2 or ENG105 Writing in Humanities</td>
<td>3</td>
</tr>
<tr>
<td>SPE 108 Public Speaking</td>
<td>3</td>
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</table>

#### History

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>American History Elective: HIS203 US History I or HIS204 US History II</td>
<td>3</td>
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<tr>
<td>Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, POS107</td>
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</tr>
<tr>
<td>Western Civilization: Select one: ART103, ART104, THE202 or THE204</td>
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</tr>
<tr>
<td>World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203</td>
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</tr>
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</table>

### Humanities

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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### Social Science Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECO101 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO105 Macroeconomics</td>
<td>3</td>
</tr>
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### Math

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT129 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT137 Calculus for Business</td>
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### Natural Science Elective

<table>
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<tr>
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<tr>
<td>Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133</td>
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### Program

<table>
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<tr>
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<tbody>
<tr>
<td>ACC101 Accounting 1</td>
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<tr>
<td>ACC102 Accounting 2</td>
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</tr>
<tr>
<td>ACC211 Intermediate Accounting 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS205 Business Law 1</td>
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<td>BUS206 Business Law 2</td>
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<td>CIS116 Microcomputer Applications</td>
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### Health/PE/Rec

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### Foreign Language

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<tr>
<td>Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.</td>
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### General Elective

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<td>Minimum QPI: 2.00</td>
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### Accounting Certificate Requirements

#### Communications

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**Business Administration**

**Associate in Science**

From entrepreneurial start-ups to working in a large corporate office—an associate degree in business can be applied to any industry. You’ll study the scope and place of business in our economic system and gain an understanding of the internal organization of business, basic management skills, accounting, and the principles of marketing, management, and relevant areas of business law. You will develop a working knowledge of computers and explore business opportunities in the global marketplace.

The associate in science (A.S.) degree program in Business Administration is designed for students planning to transfer to baccalaureate colleges in preparation for careers in accounting, marketing, human resources and related business fields. The program provides you with the liberal arts background you need to transfer, and by working with your academic advisor and a transfer counselor, you will have the electives to meet your desired transfer requirements and career needs.

The associate in applied science (A.A.S.) degree program in Business Administration is designed for students considering careers in the expanding fields of sales, advertising, human resources, office management and related areas. You’ll receive a broad business education foundation, enabling you to move into a variety of entry-level business positions. All students in this program participate in an off-campus cooperative education experience. Although the A.A.S. degree program is primarily for students who want to begin their career after graduation, many graduates successfully transfer to four-year business programs.

More than 50 percent of both the A.A.S. and A.S. programs may be taken in a distance learning format.

Transfer Agreements: Currently Genesee has Joint Admission agreements with 10 area public and private four-year colleges including SUNY Buffalo State, SUNY Geneseo, and St. John Fisher.

**Business Administration Associate in Applied Science Requirements**

**Communications**

ENG101 English Communications 1 3

ENG102 English Communications 2 or ENG105 Writing in Humanities 3

**Fine Arts/Humanities/Language**


**Social Science/History**

ECO101 Microeconomics 3

Select one: ANT102, ART103, ART104, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204

**Math/Science**

**Math**

Select one: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

**Science**

Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

**Business**

ACC101 Accounting 1 3

ACC102 Accounting 2 3

BUS101 Principles of Business 3

BUS213 Principles of Marketing 3

BUS214 Management Principles 3

BUS201 Professional Sales 3

BUS205 Business Law 1 3

CIS102 Introduction to Computers or CIS116 Microcomputer Applications 3

BUS217 Co-op Education 3

**Business Elective(s)**

Select from: ACC***, BUS***, CIS***, FBM***, OFT***, THM***, Excluding CIS130, CIS102)

**Health/PE/Rec**

HED***, PED***, REC***

**General Electives**

3

**Total** 62

Reading and Math Proficiency Required

Minimum QPI: 2.00

---

**Business Administration Associate in Science Requirements**

**Communications**

ENG101 English Communications 1 3

ENG102 English Communications 2 or ENG105 Writing in Humanities 3

**History**

American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization: Select one: ART103, ART104, THE202 or THE204

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

Humanities

Social Science Elective 6
ECO101 Microeconomics 3
ECO105 Macroeconomics 3

Math Elective
MAT129 Statistics 3
MAT137 Calculus for Business 4

Natural Science Elective 3

Program 21
ACC101 Accounting 1 3
ACC102 Accounting 2 3
BUS101 Principles of Business 3
BUS213 Principles of Marketing 3
BUS214 Management Principles 3
BUS205 Business Law 1 3
CIS116 Microcomputer Applications 3

Health/PE/Rec 2
HED***, PED***, REC***

Foreign Language 3
FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

General Elective 3

Total 63

Customer Relationship Management Associate in Applied Science

Intense competition in domestic and global markets for products and services is spurring the growth of the marketing and customer relationship management (CRM) profession. Geneseo’s CRM program is designed for students seeking career preparation for entry-level positions in all business areas including advertising, sales, management, retailing, and related occupations. With the broad business foundation from Geneseo’s CRM program, you will be able to perform specialized functions of marketing and managing customer relationships whether they are across town or across the globe. With an off-campus cooperative work experience, you will apply your classroom knowledge in a business environment, hone your customer relationship skills and possibly develop important business connections and references.

After graduation, students can apply for positions as advertising assistants, advertising or merchandising managers, or sales or management trainees. Some graduates transfer to four-year colleges to earn a baccalaureate degree.

Customer Relationship Management Associate in Applied Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG106 Technical Writing 3

Fine Arts/Humanities/Language 3

Social Science/History 9
ECO101 Microeconomics or ECO105 Macroeconomics 3
HUR101 Human Relations 3
Select one: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUR101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204

Math/Science 6
MAT129 Statistics 3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY101, PHY102, PHY103, PHY104, PHY121, PHY122, PHY131, PHY132, PHY133

Foreign Language 3
FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

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General Elective 3

Total 63

Customer Relationship Management Associate in Applied Science

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Customer Relationship Management Associate in Applied Science Requirements

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ENG106 Technical Writing 3

Fine Arts/Humanities/Language 3

Social Science/History 9
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Math/Science 6
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Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY101, PHY102, PHY103, PHY104, PHY121, PHY122, PHY131, PHY132, PHY133

Foreign Language 3
FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

General Elective 3

Total 63

Customer Relationship Management Associate in Applied Science

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After graduation, students can apply for positions as advertising assistants, advertising or merchandising managers, or sales or management trainees. Some graduates transfer to four-year colleges to earn a baccalaureate degree.
BUS217 Co-op Education 3
BUS216 Assessing Service Quality 3
CIS116 Microcomputer Applications 3

**Business Elective(s)—Select from: ACC***, BUS***, CIS***, FBM***, OFT***, THM*** 3

**Health/PE/Rec**
HED***, PED***, REC*** 2

Total 65
Reading and Math Proficiency Required
Minimum QPI: 2.00

**Entrepreneurship**

**Associate in Applied Science**

Certificate
The backbone of American prosperity is a spirit of entrepreneur-
ship, and problem solving. You will develop a real business plan,
domination in business management, marketing, accounting, comput-
er science, and microcomputer applications. Regardless of the industry
or business scheme, as an entrepreneur armed with proper prepa-
ration and education you can maximize your business success.

Genesees two Entrepreneurship programs - the associate in
applied science degree and the certificate - give you a solid foun-
dation in business management, marketing, accounting, comput-
ers, and problem solving. You will develop a real business plan,
become proficient in business management and communications,
computer technology, accounting and finance, as well as acquire
core skills in marketing and human resources. These are the
essential tools to successfully open, operate, and grow any busi-
ness, no matter what type of enterprise you pursue.

Courses in Genesees Entrepreneurial program may be applied to
other A.A.S. degree programs such as Accounting, Business
Administration, Tourism and Hospitality Management, Customer
Relationship Management, or Sales and Customer Service. The
Entrepreneurship certificate can be completed in two semesters
of full-time study; the associate degree generally takes two years
of full-time study. Either program can readily accommodate indi-
viduals who wish to study part-time in order to continue work
schedules or manage other responsibilities.

**Entrepreneurship Associate in Applied Science Requirements**

<table>
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<tr>
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<th>Course Description</th>
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<tbody>
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<td>BUS217</td>
<td>Co-op Education</td>
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<td>Assessing Service Quality</td>
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<td>CIS116</td>
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<td>ACC***</td>
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**Science/Math**

Science—Select one:
- BUS101 Introduction to Business 3
- BUS106 Business Communications 3
- BUS213 Principles of Marketing 3
- BUS203 Advertising or BUS201 Professional Sales 3
- BUS205 Business Law 1
- BUS214 Principles of Management 3
- BUS217 Co-op Education 3
- BUS221 Project Management 3
- BUS225 Entrepreneurship 3
- CIS116 Microcomputer Applications 3

Business Electives—Select from: ACC***, BUS***, CIS***, FBM***, OFT***, THM*** (Excluding CIS102) 6

**Health/PE/Rec**
HED***, PED***, REC*** 2

**Total** 65
Reading and Math Proficiency Required
Minimum QPI: 2.00

**Liberal Arts**

Select from:

**Total** 65
Reading and Math Proficiency Required
Minimum QPI: 2.00

**Entrepreneurship Certificate Requirements**

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BUS214 Management Principles 3
BUS216 Business Communications 3
BUS217 Business Law 3
BUS218 Entrepreneurship 3
BUS221 Professional Sales or BUS219 Advertising 3
BUS205 Business Law 3
BUS235 Microcomputer Applications 3
Business Elective—Select from: ACC***, BUS***, CIS***,
FBM***, OFT***, THM***, (Excluding CIS102) 3
CIS Elective: CIS102 Introduction to Computers or CIS116
Microcomputer Applications 3

Total 30
Reading and Math Proficiency Required
Minimum QPI: 2.00

Fashion Merchandising Management
Associate in Applied Science
The Fashion Merchandising Management program provides the
skills you need to succeed in a fast-paced and ever-changing
industry. Career opportunities are plentiful in areas such as
fashion buying, coordinating, merchandising, advertising, display,
public relations, styling, sales, marketing and e-commerce.

Since 1982, Genesee’s fashion merchandising students have
planned and produced an original, traditional runway fashion
show, which has drawn standing room only crowds and has
become the largest program of its kind in Western New York.
Among the many aspects of planning a professional fashion show are producing radio and television commercials in the College’s
studios, marketing and advertising, developing web pages, creating
a fashion portfolio using library periodicals for an up-to-date
outlook on the field and taking class trips to New York City and
Toronto to reinforce the creative approach to fashion buying and
merchandising. All these initiatives enhance your ability to spot
fashion trends and apply them to your part of the program. Students
benefit from Distributive Education Clubs of America (DECA) activities such as arranging visits to designer showrooms and buyers’ offices and coordinating for guest speakers on campus.

You will participate in an off-campus full-time cooperative work
experience, affording you the opportunity to gain first-hand experiences in a variety of fashion-related assignments that can take place in well-known fashion centers.

Program Articulation: Fashion Institute of Technology (New
York City), Fashion Institute of Design and Merchandising (California), Laboratory Institute of Merchandising (New York City), and Buffalo State College

Fashion Merchandising Management Associate in Applied
Science Requirements
Communications
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3

Humanities 3
Select One: SPE108

Social Sciences 6
ECO101 Microeconomics or ECO105 Macroeconomics 3
Social Science/History—Select one: ANT102, ART103, ART104,
ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105,
HIS203, HIS204, HIS211, HIS224, HIS225, HUS101, POS101,
POS103, POS203, PSY101, PSY102, PSY106, SOC101, SOC102,
SOC103, SOC115, SOC240, THE202, THE204 3

Science 3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108,
ENG101, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104,
HIS105, HIS111, BIO113, BIO115, BIO116, BIO117, CHE100, CHE101,
CHE102, MET101, PHY100, PHY121, PHY122, PHY131,
PHY132, PHY133

Business 42
ACC106 Basic Accounting or ACC101 Accounting 1 3
BUS101 Principles of Business 3
BUS201 Professional Sales 3
BUS203 Advertising 3
BUS211 Merchandise Planning and Control 3
BUS217 Co-op Education 3
BUS219 Business Topics Seminar 3
BUS109 Principles of Retailing 3
BUS208 Display and Visual Merchandising 3
FBM101 Principles of Fashion Merchandising 3
FBM102 Fashion Trends and Design 3
FBM115 Textiles and Fabrics 3
FBM220 Fashion Show Production 3
CIS116 Microcomputer Applications or CIS102 Introduction to
Computers 3

Health/PE/Rec 2
HED***, PED***, REC***

Liberal Arts 3
Select from: ANT102, ART101, ART103, ART104, ART105,
ART110, ART114, ART123, ART127, ART209, ART210,
ART214, ASL101, ASL201, ASL203, AST107, BIO100, BIO102,
BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116,
BIO118, CHE100, CHE101, CHE102, COM103, ECO101,
ECO105, ENG102, ENG105, ENG106, ENG214, FRE101,
FRE102, FRE201, FRE202, GEO101, HIS101, HIS102, HIS104,
HIS105, HIS109, HIS203, HIS204, HIS207, HIS211, HIS224,
HIS225, HUM147, HUM240, HUM242, HUM244, HUM245,
HUM246, HUS101, LIT201, LIT203, LIT210, LIT211, LIT212,
LIT213, LIT214/THE212, LIT215, LIT216, LIT217, LIT218,
MAT102, MAT117, MAT121, MAT122, MAT129, MAT130,
MAT136, MAT137, MAT140, MAT141, MAT142, MAT245,
MUS101, MUS102, MUS103, MUS105, MUS110, MUS111,
MUS201, MUS202, MUS206, PHI101, PHI102, PHI103,
PHY100, PHY121, PHY122, PHY131, PHY132, PHY133,
POS101, POS103, POS105, POS107, POS203, PSY101, PSY102,
PSY106, SOC101, SOC102, SOC103, SOC115, SOC240,
SPA101, SPA201, SPA202, SPE103, SPE108, SPE109, THE101,
### Hospitality Management Certificate

Operations-level workers employed in hotel, restaurant and other hospitality occupations must continually upgrade their skills. Management opportunities in hotels, motels, motor inns, and restaurants continue to grow for those with postsecondary education. The Hospitality Management Certificate program provides you with an understanding of the principal functions of management, marketing and sales within the context of the hospitality industry. You can also apply your courses toward the A.A.S. degree in Geneseo's Tourism and Hospitality Management program.

#### Hospitality Management Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THM103</td>
<td>Hotel Operations</td>
<td>3</td>
</tr>
<tr>
<td>THM114</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>THM201</td>
<td>Meeting and Convention Planning</td>
<td>3</td>
</tr>
<tr>
<td>BUS216</td>
<td>Assessing Service Quality</td>
<td>3</td>
</tr>
<tr>
<td>ACC101</td>
<td>Accounting 1</td>
<td>3</td>
</tr>
<tr>
<td>ACC102</td>
<td>Accounting 2</td>
<td>3</td>
</tr>
<tr>
<td>BUS213</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS214</td>
<td>Management Principles or BUS225 Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BUS201</td>
<td>Professional Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS217</td>
<td>Co-op Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**: 30

Reading & Math Proficiency Required

Minimum QPI: 2.00

### Sales and Customer Service Certificate

Salespeople and customer service representatives are playing an increasingly vital role in creating a successful interface between a customer and a company offering products or services. Retail, wholesale, and manufacturing businesses require employees who have developed communication skills that lead to strong customer relationships.

Geneseo’s Sales and Customer Service Certificate program is designed for students interested in developing the educational competencies necessary for entry-level, professional employment. You’ll not only refine your skills in communication and computer applications, but also obtain an understanding of business, advertising, marketing, management and e-commerce. Courses feature guest speakers, confidence-building exercises and development of students’ professionalism.

Students will gain firsthand learning when they shadow a professional salesperson and complete an off-campus cooperative experience. You can apply your course work toward a Business Administration degree program or find employment once you’ve completed the certificate.

#### Sales & Customer Service Certificate Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics</strong></td>
<td>MAT129 Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td>CIS116 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS101 Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS213 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS214 Management Principles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS106 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS201 Professional Sales</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS217 Co-op Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS204 Business Management Problems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Business Elective</strong></td>
<td>BUS108 Customer Relationship Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**: 24

Reading & Math Proficiency Required

Minimum QPI: 2.00

### Tourism and Hospitality Management Associate in Applied Science

Today there are more than 61,000 establishments in the United States providing overnight accommodations to suit many different interests and budgets. These establishments have an ongoing need for skilled, experienced personnel who are familiar with modern hospitality management methods and techniques.

Geneseo’s Tourism and Hospitality Management program offers two distinct tracks designed to focus on the specific interests of individual students. In the Tourism Management track, with a heavier concentration in geography and cultural awareness, you will explore the world and appreciate different locations for planning ideal business meetings, conventions and vacations. Knowledge of the world is then applied to the principles of events management, marketing, and sales. Alternatively, if you are interested in managing a resort or hotel operation, the Hospitality Management track includes additional coursework in accounting, food and beverage management, and the key elements of organizational success.

In both tracks, you will become fully acquainted with the concepts, principles, procedures, and vocabulary necessary for success in the tourism and hospitality industry. Both tracks involve essential on-the-job learning opportunities as an integral part Geneseo’s program. Students receive academic credit for this experience, but even more important, they can apply what they have learned in class to the real business environment and sometimes obtain industry references and even job offers at the end of the training program.

#### Tourism and Hospitality Management Associate in Applied Science Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications</strong></td>
<td>ENG101 English Communications 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**: 65

Reading and Math Proficiency Required

Minimum QPI: 2.00
Computers and Technology

Computer Information Systems

Associate in Science

One fifth of the top 30 fastest growing occupations listed by U.S. Bureau of Labor Statistics are computer based, and every one of the jobs is ranked “very high” in the income category. In fact, in the latest ranking of the top 30 jobs of 2008, the U.S. Bureau of Labor and Statistics listed Computer Software Engineers, Applications as #4 with a 44.6% growth rate and a salary range of $46,000 plus.

With plentiful employment prospects, Genesee’s associate degree in Computer Information Systems provides the perfect first step toward these high paying computer information occupations. Your associate degree from Genesee includes extensive hands-on learning opportunities using state-of-the-art computer equipment. You will work with knowledgeable, caring faculty who have years of industry experience. Your Genesee education and the College’s numerous joint admission agreements with many four-year colleges or universities will serve you well as you transfer for a bachelor’s degree in programs such as Management Information Systems, Database Administration, Telecommunications and many other technology-related disciplines.

Another advantage of a degree from Genesee’s Computer Information Systems is that more than 50 percent of this program may be taken in a distance learning format offering added convenience and flexibility of scheduling college course work around other employment or family obligations.

Prerequisites: Four units of high-school English, three units of social studies, two units of science, and at least two years of college-preparatory mathematics.

Transfer Agreements: Currently, Genesee holds 2+2 joint admission agreements with 10 area public and private four-year colleges including, SUNY Buffalo State, SUNY Brockport and St. John Fisher.

Computer Information Systems Associate in Science Requirements

Communications

ENG101 English Communications 1 3
ENG102 English Communications 2 3
SPE103 or SPE108 or SPE109 3

History

American History Elective: HIS203 US History I or HIS204 US History II 3

Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107
Western Civilization: Select one: ART103, ART104, THE202, THE204 3

**Social Science Elective** 3
ECO101 Microeconomics

**Math Elective** 10
MAT129 Statistics 3
Select from: MAT140 and MAT247 or MAT141 and MAT247 7

**Natural Science Elective** 3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

**Program** 26
ACC101 Accounting 1 3
CIS112 Systems Analysis and Design 3
CIS125 Program and Problem Solving 3
CIS219 Computer Programming 1 4
CIS221 Computer Programming 2 4

**Restricted Electives** 9
Select from: BUS221, CIS*** (Except CIS100, CIS101, CIS102), CSN***, ACC102 9

**Restricted Elective or World Civilization or Foreign Language** 3
Student may satisfy restricted elective: CIS*** (Except CIS100, CIS101, CIS102), CSN***, ACC102; or World Civilization: GEO101, HIS101, HIS102, HIS224, HIS225, POS203; or Foreign Language: FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Students having obtained an 85 or higher on the Regents B exam have met this requirement and would not need a foreign language course.

**Health/PE/Rec** 2
HED***, PED***, REC***

**Total** 62

Reading and Math Proficiency Required
Minimum QPI: 2.00

**Computer Support and Operations Associate in Applied Science**

Genesee’s Computer Support and Operations program prepares students to become leaders in addressing organizational problems and developing innovative solutions through the use of information technology tools. Through this program, you will understand how to apply the tools of information technology to help solve common organizational and communication problems that can exist among the billions of information consumers today. According to a 2006 New York Times study, more jobs will be created in the industry than are outsourced overseas, particularly in the fields of biology and business.

With a degree in Computer Support and Operations, you have the framework to start a career as a systems analyst, business analyst, information systems technician or a PC support specialist. You can apply your skills in nearly any industry that interests you—from finance to health care, education to entertainment, law enforcement to sales.

**Computer Support and Operations Associate in Applied Science Requirements**

**Communications** 9
ENG101 English Communications 1 3
ENG106 Technical Writing 3

**BUS106 Business Communications or SPE108 Public Speaking** 3

**Fine Arts/Humanities/Language** 3

**Social Science/History** 6
Select two: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204

**Math Elective** 3
MAT121 Technical Math 1 or MAT136 Algebra 2 and Trigonometry

**Natural Science Elective** 3-4
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

**Business** 6
BUS101 Principles of Business 3
BUS201 Professional Sales 3

**Computer Information Systems/Network Technologies** 26
CIS116 Microcomputer Applications 3
CIS120 Advanced Microcomputer Applications 3
CIS125 Programming and Problem Solving 3
CSN115 Introduction to Operating Systems 3
CSN120 Networking Technologies 4
CSN150 Computer Repair 4
CSN201 Client Network Operating Systems 3
CSN217 Internship/Cooperative Experience 3

**Human Relations** 6
HUR101 Human Relations 1 3
HUR102 Human Relations 2 3
Reading and Math Proficiency Required
Minimum QPI: 2.00

Computer Systems and Network Technologies
Associate in Applied Science
Network Systems and Data Communications Analysts were recently ranked #1 in a U.S. Bureau of Labor study of the fastest-growing occupations for 2006-2016, surpassing even the health care industry with a 53.4% projected growth rate over the ten year period. Computers are an integral part of our business and personal lives, creating an ever-increasing need for graduates with computer-based degrees such as Genesee's AAS in Computer Systems and Network Technologies. This course prepares you for entry-level jobs in countless industries and businesses within the areas of system administration and network operations.

The Computer Systems and Network Technologies curriculum offers a solid background in networking, operating systems, and security using state-of-the-art technology. You will learn the necessary theory, but quickly apply it through plenty of hands-on experiences in the College's high-tech labs. From designing systems to assembling them, then testing and troubleshooting—you will embrace the full scope of computer system and network tools and technologies.

Prerequisites: Two years of high school mathematics, including algebra. Lack of the necessary prerequisites can be offset by non-credit preparatory courses at Genesee. (This might result in students needing more than two years to complete the degree requirements.)

Computer Systems and Network Technologies Associate in Applied Science Requirements

**Communications**
- ENG101 English Communications 1
- ENG106 Technical Writing

**Fine Arts/Humanities/Foreign Language**
Select one:

**Social Science/History**
Select two:
- ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY103, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204

**Math**
- MAT121 and MAT122 or MAT136 and MAT140 or MAT140 and MAT141 and MAT142

**Natural Science Elective**
Select one:
- AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

**Restricted Electives**
Select from:
- CIS112, CIS116, CIS120, CIS203, CIS208, CIS217/COM217, CIS215, CIS221, CSN201, CSN203, COM216

**Business/Computer Information Systems**
- BUS221 Introduction to Project Management
- CIS125 Programming and Problem Solving

**Computer Systems and Network Technologies**
Select:
- CSN115 Introduction to Operating Systems
- CSN150 Computer Repair
- CSN120 Networking Technologies

**CSN Electives: Students must complete Series 1 or Series 2**

**CSN Electives:**
- CSN A-CSN201 Network Client Operating Systems or CSN205 Intra-Networking
- CSN B-CSN202 Network Operating Systems or CSN206 Network Segmentation
- CSN C-CSN220 Inter/Intra Networking or CSN207 WAN Technologies
- CSN208 Overview of Computer and Network Security
- CSN217 Internship/Cooperative Learning Experience

**Health/PE/Rec**
- HED***, PED***, REC***

Total 64-65

Web Design
Associate in Applied Science
Certificate
Websites and the Internet offer a primary source of communication and information for organizations of every stripe—manufacturers, retailers, colleges, government agencies and more. For that reason, web design is an increasingly critical function within all industries, and Genesee's program trains the next generation of valued employees who create dynamic, interactive web pages and administer content distributed via the World Wide Web.

The program first provides an intensive introduction not only to computer technology, but also to problem solving. From there you will learn several computer applications for website design and key elements of programming. Courses also introduce you to...
the important aspects of website design and web page administration.

This new skill set will be applied during a cooperative work experience with an outside organization. The web design program gives you sound technical skills and hands-on experience you’ll need to launch a successful career.

Web Design Certificate Requirements

Math 3-4
Select one: MAT100, MAT117 MAT103, MAT104, MAT105
MAT110, MAT116 MAT118 MAT119 MAT120 MAT124
MAT243, MAT247

Program 30
ART209 Computer Graphics 1 3
BUS101 Principles of Business 3
CIS113 Web Publishing 3
CIS204 Web Design and Implementation 3
CIS125 Programming and Problem Solving 3
CIS219 Computer Programming 1 4
CIS223/COM223 Multimedia with Flash 4
CSN120 Networking Technologies 4
CSN217 Internship/Cooperative Experience 3

Restricted Electives 3
Select one: ART105, ART107, ART210, BUS213, BUS221,
CIS*** (Except CIS100, CIS101, CIS102), CSX***, COM107,
COM215, COM216, COM217/CIS217

Total 36-37
English, Reading and Math Proficiency Required
Minimum QPI: 2.00

Computer Repair Certificate

Computer repair technicians set up, maintain and repair stand-alone and networked personal computers. The Computer Repair Technology Certificate program provides you with the necessary background for employment in a wide variety of work environments. You can complete the program in one year (fall and spring) of full-time study. In addition, your course work can be applied to earning an A.A.S. degree in Genesee’s Computer Systems and Network Technology.

Computer Repair Certificate Requirements

Communications 3
ENG101 English Communications 1

Humanities 3
Select one: ART101, ART103, ART104, ART105, ART110,
ART111, ART114, ART115, ART128, ART127, COM103,
ENG214, FRE***, GEO101, HIS101, HIS102, HIS104, HIS105,
HIS203, HIS204, HIS224, HIS225, HUM***, LIT***, MUS101,
MUS102, MUS103, MUS110, MUS111, MUS201, MUS202,
PHI***, SPA***, SPE103, SPE108, SPE109, THE101, THE103,

Math 3
MAT121 Technical Mathematics 1

Computer Systems and Network Technologies 11
CSN120 Networking Technologies 4
CSN150 Computer Repair 4
CSN201 Network Client Operating Systems 3

Computer Information Systems 9
CIS102 Introduction to Computers 3
CIS125 Programming and Problem Solving 3
CSN115 Introduction to Operating Systems 3

Total 29
Reading and Math Proficiency Required
Minimum QPI: 2.00

Help Desk Certificate

In the last decade, computers have become an integral part of everyday life, used extensively in the workplace, in schools, and in our homes. Almost every computer user encounters a problem occasionally. This explosion of computer use has created a high demand for specialists to provide advice to end users. Although a small portion of these jobs have been outsourced, studies increasingly show that the talented labor pool for these types of jobs are still mainly located in the United States, creating a high demand for job seekers with comprehensive Help Desk training.

Genesee’s Computer End User Support Certificate program addresses the need for trained employees who can support the interaction between computer systems and a wide range of user groups. You’ll gradually progress through intensive problem solving and programming and the use of several computer applications. Courses introduce students to computers, fundamental technologies involved with computer networks and communication techniques.

A cooperative work experience with an outside organization allows you to apply your newly acquired skills in a real-world setting that can lead to important networking and employment opportunities.

Creative Arts Communications and Media Arts Associate in Science

The explosion of broadcast and print media over the past few decades has led to a range of new opportunities in radio, television, newspapers, and magazines.

Genesee’s Communications and Media Arts program trains students to think and react like communications managers, and respond effectively using the latest concepts in programming and marketing. You’ll develop your skills in production, writing, and the business of media, as well as gain essential knowledge of computer and satellite technologies. In addition to required course work, you’ll have plenty of hands-on opportunities at Genesee’s AM and FCC-licensed FM radio stations, including a new Audio Vault computer system; television production studio with Edit-Pro equipment; and in the photographic darkroom featuring individual workstations.
Radio station internships in Batavia, Buffalo and Rochester offer additional real-world experience. Once you’ve graduated, you can seek entry-level positions or enter a baccalaureate program in specialties like journalism, media studies, or film and video production.

Prerequisites: Four units of high school English, three units of social studies and two years each of high-school mathematics and science.

Communications and Media Arts Associate in Science
Requirements

Communications
ENG101 English Communications 1 3
ENG102 English Communications 2 3
SPE108 Public Speaking 3

Arts

Humanities

History
American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization: Select one: ART103, ART104, HIS104, HIS105, THE202, THE204 3

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

Social Science Elective
Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240

Math Elective
Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

Natural Science Elective
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY132, PHY133

Program
COM101 Introduction to Mass Media 3
COM110 Introduction to Broadcasting 3
JOU101 Introduction to Journalism 3
ENG111 Scriptwriting for Radio and Television 3
COM103 Introduction to Black & White Photography 3

Restricted Electives 6
Select two from the following: COM101, COM105, COM107, COM111, COM211, ENG106

Health/PE/Rec 2
HED***, PED***, REC***

Foreign Language 3
FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202
Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

General Electives 6

Total 65

Reading and Math Proficiency Required Minimum QPI: 2.00

Digital Art
Associate in Applied Science
Effectively combining art, design and technology is vital to communicate ideas and sell products in today’s fast-paced world. Geneseo’s Digital Art program emphasizes the role of computer technology in creative expression. Courses will develop your skills in animation, digital video, multimedia authoring and web design, as well as more traditional techniques like photography and drawing. You’ll also gain experience in major graphic design computer programs like Adobe Illustrator and Photoshop.

Digital Art students use the College’s modern Mac Lab featuring Macintosh computers and industry-standard software for illustration, photo editing, page layout, animation, website design and more. Internships with local businesses and the student design group Apple Core offer hands-on experience. Program graduates can secure entry-level positions in agencies specializing in graphic design, multimedia, web development, and digital illustration.

Suggested Prerequisites: Four units of high school English, three units of social studies and two years of high school mathematics and science, problem-solving skills, and art preparation.

Digital Art Associate in Applied Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3

Humanities 9
ART103 Western Art History 1 or ART104 Western Art History 2 3
Three-Dimensional Design and electives such as Computer Graphics, Stagecraft, Introduction to Theatrical and Scene Design round out Genesee’s Fine Arts experience.

You will benefit from the outstanding arts facilities at the Batavia campus, which feature well-equipped and naturally lit art studios for painting, drawing, pottery and sculpture; the 328-seat Stuart Steiner Theatre with a full scene shop, costume shop and dressing rooms; state-of-the-art computer graphics lab; an acoustically designed music studio; and an impressive dance/rehearsal studio.

Suggested Prerequisites: Standard preparation for an interest in fine arts is desired, but not necessary. Students may be asked to submit a portfolio for acceptance into the program.

Program Articulation: SUNY Buffalo State

**Fine Arts Associate in Science Requirements**

**Communications**
- ENG101 English Communications 1 3
- ENG102 English Communications 2 or ENG105 Writing in Humanities 3
- SPE103 Introduction to Oral Interpretation or SPE108 Public Speaking or SPE109 Interpersonal Communication 3

**History**
- American History Elective: HIS203 US History I or HIS204 US History II 3
- Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS211, MUS203, POS107
- Western Civilization: ART103 3
- World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

**The Arts**
- ART 110 Drawing 1 3

**Humanities**
- ART104 Western Art History 2 3

**Social Science Elective**
- Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3

**Math elective**
- MAT102, MAT117, MAT121, MAT122, MAT129, MAT190, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245 3

**Natural Science Elective**
- Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133 3

**Program**
- ART105 Two-Dimensional Design 3
- ART114 Painting 1 3
- ART127 3-D Design 3
- COM103 Introduction to Black and White Photography 3

**Fine Arts Associate in Science in Science Requirements**

**Communications**
- ENG101 English Communications 1 3
- ENG102 English Communications 2 or ENG105 Writing in Humanities 3
- SPE103 Introduction to Oral Interpretation or SPE108 Public Speaking or SPE109 Interpersonal Communication 3

**History**
- American History Elective: HIS203 US History I or HIS204 US History II 3
- Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS211, MUS203, POS107
- Western Civilization: ART103 3
- World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

**The Arts**
- ART 110 Drawing 1 3

**Humanities**
- ART104 Western Art History 2 3

**Social Science Elective**
- Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3

**Math elective**
- MAT102, MAT117, MAT121, MAT122, MAT129, MAT190, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245 3

**Natural Science Elective**
- Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133 3

**Program**
- ART105 Two-Dimensional Design 3
- ART114 Painting 1 3
- ART127 3-D Design 3
- COM103 Introduction to Black and White Photography 3
ART 221 Museum and Portfolio Fundamentals

Health/PE/Rec

2

PED***, HED***, REC***

Restricted Electives

12
Select 12 credits from the following: ART 111, ART 115, ART 123, ART 124, COM 105, ART 209, ART 214, ART 210, THE 106, THE 210, THE 246

No more than 6 credits from Art Topics Courses: ART 190-199, ART 160-169

Foreign Language

3
Select one: FRE 101, FRE 102, FRE 201, FRE 202, SPA 101, SPA 102, SPA 201, SPA 202

Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

Total

64

Reading and Math Proficiency Required
Minimum QPI: 2.00

Musical Theatre Certificate

The Musical Theatre Certificate program offers students who are interested in performing in musical theatre productions the opportunity for focused preparation and skills. Through active participation in the annual musical production, you’ll learn both onstage and backstage decorum, stage directions, performance in costume, makeup appropriate to show, relating to a conductor while singing with instrumental accompaniment, and projecting to a live audience. You can apply your course work to an associate in arts degree in Genesee’s Theatre Arts program.

Musical Theatre Certificate Requirements

Program

17
THE 103 Fundamentals of Acting 3
DAN 127 Introduction to Movement and Dance 3
MUS 105/THE 105 Introduction to Musical Theatre 3
Select two: MUS 128, MUS 129, MUS 130, MUS 131 4
Select one: MUS 112, MUS 113, MUS 114, MUS 115 1
Restricted Elective—Select one: THE 203, SPE 102, MUS 102 3

Total

17

Reading & Math Proficiency Required
Minimum QPI: 2.00

Theatre Arts

Associate in Arts

Genesee’s award-winning Theatre Arts program is designed to expose students to the richness of the performing arts and to provide a solid academic foundation for further study and career opportunities in theatre.

A degree from Genesee’s Theatre Arts program is a degree in liberal arts. Theatre majors take courses in English, history, mathematics, humanities and sciences. Along with the foundation in liberal arts are the theatre courses to develop your knowledge of acting, voice and articulation, movement, theatre technology and design, play analysis and theatre history. You’ll hone your skills by actively participating in four productions a year and extracurricular workshops. You’ll study and perform in the Genesee Center for the Arts, a modern facility which houses a 328-seat theatre, rehearsal studio, dressing rooms, scene shop, costume shop, and sound and lighting studio.

The program will improve your self-discipline, self-confidence, organization, creativity, cooperation, and oral-visual communication skills. Field trips to theatrical productions and possible participation in the Kennedy Center American College Theatre Festival will broaden your in-class experience.

Graduates of the program can transfer to a baccalaureate institution as juniors. Genesee students who have transferred and graduated from four-year institutions have been featured in films, started theatre companies, served as artistic directors, interned for regional equity theatres, designed costumes for college and equity theatres, and taught acting at professional theatres to elementary and high school students.

Suggested Prerequisite: Participation in theatrical productions.

Program Articulation: SUNY Colleges at Brockport, Buffalo, Fredonia, Geneseo, and Oswego; and Niagara University.

Theatre Arts Associate in Arts Requirements

Communications

ENG 101 English Communications 1 3
ENG 102 English Communications 2 or ENG 105 Writing in Humanities 3
SPE 103 Introduction to Oral Interpretation 3

American History Elective: HIS 203 US History I or HIS 204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS 109, HIS 203, HIS 204, HIS 207, HIS 211, MUS 203, POS 107

Western Civilization: Select one: THE 202 or THE 204 3

World Civilization: Select one: GEO 101, HIS 101, HIS 102, HIS 224, HIS 225, POS 203 3

Social Science Elective 3
Select one: ANT 102, ECO 101, ECO 105, HUS 101, POS 101, POS 103, POS 105, PSY 101, PSY 102, PSY 106, SOC 101, SOC 102, SOC 103, SOC 113, SOC 240

Math Elective 3
Select one course from the following list: MAT 102, MAT 117, MAT 121, MAT 122, MAT 129, MAT 130, MAT 136, MAT 137, MAT 140, MAT 141, MAT 142, MAT 245

Natural Science Elective 3
Select one: AST 107, BIO 100, BIO 102, BIO 104, BIO 105, BIO 108, BIO 111, BIO 114, BIO 115, BIO 118, CHE 100, CHE 101, CHE 102, MET 101, PHY 100, PHY 121, PHY 122, PHY 131, PHY 132, PHY 133
Program
THE101 Intro to Theatre 3
THE103 Fundamentals of Acting 3
THE106 Stage Craft 3
THE116 Performance in Theatre 1
THE117 Performance in Theatre 1
THE118 Performance in Theatre 1
THE203 Developing of Character 3
THE210 Intro to Theatrical Design 3
THE212 Play Analysis 3
SPE102 Voice and Articulation 3
Health/PE/Rec 3
DAN127/PED127
Foreign Language 3
Select one: FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202
General Electives 6
Total 63
Reading & Math Proficiency Required
Minimum QPI: 2.00

Theatre Technology
Associate in Applied Science

Whether your interest is traveling rock concerts or Metropolitan Opera, Geneseec’s exceptional Theatre Technology AAS degree offers students the opportunity to learn, train, and achieve the specialized technical and artistic skills required to execute contemporary theatrical productions. The intensive two-year program combines theory with hands-on application, including courses in computer-aided design and technology.

The focus is on theatre at Geneseec. Our program is unique because most of the instruction is practical, hands-on experience that allows you to jump right into production from day one as a freshman. This type of applied instruction prepares you for a career in the exciting world of theatre, from stagehand to electrician, designer to sound technician. Or you can choose to further your education by obtaining a baccalaureate degree in theatre design or technology at a four-year college or university.

Students in Geneseec’s Theatre Technology program have the advantage of working closely with many regional and community productions, as well as having a world-class theme park nearby that offers substantial production opportunities.

Demand is high for qualified, skilled, and talented technical theatre professionals in communities large and small across the country. Graduates are ready to work in professional and community theatre facilities, television, special events management, musical and opera companies, major touring productions and concerts, and in the travel/cruise entertainment industries.

Suggested Prerequisites: Participation in theatrical productions
Program Articulation: SUNY Brockport, University at Buffalo, and Ithaca College

Theatre Technology
Associate in Applied Science

Communications 9
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE109 Interpersonal Communications 3

History 9
American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107
World Civilization: Select one: THE202 or THE204 3
World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

Social Science Elective 3
Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240

Natural Science Elective 3
Select one: PHY100, PHY121

Program 27
THE101 Intro to Theatre 3
THE106 Stage Craft 3
THE116 Performance in Theatre 1
THE117 Performance in Theatre 1
THE210 Intro to Theatrical Design 3
THE212 Play Analysis 3
THE236 Stage Lighting 3
THE238 Stage Sound 3
THE256 Field Study Placement 1
COM111 TV and Video Production 3
EGR118 Computer Assisted Drafting 3

Health/PE/Rec 2
*PED/HED/DAN (*DAN/PED127-Recommended)

General Electives 9

Total 62
Reading & Math Proficiency Required
Minimum QPI: 2.00

Health Care
Health Studies
Certificate

With a nationwide shortage of health care workers in virtually all medical specialties, there has never been a more promising time to pursue a career in the health care industry. But with the abundance of medical career options and specialties to consider, many students are unsure what area interests them most. Geneseec’s Health Studies Certificate program provides the perfect
opportunity for students to explore the wide range of health care career options while mastering basic communication and computer skills. The program is designed particularly for students who have not decided which health care field to focus on, or who have not yet met the academic requirements for admission into one of the College’s health career programs.

A required career and educational plan is developed in your first semester to help you identify your health care employment goals and formulate a related education plan. The College’s advisement staff and health program faculty will work closely with you to help you achieve these unique goals.

After earning your Health Services Certificate you can easily choose to expand your knowledge base by enrolling in one of Genesee’s associate degree health care programs, including Nursing, Physical Therapist Assistant or Respiratory Care. Alternatively, you may decide to seek immediate employment in a variety of entry-level positions at numerous health care employers and agencies.

Health Studies Certificate Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>ENG101 English Communications 1 3</td>
</tr>
<tr>
<td></td>
<td>ENG102 English Communications 2 3</td>
</tr>
<tr>
<td>Math Elective/Science Elective</td>
<td>MAT121 Technical Mathematics 1 or MAT102 Algebra 2 or CHE100 or CHE101</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>BIO104 Fundamentals of Cell Biology or BIO105 Anatomy and Physiology 1</td>
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<td></td>
<td>Select one: CHE100, CHE101, BIO105, BIO106, PHY122 3-4</td>
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<tr>
<td>Social Science</td>
<td>PSY101 General Psychology 3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective (by advisement) or OFT135 Medical Forms and Billing or PTA106 Physical Therapist Assistant Seminar 1 2-3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>CEP102 Health Career Planning 3</td>
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<td></td>
<td>CIS102 Introduction to Computers or CIS116 Microcomputer Applications or Social Science Elective 3</td>
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<tr>
<td>Arts, Humanities, Language</td>
<td>OFT116 Medical Terminology or Arts, Humanities or Language 3</td>
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<td>PED/HED 2-3</td>
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<td>PED***, HED***</td>
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<td>Total</td>
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Reading and Math Proficiency Required
Minimum QPI: 2.00

Nursing

Associate in Applied Science
The Associate of Applied Science Degree Nursing Program was established at Genesee Community College in the fall of 1969. It has been approved by the New York State Education Department since its inception. The nursing program has had full accreditation by the National League for Nursing Accrediting Commission (NLNAC) since 1972. Information concerning the program may be obtained from the NLNAC’s website: www.nlnac.org.

Genesee’s Nursing Program provides students with a curriculum composed of both nursing and general education courses. The current health care system requires both a liberal arts education that fosters the social, cultural, and intellectual development of the individual as well as knowledge specific to nursing. Professional practice requires critical thinking, clinical decision making, interpersonal skills, and competency in technical skills.

Licensure: Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX–RN) to become registered nurses.

Nursing Associate in Applied Science Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ENG101 English Communications 1 3</td>
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<tr>
<td></td>
<td>ENG102 English Communications 2 3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>PSY101 General Psychology 3</td>
</tr>
<tr>
<td></td>
<td>PSY203 Developmental Psychology Across the Lifespan 3</td>
</tr>
<tr>
<td></td>
<td>SOC101 Introductory Sociology 3</td>
</tr>
<tr>
<td>Math/Science</td>
<td>BIO105 Anatomy and Physiology 1 4</td>
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<td>BIO106 Anatomy and Physiology 2 4</td>
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<td></td>
<td>BIO122 Pharmacology 3</td>
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<td>Nursing</td>
<td>NUR110 Nursing 1 7</td>
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<td></td>
<td>NUR120 Nursing 2 9</td>
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<td>NUR210 Nursing 3 8</td>
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<td></td>
<td>NUR215 Leadership 1 2</td>
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<td></td>
<td>NUR220 Nursing 4 8</td>
</tr>
<tr>
<td></td>
<td>NUR225 Leadership 2 2</td>
</tr>
<tr>
<td></td>
<td>NUR250 Nursing 5 5 (Spec Grades: A, B, C, CR, TR)</td>
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<tr>
<td>Health/PE/Rec</td>
<td>NUR110 includes the Basic Life Support CPR requirement (adult, infant, child).</td>
</tr>
<tr>
<td></td>
<td>NUR 210 includes a child abuse reporting class requirement of State Ed.</td>
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<td>Total</td>
<td>71</td>
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</table>

Reading and Math Proficiency Required
Minimum QPI: 2.00

Sequence of Nursing Courses
The following is the sequence of the Nursing courses in a 2 year plan. Students must consult their advisor regarding non–departmental requirements. Students must be admitted into the Nursing Program to enroll in the nursing courses. A minimum
of “C” is required in all nursing courses to progress to the sequential nursing courses. A failure or withdrawal in a nursing course requires a written request for readmission to the Department of Nursing. A break in the usual curricular pattern means completion of the nursing curriculum may take more than the two years. Departmental policy mandates the program of study must be completed within five years from the time the student was enrolled in the first clinical nursing course.

First Year of Nursing Curriculum Credits* Ratio*
NUR 110–Nursing 1 7 4:3
NUR 120–Nursing 2 9 5:4

Second Year of Nursing Curriculum Credits* Ratio*
NUR 210–Nursing 3 8 5:3
NUR 215–Leadership 1 2 1.5:0.5
NUR 220–Nursing 4 8 5:3
NUR 225–Leadership 2 2 1.5:0.5
NUR 250–Nursing 5 5 2:3

*Credit and Contact Hours
(Contact Hour Ratio–Theory: Learning Lab/Clinical) Theory = 1 credit hour = 1 contact hour/week x 15 weeks Learning
Lab/Clinical = 1 credit hour = 3 contact hour/week x 15 weeks

Physical Therapist Assistant Associate in Applied Science

Physical therapist assistants (PTA) make a real difference in people’s lives. An increase in the number of people with disabilities or limited function is spurring a greater demand for physical therapy services. PTA duties include training patients in exercises and activities of daily living; conducting treatments using special equipment; assisting in performing tests, evaluations and complex treatment procedures; and observing and reporting patient responses.

Course work provides a solid background in anatomy, physiology and kinesiology (mechanics of human movement), as well as in the principles of orthopedics, pain control, neurology, pediatrics and geriatrics. You will apply classroom theory with hands-on experiences in massage, goniometry (measuring joint angles), ambulation with assistive devices, thermal agents, therapeutic exercise, traction, cardiopulmonary physical therapy and clinical rehabilitation.

Geneseo’s PTA program has an excellent reputation in the clinical community. With clinical internship experiences in the Western New York region you integrate classroom knowledge with clinical skills. During your final three semesters, you’ll complete internship rotations in acute/subacute care, neurology and orthopedics.

Graduates are ready for entry-level positions as PTAs in a multitude of healthcare settings, such as general hospitals, rehabilitation centers, developmental centers, public schools, and sports care clinics.

The College accepts students into the program in the fall semester only. Admission is competitive and selective, and special admission criteria ensure these limited opportunities are available to students who are most likely to succeed. You can gain admission to the program by applying either as a new applicant or an internal transfer applicant. Contact Geneseo’s Admissions Office to learn more about program requirements.

Prerequisites: At least two years of high-school math (including algebra); one year of biology (preferably Regents or AP); one year of chemistry or physics.

Program Accreditation: The program is accredited by the Commission on Accreditation in Physical Therapy Education.

Licensure: Graduates are required to pass the National PTA licensing exam to become licensed in New York and most other states.

Physical Therapist Assistant Associate in Applied Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG102 English Communications 2 3

Fine Arts/Humanities/Language 3

Math/Science 11
BIO105 Anatomy and Physiology 1 4
BIO106 Anatomy and Physiology 2 4
MAT121 Technical Math 1 3
(Spec Grades: A, B, C, CR, TR)

Social Science 9
PSY101 General Psychology 3
HUS124 Gerontology 3
HUS250 Introduction to Developmental Disabilities 3

Physical Therapy 34
PTA101 Physical Therapist Assistant 1 4
PTA102 Physical Therapist Assistant 2 4
PTA106 PTA Seminar 1 2
PTA110 Kinesiology 3
PTA202 Applied Neurology 3
PTA203 Physical Therapist Assistant 3 4
PTA207 PTA Seminar 2 1
PTA121 PTA Clinic 11 1
PTA222 PTA Clinic 2 3
PTA208 PTA 4 5
PTA223 PTA Clinic 3 4
(Spec Grades: A, B, C, CR, TR)
Fact, sleep disorders have become one of the fastest growing health concerns today, particularly with its connection to obesity. More than 70 million Americans suffer from some aspect of sleeping disease. In fact, sleep disorders have become one of the fastest growing health concerns today, particularly with its connection to obesity, which is another significant health problem facing our nation. For these reasons, Genesee Community College has developed Polysomnographic Technology, or the evaluation and diagnosis of sleep disorders – the only program of its type in New York State.

Where can you work as a Polysomnographic Technician?
Polysomnographic technologists work closely with physicians to assist in the diagnosis of sleep-related problems and provide support services to patients. Typically, they work at night in “sleep laboratories” or clinics where patients with sleep problems spend one or more nights under intensive clinical observation. Technologists monitor patients’ breathing, blood oxygen levels, brain waves, eye movements, muscle tone, and other clinical variables using a variety of highly specialized equipment to assist in diagnosis. Polysomnographic technologists also counsel patients in the use of respiratory and sleep devices that aid in sleep hygiene.

What will you study as a Polysomnographic Technology student?

Students can complete Genesee’s 66-credit Polysomnographic Technology program in four semesters with full-time enrollment. Courses include Anatomy and Physiology, Physiology of Sleep Medicine, Sleep Study Instrumentation, Sleep Disorders, Environmental Chemistry, General Psychology, as well as four courses in Polysomnography and general education courses. The academic program also includes two clinical practice courses providing the opportunity to apply newly learned skills in a local sleep clinic.

What can you do with a Polysomnographic Technology degree?
New York State has more than 60 registered sleep clinics, and with Genesee Community College located between the major cities of Buffalo and Rochester, jobs in Polysomnography are growing steadily throughout the region. Upon completion of the Polysomnographic Technology program, you will be eligible to sit for the national Registered Polysomnographic Technologist (RPSGT) examination that is being developed by health certification boards. New York State is expected to require licensing of all Polysomnographic technologists in the near future—giving Genesee graduates the advantage in clinical qualifications.

Respiratory Care

Associate in Applied Science

There is expected to be a 30–40 percent increase in the number of respiratory therapists needed nationally over the next five years. Respiratory therapists (or respiratory care practitioners) evaluate, treat, and care for patients with breathing disorders under the guidance of physicians. Therapists evaluate patients by...
testing lung capacity and analyzing oxygen and carbon dioxide concentrations and pH (potential of hydrogen) levels, a measure of the blood’s acidity or alkalinity. Treatment gives temporary relief to patients with chronic asthma or emphysema, and provides emergency care for patients suffering from heart failure, stroke, shock or drowning.

Genesee’s Respiratory Care program provides the knowledge and skill to treat the range of patients from premature infants whose lungs are not fully developed to the elderly, as well as people whose lungs are diseased. You'll learn various ways to test and analyze the capacity of the lungs. You’ll also gain skill in using oxygen or oxygen mixtures, chest physiotherapy and aerosol medications, drawing and testing blood samples, using and maintaining respiratory equipment, and evaluating patient progress.

Area hospitals and health care institutions provide students with supervised, hands-on experience in the actual care and treatment of real patients. Students must provide their own transportation to and from clinical situations.

Admission to the Respiratory Care program is selective and limited. Contact the Admissions Office to learn more about program requirements.

Prerequisites: At least three years of math (including algebra), biology or life sciences, chemistry. (Physics is also strongly recommended.) If you don’t meet those prerequisites, you can take preparatory classes at Genesee to prepare for the Respiratory Care program.

Program Accreditation: Nationally accredited by the Committee for the Accreditation of Respiratory Care (CoARC).

Licensure: Genesee respiratory care graduates are eligible to take the Certified Respiratory Therapist (CRT) exam. Once they successfully pass this test, they are eligible to sit for the Registered Respiratory Therapist (RRT) exam. The CRT and RRT exams are administered by the National Board for Respiratory Care (NBRC) and are recognized in the U.S., Canada, and parts of Europe. Therapists are licensed or registered professionals in almost every state.

Program Articulation: Finger Lakes Community College for a special articulation agreement that allows students to complete all of their general education and science courses at FLCC while completing their respiratory courses at Genesee Community College.

Transfer Agreement: SUNY Upstate Medical University for the Cardiorespiratory Science Bachelor of Science program, a degree that meets pre-medical school requirements. Genesee Respiratory Care graduates who have completed one year of college chemistry may be admitted into the junior year for this program.

Respiratory Care Associate in Applied Science Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCP101</td>
<td>Respiratory Care I</td>
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<tr>
<td>RCP103</td>
<td>Cardiopulmonary Anatomy/Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RCP114</td>
<td>Respiratory Care II</td>
<td>4</td>
</tr>
<tr>
<td>RCP115</td>
<td>Mechanical Ventilation I</td>
<td>3</td>
</tr>
<tr>
<td>RCP116</td>
<td>Mechanical Ventilation II</td>
<td>2</td>
</tr>
<tr>
<td>RCP117</td>
<td>Respiratory Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>RCP118</td>
<td>Clinical Practice I</td>
<td>1</td>
</tr>
<tr>
<td>RCP202</td>
<td>Cardiopulmonary Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RCP203</td>
<td>Neonatal and Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RCP204</td>
<td>Cardiopulmonary Disease</td>
<td>2</td>
</tr>
<tr>
<td>RCP209</td>
<td>Cardiopulmonary Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>RCP210</td>
<td>Clinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>RCP216</td>
<td>Clinical Practice III</td>
<td>2</td>
</tr>
<tr>
<td>RCP218</td>
<td>Respiratory Care III</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 71-72

Reading and Math Proficiency Required

Minimum QPI: 2.00

Veterinary Technology

Did you know that more than 100 million cats and dogs live with American families, and that pet care is a $30-billion-dollar-a-year industry? Staggering statistics like these, and Genesee’s location in a largely agricultural region with extensive livestock make our new Veterinary Technology A.A.S. degree one of the college’s
most eagerly anticipated majors. The college plans to launch the program in time for the fall 2010 semester, pending review by the New York State Education Department and State University of New York.

Where Veterinary Technicians Work

The Veterinary Technology program will prepare you to work in tandem with veterinarians as a licensed veterinary technician, more commonly known as “vet techs”. Most vet techs work in animal hospitals and clinics, shelters, research labs, and zoos. The demand for veterinary technicians is expected to grow 20% statewide and 41% nationwide over the next six years.

What You’ll Learn

While vet tech students take general education classes on subjects like communications and math, you’ll also complete a fairly specialized curriculum, including courses such as:

- Veterinary Pharmacy and Pharmacology
- Techniques in Laboratory Animals and Exotics
- Veterinary Radiology and Dentistry
- Surgical Nursing and Anesthesiology
- Large Animal Pathology and Nursing
- Veterinary Nutrition

Beyond the classroom, you’ll also complete three “externships” featuring supervised hands-on experience working with animals in a clinical or agricultural setting. As a full-time student, you can complete the entire 72-credit program in two years. Nine of the program’s courses include extensive lab work, and the College will soon complete a state-of-the-art veterinary lab at the Batavia Campus.

Licensure

Genesee’s Veterinary Technology program will prepare you for the Veterinary Technician profession. The National Examination (VTNE) passare is required for vet techs to practice in New York state. With an A.A.S. degree in veterinary technology, you’ll have opportunities to broaden your duties to include veterinary field and clinic management. Or you might consider continuing your education to become a veterinarian. GCC transfer services have established an agreement with Medaille College to allow our students to articulate with all 72 credit hours and the AAS degree. Cornell will also consider application to their CALS program. Students wishing to transfer to the College of Agriculture and Life Sciences (CALS) at Cornell should follow the required course guidelines for the major they are interested and use the Genese Community College course equivalency page as a guide.

Veterinary Technology Associates in Applied Science Requirements

<table>
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<tr>
<td>ENG101 English Communications 1</td>
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<td>ENG102 English Communications 2 or ENG105 Writing in the Humanities</td>
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<td>Social Science and History</td>
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<td>HUR101 Human Relations 1</td>
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<td>Select one: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS109, HIS203, HIS204, HIS207, HIS211, HIS224, HIS225, HUM220, HUS101, MUS203, POS101, POS103, POS105, POS107, POS203, PSY101, PSY102, PSY106, PSY202, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204</td>
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<tr>
<td>Math/Science</td>
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<tr>
<td>Select one: MAT102, MAT117, MAT121, MAT122, MAT129, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245, MAT247, MAT255</td>
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<tr>
<td>BIO206 General Microbiology</td>
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<td>BIO280 Parasitology</td>
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<td>Veterinary Technology</td>
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<td>VET101 Introduction to Veterinary Technology</td>
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<td>VET112 Animal Anatomy and Physiology I</td>
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<td>VET113 Animal Anatomy and Physiology II</td>
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<td>VET124 Veterinary Pharmacy and Pharmacology</td>
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<td>VET201 Animal Clinic Externship 1</td>
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<td>VET202 Animal Clinic Externship 2</td>
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<td>VET203 Animal Clinic Externship 3</td>
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<td>VET212 Veterinary Nutrition</td>
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<td>VET223 Techniques in Laboratory Animals and Exotics</td>
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<td>VET234 Clinical Laboratory Techniques</td>
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<td>VET245 Small Animal Pathology and Nursing</td>
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<td>VET257 Principles of Veterinary Business</td>
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<td>VET268 Surgical Nursing and Anesthesiology</td>
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<td>VET279 Veterinary Radiology and Dentistry</td>
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<td>Reading and Math Proficiency Required</td>
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<td>Minimum QPI: 2.00</td>
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<td>Spec. Grades: A, B, C, CR, TR in all courses in the degree program</td>
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Human Services

Alcohol and Substance Abuse Studies

Associate in Science

New York State’s Office of Alcoholism and Substance Abuse Services (OASAS) and the Center for Disease Control report that addictions in society and families are significant issues in American life.

In Genese’s Alcohol and Substance Abuse Studies program, you will build a solid foundation for working with people and families
with addictions. The program focuses on the effects of social, psychological and environmental factors on human behavior, as well as the causes and results of family problems. Courses examine:

• Symptoms of abuse
• Physical, pharmacological, psychological and social effects of alcoholism as a disease
• Use of drugs in society
• Effects of addictions on families

Students explore the field of human services and learn basic helping, observing, and evaluating skills. Two required off-campus internships in human services agencies provide real-world experience. (You must provide your own transportation to and from your internship.)

Students can find entry-level positions after graduation, transfer into a health science, social work or human services program at a four-year school, or complete course work for the credentials to be an addictions counselor.

More than 50 percent of this program may be taken in a distance learning format.

Credentials: Course and internship credits can be applied toward a Certified Alcoholism and Substance Abuse Counselor (CASAC). Additional education or specialized training is necessary to meet all CASAC requirements.

Prerequisites: High school biology, math and psychology, and writing skills.

Program Articulation: Many graduates transfer to a Social Work or Health Science program available at many area colleges and universities.

Alcohol and Substance Abuse Associate in Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3

History 9
American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization: Select one: ART103, ART104, THE202 or THE204 3

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

Humanities 3

Social Science Elective 6
PSY101 General Psychology 3
SOC101 Introductory Sociology 3

Math Elective
Select one from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

Natural Science Elective
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY192, PHY133

Program 18
HUR101 Human Relations 1: Interpersonal Skills 3
HUS101 Introduction to Human Services 3
HUS110 Field Experience in Human Services 1 3
HUS201 Field Experience in Human Services 2 3
HUS113 Alcohol/Drug Use and Abuse 3
HUS114 The Family: Impact of Alcohol/Drug Use and Abuse 3

Restricted Electives 3
Select one from: HED204, HUR102, HUS103, PSY102, PSY106, PSY202, SOC102, SOC103, SOC115

Health/PE/Rec 2
HED***, PED***, REC***

Foreign Language 3
ASL101, ASL102, ASL201, FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202
Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

General Electives 6

Total 62

Reading and Math Proficiency Required
Minimum QPI: 2.00

*ART103, ART104, THE202, and THE204 may be replaced by completing HIS104 or HIS105 and an approved SUNY General Education ARTS course. If you choose this option, depending on your major you may need additional credits beyond the stated degree requirements. You must complete a Curriculum Adjustment Form (Available from the Advisement Center).

Deaf Studies Certificate

The Deaf Studies certificate is intended for those who are interested in communicating effectively with deaf people in their communities. Geneseo’s proximity to Rochester, NY, which has the highest per capita population of deaf and hard-of-hearing individuals in the United States, makes the Deaf Studies Certificate a
crucial tool and unique opportunity to help break down language barriers for the region’s hearing impaired.

Completion of Genesee’s Deaf Studies Certificate facilitates basic communication with people with hearing problems. The certificate can be completed as a stand-alone two-year certificate or combined with an associate’s degree in one of the Human Services Program options. The curriculum focuses on American Sign Language proficiency in the classroom, and requires additional usage in the field.

The certificate is designed to help students build ASL skills; obtain knowledge about the heritage and culture of the deaf community; prepare to work in fields such as education, rehabilitation, social work, law, nursing and psychology; and meet the needs of deaf individuals in schools, the workplace and the community.

Deaf Studies Certificate Requirements

**Communications**
- ENG101 English Communications 1 3
- ENG105 Writing in Humanities 3

**Social Sciences**
- HUS 101 Intro to Human Services 3
- HUS/SOC 204 Human Diversity 3
- HUS 250 Intro to Developmental Disabilities 3
- ASL 101 American Sign Language I 3
- ASL 110 Field Experience in ASL 3
- ASL 102 American Sign Language II 3
- ASL 201 American Sign Language III 3
- ASL 202 American Sign Language IV 3

**Total**
- Reading and Math Proficiency Required
- Minimum QPI: 2.00

Developmental Disabilities Studies Certificate

The past few years have seen a revolution in the breadth of services offered to people with developmental disabilities. Genesee’s program helps build the skills and knowledge you need to work with developmentally disabled infants, children, and adults throughout their life span. Your course work and an off-campus internship provide a solid understanding of treatment strategies and their applications. Courses included are among those required by the New York State Office of Mental Retardation and Developmental Disabilities (OMRDD).

You will put your class work to use during an internship with one of a number of Western New York agencies that provide services for people with developmental disabilities.

The Developmental Disabilities Certificate is appropriate for students just entering college who want to pursue a career in this field, or people already employed who want to expand their knowledge, skills and employment flexibility in the field. You can complete this certificate concurrently with the Human Services Associate degree program.

Prerequisites: High school diploma or equivalent.

Developmental Disabilities Studies Certificate Requirements

**Communications**
- ENG101 English Communications 1 3

**Social Sciences**
- HUS101 Introduction to Human Services 3
- HUS110 Field Experiences in Human Service 3
- HUS250 Introduction to Developmental Disabilities 3
- HUS251 Developmental Disabilities: Strategies and Lifespan Applications 3
- PSY101 General Psychology 3
- PSY102 Child and Adolescent Development 3

**Science**
- BIO102 Human Biology 3

**Restricted Elective**

**Health/PE**
- HED205 Responding to Emergencies 3
- PED177 Adaptive Physical Education 2

**Total**
- Reading and Math Proficiency Required
- Minimum QPI: 2.00

Early Childhood Certificate

Shifting patterns in family structure and wage-earning have made quality childcare a critical issue in today’s world. Indeed, early childhood services have become an important necessity to the country’s working population.

The Early Childhood Certificate prepares you to provide quality care to infants and young children. This program enhances the skills and knowledge of those already working with young children. In addition to your classroom studies, you will apply your learning during an internship at an early childhood agency.

You can obtain this certificate separately or as part of the Human Services associate degree program.

Licensing: Completion of the three CDA courses fulfills the educational component of the Child Development Associate (CDA) certification offered through the Council for Early Childhood Professional Recognition. The Early Childhood Certificate meets requirements for the Safe Schools Against Violence in Education (SAVE) certification.

More than 50 percent of this program may be taken in a distance learning format.

Prerequisites: High-school diploma or equivalent.

Early Childhood Certificate Requirements

**Communications**
- ENG101 English Communications 1 3
Social Sciences  
PSY101 General Psychology  3  
PSY102 Child and Adolescent Development  3

**Human Services**  
HUS101 Introduction to Human Services  3  
HUS110 Field Experiences in Human Service  3  
HUS104 The Preschool Child: Health, Safety and Nutrition  3  
HUS106 Early Childhood Education—Methods and Materials  3  
HED204 Intro to Healthful Living  3  
Restricted Electives—Select from: ASL101, ASL102, ASL201, HED205, HUS107, HUS108, HUS109, HUS250, HUS251, HUS103, HUS/HED113, HUS/HED114, LIT203, PSY202, SOC103, SPA***  6  

**Total**  
Reading and Math Proficiency Required  
Minimum QPI: 2.00

Gerontology Certificate  
The aging of the Baby Boomer Generation means that older adults make up an ever-larger portion of the American population. The growth in the number of older adults provides new and varied employment opportunities to meet the needs of this group. Skilled gerontology workers not only work directly with the elderly, but also function as consultants for professionals in other disciplines.  
The Gerontology Certificate expands the knowledge and skills of students interested in working with older adults and of those currently employed in gerontology fields. You will apply what you have learned during an off-campus internship at an agency that provides services to older adults.  
You can complete this certificate separately or in conjunction with the Human Services associate’s degree program. More than 50 percent of this program may be taken in a distance learning format.  
Suggested Prerequisites: High-school diploma or equivalent.

**Gerontology Certificate Requirements**  
**Communications**  
ENG101 English Communications 1  3

**Social Sciences**  
HUS101 Human Services  3  
HUS110 Field Experiences in Human Service  3  
HUS124 Gerontology  3  
PSY101 General Psychology  3  
Restricted Elective—Select from: ART101, ART123, ART127, ASL101, HUS103, HUS/HED113, HUS/HED114, HUS250, HUS251, HED204, HED205, HUR101, HUR102, MUS101, MUS102, PSY204, THE101  6

**Science**  
BIO102 Human Biology  3

General Electives  
**Human Services**  
Associate in Science  
Associate in Applied Science  

Human services occupations, according to the U.S. Bureau of Labor Statistics, are expected to grow at a rate much faster than most jobs. The range of professional settings for human services work is enormous—mental health clinics, childcare centers and nursery schools, nursing homes, programs for people with developmental disabilities or the elderly, teen centers, recreational programs, law-enforcement agencies and more.  
Genesee offers two degree programs that lead to a career in helping people in a multitude of ways. The A.S. degree in Human Services is designed for students interested in transferring to four-year institutions to earn a bachelor’s degree in human services or social work. The Human Services program leading to the A.A.S. degree is designed for people already at work in the field and for students preparing for careers as paraprofessionals in educational and human service agencies.  
You may concentrate your electives in gerontology, developmental disabilities, early childhood, or addictions. With careful planning, you can earn a certificate in gerontology, early childhood or developmental disabilities at the same time as a human services degree. Internships as part of both programs offer opportunities to apply concepts and helping skills in a human services agency. This real-world experience is a valuable asset when you search for employment after graduation. More than 50 percent of both the A.A.S. and A.S. programs may be taken in a distance learning format.

Prerequisites: High school biology, mathematics, psychology, writing skills, and volunteer work.

**Human Services Associate in Applied Science Requirements**  
**Communications**  
ENG101 English Communications 1  3  
ENG102 English Communications 2 or ENG105 Writing in Humanities  3

**Humanities**  
SPE108 Public Speaking  3

**Social Sciences**  
HUR101 Human Relations 1  3  
HUR102 Human Relations 2  3  
HUS101 Human Services  3  
HUS110 Field Experience in Human Service  3  
HUS201 Field Experience in Human Service  3  
HUS202 Field Experience in Human Service  3  
PSY101 General Psychology  3  
SOC101 Introductory Sociology  3  
Restricted Electives: Select From: ANT102, ASL101, HED204, HUS103, HUS104, HUS106, HUS107, HUS108, HUS109,
HUS113, HUS114, HUS124, HUS250, HUS251, LIT203, PSY102, PSY106, PSY201, PSY202, PSY204, SOC102, SOC103, SOC115, SOC240, SPA*** 9

Science
3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

Health/PE/Rec
2
HED***, PED***, REC***

General Electives
15

Total
62

Reading and Math Proficiency Required
Minimum QPI: 2.00

Human Services Associate in Science Requirements

Communications
9
ENG101 English Communications 1
ENG102 English Communications 2 or ENG105 Writing in Humanities
SPE108 Public Speaking

History
9
American History Elective: HIS203 US History I or HIS204 US History II

Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization: Select one: ART103, ART104, THE202, THE204

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

Humanities
3

Social Science Elective
6
PSY101 General Psychology
SOC101 Introductory Sociology

Math Elective
3
Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

Natural Science Elective
3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY132, PHY133

Program
12
HUR101 Human Relations 1: Interpersonal Skills
HUS101 Introduction to Human Services
HUS110 Field Experience in Human Service 1
HUS201 Field Experience in Human Service 2

Restricted Electives
3
Select from: HED204, HUR102, HUS103, PSY102, PSY106, PSY202, SOC102, SOC103, SOC115

Health/PE/Rec
2
HED***, PED***, REC***

Foreign Language
3
ASL101, ASL102, ASL201, FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

General Electives
9

Total
62

Reading and Math Proficiency Required
Minimum QPI: 2.00

Law and Criminal Justice

Criminal Justice

Associate in Science
Associate in Applied Science
Certificate

Geneseo’s Criminal Justice A.S. degree program prepares students to successfully transfer to a four-year institution and enroll in a Criminal Justice program or related field for a baccalaureate degree.

At Geneseo, your education focuses on a strong liberal arts background similar to the first two years of criminal justice programs offered by the above colleges and universities. In addition to the general education requirements, you’ll also pursue introductory Criminal Justice courses.

The A.A.S. degree program is designed for students preparing to enter the workforce upon graduation for a career in law enforcement, correctional facilities, community service or private security. Agencies employing peace officers typically require candidates be at least 20 years old and pass physical and other screening examinations. As a graduate, you’ll typically choose a job in the following fields: police officer, corrections officer, industrial security, retail security, or campus security.

The Criminal Justice certificate program prepares you for employment opportunities, or helps you develop a deeper background in the field if you are already employed within the criminal justice system. You can also apply your courses toward a Criminal Justice degree program. More than 50 percent of both the A.A.S. and A.S. programs, and the Criminal Justice certificate may be taken in a distance learning format.
Prerequisites: Four units of high-school English, three units of social studies, two units of science, and at least two years of college-preparatory mathematics.

Program Articulation: SUNY Albany, SUNY Brockport, SUNY Buffalo State, and SUNY Oswego

Criminal Justice Associate in Science Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
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<td>Communications</td>
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<td>ENG102 English Communications 2 or ENG105 Writing in Humanities 3</td>
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<td>SPE108 Public Speaking or SPE109 Interpersonal Communication 3</td>
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<td>History</td>
<td>American History Elective: HIS203 US History I or HIS204 US History II 3</td>
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<td>Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107</td>
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<td>Western Civilization</td>
<td>Select one: ART103, ART104, HIS104, HIS105, THE202, THE204 3</td>
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<td>Social Science Elective</td>
<td>PSY101 General Psychology 3</td>
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<td>SOC101 Introductory Sociology 3</td>
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<td>SOC115 Crime and Delinquency 3</td>
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<td>Math Elective</td>
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<td>Natural Science Elective</td>
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Total 62

Reading and Math Proficiency Required
Minimum QPI: 2.00

Criminal Justice Associate in Applied Science Requirements

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<td>ENG102 English Communications 2 or ENG105 Writing in Humanities 3</td>
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<td>Humanities</td>
<td>SPE108 Public Speaking or SPE109 Interpersonal Communication 3</td>
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<td>SOC101 Introductory Sociology 3</td>
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<td>Criminal Justice</td>
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<td>CRJ110 Legal Aspects in Criminal Justice 3</td>
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<td>CRJ113 Corrections I 3</td>
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<td>CRJ205 Administration in Criminal Justice 3</td>
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<td>CRJ206 Criminal Investigation: Law and Process 3</td>
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<td>Science</td>
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<tr>
<td>Health/PE/Rec</td>
<td>Select from HED***, PED***, REC*** 2</td>
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<tr>
<td>Business</td>
<td>CIS102 Intro to Computers or CIS116 Microcomputer Applications 3</td>
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</table>
### Liberal Arts

### General Electives

**Total**

| 9 |

### Economic Crime Investigation Certificate Requirements

**Communications**
- ENG101 English Communications 1

**Social Sciences**
- CRJ101 Introduction to Criminal Justice
- CRJ110 Legal Aspects in Criminal Justice
- CRJ118 Introduction to Corrections
- CRJ205 Administration in Criminal Justice
- CRJ206 Criminal Investigation: Law and Process

**History**
- American History Elective: HIS203 US History I or HIS204 US History II

**Humanities**
- PSY101 General Psychology
- SOC101 Introductory Sociology

**Total**

| 30 |

### Economic Crime Investigation Associate in Science

Money laundering, health-insurance fraud, identity theft, and corporate account “book-cooking” are increasingly at the center of today’s criminal activity. Advances in technology, economic trends and the current global political climate are ensuring that these white-collar crimes will continue to make front page news.

Corporate and government employers need qualified professionals with accounting, computer, and investigative skills capable of dealing with these contemporary types of crime.

Genesee’s Economic Crime Investigation program combines three popular areas of study—criminal justice, accounting and computer science—and places students at the cutting-edge of technology and job growth. Designed for those planning to transfer to baccalaureate colleges and universities, the program helps prepare you for entry-level careers in the field of investigation and/or prevention of white-collar crime. The program is designed to allow you to choose among two concentrations: technology-based computer security or accounting-based financial investigation. More than 50 percent of this program may be taken in a distance learning format.

**Prerequisites:** Four units of high-school English, three units of social studies, two units of science, at least two years of college-preparatory math, including algebra.

### Economic Crime Investigation Associate in Science Requirements

**Communications**
- ENG101 English Communications 1
- ENG102 English Communications 2 or ENG105 Writing in Humanities
- SPE108 Public Speaking

**History**
- American History Elective: HIS203 US History I or HIS204 US History II
- Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107
- Western Civilization: Select one: ART103, ART104, THE202, THE204
- World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

**Humanities**
- PSY101 General Psychology
- SOC101 Introductory Sociology

**Social Science**
- ECO101 Microeconomics
- SOC101 Introductory Sociology

**Mathematics**
- MAT129 Statistics
- MAT136 Algebra 3 and Trigonometry

**Natural Science Elective**
- Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133
Program 15
ACC101 Accounting 1 3
ACC102 Accounting 2 3
CIS116 Microcomputer Applications 3
CRJ101 Introduction to Criminal Justice 3
CRJ110 Legal Aspects in Criminal Justice 3

Restricted Electives 9
Students must complete Financial Investigation option or Computer Security option.

Financial Investigation Option 3
ACC211 Intermediate Accounting 1 3
ACC212 Intermediate Accounting 2 3
ACC217 Tax Procedures 3

Computer Security Option 3
CIS125 Programming and Problem Solving 3
CIS208 Database 3
CSN120 Networking Technologies 4

Foreign Language 3
FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Health/PE 2
HED***, PED***

Total 65
Reading and Math Proficiency Required
Minimum QPI: 2.00

Paralegal Studies
American Bar Association Approved
Associate in Applied Sciences
According to the U.S. Bureau of Labor Statistics, the paralegal profession is one of the fastest growing occupational categories in the country. Many paralegals entering the career today have earned an associate degree from a community college. Paralegals, also called legal assistants, are most commonly employed in large, medium and small law firms. The present trend, however, provides employment opportunities in the broader private and public sectors, namely: insurance companies; bank mortgage and trust departments; title companies; government agencies; court systems; and closely-held and publically traded corporations.

Genesee Community College’s Paralegal Studies program is designed to provide its graduates with a thorough background in the fundamental principles of substantive and procedural law commonly encountered in a general law practice, so that a graduate will be prepared to work under the supervision of an attorney. Additionally, GCC’s Paralegal Studies program provides students with a broad college liberal arts education. Although paralegals are not licensed to practice law, that is to set legal fees, retain clients or appear in court, they do handle many key legal duties, such as: investigating background facts of cases; drafting legal documents; researching legal issues; preparing real estate closings, reviewing and writing contracts; overseeing litigation discovery and trial preparation; interviewing clients and witnesses; attending depositions and trials; drafting wills and estate petitions; attending adjudication hearings; working with prosecutors and criminal defense attorneys; assisting in divorce and family court cases; researching and drafting appellate briefs; to name but several areas.

The paralegal courses at GCC are taught by attorneys. The program prepares its graduates to:

1. Understand and appreciate the history of the American legal system, including the federal and state court systems;
2. Recognize the substantive and procedural law encountered most frequently in the local legal environment;
3. Become familiar with the opportunities, demands, regulations and resources available to the paralegal profession;
4. Distinguish and apply ethical rules of the legal and paralegal professions;
5. Develop skills in legal reasoning and argument; and
6. Acquire research and communication skills, based on law library research and fact pattern analysis.

The program includes an elective internship experience. This course offers a first-hand opportunity to enhance classroom knowledge with actual experience. Program graduates are well prepared for entry-level positions in a wide range of career opportunities.

In addition to being ABA approved, GCC’s Paralegal Studies program is a member of the American Association of Paralegal Education. The program is selective, with a limited number of openings. Requirements for the Program can be found at the College’s website and in the “Admissions and Financial Aid” section of this catalog. You may also contact the College’s admissions office or the program director to learn more about Paralegal Studies and the College’s application process.

To accommodate students interested in continuing their education beyond the associate degree, the Paralegal Studies program has articulation agreements with the University of Buffalo, Hilbert College and Syracuse University. Program graduates also have continued their education at other baccalaureate granting colleges.

Paralegal Studies Associate in Applied Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG102 English Communications 2 3

Fine Arts/Humanities/Language 3
Select one: ART101, ART103, ART104, ENG214, FRE101, FRE102, FRE201, FRE202, LIT201, LIT203, LIT210, LIT211, LIT213, LIT214/THE212, LIT215, LIT216, LIT217, LIT218,

**Social Science/History** 6

POS105 Political and Civil Rights 3

Select one: ART103, ART104, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225 3

**Science** 3

Select one: AST107, BIO100, BIO102, BIO105, BIO108, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY131

**Mathematics** 3

MAT102, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

**Paralegal** 34

ACC101 Accounting 1 3

CIS116 Microcomputer Applications 3

PLG114 Introduction to Legal Studies 3

PLG116 Commercial Law 3

PLG122 Torts Law 3

PLG125 Civil Litigation 3

PLG201 Legal Research and Writing 4

PLG221 Real Estate Law 3

PLG225 Trusts and Estates 3

PLG231 Family Law 3

Restricted Electives—Select from: ACC217, CRJ110, OFT251, PLG190, PLG227, PLG253, PLG254, PLG255 3

**Health/PE/Rec** 2

HED***, PED***, REC***

**Liberal Arts**

**General Education Certificate Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
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<tbody>
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<td>Communications</td>
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<td>Math Elective</td>
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<tr>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Reading and Math Proficiency Required**

Minimum QPI: 2.00

**Total** 63
Individualized Studies

Associate in Applied Science

Career opportunities and the job market are constantly changing with new fields opening up quickly. Today’s employers often look for people with skills in more than one discipline. In addition, organizations frequently require employees to seek additional schooling to enhance their performance or advance to higher-level positions. For these reasons, Genesee’s Individualized Studies was designed for students seeking immediate employment after graduation. You’ll determine your specific career goals and then—with the assistance of your advisor and other staff—create a unique sequence of courses to achieve your goals.

The program is also targeted for employees and employers to tailor programs to meet specific industry or job needs. In addition to specialized course work, you will receive a solid general education foundation, and gain skills in oral and written communication, basic word processing, spreadsheet, and database software.

Below are just a few examples of possible career concentrations that can be combined in a customized Individualized Studies degree program to meet your specific career goals:

• Business and Digital Arts
• Business and Computer Technology
• Business and Communication
• Business and Theater
• Marketing and Digital Arts
• Paralegal and Criminal Justice
• Travel and Tourism and Sport Management
• Fashion Merchandising Management and Art
• Digital Arts and Web Design
• Business and Music

Depending on your career goals, you may pursue an internship opportunity with one of a variety of potential employers.

Suggested Prerequisites: Four units of high school English, three units of social studies, two units of science, and two or more years of college-preparatory math (including Algebra 1), college reading proficiency, and composition skills.

Individualized Studies Associate in Applied Science Requirements

Communications 9
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities or ENG106 Technical Writing 3
SPE108 Public Speaking or SPE109 Interpersonal Communication 3

Fine Arts/Humanities 3

Social Science/History 6
Select one: GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225

Math/Science 6
Math Elective 3
Select one: MAT102, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

Science Elective 3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133
CIS102 Introduction to Computers or CIS116 Microcomputer Applications 3

Career Concentration Electives 24
Before a student can register for their 16th credit hour they must submit a study plan of a minimum of 24 credit hours to their career advisor for their approval and the approval of the appropriate dean. The plan can be an intra or interdisciplinary plan.
CEP101 Career and Educational Planning 3

Health/PE/Rec Elective(S) 2
Select from: HED***, PED***, REC***

Foreign or Sign Language 3

General Electives 9

Total 65
Reading and Math Proficiency Required
Minimum QPI: 2.00

Liberal Arts and Science: General Studies

Associate in Science

Completing the General Studies program provides solid evidence that you can learn, think critically, solve problems, conduct research, write and speak clearly, and work in groups as a team player, as well as independently. Employers value these qualities in job candidates in every field and industry.

In Genesee’s General Studies program, you can design your own course of study in consultation with your academic advisor and a transfer counselor. This makes General Studies especially attrac-
tive for students who have not decided on a specific academic or career goal.

Students considering transferring to a four-year school after graduation should carefully review program options with an advisor and a transfer counselor to ensure their course sequences meet the transfer institution’s requirements. Students should make sure they contact the transfer institution for current curriculum information.

Students pursuing the General Studies degree should consult with an advisor to select the appropriate courses to transfer to an upper-division program in a specific discipline of choice. For example, if you want to pursue the field of psychology, you can select from several Genesee courses in psychology. Additional liberal arts and science disciplines include anthropology, sociology, art, biology, English and literature, foreign language, history and political science, mathematics and philosophy. More than 50 percent of this program may be taken in a distance learning format.

Suggested Prerequisites: Four units of high school English, three units of social studies, two years of high school mathematics and science.

**Liberal Arts: General Studies Associate in Science**

**Requirements**

**Communications**

ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE108 or SPE109 3

**History**

American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107
Western Civilization: Select one: ART103, ART104, HIS104, HIS105, THE202, THE204 3
World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

**Arts**


**Humanities**


**Social Science Elective**

Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3

**Math Elective**

Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245 3

**Natural Science Elective**

Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133 3

**FYE100 or CEP101**

Must be taken during the first semester of study.

**Health/PE/Rec**

HED***, PED***, REC***

**Foreign Language**

FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202 3
Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

**Electives**

21

**Total**

62

Reading and Math Proficiency Required
Minimum QPI: 2.00

**Liberal Arts and Science: Humanities and Social Science**

**Associate in Arts**

Many Humanities and Social Sciences graduates pursue successful careers in teaching, law and public service. With an associate degree from Genesee’s Humanities and Social Sciences program, you will be prepared to effectively complete a baccalaureate degree in literature, philosophy, or the arts (humanities) or in psychology, sociology, political science, and history (social sciences) at a four-year college or university.

Suggested Prerequisites: Four units of high school English, three units of social studies, two years of high school mathematics and science.

**Communications**

ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE103 or SPE109 3

**Social Science Elective**

Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3

**Math Elective**

Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245 3

**Natural Science Elective**

Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133 3

**FYE100 or CEP101**

Must be taken during the first semester of study.

**Health/PE/Rec**

HED***, PED***, REC***

**Foreign Language**

FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202 3
Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

**Electives**

21

**Total**

62

Reading and Math Proficiency Required
Minimum QPI: 2.00

**Liberal Arts and Science: Humanities and Social Science**

**Associate in Arts**

Many Humanities and Social Sciences graduates pursue successful careers in teaching, law and public service. With an associate degree from Genesee’s Humanities and Social Sciences program, you will be prepared to effectively complete a baccalaureate degree in literature, philosophy, or the arts (humanities) or in psychology, sociology, political science, and history (social sciences) at a four-year college or university.

Suggested Prerequisites: Four units of high school English, three units of social studies, two units of science (biology, general science, chemistry, physics), two years of college-preparatory mathematics and at least two years of a modern language. More than 50 percent of this program may be taken in a distance learning format.

**Liberal Arts and Science: Humanities and Social Science**

**Associate in Arts**

Many Humanities and Social Sciences graduates pursue successful careers in teaching, law and public service. With an associate degree from Genesee’s Humanities and Social Sciences program, you will be prepared to effectively complete a baccalaureate degree in literature, philosophy, or the arts (humanities) or in psychology, sociology, political science, and history (social sciences) at a four-year college or university.

Suggested Prerequisites: Four units of high school English, three units of social studies, two years of high school mathematics and science.

**Communications**

ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE103 or SPE108 or SPE109 3

**Social Science Elective**

Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3

**Math Elective**

Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245 3

**Natural Science Elective**

Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133 3

**FYE100 or CEP101**

Must be taken during the first semester of study.

**Health/PE/Rec**

HED***, PED***, REC***

**Foreign Language**

FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202 3
Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

**Electives**

21

**Total**

62

Reading and Math Proficiency Required
Minimum QPI: 2.00
History
American History Elective: HIS203 US History I or HIS204 US History II

Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization: Select one: ART103, ART104, HIS104, HIS105, THE202, THE204

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

Arts

Social Science Elective
Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240

Math Elective
Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

Natural Science Elective
Select from: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

Health/PE/Rec
HED***, PED***, REC***

Foreign Language Requirement and Concentration Distribution
(Students must choose a concentration in one of the following: English/Literature/Humanities, History/Political Science, Social Science or Foreign Language)

English/Literature/Humanities
SELECT SPA201 or FRE201**
SELECT THREE COURSES: ENG111, ENG214, JOU101, LIT***, HUM***

Social Science
SELECT SPA201 or FRE201**
SELECT THREE COURSES: ANT102, ANT106, ECO101, ECO105 POS101, POS103, POS105, PSY101, PSY102, PSY106, PSY201, PSY202, PSY204, SOC101, SOC102, SOC103, SOC115, SOC240

History/Political Science
SELECT SPA201 OR FRE201**

SELECT THREE COURSES: ECO101, ECO105, GEO101, HIS101, HIS102, HIS104 HIS105, HIS203, HIS204, HIS207, HIS211, HIS224, HIS225, POS101, POS103, POS105

Foreign Language
SELECT 12 CREDITS: Must complete SPA202 or FRE202**, plus an additional 9 credits of foreign language
A minimum of 3 credits must be from a second foreign language

General Electives

Total
Reading and Math Proficiency Required
Minimum QPI: 2.00

Liberal Arts and Science: Math and Science Associate in Science

Geneseo’s Math and Science Program is an ideal foundation for students who envision careers in a wide range of settings—from education and health care, to industry and research. As you gain theoretical and conceptual knowledge in the classroom, you have access to the following well-equipped, modern facilities.

Geneseo’s biology laboratories all have DVD, video, computer and Internet capabilities. They feature numerous models for studying human anatomy, comparative anatomy, cell structure and organisms. Binocular microscopes, demonstration apparatus, and incubators round out the extensive array of up-to-date supplies and equipment.

The chemistry laboratory is equipped with computers attached to interfaces allowing measurements of pH, temperature and light absorption. The lab includes electronic balances, visible spectrometers, infrared (IR) spectrometer, gas chromatograph, melt-temps and other equipment that help students perform a wide range of experiments.

The physics laboratory has computer interfaces and a variety of other equipment that students use to study motion instant-by-instant, analyze sound, study electromagnetism and optics, and measure quantities such as the speed of light, mass of the earth and the charge and mass of the electron. Several large astronomical telescopes are available.

Computer labs are extensive and upgraded frequently. “Smart” classrooms provide computer access via a large touch screen, as well as DVD and video capabilities. The program provides a solid base for students to transfer to a four-year college or university and continue studies in math, science or a related subject.

Prerequisites: Twelfth grade reading and writing skills, college-preparatory mathematics through at least precalculus, and a minimum of two years of secondary school laboratory science, including chemistry.

Joint Admissions: SUNY University at Buffalo for Biotechnology, Anthropology and Pre-Med; SUNY Geneseo for Mathematics, Biology, Biochemistry, Chemistry, Physics; SUNY Brockport for Biology, Chemistry, Physics, and Meteorology; SUNY Buffalo State for Mathematics; SUNY Fredonia for Mathematics; Niagara University for Mathematics.
Transfer Agreements: SUNY Upstate Medical University for allied health programs; SUNY College of Environmental Science and Forestry at Syracuse; and the College of Saint Rose in Albany for Biology.

**Liberal Arts: Math and Science Associate in Science Requirements**

**Communications**
- ENG101 English Communications 1  3
- ENG102 English Communications 2  3

**History**
- American History Elective: HIS203 US History I or HIS204 US History II  3

Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization: Select one: ART103, ART104, THE202, THE204  3

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203  3

**Social Science Elective**
- Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240  3

**Math**
- MAT141 Calculus I  4
- MAT142 Calculus II  4

**Concentration Distribution**
- Students must choose one of the following concentrations:

**General Math/Science Concentration:**
- 1. 3 cr.: Select SPE103 or SPE108 or SPE109
- 2. 3 cr.: Select FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, or SPA202. Students having obtained an 85 or higher on the Regents B exam have met this requirement and may take a language or an additional 3-credit General Elective. Students must fill out a Substitution Form in the Advisement Center.
- 3. 8 cr.: Select PHY131 and PHY132 or BIO115 and BIO116 or CHE101 and CHE102
- 4. 20 cr.: Restricted electives. Select from the list below.

**Chemistry Concentration:**
- 1. 8 cr.: CHE101 and CHE102
- 2. 8 cr.: CHE201 and CHE202
- 3. 18 cr.: Restricted electives. Select from the list below.

Restricted Electives: BIO105, BIO106, BIO115, BIO116, BIO201, CHE101, CHE102, CHE201, CHE202, CIS125, CIS219, CIS116, EGR235, EGR236, MAT129, MAT245, MAT247, MAT255, PHY121 or PHY131**, PHY122 or PHY132**, PHY133

**Health/PE/Rec**
- HED***, PED***, REC***

**Biotechnology Associate in Science**

These are exciting times for careers in biotechnology where biology and state-of-the-art technology are converging to address and solve some of today's most urgent health and scientific issues. Amazing discoveries, inventive new products and dynamic new applications are occurring daily—making biotechnology an unprecedented opportunity. The New York State Education Department estimated that the biotechnology sector will add 20,000 jobs per year, and the industry has been targeted for development by 40 state governments with a number of new initiatives.

The Biotechnology Associate in Science (A.S.) degree program at Genesee prepares you to transfer to a four-year college or university to pursue a baccalaureate (or higher) degree, or you can immediately launch your career with employment in research labs at educational institutions and at growing number of biotechnology companies.

Geneseec’s program was designed in cooperation with the biotechnology departments at several four-year colleges and universities in New York State providing a strong foundation for careers as a biotechnician. This professional sets up and operates laboratory equipment and experiments, gathers and records data, calculates results, and assists in research and in the manufacture of new products or systems, all under the guidance of scientists. There is a high demand for this type of employment in research laboratories in universities, as well as pharmaceutical and food processing companies.

At Geneseec, you’ll receive a foundation of knowledge in Biology, Molecular Biology, and Microbiology and supplement your class time with hands-on experience in Geneseec’s well-equipped biology laboratories. Experts in the field are invited to present seminars about various topics as well.

Suggested Prerequisites: Regents-level high school chemistry, biology, and mathematics (through precalculus).

Program Articulation: Rochester Institute of Technology, SUNY Brockport, SUNY Cobleskill, SUNY University at Buffalo.

**Biotechnology Associate in Science Requirements**

**Communications**
- ENG101 English Communications 1  3
- ENG102 English Communications 2  3

**SPE103 or SPE108 or SPE109**
- 3

**History**
- American History Elective: HIS203 US History I or HIS204 US History II  3
Students having obtained a 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, MUS203, POS107

Western Civilization: Select one: ART103, ART104, THE202, THE204

World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

Social Science /Humanities Elective
Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, PHI103 Ethics**

Math
MAT141 Calculus I
MAT129 Statistics

Natural Science
BIO115 General Biology 1
BIO116 General Biology 2
BIO117 Intro to Biotechnology

BIO205 Genetics or PHY 121 or PHY 131**
BIO206 Microbiology
BIO207 Molecular and Cell Biology
CHE101 General Chemistry 1
CHE102 General Chemistry 2
CHE201 Organic Chemistry 1
CHE202 Organic Chemistry 2

Health/PE/Rec
HED***, PED***, REC***

Total 67

Reading and Math Proficiency Required
Minimum QPI: 2.00

Computerized Drafting and Design Associate in Applied Science Certificate

Even as traditional drafting techniques evolve with computerization, drafting remains a major communication medium among designers and engineers. Drafters prepare drawings with precision to communicate ideas and instructions for others to follow in the fabrication of products. Advanced technology is revolutionizing the profession and expanding the possibilities of the drafting industry. Drafting professionals are in a vital position to add value to the design and fabrication process and to enhance the quality of an end product, part, or system.

Geneseo’s Drafting program prepares you to perform this role in a variety of entry-level jobs in engineering, architecture, manufacturing and in construction settings.

You will learn the fundamentals of manual drafting and prepare for a future dominated by computer-assisted drafting (CAD) methods. The program and facilities provide the optimum learning experience by developing your skills and abilities in both traditional drafting techniques as well as in Geneseo’s computer graphics laboratory, where you will explore a range of CAD software.

In Geneseo’s associate degree program you will have the chance to study different areas of drafting, and then specialize in your second year on a selective portfolio drawing. You can participate in cooperative work experiences, sharpening your drafting skills in actual work situations.

Completing drafting course work and general education requirements at both the degree and certificate levels opens many employment possibilities.

The A.A.S. program prepares graduates for employment as detailers, senior drafters, junior designers, checkers, CAD technicians and design drafters. The certificate program prepares students with skills to work as technical support personnel.

Please note: The Drafting Certificate program requires more than two semesters to complete because of the sequential prerequisites of courses. Students can apply their courses toward the A.A.S. in Drafting.

Suggested Prerequisites: Industrial technology, mathematics emphasizing geometry, trigonometry, descriptive geometry and basic math.

Program Articulation: Rochester Institute of Technology for Manufacturing Engineering Technology (upper level math required); Fashion Institute of Technology for Toy Design program (special requirements need to be completed, Drafting requirements will be completed); SUNY Buffalo State for Technology Education program, Technology program, and Mechanical Technology program.

Computerized Drafting and Design Associate in Applied Science Requirements

Communications
ENG101 English Communications 1
ENG106 Technical Writing

Fine Arts/Humanities/Language

Social Science/History
Select two: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204
Math/Science
Mathematics Elective—Select from: MAT121 and MAT122 or MAT136 and MAT140 or MAT141 or MAT141 and MAT142
PHY121 College Physics 1

Engineering Science
EGR101 Engineering Drawing 1 4
EGR102 Engineering Drawing 2 4
EGR105 Engineering Design Graphics 1 3
EGR106 Engineering Design Graphics 2 3
EGR108 Manufacturing Processes or EGR103 Architectural Drawing 3
EGR118 Computer Assisted Drafting 1 3
EGR119 Computer Assisted Drafting 2 3
EGR220 3-D Solids and Modeling (Pictorial Drawing) 3
EGR250 Design Problems or COE214 Co-op Education 9
Restricted Electives—Select from: ART105, ART106, ART210, CHE***, CIS*** (Except CIS100, 101, or 102), CSN***, EGR***, EGR103, EGR117, EGR222, MAT129, MAT141, MAT142
Health/PE/Rec 2
HED***, PED***, REC***

Total 65
Reading and Math Proficiency Required
Minimum QPI: 2.00

Computerized Drafting and Design Certificate Requirements
Math/Science
MAT121 Technical Math 1 3
PHY121 College Physics 1 4

Engineering Science
EGR101 Engineering Drawing 1 4
EGR102 Engineering Drawing 2 4
EGR105 Engineering Design Graphics 1 3
EGR106 Engineering Design Graphics 2 3
EGR108 Manufacturing Processes 3
EGR118 Computer Assisted Drafting 1 3
EGR119 Computer Assisted Drafting 2 3
EGR250 Design Problems or COE214 Co-op Education 3

Total 33
Reading and Math Proficiency Required
Minimum QPI: 2.00

Engineering Science Associate in Science Requirements

Communications
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE103 or SPE108 or SPE109 3

HISTORY
Select one: GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225 3

Social Science Elective
Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3

Math
MAT141 Calculus I 4
MAT142 Calculus II 4
MAT245 Calculus III 4

Natural Science Elective
CHE101 General Chemistry 1 4
CHE102 General Chemistry 2 4
PHY131 General Physics 1 4
PHY132 General Physics 2 4
PHY133 General Physics 3 4

Program
CIS125 Programming and Problem Solving 3
EGR255 Engineering Mechanics 1: Statics 3
EGR236 Engineering Mechanics 2: Dynamics 3
MAT255 Differential Equations 4

Restricted Electives 6
Select two: CIS219, EGR101, EGR118, MAT129

Job opportunities in most engineering specialties offer very good starting salaries and great potential for career advancement. As designers of technology equipment, consumer products, machinery, transportation systems and so much more, engineers’ work settings are varied.

Geneseo’s Engineering Science program prepares you for a career as an engineer in research, product development, management and other roles. You’ll supplement your class time with hands-on experience in Geneseo’s well-equipped biology, chemistry and physics laboratories.

After completing the A.S. degree, you can transfer to a four-year college or university to pursue a baccalaureate degree in engineering. Geneseo’s program was designed in cooperation with engineering departments at several four-year colleges and universities in New York State. Contact your transfer school for its requirements and coordinate your course selections with your academic advisor and a transfer counselor.

Licensure: Most engineers are licensed. Graduates take the Professional Engineer (PE) exam after receiving their bachelor’s degree.

Prerequisites: Four units of English, four units of social studies, laboratory courses in chemistry and physics, and mathematics through precalculus.

Program Articulation: SUNY University at Buffalo, SUNY Buffalo State, SUNY Institute of Technology.

Transfer Agreements: Tri-State (Ohio), Rochester Institute of Technology, SUNY College of Environmental Science and Forestry, SUNY College of Technology at Alfred.
Environmental Studies
Associate in Applied Science

Environmental challenges face every business, agency, and institution—from cost-effectively complying with complex environmental laws and regulations to simple decisions of how and where to recycle junk mail, plastics and paper. Protecting the environment involves understanding issues such as degradation, conservation, recycling, and replenishment which are all central to the work of people in the environmental field. Learning how to address these vital issues forms the core of Genesee’s Environmental Studies program. In addition to rigorous classroom instruction in mathematics and sciences, your course work will involve learning in labs and frequent field studies. Graduates pursue baccalaureate degrees in environmental studies or science through transfer opportunities at the SUNY College of Environmental Science and Forestry, SUNY Brockport and Clarkson University. With overall employment growth in environmental professions expected to increase by 25 percent, now is the time to start a career in Environmental Studies.

Prerequisites: Regents-level high school chemistry, biology, and mathematics (through precalculus).

Program Articulation: SUNY College of Environmental Science and Forestry and SUNY Brockport.

Environmental Studies Associate in Science Requirements

Communications 9
ENG101 English Communications 1 3
ENG102 English Communications 2 3
SPE103 or SPE108 or SPE109 3

History 9
American History Elective: HIS204 US History II
Western Civilization: Select one: ART103 or ART104 or THE202 or THE204
World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

Math 8
MAT141 Calculus 1 4
MAT142 Calculus 2 4

Program Requirements 35
BIO111 Introduction to Environmental Studies 4
BIO115 General Biology 1 4
BIO116 General Biology 2 4
CHE101 General Chemistry 1 4
CHE102 General Chemistry 2 4
CHE201 Organic Chemistry 1 4
PHY131 General Physics 1 4
CHE202 Organic Chemistry 2 or PHY132 General Physics 2 4
CIS102 Introduction to Computers 3

Office Technology and Support
Administrative Assistant
Associate in Applied Science

Technology has changed the face of administrative roles in both the private and public sectors. The ability to “type” or “take a letter” have morphed into keyboarding, desktop publishing, mail-merging, and creating PowerPoint presentations. Today’s extensive use of technology and computers in the office means job applicants with broad-based knowledge of software applications and hardware is in high demand.

Genesee’s Administrative Assistant program helps you acquire these skills, and get you ready for employment in a wide variety of office settings. You master your administrative assistant abilities using modern classroom instruction methods including an innovative approach to teaching and learning keyboarding with individualized computer software. The classroom is actually a learning laboratory featuring well-equipped computers, transcription units, and state-of-the-art office furnishings.

The Administrative Assistant AAS degree is typically completed in a two-year sequence of courses including extensive experience in computer technology, business and communication. A strong foundation in general studies will give you the confidence to effectively navigate and manage a fast-paced business environment. You will have the opportunity to sharpen your skills in an off-campus cooperative work experience.

Prerequisites: Keyboarding

Administrative Assistant Associate in Applied Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3

Fine Arts/Humanities/Language 3

Social Science/History 6
Select two: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203,
### Medical Administrative Assistant

**Associate in Applied Science**

The ongoing changes in the health care industry have created a surge of job opportunities for office assistants who specialize in the medical field. From the Federal government’s new rules for Medicare and Medicaid reimbursement to the continuous introduction of new drugs from pharmaceutical companies and the development of new treatments and medical practices—becoming a medical administrative assistant blends science, technology, and communication with an underlining interest in helping people.

Within a two-year sequence of course work, you will acquire not only the computer, business and communication skills—but a strong foundation in medical terminology, transcription, forms and billing, as well as human biology. This skill set can lead to a rewarding career in a number of office environments such as private doctors’ offices, health maintenance organizations, hospitals, government agencies, or large pharmaceutical firms.

Whether you work as a receptionist, insurance clerk, transcriptionist, or an office manager—the career potential for a Medical Administrative Assistant is vast and exciting.

**Prerequisites:** Keyboarding

### Medical Administrative Assistant Associate in Applied Science Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications</strong></td>
<td>ENG101 English Communications 1, ENG102 English Communications 2, ENG105 Writing in Humanities</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>BIO102 Human Biology</td>
</tr>
<tr>
<td><strong>Office Technology</strong></td>
<td>ACC106 Basic Accounting or ACC101 Accounting 1, OFT116 Medical Terminology, BUS106 Business Communications, BUS214 Management Principles, CIS116 Microcomputer Applications, CIS120 Advanced Microcomputer Applications</td>
</tr>
</tbody>
</table>

**Reading and Math Proficiency Required**

Minimum QPI: 2.00
Medical Office Assistant Certificate Requirements

**Business**
- OFT101 Keyboarding 3
- OFT102 Intermediate Keyording 3
- OFT116 Medical Terminology 3
- OFT135 Medical Forms and Billing 3
- OFT210 Medical Transcription 3
- OFT244 Medical Office Systems 3
- BIO102 Human Biology 3
- BUS106 Business Communications 3
- BUS217 Co-op Education 3
- OFT260 Desktop Publishing 3
- BUS217 Co-op Education 3

**Total** 30

Reading and Math Proficiency Required
Minimum QPI: 2.00

Office Assistant Certificate

Today, businesses and organizations of every size and stripe are all under pressure to do “more, better, faster” in order to compete in the global marketplace. With a strong foundation in computer skills, business communication, and basic accounting practices—you can contribute handily to the goals and objectives of a profit or nonprofit enterprise.

Genesee’s Office Assistant certificate program will prepare you for employment by developing your keyboarding and word processing skills, as well as a baseline introduction to common microcomputer software packages such as spreadsheets and databases. In the two semester program, you will also develop essential business communication abilities and study the fundamentals of accounting and office procedures. Genesee’s state-of-the-art software, “smart” classrooms, and having open access to the College’s modern computer laboratories and library will also enhance your learning experience.

You can apply your course work toward the Administrative Assistant A.A.S. degree, or go to work immediately upon earning your credentials.

Prerequisites: Keyboarding

Office Assistant Certificate Requirements

**Communications**
- ENG101 English Communications 1

**Business**
- ACC106 Basic Accounting or ACC101 Accounting 1 3
- BUS106 Business Communications 3
- CIS116 Microcomputer Applications 3
- OFT102 Intermediate Keyboarding 3
- OFT201 Production Keyboarding 3
- OFT205 Transcription 3
- OFT244 Administrative Office Systems 3
- OFT260 Desktop Publishing 3
- BUS217 Co-op Education 3
Professional Piloting

Professional Piloting

Associate in Applied Science (Offered in conjunction with and awarded by Jamestown Community College)

As the celebrities of the aviation industry, pilots are ultimately responsible for every aspect of the operation of the aircraft, from flight planning to supervising and handling of an aircraft. They fly and navigate the aircraft while monitoring systems, fuel, and weather, and communicate with air traffic control. The product of years of training and hundreds, if not thousands of hours of experience, pilots operate many kinds of aircraft in many different industries, including major or regional airlines, charter companies, large businesses, freight, private individuals and/or companies, bush flying, crop spraying, and flight instructing. Opportunities for advancement are great, and a pilot’s career may span several areas of specialty.

An articulation agreement allows students in the Genesee Community College service area to earn an A.A.S. degree in Professional Piloting from Jamestown Community College. The agreement guarantees that students who successfully complete an approved list of general education core requirements at Genesee Community College will have those credit hours transferred to Jamestown Community College. Students must apply and be accepted into the program by Jamestown Community College. The agreement is designed to allow students to enroll in both colleges at the same time to complete the general education core and the aviation courses concurrently. Most of the required aviation courses can be completed at three aviation centers in Western New York, specifically Ravenaire in Batavia, Bill Law Aviation in Rochester, or Prior Aviation in Buffalo.

To successfully complete the program students will earn approximately 250 flight hours. The result will be a private pilot license, instrument rating, commercial pilot airplane single-engine certificate, and certified flight instructor-airplane rating. You will have the option of earning the multi-engine land and certified flight instructor-instrument ratings.

For complete program details contact Genesees’s Career and Transfer Center at (585) 345-6888.

Prerequisites: Students are required to show proof that they hold a current FAA Second Class Medical Certificate to gain formal admission into the program at Jamestown Community College.

Program Articulation: The Professional Piloting program is available only through an articulation agreement with Jamestown Community College.

Sport and Physical Education

Fitness and Recreational Sport Management

Associate in Applied Science

Mounting healthcare costs due to poor physical fitness have led more and more businesses to provide fitness programs for their employees. As businesses increasingly examine the impact of health and fitness on the workforce, there is a growing need for personnel trained to help others maintain healthy lifestyles.

An associate’s degree with a specialization in fitness prepares you to enter a vast number of careers in this growing field. Possible roles include personal or corporate trainer, health spa, club or weight-control center manager, fitness, nutritional or stress-management counselor, senior-citizen program director and therapeutic-recreation specialist. Regardless of the setting, fitness specialists must have a strong scientific background in areas such as biomechanics and exercise physiology, especially if they’re designing and prescribing activity programs.

As a student in the program, you will have access to college fitness facilities including a 2,000-seat gymnasium, 25-meter swimming pool, a modern Fitness Center with extensive fitness machinery and weights, and outdoor facilities including five soccer fields, eight tennis courts, baseball field and two softball fields. More than 50 percent of this program may be taken in a distance learning format.

Suggested Prerequisites: College-preparatory course work.

Certification: Certifications available to qualified students include Fitness and Exercise Specialist from Cooper Institute; American College of Sports Medicine (ACSM); American Council on Exercise (ACE); American College of Emergency Physicians (ACEP).

Program Articulation: SUNY Brockport, SUNY Cortland, Canisius College, Medaille College.

Fitness and Recreational Sports Management Associate in Applied Science Requirements

Communications 6
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3

Fine Arts/Humanities/Language 3

Social Science/History 6
ECO101 Microeconomics
Select one: ANT102, ART103, ART104, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HUS101, HIS224, HIS225, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204

Math/Science 14
MAT129 Statistics 3
BIO105 Anatomy and Physiology I 4
BIO106 Anatomy and Physiology II 4
BIO108 Human Nutrition 3

Business 15
ACC101 Accounting I 3
ACC102 Accounting II 3
BUS213 Principles of Marketing 3
BUS214 Management Principles 3
CIS116 Microcomputer Applications 3

Health/PE/Rec 17
PED251 Intro to Sport Management or PED255 Athletic Training 3
BUS217 Cooperative Education 3
HED205 Responding to Emergencies 3
PED171 Body Conditioning 1
PED172 Weight Training 1
PED276 Fitness Concepts and Application 3
PTA110 Kinesiology 3

Technical Elective 3
Any PED, HED, or BUS205

Total 64

Reading and Math Proficiency Required
Minimum QPI: 2.00

Liberal Arts and Science: Sport Management Studies

Associate in Science

Sport has evolved into an integral part of American culture. And it’s big business. The result? A great demand for business professionals who know the intricacies of sport and can manage complex, sophisticated sport operations.

Genesees’s Sport Management program provides students with the business expertise and knowledge of sport activities necessary to manage sport programs and facilities such as health and fitness clubs, and to act as a sports agent. You’ll learn about the unique aspects of sport management and develop effective communication skills and business acumen for success in the wide world of sports. You can also take advantage of Genesees’s superlative athletic facilities including a 2,000-seat gym, 25-meter pool, modern Fitness Center and numerous outdoor fields.

Genesees’s program parallels the first two years of baccalaureate study, allowing graduates to transfer to four-year schools as juniors.

More than 50 percent of this program may be taken in a distance learning format.

Certification: Certifications in Coaching, Community CPR, Responding to Emergencies, Automated External Defibrillator (AED).

Suggested Prerequisites: College preparatory course work.

Program Articulation: SUNY Brockport, SUNY Cortland, Canisius College, and Medaille College

Liberal Arts and Sciences: Sport Management Studies
Associate in Science Requirements

Communications 9
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE108 Public Speaking or SPE109 Interpersonal Communication 3

History 9
American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS205, HIS211, MUS203, POS107
Western Civilization: Select one: ART103, ART104, THE202, THE204 3
World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203 3

Humanities 3

Social Science Elective 6
PSY101 General Psychology or SOC101 Introductory Sociology 3
ECO101 Microeconomics or ECO105 Macroeconomics 3

Math 3
MAT129 Statistics

Natural Science Elective 3
BIO102 Human Biology or BIO104 Fundamentals of Cell Biology

Program 28
PED251 Introduction to Sports Management 3
PED261 Sport Management Internship 3
PED271 Principles of Coaching 3
ACC101 Accounting I 3
BUS101 Principles of Business 3
BUS213 Principles of Marketing 3
BUS214 Management Principles 3
BUS225 Entrepreneurship 3
CIS102 Intro to Computers or CIS116 Microcomputer Applications 3

PED171 Body Conditioning or PED172 Weight Training 1

Foreign Language/General Elective 3
FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.

Total 64

Reading and Math Proficiency Required
Minimum QPI: 2.00

**Physical Education Studies**

**Associate in Science**

Society is becoming more and more aware of the importance of physical activity in overall health, including disease prevention and recovery. Genesee’s Physical Education Studies program examines the fundamentals of human movement, physical education theory, and the broad range of specialties conducted by physical education and health teachers, athletic trainers and athletic administrators. The elective courses will expand your interest in areas such as physical fitness, athletic training or physical education instruction.

The program’s solid liberal arts and science foundation will enable you to successfully transfer to complete a bachelor’s degree in any area of physical education at upper-division colleges and universities. To ensure a smooth transfer, you should work closely with your academic advisor and a transfer counselor before you begin your course work at Genesee.

Genesee provides courses that will allow you to satisfy the New York State Commissioner of Education’s requirements for coaching certification. Among the required courses are Competitive Fundamentals, HED 205 Safety and First Aid, PED 171 Body Conditioning, PED 252 Principles of Coaching, and PED 245 Coaching Internship. People interested in coaching at the high school or junior high school level should contact Genesee’s Physical Education Office for more information.

Certification: Certifications in Coaching (see below), Community CPR, Responding to Emergencies, Automated External Defibrillator (AED), SAVE Legislation, Child Abuse and Maltreatment.

Suggested Prerequisites: College-preparatory course work.

Program Articulation: SUNY Brockport, SUNY Cortland, Canisius College, and Medaille College.

**Physical Education Studies Associate in Science Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
</tr>
<tr>
<td>ENG101 English Communications 1</td>
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</tr>
<tr>
<td>ENG102 English Communications 2 or ENG105 Writing in Humanities</td>
<td>3</td>
</tr>
<tr>
<td>SPE108 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>9</td>
</tr>
<tr>
<td>American History Elective: HIS203 US History I or HIS204 US History II</td>
<td>3</td>
</tr>
<tr>
<td>Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107</td>
<td></td>
</tr>
<tr>
<td>Western Civilization: Select one: ART103, ART104, THE202, THE204</td>
<td>3</td>
</tr>
<tr>
<td>World Civilization: Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 General Psychology or SOC101 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>MAT129 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>BIO105 Anatomy and Physiology 1</td>
<td>3</td>
</tr>
<tr>
<td>Program</td>
<td>25</td>
</tr>
<tr>
<td>PED104 Beginning Skill Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>PED250 Introduction to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PED276 Fitness Concepts and Application</td>
<td>3</td>
</tr>
<tr>
<td>HED204 Introduction to Healthful Living or HED209 Health Sciences Related to Coaching</td>
<td>3</td>
</tr>
<tr>
<td>HED205 Responding to Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>Select two: PED271 Coaching Principles or PED255 Athletic Training or PED209 WSI</td>
<td>6</td>
</tr>
<tr>
<td>Intermediate PE Skills—Select four: PED121, PED140, PED141, PED149, PED151, PED154</td>
<td>4</td>
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<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>ASL101, ASL102, ASL201, FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202</td>
<td>3</td>
</tr>
<tr>
<td>Students having obtained an 85 or higher on the Regents B exam have met this requirement and may select a language or an additional 3-credit General Elective.</td>
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<tr>
<td>General Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>62</td>
</tr>
</tbody>
</table>

**Teaching and Education**

**Liberal Arts and Science:**

**Teacher Education Transfer**

**Associate in Science**

The time to launch a career in education or to advance within the industry has never been better. With state and national agencies requiring multiple certifications, the demand for qualified professionals is growing. Genesee’s Teacher Education Transfer Program leads to an Associate in Science Degree, which can serve as a foundation for a bachelor’s degree in education.
increasing educational expectations and focusing on students’ learning outcomes, and with global interest and competition for excellence in math, science and the humanities—the sky is the limit for a career in teaching.

Genesee's Teacher Education Transfer A.S. degree provides the perfect pathway for new students eager to enter the teaching profession, as well as veterans who are interested in advancing their careers. The program is designed with two very important criteria. The first is enabling you to seamlessly transfer to an upper-division college in the field of education for your bachelor’s or higher degree. With careful advisement and a wide selection of transfer and articulation agreements with other colleges and universities, Genesee's Teacher Education Transfer degree is the solid first step toward reaching your teaching career goals.

Online courses and distance learning technology allows the Teacher Education Transfer degree program to accomplish its second important objective of being convenient and flexible. Realizing your day-to-day schedule may involve many other demands such as job or family obligations—the online learning aspect of Genesee's Teacher Education Transfer program is an ideal solution to provide a program that fits your schedule. While nearly 90 percent of the course work can be done through the distance learning format providing extensive scheduling flexibility, Genesee's Teacher Education Transfer degree also ensures you have extensive hands-on, in-classroom observational experience of real public and private classrooms.

Successful students who carefully plan their program can normally transfer to a four-year institution as juniors. Since the transfer institution may have different requirements, you should meet with a Genesee academic advisor and a transfer counselor as soon as possible—preferably before beginning your first semester at Genesee.

Teacher Education Transfer Associate in Science Requirements

Communications 9
ENG101 English Communications 1 3
ENG102 English Communications 2 or ENG105 Writing in Humanities 3
SPE108 Public Speaking or SPE109 Introduction to Oral Interpretation 3

History 9
American History Elective 3
HIS203 US History I or HIS204 US History II
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, MUS203, POS107

Western Civilization 3
Select one: ART103, ART104, HIS104, HIS105, THE202, THE204

World Civilization 3
Select one: GEO101, HIS101, HIS102, HIS224, HIS225, POS203

Arts 3

Humanities 3

Social Science Elective
PSY101 General Psychology 3

Math Elective
Select one course from the following list: MAT102, MAT117 (Recommended for Early Childhood and Childhood Education with prerequisite of MAT116), MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245

Natural Science Elective 3
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

Program 6
EDF201 Educational Foundations 1 3
EDF202 Educational Foundations 2 3

Health/PE/Rec 2
HED***, PED***, REC*** (HED204 Recommended)

Foreign Language 3
ASL101, ASL102, ASL201, FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

Certification requires the equivalent of one year of foreign language, students who have obtained an 85 or higher on the Regents B exam may have met this requirement. Consult transfer institution.

General Electives 18
Recommended per advisement: EDF250, MAT116, PSY102 & courses from intended major/concentration. Consult transfer institution for specific program requirements.

Total 62
Reading and Math Proficiency Required
Minimum QPI: 2.00

Teaching Assistant Associate in Applied Science Certificate
As paraprofessionals, teacher assistants and aides perform essential services each day in classrooms across the country working individually or with small groups of students in classes, resource rooms, technology labs or computer centers. A Teaching Assis-
tant degree or certificate provides an ideal career opening for new prospective teacher assistants, and also new professional advancement opportunities for current teacher aides and assistants.

Genesee’s Teaching Assistant program reflects the higher educational standards of state and national governing bodies that are demanding more rigorous certification requirements. Teaching assistants working in schools impacted by specific federal legislation, such as “No Child Left Behind,” are required to attain either the equivalent of two years of college course work or an associate’s degree. While some paraprofessionals can demonstrate that they are qualified through an approved certification test, other school districts require an associate degree as the minimum qualification for future or continued employment.

Genesee’s Teaching Assistant program provides you with a solid foundation in liberal arts and sciences with the comprehensive sequence of educational courses relevant to any new responsibilities. The program also includes the following three areas of concentration, which you can select according to your own interests: general studies; developmental disabilities; and learning strategies and technology. In your fourth semester, you will complete a community field assignment connecting your formal, classroom-based education with your responsibility as an educator in a real school environment.

Genesee’s Teaching Assistant program accommodates your busy schedule by offering many classes online through distance learning technologies. In addition, Genesee’s Teaching Assistant faculty are particularly responsive to your unique needs as you progress through the program and will help ensure you meet your career goals through a formal advisement session prior to registration.

### Teaching Assistant Associate in Applied Science Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL101 American Sign Language 1</td>
<td>3</td>
</tr>
<tr>
<td>CIS102 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EDF100 Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDF 212 Co-operative Education</td>
<td>1</td>
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<tr>
<td>HUS101 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>EDF250 Introduction to Developmental Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>PED177 Adaptive Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>PSY102 Child and Adolescent Development</td>
<td>3</td>
</tr>
</tbody>
</table>

### Concentration Distribution

(Students must choose a concentration in one of the following: Developmental Disabilities, Learning Strategies & Technologies or Generalist)

<table>
<thead>
<tr>
<th>Program</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Disabilities</td>
<td></td>
</tr>
<tr>
<td>Select Five Courses: EDF105, HED205, HUR101, HUS104, HUS106, HUS251, PSY202</td>
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</tr>
<tr>
<td>Learning Strategies &amp; Technologies</td>
<td></td>
</tr>
<tr>
<td>Select Five Courses: ASL102, CIS116, CIS120, EDF105, HUS106, MAT116, MAT117</td>
<td></td>
</tr>
<tr>
<td>Generalist</td>
<td></td>
</tr>
<tr>
<td>1. Select EDF105</td>
<td></td>
</tr>
<tr>
<td>2. Select Four Courses: ASL102, CIS116, CIS120, HED205, HUR101, HUS104, HUS106, HUS251, MAT116, MAT117, PSY202</td>
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### Math or Natural Science Elective

Select one course from the following list: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

<table>
<thead>
<tr>
<th>Total</th>
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Reading and Math Proficiency Required
Minimum QPI: 2.00

### Certificate Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>ENG101 English Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG102 English Communications 2 or ENG105 Writing in Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Select one: GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td></td>
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<tr>
<td>Humanities</td>
<td></td>
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<tr>
<td>LIT203</td>
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<tr>
<td>Social Science Elective</td>
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<tr>
<td>PSY 101</td>
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<tr>
<td>Health/PE/Rec</td>
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<td>HED204</td>
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<table>
<thead>
<tr>
<th>Total</th>
<th>60</th>
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</thead>
</table>

Reading and Math Proficiency Required
Minimum QPI: 2.00
CIS/Science/Math  
Select one: CIS***, AST***, BIO***, CHE***, PHY***, MAT***

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>EDF100 Introduction to Education</td>
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<tr>
<td>EDF250 Introduction to Exceptionalities 1</td>
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<tr>
<td>Identifying and Reporting Suspected Child Abuse Seminar</td>
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<th>Health</th>
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<tr>
<td>HED204 Intro to Healthful Living</td>
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<th>Total</th>
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<tr>
<td>Reading and Math Proficiency Required</td>
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<td>Minimum QPI: 2.00</td>
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Course Descriptions

Accounting

ACC 101 Accounting 1
3 credits
The concepts, principles and standards of financial accounting as they apply to financial statements including the statement of cash flows are developed from a user perspective. Generally Accepted Accounting Principles are applied to cash, receivables, payables, inventory, long-term operational assets, long-term debt and equity. Prerequisite: Math skills equivalent to or concurrent registration in MAT092.

ACC 102 Accounting 2
3 credits
The concepts and principles of managerial accounting as they apply to financial statements including the statement of cash flows are developed from a user perspective. Topics include manufacturing accounting, cost-volume-profit analysis, decision making, cost accumulation and allocation, budgeting, performance evaluation, responsibility accounting, capital budgeting, cost accounting systems and financial statement analysis. Prerequisite: ACC101.

ACC 106 Basic Accounting Practices
3 credits
Basic principles and standards of financial accounting as they apply to the income statement, balance sheet, and statement of changes in owner’s equity are developed from a preparer perspective. Topics include journalizing, posting, preparation of trial balance and financial statements, closing entries, cash and internal control, payroll accounting, special journals and subsidiary ledgers. Accounting software is used throughout the course. Prerequisite: None. (Not open to students with credit in ACC101.

ACC 190-199 Topics in Accounting
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

ACC 201 Computer Applications in Accounting
3 credits
Develops skills using currently popular accounting software, converting a manual accounting system to a computerized system. Emphasizes the computer as a problem-solving tool in various accounting and financial situations. Prerequisites: CIS116 and ACC102.

ACC 211 Intermediate Accounting 1
3 credits
In-depth study of Generally Accepted Accounting Principles. Topics include the conceptual framework of accounting, financial statements and related disclosures, accounting for cash, receivables and inventories, asset acquisition, cost allocation and asset disposition. Prerequisite: ACC102.

ACC 212 Intermediate Accounting 2
3 credits
A continuation ACC211, Generally Accepted Accounting Principles. Topics include current liabilities and contingencies, long-term liabilities and receivables, investments, contributed capital, retained earnings, earnings per share, income recognition, income taxes, post employment benefits, leases, statement of cash flows and accounting for changes and errors. Prerequisite: ACC211.
ACC 215 Cost Accounting
3 credits
Studies managerial accounting in-depth from the preparer’s perspective. Topics include managerial decision support systems, elements of costs, job-order and process costing, just-in-time and flexible manufacturing systems, cost-volume-profit analysis, budgets and performance evaluation. Prerequisite: ACC102.

ACC 217 Tax Procedures
3 credits
Survey of current Federal Income Tax law and practice in the preparation of tax returns for the individual taxpayer. Topics include determination of gross income, deductions, exemptions, income from trade or business, retirement plans, credits and special taxes, accounting periods and methods, depreciation, gains and losses, withholding, estimated tax, payroll taxes, tax administration and tax planning. Prerequisite: ACC102.

American Sign Language
ASL 101 American Sign Language 1
3 credits
First course in a sequence that develops skills and knowledge needed to become a competent sign communicator. Introduces basic sign vocabulary, principles and linguistic information. Presents structured and supervised practice of everyday vocabulary and various forms of sign communication. Introduces Deaf culture, Deaf education, family relationships, and other relevant topics. Emphasizes ability to use and understand basic Sign in context at the novice level. Instructor determines final placement.

ASL 102 American Sign Language 2
3 credits
Continues the development of receptive and expressive communication skills in American Sign Language introduced in ASL101. Introduces new sign vocabulary and principles in a supervised, structured environment. Focuses on simultaneous communication, Deaf culture, Deaf education, family relationships, and other topics of interest to the class. Emphasizes ability to use and understand basic Sign in context at the high novice level. Prerequisite: ASL101, or the completion of an assessment test given by the instructor. Instructor determines final placement.

ASL 110 Field Experience in American Sign Language
3 credits
Introductory field placement in an agency, where American Sign Language will be utilized, under the supervision of agency personnel and instructor. Develops objectives for the internship in conjunction with the respective agency, instructor and student through a field placement contract. Develops helping communication skills, case plan writing skills and professional behavior through weekly seminar on-campus. Case writing, video critiques, and communication skill activities demonstrate knowledge of course content. Eight off-campus laboratory hours, and one and one-half on-campus hours per week. Prerequisites: HUS 101, ASL 201

ASL 201 American Sign Language 3
3 credits
Presents specialized sign vocabulary found in education, social work, nursing and medical environments, criminal justice, and computers. Students develop individualized portfolios of signs common to their discipline/areas of interest. Identifies laws and cultural attitudes governing interactions with deaf individuals. Taught in ASL with occasional English equivalents. Three class hours. Prerequisite: ASL 102 or equivalent.

ASL 202 American Sign Language 4
3 credits
Continues the development of receptive and expressive communication skills in American Sign Language. Compares and contrasts ASL and English grammar and discourse resulting in the production and interpretation of a clearly detailed story. Expands knowledge of Gloss Notation, introduces the linguistics of ASL and reviews Deaf history and culture from pre-history to the present. Substantial portions of the class will be taught in ASL. Prerequisite: ASL 201, or the completion of an assessment test given by the instructor. Instructor determines final placement.

Anthropology
ANT 102 Cultural Anthropology
3 credits
Examines different levels of technological complexity of selected cultures and analyzes topics common to all societies such as religion, kinship, marriage, child-rearing practices, social structure, ecological relationships, linguistics, and other areas.

ANT 118 Forensic Anthropology
3 credits
Examines human skeletal remains in the context of medicolegal issues. Analyzes the scientific evidence of skeletal or badly decomposed remains in order to establish circumstances of death and identification of the decedent by estimating age, gender, racial affinity, stature, pathologic conditions, and traumatic injury. Introduces human osteology, and presents methods and techniques used in forensic anthropology. Discusses case reports, contexts in which remains are found, and methods of recovery.

ANT 190-199 Topics in Anthropology
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Art
ART 101 Introduction to Visual Art
5 credits
Explores painting and drawing, and history of art from the fifteenth century to contemporary art of today with an emphasis on understanding and appreciating the works of great masters. Develops skills using various media and techniques, such as charcoal, colored pencils, pen and ink, and water color in studio classes.

ART 102/FBM 102 Fashion Trends and Design
3 credits
Introduces the fashion industry emphasizing history and design.
ART 103 Western Art History 1
3 credits
Surveys history of western art from prehistory to CE 1500, and compares and contrasts with the art of later periods. Introduces the distinctive features of the art produced by western civilization and relates its development to that of other regions.

ART 104 Western Art History 2
3 credits
Surveys history of western art from CE 1500 to present, and compares and contrasts with the art of earlier periods. Introduces the distinctive features of art produced by western civilization and relates its development to that of other regions.

ART 105 Two-Dimensional Design
3 credits
Introduces elements and principles of design. Taps into internal creativity and uses the external environment to find inspiration for and examples of good design.

ART 107 Typography and Layout
3 credits
Introduces the basics of using type in the graphic arts. Students clarify and enhance visual messages through the use of type and visual placement (layout) of information. Two class hours, two studio hours. Prerequisites: ART105 and ART209.

ART 110 Drawing 1
3 credits
Explores drawing as a means of expression. Includes various media, fundamentals of design, life-based drawing, and development of artistic sensitivity and imagination. Two class hours, two studio hours. Students must provide their own supplies.

ART 111 Drawing 2
3 credits
Explores the visualization of form, thought, and expression through the drawing process. Encourages student to develop a personal relationship with drawing. Two class hours, two studio hours. Students must provide their own supplies. Prerequisite: ART110.

ART 112 Figure Drawing 1
3 credits
Explores drawing from direct observation of a live model. Develops skills used to draw the figure in a variety of media. Focuses on key concepts of space, scale, and the use of value to create volume and mass. Students must provide their own supplies. Two class hours, two studio hours. Prerequisite: ART110 or Declared Fine Arts Major.

ART 113 Illustration Cartooning
3 credits
Explores drawing and illustrating different types of cartooning used in comic books, graphic novels, advertising, caricature, storyboards, concept art, and comic strips. Examines the history of cartooning and its influence on contemporary art. Addresses the business aspects of cartooning such as employment, grants, printing, and publishing. Also focuses on creative writing, and visual communication. Students must provide their own supplies.

Two class hours, two studio hours. Pre-requisite: ART 110 Drawing 1

ART 114 Painting 1
3 credits
Emphasizes the handling of media for aesthetic and technical considerations, space relations, color, line, tone, shape, and texture. Students must provide their own supplies. Two class hours, two studio hours. Prerequisite: ART 110.

ART 115 Painting 2
3 credits
Develops creativity with oil or acrylic paints. Emphasizes challenging solutions to technical and compositional problems. Focuses on figure, still life and landscapes, with stress on representational and abstract works. Students must provide their own supplies. Two class hours, two studio hours. Prerequisite: ART114.

ART 123 Ceramics 1
3 credits
Utilizes various methods of hand building in clay and focuses on vessel traditions and ceramic sculpture. Teaches students the mastery of clay materials. Encourages creativity, craftsmanship and development of personal ideas through a variety of problem solving assignments. Reading material, demonstrations, critiques and lectures with an overview of historical ceramics supplement studio work. Lecture: 2 hours Studio: 2 hours.

ART 124 Ceramics 2
3 credits
Utilizes the potter’s wheel and hand building skills to create functional and sculptural ceramics. Emphasizes excelled mastery of clay materials including form, proportion, design, craftsmanship and personal expression. Instruction of making glazes, loading and firing kilns. Reading material, demonstrations, critiques and lectures on ceramic history supplement studio work. Lecture: 2 hours Studio: 2 hours. Prerequisite: Ceramics I

ART 127 3-D Design
3 credits
Teaches students the mastery of 3-Dimensional materials. Introduces design, techniques, methods and tools of sculpture. Encourages creativity, craftsmanship and development of personal ideas through a variety of problem solving assignments. Reading material, demonstrations, critiques and lectures with an overview of 3-Dimensional history supplement studio work. A supply list will be provided on the first day of class.

ART 160-169 Topics in Art
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

ART 190-199 Topics in Art
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.
ART 207 Graphic Design Applications 3 credits
In-depth study of graphic design software including paint and vector-based programs. Tutorials guide students through detailed exploration of layout, paint, and draw programs. Two class hours, two studio hours. Prerequisites: ART105 and ART209.

ART 209 Computer Graphics 3 credits
Introduces the computer as image-making tool. Includes image development, dimensioning, modifying, storage, and system management. Two class hours, two lab hours.

ART 210 Computer Graphics 2 3 credits
Focuses on the computer as an image-making and image-retrieval tool. Advanced study in image development, dimensioning, modifying, storage, retrieval, and system management. Builds skills in presentation graphics using different graphic software. Two class hours, two lab hours. Prerequisite: ART209.

ART 213 Digital Art Internship 3 credits
Educationally structured work experience in a selected digital art or graphic art agency, under the supervision of agency personnel and the instructor. Provides opportunities to apply knowledge and skills to specific career application and objectives. A minimum of 150 hours required for completion. Prerequisites: ART107 and ART207, or permission of instructor.

ART 214 Interdisciplinary Computer Art 3 credits
Integrates artistic pursuits (photography, drawing, painting, music, writing and/or video) into the digital realm. Students create animation, digital illustrations and photo manipulations using the computer. Prerequisite: ART209.

ART 217 Graphic Design Portfolio 3 credits
Advances skills learned in prior classes. Includes production of graphic design projects that recreate industry- and client-based standards. Emphasizes printing methods, paper and ink selection, production management, and cost control. Prerequisites: ART107 and ART207.

ART 221 Museum and Portfolio Fundamentals 2 credits
Develops skills in museum practice including organizing and installing an exhibition. Also addresses preparing written materials and works of art for public display. Each student will develop a resume, cover letter, list of references, and a set of photographic images documenting his/her work as an artist. Prerequisite: 12 credits in Fine Arts studio courses. Lab/Lecture: 2 hrs.

Astronomy
AST 107 Astronomy 3 credits
Introduction to the universe and the techniques used to study it. Topics include laws of planetary motion, the solar system, types of stars, stages in a star's life, galaxies, cosmology, and telescopes and other instruments. Note: Basic mathematical skills, such as multiplication and division done on a calculator, are required in this course. Two class hours, two laboratory hours.

Biology
BIO 100 Principles of Biology 3 credits
Introduction to the basic characteristics of life, organisms, their interactions, and the scientific process. Improves scientific thinking and increases science literacy. Explores five core concepts of biology: studying and using the scientific method, evolution, ecology, genetics, and biodiversity. Two class hours and two lab hours. Not open to students with credit in BIO105, BIO112, BIO113, BIO115, or BIO116.

BIO 102 Human Biology 3 credits
Surveys basic concepts of human anatomy and physiology, including the structure of cells, tissues, and organs and their normal physiological interactions. Laboratory experiences reinforce important concepts. Two class hours and two lab hours. Not open to students with credit in BIO105, BIO112, BIO113, BIO115, BIO116.

BIO 104 Fundamentals of Cell Biology 3 credits
Introduces basic chemistry, the structure, function, and biochemistry of cells, and the scientific method. Laboratory exercises develop skills including use of binocular microscopes and measuring. Two class hours and two lab hours. This is a preparatory course, for students with little or no recent experience in biology and chemistry, who plan on taking additional biology courses. Not for credit in the Liberal Arts and Sciences: Mathematics and Science program; not open to students with credit in BIO 105, 115, or 116.

BIO 105 Anatomy and Physiology 1 4 credits
Studies the structures and functions of the human body. Focuses on the following systems: integumentary, skeletal, muscular and nervous, including the senses. Major topics include anatomical terminology, the molecular and cellular basis of physiological processes, and tissues. Emphasis on homeostasis including the role of control systems such as negative feedback and the relation of form and function. Includes selected pathologies. Laboratory work includes histological observations using microscopes, CD's and websites, anatomy studies using models and dissections, and physiology exercises. Three class hours and three lab hours. Prerequisite: BIO 104, or Advanced Placement Biology in high school, or acceptance into a health care career program.

BIO 106 Anatomy and Physiology 2 4 credits
A continuation of BIO105 with a focus on the normal structure, function, and metabolic pathways of the following systems: endocrine, circulatory, lymphatic/immune, respiratory, urinary, digestive and reproductive. Acid/base balance, body fluids and electrolytes are also considered. Laboratory work includes histological observations using microscopes, CD's and websites,
anatomy studies using models and dissections, and physiological exercises. Three class hours and three lab hours. Prerequisite: BIO105.

**BIO 108 Human Nutrition**
3 credits
Overview of basic concepts of diet and nutrition. Topics include elementary anatomy and physiology of the digestive system, introductory food chemistry, weight control, and the role of diet in health. Lab exercises analyze some popular foods for simple nutrients. Students analyze popular diets for nutritional completeness. Two class hours and two lab hours. Open to all students but does not fulfill the requirement for science majors.

**BIO 111 Ecology**
4 credits
Overview of the broad discipline of ecology and introduces biological and physical components of the environment and the interactions between the two. Topics include basic ecology, meteorology, hydrology, environmental degradation, and resource management. Three class hours and three lab hours. Prerequisite: High school Regents chemistry or biology or earth science or BIO 104.

**BIO 114 Rain Forest Biology**
3 credits
An immersion course held in Costa Rica in the first two weeks in January. Students travel to the Central American rain forest for an introduction to its biodiversity, neighboring environments that the forests impact, and aspects of forest destruction. Topics include different aspects of ethnobotany, elementary botany, ecology, and earth science. Open to all students. Does not fulfill science requirements for science majors. Prerequisite: Students should be in good health and be reasonably physically fit.

**BIO 115 General Biology 1**
4 credits
Examines the structure and functioning of cells, including origin, physiology, biochemistry, respiration, photosynthesis, reproduction, and genetics. Laboratory exercises reinforce the lectures, which include using microscopes and measurement techniques. General Biology 1 and 2 are recommended to students transferring into premedicine or any life science program. Three class hours, three laboratory hours. General Biology 1 and 2 are not sequential. Either may be taken first. Prerequisite: BIO104 or high school Regents biology and chemistry.

**BIO 116 General Biology 2**
4 credits
Introduces the structure, functioning, diversity, and evolution of plants and animals, with emphasis on adaptation of organisms to their environments in addition to anatomical and physiological considerations. Laboratory exercises which include required dissection reinforce the lectures. General Biology 1 and 2 are recommended to students transferring to any of the life sciences programs. (General Biology I and II are not sequential. Either may be taken first.). Three lecture hours, three laboratory hours. Prerequisites: BIO104 or high school Regents biology and chemistry.

**BIO 117 Introduction to Biotechnology**
1 credit
A survey course in the field of biotechnology. Topics include current career opportunities; biotechnology research; industry development and regulation; microbial, plant and animal biotechnology practices; biotechnology’s role in modern medicine, agriculture and DNA profiling; bioethics and the impact of biotechnology on society. Includes an introduction to documentation (notebooks), Standard Operating Procedure (SOP), Quality Assurance (QA), current Good Laboratory Practices (cGLP) and Federal Drug Administration (FDA) Regulations. One class hour. Prerequisite: BIO104 or high school Regents biology and chemistry.

**BIO 118 Human Inheritance**
3 credits
Explores the biology behind genetic inheritance. Introduces concepts and topics in human heredity such as: the structure and function of genes and chromosomes, the role of meiosis in mutation, gamete formation, and reproduction. Does not fulfill the science requirement for science majors. Not open to students with credit in BIO 205(Introduction to Genetics). Two class hours and two lab hours. Prerequisite: MAT 091 or higher.

**BIO 122 Pharmacology**
3 credits
Presents essential concepts of pharmacology. Designed to promote the use of critical thinking in the application of drug therapy. Emphasis is placed on the integration of pharmacologic principles, legal responsibilities of the nurse and the nursing process. Dosage calculations will be addressed. 3 lecture hours. Prerequisite or concurrency: BIO 105 and NUR 110.

**BIO 190-199 Topics in Biology**
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**BIO 201 Microbiology and Human Disease**
4 credits
Studies the characteristics of microorganisms, their role in health and disease, and methods of controlling them. Examines mechanisms of immunity. Laboratory exercises reinforce important concepts and aseptic techniques. Recommended for students majoring in health-related sciences. Three class hours and three laboratory hours. Preference may be given to students simultaneously enrolled in NUR201. Prerequisite: BIO105, BIO 113, or BIO115.

**BIO 205 Introduction to Genetics**
4 credits
Basic genetic concepts and topics. Structure, function, and interaction of DNA and RNA. Replication and mutation of DNA. Regulation of gene expression. Structure and function of eukaryotic cells, chromosomes, and their mutation. Transmission and inheritance of simple traits, molecular traits, and the calculation of molecule size through electrophoresis. Labs use breeding experiments and molecular biology. Current application of molecular genetics to mutations, populations, evolution, or disease
and development may be discussed. Three class hours, three lab hours. Prerequisites: BIO 115 and 116 (or equivalent transfer credit), CHE 101 and 102 (or equivalent transfer credit), ENG 101 and 102 (or equivalent transfer credit).

**BIO 206 General Microbiology** 4 credits
Studies the structure and function of micro-organisms, with an emphasis on prokaryotes. Topics include microbial physiology, growth and metabolism, control of growth, genetics and genetic engineering, host-microbe relationships, principles of immunology, environmental and applied microbiology. Lab procedures include microscopy, aseptic technique, staining methods, media preparation and use, growth of bacterial cultures, enzyme and chemical assays, identification techniques, modern molecular techniques. Three class hours and three lab hours. Prerequisite: BIO 105 or BIO 113 or BIO 115.

**BIO 207 Molecular Cell Biology** 4 credits
Studies cellular structure, function and molecular interrelationships with emphasis on eukaryotic cells. Topics include the structure and function of biological membranes, cytoskeletal elements, cell metabolism and energy transformation, cell growth and replication, second messenger systems, signal transduction, cell contact and adhesion and intercellular communication. The laboratory component will reinforce these topics and introduce the student to techniques used in modern cell biology. Procedures include the use of microscopy, spectrophotometry, enzyme assays, protein isolation and electrophoresis. Three class hours, Three lab hours. Prerequisites: BIO 115, BIO 116 and CHE 201

**BIO 290 Field Experience in Environmental Science** 4 credits
Pairs students with professionals and/or faculty in cooperative agencies, and/or 4 year colleges to gain first-hand experiences in environmental sciences related to their career/academic objectives. Skills learned parallel requirements of the agency or 4 year college. Credits are earned during field work, laboratory work, site visits, student presentations, mentoring underclassmen, attending public environmental community/agency meetings and lecture. 4 credits Prerequisites: BIO 115 and BIO 116 or BIO 111. Permission of the Instructor

**Business Administration**

**BUS 101 Principles of Business** 3 credits
Examines the scope of business as it relates to the global economic system. Topics include types of business ownership, management principles, the internal organization, human resource management, marketing, finance and risk management. Students should take this course during their first semester as a foundation for other business courses.

**BUS 106 Business Communications** 3 credits
Explores the integrated communication skills necessary for today’s workplace, including the purposes, strategies, and processes of listening, speaking, reading, writing, and presenting within business contexts. Incorporates language arts skills throughout the course.

**BUS 108 Customer Relationship Management** 3 credits
Examines business strategies which anticipate and manage customer needs to improve revenue and profits by maximizing customer satisfaction. Analyzes the impact of changing competitive forces such as globalization, e-business, and convergence of industries.

**BUS 109 Principles of Retailing** 3 credits
Examines types of retail stores, merchandising, operations, store location and layout, internal organization, buying, personnel management, inventory control, and sales promotion in the evolving global, high-tech “retail to e-tail” business environment. Not open to students with credit in RET 101. Three class hours. Prerequisite: None.

**BUS 110 Personal Money Management** 3 credits
Equips students with hands-on, lifelong skills including creating a financial plan for personal goals, avoiding credit trouble, saving money on everyday and major purchases (auto, homes, etc.), investing in stocks, bonds and mutual funds. Three class hours.

**BUS 111 Exploring Business Opportunities** 3 credits
Examines the personal characteristics of an entrepreneur. Conducts an investigation of a business opportunity and identifies required business criteria prior to start-up. Presents the basic foundations for entrepreneurial success. Useful for anyone interested in understanding the issues involved in starting his/her own business immediately or in the future. Prerequisites: Not open to students with credit in BUS 201 Professional Sales

**BUS 201 Professional Sales** 3 credits
Introduces selling principles and their applications, integrating concepts from psychology, sociology, and human relations as they apply to the art of persuasion.

**BUS 203 Advertising** 3 credits
Introduces advertising principles as part of the marketing mix. Develops skills in types of media, copy development, layout visualization, and planning and implementation of advertising campaigns including production of TV commercials.

**BUS 204 Business Management Problems** 3 credits
Analyzes the motives and behaviors of groups and individuals. Develops analytical and decision-making skills applied to business management problems. Students develop communication skills, identify problems and opportunities, make recommendations, write strategic plans and implement TQM. Prerequisite: BUS101.
BUS 205 Business Law 1  
3 credits  
Studies the impact of law on the business environment. Topics include ethics, contracts, sales, torts, consumer protection, criminal law, civil and criminal procedure, litigation, and the court system.

BUS 206 Business Law 2  
3 credits  
Studies the law of personal property and bailments; real property; landlord and tenants; wills, trusts and estates; negotiable instruments; insurance; secured transactions; bankruptcy; principal and agency; employment; sole proprietorships, partnerships and corporations; and professional liability. Prerequisite: BUS 205.

BUS 207 Human Resource Management  
3 credits  
Studies human resources managerial theories and practices appropriate for any Organization. Topics include planning personnel needs, recruiting, selecting, developing, utilizing, compensating and maximizing human resources. Prerequisite: BUS101 or BUS 105.

BUS 208 Display and Visual merchandising  
3 credits  
Visual presentations created using mannequins, props, fixtures, merchandise and signage for promotion of consumer products. Not open to students with credit in RET 211. Three class hours. Prerequisite: None.

BUS 211 Merchandise Planning and Control  
3 credits  
Explores the complex decisions retailers face in managing large diversified assortments of merchandise for successful merchandising. Analyzes techniques in calculating markup, markdown, profits, pricing, inventory valuation, and stock turnover. Prerequisite: BUS 109 and BUS101 or permission of the instructor.

BUS 213 Principles of Marketing  
3 credits  
Focuses on the role of marketing in the global economy and the overall evaluation of the marketing process. Topics include marketing functions, policies, and practices including the marketing strategy and marketing mix (product, price, promotion and place). Case studies and team projects enhance course concepts. Not open to students with credit in BUS102.

BUS 214 Management Principles  
3 credits  
Concentrates on the scope of management in the global environment. Examines the four main functions of management (planning, organizing, leading, and controlling) and the decision-making process through case analysis and team projects. Studies the management skills necessary to adapt to rapidly changing world competition and environments. Not open to students with credit BUS104.

BUS 216 Assessing Service Quality  
3 credits  
Examines the need and process for continuous improvement and assessment of quality and productivity within the organization. Focuses on the impact of crucial organizational issues including marketing, organizational strategy, supply chain management, operations, technology, and behavior management models. Illustrates yield management, data analysis and computer simulation models as strategic practices useful in today’s global business environment. Prerequisite or concurrent registration in BUS101, BUS201, and ENG102 or BUS 217 Cooperative Education

BUS 217 Cooperative Education  
3 credits  
Introduces students to first-hand experiences in business operations. Students are placed in positions relative to their career and academic objectives. Prerequisite: Successful completion of 24 credits.

BUS 219 Business Topics Seminars  
3 credits  
Explores the solutions to business case problems, utilizing creative thinking skills and data to make managerial decisions. Prerequisite: Successful completion of 24 credit hours in business.

BUS 221 Introduction to Project Management  
3 credits  
Studies project management theory and skills. Defines and organizes projects by defining the scope, schedule and available resources. Learn to create work breakdown structures, identify task dependencies and prerequisites, and identify a critical path to completion of a project. Addresses risk and change management. Prerequisite: CIS102 or higher or CSN 115 or higher or EGR 118.

BUS 222 Disney Field Experience  
9 credits  
First-hand work experience at Walt Disney World (WDW) in business operations in areas related to students’ career and academic objectives. Open only to students offered a position by the Walt Disney World College Program. Must complete a 480-hour minimum work block and a GCC-preapproved Disney Business Seminar. Note: Fulfills a BUS elective degree requirement. Prerequisites: Successful completion of 24 credit hours with 12 hours in the major, overall 2.0 GPA, and a Walt Disney World College program letter of acceptance.

BUS 225 Entrepreneurship  
3 credits  
Capstone course studies the critical process of developing a bona fide business feasibility plan. Topics include: concept development, management, legal, regulation, marketing research and penetration, pricing, and financial perspectives. Three class hours. Prerequisite: 12 credits in BUS***, ACC***, FBM***, OFT***, THM***, or instructor permission.
Career Educational Planning

CEP 100 Surviving and Thriving in College
1 credit
Develops a greater understanding of college success strategies. Includes college policies and procedures, stress and time management techniques, and decision-making strategies. Upon completion of the course students will learn how to successfully “navigate” their college experience, set goals and objectives, and create an academic plan. Prerequisite: None.

CEP 101 Career and Educational Planning
3 credits
Develops a greater understanding of career opportunities and an individualized educational plan to reach specific career goals. Includes decision-making, goal-setting, and self-assessment skills as related to career choice. Successful completion of the course enables students enrolled in the Individualized Studies degree program to complete their mandatory educational plan. Recommended for any student desiring guidance to develop a customized career and academic plan.

CEP 102 Health Career Planning
3 credits
Explores health career opportunities and their educational requirements. Includes decision-making, goal-setting, and self-assessment skills as related to career choice. Successful completion of the course enables students enrolled in the Health Studies certificate program to complete their mandatory educational plan.

Chemistry

CHE 100 Environmental Chemistry
3 credits
Introduces principles of chemistry with an emphasis on the environment, including measurement (English and metric systems); ionic and covalent compounds; stoichiometry (mass-mol relations); properties of solids, liquids, and gases; chemical bonding and molecular geometry; acids and bases; principles of organic chemistry; energy sources of today and tomorrow; and problems associated with contamination of the environment. Two class hours and two lab hours. Not open to students with credit in BIO 112, BIO 113, BIO 115, BIO 116, CHE 101 or PHY 131. Prerequisite: MAT 092 or equivalent.

CHE 101 General Chemistry 1
4 credits
Introduces the fundamental principles of chemistry including measurements (English and metric systems), ionic and covalent compounds (names and formulas), stoichiometry (mass-mol relations), reactions in aqueous solutions, gases and their properties, electron configuration and periodicity, chemical bonding and molecular geometry, thermochemistry, and principles of organic chemistry. Recommended for students pursuing careers in science, engineering, health and/or technology fields. A solid math/algebra background is expected. Three lecture hours and three laboratory hours. Prerequisites: CHE100 or equivalent, and either MAT102, MAT121, or higher math background. The math requirements may be taken concurrently with CHE101. (Note: MAT125, MAT129, MAT130, and MAT131 are not accepted as math prerequisites.)

CHE 102 General Chemistry 2
4 credits
A continuation of General Chemistry 1, includes properties of solids and liquids, chemical and physical properties of solutions, reaction rate, chemical equilibrium, acid/base chemistry (pH relations, equilibria, indicators, acid-base titrations), precipitation equilibria, spontaneity of reaction, and electrochemistry. Recommended for students pursuing careers in science, engineering, health and/or technology fields. A solid math/algebra background is expected. Three lecture hours and three laboratory hours. Prerequisites: 1) CHE101 or equivalent; 2) MAT 102, MAT 121, or higher math background. (NOTE: MAT 125, MAT 129, MAT 130, and MAT 131 are not accepted as math prerequisites.)

CHE 190-199 Topics in Chemistry
1–3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

CHE 201 Organic Chemistry 1
4 credits
Survey of carbon-containing compounds, including their properties, preparation, reactions, and reaction mechanisms of alkanes, alkyl halides, alkenes, alkynes, and alcohols. Three class hours and three lab hours. Prerequisite: CHE102 or equivalent.

CHE 202 Organic Chemistry 2
4 credits
The theory of carbon compounds including reactions, preparations, and mechanisms. Topics include alcohols, IR, MS, ethers, epoxides, sulfides, aromatic systems, ketones, aldehydes, amines, and carboxylic acids. Three class hours and three laboratory hours. Prerequisite: CHE 201 or equivalent.

College Skills

CES 101 College Success
1 credit
Examines methods to improve memory, read textbooks, take notes, take tests, and manage time and money. Explores the services available on campus and in the community and related college policies and practices. Develops self-assessment skills necessary to gain insight for future potential. Not open to students who have successfully completed FYE100, CEP101, or CEP102.

CES 190-199 Topics in General Education
1–3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Communications and Media Arts

COM 101 Introduction to Mass Media
5 credits
Introduces basic mass media concepts affecting radio, television, newspapers, the computer, and film. Explores the effectiveness of
media messages in their social and cultural contexts. Examines the history of the media and creation of mass media theories.

**COM 102 Radio Station**  
3 credits  
Explains radio station operations. Introduces principles, theories and radio broadcasting procedures. Examines FCC rules and regulations. Provides instruction and training for becoming a successful radio personality by honing program development, news, copy, scriptwriting and announcing skills. Two class hours, two laboratory hours.

**COM 103 Introduction to Black and White Photography**  
3 credits  
Presents fundamentals of camera operation and principles of visualization and composition. Emphasizes darkroom procedures, film processing, and selective printing techniques. Two class hours, two lab hours. Students must provide their own photographic supplies.

**COM 105 Intermediate Photography**  
3 credits  
Explores precise control of exposure, processing, and studio lighting techniques. Discusses artistic and commercial aspects of photography. Two class hours, two laboratory hours. Students must provide their own photographic supplies. Prerequisite: COM103.

**COM 107 Visual Communication**  
3 credits  
Surveys the development of visual design in the mass media and its impact on American society. Explores general concepts of visual communication including psychology of design and contemporary theories of electronic media.

**COM 110 Introduction to Broadcasting**  
3 credits  
Introduces broadcasting concepts used in radio, television, computer, and satellite applications. Develops management decision practices utilizing communication theories.

**COM 111 TV and Video Production**  
3 credits  
Introduces production techniques including the use of television and video equipment, staging, lighting, television graphics, and the function of studio personnel. Two class hours, two lab hours.

**COM 118 Introduction To Digital Photography**  
3 credits  
Presents the fundamentals of digital image capture using cameras and scanners. Emphasizes the making of images and the interpretation of their character in terms of subject and form: Classical photography with digital technology. Emphasizes the post-production work needed to bring images to an audience electronically, rather than intensive post-production experience with image manipulation, special effects, "new media," or animation. Student to supply his or her own digital camera, batteries, memory cards and any necessary hardware accessories or software accessories to make the camera functional.

**COM 123-126 Broadcasting Production**  
1 credit  
Provides one college credit for working on the college radio station or participating in an internship program at a commercial radio station in Batavia, Rochester, or Buffalo. Students may enroll four times for a maximum of four semester hours of credit. Activity hours to be arranged. Prerequisite: COM101, COM102, or concurrent enrollment in COM102. Credit in this course will not satisfy the Fine Arts requirement in any degree program.

**COM 190-199 Topics in Communications and Media Arts**  
1-3 credits  
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**COM 211 Advanced Video Production**  
3 credits  
Develops video production techniques using the college’s media facility and equipment, operating video production and post-production equipment to create effective visual communication. Two class hours, two laboratory hours. Prerequisite: COM111.

**COM 215 Digital Editing and Special Effects**  
3 credits  
Focuses on the creative aspects of nonlinear editing. Includes the use of special effects such as multilayer keys and composites, motion tracking, and digital painting. Uses creative special effects in a nonlinear editing environment. Two class hours, two laboratory hours. Prerequisite: COM211 or ART210.

**COM 216 3D Animation**  
3 credits  
Encompasses fundamental concepts and practice of 3-D animation. Includes modeling, motion, texture, lighting, and rendering. Enables students to produce effective 3-D animation. Two class hours, two laboratory hours. Prerequisite: COM211 or ART210.

**COM 217/CIS217 Interactive Media Design**  
3 credits  
Concentrates on designing multimedia modules for teaching, learning and presentation. Students learn the tools to develop multimedia prototypes incorporating texts, 2D and 3D images, animations, simulations and sound. Topics such as visual content management, file management and content delivery are also included. Two class hours, two laboratory hours. Prerequisite: COM211, CIS203, or ART210.

**COM 220 Multimedia Capstone Portfolio**  
3 credits  
Integrates skills and knowledge obtained from earlier courses in the Multimedia program. Students develop and practice project management skills and gain experience building a portfolio of work determined by their interest and professional goals. Two class hours, two lab laboratory hours. Prerequisite: COM211 or ART210.
COM 221 Media Production Practicum  
1 credit  
Internship at media facility or college cable television station in student’s field of interest. Facility must be approved by program faculty. Prerequisite: COM211 or ART210.

COM 222 Media Production Practicum  
2 credits  
Internship at media facility or college cable television station in student’s field of interest. Facility must be approved by program faculty. Two credit hours. Prerequisite: COM211 or ART210.

COM 223/CIS 223 Multimedia With Flash  
4 credits  
Presents FLASH, an extremely powerful vector graphics software for creating dynamic, animated content ranging from basic linear animations to entire websites. Develops skills to create simple, yet impressive animations that can be added to web sites or published as soft-running FLASH Player files. Creates professional and eye-catching interactive content using symbols and instances, actions, sound and FLASH’s testing capabilities. Four class hours. Pre/Co requisite: CIS 113 or ART 209

COM 290-299 Topics in Communications and Media Arts  
1-3 credits  
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Computer Information Systems

CIS 102 Introduction to Computers  
3 credits  
Includes the most recent developments in the computer industry, computer applications, the Internet, and the components of a computer system. Laboratory exercises stress application programs such as word processing, spreadsheet, and database. Requires use of the computer facilities to complete computer projects. Not open to students with credit in courses listed above CIS102.

CIS 112 Systems Analysis and Design  
3 credits  
Studies the evolution of system analysis specification, selection, and implementation. Includes the effective use and management of data processing equipment in meeting the information needs of today’s business enterprise. Three class hours. Prerequisite: CIS125.

CIS 113 Web Publishing  
3 credits  
Introduces the techniques, skills, and tools used to publish and manage a website. Develops the skills needed for publishing a simple web page and introduces HTML coding; builds on these authoring techniques and introduces other topics such as web design, web project management, and web maintenance; and acquires skills to build a maintainable web project. Three class hours. Prerequisite Co requisite: CIS 102 or higher or ART 209.

CIS 116 Microcomputer Applications  
3 credits  
Develops skills to solve problems using common microcomputer software. Topics include microcomputer fundamentals, word processing, electronic spreadsheets, databases, and other software. Prerequisite: CIS102 or CIS125.

CIS 120 Advanced Microcomputer Applications  
3 credits  
Advanced skill development to solve problems using common microcomputer software. Topics include desktop publishing, presentation software, advanced spreadsheet concepts, and database programming. Prerequisite: CIS116.

CIS 125 Programming and Problem Solving  
3 credits  
Develops computer skills for problem solving using Visual Basic programming software. Solves a variety of problems by developing a strategy, applying appropriate techniques, and testing results. Students should plan sufficient time to complete the necessary programming projects using the college’s computing facilities. Three Class hours. Prerequisite or co requisite: MAT102 or higher.

CIS 190-199 Topics in Computer Information Systems  
1-3 credits  
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

CIS 198 Introduction to Second Life  
2 credits  
This course is an Introduction to the Second Life online environment. Students will enhance computer skills for dealing with virtual reality. Students are asked to do a variety of tasks in the Second Life environment. Students will be expected to make use of home computers or the computer facilities to complete projects. 2 credits

CIS 200 Operating Systems  
3 credits  
Survey of operating systems. Includes memory and process management, input/output systems, storage, interrupt handling, multiprocessing, networking, and system commands. Experiences gained with system administration tasks such as managing file systems, creating and configuring user accounts and groups, managing file and directory permissions, and creating shell scripts. Prerequisite: CIS125 or equivalent.

CIS 204 Web Design and Implementation  
3 credits  
Assuming a basic knowledge of HTML coding and web page design, this class moves into large-scale site development and an introduction to advanced web technologies. Building on the web page design concepts introduced in CIS203, this course focuses on site design issues, including scalability, maintenance, and integration of web technologies into the business or organizational context. Technologies introduced in this course include Perl, cascading style sheets, dynamic HTML, basic JavaScript, and
streaming media. Each student will be required to purchase a domain name to create a website. Prerequisites: CIS113 and CIS223.

**CIS 208 Database**

3 credits
Introduces database management, its structure, manipulation, and impact of database design. Requires the completion of projects using a Windows-based microcomputer relational database system. Prerequisites: CIS116 and CIS125.

**CIS 215 Scripting Languages**

4 credits
Introduces scripting languages, using them to accomplish tasks ranging from simple file management and report writing to system administration and dynamic web page generation. Students should plan sufficient time to complete the necessary programming projects using the college’s computing facilities. Prerequisite: CIS125.

**CIS 217/COM 217 Interactive Media Design**

3 credits
Concentrates on designing multimedia modules for teaching, learning and presentation. Students learn the tools to develop multimedia prototypes incorporating texts, 2D and 3D images, animations, simulations and sound. Topics such as visual content management, file management and content delivery are also included. Two class hours, two laboratory hours. Prerequisite: COM211, CIS203, or ART210.

**CIS 219 Computer Programming 1**

4 credits
Introduces computer concepts and programming in a modern, high-level language. Demonstrates computing system concepts, problem solving, and systematic program development in problems from a variety of application areas. Topics include problem analysis, algorithm design, top-down development, program testing and documentation, data types, input/output, sequence, selection, loops, data manipulation, functions, arrays, records, sets, strings, files, recursion, and an introduction to sorting, searching and other basic algorithms. Students should plan sufficient time to complete the necessary programming projects using the college’s computing facilities. Prerequisite: CIS125 or CIS101 taken prior to fall 2000.

**CIS 221 Computer Programming 2**

4 credits
A continuation of CIS219. Demonstrates advanced computing system concepts, problem solving and systematic program development in problems from a variety of application areas. Topics include program development, program testing and documentation, functions, files, advanced data structures, pointers, stacks, queues, linked lists, recursion, trees, sorting, searching, and object-oriented concepts. Students should plan sufficient time to complete the necessary programming projects using the college’s computing facilities. Prerequisite: CIS219.

**CIS 222 Advanced Visual Basic Programming**

3 credits
Enhances computer skills for problem solving using Visual Basic. NET. Solves a variety of problems by developing a strategy, applying appropriate techniques, and testing results. Students should plan sufficient time to complete the necessary projects using the college’s computer facilities. Prerequisite: CIS125.

**CIS 223/COM 223 Multimedia With Flash**

4 credits
Presents FLASH, an extremely powerful vector graphics software for creating dynamic, animated content ranging from basic linear animations to entire websites. Develops skills to create simple, yet impressive animations that can be added to web sites or published as soft-running FLASH Player files. Creates professional and eye-catching interactive content using symbols and instances, actions, sound and FLASH’s testing capabilities. Four class hours. Pre/Co requisite: CIS 113 or ART 209.

**CIS 290-299 Topics in Computer Information Systems**

1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**Computer Systems and Network Technologies**

**CSN 115 Introduction to Operating Systems**

3 credits
Examines several operating systems with emphasis on a modern UNIX-based distribution. Topics include memory and process management, I/O systems, storage, multi-processing, networking, and system commands. Requires hands-on projects in system administration tasks such as managing file systems, creating and configuring user accounts and groups, managing file/directory permissions, creating shell scripts, and setting up services. Prerequisite: Some PC experience is recommended.

**CSN 120 Networking Technologies**

4 credits
Explores many of the technologies and implementation standards involved with computer networks. Uses a combination of lectures and laboratory experiences to discover how computer networks function and can be implemented in practical situations. Four Class Hours. Prerequisite: Math skills equivalent to Math 092 or higher.

**CSN 150 Computer Repair**

4 credits
Introduces the microcomputer and its operating system components. Includes hardware installation, repair, systematic troubleshooting, bus structures, operating system installation, and navigation tools. Lab work includes PC assembly and repair projects. Three class hours, three lab hours.

**CSN 200 Operating Systems**

3 credits
Surveys several operating systems with an emphasis on a modern Unix-based distribution. Topics include memory and process management, input-output systems, storage, interrupt handling,
CSN 201 Network Client Operating Systems
3 credits
Explores concepts and requirements of network client operating systems with an emphasis on the current Microsoft Windows family of operating systems. Introduces the various tools for installing, administering, configuring and supporting Windows. Prepares students to take the current Microsoft Windows certification examination. Two class hours, two laboratory hours. Prerequisite: CSN120 or permission of instructor.

CSN 202 Network Operating Systems
3 credits
Explores concepts and requirements of network operating systems with an emphasis on the current Microsoft Windows family of server operating systems and the problems and techniques involved with successfully implementing a computer network in a corporate environment. Introduces the various tools for installing, administering, configuring and supporting Windows Server Operating Systems. Prepares students to take the corresponding Microsoft certification examination. Two class hours, two laboratory hours. Prerequisite: CSN201.

CSN 203 Intra-networking
3 credits
Introduces several technologies that underlie the interconnection of local area networks, basic router configuration, and protocols utilizing a variety of different topologies. Two class hours, two laboratory hours. Prerequisite: CSN120.

CSN 206 Network Segmentation
3 credits
Examines selected routing protocols used in larger corporate local area networks, and introduces network switching concepts used in routers, bridges, and switching technologies. Includes programming switches and routers. Two class hours, two laboratory hours. Prerequisite: CSN205.

CSN 207 WAN Technologies
3 credits
Introduces several technologies that underlie the planning and implementation of wide area networks in a corporate environment. Technologies covered include frame-relay, ISDN, and X.25. Lab exercises simulate the actual deployment of the above technologies through the interconnection of routers. Two class hours, two laboratory hours. Prerequisite: CSN206

CSN 208 Overview: Computer Network Security
4 credits
Provides a solid foundation of the core concepts and terminology used in the field. Includes topics such as authentication, identifying and describing risks, and intrusion detection. Prerequisite: CSN 201 or CSN 205 or permission of the instructor.

CSN 210 Telecomm and Wide Area Network
3 credits
Introduces the various telecommunications standards and options available to interconnect local area networks to create wide area networks. In-depth exploration of both the technology and the business issues involved in the development and implementation of wide area networks. Two class hours, two laboratory hours. Prerequisite: CSN120.

CSN 217 Cooperative Education
3 credits
Participation in a cooperative business/organization for the purpose of gaining experience in business operations, management, and networking computing which are related to career and academic objectives. Prerequisite: Successful completion of CSN 202 or 12 credit hours of CSN and/or CIS courses.

CSN 220 Inter/Intra Networking
3 credits
Introduces the concepts, methodologies, and technologies involved in setting up and maintaining a corporate inter- or intra-network based upon Windows Server Operating Systems. Provides hands-on understanding of several basic technologies including TCP/IP, routing, gateways, firewalls and Microsoft Internet Information server. Prepares students for the corresponding Microsoft certification examination. Two class hours, two laboratory hours. Prerequisite: CSN201.

Criminal Justice

CRJ 101 Introduction to Criminal Justice
3 credits
Presents overview of the administration of criminal justice in the United States and the problems of crime prevention and control in American society. Prepares students for further study in criminal justice, for careers in criminal justice agencies, and for knowledgeable citizenship.

CRJ 110 Legal Aspects in Criminal Justice
3 credits
Introduces criminal law and criminal procedure. Students perform elementary legal research, study differences between criminal and noncriminal behavior and responsibility, and apply legal rules to investigation and enforcement of criminal matters. Discusses pretrial and trial proceedings and issues in sentencing and corrections programs. Prerequisite: CRJ101.

CRJ 112 Police
3 credits
Studies factors which influence and shape the delivery of police services in American communities. Analyzes contemporary issues including styles of policing, police role, expectations and conflict, career concepts and professionalism, community participation and accountability. Teaches students how to evaluate their impact on police services in a given community. Prerequisite: CRJ101.

CRJ 113 Introduction to Corrections
3 credits
Examines current American correctional institutions and community-based corrections in terms of development, objectives, stan
CRJ 118 Forensic Anthropology
3 credits
Examines human skeletal remains in the context of medicolegal issues. Analyzes the scientific evidence of skeletal or badly decomposed remains in order to establish circumstances of death and identification of the decedent by estimating age, gender, racial affinity, stature, pathologic conditions, and traumatic injury. Introduces human osteology, and presents methods and techniques used in forensic anthropology. Discusses case reports, contexts in which remains are found, and methods of recovery.

CRJ 119 Homeland Security
3 credits
Introduces students to the highly complex environment of Homeland Security, and the operational, tactical and strategic tasks Federal departments and agencies, state and local governments, the private sector, and individual concerned citizens are asked to perform in an integrated fashion. Explores terrorism, both domestic and international, as well as natural and man-made disasters and their impact on society. Discusses national, state and local vulnerability to terrorism and methods to minimize risk of an incident occurring. Reviews natural disasters and weapons or agents that may be used by a person or group to perform an act of terrorism and provides basic guidelines to follow should a threat or incident occur. Studies the legal issues related to homeland security. Concentrates on methods of domestic preparedness at the federal, state, local and personal levels. Emphasizes citizen awareness and preparedness. Students will assemble a Personal Emergency Preparedness Kit.

CRJ 120 Introduction to Security
3 credits
Presents a broad foundation for the range of protective services. Studies the historical aspects of security, and techniques of prevention, protection, enforcement, detection, safety and emergency services. Explores the role of security and safety and their relationship to the Criminal Justice System. Examines symptoms, causes and possible solutions to security problems and issues. Eligibility for NYS Pre-Assignment Certification as a security guard.

CRJ 121 Police Firearms
3 credits
Presents the use and nomenclature for service weapons police officers are authorized to carry in the performance of their duties. Emphasizes standard safety precautions and use of force regulations, loading and unloading, position, sight alignment, proper grip, trigger control and effective range of the respective weapons before firing. Includes firing range practice and qualification. Participants must successfully complete the minimum qualifying course of fire as adopted by the New York State Municipal Police Training Council (MPTC). Prerequisite: This course is available only to persons enrolled in the Basic Course for Police Officers in the Genesee Community College Rural Police Training Institute. Course instructors must be certified by the New York State Municipal Police Training Council pursuant to 9 NYCRR Part 6024.

CRJ 190-199 Topics in Criminal Justice
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

CRJ 205 Administration in Criminal Justice
3 credits
Presents general administrative concepts of criminal justice agency operations. Examines organizational principles and the individual, allocation and management of human resources, organizational effectiveness, change and evaluation. Prerequisite: CRJ101.

CRJ 206 Criminal Investigations: Law and Process
3 credits
Studies criminal investigative principles and techniques based upon rules of evidence and related appellate court decisions. Presents investigative methods, skills and procedures used in conducting major crime scene investigations. Examines the identification, collection and preservation of evidence, and case preparation for prosecution. Prerequisites: CRJ101 and CRJ110.

CRJ 209 Juvenile Justice
3 credits
Introduces the interactions of various agencies (e.g. the police, courts, corrections, and other youth agencies and programs) within the juvenile justice system. Topics include the role of police, courts, corrections and community programs in delinquency prevention, control and treatment. Focuses on juvenile violent behavior and constitutional rights. Prerequisite: CRJ101 or HUS101 or SOC101.

CRJ 222 Field Studies in Law Enforcement
3 credits
Presents independent and group studies of selected law enforcement agencies. Students are assigned to an agency based on career objectives to evaluate the theoretical and actual operational functions of the agency. Prerequisite: CRJ101 and permission of instructor.

Dance
DAN 127 Introduction to Movement and Dance
3 credits
Develops awareness of individual movement characteristics through the experiential learning of movement skills on the introductory level. Surveys elementary modern dance techniques, elements of rhythm and spatial awareness, and simple composition and improvisational dance studies. Three class hours. Prerequisite: None.
DAN 178 Tap Dance I
3 credits
Introduces tap dance as an art form through exploration of tap technique, history and aesthetics. Includes studio classes in basic tap technique as well as observation of tap dance on video and live in concert (when possible) and discussion of reading assignments and research. Prerequisite: None

DAN 179 Jazz Dance I
3 credits
Introduces jazz dance as an art form through exploration of traditional jazz technique, history and aesthetics. Includes studio classes in traditional jazz as well as observation of jazz dance on video and live in concert (when possible) and discussion of reading assignments and research. Prerequisite: None

DAN 227 Movement and Dance II
3 credits
Explores traditional modern dance with an emphasis on technique and performance. Includes studio classes in modern dance technique beyond the introductory level focusing on phrasing, musicality, and performance techniques. The class will view modern dance live (when possible) and on video and will discuss text assignments and history research. Course will culminate in the presentation of a lecture/demonstration. 3 credit hours. Prerequisite: DAN 127/PED 127 Intro to Movement and Dance or instructor permission.

DAN 278 Tap Dance II
3 credits
Continues development of technical and performance skills. Includes studio classes in intermediate tap technique as well as observation of tap dance on video, discussion of reading assignments, and presentation of research. Prerequisite: Tap I or permission of instructor.

DAN 279 Jazz Dance II
3 credits
Continues development of jazz technique. Includes studio classes in traditional jazz technique at the intermediate level as well as observation of jazz dance on video and in concert (when possible) and discussion of reading assignments and research. 3 credit hours. Prerequisite: Jazz Dance I or permission of instructor.

Economics
ECO 101 Microeconomics
3 credits
Introduces microeconomic theory, with emphasis upon the concepts of consumer and business firm behavior, demand and supply, value, production, distribution, general equilibrium and welfare. Focuses on problems of resource allocation, income distribution, labor unions and industrial organizations, and government regulation. It is recommended that the college’s reading and math requirements have been met.

ECO 105 Macroeconomics
5 credits
Introduces macroeconomic theories, with emphasis upon the concepts of aggregate market structures and market pricing, national income accounting, consumption, investment, money and banking, and income determination. Examines the problems of employment, price stability and growth. It is recommended that the college’s reading and math requirements have been met. Three class hours. Prerequisite: None.

ECO 190-199 Topics in Economics
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Education
EDF 100 Introduction to Education
5 credits
Provides knowledge, understanding, and skill related to the interactions taking place in the classroom and within the school system from the perspective of the paraprofessional. Focuses on managing records and materials, attending to the needs of students, assisting in the development of instructional materials and experiences, assisting in instructional work, and current issues related to the operation of schools. Students complete a guided field observation under the supervision of a certified teacher.

EDF 105 Supporting Students in Reading and Writing
3 credits
Focuses on what children should know and be able to do in beginning reading and provides research-based strategies, activities, and assessments to support the paraprofessional in improving students’ reading and writing abilities with a particular emphasis on strategies for one-on-one and small group instruction. Includes phonological and phonemic awareness, alphabet recognition and phonics, decoding, vocabulary, fluency, comprehension, and writing. Designed for teaching assistants seeking New York State certification, paraprofessionals with instructional duties in schools, and those interested in pursuing a degree in teaching. Prerequisite: ENG 101.

EDF 190-199 Topics in Education
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

EDF 201 Educational Foundations 1
5 credits
Provides knowledge, understanding, and skill from the study of the key foundational elements of the American educational system: historical development, philosophical assumptions, learning theory, school governance, and societal/cultural implications. Analyzes the interrelatedness of these elements and the influences each has on education. Three class hours. Prerequisites: Sophomore status or permission of the instructor. Completion of ENG 101 and a G.P.A. of 2.0 or higher.
EDF 202 Educational Foundations 2
3 credits
Examines and analyzes key elements of and issues that affect the interaction taking place between teacher and student within the public school classroom. Focuses on goals and objectives, instructional strategies, classroom management, and evaluation of student progress. Students gain first-hand practical experience related to the learning interactions within the context of a guided classroom field observation blended with classroom content and content gained in Educational Foundations I. Three class hours. Prerequisites: EDF 201 or permission of the instructor and a G.P.A. of 2.5 or higher.

EDF 211 Instructional Design
3 credits
In-depth analysis and use of a curriculum design model to achieve learning outcomes by systematically planning, developing, revising, and evaluating instruction. Emphasizes instructional strategies and media/technology selection for both distance learning and classroom formats. Includes the production or revision of a course or unit of study. Prerequisite: EDF201 or equivalent.

EDF 212 Cooperative Education
1 credit
Integrates key factors influencing learning in contemporary society with an individually assigned guided field observation within a classroom, resource room, technology room, or computer lab. Assisted by an advisor, students document workplace experiences and degree program goals and learning objectives in a professional portfolio. Prerequisite: Sophomore status and permission of instructor.

EDF 250 Introduction to Developmental Disabilities
3 credits
Overview of disabilities encountered when working with infants, children and adults with development disabilities through their lifespan. Focuses on individuals with intellectual, behavioral, sensory, physical or learning difficulties. Emphasizes physiological basis, resulting behavior, treatment typically applied, historical events and future trends. Includes a required field observation. Equivalent to HUS250. Three class hours. Prerequisite: None.

EDF 290-299 Topics in Education
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Engineering Science
EGR 100 Introduction to Engineering
1 credit
Introduces engineering concepts from all engineering disciplines' mechanical, biomedical, civil, environmental, chemical, computer, electrical, aerospace, nuclear and architectural. Demonstrates how math tools are used to solve engineering problems. Explores the pathway of engineered products from invention to manufacturing and selling. Shows how computer-aided drafting is required in all engineering disciplines. One classroom hour per week. Prerequisite: MAT 092 or equivalent.

EGR 101 Engineering Drawing 1
4 credits
Uses traditional drafting methods to develop manual drafting skills for drawings and engineering-related problems. Compares CAD and manual techniques. Areas of study include use of drafting equipment, technical sketching, geometric constructions, setting up drawings, reproducing blueprints, and applying multiview projection theory in the drawing process, complying with ANSI standards. Requires completion of formal detailed drawings demonstrating manual drafting skills. Two class hours, four laboratory hours. Concurrent registration in EGR118 is highly recommended.

EGR 102 Engineering Drawing 2
4 credits
Solves drafting problems using advanced drawing techniques. Compares CAD methods and manual drafting techniques. Areas of study include projection of surfaces, secondary auxiliary views, basic tolerancing, determining classes of fits, sheet metal drafting, geometric tolerancing, threads and fasteners, and metric practices. Requires completion of formal detailed drawings demonstrating manual drafting skills and advanced problem solving and visualization skills, following ANSI standards. Two class hours, four laboratory hours. Prerequisite: EGR101.

EGR 103 Architectural Drawing
3 credits
Utilizes basic architectural drawing techniques and methods in developing a typical set of plans for a small residential home. Areas of study include drawing techniques, plan view development, elevation drawings, details, electrical plans, dimensioning practices, plot plans, and geometry in architecture. Two class hours, two laboratory hours. Prerequisite: EGR 118

EGR 105 Engineering Design Graphics 1
3 credits
Introduces the design process used in the engineering fields, crucial for drafters as support in engineering drafting. Uses CAD methods and sketching techniques to solve 3-D space problems. Solves problems with spatial relationships for determining true lengths, angels, surfaces, volumes and other information applying descriptive geometry methods. Students complete detailed drawings, determine volume and weight of a machined part, and present a design proposal. Two class hours, two laboratory hours. Prerequisite: EGR102 and EGR119.

EGR 106 Engineering Design Graphics 2
3 credits
A continuation of advanced design graphics using CAD techniques for solving descriptive geometry problems related to engineering areas. Students complete a jig and fixture design and make elevations, cut and fill calculations, underground piping, roadways and dam designs from topographical maps. Two class hours, two laboratory hours. Prerequisite: EGR105 and EGR119.
drafting projects. Develops the ability to analyze problems in design drafting in a team environment, sharing and delegating responsibilities in gathering data, making sketches, drawings, calculating data and presenting findings for a successful design effort. Two class hours, two laboratory hours. Prerequisites: EGR105 and EGR118.

EGR 235 Engineering Mechanics 1: Statics
3 credits
Comprehensive study of basic principles of statics, including vector and scalar treatment of coplanar and noncoplanar force systems, resultants, equilibrium, friction, centroids, and moments. Studies trusses and frames and their solution by method joints, sections and members, and rigid, elastic, and flexible bodies. Prerequisite: PHY132.

EGR 236 Engineering Mechanics 2: Dynamics
3 credits
Continues the study of mechanisms as applied to moving bodies. Examines position, displacement and velocity in both rectangular and polar coordinators, and Newton’s laws of motion, moments and products of inertia, plane rigid body motion along with linear and angular impulse and momentum. Includes both free and forced vibration, rotating axes and coriolis acceleration, and application of D’Alembert’s principles. Prerequisite: EGR235.

English

ENG 091 Grammar and Paragraph Mastery
3 credits
A series of English lessons designed to develop student mastery of basic grammar and paragraph writing: capitalization, sentence structure, word level skills, punctuation, and paragraph development and cohesion. Placement in this course is by special testing only. Computers may be used, but prior computer knowledge is not necessary. This class carries institutional credit but cannot be applied toward any degree or certificate program.

ENG 100 Introduction to Composition
3 credits
Improves basic writing skills: grammar, mechanics, style and organization. Students who pass with a C or higher understand the basic nature of informative and persuasive writing and library research. Prerequisite: By placement or grade of C or better, in ENG091 or ESL 091.

ENG 101 English Communication 1
5 credits
Presents an overview of the basic rhetorical principles that apply to six aims of discourse, with particular focus on informative and persuasive discourse. Students write six to eight compositions and several examination, and learn and apply appropriate research and documentation skills. Computer labs may be used, although computer knowledge is not necessary, except for online course sections. Prerequisite: Completion of ENG100, or ESL100 with a grade of C or better, or by placement.

ENG 102 English Communication 2
3 credits
Continues study of rhetorical principles introduced in ENG101 by focusing on scientific writing, including expressive, exploratory, and ethical strategies within the sciences. Emphasizes criti-
cal thinking skills, particularly inductive and deductive logic, as they apply to empirical and philosophical issues in the sciences. Students write six to eight compositions and several examinations. Computer labs may be used, although computer knowledge not necessary, except for online course sections. Prerequisite: ENG101.

ENG 105 Writing in the Humanities
3 credits
Continues study of rhetorical principles introduced in ENG101 by focusing on humanities studies, including expressive, informative and persuasive strategies within the humanities. Emphasizes critical thinking skills, particularly current critical approaches, by focusing on literature, film, visual arts, and performing arts in some combination. Students write six to eight compositions which may branch into multimedia. Computer labs may be used, although computer knowledge not necessary, except for online course sections. Prerequisite: ENG101

ENG 106 Technical Writing
3 credits
Examines the special rhetoric of technical communication. Focuses on the fusion of process and product in the organizing of usable information. Considers audience and user needs, information design, visual forms, engaging in description and definition, creating process explanations, developing proposals, organizing reports, and writing instructions. Develops critical thinking skills through analysis of conventions applied in document design. Use of computers required. Prerequisite: ENG101

ENG 111 Scriptwriting for Radio and TV
3 credits
Introduces the basic elements of scriptwriting for radio and television, including audio and visual signals and time controls. Students write scripts for radio and television commercials, news, and documentaries. Requires computer knowledge for online sections. Prerequisites: ENG101 and JOU101.

ENG 190-199 Topics in English
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

ENG 192 Technical Writing 2
3 credits
Builds on the technical communication knowledge and experience gained in ENG 106. Focuses on the research, organization and presentation of usable information in the specialized fields of students taking the class. Considers audience/user needs, information design, visual forms, process explanations, proposals, projects, reports and Web document design for computer systems and network technology, drafting, engineering. Develops critical thinking skills through analysis of conventions specific to the fields mentioned above applied in document design. Use of computers required. Prerequisite: ENG 106

ENG 214 Introduction to Creative Writing
3 credits
Fosters skills in techniques of reading, writing, and analyzing contemporary literature. Students generate creative texts through workshops and engage in both peer and instructor review sessions. Portfolio exam. Online courses require computer knowledge. Prerequisite: ENG102 or ENG105 or permission of the instructor.

English Second Language
ESL 090 Elementary English 1
3 credits
Introduces second language learners to basic English language skills. Develops the ability to understand and use English in context: conversations, reading and writing at the novice level. Requires additional weekly laboratory practice weekly. Instructor determines placement in English as a Second Language courses.

ESL 091 Elementary English 2
3 credits
A continuation of ESL 090 Elementary English 1. Emphasizes the ability to use and understand English in context. Students express themselves orally, read authentic materials, understand oral input and write compositions at the high novice level. Requires additional weekly laboratory practice. Instructor determines placement in English as a Second Language courses. Prerequisite: ESL 090, or placement by instructor.

ESL 100 Introduction to Composition and United States Culture
3 credits
A course designed for English as A Second Language learners. Students who pass with a C or higher have developed mastery in grammar appropriate to specific academic purposes and in communication skills. Introduces American culture. Additional laboratory supported practice required weekly. Not open to students with credit in ENG 100. Prerequisite: Completion of ENG 091 or ESL 091 with a grade of C or higher, by TOEFL exam or by placement exam.

ESL 190-199 Topics in English as a Second Language
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

ESL 290 Introduction to American Cultures 1
3 credits
Provides an in-depth introduction to American cultures from historical and contemporary perspectives. Examines local and national history, American politics, science, technology, art, music, literature, film, video and other media. Expands students’ vocabulary through writing, reading, and speaking. Includes service learning component. Prerequisite: Instructor permission only

ESL 291 Introduction to American Cultures 2
3 credits
Continues the study of American cultures from historical and contemporary perspectives. Expands exploration of local and national history, American politics, science, technology, art, music, literature, film, video and other media. Introduces American educational concepts and practices. Continues to build students’ writing, reading, speaking and presentation skills. Includes service learning component. Prerequisite: ESL 290
Fashion Merchandising Management  
FBM 101 Principles of Fashion Merchandising  
3 credits  
Explores the principles of color, design, textiles, and fashion habits, origin and creation as applied to fashion merchandising.

FBM 102/ART 102 Fashion Trends and Design  
3 credits  
Introduces the fashion industry emphasizing history and design. Students may receive credit only once for this listing.

FBM 115 Principles of Textiles  
3 credits  
Examines natural and man-made fibers, yarns, fabric construction, color application, finishes, performance and maintenance. Three class hours. Prerequisite: None.

FBM 220 Fashion Show Production  
3 credits  
Application of fashion buying and merchandising techniques in actual situations. Students apply theoretical materials of their previous courses in the actual planning and presentation of a full-scale fashion show. Three class hours. Prerequisite: BUS101, BUS201, BUS203, FBM101, FBM102 or ART102, FBM115. (Fashion Majors need to have completed 24 credit hours in business and fashion.)

First Year Experience  
FYE 100 Transitions: The First Year Experience  
3 credits  
Presents techniques that help students cope successfully with the demands of the first year in college. Enlarges the student's awareness of self with respect to academic and personal goals, and assists each person to gain the necessary skills to succeed in college. Counts as general elective credit only. Not open to students who have successfully completed CES101, CEP101 or CEP102.

French  
FRE 101 Elementary French 1  
3 credits  
Develops French listening, speaking, reading and writing skills. Emphasizes ability to use and understand French in context through group and individual work, oral exercises, reading and writing assignments. Requires laboratory-supported practice. Students hold basic conversations, read simple passages, and write dialogues and paragraphs at the novice level. Instructor determines final placement.

FRE 102 Elementary French 2  
3 credits  
Strengthens French listening, speaking, reading and writing skills acquired in Elementary French 1. Emphasizes the ability to use and understand French in context through group and individual work, oral exercises, presentations, reading and writing assignments. Requires laboratory-supported practice. Instruction occurs in French with clarification in English. Students express themselves orally, read authentic materials, understand oral input, and write compositions at the high-novice level. Instructor determines final placement. Prerequisite: FRE101 or equivalent.

FRE 201 Intermediate French 1  
3 credits  
Enhances French listening, speaking, reading and writing skills. Emphasizes increasing accuracy and depth of communicative abilities and cultural understanding through group and individual work, presentations, oral exercises, reading and writing assignments. Requires laboratory-supported practice. Instruction occurs in French. Students express themselves orally and in writing, read authentic sources, and understand native speech at the intermediate level. Instructor determines final placement. Prerequisite: FRE102 or equivalent.

FRE 202 Intermediate French 2  
3 credits  
Strengthens French listening, speaking, reading and writing skills acquired in Intermediate French 1. Emphasizes increasing accuracy and depth of ability and knowledge of contemporary Francophone culture through group and individual work, oral exercises, presentations, reading and writing assignments. Requires laboratory-supported practice. Instruction occurs in French. Students express themselves orally and in writing at the high-intermediate level, read authentic sources and understand key concepts when spoken clearly at native speed. Instructor determines final placement. Prerequisite: FRE 201 or equivalent.

Geography  
GEO 101 World Regional Geography  
3 credits  
Introduces the physical and human geography of the world. Examines the major physical/environmental, cultural, political and economic characteristics of each world region.

Health Education  
HED 107 Community CPR  
1 credit  
Presents fundamental adult, child and infant CPR skills and AED essentials. Provides information on a total community approach to reducing deaths from cardiovascular disease and respiratory emergencies. American Red Cross certification available upon satisfactory completion of course requirements.

HED 113/HUS 113 Alcohol/Drug Use and Abuse  
3 credits  
Examines the symptoms, and physical, pharmacological, psychological, and social effects of addiction as a disease and the impact on society. [Note: The New York State Office of Alcohol and Substance Abuse Services has reviewed this course and finds that it is consistent with established standards for alcoholism counselor education training toward the CASAC credential].

HED 114/HUS 114 Family: Impact of Alcohol and Drugs  
3 credits  
Analyzes the effects of addiction on the family. Emphasizes family roles, characteristics of children (and adult children) of parents with addictions, codependence theories, and adaptations
made by family members. (Note: The New York State Office of Alcohol and Substance Abuse Services has reviewed this course and finds that it is consistent with established standards for alcoholism counselor education and training toward the CASAC credential.) Prerequisite: HED 113 or HUS 113.

**HED 115 Community Health and Safety**
1 credit
Presents the four major components of the mandated New York State Education Department (NYSED) requirements. Focuses on SAVE Legislation (Safe Schools Against Violence in Education), Child Abuse Workshop (identifying and reporting suspected child abuse and maltreatment), alcohol and tobacco, and signs and symptoms of drug use. Includes safety education-identifying dangerous environments, preventing child abduction, fire and arson. Certification in SAVE Legislation and Mandated Reporter available. One and one half class hours.

**HED 160-169 Topics in Health Education**
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**HED 190-199 Topics in Health Education**
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**HED 201 Health Education**
3 credits
Develops knowledge and attitudes for maintaining high personal standards of healthful living, an understanding of various contemporary health problems, and an awareness of health hazards to college students. Emphasizes health responsibilities as a family and community member. Students are invited to attend seminars of special interest on drugs, sex, alcohol, consumer education, etc.

**HED 204 Introduction to Healthful Living**
3 credits
Emphasizes reasons and strategies for assuming responsibility for maintaining a healthy lifestyle. Focuses on lifestyle factors and their relationships to well-being, behaviors, and disease. Includes health and wellness, stress, drug, alcohol and tobacco use and abuse, nutrition and weight control, cardiovascular health, physical fitness, healthy relationships, sexuality, birth control, sexually transmitted diseases, safety education (identifying dangerous environments, preventing child abduction, fire and arson), communication skills for productive relationships (i.e., conflict resolution), identifying and reporting suspected child abuse and maltreatment, and Safe Schools Against Violence in Education Legislation Certification.

**HED 205 Responding to Emergencies**
3 credits
Presents emergency techniques used to maintain health, alleviate suffering and sustain human life until advanced medical care is available. Studies safety and prevention as they relate to home, school, industry, and the highway. Provides Red Cross certification in Responding to Emergencies, Community CPR and AED Essentials upon successful completion of requirements. Three class hours, one laboratory hour.

**HED 207 Alcohol Problems**
2 credits
Focuses on the use and abuse of alcoholic beverages as a social problem, with emphasis on individual decision-making about drinking. Not open to students with credit in HED 113 or HUS 113.

**HED 209 Health Sciences Related to Coaching**
3 credits
Introduces a series of interactive exercises and activities designed to study Health Sciences as they apply to coaching interscholastic sports in New York State. Presents the definitions of selected principles of biology, anatomy, physiology, kinesiology related to coaching, risk minimization, mixed competition, legal implications for coaches, and the NYSED Selection Classification program. Specific information will be given regarding current health issues facing athletes (i.e. Concussion/head trauma, the Female Athlete Triad, drug use and abuse, etc). Three class hours.

**History**

**HIS 101 World Civilizations 1**
3 credits
Examines the social, political, economic, environmental, religious and intellectual influences on the rise and fall of world civilizations prior to 1500 CE. Presents history from a global perspective, with an emphasis on the beliefs and contributions shaping the whole of the human community. Emphasizes developing and implementing the skills of the historian.

**HIS 102 World Civilizations 2**
3 credits
Examines the social, political, economic, environmental, religious and intellectual influences on the rise and fall of world civilizations from 1500 CE to the present. Presents history from a global perspective, with an emphasis on the beliefs and contributions shaping the whole of the human community.

**HIS 104 Western Tradition 1**
3 credits
Examines the political, social, economic and intellectual development of Western society from antiquity to 1500 CE. Explores the ways that ancient, classical and medieval societies shaped the development of contemporary Western thought and institutions. Emphasizes developing and implementing the skills of the historian.

**HIS 105 Western Tradition 2**
3 credits
Examines the political, social, economic and intellectual development of Western society from 1500 CE to the present. Explores how modern historical and cultural issues shaped the development of contemporary western thought and institutions. Emphasizes developing and implementing the skills of the historian.
HIS 109 The American Worker
3 credits
Explores the development of the American labor movement from its formative years to the present. Focuses on the sociological, political and economic effects of the labor movement on the worker and society.

HIS 190-199 Topics in History
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

HIS 203 United States History 1: Colonial Period to 1865
3 credits
Surveys United States history from Pre-Columbian America through the Civil War. Focuses on the ideas and issues that shaped the emergence of the United States including institutional development, cultural transformation, and political evolution. Themes examined include: exploration and colonization, early America’s relations with the British empire; the American Revolution; establishing the new republic, Jacksonian Democracy, the technological and economic development of the young nation, social and cultural life, westward expansion, the sectional crisis, and the Civil War. Introduces techniques of historical research and critical writing about the early history of the United States.

HIS 204 United States History 2: 1865 to the Present
3 credits
Surveys United States history from Reconstruction to the present. Focuses on the role of the United States among the community of nations and on the ideas and events that have shaped the development of our culture, government and institutions since 1865. Examines the following themes: Reconstruction, industrialization and its effects on American society, immigration and urbanization, progressivism, World War I, social and cultural changes of the Twenties, the Great Depression and the New Deal, World War II, postwar affluence and social change, the Cold War and its end, the civil rights movement, Watergate, the Reagan Revolution, and the war on terrorism. Introduces techniques of historical research and critical writing about the modern history of the United States.

HIS 207 American Military History Since 1898
3 credits
Surveys the military history of the United States from the Spanish-American War to the present. Examines the development and use of the American armed forces in the context of the political, social, economic, intellectual and technological evolution of the nation. Three class hours. Prerequisite: Successful completion of HIS 203 or HIS 204 or a grade of 85 or better on the New York State Regents American history and government examination.

HIS 211 New York State History
3 credits
Surveys the development of the peoples of New York state from pre-history to the present. Focuses on the contributions diverse groups and individuals have made to political, social, economic and cultural fabric of New York State, and through this to the United States and global community. Introduces techniques of historical research and critical writing about the history of New York State. Three class hours. Prerequisite: Successful completion of HIS 203 or HIS 204 or a grade of 85 or better on the New York State Regents examination in American history and government.

HIS 224 East Asian History
3 credits
Examines the political, social, economic and intellectual development of the major cultures of East Asia from 1600 to the present. Investigates the influence of the Chinese model of civilization, the impact of Western imperialism and the economic and political transformations of the 20th century.

HIS 225 History of the Middle East
3 credits
Examines the geopolitical, social, economic and ideological development of the cultures of the Middle East from 1453 to the present. Explores the influence of Islam, and analyzes the emergence of imperialism, nationalism, modernization and fundamentalism in the modern Middle East.

Honors
HON 111-134 Honors Mentoring
1-3 credits
Offers intensive study of a topic ordinarily not offered or pursued in a course under the guidance of a faculty mentor. The student works with the mentor to determine depth of research, length of paper or project, and time requirements, and submits written proposal to Honors committee for approval. Upon completion of work, the student presents the paper and/or project in the Honors Seminar. Prerequisite: Admission to the Honors program or permission of the Honors committee and the coordinator.

HON 201-204 Honors Seminar
1-3 credits
Required each semester that a student is active in the Honors Program. Designed as a common ground for all students in the program, usually based on a theme for the semester. Students deliver presentation on their seminar work and on mentoring and enriched course project. Prerequisite: Admission to the Honors program.

HON 210 Interdisciplinary Honors
3 credits
Explores a topic encompassing two or more academic areas taught by instructors in the respective disciplines. Prerequisite: Admission to the Honors program or with permission of the Honors committee and the instructors.

HON 220 Leadership Development Seminar
3 credits
Uses a humanities-based approach to leadership training, i.e., classical literature, films, and group interaction. Includes developing a personal leadership style, goal setting, decision making, time management, team building, managing change, conflict resolution, and ethics. Prerequisite: GPA of 3.5 or higher and permission of instructor.
Human Relations
HUR 101 Human Relations 1
3 credits
Examines basic dynamics and processes which occur in relationships with others. Exposes students to techniques, skills, and knowledge useful in understanding their own behavior and in comprehending the behavior of others.

HUR 102 Human Relations 2
3 credits
Examines group behavior and techniques to influence group processes. Studies principles affecting group behavior, effective meeting strategies, conflict resolution principles, and leadership skills. Utilizes small groups in class to apply course material. Prerequisite: HUR101.

Human Services
HUS 101 Introduction to Human Services
3 credits
Introduces the field of human services through topics such as career options, social policy development, societal changes, and the social welfare system. Includes the nature of the helping process and beginning skill development.

HUS 103 Family Crisis Intervention
3 credits
Presents the causes, dimensions and ramifications of family problems and violence including child abuse. Covers intervention approaches by human services agencies and law enforcement, legal aspects of violence cases, and the multidisciplinary approach to effective treatment

HUS 104 Preschool Children-Health, Safety and Nutrition
3 credits
Emphasizes the symptoms and treatment of typical childhood illnesses, safety hazards, first aid techniques and accident prevention. Explores, within the context of children’s developmental stages, nutritional requirements and subsequent effects on behavior, child abuse factors, and special needs of children due to health conditions.

HUS 106 Early Childhood Education - Methods and Materials
3 credits
Covers typical characteristics of young children (infant to eight years). Emphasizes learning materials and teaching methods appropriate for use with various age groups. Studies child guidance techniques, theories of play, quality program characteristics, and lesson plan designs. Requires demonstrations of effective lesson plan and storytelling techniques.

HUS 107 Advancing Learning Environment
3 credits
Presents competencies required in the CDA (Child Development Associate) credential. Studies ways children grow and learn. Provides ideas for advancing the physical development of young children. Explores methods for establishing a safe, healthy learning environment.

HUS 108 Promoting Intellectual, Social and Emotional Growth
3 credits
Presents competencies required in the CDA (Child Development Associate) credential. Examines aspects of and methods for supporting children’s intellectual, social and emotional growth and development.

HUS 109 Enhancing Program Management
3 credits
Presents competencies required in the CDA (Child Development Associate) credential. Analyzes methods for ensuring a well-run, purposeful program responsive to participant needs (including children with special needs). Examines ideas for promoting positive, productive relationships with families. Explores realities of working in the child care profession and maintaining a commitment to HUS 110 Field Experience in Human Service 1

HUS 110 Field Experience in Human Service 1
3 credits
Introductory field placement in a human services agency under the supervision of agency personnel and instructor. Develops objectives for the internship in conjunction with the respective agency, instructor and student through a field placement contract. Develops helping communication skills, case plan writing skills and professional behavior through a weekly seminar on-campus. Case writing, video critiques and communication skill activities demonstrate knowledge of course content. Eight off-campus laboratory hours, and one and one-half on-campus class hours. Prerequisite: HUS101.

HUS 113/HED 113 Alcohol/Drug Use and Abuse
3 credits
Examines the symptoms, physical, pharmacological, psychological, and social effects of addiction as a disease and the impact on society. Covers treatment programs and options. [Note: The New York State Office of Alcohol and Substance Abuse Services has reviewed this course and finds that it is consistent with established standards for alcoholism counselor education and training toward the CASAC credential.]

HUS 114/HED 114 Family: Impact of Alcohol and Drugs
3 credits
Analyzes the effects of alcoholism and drug abuse on the family. Emphasizes family roles, characteristics of children of alcoholics and substance abusers, co-dependence theories, and adult children of such families and adaptations made individually and socially by family members. [Note: The New York State Office of Alcohol and Substance Abuse Services has reviewed this course and finds that it is consistent with established standards for alcoholism counselor education and training toward the CASAC credential.]

HUS 124 Gerontology
3 credits
Examines contemporary issues impacting older adults such as special needs, changing roles experienced with aging, community resources, legislation and programs designed to meet these multifaceted needs. Develops methods for planning and implementing
diverse activities and other approaches to encourage maintenance of health and self-sufficiency of the mature adult.

HUS 190-199 Topics in Human Services
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

HUS 201 Field Experience in Human Service 2
3 credits
Continuing field placement in a human services agency with objectives developed in conjunction with respective agency, instructor and student through a placement contract. Focuses on empowerment, professionalism, ethics, diversity, helping strategies and techniques, communication skills refinement and assessment. Case analyses, papers, critiques of video-taped communication skills, and class discussion exercises demonstrate knowledge of course content and helping skills. Prerequisite: HUS101 and HUS110.

HUS 202 Field Experience in Human Service 3
3 credits
Final field placement in a human services agency with objectives developed in conjunction with respective agency, instructor and student through a placement contract. Focuses on case strategies, helping styles, resume and job interviewing skills, agency needs, diversity and crisis intervention. Demonstration of course content through exams, case analysis papers, research projects, videotape critiques, classroom discussion and exercises. Eight off-campus laboratory hours, and one and one-half on-campus class hours. Prerequisite: HUS101, HUS110, and HUS 201.

HUS 204 Human Diversity
3 credits
Examines the definition of human diversity in American culture, including ethnicity, race, gender, sexual orientation, poverty, and religion. Identifies the misinformation that perpetuates the exclusion of diverse groups from mainstream opportunities, and differentiates covert acts, institutional policies, and ideologies that promote the exclusion of diverse groups. Provides an awareness of the student's own diversity and how their feelings and worldviews might differ from other diverse groups, and how those differences may influence behaviors positively and/or negatively. Three class hours. Prerequisites: None.

HUS 250 Introduction to Developmental Disabilities
3 credits
Overview of disabilities encountered when working with infants, children and adults with development disabilities through their lifespan. Focuses on individuals with intellectual, behavioral, sensory, physical or learning difficulties. Emphasizes physiological basis, resulting behavior, treatment typically applied, historical events and future trends. Includes a required field observation. Equivalent to EDF 250. Three class hours. Prerequisite: None.

HUS 251 Developmental Disabilities: Strategies and Applications
3 credits
Introduces and applies principles of learning and motivation to the various disabilities. Covers treatment strategies through the lifespan of the individual with developmental disabilities. Identifies impact of developmental disabilities on families. Stresses specific skills for facilitating adaptive and cognitive potentials. Studies evaluative processes, behavior modification, treatment care plans, forms of therapy, advocacy and issues related to community integration. Prerequisite: HUS 250.

Humanities

HUM 147 Popular Cinema
3 credits
Examines the popular genres of feature films, including science-fiction, Westerns, spy and suspense films, musicals, horror and crime films.

Explores the feature film as a reflection of contemporary society. Prerequisite: Completion of Genesee Community College’s reading requirement. Three class hours.

HUM 190-199 Topics in Humanities
1-5 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

HUM 220 Western Humanities 1
4 credits
Searches for moral, social, and political alternatives and meaning embodied in the institutions, culture, and literature of Western Civilization, from the beginnings to 1600. The course provides a narrative history of the designated period. Writing-intensive. Course offered only in Summer. Prerequisite: ENG 102 or ENG 105.

HUM 240 Horror in Films
3 credits
Traces our fascination with horror stories and explores certain formulaic horror sequences and images that have become staples of popular culture. Investigates the staying power of horror myths and legends (e.g. Dracula, Jekyll and Hyde, and Frankenstein). Charts the transformation of real horror into artificial horror in an effort to distinguish between terror and horror. Prerequisite: completion of Genesee Community College’s reading requirement.

HUM 242 Female Role in Film
3 credits
Examines how American films from 1920 to the present depict women in a variety of genres: melodrama, romance, comedy, film noir, etc. Studies how societal changes affected the way women were presented in Hollywood. Prerequisite: completion of Genesee Community College’s reading requirement.

HUM 244 Film Comedy
3 credits
Examines comic films about 20th century life, politics, morality, and science. Moves from zany, screwball comedy to slapstick comedy and then to sophisticated comedy, including the works of such master comics as Mel Brooks and Woody Allen. Prerequisite: completion of Genesee Community College reading requirement.
HUM 245 Hitchcock Films
3 credits
Presents an in-depth examination of Alfred Hitchcock’s directorial style and its formation from 1922-1976. Analyzes one of Hitchcock’s favorite themes; an innocent man involved through unusual circumstances, falsely accused of murder, and forced to find the real murderer himself. Prerequisite: Completion of Genesee Community College’s Reading Requirement. Prerequisite: Completion of Genesee Community College’s Reading Requirement.

HUM 246 American Cinema
3 credits
Explores Hollywood motion pictures as an art form, as an industry, and as a system of representation and communication. Examines how Hollywood films work technically, artistically, and culturally to reinforce and challenge American’s national self-image. Defines elements of film language, such as shot, cinematography, film noir, mise en scene, and montage. Studies popular genres such as Westerns, comedy, and combat film. Students learn to become active and critical viewers. Prerequisite: completion of Genesee Community College’s reading requirement.

Journalism

JOU 101 Introduction to Journalism
3 credits
Introduces the principles and practices of print journalism. Defines what constitutes news and discusses news gathering, news and feature writing, news editing, and ethical problems of journalists. Prerequisite: ENG101.

JOU 190-199 Topics in Journalism
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Literature

LIT 201 Introduction to Literature
3 credits
Introduces the unique characteristics of poetry, fiction, and drama. Investigates the function of literature as a form of communication. Requires use of computer for online course sections. Prerequisite: ENG101.

LIT 203 Children’s Literature
3 credits
Examines classical and contemporary selected works of children’s literature from a variety of genres. Develops critical thinking skills to make informed judgments about children’s books. Considers a variety of literary criticism models and applies them to representative works. Online course requires computer knowledge. Prerequisite: ENG101.

LIT 210 African American Literature
3 credits
Examines the binding, common themes of African-American literature from the late eighteenth century to the present. Establishes useful definitions for the novel, the short story, poetry, drama, and literary nonfiction (e.g. autobiography, essay, oratory) as they apply to African-American literature in particular. Prerequisite: ENG101.

LIT 211 Short Story
3 credits
Focuses on the unique characteristics of the genre. Explores classical and contemporary representative stories from around the world. Applies a variety of literary criticism models to selected stories. Online course requires computer knowledge. Prerequisite: ENG101.

LIT 212 American Literature 1 - Pre-colonial Period to the Civil War
3 credits
Focuses on American literature from the pre-colonial era to 1865. Examines the nature of American culture as expressed through a variety of genres and historical periods. Employs different literary critical approaches. Computer use required for online sections. Prerequisite: ENG101.

LIT 213 Science Fiction
3 credits
Examines social, political, philosophical, scientific, and spiritual issues as they appear in science fiction. Explores representative stories and novels, as well as biographical and historical material. Develops informed judgments about science fiction and its connection to science and philosophy. Evaluates and critique works of science fiction. Computer labs may be used, although computer knowledge not necessary, except for online course sections. Prerequisite: ENG101.

LIT 214/THE 212 Play Analysis
3 credits
Develops ability to carefully read and analyze plays. Employs scripts from various period and genres to explore theatre as a written, visual, and collaborative art form. Prerequisite: ENG101.

LIT 215 World Literature
3 credits
Critical analysis of literature outside the Western canon. Examines works in translation from different traditions and across various genres and historical periods. Rotating subjects may include, but are not limited to, Asian literature, Middle Eastern literature, and Latin American literature. Prerequisite: ENG101.

LIT 216 American Literature: Civil War to the Present
3 credits
Examines American literature from the post-Civil War era (1865) to present day. Looks at the American tradition and culture and how each artist fits within his or her historical context through the literary periods of realism, naturalism, modernism, and postmodernism. Explores how students fit into the American tradition and culture. Teaching methods may include small group discussions, lectures, independent study, and the use of computer labs. Prerequisite: ENG101.
LIT 217 British Literature: Medieval Period through Restoration
3 credits
Focuses on the study of British literature from the Middle Ages to the Restoration. Examines the development of British culture as expressed through a variety of literary genres from the three major historical periods. Analysis via various literary critical approaches. Computer use required for online sections. Prerequisite: ENG 101.

LIT 218 British Literature: Romantic Period to the Present
3 credits
Focuses on the study of British literature from the Romantic Period to present day. Examines the nature of British culture as expressed through a variety of literary genres and historical periods. Analysis via various literary critical approaches. Computer use required for online sections. Prerequisite: ENG 101.

Mathematics
MAT 091 Basic Math Skills
3 credits
Reviews basic arithmetic skills and vocabulary needed for the study of algebra and for doing numerical computations in science, business, nursing, computer information systems, and other courses. Topics include operations with whole numbers, fractions, decimals, and signed numbers; ratios, rates, and proportions; percent; scientific notation; evaluating and simplifying variable expressions; and solving linear equations. Includes U.S. and metric measurement conversions and basic geometry topics as time permits. Prerequisite: By placement.

MAT 092 Algebra 1
3 credits
Topics include simplifying variable expressions, solving first- and second-degree equations, operations with exponential expressions and polynomials, factoring polynomials, operations with algebraic fractions, simplifying radical expressions, graphing linear equations in two variables, and solving systems of linear equations. Prerequisite: MAT 091 or equivalent, and by placement.

MAT 102 Algebra 2
3 credits
Topics include solving first degree inequalities, introduction to functions, linear equations in two variables and graphing, solving systems of two or three linear equations and inequalities, brief review of polynomial operations and factoring, algebraic fractions, variation, solving rational equations and proportions, rational exponents and radical expressions, complex numbers, solving radical equations, and four methods for solving quadratic equations, with emphasis on problem solving and applications throughout the course. Not open for credit to students who have credit in MAT 136 or higher. Three class hours. Prerequisite: MAT 092 or equivalent by placement.

MAT 116 Math for Elementary Teachers 1
3 credits
Focuses on foundational concepts of number theory, arithmetic, and algebra that underlie the elementary school mathematics curriculum. Emphasizes problem solving and the historical development of numeration systems and other mathematical concepts. Prerequisite: MAT 092 with a grade of C or better, or equivalent by placement.

MAT 117 Math for Elementary Teachers 2
3 credits
 Covers fundamental concepts of probability, statistics, measurement and geometry and the historical development of Mathematics. Develops understanding of mathematical concepts that form the foundation for topics included in the elementary mathematics curriculum and further develops creative problem-solving and mathematical communication skills. Prerequisite: MAT 116.

MAT 121 Technical Math 1
3 credits
Reviews basic algebraic operations and solutions of linear equations. Emphasizes applications of linear equalities, graphing techniques, units of measurement conversions, exponents and radicals, functions, trigonometric functions, and vectors. Prerequisite: MAT 092 or equivalent.

MAT 122 Technical Math 2
3 credits
Focuses on foundational concepts of number theory, arithmetic, and algebra that underlie the elementary school mathematics curriculum. Emphasizes problem solving and the historical development of numeration systems and other mathematical concepts. Prerequisite: MAT 092 or higher.

MAT 129 Statistics
3 credits
Studies descriptive data with graphical and numerical techniques, binomial and normal probability distributions, estimation and sampling, hypothesis testing, and linear regression models. Emphasis is on practical applications, including using Minitab software. Prerequisite: Math skills equivalent to MAT 092 or higher.

MAT 130 Perspectives in Mathematics
3 credits
Introduces famous people, ideas, and problems that were important in the development of mathematics and how they relate to the world around us. Emphasizes class participation, critical thinking, and writing. Prerequisite: Math skills equivalent to MAT 092 or higher.

MAT 136 Algebra 3 and Trigonometry
3 credits
Topics include absolute value equations and inequalities; solving systems of linear equations using determinants; review of rational exponents, radical expressions and complex numbers; quadratic equations and inequalities; solving equations reducible to quadratic form; quadratic, exponential and logarithmic functions and applications; graphs of functions; algebra of functions; inverse functions; conic sections; nonlinear systems of equations and inequalities; right triangle trigonometry; trigonometric functions and the unit circle. Not open for credit to students who
have credit in MAT 140 or higher. Three class hours. Prerequisite: MAT 102 or equivalent by placement.

**MAT 137 Calculus for Business**
4 credits
Covers the principal concepts of differential and integral calculus as they relate to business applications. Students will study functions (including exponential and logarithmic), limits, differentiation, and integration. Emphasis will be placed upon the use of calculus in solving problems from the fields of business & economics. Pre-requisite: MAT 136 or MAT 140 with a grade of C or better (or by permission of instructor).

**MAT 140 Precalculus**
4 credits
Studies polynomial, rational, exponential, logarithmic and trigonometric functions and their inverses. Not open for credit to students who have credit in MAT141 or higher. Prerequisite: MAT136 or equivalent.

**MAT 141 Calculus 1**
4 credits
Studies functions of a single variable with regard to limits, continuity, differentiation, anti-differentiation, and applications of these topics. Concludes with a study of the definite integral and the fundamental theorem of calculus. Prerequisite: MAT140 or equivalent.

**MAT 142 Calculus 2**
4 credits
Examines applications of the definite integral; analysis of the natural logarithmic, exponential, trigonometric, and hyperbolic functions; introduction to differential equations; techniques of integration; L'Hopital's Rule and indeterminate forms; and improper integrals; and infinite series. Four class hours. Prerequisite: MAT 141.

**MAT 190-199 Topics in Mathematics**
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**MAT 245 Calculus 3**
4 credits
Covers infinite series, curves in parametric and polar forms, vectors, partial differentiation, multiple integrals, vector fields and line integrals. Applications of these topics focus on analysis of functions and surfaces in 3-dimensional space. Four class hours. Prerequisite: MAT140.

**MAT 247 Discrete Math**
3 credits
Provides an introduction to discrete mathematical structures and their applications to computer programming. Topics include logic of compound and quantified statements, elementary number theory, direct and indirect proofs, mathematical induction, sets, discrete probability and counting, functions, and an introduction to graph theory. Three class hours. Prerequisite: MAT 140 or higher, or permission of instructor.

**MAT 255 Differential Equations**
4 credits
Covers solutions of first order differential equations, Euler's Method, linear differential equations with constant coefficients, non-linear equations, Laplace transforms, numerical solutions, and series solutions. Applications focus on modeling with first- and second-order linear equations. CAS Software (such as Derive or Maple) will be used for solving a variety of application problems. Four Class Hours. Prerequisite: MAT 142

**Meteorology**

**MET 101 Introduction to Meteorology**
3 credits
Explores atmospheric phenomena such as the nature and variability of the wind, temperature, cloud and precipitation as well as the Earth's energy budgets. Emphasis is placed upon the various terminology and tools that meteorologists employ to observe, study and predict storm systems, the development and movement of fronts, as well as thunderstorms and tornadoes. Includes a laboratory component to construct and analyze weather maps and charts involving surface and upper-level atmospheric soundings. Two class hours and two lab hours. Prerequisites: MAT122 or MAT136.

**Music**

**MUS 101 Music Appreciation**
3 credits
Surveys music as a form of communication with emphasis on developing understanding and awareness of the techniques and means of using musical sounds for communication and expressing human emotions both actively, from a performer's point of view and passively as an informed, knowledgeable and discriminating listener. Teaching methods include audio and video recordings, attendance at 'live' concerts of various types, classroom discussions, lectures, a performance project, and assigned group projects.

**MUS 102 Fundamentals of Music**
3 credits
Studies units in rhythmic notation, pitch notation, melody, song writing, basic keyboard, and introduction to MIDI (Musical Industry Digital Interface) using computer software programs.

**MUS 103 Introduction to Jazz**
3 credits
Introduces the elements and styles of jazz through recorded examples, presentations, concerts and discussion. No previous music background is required.

**MUS 105/THE 105 Introduction to Musical Theatre**
3 credits
Introduces the musical theatre form, the personnel involved in the making of a musical, and a brief history. Includes audition techniques, song preparation from various stylistic periods, and performances of musical repertoire.
MUS 110 Music History 1
3 credits
Traces the chronological development of music as an art form from the Middle Ages to the Baroque movement (1750).

MUS 111 Music History 2
3 credits
Continues the chronological tracing of the development of music as an art form Classical era through the Romantic movement to the present day.

MUS 112-MUS 115 Performance in Vocal Music
1 credit
Workshop in choral music. Rehearsal and performance of standard solo and choral literature, jazz, pop, rock, and musicals. Students may enroll four times for a maximum of four credits. Activities may take place outside of regular class hours. Credit in this course will not satisfy Fine Arts requirement in any degree program.

MUS 128-MUS 131 Private Music Instruction
2 credits
Provides private lessons in voice or instrument-applied music by a qualified private teacher. Students may enroll four times for a maximum of eight credits and are expected to assume the cost of the lessons. Hours to be arranged. Credit in this course will not satisfy Fine Arts requirements in any degree program.

MUS 140-MUS 143 Instrumental Ensemble
2 credits
Provides instrumental training in ensemble performance for concerts and shows. Students may participate in the Genesee Symphony Orchestra, the orchestra affiliated with Genesee Community College. Requires participation in all rehearsals and concerts. Students may enroll four times for a maximum of eight credits.

MUS 190-199 Topics in Music
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

MUS 201 Music Theory 1
3 credits
Specialized courses of instruction offered on limited basis. Prerequisite: As specified on course outline.

MUS 202 Music Theory 2
3 credits
Concentrates on the basics of Western music, including concepts such as notation, chords, and chord progressions, chorale writing, and melody writing. Prerequisite: MUS 102.

MUS 203 History of Rock & Roll: Blues and Beyond
3 credits
Surveys the development of Rock and Roll: Blues and Beyond, through a basic narrative of American cultural and economic history, politics, policy and society from the end of the Civil War to the present. Examines unity and diversity, and common institutions in American society, the creative process inherent therein and its relationship to the world. Teaching methods include audio and video recordings, attendance at 'live' concerts of various Rock and Roll styles, group discussions, a research project and assigned listening material. Note: Students wishing to use this course to fulfill the SUNY General Education requirement in American History are required to meet one of the following criteria: successful completion of HIS 203 or HIS 204; score 85 or better on the New York State Regents American History and Government examination; or earn a score of 3 or better on the AP United States history examination. Three class hours.

MUS 290-299 Topics in Music
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Nursing
NUR 110 Nursing 1
7 credits
Introduces the student to concepts related to health and illness, hierarchy of human needs, adaptive response, and the nursing process. Provides students with the fundamental knowledge and basic skills necessary to provide caring interventions to hospitalized individuals representative of diverse cultural groups. Basic competencies/principles of professionalism, communication, assessment, teaching/learning and clinical decision making are introduced. Includes dosage calculation skills. Provides supervised learning experiences and simulations in college nursing laboratories and regional clinical agencies. 5 lecture hours, 9 lab/clinical hours/week. Prerequisite: Admission to the Nursing Program. Prerequisite or concurrent: BIO 105 with a grade of ‘C’ or higher. Co requisites: BIO 122 and NUR CL1

NUR 120 Nursing 2
9 credits
Focuses on the care of medical-surgical patients in hospital settings. Provides students with specialized knowledge and advanced skills. Competencies of assessment, collaboration, communication, management of care, professional behaviors, caring interventions, teaching/learning and clinical decision making skills are emphasized. Includes advanced dosage calculation skills. Provides supervised learning experiences in college nursing laboratories and regional clinical agencies. 5 lecture hours, 12 lab/clinical hours/week. Prerequisites: NUR 110, BIO 105, and BIO 122 with a grade of ‘C’ or higher. Prerequisite or concurrent: BIO 106 with a grade of ‘C’ or higher. Co requisite: NUR CL2

NUR 130 NY PN to RN Transition Course
5 credits
The NY PN to RN Transition course is designed to validate prior learning and update/enhance the student’s knowledge. This course facilitates transition from the role of Practical Nurse to that of Registered Nurse. Nursing process is used as the framework for critical thinking and problem solving. Four contact hours (3 classroom, 1 laboratory). Prerequisites: Eligibility for licensure as a licensed practical nurse in a United States jurisdiction. For progression into the nursing program, applicants must hold current LPN registration
in a United States jurisdiction and meet the specific admission requirements of the institution/program to which she/he is applying.

**NUR 131 Introduction to Associate Degree Nursing**
2 credits
Familiarizes the LPN transition student with the GCC Nursing Program philosophy, objectives, outcomes, policies, and organizing framework. Updates and enhances student learning related to critical thinking skills, math and dosage calculations. Prepares students for entry into the clinical sequence of second level nursing courses. One and a half class hours and one a half laboratory hours. Prerequisites: Successful completion of NUR 130 and current LPN registration in a US jurisdiction.

**NUR 190-199 Topics in Nursing**
1-3 credits
Specialized courses of instruction offered on a limited basis. Pre-requisite: As specified on course outline.

**NUR 210 Nursing 3**
8 credits
Examines the role of the nurse in caring for patients from conception to death. Focuses on human development, health promotion and disease prevention in individuals throughout the lifespan. Competencies of professional behaviors, communication, assessment, clinical decision making, caring interventions teaching and learning collaboration and managing care are emphasized in the context of individuals and lifespan. Includes dosage calculation skills. Experiences are provided in mental health, maternal child health, and geriatrics. 5 lecture hours, 9 lab/clinical hours/week. Prerequisites: NUR 120 and BIO 106 with a grade of 'C' or higher. Prerequisite or concurrent: BIO 201 with a grade of 'C' or higher. Co requisites: PSY 203, NUR 215, and NUR CL3.

**NUR 215 Leadership 1**
2 credits
Offers the advanced student opportunities to explore current issues facing nursing in today's complex health care delivery system. Topics include: the healthcare system, politics in nursing, fiscal management, nursing informatics, legal/ethical issues, considerations for obtaining, maintaining, and changing employment in the current health environment, role transition, and select management concepts. Supervised experiences in the college learning laboratory are provided. 1.5 lecture hours, 0.5 lab/clinical hours/week. Prerequisite: NUR 120 with a grade of ‘C’ or higher. Co-requisite: BIO 201, NUR 210, and NUR CL4.

**NUR 220 Nursing 4**
8 credits
Emphasizes the nursing care of patients with complex health care needs. Focuses on all components of the nursing process with increasing degrees of skill. Competencies of professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching/learning collaboration, and managing care are emphasized at an advanced level. Includes advanced skill in dosage calculations. Provides supervised learning experiences in college nursing laboratories and regional clinical agencies. 5 lecture hours, 9 lab/clinical hours/week.

Prerequisites: BIO 201, NUR 210, NUR 215, and PSY 203 with a grade of ‘C’ or higher. Co requisites: NUR 225, NUR CL4, NUR CL5.

**NUR 225 Leadership 2**
2 credits
Examines the nurse’s role as manager of patient care. Explores fundamental concepts of leadership and management as they apply to health care settings. Emphasizes skills such as communication, accountability, decision-making, establishing priorities, assigning and delegating, and collaborating with other members of the health care team. Supervised experiences in the college learning laboratory are provided. 1.5 lecture hours, 0.5 lab/clinical hours/week. Prerequisites: NUR 210 and NUR 215 with a grade of “C” or higher. Co requisites: NUR 220 and NUR 250.

**NUR 250 Nursing 5**
5 credits
Provides the advanced student with the knowledge and skills required to demonstrate the competencies of the Associate Degree nurse in various settings. The student utilizes the nursing process in the delivery of care, demonstrates competence in communication and technical skills, and develops competence in managing care for groups of patients. The student demonstrates the ability to be accountable for his/her actions. 2 lecture hours, 9 lab/clinical hours/week. Prerequisites: BIO 201, NUR 210, NUR 215, and PSY 203 with a grade of ‘C’ or higher. Co requisites: NUR 220, NUR CL4, NUR 225, and NUR CL5.

**NUR 290 Nursing Internship-Coop Ed.**
3 credits
Introduces students to clinical experiences in nursing. Students are placed in positions relative to their career and academic objectives. Prerequisite: Successful completion of NUR 101 and NUR 102.

**NUR 291 Nursing Internship-Coop. Ed.**
3 credits
Introduces students to clinical experiences in nursing. Students are placed in positions relative to their career and academic objectives. Prerequisites: Successful completion of NUR 101 and NUR 102.

**Office Technology/Secretarial**

**OFT 101 Keyboarding**
3 credits
Develops personal computer and keyboarding skills through an individual program of instruction using computer software, including frequent drills to increase speed and accuracy. Introduces simple letters, tabulations, vertical and horizontal centering, and one-page reports. Requires a minimum level of proficiency of 35 words per minute (wpm).

**OFT 102 Intermediate Keyboarding**
3 credits
Increases keyboarding techniques. Includes production using word processing software of two-page letters, two-page reports, two-page memos, tables, envelopes, and mail merges. Requires a
minimum level of proficiency of 45 words per minute (wpm). Prerequisite: OFT101.

OFT 116 Medical Terminology
3 credits
Analyze and apply comprehensive study of medical word to the continual learning of new terminology. Includes root words, prefixes, suffixes, and emphasis on the newly learned words in a variety of exercise formats. Medical terminology skills may be applied to various allied health fields.

OFT 135 Medical Forms and Billing
3 credits
Topics include medical billing and insurance terminology, procedure coding, diagnosis coding and preparation of insurance claims. Uses patient accounting software to simulate medical office situation. Includes patient information input, billing operations, and document production.

OFT 190-199 Topics in Office Technology
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

OFT 201 Production Keyboarding
3 credits
Prepares students to enter the workforce as valuable contributors to their organizations’ growth. Includes business simulations using word processing, database, presentation, and spreadsheet software. Continues speed-building techniques. Requires minimum level of proficiency of 55 words per minute. Prerequisites: OFT101, OFT102, and CIS116.

OFT 205 Transcription
3 credits
Builds the skills necessary to produce high quality correspondence and reports from dictated materials using word processing software. Emphasizes punctuation, spelling, grammar, vocabulary and efficiency. Two class hours, two laboratory hours. Prerequisites: OFT102.

OFT 210 Medical Transcription
3 credits
Builds the skills necessary to produce accurate medical records and correspondence from dictated materials. Emphasizes punctuation, spelling, grammar, medical vocabulary, and efficiency. Prerequisites: OFT116 and OFT101.

OFT 240 Administrative Office Systems
3 credits
Focuses on improving office productivity by analyzing office system modules such as filing, telephone techniques, receptionist duties, mail processing, and office communications. Co requisite: OFT101 or permission of instructor.

OFT 244 Medical Office Procedures
3 credits
Examines responsibilities and duties of the medical office assistant through the use of projects and simulations that include medical law and ethics, preparation of records and records management, telephone procedures and appointment scheduling, health insurance and billing, office management, professional reports, and medical meetings. Prerequisites: None.

OFT 251 Processing Legal Documents
3 credits
Introduces legal terminology, procedures, and documents. Develops legal vocabulary, ability to perform legal office procedures, and ability to prepare various legal documents and instruments. Prerequisite: OFT101 or equivalent.

OFT 260 Desktop Publishing
3 credits
Introduces desktop publishing including creating and editing single-page and multi-page publications, using wizards, commercial printing considerations, editing text colors and design objects, personal information sets, logos, to create flyers, newsletters, brochures, logs, calendars, and web pages. Covers business forms, business cards, invoices, fax covers, tables, web forms for e-commerce, and object linking and embedding. Three class hours. Prerequisites: OFT102 and CIS116.

Paralegal

PLG 114 Introduction to Legal Studies
3 credits
Introduces structure and procedures of the American federal and state judicial systems, the legislative process, legal reasoning and research, the litigation process, and several substantive areas of law. Includes the canons of legal ethics and the role and responsibilities of a paralegal.

PLG 116 Commercial Law
3 credits
Provides in-depth analysis of contract law. Introduces Article 2 of the Uniform Commercial Code, agency relationships, and sole proprietorships, partnerships and corporations. Prerequisite: PLG 114 or consent of program director. Students cannot earn credit for both PLG116 and for either BUS205 or BUS206.

PLG 122 Tort Law
3 credits
Examines the principles of premises and personal liability, including intentional tort law, negligence law, product liability, strict liability, mass tort liability and affirmative defenses to causes of action sounding in tort liability.

PLG 125 Civil Litigation
3 credits
Examines civil procedure in state and federal courts and provides in-depth analysis of the litigation process emphasizing the function of the paralegal within the process. Applies the rules of civil procedure by analyzing fact patterns, drafting pleadings, and organizing information for trial preparation. Prerequisite: PLG 114 or consent of the program director.
PLG 190-199 Topics in Paralegal
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

PLG 201 Legal Research and Writing
4 credits
Uses a law library, performs legal research, analyzes legal problems, and writes a legal memorandum. Locates and uses both primary and secondary legal resources to solve legal problems and to present solutions in the appropriate legal format. Introduces use of databases and the Internet as legal research tools and resources. Prerequisite: PLG 114 and ENG102, or consent of the program director.

PLG 221 Real Estate Law
3 credits
Examines the law of real property including the common types of concurrent ownership, surveys, easements, encumbrances, zoning ordinances, real estate contracts, mortgages, deeds, title examination, title insurance, closing preparation, closing documents and leases. Prerequisite: PLG 114 or the consent of program director.

PLG 225 Trusts and Estates
3 credits
Study the essential legal requirements of last wills and testaments, trusts and estate planning. Procedures for the probate and administration of estates will be covered in detail. Prerequisite: PLG 114 or consent of program director.

PLG 227 Debtor and creditor Law
3 credits
Introduces federal bankruptcy law and procedure. Examines the rights and obligations of debtors and creditors, and prepares petitions for both (Chapter 7) liquidation bankruptcies and (Chapter 13) consumer debt relief plans. Prerequisite: PLG 114 or consent of program director.

PLG 231 Family Law
3 credits
Examines the laws of marriage, separation, annulment, divorce, paternity and adoption, with special attention given to spousal support, property distribution, child support, child custody and visitation. Emphasizes document preparation and court procedures. Prerequisite: PLG 114 or consent of program director.

PLG 253 Paralegal Internship
3 credits
Provides opportunity to use and refine paralegal, organization and communication skills in a supervised, law-related work site. Prerequisite: An overall average of C or better in all paralegal courses and a grade of B or higher in PLG 201, and consent of the program director.

PLG 254 Paralegal Internship
1 credit
Provided opportunity to use and refine paralegal, organization and communication skills in a supervised, law-related work site. Prerequisite: PLG 253 and the consent of the Program Director.

PLG 255 Paralegal Internship
2 credits
Provided opportunity to use and refine paralegal, organization and communication skills in a supervised, law-related work site. Prerequisite: PLG 253 and the consent of the Program Director.

Philosophy

PHI 101 Introduction to Philosophy
3 credits
Introduces major ideas and philosophers of the Western Hemisphere. Define and analyzes a number of these ideas and develops a historical progression.

PHI 102 Logic
3 credits
Introduces principles of good argument and techniques developed by logicians for use in mathematics, philosophy, and the other sciences. Practices defining and solving problems in informal fallacies, logical reasoning and symbolic expression.

PHI 103 Ethics
3 credits
Engages in dialog to work toward a definition of good and evil as expressions of society’s evolving values. Examines a variety of controversial moral issues from daily experience and explains the contradictory solutions people reach by appealing to different philosophical premises.

PHI 104 Philosophy of Religion
3 credits
Inquires into the meaning, nature, and problems of religious experience. Discusses atheistic and religious writings in order to trace the religious phenomenon from a life experience to an abstract theory.

PHI 190-199 Topics in Philosophy
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Physical Education

PED 104 Beginning Skill Acquisition
3 credits
Introduces the fundamental skills and rules in the sports of volleyball, soccer, basketball, softball, golf, and tennis. Provides basic knowledge of activity plan preparation. Three class hours. Co-requisite: PED 250

PED 105 Beginning Swimming
1 credit
Introduces nonswimmers to fundamental water and swimming skills. One and one-half class hours.

PED 100 Lifeguarding
3 credits
Develops active water rescue skills and knowledge. Certificate available upon successful course performance. Four class hours.
PED 111 Beginning Scuba Diving
3 credits
Focuses on beginning scuba diving skill development, equipment terminology and safety for the inexperienced scuba participant. Certification available. Two class hours, two laboratory hours. Prerequisite: Demonstration of sufficient water skill.

PED 113 Beginning Indoor Soccer
1 credit
Focuses on beginning indoor soccer skill development for the inexperienced soccer participant. One and one-half class hours.

PED 114 Intermediate Scuba Diving
3 credits
Provides the beginning certified diver with training and skill development in the open water environment. Two class hours, two laboratory hours. Prerequisite: Diver certification required.

PED 115 Beginning Hydroaerobics
1 credit
Focuses on beginning water exercise skill development and cardiovascular conditioning techniques. Nonswimmers welcome. One and one-half class hours.

PED 116 Intermediate Hydroaerobics
1 credit
Focuses on advanced water exercise skill development and cardiovascular techniques. Provides resistance training exercises. Nonswimmers welcome. One and one-half class hours. Prerequisite: PED 115.

PED 118 Active Lifestyles
3 credits
Focuses on fitness knowledge and educated exercise participation through an equal emphasis on theory of exercise, fitness center participation, individual and team activities with a variety of intensity levels, and overview of aquatic activities.

PED 120 Beginning Volleyball
1 credit
Introduces basic volleyball rules, skills, and team strategies. One and one-half class hours.

PED 121 Intermediate Volleyball
1 credit
Presents major skills, strategies, etiquette, and safety consideration in volleyball. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and One-half class hours. Prerequisite: PED 104 or PED 120.

PED 123 Beginning Soccer
1 credit
Focuses on beginning soccer skill development for the inexperienced soccer participant. One and one-half class hours.

PED 125 Intermediate Swimming
1 credit
Focuses on advanced swimming skill and stroke development for the experienced swimmer. Includes personal safety and rescue skills. One and one-half class hours. Prerequisite: PED105.

PED 126 Fitness Swimming
1 credit
Focuses on creative training programs that fit the individual's needs, interests, abilities, and goals. Includes a variety of workout formats. One and one-half class hours.

PED 127/THE 122 Introduction to Movement and Dance
3 credits
Develops awareness of individual movement characteristics through the experiential learning of movement skills on the introductory level. Surveys elementary modern dance techniques, elements of rhythm and spatial awareness, and simple composition and improvisational dance studies. Three class hours. Prerequisite: None.

PED 128 Beginning Lacrosse
1 credit
Focuses on beginning lacrosse skill development for the inexperienced lacrosse participant. One and one-half class hours. Prerequisite: None.

PED 130 Beginning Baseball
1 credit
Focuses on beginning baseball skill development for the inexperienced baseball participant. One and one-half class hours.

PED 131 Beginning Co-Ed Basketball
1 credit
Focuses on beginning basketball skill development for the inexperienced participant. Includes individual and team skills and game rules. One and one-half class hours.

PED 132 Beginning Karate
1 credit
Focuses on achieving the physical and mental conditioning and training required to execute a variety of basic martial arts techniques and forms or kata and engages in effective sparring and self-defense. Acquaints students with the historical and philosophical and spiritual aspects of the martial arts. Designed for students with little or no background in the martial arts. One and one-half class hours.

PED 140 Intermediate Co-Ed Basketball
1 credit
Presents major skills, strategies, etiquette, and safety consideration in basketball. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and One-half class hours. Prerequisite: PED 104 or PED 131.
and implement drills and activities while conforming to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 123

PED 146 Beginning Bowling
1 credit
Focuses on beginning bowling skill development for the inexperienced bowler. Fee associated with course. One and one-half class hours.

PED 147 Intermediate Bowling
1 credit
Focuses on advanced bowling skill development and techniques for the experienced participant. Emphasizes strategies of competitive bowling. Fee associated with course. One and one-half class hours. Prerequisite: PED 146.

PED 148 Beginning Golf
1 credit
Presents the basic skills of golf including grip, stance, swing, rules, and etiquette. One and one-half class hours.

PED 149 Intermediate Golf
1 credit
Presents major skills, strategies, etiquette, and safety consideration in golf. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 148.

PED 150 Beginning Tennis
1 credit
Focuses on beginning tennis skill development for the inexperienced participant. Includes single and double match play and court strategies. One and one-half class hours.

PED 151 Intermediate Tennis
1 credit
Presents major skills, strategies, etiquette, and safety consideration in tennis. Provides opportunity to analyze skills and plan and implement drills and activities while conforming to the New York State Physical Education Standards and the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 150.

PED 152 Beginning Badminton
1 credit
Develops game skills and court strategies for match play in singles and doubles for beginning and advanced players. One and one-half class hours.

PED 153 Beginning Softball
1 credit
Focuses on beginning softball skill development for the inexperienced participant. Includes game rules and strategies and practice in game situations. One and one-half class hours.

PED 154 Intermediate Softball
1 credit
Present major skills, strategies, etiquette, and safety consideration in softball. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 153.

PED 155 Beginning Skiing
1 credit
Focuses on beginning skiing skill development, equipment terminology and safety for the inexperienced skier. Students ski on local slopes during evening. One class hour, one off-campus laboratory hour.

PED 156 Intermediate Skiing
1 credit
Builds on basic skiing knowledge with a focus on advanced skill development and techniques for the experienced participant. Students ski on local slopes during evening. One class hour, one off-campus laboratory hour. Prerequisite: PED 155.

PED 157 Intermediate Karate
1 credit
Focuses on the advanced aspects of the martial arts and expands physical and mental aspects of martial arts training. Concentrates on perfecting sparring, kata, and self-defense learned in Beginning Karate. Deepens understanding of historical and philosophical and spiritual aspects of the martial arts. One and one-half class hours. Prerequisite: PED 132.

PED 158 Intermediate Body Conditioning
1 credit
Designed for students with minimal workout experience. Emphasizes weight control techniques, nutritional recommendations, safety precautions, warming up and cooling down, and cardiovascular training. Provides the opportunity to work out and learn new techniques including plyometrics, speed and agility exercises, balance exercises, and stability ball exercises.

PED 159 Beginning Field Hockey
1 credit
Develops game skills and court strategies for match play in singles and doubles for beginning and advanced players. One and one-half class hours.

PED 160 Intermediate Field Hockey
1 credit
Presents major skills, strategies, etiquette, and safety consideration in field hockey. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 159.

PED 161 Beginning Football
1 credit
Focuses on beginning football skill development for the inexperienced participant. Includes game rules and strategies and practice in game situations. One and one-half class hours.

PED 162 Intermediate Football
1 credit
Presents major skills, strategies, etiquette, and safety consideration in football. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 161.

PED 163 Beginning Track and Field
1 credit
Focuses on beginning track and field skill development for the inexperienced participant. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 162.

PED 164 Intermediate Track and Field
1 credit
Presents major skills, strategies, etiquette, and safety consideration in track and field. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 163.

PED 165 Beginning Swimming
1 credit
Focuses on beginning swimming skill development for the inexperienced participant. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 164.

PED 166 Intermediate Swimming
1 credit
Presents major skills, strategies, etiquette, and safety consideration in swimming. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 165.

PED 167 Beginning Dance
1 credit
Focuses on beginning dance skill development for the inexperienced participant. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 166.

PED 168 Intermediate Dance
1 credit
Presents major skills, strategies, etiquette, and safety consideration in dance. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 167.

PED 169 Beginning Yoga
1 credit
Focuses on beginning yoga skill development for the inexperienced participant. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 168.

PED 170 Intermediate Yoga
1 credit
Presents major skills, strategies, etiquette, and safety consideration in yoga. Provides opportunity to analyze skills and plan and implement drills and activities while adhering to the New York State Physical Education Standards and to the National Physical Education Standards. One and one-half class hours. Prerequisite: PED 104 or PED 169.

PED 171 Body Conditioning
3 credits
Provides experience working with individuals wishing to improve their fitness level. Classroom instruction and clinical experiences emphasize fundamental knowledge and skills necessary to help individuals reach their fitness goals. Four class hours.

PED 172 Weight Training
1 credit
Designed for the inexperienced participant. Introduces fitness center safety, warm up and cool down, weight training adaptations, and nutritional considerations. Provides the opportunity to learn and practice common weight training techniques.

PED 173 Fitness Concepts and Management
3 credits
Provides experience working with individuals wishing to improve their fitness level. Classroom instruction and clinical experiences emphasize fundamental knowledge and skills necessary to help individuals reach their fitness goals. Four class hours.

PED 174 Adaptive Physical Education
2 credits
Focuses on individuals who have a disability limiting their participation in the regular physical education offerings or individuals who wish to learn to assist a person with a disability. Students
develop and participate in an individualized, self-designed and modified sport, game or exercise program and learn to select activities for individuals with disabilities which will be of value in meeting immediate and future physical and motor fitness. Three class hours.

PED 178 Tap Dance I
3 credits
Introduces tap dance as an art form through exploration of tap technique, history and aesthetics. Includes studio classes in basic tap technique as well as observation of tap dance on video and live in concert (when possible) and discussion of reading assignments and research. Prerequisite: None.

PED 179 Jazz Dance I
3 credits
Introduces jazz dance as an art form through exploration of traditional jazz technique, history and aesthetics. Includes studio classes in traditional jazz as well as observation of jazz dance on video and live in concert (when possible) and discussion of reading assignments and research. Prerequisite: None.

PED 184 Beginning Low Impact Aerobics
1 credit
Introduces concepts and benefits of movement, body conditioning and calisthenics. Uses music and motion in a planned co-ed program designed to improve body tone, balance, and coordination. One and one-half class hours.

PED 186 Intermediate Low Impact Aerobics
1 credit
Expands on principles presented in Beginning Low Impact Aerobics. Presents a more intense exercise co-ed program involving more advanced choreography and exercise technique. Stresses safety, correct form, and proper execution of low impact dance exercise routines. One and one-half class hours. Prerequisite: PED 184.

PED 190-199 Topics in Physical Education
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

PED 201 Competitive Men’s Basketball Fundamentals 1
2 credits
Focuses on advanced basketball skill development, competition techniques and strategy for highly skilled, first-year participants in competitive men’s basketball. Three class hours. Prerequisite: permission of instructor.

PED 202 Competitive Women’s Basketball Fundamentals 1
2 credits
Focuses on advanced basketball skill development, competition techniques and strategy for highly skilled, first-year participants in competitive women’s basketball. Three class hours. Prerequisite: permission of instructor.

PED 203 Competitive Men’s Soccer Fundamentals 1
2 credits
Focuses on advanced soccer skill development, competition techniques and strategy for highly skilled, first-year participants in competitive men’s soccer. Three class hours. Prerequisite: permission of instructor.

PED 204 Competitive Women’s Soccer Fundamentals 1
2 credits
Focuses on advanced soccer skill development, competition techniques and strategy for highly skilled, first-year participants in competitive women’s soccer. Three class hours. Prerequisite: permission of instructor.

PED 205 Competitive Women’s Volleyball Fundamentals 1
2 credits
Focuses on advanced volleyball skill development, competition techniques and strategy for highly skilled, first-year participants in competitive women’s volleyball. Three class hours. Prerequisite: permission of instructor.

PED 209 Water Safety Instruction
3 credits
Prepares students to teach American Red Cross Water Safety courses to diverse populations. Identifies appropriate course planning, organization, teaching methods and facilitation skills used in various courses. Studies correct and safe skill instruction for the Infant and Preschool Aquatics Program, the Learn to Swim Program, the Community Water Safety Course and the Basic Water Rescue Course. Provides Red Cross certification in Water Safety Instruction upon successful completion of requirements. Three class hours. Three contact hours. Prerequisite: Instr-uctor approval.

PED 210 Competitive Baseball Fundamentals 1
2 credits
Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, first-year participants in competitive baseball. Three class hours. Prerequisite: permission of instructor.

PED 211 Competitive Softball Fundamentals 1
2 credits
Focuses on advanced softball skill development, competition techniques and strategy for highly skilled, first-year participants in competitive softball. Three class hours. Prerequisite: permission of instructor.

PED 212 Competitive Men’s Volleyball Fundamentals 1
2 credits
Focuses on advanced volleyball skill development and competition techniques and strategy for highly skilled, first-year participants in competitive men’s volleyball. Three class hours. Prerequisite: permission of instructor.

PED 214 Competitive Men’s Swimming Fundamentals 1
2 credits
Focuses on advanced swimming skill development and competition techniques and strategy for highly skilled, first-year participants in competitive men’s swimming. Three class hours. Prerequisite: permission of instructor.
PED 215 Competitive Women's Swimming Fundamentals 1
2 credits
Focuses on advanced swimming skill development and competition techniques and strategy for highly skilled, first-year participants in competitive women's swimming. Three class hours. Prerequisite: permission of instructor.

PED 218 Competitive Men's Lacrosse Fundamentals 1
2 credits
Focuses on advanced lacrosse skill development, competition techniques and strategy for highly skilled, first-year participants in competitive men's lacrosse. Three class hours. Prerequisite: Permission of instructor.

PED 219 Competitive Men's Lacrosse Fundamentals 2
2 credits
Focuses on advanced lacrosse skill development, competition techniques and strategy for highly skilled, second-year participants in competitive men's lacrosse. Three class hours. Prerequisite: PED 218 or equivalent.

PED 227/DAN 227 Movement and Dance II
3 credits
Explores traditional modern dance with an emphasis on technique and performance. Includes studio classes in modern dance technique beyond the introductory level focusing on phrasing, musicality, and performance techniques. The class will view modern dance live (when possible) and on video and will discuss text assignments and history research. Course will culminate in the presentation of a lecture/demonstration. 3 credit hours. Prerequisite: DAN127/PED 127 Intro to Movement and Dance or instructor permission.

PED 234 Competitive Men's Basketball Fundamentals 2
2 credits
Focuses on advanced basketball skill development, competition techniques and strategy for highly skilled, second-year participants in competitive men's basketball. Three class hours. Prerequisite: PED 201.

PED 235 Competitive Women's Basketball Fundamentals 2
2 credits
Focuses on advanced basketball skill development and competition techniques and strategy for highly skilled, second-year participants in competitive women’s basketball. Three class hours. Prerequisite: PED 202.

PED 236 Competitive Men's Soccer Fundamentals 2
2 credits
Focuses on advanced soccer skill development, competition techniques and strategy for highly skilled, second-year participants in competitive men's soccer. Three class hours. Prerequisite: PED 203.

PED 237 Competitive Women's Soccer Fundamentals 2
2 credits
Focuses on advanced soccer skill development, competition techniques and strategy for highly skilled, second-year participants in competitive women's soccer. Three class hours. Prerequisite: PED 204.

PED 238 Competitive Women's Volleyball Fundamentals 2
2 credits
Focuses on advanced volleyball skill development, competition techniques and strategy for highly skilled, second-year participants in competitive women’s volleyball. Three class hours. Prerequisite: PED 205.

PED 239 Competitive Baseball Fundamentals 2
2 credits
Focuses on advanced baseball skill development, competition techniques and strategy for highly skilled, second-year participants in competitive baseball. Three class hours. Prerequisite: PED 210.

PED 243 Sports Officiating
3 credits
Presents officiating requirements, qualities of competent officials, knowledge of the rules and proper techniques in three different sports. Outside observation in these sports is mandatory. Certifications available. Three class hours, one laboratory hour.

PED 244 Competitive Softball Fundamentals 2
2 credits
Focuses on advanced softball skill development, competition techniques and strategy for highly skilled, second-year participants in competitive softball. Three class hours. Prerequisite: PED 211.

PED 246 Competitive Men's Volleyball Fundamentals 2
2 credits
Focuses on advanced volleyball skill development, competition techniques and strategy for highly skilled, second-year participants in competitive men's volleyball. Prerequisite: PED 212.

PED 247 Competitive Men's Swimming Fundamentals 2
2 credits
Focuses on advanced swimming skill development, competition techniques and strategy for highly skilled, second-year participants in competitive men’s swimming. Prerequisite: PED 214.

PED 248 Competitive Women's Swimming Fundamentals 2
2 credits
Focuses on advanced swimming skill development, competition techniques and strategy for highly skilled, second-year participants in competitive women’s swimming. Prerequisite: PED 215.

PED 250 Introduction to Physical Education
3 credits
Introduces careers in physical education and sport, contemporary concepts, and new approaches to physical education and sport activities. Examines careers in teaching, coaching, sport administration, sport information, and related areas.

PED 251 Introduction to Sports Management
3 credits
Examines career opportunities within the sport industry and provides knowledge relevant to the management, marketing, legal, and financial operations of sport organizations. Incorporates management applications in a variety of sport entities including intercollegiate athletics, recreation, event and facility management, health and fitness clubs, professional as well as international sport.
PED 255 Athletic Training
3 credits
Presents the foundation of athletic training. Studies contemporary principles and methods of conditioning, prevention, and first-aid care of injuries occurring in athletics. Introduces the fundamentals of taping and wrapping techniques, inspection and physical examination, and training room procedures.

PED 256 Athletic Training Practicum I
1 credit
Provides students with direct experience in injury prevention, treatment, and rehabilitation of athletes under the supervision of an athletic trainer. Prepares students who wish to transfer into a four-year athletic training program. One and one-half class hours. Prerequisites: PED 255 and HED 205 with a grade of C or better, and interview with and permission of the College’s head athletic trainer during the second half of the student’s first semester.

PED 257 Athletic Training Practicum 2
1 credit
Provides academic and practical experience in injury evaluation and the development and implementation of rehabilitation programs. Three class hours. Prerequisite: PED 256 with a grade of C or better.

PED 259 Beginning Personal Fitness
2 credits
Focuses on fitness theory, basic fitness training and conditioning techniques, while working toward specific individual fitness goals. Emphasizes basic conditioning routines, proper use of free weights and exercise machines. Students use a specialized training facility and develop a variety of information resources to gain personal knowledge in appropriate fitness conditioning strategies.

PED 261 Sport Management Internship
3 credits
Allows students to practice sport management theory in a practical setting oriented toward professional development, leadership, and management. Provides sport management and administrative work experience (promotions, planning, organization, media support, etc.) in the community. Studies professional character development, communication skills, ethics, and etiquette. Promotes career preparation and provides opportunities for learners to develop skills necessary to become leaders in the athletic profession. Three class hours. Prerequisites: PED 251, ACC 101, BUS 101, BUS 213, BUS 214.

PED 270 Exercise Physiology
3 credits
Provides a basic understanding of energy transfer within the human body and energy expenditure during various levels of physical activity. Explores comparisons between trained and untrained individuals in terms of cardiovascular, pulmonary and muscular adaptations to exercise. Investigates the impact of environmental factors of heat, cold and altitude on training as well as ergogenic aids such as caffeine, carbohydrate loading, bicarbonate drinks, anabolic steroids, red blood cell reinfusion and oxygen inhalation on exercise physiology and exercise performance. Two class hours and two laboratory hours. Prerequisites: BIO 105 and BIO 106 with a grade of “C” or higher.

PED 271 Principles of Coaching
3 credits
Introduces high school and college level coaching. Presents coaching philosophy, roles and responsibilities, legal requirements, discipline, respect, motivation, practice planning, teaching methodology, conditioning and coaching ethics. Includes New York State mandated Child Abuse Prevention Workshop, SAVE Legislation (Schools Against Violence in Education), Alcohol and Tobacco Use and Abuse, and Signs and Symptoms of Drug Use. Mandated Reporter and SAVE Legislation Certification available.

PED 272 Theory and Techniques of Coaching
3 credits
Introduces the history of interscholastic athletics in New York State. Presents the objectives, rules, regulations and policies of athletics, as well as performance skills, technical information, and organization and management practices. The special training and conditioning of the athletes in specific sports, the fitting of equipment, specific safety precautions and officiating methods will also be examined. An internship that will include practical experience as a coach in the specific sport and periods of observing other approved coaches in that specific sport will also be required. Three class hours. Pre-Requirements: PED 255, PED 209, and PED 271.

PED 276 Fitness Concepts & Application
3 credits
Introduces principles of fitness, exercise physiology, nutrition, program design, and research data through classroom instruction and clinical experience emphasizing fundamental knowledge and skills necessary to help individuals reach their fitness goals. Four class hours. Prerequisites: PED 271, PED 251, ACC 101, BUS 101.

PED 278 Tap Dance II
3 credits
Continues development of technical and performance skills. Includes studio classes in intermediate tap technique as well as observation of tap dance on video, discussion of readings assignments, and presentation of research. Prerequisite: Tap I or permission of instructor.

PED 279 Jazz Dance II
3 credits
Continues development of jazz technique. Includes studio classes in traditional jazz technique at the intermediate level as well as observation of jazz dance on video and in concert (when possible) and discussion of reading assignments and research. 3 credit Hours. Prerequisite: Jazz Dance I or permission of instructor.

PED 299 Topics in Physical Education
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.
**Physical Therapist Assistant**

**PTA 101 Physical Therapy Assistant 1**
4 credits
Introduces medical terminology and concepts related to the profession of physical therapy. Develops skills for fundamental physical therapy treatments. Includes draping and positioning of patients, transferring and lifting of patients, palpation of anatomical landmarks, goniometry, massage, ambulation with assistive devices, selected thermal agents, and documentation. Two lecture hours and four laboratory hours. Accepted PTA Majors only. Co-requisite: PTA 106

**PTA 102 Physical Therapy Assistant 2**
4 credits
Acquires cognitive and psychomotor skills in orthopedics, therapeutic exercises, traction, intermittent compression, ultrasound, and hydrotherapy. Prerequisites: BIO105, PTA101 and PTA 106 with a grade of 'C' or better.

**PTA 106 Physical Therapy Assistant Seminar 1**
2 credits
Introduces interpersonal skills in health care and professionalism to the first clinical experience. Addresses patient-therapist interaction skills, social and cultural diversity in health care, professional responsibilities, and clinical policies and procedures. Covers computer literacy, online medical research and effective study skills. Accepted PTA Majors only. Co-requisite: PTA 101

**PTA 110 Kinesiology**
3 credits
Introduces mechanical concepts (e.g., force and torque) integral to the understanding of resisted exercise systems. Explores selected biomechanical principles, especially those related to musculoskeletal performance during exercise and gait. Includes regional functional anatomy, with emphasis on normal joint and muscle function, clinical pathologies, and acquisition of skill in palpating superficial anatomic structures. Two class hours, two lab hours. Prerequisite: BIO 105 with a minimum grade of ‘C’.

**PTA 121 Physical Therapy Clinic 1**
1 credit
Applies physical therapy procedures to patients under the supervision of a licensed physical therapist at a physical therapy clinical affiliation site. Emphasizes the importance of applying academic course work to clinical experience, interpersonal communication skills, and responsibility for one’s own professional development. Full-time participation for four weeks (160 hours) at the clinical site. Prerequisite: PTA102, PTA 110 and PTA 106 with a grade of ‘C’ or better.

**PTA 190-199 Topics in Physical Therapy**
1-3 credits
Specialized courses of instruction offered on a limited basis. Pre-requisite: As specified on course outline.

**PTA 202 Applied Neurology**
3 credits
Provides a basic understanding of how the human nervous system works and explores common neuropathies that impair health and functioning. Presents clinically relevant aspects of normal neuroanatomy and basic neurophysiology as a background for understanding disorders of the human nervous system. Assists in comprehending important clinical concepts related to abnormal neurological conditions in order to substantiate therapeutic rationale for physical therapy treatment techniques taught in the PTA curriculum. One lecture and two seminar hours a week. Prerequisite: BIO105. Co-requisite: PTA203.

**PTA 203 Physical Therapy Assistant 3**
4 credits
Explores principles of pain control, electrically induced exercise and cardiopulmonary rehabilitation. Develops treatment skills in clinical electrotherapy, ultrasound, ultraviolet radiation, diathermy, chest physical therapy, and cardiac rehabilitation. Two lecture hours and four laboratory hours. Prerequisite: PTA102, and BIO106 with grade of 'C' or better.

**PTA 207 Physical Therapy Assistant Seminar 2**
1 credit
Provides an integrative experience in critical analysis of the student’s clinical experiences during the final term in the PTA curriculum. Emphasizes the refinement of interpersonal communication skills with patients from diverse backgrounds, current and developing issues affecting clinical practice, and pre-employment issues. Prerequisite: PTA203. Co-requisite: PTA208.

**PTA 208 Physical Therapy Assistant 4**
5 credits
Explores principles of motor behavior in neurological rehabilitation, pediatrics and geriatrics. Emphasizes motor control, motor learning, and neurological therapeutic exercises. Addresses architectural barriers, training in daily living activities, orthotics and prosthetics. Two lecture hours and four laboratory hours. Prerequisite: PTA203 and PTA 202 with a grade of ‘C’ or better. Co-requisite: PTA207.

**PTA 222 Physical Therapy Clinic 2**
3 credits
Applies physical therapy procedures to patients under the supervision of a licensed physical therapist at a physical therapy clinical affiliation site new to the student. Emphasizes incorporating academic knowledge within clinical practice, giving treatment rationale, interpersonal communication skills, and responsibility for professional growth. Full-time participation for five weeks (200 hours) at the clinical site. Prerequisite: PTA203, PTA121 and PTA 202 (Applied Neurology) with a grade of ‘C’ or better.

**PTA 225 Physical Therapy Clinic 3**
4 credits
Applies physical therapy procedures to patients and treats a patient caseload under the supervision of a licensed physical therapist at a physical therapy clinical affiliation site new to the student. Emphasizes integrating academic coursework with rationale for clinical treatments, treatment progression, time management, written and oral communication skills, and full responsibility for professional growth. Full-time participation for six weeks (240 hours) at the clinical site. Prerequisite: PTA203, PTA 121 and PTA 202 with a grade of ‘C’ or better.
Physics
PHY 100 How Things Work
3 credits
Explores the physical world and its impact on human life, including the basic principles of mechanics, thermodynamics, electricity, magnetism, waves, optics, and atomic physics. Recommended for students pursuing nontechnical majors. Two class hours and two laboratory hours. Prerequisite: Basic arithmetic skills equivalent to MAT091.

PHY 121 College Physics 1
4 credits
An algebra/trigonometry based introduction to physics for career or transfer students with majors somewhat, but not closely, related to physics. Topics include one and two dimensional motion, Newton’s laws, energy, momentum, rotation, statics, fluid mechanics, heat and thermodynamics, and special relativity. Three class hours, three lab hours. Prerequisite: MAT 121 or MAT 136 or equivalent

PHY 122 College Physics 2
4 credits
An algebra/trigonometry based introduction to physics for career or transfer students with majors somewhat, but not closely, related to physics. Topics include Coulomb’s law, potential, Kirchhoff’s laws, capacitance, magnetic fields, induction, RC, RL and LC circuits, alternating currents, sound, electromagnetic waves, standing waves, interference, optics, atomic and nuclear physics. Three class hours, three lab hours. Prerequisite: MAT 121 or MAT 136 or equivalent

PHY 131 Physics With Calculus 1
4 credits
Introduces fundamental principles of physics. Includes one and two dimensional motion, Newton’s laws, energy, momentum, rotation, statics, harmonic motion, waves, gravitation, fluid mechanics, heat, and ideal gases. A calculus based physics course for students in science and engineering related programs. Three class hours and three lab hours. Prerequisite: MAT 141 or concurrent enrollment in MAT 141.

PHY 132 Physics With Calculus 2
4 credits
Introduces electric fields of discrete and continuous charges, Gauss’s law, potential, DC circuits, capacitance, magnetic fields, Ampere’s law, induction, Maxwell’s equations, AC circuits, and thermodynamic processes and laws. Three class hours and three lab hours. Prerequisites: PHY 131 and MAT 142 (MAT 142 can be taken concurrently with PHY 132).

PHY 133 Physics With Calculus 3
4 credits
Introduces waves, standing waves, optics, interference and diffraction, electromagnetic waves, special relativity, wave-particle duality, the Bohr atom, wave functions, Schrodinger’s equation and hydrogen molecules, solids, radioactivity and nuclear physics, and elementary particles. Three class hours and three lab hours. Prerequisite: PHY 132 or concurrent enrollment in PHY 132

PHY 190-199 Topics in Physics
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Political Science
POS 101 American National Government
3 credits
Introduces constitutional development and present practice of American government. Emphasizes the functional operation of the legislative, executive, and judicial branches of government. Examines the role of political parties and the individual.

POS 103 American State and Local Government
3 credits
Introduces organization, structure, and function of state, county, regional, and municipal government, with special attention given to New York State government.

POS 105 Political and Civil Rights
3 credits
Introduces the Federal Bill of Rights as interpreted by the courts. Analyzes and evaluates the courts’ decisions in terms of their practical application to state and local governments.

POS 107 American Political Parties
3 credits
Introduces the theoretical and practical perspectives of American political parties. Examines the origin, structure and operation of the parties. Students participate in an actual political campaign. Offered every other year to correspond to state and national elections.

POS 190-199 Topics in Political Science
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

POS 203 International Relations
3 credits
Investigates the practical and theoretical aspects of international diplomacy. Examines the historical evolution of international politics from its classical roots to the present. Looks at the impact of political philosophies on world affairs.

Polysomnography Technology
PSG 105 Physiology of Sleep Medicine
3 credits
Provides a comprehensive study of neuroanatomy and physiology and normal sleep mechanisms. Provides an overview of the cardiovascular and respiratory anatomy and physiology as it relates to sleep medicine. Includes ECG interpretation, oxygenation and ventilation assessment, and mechanisms and basic management of breathing and upper airway collapse. Prerequisite: Admission to the Polysomnographic Technology Program. Lecture: 3 hours.
PSG 110 Polysomnography 1
4 credits
Introduces the major concepts of sleep medicine including the history of sleep medicine, the role and the communication, time management, infection control, basic patient assessment, safety and professional expectations of the polysomnographic technologist. Students will have the opportunity to have direct observation in an associated sleep center or lab. Prerequisite: Admission to the Polysomnographic Technology. Lecture: 3 hours. Lab: 2 hours.

PSG 114 Sleep Study Instrumentation
4 credits
Introduces the bio-potential electrophysiologic, polysomnographic, and ancillary equipment involved in patient assessment and the conducting of sleep studies. The basic principles, set up, operation, maintenance, cleaning and troubleshooting will be emphasized. Prerequisites: PSG 105 and PSG 110 with a grade of C or better. Lecture: 3 hours. Lab: 2 hours.

PSG 116 Sleep Disorders
3 credits
This course is designed to provide the basic information related to the disease processes and conditions which adversely affect sleep. The etiologies, clinical presentation, diagnosis and therapeutic interventions will be covered for each condition. Prerequisites: PSG 105 and PSG 110 with a grade of C or better. Lecture: 3 hours.

PSG 120 Polysomnography 2
4 credits
Provides the didactic preparation that will be needed to supplement the clinical experiences of Polysomnography Clinical I. Students will develop new knowledge and skills related to patient and equipment preparation, monitoring and documentation and therapeutic interventions associated with polysomnographic procedures. Prerequisites: PSG 105 and PSG 110 with a grade of C or better. Lecture: 3 hours. Lab: 2 hours.

PSG 205 Polysomnography Clinical 1
4 credits
The clinical application of entry-level sleep related diagnosis and treatment. Students will have the opportunity to work with patients under close supervision to further develop their skill and understanding of basic polysomnographic procedures. Students will spend 24 hours per week in their clinical education. Prerequisites: PSG 114, PSG 116, and PSG 120 with a grade of C or better.

PSG 210 Polysomnography 3
4 credits
Provides the didactic preparation that will be needed to supplement the clinical experiences of Polysomnography Clinical II. Students will refine knowledge and skills related to patient and equipment preparation, monitoring and documentation and therapeutic interventions associated with polysomnographic procedures. Prerequisites: PSG 114, PSG 116, and PSG 120 with a grade of C or better. Lecture: 3 hours. Lab: 2 hours.

PSG 215 Polysomnography Clinical 2
4 credits
The clinical application of sleep related diagnosis and treatment. Students will have the opportunity to further refine their skills in obtaining and evaluating high quality sleep recordings and gaining clinical competence associated with advanced-level polysomnographic technology skills. Students will be in clinical education 24 hours a week. Prerequisite: PSG 205 with a grade of C or better.

PSG 220 Polysomnography 4
4 credits
A capstone experience to facilitate final preparation for employment and the BRPT examination for the RPSGT credential. Students will demonstrate knowledge and skill competency attainment expected of a polysomnographic technologist. Students will also be required to pass a comprehensive exam based on the current BRPT matrix. Prerequisites: PSG 205 and PSG 210 with a grade of C or better. Lecture: 4 hours.

Psychology

PSY 101 General Psychology
3 credits
Introduces the scientific study of human and animal behavior. Topics include basic methodology, motivation, emotion, learning, memory, human development, personality, psychological disorders, and therapy. Prerequisite: REA101 or having met the College’s reading competency.

PSY 102 Child and Adolescent Development
3 credits
Examines human cognitive, psychosocial, and physical and motor development from conception through adolescence. Emphasizes the interactive effects of heredity and environment on all aspects of development. Prerequisite: PSY101.

PSY 106 Human Sexuality
3 credits
Comprehensive survey of research in human sexuality. Topics include childhood and adolescent sexuality, marital and extramarital sex, sexual orientation, self-pleasuring, pornography, prostitution, and the sexuality of the elderly. Presents the research methodology employed in this field and the fundamental findings that have been discovered.

PSY 190-199 Topics in Psychology
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

PSY 201 Social Psychology
3 credits
Examines individual behavior in social settings. Discusses research methodology, social cognition, attitudes, group behavior, social influence, prejudice, aggression, altruism, and interpersonal attraction. Prerequisite: PSY101 or SOC101.
PSY 202 Abnormal Psychology  
3 credits  
Surveys mental and behavioral disorders observed in western society. Explores the principles of physical, social/emotional, and cognitive development as well as the interaction of heredity and the environment. Prerequisite: PSY 101.

PSY 203 Dev Psychology Across Lifespan  
3 credits  
A study of the development of human behavior throughout the life cycle (conception to death). Emphasizes the principles of physical, social/emotional, and cognitive development as well as the interaction of heredity and the environment. Prerequisite: PSY 101 and concurrent enrollment with Nursing 210.

PSY 204 Psychology of Adulthood and Aging  
3 credits  
Analyzes theories and research in adult development. Emphasizes the interactive effects of all areas of development along with the interaction of heredity and environment. Prerequisite: PSY 101.

Reading  
REA 091 Building Successful Reading Habits  
3 credits  
Improves basic reading and vocabulary skills. Expands reading comprehension from literal to inferential understanding of text. Advances effective dictionary use and spelling accuracy and promotes personal lifelong reading habits. This class carries institutional credit but cannot be applied toward any degree or certificate program. Prerequisite: Placement test score or permission of instructor.

REA 101 Gaining Power in College Reading  
3 credits  
Introduces literal and critical reading skills essential for successful collegiate level course work. Increases vocabulary and critical thinking skills for comprehending text in all discipline areas. Promotes personal lifelong reading habits. Requires demonstration of ability to read beyond twelfth-grade level, based on standardized measures and class work. This course may be used as a general elective. Successful completion of this course meets the College’s reading requirement for graduation. Prerequisite: Completion of REA 091 with a grade of “C” or better, or appropriate placement score.

REA 190-199 Topics in Reading  
1-3 credits  
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Respiratory Care  
RCP 101 Respiratory Care 1  
4 credits  
Introduces major concepts of respiratory care, including cardiopulmonary assessment, oxygen therapy, pulmonary function testing, and the therapeutic rationale for these procedures. Laboratory includes hands-on practice of respiratory care procedures and critical thinking skills. Three class hours and two laboratory hours. Prerequisite or concurrent registration in BIO 105. Co requisite: RCP LB1

RCP 103 Cardiopulmonary Anatomy/Physiology  
3 credits  
Examines the control and function of the cardiopulmonary system and how it relates to other body organ systems. Explores cardiac and pulmonary physiology and pathophysiology in the neonatal, pediatric, adult, and geriatric patient. Prerequisite or concurrent registration in BIO 105.

RCP 114 Respiratory Care 2  
4 credits  
Provides rationale and delivery of airway management, bronchial hygiene therapy, hyperinflation therapy, humidity and aerosol medication procedures. Three class hours and two laboratory hours. Prerequisite RCP 101 and RCP 103. Co requisite RCP LB4.

RCP 115 Mechanical Ventilation 1  
3 credits  
Introduces the principles, effects, and classification of mechanical ventilation. Discusses current theory relative to modes, initiation, monitoring, and graphical interpretation. Three credit hours. Two lecture hours, two and a half lab hours. Prerequisites RCP 101 and RCP 103. Co requisite RCP LB5.

RCP 116 Mechanical Ventilation 2  
2 credits  
A continuation of RCP 115. Discusses current theory in the management of a patient on mechanical ventilation, weaning from life support, and home care ventilation issues. Case studies involving all aspects of RCP 115 and RCP 116 in the management of multiple disease states and trauma care. Two credit hours. One lecture hour, two and a half lab hours. Prerequisite RCP 115. Co requisite RCP LB6.

RCP 117 Respiratory Pharmacology  
1 credit  
Introduces general and specific respiratory pharmacological principles, including drug calculations, the autonomic nervous system, and delivery methods. Explores drugs used in the treatment of asthma, chronic bronchitis, chronic obstructive pulmonary disease (COPD) and other pulmonary disorders.

RCP 118 Clinical Practice 1  
1 credit  
Opportunity to practice cardiopulmonary assessments, respiratory care procedures, critical thinking, and professionalism in a supervised clinical rotation at an area hospital. 128 clinical hours. Prerequisite RCP 114 and RCP 115.
RCP 202 Cardiopulmonary Pharmacology
2 credits
Introduces general pharmacological principles and management relative to the cardiopulmonary system. Includes management and treatment of specific cardiopulmonary disorders and drugs used in advanced cardiac life support (ACLS). Prerequisite: RCP117.

RCP 203 Neonatal and Pediatric Respiratory Care
3 credits
Explores neonatal and pediatric respiratory care beginning with the developmental changes in utero, the transition at birth, and the continuing development thereafter. Examines the risks and problems associated with these developments and the procedures and rationales for delivering the appropriate respiratory care. Reviews specific neonatal and pediatric disease states, and their treatment relative to respiratory care. Prerequisite: RCP116, RCP 117, and RCP 118.

RCP 204 Cardiopulmonary Disease
2 credits
Examines categories of pulmonary diseases including etiology, detection, management, treatment, and prognosis. Prerequisite: RCP114 and RCP 116.

RCP 209 Cardiopulmonary Diagnostics
3 credits
Introduces equipment used to monitor patients and diagnose cardiopulmonary diseases. Interprets clinical information obtained from pulmonary function testing, electrocardiography, and hemodynamics. Prerequisite: RCP114 and RCP 116.

RCP 210 Clinical Practice 2
3 credits
Provides respiratory care clinical experiences at specialty sites such as hospital operating rooms, sleep medicine clinics, and pulmonary function testing areas. Applies cardiopulmonary assessment, critical thinking and respiratory care knowledge to adult patients. Requires demonstration of knowledge by completing a mock certification exam. Supervised respiratory care at adult critical care rotation sites (384 hours required). Prerequisite: RCP118.

RCP 216 Clinical Practice 3
3 credits

RCP 218 Respiratory Care 3
2 credits
Reinforces the total respiratory education through the use of prior national board exam questions in an interactive format. Introduces teaching skills through preparation and presentation of a classroom lecture. Requires demonstration of knowledge by completing a mock registry exam. Prerequisite: RCP 210.

RCP 219 Introduction to Sleep Medicine
3 credits
An overview of the sleep disorders most commonly seen in the polysomnography laboratory. Discusses the causes and symptoms of each and presents specific features which will be seen in the polysomnogram and multiple sleep latency test. Stresses the importance of obtaining an accurate assessment, including an in depth patient history, and pertinent clinical data by way of the polysomnography test. Also presents the clinical differences in these disorders among pediatric and adult patients. 3 credit hours

Sociology

SOC 101 Introductory Sociology
3 credits
Studies social patterns affecting the structure and functioning of group life such as cultural values, deviance, class structure, and social change. Examines methods and perspectives sociologists employ, and the ways group forces influence the individual in society. Prerequisite or co requisite: REA101 or having met the College's reading competency.

SOC 102 Social Problems
3 credits
Examines social problems such as racism, inequality, sexism, delinquency, deviancy, urban growth, over-population, and global stratification. Studies social problems and their sources, theoretical approaches to the study and potential resolution of social problems. Prerequisite: SOC101.

SOC 103 Marriage and the Family
3 credits
Examines patterns of marriage, family, and intimate relationships from a variety of perspectives. Emphasizes functions and alternative structures of American marriage and family patterns. Explores problems and potential adjustments confronting marriage and family within the context of social change. Prerequisite: SOC101.

SOC 115 Crime and Delinquency
3 credits
Examines juvenile delinquency and crime in contemporary society. Presents nature and extent of delinquency and crime, theories of causation and control, types of delinquency and criminality, and the basics of the criminal justice system. Prerequisite: SOC101.

SOC 116 Comparative Criminology
3 credits
Examines crime patterns and criminal justice systems of selected countries, such as Canada, England, China, Japan and Russia as well as other representative countries from South America, Africa and the Middle East. Compares characteristics to the United States. Prerequisite: SOC101.

SOC 120 Global Social Problems
3 credits
Analyzes social problems which affect the United States and other areas of the world, such as AIDS, drugs, poverty, inequality, crime, population, and war. Examines sources of social prob-
lems and the theoretical approaches to the study of those problems. Prerequisite: SOC101.

**SOC 190-199 Topics in Sociology**  
1-3 credits  
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

**SOC 204 Human Diversity**  
3 credits  
Examines the definition of human diversity in American culture, including ethnicity, race, gender, sexual orientation, poverty, and religion. Identifies the misinformation that perpetuates the exclusion of diverse groups from mainstream opportunities, and differentiates covert acts, institutional policies, and ideologies that promote the exclusion of diverse groups. Provides an awareness of the student’s own diversity and how their feelings and worldviews might differ from other diverse groups, and how those differences may influence behaviors positively and/or negatively. Three class hours. Prerequisites: None.

**SOC 240 Women and Social Action**  
3 credits  
Examines the cultural definition and societal forces that influence the position of women in society. Studies women who have made a difference, recognizing their courage, accomplishments, ideas, and actions. Focuses on the role of social action in promoting change within society.

**Spanish**

**SPA 101 Elementary Spanish 1**  
3 credits  
Develops Spanish listening, speaking, reading, and writing skills. Emphasizes ability to use and understand Spanish in context. Strategies may include lecture and discussion, group and individual work, oral exercises, video, reading and writing assignments. Requires laboratory-supported practice. Students hold basic conversations, read simple passages, and write brief dialogues and paragraphs at the novice level. Instructor determines final placement.

**SPA 102 Elementary Spanish 2**  
3 credits  
Strengthens Spanish listening, speaking, reading, and writing skills acquired in SPA101 Elementary Spanish 1. Emphasizes the ability to use and understand Spanish in context through group and individual work, oral exercises, presentations, reading, and writing assignments. Requires laboratory-supported practice. Students express themselves orally, read authentic materials, understand oral input, and write compositions at the high-novice level. Instructor determines final placement. Prerequisite: SPA101 or equivalent.

**SPA 201 Intermediate Spanish 1**  
3 credits  
Examines the cultural definition and societal forces that influence the position of women in society. Studies women who have made a difference, recognizing their courage, accomplishments, ideas, and actions. Focuses on the role of social action in promoting change within society.

**SPA 202 Intermediate Spanish 2**  
3 credits  
Strengthens Spanish listening, speaking, reading, and writing skills acquired in SPA201 Intermediate Spanish 1. Emphasizes accuracy and depth of the students’ abilities and knowledge of contemporary Hispanic culture through group and individual work, oral exercises, presentations, and writing assignments. Requires laboratory-supported practice. Instruction occurs in Spanish. Students express themselves orally and in writing, read authentic sources, and understand clear, native speech at the intermediate level. Instructor determines final placement. Prerequisite: SPA201 or equivalent.

**Speech**

**SPE 102 Voice and Articulation**  
3 credits  
Enables public speakers to improve voice, articulation, and stage presence. Covers both the process used in creating voice and the application of the process to the use and control of pitch, loudness, quality and rate. Includes aspects of nonverbal communication and use of the International Phonetic Alphabet to explore dialects.

**SPE 103 Introduction to Oral Interpretation**  
3 credits  
Develops critical reading skills through public performances of literary works. Primary instructional strategies include lectures on theory and demonstrations by the instructor, practice and performance by the student with group evaluation.

**SPE 105 Public Speaking**  
3 credits  
Develops listening and organizational skills and the ability to present messages effectively in public speaking situations.
Primary instructional strategies are theory-model-practice and evaluation.

SPE 109 Interpersonal Communication
3 credits
Introduces communication theories affecting interpersonal and small group situations. Students participate in a limited number of group and role-playing activities in order to demonstrate the theoretical aspects of the process of interpersonal communication.

SPE 190-199 Topics in Speech
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

Theatre
THE 101 Introduction to Theatre
3 credits
Introduces literature, history, and production practices of theatre arts.

THE 103 Fundamentals of Acting
3 credits
Introduces basic acting techniques with emphasis on personal characterization. Student actors strengthen their self-knowledge and determine a unique point of view through individual and group improvisations, sensory exploration and text work.

THE 105/MUS 105 Introduction to Musical Theatre
3 credits
Introduces musical theatre form, personnel involved in the making of a musical, and a brief history. Includes audition techniques, song preparation from various stylistic periods, and performances of musical repertoire.

THE 106 Stagecraft
3 credits
Introduces basic theories and techniques of design, construction, and painting of theatre sets. Covers organization and operation of production crews. One lecture hour, four laboratory hours.

THE 107-108 Festival Theatre
1 credit
Students attend, record, and evaluate workshops and theatrical productions at the Kennedy Center American College Theatre Festival for Region II. Students must provide funds for Festival attendance, transportation, lodging and personal expenses.

THE 116-120 Theatre Practicum
1 credit
Introduces technical, performance, and front-of-house activities in college theatrical productions. Students may enroll four times for a maximum of four credits but may not enroll in more than two theatre practicum courses in the same term. Forty-five (45) activity hours to be arranged. Credit in this course will not satisfy Fine Arts requirement in any degree program and will transfer only as a general elective.

THE 163 Fundamentals of Directing
3 credits
Introduces basic directing skills with emphasis on script interpretation, scoring, casting, blocking, working with actors/technical staff, rehearsal and performance.

THE 164 Playwriting
3 credits
Introduces basic techniques of dialogue and structure in playwriting skills, with emphasis on short-form script development, storytelling through dialogue, dramatic action, characterization, and continuous revision through workshop process. Prerequisite: Completion of ESL/ENG 100 with a grade of C or better or the equivalent.

THE 190-199 Topics in Theatre
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

THE 202 The Making of the Theatre: From the Greeks through the Eighteenth Century
3 credits
Surveys the history and development of western theatre from its Greek origins to the nineteenth century. Studies plays, production practices, and theatre architecture in their historical contexts.

THE 203 Developing A Character
3 credits
Explores the acting process through physical and vocal exercises, script analysis, and character interpretation. Rehearsal and performance of scenes. Prerequisite: THE 103.

THE 204 Theatre: Romance to Contemporary
3 credits
Surveys history, literature, architecture and production practices of theatre in the western world from the nineteenth century to the contemporary scene.

THE 205 Audition Techniques
1 credit
Explores the audition process. Choice of material, creative acting approaches, resumes and photographs, interview skills, and the audition psyche. Prerequisite: THE 103.

THE 206 Advanced Projects in Theatre
1 credit
Offers advanced opportunities to showcase talents and gain additional expertise in an aspect of theatre-playwriting, directing, acting, scene design, costume and makeup design, lighting design, sound design, properties design, stage management, or dramaturgy. Completed projects may be submitted to the Kennedy Center American College Theatre Festival Region II Festival. Prerequisite: THE 101 or THE 105, and THE 103 and THE 106, or permission of instructor.

THE 210 Introduction to Theatrical Design
3 credits
Introduces theories and practices of theatrical design. Emphasizes scene design, property design, costume and/or makeup design, and technical aspects of theatre production.
design, lighting design, and design collaboration skills. One lecture, four laboratory hours. Prerequisite: THE106.

THE 212/LIT 214 Play Analysis
3 credits
Develops ability to carefully read and analyze plays. Employs scripts from various periods and genres to explore theatre as a written, visual, and collaborative art form. Prerequisite: ENG 101.

THE 221 Children’s Theatre
3 credits
Participation in auditions, rehearsals, and production of a Children’s Theatre play. Includes reading, analysis, and interpretation of children’s theatre literature. Play performed before children in one of several possible settings, e.g., at the College, area schools, recreational sites, or hospital. One lecture hour, four laboratory hours.

THE 236 Stage Lighting
3 credits
Introduces principles and procedures in designing and executing production lighting. Examines the operation of lighting instruments and equipment. One lecture, four laboratory hours. Prerequisite: THE106.

THE 238 Stage Sound
3 credits
Examines sound design in productions. Emphasizes sound reinforcement and live music recording. Includes production of sound effects tapes and/or CDs. One class hour, four laboratory hours. Prerequisite: THE106.

THE 256-258 Field Study Placement
1 credit
Introduces students to professional practical experience in production and/or performance aspects of theatre in an off-campus setting. Prerequisites: THE 101, THE 103, THE 106.

THE 259 Introduction to Costuming
3 credits
Introduces the theories and practices of costuming for the theatre. Includes the basic concepts of designing, organizing, and building costumes for a production. One class hour, four labora-tory hours.

Tourism and Hospitality Management

THM 101 Introduction to Tourism and Hospitality
3 credits
Overview of the tourism and hospitality industries and the role of customer service in the industry. Studies industry leaders and the different forms of industry businesses, such as independent, chain, franchised and e-commerce. Covers the daily functions of lodging and food service: management, marketing, physical facilities, human resources, cost controls and technology. Presents career options within attractions, catering, casinos, cruise ships, club management, meetings and events, resorts, restaurant management and exhibitions.

THM 103 Hotel Operations
3 credits
Focuses on the organization and structure of hotel operations. Addresses organization and management responsibilities within each department, including the front office, housekeeping, engineering, and security. Examines the role of the sales and marketing department in the financial success of the hotel, and food and beverage services for their important part in the overall hotel product.

THM 114 Food and Beverage Management
3 credits
Explores all aspects of management and service of food and beverages from the customer’s viewpoint as a means of understanding what makes a successful food service business. Provides a basis for understanding the responsibilities and challenges in the management of food and beverage businesses.

THM 116 Destinations Geography 1
3 credits
Examines each major geographic region of the eastern hemisphere, studying the geographic character of specific regions as a tourism setting. Analyzes cultural, physical, and tourism characteristics of the locations to determine what attracts visitors to the area.

THM 117 Destinations Geography 2
3 credits
Examines each major geographic region of the western hemisphere, studying the geographic character of specific regions as a tourism setting. Analyzes cultural, physical, and tourism characteristics of the locations to determine what attracts visitors to the area.

THM 118 Principles of Event Management
3 credits
Examines all aspects of event management, ranging from feasibility studies and operational planning to the importance of customer service. Evaluates marketing strategies that minimize risks and maximize audience satisfaction. The semester project entails producing an event. Three class hours. Prerequisite: None.

THM 190-199 Topics in Tourism and Hospitality Management
1-3 credits
Specialized courses of instruction offered on a limited basis. Prerequisite: As specified on course outline.

THM 201 Meeting and Convention Planning
3 credits
Examines the different segments of the conventions and meetings market. Includes the development of a marketing plan for a specific property, and a service function organization plan, including detailed information on room setups, food and beverage functions, audiovisual equipment, and other aspects of group meeting business. Three class hours. Prerequisites: THM101, BUS101, and ENG101.

THM 202 Destination and Resort Marketing
3 credits
Examines marketing in the tourism industry, including collaborative efforts between hotels and resorts, airlines, restaurants, and tourism destinations. Explores differences between service and product marketing to demonstrate the complexities of marketing within the industry. Topics include research and analysis, plans and strategies, marketing segmentation and trends, partnerships, packaging, the distribution mix and the tourism trade, advertising, public relations, and pricing and evaluation. Prerequisites: THM 101 and ENG101.

Veterinary Technology

VET 100 Veterinary Technology Orientation
1 credit
The course introduces the student to the profession of the Veterinary Technician. The role of the veterinary technician in private practice and non-practice settings will be examined by field trips to various businesses related to the veterinary profession. This course will also look at the history of the profession, certification process, personal and emotional issues confronting veterinary technicians. Prerequisite: Acceptance into the Veterinary Technology program. Lecture: 1 hour.

VET 101 Intro to Veterinary Technology
2 credits
Designed to develop a strong foundation to build on, student learning skills will place emphasis on veterinary medical terminology, species identification/terminology and normal temperature/pulse/heart rate for each species. The fundamental knowledge gained from this course will provide a base for the student to continue to a higher level of understanding. Prerequisite: Acceptance into the Veterinary Technology program. Prerequisite or concurrent: VET 100, ENG 101 and HUR 101 with a grade of C or higher. Lecture: 2 hours.

VET 112 Animal Anatomy & Physiology 1
4 credits
Introduces the student to the structure and function of the bodies of domestic animals with emphasis on the skeletal, muscular, nervous, integumentary, endocrine, and sensory systems. Medical terminology will be studied throughout the course. Homeostasis will be discussed including the role of control systems such as negative feedback and the relation of form to function. Laboratory work includes anatomy studies using models and dissections, physiology exercises, and histological observations using microscopes, CDs and websites. Prerequisite: VET 112 with a grade of C or higher. Lecture: 3 Hours. Lab: 3 Hours.

VET 113 Animal Anatomy & Physiology 2
4 credits
Continue the study of anatomy and physiology of domestic animals with investigation of the cardiovascular, respiratory, digestive, lymphatic and immune, urinary, and reproductive systems. Emphasis will be placed on the structure and function of the tissues of each system along with the differences in the system between the species examined. Laboratory work includes anatomy studies using models and dissections, physiology exercises, histological observations using microscopes, CD’s and websites. Prerequisite: VET 112 with a grade of C or higher. Lecture: 3 Hours. Lab: 3 Hours.

VET 121 Veterinary Nutrition
2 credits

VET 124 Veterinary Pharmacy and Pharmacology
3 credits
Provide study in the area of commonly used veterinary drugs and medications. Emphasis will be placed on the classes of drugs, their use, potential side effects and contraindications, calculating drug doses, administering and dispensing drugs and medications, legal issues and record keeping. Prerequisite or concurrent: VET 113 with a grade of C or higher. Lecture: 3 hours.

VET 201 Animal Clinic Externship 1
1 credit
Familiarize the student with the veterinary technician’s responsibilities in the day-to-day operation of private /non-private practices. Students spend a minimum of 40 hours at private/non-private practices observing in the areas of general facility management, anesthesia, routine treatments, radiology, laboratory procedures and surgery. As a result of observation of the veterinary technician in a practical applied atmosphere, students will become more familiar with the scope of the veterinary technician as a professional member of the veterinary team. Prerequisite: VET 113 and VET 124 with a grade of C or higher. Prerequisite or concurrent: ENG 102 or ENG 105, BIO 206, Select one mathematics course (except MAT 130) from SUNY Approved Mathematics, HUR 101 with a grade of C or higher. Lab: 2.5 hours.

VET 202 Animal Clinic Externship 2
1 credit
Familiarize the student with the veterinary technicians responsibilities in the day-to-day operation of private /non private practices. Students spend a minimum of 40 hours at private/non-private practices observing in the areas of general facility management, anesthesia, routine treatments, radiology, laboratory procedures and surgery. As a result of observation of the veterinary technician in a practical applied atmosphere, students will become more familiar with the scope of the veterinary technician as a professional member of the veterinary team. Prerequisite or concurrent: VET 201 with a grade of C or higher. Lab: 2.5 hours.

VET 203 Animal Clinic Externship 3
1 credit
Familiarize the student with the veterinary technician’s responsibilities in the day-to-day operation of private /non-private practices. Students spend a minimum of 40 hours at private/non private practices observing in the areas of general facility management, anesthesia, routine treatments, radiology, laboratory procedures and surgery. As a result of observation of the veterinary technician in a practical applied atmosphere, students will become more familiar with the scope of the veterinary technician as a professional member of the veterinary team. Prerequisite or concurrent: VET 202 with a grade of C or higher. Lab: 2.5 hours.
Cover nutrition of domestic animals in health and disease during various stages of the life cycle. Emphasis will be placed on basic nutritional needs of large and small animals, dietary management of specific diseases, interpreting pet food labels, identification of poisonous plants and other substances that may be toxic when ingested, nutritional supplements, identification of common grains and forages, and development of nutritional plans suitable for client education in a veterinary practice. Prerequisite or concurrent: VET 201 with a grade of C or higher. Lecture: 2 hours.

VET 225 Techniques in Laboratory Animals and Exotics 3 credits
Overview the techniques used and the medicine of laboratory animals and exotics. Emphasis is on husbandry, care, nutrition, restraint, reproduction, and recognition of common disease including zoonotic diseases. Prerequisite or concurrent: VET 201 with a grade of C or higher. Lecture: 2 hours. Lab: 2 hours.

VET 234 Clinical Laboratory Techniques 4 credits
Introduce the student to the basics of clinical laboratory techniques. The student will develop the fundamental skills necessary to properly prepare, handle and submit appropriate samples for diagnostic analysis in order to ensure maximum accuracy of results. The student will also learn proper maintenance and quality control procedures necessary to carry out the orders of the veterinarian for the tests requested. Prerequisite: BIO 206 with a grade of C or higher. Prerequisite or concurrent: VET 201 with a grade of C or higher. Lecture: 3 hours. Lab: 3 hours.

VET 245 Small Animal Pathology & Nursing 4 credits
Overview of common small animal diseases and the techniques used in treatment and care of these patients. The student will become familiar with common diseases with regard to epidemiology, incubation period, contagiousness, therapeutic treatments, measures of prevention, zoonotic potential, and prognosis. Laboratory emphasis will be placed on learning techniques used in practice such as placement and maintenance of intravenous catheters, cystocentesis, urethral catheterization, microchip placement, administration of fluids, administration of drugs and medications, applying and removing casts and bandages, and common physical therapy techniques. Common behavior problems in dogs and cats will be discussed along with behavioral modifying techniques and solutions. Prerequisite or concurrent: VET 201 and VET 234 with a grade of C or higher. Lecture: 3 hours. Lab: 3 hours.

VET 246 Large Animal Pathology & Nursing 4 credits
Overview of common large animal diseases and the techniques used in treatment and care of these patients. The student will become familiar with common diseases with regard to epidemiology, incubation period, contagiousness, therapeutic treatments, measures of prevention, zoonotic potential, and prognosis. Laboratory emphasis will be placed on learning techniques used in practice such as proper patient restraint and animal handling, physical exam, how to collect diagnostic samples, placement and maintenance of intravenous catheters, urethral catheterization, administration of fluids, administration of drugs and medications, applying and removing bandages. Common behaviors and how they affect animal handling and management will be discussed. Prerequisite or concurrent: VET 201, VET 212, VET 223 and VET 234 with a grade of C or higher. Lecture: 3 hours. Lab: 3 hours.

VET 257 Principles Veterinary Business 5 credits
Training in the management of the day-to-day operations of a veterinary hospital. Emphasis will be placed on client relations and communications, inventory control, record keeping, and computer skills. Students will have the opportunity to perfect resume and cover letter writing and to practice job interview techniques. Students will also become acquainted with the complexities of agribusiness. Prerequisite or concurrent: VET 201 with a grade of C or higher. Lecture: 3 hours.

VET 268 Surgical Nursing & Anesthesiology 4 credits
Provide study concerning anesthetic procedures for small and large animals, the preparation of the surgical patient, and care of the patient pre- and post-surgery. Emphasis is placed on pre-anesthetic agents, anesthetic agents, pre- and post-anesthetic care, pain evaluation of the patient, monitoring devices and techniques, controlled substance drug laws and record keeping, CPR and recognition of emergency situations, and the potential for human and animal hazards associated with anesthetic drugs and anesthetized patients. Prerequisite: VET 201, VET 245, VET 246, VET 212 and VET 223 with a grade of C or higher. Prerequisite or concurrent: VET 202, VET 203 with a grade of C or higher. Lecture: 3 hours. Lab: 3 hours.

VET 279 Vet Radiology & Dentistry 4 credits
Two areas of study are covered. The first will be the basic principles of imaging that are necessary for the understanding and performance of diagnostic imaging procedures in a veterinary hospital. The course will provide an introduction to radiology, MRI and ultrasound. The second part of the course will discuss proper dental techniques as prescribed by a veterinarian, appropriate to the species and its condition in order to promote and maintain dental health. Prerequisite: VET 201, VET 245, VET 246, VET 212 and VET 223 with a grade of C or higher. Prerequisite or concurrent: VET 202, VET 203 with a grade of C or higher. Lecture: 3 hours. Lab: 3 hours.
College Directory

Board of Trustees
Genesee Community College is governed by a 10-member Board of Trustees. Five of the trustees are appointed by the Genesee County Legislature, the sponsoring organization; four are appointed by the governor of the State of New York; and one is elected by the student body. Terms are for seven years, except for the student trustee who serves a one-year term. The trustees act to set College policy, approve long-range plans, act on approval of the College’s annual operating and capital budgets, and make recommendations on administrative, faculty, and student concerns. They also serve as an important link between the College and the community. They work with the local sponsor of the College, the Genesee County Legislature, which approves and shares support for the College budget.

Currently serving as trustees are:

Charles R. Ruffino, Chairman  term expires 2011
Maureen Marshall, Vice Chairman  term expires 2011
Diane D. Torcello, Secretary  term expires 2012
Laura J. Bohn
Kenneth A. Dodd  term expires 2012
Donna M. Ferry  term expires 2015
Laurie J. Miller  term expires 2017
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Previous Presidents of the College
Dr. Alfred O’Connell, 1967-1970
Dr. Cornelius Robbins, 1970-1975
Dr. Stuart Steiner, 1975-2011

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Stuart Steiner, Second Vice President
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Eunice Bellinger, Executive Vice President for Academic Affairs
B.S. Niagara University, Ed M. SUNY University at Buffalo, Ph.D. SUNY University at Buffalo

Cathy Costello, Executive Assistant to the President
Utica School of Commerce
Received the State University Chancellor's Award for Excellence in Professional Service, 1998-1999

Richard G. Ensmen, Jr., Director of Development and External Affairs
B.S. University of Rochester, M.S. University of Rochester

Larene Hoelcle, Vice President of Human Resources and Planning
B.A. Baldwin-Wallace College, M.A.T. Vanderbilt University, Ph.D. SUNY University at Buffalo

Kevin Hamilton, Vice President of Finance and Operations
B.S. Clarkson University, M.S. SUNY College at Brockport

Virginia Taylor, Vice President for Student and Enrollment Services
A.A. Niagara County Community College, B.A. Niagara University, M.S. Niagara University, Ph.D. SUNY University at Buffalo

Joseph A. Bailey, Assistant Dean for Enrollment Services/Director of Financial Aid
B.A. University of Rochester, M.S. University of Rochester
Received the State University Chancellor’s Award for Excellence in Professional Service, 2004-2005

Patricia Chaya, Associate Dean, Warsaw Campus Center
B.A. SUNY College at Fredonia, M.S. SUNY College at Buffalo

Deborah M. DiNoto, Associate Dean, Arcade Campus Center
A.S. Alfred State, B.S. SUNY College at Fredonia, M.S. SUNY University at Buffalo, Ph.D. Florida State University

Margaret Heater, Associate Dean for Student Development
A.S. Corning Community College, B.S.E. Mansfield University, M.S. Ed. Elmira College

Robert G. Knipe, Dean, Learning Technologies
A.A.S. Everett Community College, B.A. Western Washington University, M.S. Indiana University

Katharina Kovach-Allen, Dean, Human Communications and Behavior
B.S. SUNY College at Buffalo, M.A. SUNY University at Buffalo, Ph.D. SUNY University at Buffalo

Jerry Kozlowski, Dean, BEST Center and Campus Centers
B.A.A.S. Southwest Texas State University, M.B.A. Golden Gate University
Received the State University Chancellor’s Award for Excellence in Professional Service, 2005-2006

Timothy M. Landers, Director of Buildings and Grounds
A.S. N.Y. State Extent Regents Degree Program, B.S. Empire State

Tanya Lane-Martin, Assistant Dean for Enrollment Services/Director of Admissions and Recruitment
B.A. Alfred University, M.P.A. SUNY College at Brockport
Received the State University Chancellor’s Award for Excellence in Professional Service, 2003-2004

Edward Levinstein, Associate Dean, Accelerated College Enrollment Programs
B.A. SUNY College at Oswego, M.A. SUNY College at Brockport

Carol Marriott, Associate Dean of Institutional Research and Assessment
B.A. SUNY at Buffalo, M.Ed. SUNY University at Buffalo

Karen M. Taylor, Associate Dean of Records and Academic Advisement
A.S. Genesee Community College, B.S. Utah State University, M.S. Nazareth College, Received the State University Chancellor’s Award for Excellence in Teaching, 2001-2002

Gina M. Weaver, Associate Vice President for Human Resources
B.A. SUNY College at Potsdam, M.B.A. St John Fisher College
Kristin L. Yunker, Controller  
B.S. SUNY University at Buffalo, MBA SUNY University at Buffalo, C.P.A. State of New York

Administrative Staff

Mary Ann Arena, Director of Fine and Performing Arts  
B.A. East Stroudsburg University, M.F.A. Brooklyn College  
Received the State University Chancellor's Award for Excellence in Professional Service, 2008-2009

Connie Boyd, Director of Human Services Programs  
A.A. Genesee Community College, B.A. SUNY College at Brockport, M.P.A. SUNY College at Brockport

James Bucki, Director of Academic Computer Technology Programs  
B.S. Syracuse University, M.B.A. SUNY University at Buffalo

Ramon C. Chaya, Director Business Skills Training  
B.A. SUNY College at Geneseo, M.A. Bowling Green State University

Barry C. Chow, Director of Learning Technology Services  
B.A. University of Texas, M.A. SUNY University at Brockport

Rebecca Dziekan, Director of Health and Physical Education  
B.S. SUNY College at Brockport, M.S. Indiana State University

James Goodwin, Director of Curriculum Development and Review  
B.S. Griffith College, M.A.S. Queensland University of Technology

Lina LaMattina, Director Business Skills Training  
B.S. Canisius College, M.S. SUNY University at Buffalo

Samson Olaode, Director of Grant Services  
B.S. SUNY College at Brockport, M.P.A. SUNY College at Brockport, M.S. SUNY College at Buffalo

Kathleen Palumbo, Director of Nursing  
B.S. SUNY at Buffalo, M.S. SUNY University at Buffalo  
Received the State University Chancellor's Award for Excellence in Teaching, 2008–2009

Clifford M. Scutella, Director of Student Activities  
A.A.S. Monroe Community College, B.A. SUNY College at Brockport, M.S. SUNY College at Brockport  
Received the State University Chancellor’s Award for Excellence in Professional Service, 2002-2003

Kathryn Seweryniak, Director of Veterinary Technology Program  
A.S. Delhi Technical College, B.S. Medaille College, M.S. SUNY University at Buffalo

Margaret A. Sisson, Director of Athletics  
A.S. Genesee Community College, B.S. Parsons College, M.S. SUNY College at Brockport, C.A.S. SUNY College at Brockport  
Received the State University Chancellor’s Award for Excellence in Teaching, 1999–2000

Christopher Stercula, Director of Respiratory Care Program  
A.A.S. Erie Community College, B.S. California College for Health Sciences, M.S. Canisius College

Marshann Thomas, Director of Polysomnographic Technology Program  
A.A.S. Erie Community College, B.S. SUNY Health Science Center at Syracuse, M.Ed. SUNY University at Buffalo

Nina Warren, Director of Library Services  
B.A. St. Lawrence University, MLS Syracuse University  
Received the State University's Chancellor's Award for Excellence in Librarianship, 1995-1996

Directors of Grant Funded Programs

Teresa M. Elam-Zwifka, Project Director, Liberty Partnership Program  
B.S. SUNY College at Brockport

Marie Giardino, Director of Adult Educational Opportunity Center  
B.A. Nazareth College, M.S. Rochester Institute of Technology

Linda M. Jones, Director of the GOLD Program  
B.A. LeMoyne College, M.A. SUNY University at Buffalo, J.D. SUNY University at Buffalo

Roberta Noto, Director of Wellness  
B.A. St. John Fisher College, M.Ed. Nazareth College

Barbara Sadden, Director of Upward Bound Program  
A.A.S. Monroe Community College, B.S. SUNY College at Brockport, M.A. SUNY College at Brockport

Mary Alice Torba, Director, Project Launch  
B.S. SUNY College at Buffalo, M.S. Niagara University

Faculty

Michelle Abdella, Assistant Professor of Mathematics  
A.A.S. Genesee Community College, B.S. SUNY College at Brockport, M.A. SUNY College at Brockport  
Received the State University Chancellor's Award for Excellence in Teaching 2010-2011

Shawn Adamson, Instructor of English  
B.A. Long Island University, M.A. SUNY University at Binghamton

Rafael Alicea-Maldonado, Associate Professor of Chemistry  
B.S. University of Puerto Rico, Rio Piedras Campus, Ph.D. SUNY University at Buffalo  
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