Directory Of Correspondence

Information obtained through correspondence is more reliable and satisfactory than the use of the telephone. Address inquiries to:

BRONX COMMUNITY COLLEGE
120 East 184 Street
Bronx 68, New York
WELLington 3-7000

For specific information on the following subjects, address the college officer listed:

Admissions, Evaluation of Record and Transcript  Registrar
Athletics, Sports and Team Events  Director of Athletics
Business Affairs  Fiscal Officer
Community Relations  Dean of the College
Curriculum and Departmental Information  Head of Appropriate Curriculum or Department
Evening Session  Director of the Evening Session
Faculty Inquiries  The President, Dean or Head of Appropriate Department
Gifts and Bequests  The President
Guidance and Student Services  Head of Department of Guidance, Counseling and Student Services
Loans, Student Aid and Scholarships  Chairman, Faculty Committee on Financial Aid to Students
Student Government and Activities  President, Student Council or Director of Student Activities
BRONX COMMUNITY COLLEGE
of THE CITY UNIVERSITY OF NEW YORK
under the program of
THE STATE UNIVERSITY OF NEW YORK

Catalog No. 2
1962 - 64

College Philosophy and Organization
Administration, Faculty and Staff
Admissions, Matriculation and Academic Standards
Guidance, Counseling and Student Services
Student Government and Activities
Programs and Curricula
Course Descriptions
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<td>NOVEMBER 22 - 25</td>
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<td>DECEMBER 22 - January 1, 1963</td>
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<td>Tuesday</td>
<td>FEBRUARY 5</td>
<td>Classes begin</td>
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<td>Tuesday</td>
<td>FEBRUARY 12</td>
<td>No classes — Lincoln's Birthday</td>
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<tr>
<td>Saturday - Sunday</td>
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<td>No classes — Spring recess</td>
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<tr>
<td>Monday</td>
<td>APRIL 22</td>
<td>Classes resume</td>
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<tr>
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<td>MAY 31 - JUNE 7</td>
<td>Last day of classes (Friday schulen Day Session only)</td>
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<td>Thursday</td>
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<td>Monday</td>
<td>JULY 12</td>
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<td>Wednesday</td>
<td>JULY 15</td>
<td>Early warning to students in academic difficulty</td>
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<td>Wednesday</td>
<td>JULY 17</td>
<td>Last day for students to withdraw without penalty</td>
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<tr>
<td>Wednesday</td>
<td>AUGUST 7</td>
<td>Mid-term examinations</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>
A Message From President Meister . . .

This catalog tells the story of our College—its development, purposes, offerings, policies and procedures—and the names of those who direct its progress and plan for the future. We list our Trustees, our Faculty and our Advisory Committee, and include some descriptions, details of scholastic practices and academic standards, as well as photographs of college facilities and activities. We note the special programs and studies supported by the Fund for the Advancement of Education of the Ford Foundation, the Kellogg Foundation, the Atomic Energy Commission, the United States Public Health Service, the Grand Street Boys’ Foundation and others.

It is our hope that many generations of students will benefit from our educational planning. Our college home has recently undergone a renovation from which it has emerged better equipped and more comfortable. We commend the Faculty and student body who maintained high standards in the midst of the many inconveniences incidental to rehabilitating a physical plant and while working, of necessity, at several off-campus units. We salute all those, especially our Alumni, who bore up so well under conditions of austerity.

A community college offers stimulating incentives for the intellectual interests, diverse abilities and talents of young people. Our institution has established standards of excellence, flexibility of curricula and procedures, and an effective guidance program. Our College presents appropriate programs to meet the varying needs of those seeking opportunities in higher education. We are dedicated to raising educational sights for our community in this age of dynamic change, conditioned by the impact of modern science and technology.

Looking ahead, we are already planning the development of a new and larger “air-space” campus, to provide for the growth and expansion of our College. The future should be bright and offer much to the young people of our community in their quest for higher education.

Best wishes to each in his educational aspirations to “Become All He Is Capable of Being.”

MORRIS MEISTER
President

October 1, 1962
Section II

THE COLLEGE AND THE COMMUNITY

8 Bronx Community College in the Higher Education Community
8 Board of Higher Education
9 The City University of New York and Administrative Council
10 State University of New York
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13 Bronx Community College Advisory Committee
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BRONX COMMUNITY COLLEGE
IN THE HIGHER EDUCATION COMMUNITY

Bronx Community College is administered by the Board of Higher Education as a unit of The City University of New York, under the program of the State University of New York. The board of trustees of The City University is the twenty-one member Board of Higher Education appointed by the Mayor.

BOARD OF HIGHER EDUCATION
of the
CITY OF NEW YORK

Gustave G. Rosenberg, LL.B., L.H.D., Chairman
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*Renato J. Azzari, M.D., F.A.C.S.
Porter R. Chandler, B.A., B.C.L., LL.B., M.A., LL.D.
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Gladys M. Dorman, B.A., M.A., LL.B.
A. Joseph Geist, LL.B.
Mary S. Ingraham, B.A., L.H.D.
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Simon H. Rifkind, B.S., LL.B., D.Litt.
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**Joseph Schlossberg
Henry E. Schultz, LL.B., D.Hum.
Ella S. Streator, B.A.
Charles H. Tuttle, B.A., LL.B., LL.D.
Arleigh B. Williamson, B.A., M.A.
Max J. Rubin, Ex-Officio

Pearl B. Max, B.A., Administrator

*Chairman, B. C. C. Administrative Committee
**Member, B. C. C. Administrative Committee
Bronx Community College is a two-year unit of The City University of New York. The City University, created by the New York State Legislature in April, 1961, consists of seven publicly-supported institutions of higher education: four senior and three community colleges. The University offers undergraduate and graduate instruction.

The Administrative Council of The City University is composed of the chancellor and the presidents of the constituent colleges.

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THE CITY UNIVERSITY OF NEW YORK

Administrative Council

<table>
<thead>
<tr>
<th>Position</th>
<th>College</th>
<th>Founded</th>
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<tr>
<td>Chancellor (Chairman)</td>
<td>The City University</td>
<td>1961</td>
</tr>
<tr>
<td>President Buell G. Gallagher</td>
<td>The City College</td>
<td>1847</td>
</tr>
<tr>
<td>President John J. Meng</td>
<td>Hunter College</td>
<td>1870</td>
</tr>
<tr>
<td>President Harry D. Gideonse*</td>
<td>Brooklyn College</td>
<td>1926</td>
</tr>
<tr>
<td>President Harold W. Stoke</td>
<td>Queens College</td>
<td>1937</td>
</tr>
<tr>
<td>President Walter L. Willig</td>
<td>Staten Island Community College</td>
<td>1955</td>
</tr>
<tr>
<td>President Morris Meister</td>
<td>Bronx Community College</td>
<td>1957</td>
</tr>
<tr>
<td>Acting Dean of Administration John C. Lackas</td>
<td>Queensborough Community College</td>
<td>1958</td>
</tr>
</tbody>
</table>

*Acting Chairman
By New York State Education law, Bronx Community College operates under the program of State University. The State University of New York was established by the State Legislature in 1948. It comprises 52 units: twenty-eight State colleges, a Graduate School of Public Affairs, and 23 locally-sponsored community colleges. Although separated geographically, all are united in the purpose of improving and extending opportunities for youth to continue their education beyond high school.

State University offers four-year programs in the liberal arts and sciences, engineering, home economics, industrial and labor relations, veterinary medicine, ceramics, agriculture, forestry, maritime service, medicine, and teacher preparation. The University's two-year programs also include liberal arts and sciences and a wide variety of technical courses in such areas as agriculture, business management, and the industrial and medical technologies.

Advanced graduate study at the doctoral level is offered by the University in several of its units, including the Graduate School of Public Affairs. While graduate work can be pursued at 21 of the colleges, the programs at the majority of these units are now limited to the master's level. The University, however, is continuing to broaden and expand overall opportunities for advanced degree study.

Governed by a Board of Trustees appointed by the Governor, State University of New York plans for the total development of State-supported higher education. Each college of State University is locally administered. Students should write directly to the institution in which they are interested for admission forms.

Although State University of New York is one of the largest universities in the country, its students have the additional advantages of attending relatively small colleges.

The State University motto is: "Let Each Become All He Is Capable of Being."

THE COLLEGE AND THE COMMUNITY
STATE UNIVERSITY OF NEW YORK

Board of Trustees

Frank C. Moore, LL.B., L.H.D., LL.D., Chairman .................. Indian Lake
Mrs. John A. Warner, Vice-Chairman ............................... New York City
Warren W. Clute, Jr. .................................................. Watkins Glen
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John A. Roosevelt, A.B. ............................................. Hyde Park
James J. Warren ...................................................... Albany
Don J. Wickham, B.S. ................................................ Hector

President of the University (to 12/31/62) .... Thomas H. Hamilton, A.B., A.M., Ph.D., L.H.D., LL.D.
Secretary of the University ........................................... J. Lawrence Murray

ACCREDITATION

Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools as a unit of The City University of New York.

OFFICIAL CHARTER

The Division of Higher Education of the New York State Department of Education has chartered and approved all B.C.C. curricula and programs.

The Bronx Community College is a member of the Council of Higher Educational Institutions in New York City.
THE COMMUNITY COLLEGE
IN AMERICAN HIGHER EDUCATION

The rapid growth of the Bronx Community College in the five years since its founding parallels the meteoric rise of two-year colleges throughout the country. The early "Junior Colleges" offering education beyond the secondary school, generally privately supported, were founded over a century ago.

New York, California and Texas now lead the nation in public, tax-supported, and low or free tuition two-year colleges, which were first developed in California in the early 1900's. The two-year segment of higher education now accommodates, in over 700 institutions, one out of every four students going to college.

The extraordinary expansion of the community college movement can be explained by a number of factors:

1. A growing acceptance of the importance of "higher education for the many," a concept described in "Operation Second Chance," a report of a Ford Foundation-supported experiment at the Bronx Community College.

2. The determination by the community to develop its human resources more fully, as an expression of the democratic ideal of equality of educational opportunity.

3. The growing demand for well-educated, highly-skilled personnel to join the teams of professionals concentrating on projects, problems and tasks that require their specialized training.

4. The recognition that students need some experience with higher education before their potential can be fully measured.

5. An acceptance of the guidance concept that "late bloomers" find themselves during the first years of college, and need the opportunity to make choices at that time.

BRONX COMMUNITY COLLEGE AND THE COMMUNITY

The community has a deep interest in our efforts. The Bronx Community College Advisory Committee (see p. 13) includes representatives of community organizations, industry, labor and sister educational institutions. Job placement and scholarship drives are activities carried on by the Advisory Committee from
which students benefit directly.

The United Local School Boards of the Bronx, the Bronx Chamber of Commerce and the Bronx Board of Trade have supported the College's need for expanded facilities. The College, in its turn, seeks opportunities to serve the community wherever it can, culturally and educationally, through established organizations like the Council of Bronx Organizations or cultural programs like the College Lecture Series and the Faculty Speakers' Bureau.

BRONX COMMUNITY COLLEGE ADVISORY COMMITTEE

Bernard E. Alpern, President, Grand Iron Works
Joseph L. Auer, President, R. Hoe and Company, Inc.
*George D. Busher, Vice-President, Eugene J. Buscher Company, Inc.
Donald Darcy, Vice-President, North Side Savings Bank
George Farkas, Chairman, Alexander's Department Store
Dr. Merle E. Frampton, Principal, New York Institute for the Education of the Blind

Judge Walter H. Gladwin, City Magistrate
**Abraham Gurevich, President, Security Mutual Liabilities Insurance Company
**Judge Ernest E. Hammer, N. Y. State Supreme Court Justice (ret)
Rev. Elder G. Hawkins, St. Augustine's Presbyterian Church
**William T. Higgs, President, Higgs Marine Service
Harold Kase, Vice-President, Altro Health Service
George T. Kindermann, Vice-President, Dollar Savings Bank
Harry Lesser, Attorney

Dr. Joseph O. Loreto, Associate Superintendent, Board of Education, City of N. Y.
Judge Charles A. Loreto, Justice of the Supreme Court
Eugene T. Lynn, Executive Secretary, Bronx Board of Trade
Rev. Lawrence J. McGinley, S. J., President, Fordham University
**Nathan M. Minkoff, Secretary-Treasurer, Joint Board, Dress and Waistmaker's Union

Hon. Robert M. Morgenthau, United States Attorney, Southern District of New York

William J. O'Leary, Chairman, Education Committee, Bronx Chamber of Commerce

Rabbi Samuel Penner, Jacob Schiff Center
Mrs. Sadye Reiss, President, United Local School Boards of the Bronx
Richard C. Sachs, President, Sachs Quality Stores, Inc.
**George H. Schroder, President, Bronx Chamber of Commerce
Rabbi Charles E. Schulman, Riverdale Temple

**Mrs. Celia Stein, Riverdale Press
Eugene L. Sugarman, Attorney
Hon. Felipe N. Torres, State Assemblyman

Arthur A. Walsh, Executive Secretary, Bronx Chamber of Commerce
Neil J. Walsh, Jr., Walsh and Walsh, Insurance Brokers
Louis E. Yavner, Attorney

*Chairman
**Member — Executive Committee
The Colleges of
STATE UNIVERSITY OF NEW YORK

Central Administrative Office: Albany 1, N. Y.

Downstate Medical Center at Brooklyn (New York City)
Upstate Medical Center at Syracuse
College at Albany
College at Brockport
College at Buffalo
College at Cortland
College at Fredonia
College at Geneseo
College of Forestry at Syracuse University
Maritime College at Fort Schuyler (New York City)
Long Island Center at Oyster Bay
Graduate School of Public Affairs at Albany
College of Ceramics at Alfred University
College of Agriculture at Cornell University
College of Home Economics at Cornell University
School of Industrial and Labor Relations at Cornell University
Veterinary College at Cornell University
Agriculture and Technical Institute at Alfred

TWO-YEAR COLLEGES

Agriculture and Technical Institute at Canton
Agriculture and Technical Institute at Cobleskill
Agriculture and Technical Institute at Delhi
Agriculture and Technical Institute at Farmingdale
Agriculture and Technical Institute at Morrisville

COMMUNITY COLLEGES

(Loxally-sponsored two-year colleges under the program of State University)

Adirondack Community College at Hudson Falls
Auburn Community College at Auburn
Bronx Community College at New York City
Broome Technical Community College at Binghamton
Corning Community College at Corning
Dutchess Community College at Poughkeepsie
Erie County Technical Institute at Buffalo
Fashion Institute of Technology at New York City
Hudson Valley Community College at Troy
Jamestown Community College at Jamestown
Jefferson County Community College
Mohawk Valley Technical Institute at Utica
Monroe Community College at Rochester
Nassau Community College at Mineola
New York City Community College of Applied Arts and Sciences at Brooklyn
Onondaga Community College at Syracuse
Orange County Community College at Middletown
Queensborough Community College at New York City
Rockland Community College at Suffern
Staten Island Community College at New York City
Suffolk County Community College at Selden
Ulster County Community College
Westchester Community College at Valhalla
Section III

PROFILE OF THE COLLEGE

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21  The College and Its Facilities
21  The Library
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23  Grants, Studies, Special Projects
23  A Modern Ephebic Oath
24  College Seal and Colors
AIMS AND PHILOSOPHY OF THE COLLEGE

Higher Education for the Many

The Bronx Community College aims to give concrete expression to the ideals of ever-widening opportunities in higher education, sought by the people of our city and state for all our young people. In this spirit, the admissions policy is designed to offer each student the chance "to become all he is capable of being."

Striving for Excellence

Students are encouraged to maintain academic and personal standards so as to make striving for excellence a way of life. In the pursuit of sound scholastic performance, the College stresses quality of achievement and social responsibility.

Faculty Rapport

Essential to the success of this program is an excellent faculty, dedicated to helping each student develop his potential. Fortunately, our College has such a faculty.

Comprehensive Program

The varied nature and breadth of the educational program of the College appeal to students of many interests and talents. This comprehensive program makes it possible, for example, for students to embark on a career program in which they can complete in two years integrated studies that may lead to immediate employment as a semi-professional. Or students may undertake a two-year "university parallel curriculum" in Liberal Arts and Sciences, Pre-Engineer-
Pre-Pharmacy, to prepare for later transfer to a four or five-year institution.

The College program permits transfer internally from one curriculum to another, as student interests and abilities mature, realistically.

Liberal Arts and Sciences for All

The College curriculum includes provision for substantial general education requirements in the form of liberal arts course opportunities for all students. They are thus prepared for citizenship and responsibility in our free society.

Guidance and Student Life

The counseling services of the college are centralized in the Department of Guidance, Counseling and Student Services. Students are offered orientation, curriculum guidance, aptitude assessment and assistance with personal problems or improved study habits in preparation for career, educational and professional goals.

The faculty stimulates student extra-curricular activity participation. Student life at the College is well-balanced, to include self-government activities, organized through the Student Association and Council, clubs in every area of student interest, cultural activities such as lectures, musical and dramatic presentations, publications, and varsity and intramural sports.

Evening Division

A student may move forward at a specially adjusted pace in the Evening Division of the College, even while employed. Some students make up previous educational deficiencies, while others use this opportunity as a stepping-stone to gain admission to the full-time day program.

Many students complete all their requirements for the degree in evening study. Adults may take individual courses for cultural growth or career advancement.

Alumni

Most graduates continue their higher education beyond the two-year degree program. Graduates of the College are well-informed citizens. Many are competent semi-professionals in some specialized area. All are educated to be sensitive, responsible human beings, ready to take their places in and to build a better community.
HISTORY OF THE COLLEGE

Founding

Leading citizens and civic organizations in the Borough of the Bronx sought a publicly-supported college for their community in a campaign that gained momentum in the early 1950's. In January, 1957, after a survey confirmed the need for such a college, the Board of Higher Education of The City of New York urged the establishment of the Bronx Community College.

The Board of Estimate of the City of New York and the Trustees of the State University of New York took positive action and the new community college was legally established under the State Education Law.

Early Organization

The Board of Higher Education and the State University Trustees chose Dr. Morris Meister as president. He assumed office on February 1, 1958, to direct the planning, the gathering of a faculty, the development of the curricula, and the preparation of the physical plant.

The Student Body

One hundred and twenty young men and women were admitted as the first class in February, 1959. A larger group was admitted in September, 1959, raising the Day Session college population to 600. The Evening Session of the College was established at the same time, opening with 700 students.

Physical Plant—Buildings and Campus

From February 1, 1958 to March, 1959, the College offices were located at Board of Higher Education headquarters at 535 East 80 Street. Since the college building was not available in February, 1959, B.C.C. classes were held for six weeks in space made available by Hunter College in its Park Avenue building. In March, 1959, the College moved to its present site at East 18th Street and Creston Avenue.

Plans for a major rehabilitation of the 40-year old high school building were set in motion at once. The college building was formally dedicated and President Meister was formally inaugurated at an academic convocation and public ceremonies in May, 1959.
Facilities in Use During Rehabilitation Program

In 1960, while the west wing was undergoing reconstruction, the College carried on its educational and administrative business in the east wing and gymnasium area. An off-campus Day Session was conducted at the Bronx-Union Y.M.C.A. and the Evening Session program was carried on at the Bronx High School of Science center.

The first Commencement was held at the Hunter College Bronx campus in January, 1961. The second Commencement, for a class of almost 200, was conducted in June, 1961, in the Hunter College-Park Avenue Assembly Hall.

In September, 1961, College offices, classrooms, laboratories, student lounge and dining areas were occupied in the renovated west wing. The College continued to utilize several off-campus centers—including the new Concourse Center; clinical and laboratory facilities at Montefiore, Morrisania and the East Bronx Municipal Hospital Centers for the Nursing program, added in 1959; and chemistry laboratories at Hunter College—Park Avenue and at the Charles Evans Hughes High School. The Bronx-Union "Y" and Bronx High School of Science continued in use.

During the spring of 1962, the College occupied the East wing of the building, including the renovated library, offices, classrooms and laboratories. The auditorium, gymnasium and swimming pool, as well as the improvements to the elevators and landscaping, are expected to be completed during 1962-1963.

Present Capacity

The Day Session in 1962-63 will accommodate over 1200 students at the Main Building and the Concourse Center.

Over 3000 seekers after higher education are enrolled in the Evening Session, which will continue to use the Bronx High School of Science. The use of off-campus hospital facilities for the Nursing program continues.

Public Support

The City and State of New York jointly share the capital costs of physical plant, including buildings and equipment. Operating expenses, i.e., current educational and maintenance expenditures, are borne 1/3 by the City, 1/3 by the State, and 1/3 by student tuition fees.

Thus, every student enjoys a substantial scholarship provided by the people of his community.
A Look To The Future

In April, 1961, the Board of Higher Education and the State University approved the recommendation of President Meister of the need for expanded facilities for Bronx Community College. The City Planning Commission recommended an exploratory study of a new "air-space" campus on a designated site in the West Bronx. The Board of Estimate appropriated $50,000 for the purpose.

The study is presently under way, and the architects and engineers are preparing a report.

The City University Plan for the Future included a recommendation for a new campus for the Bronx Community College. (See a photograph on inside back cover.)

In October, 1962 the City Planning Commission recommended an appropriation of $244,000 in the 1963 capital budget to begin the planning for the development of a new campus. In December 1962, the Board of Estimate approved the plans and appropriation for a new Campus.

B.C.C. MILESTONES

<table>
<thead>
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<tr>
<td>College established</td>
<td>1957</td>
</tr>
<tr>
<td>President Meister assumed office</td>
<td>February 1, 1958</td>
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<tr>
<td>Planning and organization of faculty, curricula, physical plant, community study</td>
<td>1958-1959</td>
</tr>
<tr>
<td>Admission of first class of Day Session Students</td>
<td>February, 1959</td>
</tr>
<tr>
<td>Dedication of College and formal inauguration of President Meister</td>
<td>May, 1959</td>
</tr>
<tr>
<td>Publication of student newspaper—&quot;Communicator&quot;</td>
<td>May, 1959</td>
</tr>
<tr>
<td>Admission of first class to Evening Session</td>
<td>September, 1959</td>
</tr>
<tr>
<td>Beginning of renovation of physical plant</td>
<td>September, 1960</td>
</tr>
<tr>
<td>First Commencement</td>
<td>January, 1961</td>
</tr>
<tr>
<td>Full-scale Commencement and first Student Yearbook</td>
<td>June, 1961</td>
</tr>
<tr>
<td>First Summer Session</td>
<td>1961</td>
</tr>
<tr>
<td>Completion of first stage of reconstruction</td>
<td>August, 1961</td>
</tr>
<tr>
<td>Accreditation by Middle States Association</td>
<td>November 25, 1961</td>
</tr>
<tr>
<td>Occupation of second wing of renovated building</td>
<td>Spring, 1962</td>
</tr>
<tr>
<td>Survey for new campus</td>
<td>Spring, 1962</td>
</tr>
<tr>
<td>Completion of renovation program</td>
<td>1962-1963</td>
</tr>
<tr>
<td>City Planning Commission recommendation for new campus plans</td>
<td>October, 1962</td>
</tr>
<tr>
<td>Development and plans for new campus (approved by Board of Estimate, December 1962, to be submitted to State University in 1963.)</td>
<td>1969</td>
</tr>
</tbody>
</table>
THE COLLEGE AND ITS FACILITIES

The attractive college building, designed in traditional Gothic style, is located in a quiet, residential neighborhood of the Bronx, "Borough of Universities and Progress." Conveniently accessible to all transit facilities, on an entire city block bounded by East 184th Street, Creston and Morris Avenues and Field Place, the commodious structure is near Fordham Road and the Grand Concourse, hub of Bronx county.

Spacious lecture halls, classrooms, library, offices, corridors, laboratories, student lounge, public auditorium and stage, lunchroom, gymnasium, swimming pool and elevators have all been renovated to provide an up-to-date college. New and modernized business, drafting, language, science and technology laboratories have extended the scope of the educational plant. Additional equipment, more efficient illumination, landscaping and a student lounge have enhanced its beauty, educational usefulness, comfort and convenience.

The refurbishment and rehabilitation have cost over two million dollars. The City and State of New York jointly bear the expense of this project, to make the college a strong link in the chain of publicly-supported institutions of higher education.

THE LIBRARY

In our institution of higher learning, the library is an integral part of the instructional program. It serves as a resource, a stimulus and a guide in the student's quest for knowledge.

The newly renovated College Library, conveniently located on the first floor of the Main Building, provides a comfortable area conducive to reading and study. The book collection, which now contains over 8,000 volumes and is growing rapidly, includes basic reference books for course study and reports, and a pamphlet file on topics of current interest. The Library receives over 100 periodicals covering a wide variety of subjects, and back files of selected journals are available on microfilm. There are, in addition, books for leisure-time reading and enjoyment. "Library Acquisitions” is published for faculty and student edification.

All students receive an orientation lecture and a written guide to the arrangement and use of the library, as well as instruction in research procedures for the various courses and curricula. In addition, the Library staff provides

PROFILE OF THE COLLEGE 21
reference aid for the individual reader, supplemented by subject bibliographies.

The Library's program also includes exhibitions prepared in cooperation with student groups and faculty. Discount tickets to various cultural events are distributed. The Library provides listening facilities for records, in cooperation with the Music Department.

The audio-visual services of the College are coordinated by the Library staff. The Library operates the new Audio Laboratory, used in conjunction with foreign language, speech and music courses. The Laboratory is equipped with tape recording and reproducing facilities.

SOME PUBLICATIONS OF BRONX COMMUNITY COLLEGE

1. Catalogs
2. Handbooks of Information for Students
3. Curricula Brochures
4. Student Handbook
5. Communicator—Student newspaper
6. "Student Newsletter" and "Evening Session Newsletter"—Student Council bulletins
7. "Faculty Facts"—Faculty Newsletter
8. "Gleanings"—Student literary publication
9. Higher Education and You—Guidance pamphlet for students and parents of the community
10. "Library Acquisitions"—Monthly annotated publication of the Library
11. "Operation Second Chance"—Report of a study made under Ford Foundation grant
12. "Shalom"—Hillel Society publication
13. Genesis—Student yearbook
# GRANTS MADE TO BRONX COMMUNITY COLLEGE
## FOR SPECIAL PROJECTS AND STUDIES

<table>
<thead>
<tr>
<th>ACTIVITY AND PURPOSE</th>
<th>DATE</th>
<th>SUPPORTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A study of Community colleges</td>
<td>1958-59</td>
<td>Fund for the Advancement of Education (Ford Foundation)</td>
</tr>
<tr>
<td>Pre-College Enrichment Studies Program—&quot;Operation Second Chance&quot;</td>
<td>1959-62</td>
<td>Fund for the Advancement of Education (Ford Foundation)</td>
</tr>
<tr>
<td>Demonstration Center, New York State Associate Degree Nursing Program</td>
<td>1959-64</td>
<td>Kellogg Foundation</td>
</tr>
<tr>
<td>Work Scholarship Programs</td>
<td>1961-63</td>
<td>Grand Street Boys’ Foundation</td>
</tr>
<tr>
<td>Establishment of a course in Nuclear Technology</td>
<td>1961-62</td>
<td>Atomic Energy Commission</td>
</tr>
<tr>
<td>Development of Physics Teachers for the Secondary Schools (with The City College)</td>
<td>1961-63</td>
<td>National Science Foundation</td>
</tr>
<tr>
<td>Exploration of the architectural and engineering feasibility of a new &quot;air-space&quot; campus</td>
<td>1962</td>
<td>Board of Estimate, City of New York</td>
</tr>
<tr>
<td>Closed Circuit TV in Clinical Nursing Instruction</td>
<td>1962-64</td>
<td>U.S. Public Health Service</td>
</tr>
</tbody>
</table>

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## A MODERN EPHEBIC OATH

Adolescent youth (ephebos) undertaking citizenship took the "Ephebic Oath." The graduates of the college of the City University of New York similarly reaffirm their solemn responsibilities to their community. The oath is administered to the graduates at the Commencement Exercises.

We, who have been graduated from the Bronx Community College, freely take an oath of devotion to our city, state, and nation. We reaffirm our allegiance to the United States of America and to its institutions.

We re dedicate ourselves to the ideals and sacred values of our democratic society. We shall respect the rights of our fellow citizens. We shall endeavor to bring honor, credit, and progress to our community.

We shall do our utmost to quicken understanding of the traditions of our people. We shall strive to gain wide support for the laws of our land. We shall work unceasingly to enrich our heritage.
COLLEGE SEAL

The seal of the Bronx Community College represents its educational and philosophical aspirations.

The design is that of a symbolic tree of learning bearing fruit on its three branches.

The upper section depicts an open book, suggesting the work of the scholar, superimposed upon an ancient scroll, implying that wisdom and knowledge help us to live fuller lives.

In the lower left-hand section, the palm of a hand holds the planet, Earth, asserting the conviction that man can control his destiny.

The diagram of the atom in the lower right-hand segment represents the determination that man shall control matter and energy for peaceful human purposes.

The seal thus reflects the dedication of the College to the realization of the highest ideals of humanity, through education and the search for truth.

COLLEGE COLORS

The college colors, green and gold, were chosen as a harmonious balance that represents the college ideals.

Green was selected because it is the color of the pigmentation of the natural process of photosynthesis. This suggests the creativity and vigor of youth, traits to be cultivated in college students.

Gold is the color of the rays of the sun, the basic source of energy and light. This symbolizes curiosity and the penetrating qualities of mind. Their purpose is to penetrate darkness, dispel ignorance, and illuminate all areas in a quest for knowledge, truth and enlightenment.

The combination of green and gold synthesizes the hope to advance progress with the idealism and intellectual fervor of the youthful spirit.
Section IV

ADMINISTRATION

FACULTY

STAFF

26 Officers of Administration
26 Heads of Department
27 Faculty
31 Faculty Committees
31 Assistants to Officers of Administration
32 Part-time Faculty
32 Evening Session Faculty
35 Technical Assistants
35 Staff
OFFICERS OF ADMINISTRATION

President ................................................................. Morris M. Moeller
B.S., The City College; M.A., Ph.D., Columbia University; Sc.D., New York University

Dean of the College .................................................. Abraham Tauber
B.S.S., The City College; M.A., Ph.D., Columbia University

Dean of Administration and Director of the Evening Session ............. Sidney Silverman
B.S., M.S. in Ed., The City College; Ed.D., New York University

Director of Summer Session ....................................... Henry F. White
B.A., Fordham University; M.A., Villanova University; Ph.D., Fordham University

Director of Athletics .............................................. Daniel S. McGrath, Jr.
Diploma, Savage School of Physical Education; B.S., M.A., Columbia University

Director of Student Activities ................................... Clement M. Thompson
B.A., The City College; M.A., Ph.D., New York University

Director of Athletics .............................................. Daniel S. McGrath, Jr.
Diploma, Savage School of Physical Education; B.S., M.A., Columbia University

Director of Athletics .............................................. Daniel S. McGrath, Jr.
Diploma, Savage School of Physical Education; B.S., M.A., Columbia University

Fiscal Officer ....................................................... Joseph E. Berman
B.S., Temple University

Registrar ........................................................................ John E. D'Andres
B.S. in Ed., M.S. in Ed., Fordham University; Columbia University*

HEADS OF DEPARTMENT

Biology and Medical Laboratory Technology .......................... Henry F. White, Professor
B.A., Fordham University; M.A., Villanova University; Ph.D., Fordham University

Business and Commerce ............................................ Bernard P. Corbman, Professor
B.B.A., The City College; M.A., Columbia University; Ed.D., New York University

Chemistry and Chemical Technology ................................ Sheldon M. Atlas, Professor
B.S., M.S., Polytechnic Institute of Brooklyn; Ph.D., New York University

Electrical and Mechanical Engineering Technology ................ Manuel Stillerman, Professor
B.M.E., The Cooper Union; B.S.E.E., M.S.E.E., University of Michigan; P.E., State of New York

English and Speech .................................................... Richard L. Doughlin, Professor
B.S., St. John's University (N. Y.); M.A., Columbia University; Ph. D., New York University

Guidance, Counseling and Student Services ......................... Clement M. Thompson, Professor
B.A., The City College; M.A., Ph.D., New York University

Health and Physical Education .................................... Daniel S. McGrath, Jr., Professor
Diploma, Savage School of Physical Education; B.S., M.A., Columbia University

Mathematics and Physics ........................................... Alexander Joseph, Professor
B.S.S., M.S. in Ed., The City College; Ed.D., New York University

Modern Languages ..................................................... Charles R. Monticone, Professor
B.A., M.A., Ph.D., University of Pittsburgh

Nursing ................................................................. Gerald J. Griffin, Associate Professor
Diploma, Pennsylvania Hospital School of Nursing for Men; B.S., Loras College
(Dubuque, Iowa); M.A., New York University*

Social Studies and Humanities .................................... Mark D. Hirsch, Professor
B.S.S., The City College; M.A., Ph.D., Columbia University

*Matriculated candidate for the doctoral degree
FACULTY

Antonio M. Instructor, Modern Languages (Spanish)
B.A., St. Joseph Institute, Comillas, Santander, Spain; M.A. Comillas University, Santander, Spain

Patricia Anne Instructor, Chemistry and Chemical Technology
B.A., M.A., Brooklyn College

Joan Assistant Librarian
B.A., Barnard College; M.S. in Library Service, Columbia University

Frederick J. Instructor, Electrical-Mechanical Engineering Technology
B.S., The City College

Lillian A. Instructor, Biology and Medical Laboratory Technology
B.S., Queens College; M.A., Columbia University*

June Assistant Professor, Chemistry and Chemical Technology
B.S., University of Rochester; M.A. in Education, Hunter College; New York University

Marie Louise Instructor, English and Speech
Trinity College (Washington, D.C.); M.A., Hunter College

Peter J. Instructor, English and Speech
B.A., St. Francis College (Loretto, Pa.); M.A., St. John's University (N. Y.)*

John A. Instructor, Social Studies and Humanities
B.A., M.A., Columbia University*

Clara, Minerva Instructor, English and Speech
B.A., Western Michigan University (Kalamazoo, Michigan); M.A., Wayne State University (Detroit, Mich.)

Chang, Mabel Li Instructor, Social Studies and Humanities
B.A., National Central University (Chungking, China); B.A., Manhattanville College of Sacred Heart; M.A., Ph.D., New York University

Robert L. Instructor, Chemistry and Chemical Technology
B.S., The City College; M.S., Polytechnic Institute of Brooklyn

Thomas B., Jr. Instructor, Social Studies and Humanities
B.A., Goddard College (Plainfield, Vt.); M.A., Columbia University*

Benjamin Instructor, Business and Commerce
Diploma, New York University School of Commerce; A.A.S., The City College;
B.S., Adelphi College; M.A., New York University

Milton Assistant Professor, Social Studies and Humanities
Certificate, Jewish Teachers College; M.A., New School for Social Research*

William Walter Assistant Professor, English and Speech
B.S., Berry College (Mt. Berry, Ga.); M.A., University of Michigan; New York University*

Samuel D. Assistant Professor, Social Studies and Humanities
Ph.B., University of Wisconsin; M.A., Columbia University*

Alice M. Assistant Professor, Nursing
Diploma in Nursing, Ohio State University; R.N., State of New York; B.S., Ohio State University; M.A., New York University

Catherine Instructor, Modern Languages (French)
B.A., Mary Washington College (Fredericksburg, Va.); M.A., Columbia University

*Matriculated candidate for the doctoral degree
*Resigned 1/1/63
Finnegan, Thomas J. ................................. Instructor, Mathematics and Physics  
B.S., Le Moyne College (Syracuse, N. Y.)  

Fiore, Carl ............................... Assistant Professor, Biology and Medical Laboratory Technology  
B.A., Yale University; M.S., Ph.D., Fordham University  

Furst, John M. ............................... Instructor, Mathematics and Physics  
B.S., St. John's University (N. Y.); M.A., Columbia University; New York University*  

Galub, Arthur L. ................................. Instructor, Social Studies and Humanities  
B.A., Columbia University; LL.B., Yale University; M.A., Columbia University*  

Gardinier, Jaqueline .......................... Lecturer, Nursing Science  
R.N., State of New York; B.S., M.A., New York University  

Gean, George ............................... Assistant Professor, Electrical Engineering Technology  
B.S.E.E., Polytechnic Institute of Brooklyn  

Gotta, Anne Paul ................................. Lecturer, Nursing Science  
Diploma in Nursing, Bridgeport Hospital School of Nursing (Bridgeport, Conn.);  
R.N., State of New York; B.S., M.A., New York University  

Harde, Eleanor M. .......................... Instructor, Guidance, Counseling and Student Services  
B.S., M.A., New York University  

Heinz, Frank P. ............................... Assistant Professor, Social Studies and Humanities (Art)  
Diploma, Parsons School of Design; B.S., New York University; M.A., Ed.D., Columbia University  

Hirschfeld, Marvin ............................... Assistant Professor, Business and Commerce  
B.S., M.A., New York University*  

Jick, Helen ............................... Assistant Professor, Mathematics and Physics  
B.A., Hunter College; M.A., Columbia University; Yeshiva University*  

Just, Erwin ............................... Assistant Professor, Mathematics and Physics  
B.S., M.S. in Ed., The City College; M.A., Brooklyn College; Adelphi College*  

King, H. Joanne .......................... Lecturer, Nursing Science  
R.N., State of New York; B.S., College of Mt. St. Vincent; M.A., New York University  

Kissel, Robert .............................. Assistant Professor, Business and Commerce  

Klymowycz, Oksana L. .......................... Assistant Librarian  
M.S., in Library Service, Columbia University; Ukrainian Free University (Munich, Germany)*  

Krey, Isabelle A. ............................... Assistant Professor, Business and Commerce  
B.A., Hunter College; M.A., New York University*  

Lalli, Paul Joseph ................................. Instructor, Modern Language  
B.A., The City College; M.S., Columbia University  

Lawrence, Stella ............................... Assistant Professor, Electrical Engineering Technology  
B.A., M.S., New York University; B.E.E., M.E.E., Polytechnic Institute of Brooklyn  

Letkowitz, Ruth S. ............................... Assistant Professor, Mathematics and Physics  
B.A., Hunter College; M.A., Columbia University*  

Levey, Arlene I. .......................... Lecturer, Nursing Science  
Diploma in Nursing, Christ Hospital School of Nursing (Jersey City, N. J.);  
R.N., State of New York; B.S., M.A., New York University  

Lipsey, Sally I. ............................... Assistant Professor, Mathematics and Physics  
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Mandelbaum, Bernard .......................... Assistant Professor, English and Speech  
B.A., Brooklyn College; M.A., Ph.D., New York University  

*Matriculated candidate for the doctoral degree.
McColloch, Donald F. Assistant Professor, Modern Languages (French and Spanish) B.A., M.A., Fordham University; Ph.D. New York University

Mclaughlin, Neil Assistant Professor, Electrical Engineering Technology B.E.E., The City College; M.E.E., New York University

May, Martin K. Assistant Professor, Business and Commerce B.B.A., St. John's University; M.B.A., New York University*; C.P.A., State of New Jersey

Minkin, Vera F. Associate Professor, Guidance, Counseling and Student Services B.A., New York University; M.A., Columbia University; Ed.D., New York University

Moat, Cecelia Ann* Lecturer, Nursing Science R.N., State of New York; B.S., Wagner College; M.A., New York University

Motulsky, Gabriel Instructor, English and Speech B.A., The City College; M.A., New York University*

Pallas, Mildred Instructor, Business and Commerce B.S. in Ed., M.A., New York University*

Palkian, Nishan Instructor, English and Speech B.A., Syracuse University; M.A. in Ed., M.A., Columbia University*

Perez, Avis Lecturer, Nursing Science Diploma in Nursing, Buffalo General Hospital School of Nursing; R.N., State of New York; B.S. in Ed., Ohio State University; M.A., New York University*

Perez, Kalman B. Assistant Professor, Mathematics and Physics B.A., New York University*

Perez, Regina Esther Instructor, English and Speech B.A., New York University; M.A., Columbia University*

Prenzlow, Kathleen Assistant Professor, Biology and Medical Laboratory Technology B.A., Hunter College; M.A., Brooklyn College

Prince, Jack I. Instructor, Mathematics and Physics B.A., Yeshiva College; New York University*

Rabin, David Instructor, English and Speech B.S., New York University; M.A., Pennsylvania State University

Rakoff, Thomas G., Jr. Instructor, English and Speech B.A., Harvard University; M.A., New York University

Randell, Wynn R. Assistant Professor, English and Speech B.A., Lafayette College; M.A., Ph.D. Columbia University

Rebbi, Herbert Assistant Professor, Social Studies and Humanities B.A., M.S. in Ed. The City College; Ph.D., New York University

Redzinko, Oleg M. Assistant Professor, Mechanical Engineering Technology B.S.M.E., Cooper Union; P.E., State of New York

Regan, Constance* Lecturer, Nursing Science R.N., State of New Jersey; B.S. Hunter College; M.A. Columbia University

Renwick, Morton Librarian and Associate Professor, Social Studies and Humanities B.A., Harvard University; M.A., Columbia University; M.S. in L.S., Columbia University*

Roth, Meyer Assistant Professor, Business and Commerce B.S., New York University; LL.B., LL.M., New York University, C.P.A., State of New York

Scher, David Assistant Professor, Mathematics and Physics B.A., Brooklyn College; M.A., New York University

*Unrelated candidate for the doctoral degree

**Ealing Foundation
Salzberg, Marvin .......................... Assistant Professor, Social Studies and Humanities (Main)
B.M., Hartt College (Hartford, Conn.); M.M., University of Illinois; D.M.A.,
Cornell University

Schaumberger, Norman .......................... Assistant Professor, Mathematics and Physics

Segel, J. Yonny .......................... Assistant Professor, Mechanical Engineering Technology
B.S.S., M.S. in Ed., The City College

Seid, Robert .......................... Assistant Professor, Mechanical Engineering Technology
B.M.E., The City College; M.I.E., New York University; P.E., State of New York

Sharo, Ernest A. .......................... Assistant Professor, Mathematics and Physics
B.S., The City College; M.B.A., Southern Methodist University; M.A., Ph.D., New
York University

Slywka, Joseph .......................... Instructor, Biology and Medical Laboratory Technology
B.S., Fordham University

Stamler, Moses C. .......................... Instructor, Social Studies and Humanities
University*

Stein, Herman .......................... Assistant Professor, Chemistry and Chemical Technology
B.S., The City College; M.A., Brooklyn College

Steuerman, Michael .......................... Instructor, Health and Physical Education
B.S. in Ed., The City College; M.A., Columbia University

Stringham, Marion C. .......................... Instructor, Health and Physical Education
B.A., Hunter College

Sweet, Frederick .......................... Instructor, Chemistry and Chemical Technology
B.S., Brooklyn College; Stevens Institute of Technology*

Sypher, Sallie† .......................... Assistant Professor, Social Studies and Humanities
B.A., Mount Holyoke College; Cornell University*

Sztacho, Jirina .......................... Assistant Professor, Modern Languages (French and Russian)
Diploma, Université de Grenoble (Grenoble, France); Diploma and Certificate,
Université de Paris-Sorbonne; B.A., College Chrudim (Czechoslovakia); Ph.D.
Charles University (Prague, Czechoslovakia)

Takei, Kazuye .......................... Assistant Professor, Business and Commerce
Teacher's Certificate, B.A., M.Ed., University of Washington

Tyndall, Marianne** .......................... Lecturer, Nursing Science
R.N., State of New York; B.S., College of Mt. St. Vincent; M.A., New York
University

Tyson, Herbert I. .......................... Assistant Professor, Mechanical Engineering Technology
B.S., Columbia University; M. Adm. E., New York University

Upshaw, Dorothy Mae .......................... Lecturer, Nursing Science
Diploma in Nursing, Harlem School of Nursing; R.N., State of New York; B.S. in
Ed., M.S., Hunter College

Wilkinson, Rachel D. .......................... Assistant Professor, Guidance, Counseling and Student Services
B.S., Winston Salem Teachers College; M.A., Teachers College, Columbia Un-
iversity; Ph.D., New York University

Wong, Frank .......................... Instructor, Health and Physical Education
B.S., The City College

Zeidenstein, Sondra A. .......................... Instructor, English and Speech
B.A., University of Pittsburgh; M.A., Radcliffe

†On leave 2/1/63
*Matriculated candidate for the doctoral degree
**Kellogg Foundation

30 ADMINISTRATION, FACULTY, STAFF
FACULTY COMMITTEES

Committee
Academic Standing .................................................. Dean Abraham Tauber
Administrative Procedures ........................................... Prof. Herman Stein
Admissions and High School Liaison ......................... John E. D’Andrea, Thomas J. Finnegan
*B.C.C. Association, Inc. ............................................ President Morris Meister
*Cabinet ................................................................. President Morris Meister
Catalog ................................................................. Miss Minerva Chalapis
Commencement and Ceremonial Occasions .................. Dr. Vera F. Minkin
Cultural Activities ..................................................... Prof. Wm. Walter Duncan
Curriculum .............................................................. Dr. Mark D. Hirsch
*Executive Committee of Faculty Association .................. Prof. Martin K. May
Faculty Bylaws Study Group ........................................ Prof. Milton Doroshkin
*Faculty Facts” — Newsletter ........................................ Miss Joan Baum
Faculty Standards and Promotional Opportunities ........ Prof. Robert Kissel
Financial Aid to Students ............................................. Dr. Rachel D. Wilkinson, Prof. Meyer Rosh
*Hearings of Administrative Employees ..................... Dean Sidney Silverman
Improvement of Instruction ......................................... Thomas B. Colwell, Jr.
Legislative Conference ................................................ Dr. Wynn R. Reynolds
Library ......................................................................... Prof. Morton Rosenstock
*Personnel and Budget (College) .................................. President Meister
*Personnel and Budget (Departmental) ......................... Heads of Department
*Program ................................................................... Prof. Norman Schaumberger
Public Relations ......................................................... Dean Tauber
*Rehearsal of Administrative Employees ................... Joseph E. Berman
Safety and Security ...................................................... Prof. Daniel S. McGrath, Jr.
Social and Welfare ...................................................... Miss Marion Stringham
Student Activities ........................................................ Dr. Clement M. Thompson

*Virtually elected or designated membership

ASSISTANTS TO OFFICERS OF ADMINISTRATION

Assistant to the Director of the Evening Session ........................ Paul Rosenfeld
B.A., The City College; M.A. Columbia University*

Senior Assistant .......................................................... David P. Greenberg
B.S., LL.B., New York University; R.P.A., State of New York

Assistant Registrar ........................................................ Eileen T. Buckley
B.S., College of Mt. St. Vincent (N. Y.)

Assistant Registrar ........................................................ Peter H. Fitzgerald
B.A., Manhattan College

*Graduated candidate for the doctoral degree
**PART-TIME DAY SESSION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
</tr>
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<tbody>
<tr>
<td>Altman, Ruth, M.A</td>
<td>Health and Physical Education</td>
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<tr>
<td>Bloom, Beatrice M., M.A</td>
<td>English and Speech</td>
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<td>Bulgaris, Dalia, M.S</td>
<td>Chemistry and Chemical Technology</td>
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<td>Erdsneker, Martin, B.S</td>
<td>Mathematics and Physics</td>
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<td>Goldstein, Gerald, M.S</td>
<td>Business and Commerce</td>
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<tr>
<td>Kovalenko, Tatiana, M.A</td>
<td>Modern Languages (Germe)</td>
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<tr>
<td>Krauss, Anthony J., M.A</td>
<td>Social Studies and Humanities</td>
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<td>Mao, Teresa, M.S</td>
<td>Chemistry and Chemical Technology</td>
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<td>Nitzberg, Ernest, B.A</td>
<td>English and Speech</td>
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<td>Pargman, David, M.A</td>
<td>Health and Physical Education</td>
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<td>Proacanini, Donald, B.A</td>
<td>Biology and Medical Laboratory Technology</td>
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<td>Roursis, Peter, B.S</td>
<td>Health and Physical Education</td>
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<tr>
<td>Rowell, George, M.A</td>
<td>Modern Languages (Russian)</td>
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<td>Schiffer, Morton, B.A</td>
<td>English and Speech</td>
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<td>Scrocco, Virginia, M.A</td>
<td>Biology and Medical Laboratory Technology</td>
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<td>Siegel, Seymour, M.A</td>
<td>Health and Physical Education</td>
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<td>Stern, Rose, M.A</td>
<td>Business and Commerce</td>
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<tr>
<td>Twersky, Carol, M.A</td>
<td>Social Studies and Humanities</td>
</tr>
<tr>
<td>Weisbord, Robert, M.A</td>
<td>Social Studies and Humanities</td>
</tr>
<tr>
<td>Woolfson, Edith, M.S in Ed</td>
<td>English and Spanish</td>
</tr>
<tr>
<td>Zabala, Mercedes, M.A</td>
<td>Modern Languages (Spanish)</td>
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**EVENING SESSION FACULTY**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
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</thead>
<tbody>
<tr>
<td>Abrahamsen, Samuel, Ph.D</td>
<td>Social Studies and Humanities</td>
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<tr>
<td>Ang, Frank, Ph.D</td>
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<tr>
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<td>*Berger, Fred, B.E.E</td>
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<td>Brody, Mary, M.S</td>
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<td>Brown, Melvin, M.S</td>
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<td>Buffons, Anne, B.B.A</td>
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<td>Cass, James, M.S</td>
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<td>*Chang, Mabel, Ph.D</td>
<td>Social Studies and Humanities</td>
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<td>Chazanoff, Daniel, M.A</td>
<td>Social Studies and Humanities (Music)</td>
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<td>Christis, Jean, M.A</td>
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<td>*Clarke, Robert, M.S</td>
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<td>Cohen, Abraham, M.A</td>
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<td>Cole, Victor, M.A</td>
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<td>*Colwell, Thomas, M.A</td>
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<tr>
<td>Corrada, Rafael, M.A</td>
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<tr>
<td>*Cutler, Benjamin, M.A</td>
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<tr>
<td>*D'Andrea, John, M.S in Ed</td>
<td>Modern Languages (Spanish)</td>
</tr>
</tbody>
</table>

*Day Session Faculty*
* May, Martin, M.B.A., C.P.A. ...................................................... Business and Commerce
Mayer, Edmond, M.M.E. .............................................................. Mechanical Engineering Technology
Miller, Jerome, M.S. ................................................................. English and Speech
Muller, Jack, M.E.E. ................................................................. Modern Languages (French)
Moch, Lea, Ph.D. ................................................................. Electrical Engineering Technology
Moehs, Teta, M.A. ................................................................. Social Studies and Humanities
Monticone, Ronald, M.A. ................................................................. Social Studies and Humanities
Motola, Gabriel, M.A. ................................................................. English and Speech
Nitzberg, Ernest, B.A. ................................................................. Social Studies and Humanities
Palestrant, Simon, M.A. ................................................................. Social Studies and Humanities
* Fallas, Mildred, M.A. ................................................................. Business and Commerce
Pargman, David, M.A. ................................................................. Biology and Medical Laboratory Technology
Perfetto, Edda, M.S. ................................................................. Business and Commerce
Periman, Julius, B.A. ................................................................. Social Studies and Humanities
Perman, Morris, B.S. in Ed. ................................................................. Business and Commerce
Perry, Irving, M.E.E. ................................................................. Mathematics and Physics
Petteys, David, M.A. ................................................................. English and Speech
Plomnick, Arnold, B.A. ................................................................. English and Speech
Pocarto, Anna, M.A. ................................................................. Mathematics and Physics
Pollack, Robert, B.A. ................................................................. Modern Languages (Spanish)
Portnoy, Alan ................................................................. Modern Languages (Spanish)
Prince, Jack, B.A. ................................................................. Mathematics and Physics
Procaccini, Donald, B.A. ................................................................. Biology and Medical Laboratory Technology
Reffkin, Martin, M.A. ................................................................. Mathematics and Physics
Robbins, Herbert, Ph.D. ................................................................. Social Studies and Humanities
Rogovans, Jerry, M.M.E. ................................................................. Mechanical Engineering Technology
Rosenbaum, Bernard, M.A. ................................................................. Social Studies and Humanities
Rosenblatt, Richard, M.A. ................................................................. Social Studies and Humanities
* Rosenfeld, Paul, M.A. ................................................................. Social Studies and Humanities
Routis, Peter, M.A. ................................................................. Health and Physical Education
Rowell, George, B.A. ................................................................. Modern Languages (Spanish)
Sallustio, Anthony, M.A. ................................................................. Modern Languages (French)
Samuels, Edward, M.A. ................................................................. Business and Commerce
Sauerbrann, Carl, M.S. in Ed ................................................................. Guidance, Counseling and Student Services
Sayer, Irving, M.S. ................................................................. Biology and Medical Laboratory Technology
Schepper, Burton, B.A. ................................................................. Social Studies and Humanities
Seiden, Norman, M.S. ................................................................. Business and Commerce
Seitelman, Elizabeth, Ph.D. ................................................................. English and Speech
* Sharo, Ernest, Ph.D. ................................................................. Mathematics and Physics
Shea, Eleanor, M.A. ................................................................. English and Speech
Sher, Lawrence, B.S. ................................................................. Mathematics and Physics
Siegel, Jack, M.A. ................................................................. English and Spanish
Siegel, Seymour, M.A. ................................................................. Social Studies and Humanities
Slavin, Irving, B.S. ................................................................. Mathematics and Physics
Sparano, Benjamin, Ph.D. ................................................................. Biology and Medical Laboratory Technology
Spencer, Martin, M.A. ................................................................. Mathematics and Physics
* Stambler, Moses, M.A. ................................................................. Social Studies and Humanities
Stein, Herman, M.A. ................................................................. Chemistry and Chemical Technology
Stein, William, M.A. ................................................................. Chemistry and Chemical Technology
Tannenbaum, Alfred, B.B.A. ................................................................. Business and Commerce
* Takei, Kazue, M.Ed. ................................................................. Business and Commerce
Tyson, Cyril, M.A. ................................................................. Social Studies and Humanities
Volkhov, Beatrix, B.A. ................................................................. English and Speech
Volkhov, Philip, M.A. ................................................................. English and Speech
Wallace, William, B.A. ................................................................. Mathematics and Physics
Wallach, Morris, M.S. in Ed. ................................................................. Business and Commerce
Weinberg, Morris, M.A. ................................................................. Chemistry and Chemical Technology
Weiner, Bernard, M.B.A. ................................................................. Business and Commerce
* Weisbord, Robert, M.A. ................................................................. Social Studies and Humanities

*Day Session Faculty
Wein, Harold, M.M.E. .......................................................... Mechanical Engineering Technology
Wertheimer, Harold, M.A. in Ed. ......................................... Business and Commerce
Wiggins, Clarence, M.A. ..................................................... Modern Languages (German)
Wilkinson, Rachel, Ph.D. .................................................... Guidance, Counseling and Student Services
Way, Raymond, M.A. .......................................................... English and Speech
Woolson, Edith, M.S. ........................................................... English and Speech
Woolson, William, M.S. in Ed. ............................................. English and Speech
Zabala, Mercedes, M.A. ...................................................... Modern Languages (Spanish)
Zansky, Jeanette, M.A. ....................................................... English and Speech
Zimmerman, Barry, M.A. ..................................................... Chemistry and Chemical Technology
Zuazo, Irving, M.S. in Ed. ..................................................... Business and Commerce
Zang, Martin, B.S. ............................................................. Chemistry and Chemical Technology

TECHNICAL ASSISTANTS

Kaplan, Morton ................................................................. Chemistry and Chemical Technology
**Lopuschin, Nicholas ........................................................ Mechanical Engineering Technology
**Nango, A. Frank .................................................................. Office of Dean of Administration, Duplicating
**Oxios, Angelina .................................................................. Medical Laboratory Technology
**Rose, Robert ........................................................................ Mathematics and Physics
Sexton, Eileen ........................................................................ Library, Audio Visual Laboratory
**Uchowski, John .................................................................... Electrical Engineering Technology
**Robert Pettigrew .................................................................. Chemistry and Chemical Technology
**David Shaine ........................................................................ Chemistry and Chemical Technology
**Catherine Van Androy ........................................................ Medical Laboratory Technology

*Non Evening Session
* Evening Session Only

STAFF

President’s Office
Ms. Amy Bierman, Secretary to the President
Ms. Mary Ryan, Stenographer

Office of the Dean of the College
Ms. Eileen Buckridge, Stenographer, serving as Secretary to the Dean of the College
Ms. Carmen I. Marin, Stenographer
Ms. Anna Engel, Typist
Ms. Gussie Rosenbloom, Typist

Office of Dean of Administration and Director of the Evening Session
Ms. Rose Mandel, Stenographer, serving as Secretary to Dean of Administration
Ms. Bertha Cohen, Typist
Ms. Barbara Brickman, Stenographer
Ms. Nancy Lewis, Typist
Ms. Nelda Page, Clerk, Duplicating
Harry Weinberger, Office Appliance Operator, Duplicating

*Day Session Faculty
Business Office
Mrs. Bertha Meyrowitz, Accountant
Mrs. Bessie Ross, Assistant Accountant
Joseph Muscitus, Accounting Clerk
Mrs. Ann Cheikes, Stenographer, serving as Secretary to Fiscal Officer
Gilbert Dabkowski, Assistant Stockman
Mrs. Syd Spetkar, Typist
Mrs. Rita Ginsburg, Typist
Mrs. Rose Alessi, Telephone Operator
Joseph Walthour, Assistant Accountant
Leon Morton, Messenger
Tyrone Walker, Assistant Stockman

Academic Departments
Mrs. Dorothy Berger, Stenographer, Mechanical and Electrical Engineering Technology Department
Mrs. Ruth Kaye, Typist, Library
Mrs. Ray Levine, Typist, Office of the Department of Guidance, Counseling and Student Services
Mrs. Rose Rich, Stenographer, Business and Commerce Department
Mrs. Cynthia Diamond, Stenographer (Kellogg Foundation), Nursing

Registrar’s Office
Mrs. Katherine Nolan, Senior Clerk
Mrs. Daphne Ray, Stenographer
Mrs. Bessie Heyman, Typist
Mrs. Celia Magid, Typist
Mrs. Minnie Manchik, Typist
Mrs. Syd Smithline, Typist
Mrs. Esther Goldstein, Clerk
Mrs. Shirley Mallon, Clerk
Naomi Stovell, Typist

NURSE
Mrs. Andrea Bausano, R.N.
Marianne Woods, R.N. (Evening Session)

Custodial
William Ludwig, Supervising Custodial Foreman
C. Va Bomel, Senior Custodial Foreman
Vernon Haynes, Elevator Operator
Peter H. Jacoby, Elevator Operator
Murray Schwartz, Stationary Fireman
S. Frank Inzana, Cleaner
Emanuel Lewis, Cleaner
Mrs. Elsie Manning, Cleaner
Frank Smith, Cleaner
Randolph Williams, Cleaner
Charles R. Webber, Cleaner
John H. Lewis, Cleaner
Alvin E. Brown, Cleaner

Guards (Employees of Rogers' Detective Bureau)
Edward Augustine
Charles Flynn
Sabato R. Navarro
Section V

BASIC INFORMATION:
ADMISSIONS
MATRICULATION
ACADEMIC STANDARDS

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50 Courses in Different Divisions
51 Advanced Standing and Transfer of Credits
51 Change of Curriculum
51 Program Changes
51 Auditing of Courses
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54 Fees
55 Changes of Name or Address
55 Veterans' Affairs and Selective Service
55 Summer Session
PROCEDURE IN APPLYING FOR ADMISSION

Brochures and Student Handbooks giving information about the College and its curricula are available and may be obtained from the Bronx Community College Admissions Office.

1. Application Forms: Applicants should fill out and check B.C.C., either Day or Evening Session, as their preference in the City University Application for Admission, and fill out the special B.C.C. Supplement. (Both forms are available in the college guidance offices of New York City public and private secondary schools, or are obtainable by mail or in person from the Bronx Community College Admissions Office.)

Applicants to four-year colleges in The City University should list Bronx Community College as an alternative choice on the same Application, and submit a Supplement to the Bronx Community College. To activate this application for B.C.C., request in writing that the four-year college send your City University Application and records to Bronx Community College.

2. Transcripts: The applicant should complete his section of the Application Form and Supplement and submit them to the Guidance Counselor at his high school. The materials will be sent, with the transcript of record, directly to the B.C.C. Admissions Office.

3. Deadline: Applications for September admission should be filed before April 15; for February admission, before December 15.

4. Admissions Tests: Students must take all necessary admissions tests before deadline dates.

5. Medical Form: All students accepted for admission will be required to submit a medical examination report on forms provided by the College.

6. Residence: Applicants may be asked to supply a certificate of residence before registration to qualify for reduced tuition fees.

7. Fees: All fees must be paid in full at registration time.

8. Advanced Standing: Applicants who have previously attended another college, university or nursing school must report that fact in their application, and have an official transcript, which should include the conditions of withdrawal, forwarded directly to the Admissions Office. Even if attendance at such a college was for a short period of time, and no grades were recorded, a certificate of honorable dismissal is required.

Students seeking advanced standing must have their records evaluated by the Bronx Community College to determine matriculation status and
remaining requirements for the degree. To be granted advanced standing, students must have completed approved courses with grades of C or better at accredited institutions of collegiate rank. Transferees from other colleges in The City University will have courses and grades honored on the same basis as B.C.C. accepts its own students’ work.

9. **Equivalency Diplomas:** Applicants applying on the basis of New York State Equivalency Diplomas should submit copies of the diplomas and test scores along with high school or college records.

10. **Students from Other Lands:** Applicants for admission from other lands, applying on the basis of foreign credentials, must submit certified copies of official records of all past schooling to the Admissions Office at least two months before the deadline for applications. There must be evidence of ability to read, write and speak English well enough to pursue college courses. (A certificate of English proficiency may be obtained from the nearest American Consulate in the applicant’s homeland.) Such applicants are reminded that no residence facilities are provided by the College.
REQUIREMENTS FOR ADMISSION

Basis for Admission

The criteria used by the Committee on Admissions to appraise a student's academic potential are his previous scholastic record, his achievement on entrance-placement tests, and relevant evidence of strong motivation.

Categories of Students

Applicants may be admitted to the College as: 1) fully matriculated students, eligible to attend either the Day or Evening Session (B.C.C. Matriculants); or 2) fully matriculated students, eligible to take courses in the Evening Session only (Evening Session Matriculants); or 3) non-matriculated students, who fail to meet quantitative and qualitative standards for admission. They may begin their studies as pre-matriculants; or 4) non-matriculated students who take individual courses.

Matriculated students are sometimes admitted on a probationary basis and assigned a limited number of courses.

Necessary Steps

To be admitted, the applicant must:

1. graduate from an accredited secondary school (or present a New York State Equivalency Diploma) with a satisfactory record, perform well on admissions tests, and give evidence from previous college experience, if any, of ability to profit from the college program;
2. submit application material, credentials, transcripts and results of required admission tests before closing dates;
3. indicate traits of good citizenship and character;
4. offer certification of good health and physical ability to meet the rigors of the college program; and
5. present adequate academic preparation for the selected two-year collegiate program, as evidenced by the satisfactory completion of a minimum of sixteen high school scholastic units, distributed as follows:
## REQUIRED HIGH SCHOOL UNITS FOR ADMISSION TO PROGRAMS LEADING TO

### A.A. DEGREE (Associate in Arts) Transfer Programs or A.A.S. DEGREE (Associate in Applied Science) Career and Transfer Programs

<table>
<thead>
<tr>
<th>Units in:</th>
<th>Liberal Arts and Sciences</th>
<th>Pre-Engineering</th>
<th>Mechanical or Electrical Technology</th>
<th>Chemical Technology and Pre-Pharmacy or Medical Laboratory Technology</th>
<th>Business and Commerce or Nursing</th>
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<tr>
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<td>Mathematics</td>
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<td>Including:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Elem. Alg.</td>
<td>21/2*</td>
<td>31/2*</td>
<td>3*</td>
<td>21/2*</td>
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<td>Pl. Geom.</td>
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<td>Int. Alg.</td>
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<td>Science</td>
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<td>2*</td>
<td>2*</td>
<td>2*</td>
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<td>Science (one of which should be Physics or Chemistry)</td>
<td>2*</td>
<td>(one of which should be Physics or Chemistry)</td>
<td>2* (one of which should be Biology or Chemistry)</td>
<td>2* (for Nursing, one should be Biology or Chemistry)</td>
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<td>61/2</td>
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<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
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</table>

*Applicants with lesser qualifications or deficient in a required unit, but with indications of strong potential, may be accepted on conditions or probation. Conditions are to be removed within the time specified by the Committee on Admissions.

+The CCNY School of Engineering requires 2 units of language for admission. These can be taken at Bronx Community College, if the student lacks them in his high school preparation.
ADMISSIONS AND PLACEMENT TESTS

Applicants for admission to any program leading to a degree are required to take the Bronx Community College Admissions Examination. Candidates will be invited to appear for the test, after their applications have been filed. A three-dollar fee is payable at the examination—in cash, or in check or money order made out to the Bronx Community College.

Candidates for admission to the transfer programs (Liberal Arts and Science, and Pre-Engineering) are required to take, in addition to the above test, the College Entrance Examination Board's Scholastic Aptitude Test (CEEB-SAT). Application for the CEEB-SAT should be made directly to the College Entrance Examination Board, Box 592, Princeton, N. J., or through the candidate's high school. Candidates are advised to apply six weeks before the examination date of the CEEB-SAT's.

The candidate should designate the Bronx Community College as the recipient institution for scores. Candidates for September admission are advised to take the CEEB-SAT the preceding December; for February admission, the preceding May. Results of tests taken at other times may be considered, if the results reach the Committee on Admissions in time for evaluation with the candidate's Application and Supplement.

Candidates for admission to the career and technology programs who are considering a transfer program ultimately would be well advised to take the College Entrance Examination Board Tests.

After admission, various kinds of Placement tests are given—in English and Mathematics (for all) and in foreign languages and secretarial subjects (where appropriate) — as a basis for proper assignment to college-level study.

DEGREE PROGRAMS OFFERED

The Bronx Community College is a two-year, co-educational institution of higher learning, offering both "Transfer" and "Career" programs in the Day and Evening Sessions.

1. Transfer Programs:

Students who plan to continue their studies at a four-year college of liberal arts and science, engineering, business or education should enroll in either the Liberal Arts and Sciences or the Pre-Engineering programs, preferably.

Graduates of these transfer programs at the Bronx Community College are eligible for admission to the third year of the senior colleges of the City University, provided they have achieved a minimum scholastic index of 2.0.
Admission to the School of Engineering at The City College is offered to graduates of the Pre-Engineering curriculum who have maintained a general scholastic index of at least 2.0, as well as the same index in their courses in Chemistry, Engineering Graphics, Mathematics, and Physics.

Graduates of the Pre-Pharmacy specialization in the Chemical Technology program will be admitted to the third year of the Fordham University, Columbia University, and St. John's University Colleges of Pharmacy.

In general, four-year college authorities prefer that students be graduated from the two-year institution before admitting them by transfer. Students who plan to continue their education beyond the community college level are urged to confer with their counselor in the Department of Guidance, Counseling and Student Services early in their academic careers. They should communicate with the four-year college of their choice directly to investigate standards and procedures of admission.

2. Career Programs:

Programs are offered in Business and Commerce, with specializations in Accounting, Executive Secretary, and Retailing; in Chemical Technology; in Electrical and Mechanical Engineering Technology; in Medical Laboratory Technology; and in Nursing.

The two-year programs combine career preparation with firm grounding in general education. The student is prepared to enter the world of work as a competent technician on a semi-professional level or as an executive assistant with highly developed skills.

Many four-year institutions of higher learning will admit graduates of the career or technology programs, granting varying amounts of advanced standing credit for work performed at the Bronx Community College. However, City University colleges will consider the admission of such students to the Day Session only with a 3.0 scholastic index. Others may continue to study in the Evening Session.

A special feature of the community college program is the opportunity offered a student to move from one program to another, as he discovers his real bent, interest and aptitudes.
MATRICULATION

Students are assigned to scholastic categories according to their academic qualifications and achievement, and the status of their candidacy for a degree. A student's presence in a particular category determines the program he pursues. He may transfer from one category to another by meeting the qualifications for the new category, or he may be transferred by the College from one category to another.

Matriculated Status (Categories)

**B.C.C. Matriculants:** These candidates for degrees may attend in the Day or Evening Session. Students in this category have met the college admission requirements by offering satisfactory high school scholastic attainment in prescribed units, and achieving adequate entrance examination scores. Students remain in this category as long as they maintain a satisfactory scholastic index and pursue the sequence of prescribed courses in their curriculum.

**Evening Session Matriculants:** These candidates for degrees may attend the Evening Session only. Students in this category have presented prescribed quantitative high school units, and shown evidence of ability to profit from an opportunity for higher education. They have not yet met the qualitative standards of scholastic attainment required to undertake a full-time program of college studies. Students remain Evening Session Matriculants as long as they maintain a satisfactory scholastic index and pursue the sequence of prescribed courses in their curriculum.

For an Evening Session Matriculant to become a B.C.C. Matriculant, the student must complete 15 credits in prescribed, degree-credited courses in his curriculum with a scholastic index of 2.50, or 30 credits in prescribed, degree-credited courses with a scholastic index of 2.00.

Non-Matriculated Status

Students who are not active candidates for degrees may be permitted to take courses in the Evening Session only. They may achieve matriculated status, as described below.

**Pre-Matriculants:** Students may fail to gain matriculant status because their records in high school or on admission tests were below standards set for matriculation, or because they presented incomplete records for admission, or filed applications for admission too late for evaluation, or
had serious conditions in mathematics, science, foreign language or other required admission units.

Matriculated students whose academic work falls below par may lose matriculation status and become pre-matriculants.

In order to gain matriculant status, pre-matriculants must remove their admission conditions, if any, and achieve a prescribed scholastic index.

Non-Matriculants: High school graduates, or those with equivalent preparation may take individual courses without following a prescribed curriculum pattern towards a degree.

**GRADES**

The instructor assigns every grade, representing his evaluation of the work performed, the level of scholarship and competence of the student, based on a composite of the elements that went into the course.

Individual departments may set up policies with respect to minimum essentials, relative weighing of factors like term paper, laboratory work, periodic quizzes, final examination, special projects, etc. Therefore, grading policies may be department-wide or those of an individual instructor.

Scholastic status and current achievement are periodically communicated to the students, reasonably early in the semester.

The following grades are assigned by the instructor at the mid-term, as an evaluation of progress, and at the end of the semester, for the permanent record.

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Equivalent</th>
<th>Achievement Level</th>
<th>Quality Point Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent, superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good, above average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average, satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Acceptable, but below average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing, unacceptable</td>
<td>0</td>
</tr>
</tbody>
</table>

BASIC INFORMATION 45
Special Grades

During the semester, and under circumstances described below, instructors assign the following:

J  Permitted to withdraw without penalty.
   (Up to the designated mid-term date, students may withdraw from a course and receive this grade. Assigned after the mid-term date to a student who withdraws from a course in which he is passing.)

G (F) Student dropped for unsatisfactory scholarship.
   (Grade assigned after the mid-term in a course in which the student withdraws and in which he is not passing.)

H (F) Student dropped for excessive absence.
   (Grade assigned in a course from which a student has been absent more than 15% of the time without satisfactory explanation.)

Temporary Grades

These special grades are assigned at the end of the semester by the instructor, for the reasons given below, to a student whose course work has been of passing grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Equivalent</th>
<th>Circumstances</th>
<th>Resolved Grade May be</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>55-59</td>
<td>Doubtful or unresolved academic status. Re-examination required.</td>
<td>D or F</td>
</tr>
<tr>
<td>K</td>
<td>60-100</td>
<td>Absence at final examination with legitimate justification. Permission granted for make-up examination.</td>
<td>A, B, C, D, or F</td>
</tr>
<tr>
<td>L</td>
<td>60-100</td>
<td>A unit or project or required work not submitted. Extension of time granted.</td>
<td>A, B, C, D, or F</td>
</tr>
</tbody>
</table>
Early Warning System

Instructors notify students who are achieving a poor or failing grade early in the semester, as indicated in the Academic Calendar, so as to alert them to the necessity of better work. Sometimes, a student is well advised to reduce his program of courses and concentrate on a smaller number. In that case, he may receive a \( J \) grade in courses from which he withdraws before the fixed date. A \( J \) does not prejudice his scholastic index.

Mid-Term Grades

Instructors assign and inform students of mid-term grades before a date designated in the Academic Calendar. This same date fixes the last date on which a student may withdraw from a course with an assured grade of \( J \).

After the date fixed for permission to withdraw without penalty, a student who withdraws receives a \( J \) only if he is passing the course. He receives a \( G \) (equivalent of an \( F \)) if he is failing at the time he withdraws from the course.

REGULATIONS ON CLASS ATTENDANCE

Attendance at all class sessions is required to attain excellence of academic achievement. Instructors keep an official record of attendance.

An instructor may assign a final grade of \( H \), equivalent of \( F \), if the student does not attend 85% of the class sessions. The permissible limit of 15% absences includes those caused by personal illness or emergency. Students should file evidence of reasons for necessary or unavoidable absence in the office of the Department of Guidance, Counseling, and Student Services as soon as the absence occurs. This evidence will then be available in case of need.

<table>
<thead>
<tr>
<th>Class Hours per week</th>
<th>Warning notice sent after ( \ldots ) hours of absence</th>
<th>Debarment notice sent after ( \ldots ) hours of absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>1 session</td>
<td>1 session</td>
<td>3 sessions</td>
</tr>
</tbody>
</table>

SCHEDULE OF PENALTIES FOR EXCESSIVE ABSENCES
In courses which meet for one session each week in a block of hours, absence from one session incurs a warning notice; absence from two sessions is the "legal" absence limit for the term. Absence from three sessions constitutes grounds for debarment from the course. (Debarment is ultimately discretionary with the instructor.)

Lateness

Latecomers, especially habitual ones, may be refused admission to a class session and incur an official absence.

Referral of a student to the Department of Guidance, Counseling and Student Services may be in order for repeated lateness.

HONORS

Dean's List

Students earning a scholastic index of 3.00 or higher are eligible for recognition on:

(1) "Semester Dean's List," provided they have carried a single semester program of at least 15 credits as Day Session students, or of 12 in the Evening Session.

(2) "Cumulative Dean's List" — for Day Session students who have completed a minimum of 20 credits, and Evening Session students, a minimum of 16 credits.

CRITERIA AND REQUIREMENTS FOR MAINTAINING ACADEMIC STANDING

The following regulations regarding academic standing have been established:

1. A cumulative scholastic index of 2.0 is the minimum requirement for the degree of A.A. and A.A.S., and for satisfactory current achievement.

2. Dean's List and other honors are awarded for scholastic achievement of 3.0 or better.

3. Progress from the Evening Session Matriculant to the B.C.C. Matriculant classification is dependent upon academic achievement of 15 credits with a scholastic index of 2.50, or 30 credits with 2.00 in prescribed degree-credited courses.

4. Students who lose their B.C.C. or Evening Session Matriculation status must attain a minimum cumulative index of 1.90 as pre-matriculants to regain their previous classification.
EFFECTS ON ACADEMIC STANDING OF INADEQUATE SCHOLASTIC ACHIEVEMENT

(End-of-semester Classification Chart)

This schedule is applied and implemented in guidance and registration procedures.

<table>
<thead>
<tr>
<th>Credits taken</th>
<th>Probation and Limited Program Status Results from a Scholastic Index Below</th>
<th>Loss of B.C.C. or Evening Session Matriculation Status results from a Scholastic Index Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18</td>
<td>1.80</td>
<td>1.40</td>
</tr>
<tr>
<td>19-28</td>
<td>1.85</td>
<td>1.50</td>
</tr>
<tr>
<td>29-37</td>
<td>1.90</td>
<td>1.60</td>
</tr>
<tr>
<td>38-46</td>
<td>1.95</td>
<td>1.75</td>
</tr>
<tr>
<td>47-54</td>
<td>1.95</td>
<td>1.85</td>
</tr>
<tr>
<td>55-64</td>
<td>2.0</td>
<td>1.95</td>
</tr>
</tbody>
</table>

In the interpretation and application of the schedules set forth in the preceding table, the policy is that:

a) a student be given an opportunity to prove himself academically for at least the first two semesters;

b) relevant and significant data, such as evidence of recent progress in academic achievement, are to be considered in the flexible implementation of the table;

c) summer school achievement is to be included in determining status in September;

d) a student be allowed ten elective credits beyond the requirement for the degree to attain the minimum scholastic index of 2.00.

APPEALS TO THE COMMITTEE ON ACADEMIC STANDING

A student may appeal to the Committee on Academic Standing for consideration of such matters as matriculation status, permission to carry extra credits, permission to make course substitutions, requests to waive specific requirements, or appeal for reconsideration of a grade.

A student should address a letter clearly stating his request to the Registrar, Secretary of the Committee on Academic Standing.

If a student wishes to appeal a grade, he is directed first to the instructor who gave the original grade. Should the student fail to resolve his problem there, and still feel that the determination was unjust or unfair or inaccurate, he may seek an interview with the Head of the Department, who acts as a
consultant, but does not change any grade. The Head of the Department will confer with the instructor, if indicated. A student has the option of appealing a grade finally to the Committee on Academic Standing. The Committee will examine all the evidence placed at its disposal and is the final court of appeal.

STUDENT RECORDS

The Records Office will supply information to students about grades, scholastic indexes and remaining requirements for graduation. Grades are posted at the end of the semester, and grade reports which include information on scholastic index are mailed to each student.

TRANSCRIPTS

Students requiring transcripts, for transfer to another college or for any other purpose, may request them on the special form provided by the Registrar’s Office.

Transcripts are not sent automatically; each must be specifically requested. Transcript requests can not be processed during examination or registration weeks.

PRE-REGISTRATION

At a designated time during each semester, students are required to indicate the courses they plan to take during the following semester. Guidance personnel, curriculum chairmen and faculty advisors will be available to answer questions and offer assistance. It is important that this information be returned to the Registrar’s Office by the date designated. Since pre-registration involves reserving space in desired courses, the privilege of early registration is extended to those who have completed the pre-registration forms at the time specified.

REQUESTS TO TAKE COURSES IN A DIFFERENT DIVISION

A Day Session Division student wishing to take a course in the Evening Session or an Evening Session Division student seeking to take a course during the Day Session may be granted special permission by the Registrar. The student must offer a satisfactory reason for the request. The availability of class space cannot be assured until after registration time.

Registration must be completed in the division in which the student has the majority of his courses, before application can be considered for registration for the other division.
ADVANCED STANDING AND TRANSFER OF CREDITS

Students who have transferred to Bronx Community College from other colleges have their records evaluated by the Registrar to determine progress toward the degree, matriculation status, scholastic index, credits completed, remaining requirements for the degree, etc. Questions regarding advanced standing should be directed to the Registrar's Office.

To be granted transfer credit from other institutions, students must have completed courses at accredited institutions of collegiate rank. The specific courses to receive credit must be approved by the Committee on Academic Standing. Only courses passed with a minimum grade of "C" will be accepted. However, courses taken in colleges of the City University are treated exactly like those taken at Bronx Community College.

A minimum of 34 credits must be taken at Bronx Community College in order to earn a degree.

CHANGE OF CURRICULUM

To apply for a change in curriculum, a student should visit a counselor in the Department of Guidance, Counseling and Student Services to explore the possibilities and realities of the change, and to determine the degree requirements, prerequisites and suitability for him of the new curriculum.

Before a request is acted upon, the student will be interviewed and his college and high school record will be reviewed by the heads of the curricula involved.

ADDITION OF COURSE OR CHANGE OF PROGRAM

If a student wishes to add a course or change his program in any way, he should apply to a counselor in the Department of Guidance, Counseling and Student Services.

AUDITING

"Auditing" of courses is permitted only with special permission, applied for in the Registrar's Office.
EVENING DIVISION

Programs
The Evening Session offers the same academic programs, courses and curricula leading to degrees as the Day Session, except for Nursing.

Admission
Applicants who wish to attend this division of the college should check "Evening Session" on the City University Application and on the Bronx Community College Application Supplement.

Requirements for Matriculation
The same admission and matriculation requirements prevail as in the Day Session. B.C.C. Matriculants may attend either Day or Evening Session.

Evening Session Matriculation Status
The Evening Session offers, in addition, a unique opportunity to students who are not immediately able to meet all the qualitative standards of admission as B.C.C. Matriculants. These students may enroll as Evening Session Matriculants.

Non-Matriculants
Students who fail to meet qualitative and quantitative requirements for admission may attend as "Pre-Matriculants." Thus, they may nevertheless attend college-level, degree-creditable courses to make up deficiencies, and finally to move into matriculation status, after satisfactorily completing requirements.

A special feature of the Evening Session is the opportunity offered to students to enroll as non-matriculants, without being bound to a curriculum pattern or degree program. Thus, solely in order to improve their vocational skills to prepare for new occupational objectives, to train for more responsible positions, to raise their educational and cultural levels, non-matriculated students may choose any course they wish, subject only to advisor's approval and meeting of prerequisites. However, non-matriculated students must maintain the same standards of scholarship expected of all other students with regard to attendance, assignments and examinations.

Evening Division Faculty
The instructional staff of the Evening Division is composed of members of the full-time college faculty and of other qualified professionals, with appropriate experience, training and competence in appropriate fields.

Guidance and Counseling
Students are invited to consult with members of the Department of Guidance Counseling and Student Services concerning their immediate and long-range educational and vocational plans. Appointments can be made through the Evening Session Office.
Academic Standards

In matters of scholarship, attendance, grades, programs of study, etc., the data in this catalog pertain to Evening as well as to Day Session students, except where otherwise noted. It is recommended that students matriculate as soon as possible, so they may be given early registration and other privileges and be guided into a planned, unified and integrated educational experience, through a progressive curriculum leading ultimately to a degree.

Transfer from Evening to Day Session

Students who wish to transfer from the Evening Session to the Day Session must first gain matriculation status. Students should submit the request for transfer form, obtainable at the Registrar's Office and the Evening Session Office, prior to the deadline stipulated in periodic announcements. The student will have his request evaluated and will receive notification as to the disposition of his application. (Refer to Matriculation, p. 44.)

Evening Division students may sometimes receive permission to attend classes during the Day Session for special reasons.

Student Activities

The Evening Division enjoys student government through its own Student Council, which organizes student activities of every variety, made known to students through announcement, bulletin and publications.

COURSE AND CREDIT LIMITS BY ACADEMIC CATEGORIES (Evening Session)

<table>
<thead>
<tr>
<th></th>
<th>Maximum Credit</th>
<th>Limited</th>
<th>Loss of Matriculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.C.C. Matriculant</td>
<td>12 credits or 4 courses</td>
<td>9 credits or 3 courses</td>
<td>Becomes pre-matriculant</td>
</tr>
<tr>
<td>Evening Session</td>
<td>9 credits or 3 courses</td>
<td>6 credits or 2 courses</td>
<td>Becomes pre-matriculant limited</td>
</tr>
<tr>
<td>Matriculant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Matriculant</td>
<td>6 credits or 2 courses</td>
<td>3 credits or 1 course</td>
<td>Academic suspension for one term</td>
</tr>
<tr>
<td>Non-Matriculant</td>
<td>6 credits or 2 courses</td>
<td>3 credits or 1 course</td>
<td>Academic suspension for one term</td>
</tr>
<tr>
<td>Fee Type</td>
<td>Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions — Placement Test</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition — Day Session</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Session</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakage Insurance</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of Program</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Registration</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening and Summer Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript or Duplicate Record</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activities**</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Tuition fees of Evening Session matriculated students are limited to a maximum of $150 per month.

*Student Activity fees are placed in a fund governed by the Bronx Community College Association Inc., a state-chartered corporation in which faculty and elected student representatives sit on board of directors and arrange budgets for approved purposes.

All fees must be paid at registration time. Students must make all loan or scholarship arrangements well in advance of registration.

No refunds of fees are made in the event of the student’s withdrawal from the College or from individual courses, except as provided in regulations of the Board of Higher Education for emergency or extenuating circumstances, before fixed dates. Applications for refunds must be made to the Dean, in writing.

Applicants for financial assistance to meet tuition costs and other college expenses should write to the Chairman, Faculty Committee on Financial Aid to Students.

Loans are available under the provisions of the New York State Higher Education Assistance Corporation and the National Defense Education Act of 1958.
Books, instruments and tools must be provided by students, as required for individual courses.

A student is required to pay the cost of repair or replacement of any school equipment damaged by him, beyond the amount covered by his insurance fee.

Explanation of Tuition Fees

In this publicly-supported college, all the capital costs and two-thirds of the operating budget are paid for jointly by the City and the State of New York. This subsidy makes possible the low tuition fees, providing "scholarships" for all students.

The Day Session tuition fee is $150 per semester for students who, at the time of registration, have been legal residents of the State of New York for at least one year and of the City of New York, or of any county in the state, for at least six months. Non-residents of New York City who are eligible for this reduced tuition fee must supply at registration time a certificate of proof of residence, signed by their County Fiscal Officer.

All other Day Session students pay a tuition fee of $300 per semester. The Evening Session fee of $10 per contact hour is calculated to make that program partially self-supporting.

Scholar Incentive Award

Residents of New York State who are fully matriculated students (12 credits or more) may apply for the Scholar Incentive Award. Requests for applications and further information should be sent to:

Regents Examination and Scholarship Center
State Education Department
Albany 1, New York

CHANGE OF NAME OR ADDRESS

Students should report changes in name or address to the Registrar's Office promptly.

VETERANS' AFFAIRS AND SELECTIVE SERVICE

Information and advisement concerning veterans' affairs and selective service requirements will be furnished by the Registrar's Office.

SUMMER SESSION

Students may pursue courses during the Summer Session for advanced placement, acceleration in college standing, or for making up necessary courses. The Summer Session is also open to students from other colleges, with special permission. (See special announcement for details, schedule, registration fees, etc.).
STUDENT LIFE: ACTIVITIES, SERVICES

58 Department of Guidance, Counseling and Student Services
58 Counseling and Guidance
58 Orientation
58 Placement
59 Financial Aid, Scholarships, Loans
60 Student Government
60 Student Activities
61 Alumni Association
61 Cultural Activities
61 Student Decorum
62 Facilities
62 Safety and Fire Regulations
Spanning both the academic interests and out-of-class activities of the student, this department is concerned with the individual student's growth and development as a whole person.

In the academic sphere of his work at the College, each student is encouraged to discuss with his assigned counselor his progress in his courses, his grades, his choice of curriculum, his future plans for work or further education. In addition, conferences might include matters of a more personal nature: relationships with family, instructors, friends; attitudes and values; readiness to assume one's role as a responsible young adult, and any other problems or inquiries which may present themselves.

Also within the purview of this department are the out-of-class activities which form an integral part of a complete learning experience. Just as individuals function on many levels, learning takes place in many different kinds of situations. Students are therefore encouraged to experience membership in special interest or social groups and to serve as active, responsible participants in student government. It is believed that such activities, in moderation, may well implement and supplement the more formal classroom education.

Counseling and Guidance

The counseling and guidance services of the College are available to all students seeking personal, vocational or academic advisement, including post-college information.

Educational advisement is offered especially during pre-registration and registration periods but students are urged to take advantage of the specialized knowledge of the advisors any time during the year.

Orientation

The Guidance Department attempts to help students make the adjustment from high school to college, from college to work and from community college to the four-year institutions. Through freshman and career orientation, students plan further education and occupational choices.

Placement

Assistance is offered in obtaining part-time or full-time positions. Interested students are urged to register with the Placement Office.
Financial Aid, Scholarships and Loans

Many forms of student financial assistance are available. To seek further information, apply to the Chairman of the Faculty Committee on Financial Aid to Students.

There are various types of assistance available for any student who needs and seeks it. No student need be deprived of the opportunities for a higher education at B.C.C. for reasons of financial distress.

The Faculty Committee on Student Aid administers this program. Support by city, state and federal agencies, and the generosity of good friends of the College, make possible many types of assistance, as well as opportunities for student self-help.

For convenience and clarity, the available possibilities are presented below in several categories.

Loans

Applications for loans under the N. Y. State Higher Education Assistance Corporation and the National Defense Education Act can be made.

Work-Scholarships

Student aides are engaged for some college operations, like Registration and Library tasks, and paid through the budget.

Students may work at various special projects at the College, for which they are paid an hourly stipend, under a plan supported by the Grand Street Boys' Foundation. The work is arranged so as to be related to the student's field of academic or career interest, and the time to be devoted is suited to his convenience.

Tuition Scholarships

Grants-in-aid for fees, books and academic expenses are available through the Scholarship Fund, supported by many good friends and well-wishers. The brochure, "Higher Education and You," published by the College as a community service, lists the names of organizational donors and individual contributors. The members of the Advisory Committee and the United Local School Boards of the Bronx have been outstanding supporters of our scholarship drives.
STUDENT GOVERNMENT

All registered Day and Evening Session students are members of the Student Association. The governing groups of the Day and Evening Session Student Associations are the elected Student Councils who cooperate with each other in planning and executing the kind of program best suited to the needs of their constituents.

The Director of Student Activities is the faculty coordinator of the student government and activities program.

STUDENT ACTIVITIES

The College encourages student participation in the organization and operation of its cultural, social and athletic clubs and organizations, chartered through the Student Councils, and supported by the B.C.C. Association, Inc.

The life of the College includes publications, musical, artistic and dramatic events and other cultural activities.

Independent and creative thinking are fostered in these activities. Student participation helps to develop initiative, leadership, loyalty, social poise and community harmony. Faculty advisors help to further the objectives of the organizations.

Clubs

The students of Bronx Community College have chartered many club activities, some of which are listed below. The Student Handbook gives greater details of the activities of each organization.

Other Activities

Some of the various activities available to students are:

HOUSEPLANS — Central Houseplan Association: Alpha Mu Sigma; Anston Metron; Beta Gamma Phi; Electra Phi; Sigma Epsilon Xi; Sigma Omega Phi; Zeta Delphi; Gamma Iota Gamma; Gamma Phi Rho.

RELIGIOUS INTEREST GROUPS — Hillel; Newman Club.

SPECIAL INTEREST GROUPS — (Sponsored by the Departments) — Business Club; Choral Group and Glee Club; Dramatics Club; Institute of Radio Engineers; Language Clubs (French, German, Spanish); Mathematics Club; Nursing Club; Radio Club; Retail Merchants Association.

DISCUSSION GROUPS— (Sponsored by Departments or interested students) —International Club; Students for Action Club; Bowling Clubs; Young Americans for Freedom.
ATHLETICS — Women's Bowling Team; Varsity Bowling Team; Varsity Wrestling Team.
Beginning in the Spring of 1963, with the availability of our gymnasium and swimming pool, varsity teams and intra-mural events will be launched in: baseball, basketball, swimming, and track.

STUDENT PUBLICATIONS — Day and Evening Session Newsletters; Communicator; Gleanings (Literary Magazine); Student Handbook (A Manual of information and procedures); Genesis (Senior Yearbook).

Alumni Association
All students become members of the Alumni Association upon graduation. The facilities of the Alumni Association provide social and educational contact between the College and its graduates.

Cultural Activities
B.C.C. offers the student a variety of cultural opportunities during the year. The Student Council Cultural Committee and the Faculty Cultural Committee organize programs for both students and the general public.
Among the programs are the Faculty Lecture Series, special discussions, forums, and art and science exhibits as well as exhibits, recitals and concerts.
The Faculty Speakers' Bureau provides lectures to outside groups upon invitation.
Periodically students are offered free or discount tickets for performances in the metropolitan area.

STUDENT DECORUM
The College expects that its students will conduct themselves in a manner which reflects credit on them and the college community. In keeping with the nature department of young adults at an urban college, the standard of dress shall at all times be appropriate for city campus life.
The bylaws of the Board of Higher Education state: "Each student enrolled in any college or school under the control of the Board and every organization, association, publication, club or chapter shall obey all the rules and regulations and orders of the duly established college authorities, shall give punctual and serious attention to all college duties, shall use the property of the institution with care and economy, shall conform to the requirements of good manners and good morals, and shall obey the laws of the City, State and Nation within college grounds and elsewhere."
FACILITIES

Cafeteria
The new cafeteria located on the fifth floor of the Main building is operated on a concession basis for the convenience of students and faculty. In addition to the available meals, refreshments and snacks, receptions, teas and some large-group meetings are held here. Students may bring their own lunches. Food may be eaten only in the cafeteria.

Student Lounge
The newly-decorated and furnished Student Lounge is also located on the fifth floor of the Main building. Students are invited to use and to enjoy this recreation area during free hours.

Student Activities Office
A room on the fifth floor of the Main building has been assigned for the use of the Student Council, student publications, committee meetings, etc. Permission to use this room must be obtained from a faculty advisor, the Dean’s Office, or the Director of Student Activities.

Lost and Found
Lost articles should be returned and claimed at the Guard’s desk on the main floor of the Main building.

Bookstore
The bookstore, located on the fifth floor of the Main building, offers textbooks, notebooks, student supplies, stationery, greeting cards, etc. Students can also purchase required uniforms for Physical Education and authorized Master combinations key control locks for lockers.

Students are invited to patronize the bookstore since part of the income goes to the Bronx Community College Association, Inc., funds used to support student activities.

SAFETY AND FIRE REGULATIONS
The determination of the New York City Fire Departments to enforce safety regulations in public buildings receives our hearty cooperation. While smoking is permitted on the premises, it is contingent on stringent control to minimize the danger of fire.
64 BUSINESS AND COMMERCE

65 Accounting

66 Executive Secretarial
   General
   Legal
   Medical
   School

70 Retailing

71 CHEMICAL TECHNOLOGY

73 Pre-Pharmacy

74 ELECTRICAL ENGINEERING TECHNOLOGY

76 LIBERAL ARTS AND SCIENCE

79 MECHANICAL ENGINEERING TECHNOLOGY

81 MEDICAL LABORATORY TECHNOLOGY

83 NURSING

84 PRE-ENGINEERING AND PRE-ARCHITECTURE
THE PROGRAM IN BUSINESS AND COMMERCE

There are excellent opportunities for intelligent, alert, well-trained young people in the increasingly complex world of modern business and commerce. To help them achieve their ambition in this area, the Business and Commerce curriculum provides them with a sound, broad background.

The College offers a well-balanced program of study in business and commerce for those who wish to attend a two-year college only, or who are not certain about additional college education, as well as for those who plan to pursue further study leading to a baccalaureate degree. The program combines general education in English language and literature, the social studies and humanities, and the natural sciences with specialized, semi-professional training in the student's career choice of the Accounting, Executive Secretarial or Retailing areas.

The curriculum provides a high degree of technical competence which may lead to a responsible position in the area of specialization. A student who is undecided about his career or goal may start his training with basic business subjects. As he develops an interest in a particular area, he will be guided through a prepared sequence to achieve the necessary competence in his field of interest.

On the other hand, a student who changes his objective will find sufficient flexibility in the curriculum to permit a shift. Any loss of credit or time depends on the areas of specialization involved and the time when the change is made.
Accounting Specialization

The accountant is indispensable in modern business organization and management. His basic responsibilities include the records and summaries of financial transactions. The expert accountant is called upon to analyze, interpret and prepare business reports, often including recommendations for more efficient operations.

Graduates may enter this field of specialization in such positions as: Bookkeepers, Cost Accounting Clerks, Junior Accountants.

With further study, graduates may go on to the baccalaureate degree and become Business Managers, Budget Directors, Private Accountants, Controllers.

With further appropriate training and experience, graduates may qualify for certification as Certified Public Accountant or as teachers of accounting and related subjects.

Curriculum Pattern

BUSINESS AND COMMERCE

Accounting Specialization

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 1</td>
<td>English Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GH 1</td>
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<td>SB 1</td>
<td>Zoology</td>
<td>OR</td>
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<td>KS 1</td>
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<td>TB 1</td>
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SECOND YEAR

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<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
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<td>GE 3</td>
<td>Speech Fundamentals</td>
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<td>GS 4</td>
<td>Economics</td>
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<td>Business Law</td>
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<td>Data Processing Systems</td>
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</table>

Required for A.A.S. Degree: 69 credits

Who those with Intermediate Algebra who with transfer credit in four-year college.

Must second science course that is sequential to the one initially taken.
Executive Secretarial Specialization

Efficient secretaries, especially those prepared to assume responsibilities as assistants to executives, are in tremendous demand in the ever-expand business world.

Graduates qualify as secretaries in: Business—advertising, publishing, finance; Government—civil service positions; Law Offices—assisting attorneys and judges; Doctor's Offices and Hospitals—assisting general practitioners, specialists, and hospital administrators; School Offices—assisting administrators.

With appropriate additional education and experience, graduates can qualify for executive positions or as teachers of secretarial subjects.

Curriculum Pattern

BUSINESS AND COMMERCE

Executive Secretary Specialization

(Business Secretary Option)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<td>(Choose one)</td>
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<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
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<tr>
<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
<td>SMB 1</td>
<td>Introductory College Mathematics OR</td>
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<td>Stenography 1 (Gregg or Pitman)</td>
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<td>**SMT 10</td>
<td>College Algebra</td>
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<td>**TB 20</td>
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SECOND YEAR

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<th>Course Title</th>
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<tr>
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<td>TB 8</td>
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<td>3</td>
<td></td>
<td></td>
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<td>TB 11</td>
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<td>TB 6</td>
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<td>TB 22</td>
<td>Typing 3</td>
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<td>TB 32</td>
<td>Retail Buying Techniques</td>
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<td>3</td>
<td>TB 35</td>
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<td>TB 54</td>
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</table>

Required for A.A.S. degree: 64-69 credits

**Students who have had previous training in Stenography and/or Typing may be exempt from TB 17 and TB 20, respectively, upon passing qualifying examination.

†For those with Intermediate Algebra who wish transfer credit in a four-year college.

66 THE CURRICULUM
### Curriculum Pattern

**BUSINESS AND COMMERCE**

**Executive Secretary Specialization**

*(Legal Secretary Option)*

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>GH 1</td>
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<td>1/2</td>
<td>GH 2-8</td>
<td>Activities Courses (Choice of one)</td>
<td>1/2</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
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<tr>
<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
<td>SMB 1</td>
<td>Introductory College Mathematics</td>
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<td>TB 7</td>
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#### SECOND YEAR

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<td>GA 1</td>
<td>Art Appreciation</td>
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<td>GS 4</td>
<td>Economics</td>
<td>3</td>
<td>GM 1</td>
<td>Music Appreciation</td>
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<td>G or S</td>
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<td>GS 5</td>
<td>Psychology</td>
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<td>Fundamental Accounting</td>
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<td>TB 6</td>
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</table>

**Required for the A.A.S. Degree: 69-73 Credits**

**Students who have had previous training in Stenography and/or Typing may be exempt from TB 17 and TB 20, respectively, upon passing qualifying examination.**

**For those with Intermediate Algebra who wish to transfer credit in a four-year college.**
# Curriculum Pattern

**BUSINESS AND COMMERCE**

Executive Secretary Specialization
*(Medical Secretary Option)*

## First Year

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title Description</th>
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<tbody>
<tr>
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<td>GH 1</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>TB 7</td>
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<td>Stenography 1 (Gregg or Pitman)</td>
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Total: 13 1/2-18 1/2

## Second Year

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<td>TB 19</td>
<td>Stenography 3</td>
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<td>TB 22</td>
<td>Typing 3</td>
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<td>TB 43</td>
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Total: 16

Required for the A.A.S. Degree: 65-70 Credits

*Students who have had previous training in Stenography and/or typing may be exempt from TB 17 and TB 20, respectively, upon passing qualifying examinations.*

*For those with Intermediate Algebra who wish transfer credit in a four-year college.*

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*THE CURRICULUM*
## Curriculum Pattern
### BUSINESS AND COMMERCE
#### Executive Secretary Specialization
(School Secretary Option)

### FIRST YEAR

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<th>Course No.</th>
<th>Course Title</th>
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<td>GE 2</td>
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<td>GS 2</td>
<td>History of Civilization 2</td>
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<td>3</td>
<td>SMB 1</td>
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<td>SMT 10</td>
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**Total 18½ credits**

### SECOND YEAR

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<th>Course Title</th>
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<tbody>
<tr>
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<td>GE 4</td>
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<td>GM 1</td>
<td>Music Appreciation</td>
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<td><strong>G</strong></td>
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<td>TB 30</td>
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<td>2</td>
<td>TB 54</td>
<td>Secretarial Practice</td>
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<td>TB 51</td>
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<td>TB 55</td>
<td>School Records and Accounts</td>
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**Total 13-16 credits**

### Required for the A.A.S. Degree: 64 Credits

- Students who have had previous training in Stenography and/or Typing may be exempt from TB 17 and TB 20, respectively, upon passing qualifying examinations.
- Students who passed qualifying examination in TB 17 and/or TB 20.

### Exemption from TB 20

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<tr>
<td>2</td>
<td>18½ cr.</td>
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<td>16 cr.</td>
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**Total: 65 cr.**

### Exemption from TB 17 and 20

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<tr>
<td>2</td>
<td>18½ cr.</td>
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<td>3</td>
<td>16 cr.</td>
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**Total: 65 cr.**

### No Exemptions

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<tr>
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<td>18½ cr.</td>
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<tr>
<td>3</td>
<td>13 cr.</td>
</tr>
<tr>
<td>4</td>
<td>14 cr.</td>
</tr>
</tbody>
</table>

**Total: 64 cr.**

Credits among semesters may be more evenly equated, depending upon advanced standing, if desired with Intermediate Algebra who wish transfer credit in a four-year college.
Retailing Specialization

The retailer serves as a vital link between producer and consumer. The continued expansion of our economy and our rising standard of living are dependent upon the success and efficiency of varied retailing establishments. Retailing organizations may be independent, chain or department stores, buying offices, or mail-order houses, all of which sell myriad products through a wide variety of outlets and by various techniques.

Students earn while they learn during their senior semester in the Cooperative Work Experience program which provides part-time, supervised employment in a college-approved retail organization.

Successful completion of the retailing curriculum prepares a graduate to staff a business career in such positions as: Assistant Buyer, Head of Stock, Assistant Store Manager, Comparison Shopper, Salesmen, Distributor, Section Manager.

With further experience and training, graduates may qualify for such positions as: Buyer, Employment Manager, Store Manager, Fashion Coordinator.

Frequently, experience in retailing leads to positions with manufacturers, wholesalers, trade and consumer publications, research organizations and advertising agencies. With further appropriate education and experience, graduates can also qualify as teachers of retailing subjects.

Curriculum Pattern

BUSINESS AND COMMERCE
Retailing Specialization

FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>English Composition</td>
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<tr>
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</tr>
<tr>
<td>SB 8</td>
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<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>TB 11</td>
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</tr>
<tr>
<td>TB 31</td>
<td>Principles of Salesmanship</td>
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Total 18 1/2

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<td>GH 2-8</td>
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<td>SMB 1</td>
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SECOND YEAR

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<td>TB 33</td>
<td>Retail Merchandising</td>
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<td>TB 37</td>
<td>Apparel and Accessories</td>
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Total 17

Required for the A.A.S. Degree: 68 Credits

†For those with Intermediate Algebra who wish transfer credit in a four-year college.
Chemistry is one of today's rapidly expanding fields. The demand for technicians and chemists is ever increasing. Trained personnel are employed in theoretical and applied research, and in development, utilization and testing of the thousands of new compounds appearing every year—pharmaceuticals, plastics, metals, alloys, fuels, textiles and ceramics.

A career in the chemical field may find one employed in a laboratory, a plant, or an office. Opportunities can be found in the research, productive, technical, industrial and commercial-distributive aspects of the work.

The Chemical Technology course is open to both men and women. The program of study and training offered is designed to give the student a firm foundation in the general, theoretical and practical concepts of chemistry, physics and mathematics.

Students have, in the advanced laboratory courses, an opportunity to become acquainted with current practices and techniques of industry and to use modern industrial equipment. Knowledge of actual manufacturing practices is obtained through visits to industrial plants.

In the Pre-Pharmacy specialization a special program is offered for students with interest in a pharmacy career. Students take a two-year course for which they receive complete, officially-approved credit on admission to the third year of the five-year pharmacy course at Colleges of Pharmacy such as Columbia, Fordham and St. John's Universities.

Typical vocational opportunities immediately upon graduation include laboratory technician, market researcher, pharmacist technician and research assistant.

After further training and experience, a student may wish to pursue such occupations as pharmacist, chemical salesman, control analyst, laboratory supervisor, pilot-plant operator and production supervisor.

Students interested in a professional career in chemistry or chemical engineering should take the Liberal Arts and Science or Pre-Engineering (transfer) program leading to later concentration and specialization at a four-year college and graduate-professional school.
### First Semester

<table>
<thead>
<tr>
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<td>GS 1</td>
<td>History of Civilization 1</td>
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### Second Semester

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<td>*GH 9</td>
<td>Personal Hygiene and Community Health</td>
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<tr>
<td>SC 21</td>
<td>General Chemistry and Qualitative Analysis</td>
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<td>SMT 2</td>
<td>Mathematical Analysis</td>
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</table>

**Required for the A.A.S. Degree: 63\frac{1}{2} Credits**

*GH 1 and GH 9 are required of all students entering September 1961 and thereafter.

**Formerly TC 2, Industrial Chemistry.**

### Course Descriptions

**TC 1 — Physical Chemistry**

4 rec 4 hr

Atomic concepts of matter and energy; nature of gaseous, liquid and solid states; thermochemistry and thermodynamics; homogeneous and heterogeneous equilibria; kinetics, electrochemistry, solution theory and collisions.

Prereq: SC 3, SC 7

**TC 2 — Industrial Chemistry and Unit Operations**

3 rec 3 lab 4 hr

Study of procedures used in unit operations in chemical engineering; representative types of equipment used; and observation of practical applications of industrial processes by visits to representative manufacturing plants in the New York metropolitan area.

Prereq: SC 3, SC 7
# Curriculum Pattern

**CHEMICAL TECHNOLOGY**

**Pre-Pharmacy Specialization**

## FIRST YEAR

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<td>GM 1</td>
<td>Music Appreciation</td>
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<td>*GH 1</td>
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<td>SB 2</td>
<td>Botany</td>
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<td>SMT 2</td>
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<tr>
<td>SMT 10</td>
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## SECOND YEAR

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<th>Course Title</th>
<th>Credits</th>
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<td>GS 2</td>
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</table>

**Required for the A.A.S. Degree: 66 1/2 Credits**

*GH 1 and GH 9 are required of all students entering September 1961 and thereafter.*

---

**SC 3 - Industrial Analysis**

1 rec 9 lab 4 cr

Analysis of representative products of chemical plant operations in the metropolitan area, including petroleum, food, oils and fats, pharmaceuticals and plastics. Instrumentation, using typical industrial equipment. Methods according to ASTM, AOAC, API, USP.

Prereq: SC 3, SC 7
THE PROGRAM IN ELECTRICAL ENGINEERING TECHNOLOGY

Amazing progress is being made in the field of engineering today, particularly in electronics and electrical engineering. The translation of the spectacular systems that are being developed today into down-to-earth working equipment is in part the result of the many electrical engineering technicians taking their places in the engineering team. Competent engineering technicians are needed to design, build, test and maintain the complex electronic devices that are a necessary part of our modern, complex industrial structure and our expanding research activities.

The course in Electrical Engineering Technology is intended for high school graduates who are interested in electronics and electricity and have good preparation and competence in mathematics and science. The program of study includes courses that cover the fundamentals of electric circuits, electronics and electronic power and machinery. Physics and mathematics provide a broad basic background.

Electives in transistor circuits, FM and microwaves, television and computer theory are offered in the fourth semester and enable the student to specialize in the field of his choice. The laboratory courses feature the latest equipment and techniques and simulate industrial and research laboratories. Stress is placed upon individual development and responsibility.

To help develop cultured and responsible members of the community, courses in the liberal arts are an important part of the curriculum. The graduate of this program is well prepared to continue study and growth both in his professional life and as a well-educated citizen.

Many of our Electrical Technology students transfer to the Pre-Engineering program during their stay at Bronx Community, or after they have received their A.A.S. degrees. Many of the credits are transferable and the training at the Electrical Engineering Technician’s level provides a good basis for successful study in the Engineering courses.

A special opportunity exists for those students interested in a career in teaching industrial arts in the secondary schools. In such cases, the opportunity for transfer with full credit to a four-year college in City or State University or elsewhere is available.

The graduate is prepared to undertake the following jobs:

- Electrical Draftsman
- Electrical Inspector
- Industrial Salesman
- Customer Engineer
- Studio Technician
- Research Laboratory Technician
- Technical Associate
- Technical Writer
- Component Tester

With further training and experience:

- Product Designer
- Test Engineer
- Field Engineer
- Sales Engineer
- Development Engineer
- Quality Control Supervisor
- Technical Editor
- Test Laboratory Supervisor
- Teacher of Industrial Arts
- Technical Institute Teacher
- Production Engineer
Curriculum Pattern

ELECTRICAL ENGINEERING TECHNOLOGY

FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
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<tr>
<td>GE 1</td>
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<td>English Composition</td>
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<td>Mathematical Analysis</td>
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<td>GS 1</td>
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<td>3</td>
<td>SPT 2</td>
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<td>Electronics 1</td>
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<td>TE 01</td>
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<td>TM 3</td>
<td>Engineering Materials and Processes</td>
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SECOND YEAR

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<th>Course No.</th>
<th>Course Title</th>
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<td>TE 6</td>
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<td>TE 5</td>
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<td>TE 8</td>
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<td>(See Course Descriptions)</td>
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</table>

**TE - Elective (20 Series) (See Course Descriptions)
†Not required for degree.

Required for the A.A.S. Degree: 69 1/2 Credits

*GH 1 and 9 are required of all EET students entering September 1961 and thereafter.
*Signifies an elective. 4 credits of Nuclear Technology may be substituted.
THE PROGRAM IN LIBERAL ARTS AND SCIENCES

The courses in the liberal arts and sciences are humanistic, that is, they are concerned with making life worth living. That is why students in all curricula are required to take such courses.

Study in the liberal arts and sciences encourages the further pursuit of knowledge and a dedication to striving for truth and justice. This growth can help free the mind from ignorance, bigotry, superstition, intolerance and fear, and develop responsible citizens, responsive to the needs of their community.

The academic experiences in liberal arts and sciences provide the foundation for later specialization, graduate study, and professional school. In addition to completing their pre-professional work, future physicians, teachers, scientists, lawyers, and businessmen perfect themselves as human beings through studies in the liberal arts and sciences, before transferring to a four-year college.

The Liberal Arts and Sciences curriculum prepares a student to be a productive, as well as a creative, human being. This kind of education can be the highroad to the professions and to substantial and responsible careers.
# Curriculum Pattern

**LIBERAL ARTS AND SCIENCES (TRANSFER)**

(New language in college)

## FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<th>Course No.</th>
<th>Course Title</th>
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<td>GS 1</td>
<td>History of Civilization 1</td>
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## SECOND YEAR

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<tr>
<td>GA 1</td>
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<td>GE 4</td>
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<td><strong>Activities Courses (Choice of 2)</strong></td>
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</table>

Required for the A.A. Degree: 64 Credits

*GH 1 and GH 9 are required of all LA & S students entering September 1961 and thereafter.

**SML 11 (4cr) and SML 12 (5cr) should be taken instead of SML 1 and SML 2 by students planning to major in Mathematics.

**Entire — In number required to complete credits for the degree, may be selected from among courses offered in: English, and Speech, Health and Physical Education, Foreign Language, Social Studies and Humanities (Art and Music), Mathematics, Science, or Business and Commerce; TB 1 and 2; TB 17, 20 and TB 18 21; TB 8; TB 11; TB 25; TB 11 and TB 32; TB 34.
**Curriculum Pattern**

**LIBERAL ARTS AND SCIENCES (TRANSFER)**

(H. S. language continued in college)

**FIRST YEAR**

<table>
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<th>Course No.</th>
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<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>GE 1</strong></td>
<td>English Composition 1</td>
<td><strong>GE 2</strong> English Composition 2</td>
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<tr>
<td><strong>G-1</strong></td>
<td>Foreign Language 1†</td>
<td><strong>G-2</strong> Foreign Language 2</td>
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<td><strong>GH 1</strong></td>
<td>Fundamental Skills 1/2</td>
<td><strong>GH 9</strong> Personal Hygiene and Community Health</td>
</tr>
<tr>
<td><strong>GS 1</strong></td>
<td>History of Civilization 1</td>
<td><strong>GS 2</strong> History of Civilization 2</td>
</tr>
<tr>
<td><strong>SML 1</strong></td>
<td>Survey of Mathematics Science 1—Choice of:</td>
<td><strong>SML 2</strong> Survey of Mathematics Science 2—Choice of:</td>
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<tr>
<td><strong>SB 1</strong></td>
<td>Zoology OR</td>
<td><strong>SB 2</strong> Botany</td>
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<tr>
<td><strong>SC 1</strong></td>
<td>Chemistry 1 OR</td>
<td><strong>SC 2</strong> Chemistry 2 OR</td>
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<tr>
<td><strong>SPL 1</strong></td>
<td>College Physics 1 OR</td>
<td><strong>SPL 2</strong> College Physics 2 OR</td>
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<tr>
<td><strong>SS 1</strong></td>
<td>Principles of Science 1</td>
<td><strong>SS 2</strong> Principles of Science 2</td>
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<td>4</td>
<td>G-2</td>
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<td>GH 1</td>
<td>1/2</td>
<td>GH 9</td>
<td></td>
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<td>GS 1</td>
<td>3</td>
<td>GS 2</td>
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<td>3</td>
<td>SML 2</td>
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<td>SB 1</td>
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<td>SB 2</td>
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**TOTAL** 17 1/2

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<tbody>
<tr>
<td><strong>GA 1</strong></td>
<td>Art Appreciation 1</td>
<td><strong>GE 4</strong> Advanced Speech 2</td>
</tr>
<tr>
<td><strong>GE 3</strong></td>
<td>Speech Fundamentals 2</td>
<td><strong>GE 6</strong> Modern Literature 3</td>
</tr>
<tr>
<td><strong>GE 5</strong></td>
<td>Classical Literature 3</td>
<td><strong>GH 2-8</strong> Activities Courses (Choice of 2) 3</td>
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<td><strong>GH 2-8</strong> Activities Courses (Choice of 2) 1/2</td>
<td><strong>GM 1</strong> Music Appreciation 1</td>
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<tr>
<td><strong>GS 3</strong></td>
<td>Government 3</td>
<td><strong>GS 4</strong> Economics 5</td>
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<th>Course No.</th>
<th>Credits</th>
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<td>GE 3</td>
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<td>GE 6</td>
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<td>GE 5</td>
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<td>GH 2-8</td>
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<td>GH 2-8</td>
<td>1/2</td>
<td>GM 1</td>
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**TOTAL** 15 1/2-17 1/2

**SECOND YEAR**

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<th>Course No.</th>
<th>Course Title</th>
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<td>Advanced Speech 2</td>
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<td><strong>GE 6</strong> Modern Literature 3</td>
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<tr>
<td><strong>GE 6</strong></td>
<td>Modern Literature 3</td>
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<td><strong>GH 2-8</strong> Activities Courses (Choice of 2) 3</td>
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<tr>
<td><strong>GH 2-8</strong> Activities Courses (Choice of 2) 1/2</td>
<td><strong>GM 1</strong> Music Appreciation 1</td>
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</table>

**TOTAL** 15 1/2-17 1/2

**Required for the A.A. Degree: 64 Credits**

†GH 1 and GH 9 are required of all LA & S students entering September 1960 and thereafter.

‡SM 11 (4cr) and SM 12 (5cr) should be taken instead of SML 1 and SML 2 for students planning to major in Mathematics.

***Elective — In number required to complete credits for the degree, may be selected from among courses offered in: English and Speech, Health and Physical Education, Foreign Language, Social Studies and Humanities (Art and Music), Mathematics, Science, or Business and Commerce: TB 1 and 2; TB 7, 17, 20 and TB 8; TB 21; TB 8; TB 11; TB 23; TB 15 and TB 32; TB 34.

‡Admission with three years of language and satisfactory performance on placement test. A student may be required to start with Foreign Language 03, or lower, with no credit for repeated high school units or work taken to remove entrance conditions. (See p. 117, Modern Language Requirement for the A.A. Degree in Liberal Arts.)
THE PROGRAM IN MECHANICAL ENGINEERING TECHNOLOGY

The tremendous growth of our economy rests on a highly developed mechanical technology which produces practical results from the visions of the scientist and engineer. In our age of increasing automation, nearly every device we use consists of many mechanical parts.

Mechanical Engineering Technology covers the design, production, installation and operation of machines, tools and all types of metal products and devices. It is concerned with devices and machines that convert the chemical energy stored in coal, oil, gas and nuclear fuels into mechanical power. It is also concerned with the machines that then use this power to serve the needs of mankind.

The field of Mechanical Engineering Technology offers both a wide range and a large number of challenging occupational opportunities, including a growing need for specialists. In fact, industry is turning more and more to the engineering technician to assume responsibilities previously held by engineers.

The curriculum in Mechanical Engineering Technology is meant for high school graduates who have an interest in a mechanical field and who have aptitude in science and mathematics. The comprehensive course emphasizes sound basic training, includes a solid core of general education and provides specialization through a choice of elective offerings.

The practical work done in the laboratories is planned to reproduce the real conditions of industry. The equipment is of industrial caliber and the procedures duplicate as far as possible current practice. Visits are made to industrial installations so as to maintain a proper perspective on actual manufacturing facilities.

Many Mechanical Engineering Technology students transfer to the Pre-Engineering program during their stay at B.C.C., or after they have received their A.A.S. degrees. Many of the credits are transferable and the training at the Mechanical Engineering Technician's level provides a good basis for later successful study in the Engineering courses.

A special opportunity exists for those students interested in a career in teaching industrial arts in the secondary schools. The opportunity of transfer with full credit to a four-year college in City or State University or elsewhere is available.

The graduate is prepared to undertake the following jobs:

- Engineering Technician
- Draftsman
- Heat Treater
- Inspector
- Junior Salesman
- Laboratory Technician
- Materials Tester

With further training and experience:

- Designer
- Metallurgist
- Quality Control Engineer
- Sales Engineer
- Test Engineer
- Production Supervisor
- Plant Engineer
- Materials Specialist
- Teacher of Industrial Arts
### Curriculum Pattern

**MECHANICAL ENGINEERING TECHNOLOGY**

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GE 1</td>
<td>English Composition</td>
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<tr>
<td>GH 1</td>
<td>Fundamental Skills</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPT 1</td>
<td>Technical Physics</td>
<td>3</td>
</tr>
<tr>
<td>TM 1</td>
<td>Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>TE 01</td>
<td>Introduction to Electrical Circuits</td>
<td>3</td>
</tr>
<tr>
<td>TF 0</td>
<td>Orientation</td>
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**Total 17½**

<table>
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<tr>
<th>Course No.</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>GE 2</td>
<td>English Composition</td>
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</tr>
<tr>
<td>SMT 2</td>
<td>Mathematical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SPT 2</td>
<td>Technical Physics</td>
<td>2</td>
</tr>
<tr>
<td>TM 2</td>
<td>Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>TM 3</td>
<td>Engineering Materials and Processes</td>
<td>2</td>
</tr>
<tr>
<td>TM 6.1</td>
<td>Mechanics and Strength of Materials 1</td>
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**Total 17**

#### SECOND YEAR*

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GE 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>*GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
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<tr>
<td>TM 6.8</td>
<td>Mechanics and Strength of Materials 2</td>
<td>4</td>
</tr>
<tr>
<td>TM 11</td>
<td>Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>TM 12</td>
<td>Thermodynamics and Heat Transfer</td>
<td>4</td>
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<tr>
<td>TM 14</td>
<td>Production Planning</td>
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**Total 17**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GA 1</td>
<td>Art Appreciation</td>
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<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
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<tr>
<td><strong>TM</strong></td>
<td>Electives (20 series)</td>
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</tr>
<tr>
<td>GS 2</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>TM 4</td>
<td>Production Processes and Measurements</td>
<td>2</td>
</tr>
<tr>
<td>TE 32</td>
<td>Electrical Technology</td>
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</tr>
<tr>
<td>TSO 0</td>
<td>Senior Orientation</td>
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</table>

**Total 17**

**Required for the A.A.S. Degree: 68½ Credits**

*GH 1 and GH 9 are required of all MET students entering September 1961 and thereafter.

**Signifies an elective. 4 credits of Nuclear Technology may be substituted.*
THE PROGRAM IN MEDICAL LABORATORY TECHNOLOGY

The area of medical laboratory technology offers a stimulating life-work. Training in biological and chemical science prepares the student for immediate employment in laboratories of public or private hospitals, in physicians' offices, in research laboratories sponsored by private or public educational foundations and in research institutions. In addition to classroom preparation, students have ample opportunity to work in up-to-date, newly-equipped laboratories, to gain extensive experience in the performance of a medical laboratory technologist's duties.

Students will perform the chemical, cytological, bacteriological, histological and other medical laboratory procedures used in the detection, diagnosis and treatment of disease. Such work demands knowledge and skill gained by careful and devoted preparation.

A career in medical technology requires an interested, mature, responsible individual who takes great pride in his work and will serve both the community and his own ambitions well.

* * * *

Consult the Liberal Arts and Science and Nursing curricula for specific course requirements in the nursing, biology and teaching areas.
# MEDICAL LABORATORY TECHNOLOGY

## FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GE 1</td>
<td>English Composition 1</td>
<td>3</td>
<td>GE 2</td>
<td>English Composition 2</td>
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</tr>
<tr>
<td>GH 1</td>
<td>Fundamental Skills</td>
<td>1/2</td>
<td>*GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>3</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
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<tr>
<td>SB 1</td>
<td>Zoology</td>
<td>4</td>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
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<tr>
<td>SC 1</td>
<td>Chemistry 1</td>
<td>4</td>
<td>SB 5</td>
<td>Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
<td>SC 2</td>
<td>Chemistry 2</td>
<td>1</td>
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## SECOND YEAR

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<tr>
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<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GA 1</td>
<td>Art Appreciation</td>
<td>1</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
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<tr>
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<td>Speech Fundamentals</td>
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<td>GS 6</td>
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<tr>
<td>G</td>
<td>Elective to be chosen from English and Speech, Foreign Language, or Social Studies</td>
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<td>SB 4</td>
<td>Histology</td>
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<td>SB 6</td>
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<td>SB 7</td>
<td>Microbiology</td>
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<tr>
<td>SB 13</td>
<td>Clinical Techniques 1</td>
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<td>SC 8</td>
<td>Biochemistry</td>
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**Required for the A.A.S. Degree: 65 1/2 Credits**

*GH 1 and GH 9 are required of all Medical Laboratory Technology students entering September 1961 and thereafter.*
THE PROGRAM IN NURSING

The four semester nursing curriculum provides a balance of general education and specialized courses.

The courses in the Nursing Technology specialization are designed to provide technical competence and prepare the student for first-level positions. Emphasis is placed upon preparation for direct nursing care of patients in the five major clinical areas of medicine, surgery, obstetrics, pediatrics and psychiatry.

Members of the faculty of the Bronx Community College Department of Nursing offer instruction and guidance in clinical experience at Montefiore, Maimonides, Bronx Municipal Hospital Center and Kingsbridge Veterans Administration Hospitals. Students enjoy valuable supplementary experience through arrangements with other community agencies such as nursery schools.

Graduates of the Nursing program receive the A.A.S. degree and are eligible and well prepared to take the New York State Board Licensure Examination for Registered Nurse (R.N.).

Bronx Community College is a demonstration center in the New York State Education Department Associate Degree Nursing Project, supported by the Kellogg Foundation, in which the Department of Nursing is developing new curriculum patterns and improved teaching methods.

### Curriculum Pattern

#### NURSING

**FIRST YEAR**

<table>
<thead>
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<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
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<td>GM 1</td>
<td>Music Appreciation</td>
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<td>GE 1</td>
<td>English Composition</td>
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<td>GH 1</td>
<td>Fundamental Skills</td>
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<td>GS 6</td>
<td>Sociology</td>
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<tr>
<td>SS 3</td>
<td>Introduction to Science</td>
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<tr>
<td>TN 1</td>
<td>Nursing Technology</td>
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**SECOND YEAR**

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</thead>
<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
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<td>GM 11</td>
<td>Biology</td>
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<td>Nursing Technology</td>
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</table>

Required for the A.A.S. Degree: 64 Credits
THE PROGRAM IN PRE-ENGINEERING, PRE-ARCHITECTURE

Every day we read about and come into contact with new ideas, theories, products and processes which have been created by well-trained scientists and engineers of the Atomic Space Age.

Our country needs more men and women prepared to advance the frontier of engineering. Opportunities are unlimited, since the fields of engineering and science are so diversified that one may enter any of a number of specialized types of work.

The experienced and successful scientist or engineer recognizes the necessity of rigorous preparation for his profession, especially in mathematics and basic science. The Pre-Engineering and Pre-Architectural programs at the Bronx Community College are based on this well-founded premise.

Both the success of the individual and the welfare of society require that professionals in science and engineering be citizens of sound judgment, broad wisdom and humane sympathies. Hence, the curriculum at the Bronx Community College includes a substantial balance of courses in the liberal arts.

Since our two-year community college curriculum is integrated with the typical Engineering curriculum, transfer is facilitated to four-year engineering colleges. Specific transfer arrangements have been made with the Schools of Engineering at the City College, Polytechnic Institute of Brooklyn, New York University and Cooper Union. Transfer is also possible to other engineering schools, both in and out of the New York City area. Students are well prepared to pursue study for the B.S. degree in Physics and allied sciences.

The accompanying curriculum, with slight modification, prepares the student for continuation in a program leading to a bachelor’s degree in architecture. Graduates of our pre-engineering program are assured entrance to the program in Architecture at the City College, or other schools of architecture.

Many careers are open to graduates of engineering colleges, schools of architecture, or four-year science courses, in such fields as:

- Engineering
  - Chemical
  - Civil
  - Electrical
  - Industrial
  - Mechanical
  - Nuclear

- Science
  - Architecture
  - Chemistry
  - Mathematics
  - Nuclear Science
  - Physics
  - Statistics
  - Teacher of Mathematics or Science
Curriculum Pattern

**PRE-ENGINEERING**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td></td>
<td>SC 2</td>
<td>Chemistry 2</td>
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<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
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<td>†SM 12</td>
<td>Analytic Geometry and Calculus</td>
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<td>GE 1</td>
<td>English Composition 1</td>
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<tr>
<td>SM 11</td>
<td>Analytic Geometry and Calculus</td>
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Total 15½

**SECOND YEAR**

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<th>Course Title</th>
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<tr>
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<td>English Composition 2</td>
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<td>GE 3</td>
<td>Speech Fundamentals</td>
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<tr>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
<td>*GH 9</td>
<td>Personal Hygiene and Community Health</td>
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<tr>
<td>SM 13</td>
<td>Analytic Geometry and Calculus</td>
<td>5</td>
<td>**SM 14</td>
<td>Advanced Mathematics for Engineers</td>
<td>4</td>
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<tr>
<td>SP 12</td>
<td>Engineering Physics 2</td>
<td>4</td>
<td>SP 13</td>
<td>Engineering Physics 3</td>
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<td>Engineering Graphics 2</td>
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<td>SP 14</td>
<td>Analytical Mechanics</td>
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Total 17

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<td></td>
<td>Analytical Mechanics</td>
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<tr>
<td></td>
<td>Descriptive Geometry</td>
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</tbody>
</table>

Total 17

**Required for the A.A. Degree: 64½ Credits**

*GH 9 is required of all Pre-Engineering students entering September 1961 and thereafter.*

*Architecture students may omit SM 14 (4cr) and substitute General Education-Liberal Arts electives totaling at least 3 credits, permitting the degree to be attained at 63½ credits.*

*Evening Session Students who completed SM 11 before the Fall 1961 semester may substitute SM 21, 22 and 23 sequence for SM 12 and 13.*
DEPARTMENTAL AIMS AND COURSES:

89 Biology and Medical Laboratory Technology
92 Business and Commerce
98 Chemistry and Chemical Technology
100 Electrical Engineering Technology
104 English and Speech
107 Health and Physical Education
108 Mathematics and Physics
113 Mechanical Engineering Technology
117 Modern Languages
121 Nursing
122 Social Studies and Humanities
126 Principles of Science (Interdepartmental Offering)
CREDIT

Recitation, Lecture, Laboratory Hours

1. The allocation of credits to courses is based on New York State Department of Education regulations in higher education.

2. Generally, the formula is that one semester-hour of credit is awarded in a course meeting for 15 weeks for:
   (a) each hour of classroom or lecture work for which considerable out-of-class preparation is required; or for
   (b) a unit of two or three "laboratory," "shop," "gym," "clinical" or "studio" hours.

3. The term "rec" (recitation) refers to the traditional recitation-discussion-seminar form. If the number of credits assigned is fewer than the number of hours, not so much preparation is required as in courses in which the formula of one credit for one hour is rigorously applied.

4. The term "lect" (lecture) means that several sections have been combined into a single group in which the presentation is sometimes accompanied by demonstration, audio-visual material, etc.

5. The term "lab" (laboratory) indicates that the class meets in a specially equipped area where students may do individualized work in experimentation with instruments, tools and similar equipment.

6. The term "clin" (clinic) indicates supervised, individualized clinical experience in a hospital setting, including group and individual instruction. (Nursing Curriculum)

7. Prerequisites must be completed with a passing grade before the subsequent course may be taken.

8. Corequisites must be taken either simultaneously or before a given course.

AN EXPLANATION OF COURSE SYMBOLS

Each course has a code of letters and numbers, as well as its descriptive title. The code is easily understood with this simple interpretation.

1. The code for courses in "General Education" starts with the letter G. The second letter denotes the department offering the course. Thus, GE-English, GS-Social Studies and Humanities, GA-Art, etc.

2. "Science and Mathematics" courses start with the letter S, with the second letter again denoting the department offering the course. Thus, SB-Biology, SM-Mathematics, SC-Chemistry, SP-Physics and SS-Principles of Science.

4. College level courses usually start with the numerals 1, 2, 3, and 4, except for TE 01. If 0 is the first numeral in a mathematics or language course, it means the course may not be college level and may not receive college credit. Example: SM 01 or SM 02, no college credit.

An exception to this rule is made for students beginning a new language in college after completing at least three years of another one in high school. Example: GSP 01 carries no college credit for anyone who has had high school Spanish, but will carry college credit for one who has completed three years of high school French and is starting Spanish in college.

* * * *

N.B.: Bronx Community College reserves the right to offer only such courses as are warranted by registration and to withdraw courses, if necessary.

DEPARTMENT OF BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY

The Department of Biology and Medical Laboratory Technology aims to train students:

to think and seek truth;
to understand biological facts and principles;
to compile complete and pertinent information and to interpret these data accurately;
to develop scientific attitudes and habits of careful and critical observation;
to develop an increased interest in living things;
to develop manual dexterity in laboratory techniques.

BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY

Students are required to take all courses in Biology and Medical Technology as required by their specific curriculum.

SB 1 — Zoology

Study of anatomy, physiology, morphology, taxonomy and economic importance of representative phyla of animal kingdom.
SB 2 — Botany 2 lect 4 lab 4 cr
Study of representative examples of plant kingdom; their morphology, taxonomy, anatomy, physiology and economic importance.
Prereq: SB 1

SB 3 — Embryology 2 lect 4 lab 4 cr
Study of embryological development of frog, pig and chick from gamete stage to adult.
Prereq: SB 1, SB 2

SB 4 — Histology and Microtechnique 2 lect 4 lab 4 cr
Study and preparation of tissues and organs of mammals for microscopic study.
Prereq: L.A. — SB 1, SB 2, SB 3
MLT — SC 1, SC 2, SB 1, SB 5, SB 6

SB 5 — Anatomy and Physiology 1 3 lect 3 lab 4 cr
A study of protoplasm and the skeletal, muscular, circulatory, digestive, and respiratory systems of the human organism.
Prereq: SC 1, SB 1

SB 6 — Anatomy and Physiology 2 3 lect 3 lab 4 cr
Study of human excretory, reproductive and endocrine systems; special senses; metabolism; immunity. Recent advances in prevention of disease.
Prereq: SC 1, SC 2
SB 1, SB 5

SB 7 — Microbiology 2 lect 4 lab 4 cr
Prereq: MLT — SC 1, SC 2, SC 8
SB 1, SB 5, SB 6
LA — SC 1, SC 2 and written permission from SB 7
SB 1, SB 2 course instructor.

SB 8 — Human Physiology 4 lect 4 cr
A physiological study of the muscular, integumentary, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses.
For Business and Commerce students only
SB 10 — Human Anatomy and Physiology

A study of the anatomy and physiology of the integumentary, muscular, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human; special senses.

Prereq: SS 3

SB 11 — Bacteriology

Isolation, culturing and identification of pathogenic and non-pathogenic bacteria; clinical observations of bacterial effects on human organism.

Prereq: SB 10

SB 13 — Clinical Techniques 1

Use of basic laboratory tools, glassware, electrical equipment and chemicals in urine analysis, complete blood count, normal and abnormal blood smears, measurements of coagulation of blood, blood sedimentation rate, blood hematocrit, blood typing.

Prereq: SC 1, 2; SB 1, 5

SB 14 — Clinical Techniques 2

Chemical tests of blood and urine. Determination of calcium, total proteins, albumin, a/g ratio, non-protein nitrogen, liver function, inorganic phosphates, cholesterol, vitamin C, amylase. Paper chromatography and micro-chemical techniques. Use of the analytical balance. Spectrophotometry.

Prereq: SC 1, SC 2, SC 8, SB 1, SB 5, SB 6, SB 13

TD 1 — Clinical Techniques for Medical Secretaries 1

The proficient and accurate use and care of instruments commonly found in a physician's office such as the microscope, sphygmomanometer, metabulator, electrocardiograph, sterilizer, centrifuge, colorimeter, balance and autoclave.

Prereq: SB 8

TD 2 — Clinical Techniques for Medical Secretaries 2

The common chemical tests and analysis of blood, such as hemoglobin determination, red and white blood counts, differential white blood counts, blood typing, cross matching, Rh. factor. Analysis of urine, determining presence of total protein, albumin, sugar, specific gravity, common minerals such as calcium, potassium, phosphates and chlorides. Sedimentation rates.

Prereq: TD 1
DEPARTMENT OF BUSINESS AND COMMERCE

The objectives of the Department of Business and Commerce are:

- to train students in those competencies, attitudes and skills necessary for proficient performance in their chosen business careers;
- to provide the student who is initially undecided about his business career goal with the opportunity to start his training with certain basic business subjects;
- to provide advanced specialized training in business areas;
- to maintain standards of student achievement based upon those standards required in the relevant areas of business;
- to provide a sound, broad liberal education corequisite with the specific business training required by industry;
- to develop on the part of the students a recognition and adoption of sound moral and ethical responsibilities as citizens and business men and women;
- to provide students with elective choices in specialized areas of business pursuant to the students' interests and college facilities;
- to educate to a high degree of proficiency in these areas developing potential that may lead to a supervisory position in the student's chosen specialized field;
- to cooperate with a business or industry in matters of education and employment for the general welfare of the community as well as for the industry's own specific interests;
- to encourage students' cultural interests;
- to encourage and facilitate student transfer, where appropriate, to further higher education.

BUSINESS AND COMMERCE

TB 1 — Fundamental Accounting 1  
5 rec 4 cr  
Prereq: TB 7

TB 2 — Fundamental Accounting 2  
5 rec 4 cr  
Extension of the principles of accounting to partnerships and corporations.  
Prereq: TB 1
TB 3 — Intermediate Accounting  5 rec  4 cr
Theory and problems of accounting applied to construction, interpretation and use of financial statements; problems of valuation and income determination. Topics covered include assets, liabilities, changes in capital structure, application of funds, working capital changes, investments.
Prereq: TB 2

TB 4 — Cost Accounting  5 rec  4 cr
Principles of cost accounting for manufacturing and business; particular consideration of the managerial uses of cost data under the job order and process cost systems. Use of estimate, standard and direct costing techniques related to job order and process costing.
Prereq: TB 3

TB 6 — Business Law  3 rec  3 cr
Brief survey of the American legal system. Principles of law involved in contracts; case material illustrates application of principles to typical business problems.

TB 7 — Business Mathematics  3 rec  3 cr
Application of mathematics to principles and problems of interest, bank discounts, purchase discounts, installment sales, payrolls, depreciation, profit distribution, taxes and insurance.

TB 8 — Principles of Finance  3 rec  3 cr
Organization and operation of American financial system; consideration of public and private financial institutions. Financial problems of industrial and commercial firms. Methods and procedures of business, foreign trade, and consumer financing. Governmental policies and activities in finance and their effects on prices, interest rates and economic activities.

TB 10 — Legal Office Practice  3 rec  2 cr
Principles and practices in efficient operation, organization, direction and control of activities. Techniques of dealing with clients, filing, establishing itineraries, handling mail. Use of dictating and transcription equipment and duplicating machines. Consideration of professional, ethical and personal relationships.
Prereq: TB 22

TB 11 — Marketing  3 rec  3 cr
Principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in American marketing system. Efficient marketing techniques in the development and expansion of markets.

COURSE DESCRIPTIONS  93
TB 12 — Medical Office Practice and Management  
Efficient operation of offices for physician, hospital, and medical laboratory; organization, direction, and control of the various activities. Use of modern equipment in realistic office projects encompassing ethical office practices, record keeping and appointment making.
Prereq: TB 22

TB 13 — Office Management  

TB 17 — Stenography 1 (Gregg or Pitman)  
Principles of shorthand theory and development of skill to take dictation of simple materials.
Coreq: TB 20

TB 18 — Stenography 2 (Gregg or Pitman)  
Dictation, including a systematic review of theory and expansion of vocabulary. Sustained dictation of business materials and pre-transcription training. Minimum speed of 80 words per minute.
Prereq: TB 17, TB 20
Coreq: TB 21

TB 19 — Stenography 3 (Gregg or Pitman)  
Building extensive business vocabulary. Development of fluency in taking high-speed and sustained dictation. Development of transcription techniques. Minimum speed of 100 words per minute.
Prereq: TB 18
Coreq: TB 21 or TB 22

TB 20 — Typing 1  
Development of basic skills in the use of the typewriter. Letter writing, tabulation problems and report writing.

TB 21 — Typing 2  
Emphasis on development of speed and control. Advanced letter writing problems, letter production, manuscript writing and tabulation. Minimum speed of 50 words per minute.
Prereq: TB 20

TB 22 — Typing 3  
Typing skill at the expert level according to office standards. Special emphasis on integrated office projects. Development of high speed techniques. Minimum speed of 60 words per minute.
Prereq: TB 21
<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>TB 25</td>
<td>Business Organization and Management</td>
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<td>3</td>
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<tr>
<td>TB 26</td>
<td>Business Machines Practice</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>TB 27</td>
<td>Data Processing Systems</td>
<td>4</td>
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<tr>
<td>TB 30</td>
<td>Stenography (Gregg or Pitman)</td>
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<tr>
<td>TB 31</td>
<td>Principles of Salesmanship</td>
<td>2</td>
<td>2</td>
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<tr>
<td>TB 32</td>
<td>Retail Buying Techniques</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>TB 33</td>
<td>Retail Merchandising</td>
<td>4</td>
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Advantages, limitations and financing of basic forms of business organization. Management problems of organization, policy formation, communication and efficiency with particular reference to personnel and their supervision, budgets and automation.

The application of specialized business machines to particular office needs. Development of facility in the operation of key driven calculators, rotary calculators, listing machines, billing and bookkeeping machines.

Principles of electro-mechanical and electronic data processing and their utilization in accounting procedures. Input-output techniques are studied to acquaint the accountant with the latest methods used to accumulate, process, store, and interpret data.

Development of expert dictation speed. Integration of office-style dictation. High-speed transcription according to office standards. Minimum speed of 120 words per minute.

Development of theory and techniques of successful salesmanship, pre-approach, customer-centered selling, demonstration of product, handling objections, closing the sale, achieving long-term customer approval and good will.

Duties and responsibilities of buyer; practical principles and procedures used to determine consumer demand; when and how much to buy, sources of supply and relations with resources; techniques of merchandise selection; pricing.

Theory of merchandising and its application to the basic retailing procedures including mathematics of markup, markdown, gross margin, stock turnover, stock-sales ratio, open-to-buy, unit stock control; use of retail method of inventory as a merchandising tool for computation of profits.
TB 34 — Store Organization and Management 2 rec 2 cr
Organization and operation of retail stores; layouts; budgeting; maintenance; personnel employment, training and management; receiving and marking procedures; security; public relations.
Prereq: TB 11

TB 35 — Retail Advertising and Sales Promotion 3 rec 3 cr
Advertising department organization and procedure; planning, preparation and coordination of external and internal methods of various types of advertising; evaluation and selection of media; development and integration of sales promotion techniques and advertising plans.
Prereq: TB 11

TB 36 — Textiles 4 rec 4 cr
Characteristics and uses of major textile fibers and fabrics—cotton, linen, wool, silk, rayon, acetate, nylon, polyesters, acrylics and other synthetics. The processes of weaving, dyeing, printing, finishing; identification of fibers, weaves and fabric finishes.

TB 37 — Apparel and Accessories 4 rec 4 cr
Style, construction and quality of apparel and accessories, such as dresses, suits, shirts, sweaters, hosiery, gloves and shoes. Application of color line and design to fashion; fashion coordination, analysis of fashion trends.
Prereq: TB 36

*TB 38 — Supervised Cooperative Work Experience 1 rec 14 hrs. wk. exp. 2 cr
Employment in a college-approved retailing organization, to gain insight into the selling, merchandising, personnel and administrative practices of retailers. Paid work experience of a minimum of 14 hours per week, supervised and coordinated by a faculty member. A one-hour seminar each week will be conducted to analyze the experiences gained on the job, and develop a greater understanding of the retailing operations and practices. Students will be rated by the employer on job accomplishment. Course required for degree for Day Session students only.

TB 40 — Legal Procedures 3 rec 3 cr
Origin and development of common, statutory and constitutional law. Structure and functioning of the judicial system. Typical proceedings, civil and criminal, from initiation to enforcement and judgment. The role of the legal secretary.

TB 41 — Legal Stenography 1 (Gregg or Pitman) 4 rec 3 cr
Dictation and transcription of appropriate legal material with attention to development of legal shorthand vocabulary. Legal office memoranda and letters, forms and documents, pleadings and litigation material in contested and uncontested cases.
Prereq: TB 18, TB 21, TB 40

*Substitute experience may be offered without credit toward the degree, by fully employed students in the Evening Session, who will offer an additional General Education elective.
TB 42 – Legal Stenography 2 (Gregg or Pitman) 8 rec 6 cr
High speed dictation and rapid transcription of items and materials in non-litigation and litigation, items connected with wills and settlement of estates, proceedings in buying and selling of land and real estate, incorporating a business, instituting and carrying forward an appeal. Production, according to legal office standards, of documents, forms and communications.
Prereq: TB 41

TB 43 – Medical Stenography 1 (Gregg or Pitman) 4 rec 3 cr
Dictation and transcription of material relating to the various medical specialties such as pediatrics, geriatrics, ophthalmology, orthopedics, obstetrics and surgery. Familiarity with medical terminology in the attainment of a medical shorthand vocabulary.
Prereq: TB 18, TB 21

TB 44 – Medical Stenography 2 (Gregg or Pitman) 6 rec 4 cr
Dictation and transcription of letters, conferences and hospital reports. Preparation of materials for physicians’ reports in connection with workman’s compensation claims. Further expansion of the students’ medical shorthand vocabulary.
Prereq: TB 43

TB 51, 52 Educational Problems of School Secretaries 1, 2 2 rec 2 cr each
Scope of the position, including responsibilities as confidential secretary to the principal, membership in an educational service, and liaison with parents and community. Public relations in modern public education; organization of New York City school system according to by-laws, circulars, manuals, directives; problems related to mental hygiene, student welfare and public guidance, health and safety; simple methods of research and educational statistics. Educational principles and problems concerning school secretary.

TB 53 – School Records and Accounts 2 rec 2 cr
Responsibilities of school secretary; orientation to the school office; the preparation and completion of reports on accident, attendance, organization and payroll; records of school personnel, supplies and textbooks; accounts of school moneys; school headquarters forms; filing; standards for school office output.

TB 54 – Secretarial Practice 4 rec 2 cr
Integration of secretarial skill, knowledge and cultivation of desirable personal traits, characteristics and attitudes of the executive secretary. A series of realistic office assignments including the theory and practice of
filing; operation and use of duplicating, dictating and transcription machines.
Prereq: TB 19, TB 22

TB 55 — School and Community Relations 2 rec 2 cr
Study of desirable relationships between school and community in a democratic society, including the social and cultural forces affecting school programs. Historical and sociological analysis of current school problems, for orientation of school secretarial personnel.

DEPARTMENT OF CHEMISTRY AND CHEMICAL TECHNOLOGY

The objectives of the Department of Chemistry are:
- to study the matter of which our world consists, its nature and properties, transformations and energy relationships;
- to show the relation of Chemistry to other fields of science, its significance in modern life and its potentialities;
- to develop an understanding of the methods of science;
- to provide by laboratory instruction the opportunity for first hand observation of chemical and physical properties of selected chemical elements and compounds;
- to illustrate important chemical concepts and principles;
- to train the student to relate chemical concepts and principles to the theories that explain them;
- to teach the student the methods of manipulation and laboratory techniques so that he can work safely in a laboratory;
- to help him develop the ability to make critical observations and to interpret and utilize his data correctly in making inferences and drawing conclusions;
- to prepare the student for further education or for employment in chemical laboratories.

CHEMISTRY AND CHEMICAL TECHNOLOGY*

SC 1, 2 — Chemistry 1, 2 1 rec 2 lec 3 lab 4 cr
Prereq: for SC 2: SC 1

*See p. 72 for descriptions of TC 1, TC 2, TC 3.
SC 3 — Organic Chemistry 1
Principles of chemistry extended to organic compounds. Theories of structure and of reaction are emphasized. Training in the principles of classification and nomenclature of organic compounds. (Confined to aliphatic compounds.)
Prereq: SC 1 or SC 2

SC 4 — Organic Chemistry 2
A continuation of SC 3. Study extended to aromatic compounds.
Prereq: SC 3

SC 6 — Qualitative Analysis
Theory and practice in the separation and identification of the common anions and cations by semi-micro methods.
Prereq: SC 1

SC 7 — Quantitative Analysis
Theory and laboratory methods of Quantitative Chemical Analysis with laboratory determinations employing gravimetric and titrimetric (volumetric) methods, including acid-base, precipitation and oxidation-reduction reactions; use of chelating agents and analytical instruments.
Prereq: SC 21

SC 8 — Biochemistry
Chemistry of metabolism, electrolytic equilibrium, reaction, mechanism, catalysis, oxidation reduction, enzymes, metabolism of carbohydrates, proteins, fats and nucleic acids.
Prereq: SC 2

SC 9 — Introduction to Physiological Chemistry
A survey course designed to meet the needs of the nursing students, featuring an introduction to chemical principles and an emphasis on physiological chemistry. Not offered after June 1962

SC 21 — General Chemistry with Qualitative Analysis
Study of fundamental principles and properties of elements and compounds. Chemical reactions. Theory and practice in the separation and identification of the common anions and cations by semi-micro methods.
Prereq: SC 1

*To be discontinued in Fall, 1962.
DEPARTMENT OF ELECTRICAL ENGINEERING TECHNOLOGY

The courses in the Electrical Engineering Technology Department are designed:

- to train students for positions as engineering technicians;
- to provide basic training in Electrical Technology after a suitable introduction to mathematics and physics;
- to emphasize general principles and concepts;
- to concentrate on electronics, the area in which most engineering technicians find employment;
- to include a survey of electrical power and machinery;
- to include a knowledge of electrical manufacturing methods and some experience with the construction of breadboards and prototypes. (Training for artisanship is not, however, an essential part of this program.);
- to provide experience in the use of industrial caliber test and measuring equipment;
- to study examples of the application of the basic core of the discipline to equipment and systems. (This is accomplished throughout the curriculum and by means of a senior elective course.);
- to provide experience in doing work typical of engineering technicians. The student and instructor simulate the engineering technician-engineer team. The student is directed to carry out typical industrial caliber projects under conditions similar to those found in industry;
- to include a survey of mechanical technology often needed by electrical engineering technicians.

ELECTRICAL ENGINEERING TECHNOLOGY

TE 01 — Introduction to Electric Circuits

Study of voltage, current, resistance, phase, power and energy in linear D.C. and A.C. circuit elements and networks. Introduction to transients, complex waves and waveshaping with linear elements. Study of static electric and magnetic fields and circuits and balanced polyphase distribution systems. The laboratory work includes the use of basic test instruments.

Coreq. for TE 01: SMT 10
Prereq. for TE 1: SPT 1, TE 01
Coreq. for TE 1: SMT 2
Prereq. for TE 2: SMT 2, TE 1
Coreq. for TE 2: TE 3
An introduction to basic principles of electricity and electronics, to provide a background suitable for service work on electronic equipment. Fundamentals of electricity and DC and AC circuits, electric and magnetic fields and an introduction to vacuum tubes, semiconductor diodes and transistors. Fundamentals of circuit theory. The laboratory work includes experience with industrial caliber measuring and test equipment. Experience is provided in the servicing of radios, television and other electronic equipment.

**TE3, 4 — Electronics 1, 2**

Study of electron tube characteristics and circuits. Introduction to semiconductor physics and of semiconductor diodes, transistors, semiconductor circuits and microwaves. Laboratory work includes use of commercial electronic laboratory techniques and instrumentation. Use of oscilloscope as a test instrument emphasized.

Coreq. for TE 3: SMT 2, TE 1
Prereq. for TE 4: TE 3
Coreq. for TE 4: TE 2

**TE5 — Electric Machines and Power 1**

Coreq: TE 2

**TE6 — Electric Machines and Power 2**

The principles and application of electric power generation, transmission and distribution. The characteristics of typical motors, generators, transformers and controls. A brief introduction to servo-systems, synchro construction and characteristics. The projects to be carried out in the laboratory include the connection, starting and control of selected electric machinery. The determination of characteristics provides practice in the use of standard and specialized power instrumentation.

Prereq: TE 5

**TE7 — Electric Product Design**

Study and practice in the layout and assembly of electrical and electronic equipment. Problems considered include those of spatial economy, serviceability, lead length, cross coupling, shielding and heat dissipation. The techniques studied include miniaturization, modular construction, printed circuits, automatic fabrication and assembly, as well as conventional procedures. Laboratory work consists of the layout, fabrication, inspection and tests of some simple electronic and electric assemblies using equipment similar to that found in industrial model shops.

Prereq: TM 3
Coreq: TE 1

*This course is for Evening Session students only.*

COURSE DESCRIPTIONS 101
TE 8 — Electric Project Laboratory

Application of electrical and electronic theory to the solution of practical laboratory problems. Students work as members of teams under the personal direction of the instructor who acts as the project engineer. Projects include design of circuits, construction and testing of breadboards and prototypes, the submission of tests, data and reports.
Coreq: TE 24

The following courses, numbered in the 20's, (except TE 24) are elective courses. The selection is made by the senior class as a whole so that an individual student may be enrolled in an elective that is not his first choice.

TE 21 — Electric Power System

Continuation of Electric Machines and Power 1 and 2 (TE 5 and 6). Study of selection and design procedures for typical machinery and transformers. Power factor correction by static and synchronous condensers. Selection procedures for starting, protection and control equipment. Laboratory work includes performance tests of machinery using industrial procedures, design, construction and test of a single phase motor and simulation of power line servicing using specialized test equipment.
Coreq: TE 6

TE 22 — Electric Layout and Estimating

A study of the procedures used in the design and layout of electric lighting and power distribution systems. Code requirements, good practice and engineering economics. Selection and layout of lighting fixtures to provide suitable illumination. The laboratory work consists of the solution of selected design problems and visits to typical installations.
Coreq: TE 6

TE 23 — TV and Radar

The basic principles of typical television and radar systems. Generation, transmission, reception and display equipment of conventional types. The laboratory work consists of the testing and trouble-shooting of monochrome and color television and a small radar installation.
Coreq: TE 24

TE 24 — Pulse and Digital Circuits

Typical circuits used in the generation and control of nonsinusoidal wave-shapes and their application to timing, telemetering, cathode ray displays; television and computers.
Prereq: TE 2, TE 4

TE 25 — Computers

Principles of simple analog and digital computers and their capabilities.
Typical electronic and electromechanical arrangements. Introduction to the theory of electrical analogies and to Boolean algebra. Laboratory work consists of programming, set up and testing of some elementary analog and digital computer circuits.

Coreq: TE 24

**TE 26 — Servo Systems**

3 rec 3 lab 4 cr

Simple feedback control systems utilizing electrical, mechanical and hydraulic elements. Theory of operation and characteristics of typical components. Stability and performance criteria are applied to simple servo-systems, after a brief introduction to transfer functions. Laboratory work consists of set up and test of several simple servo-systems. Modern industrial electrical, mechanical and hydraulic servo components are utilized.

Prereq: TE 2, TE 4

**TE 27 — Semi-Conductors and Circuits**

3 rec 3 lab 4 cr

Semi-conductor physics and its applications to diodes and transistors. Semi-conductor circuits including amplifiers, oscillators, switching circuits, computer circuits. Other semi-conductor devices. Laboratory work consists of the design, assembly and test of semi-conductor circuits. Examples include audio, radio and computer applications.

Prereq: TE 2, TE 4

**TE 28 — FM and Microwaves**

3 rec 3 lab 4 cr

Frequency and phase modulation theory and circuits. Transmission line theory and its application to microwaves. Coaxial lines, waveguides, cavity resonators, magnetrons, klystrons, travelling wave tubes, filters, stubs and antennas. Laboratory work includes the test of FM and microwave circuits.

Prereq: TE 2, TE 4

**TE 29 — Electronic Manufacturing Techniques**

3 rec 3 lab 4 cr

The latest techniques in the manufacturing of electronic components and assemblies. Printed circuits, modules, automatic insertion, component board layout and miniaturization. The laboratory work consists of the application of modern electronic manufacturing techniques to simple problems. Visits to manufacturing installations.

Prereq: TE 7

**TE 32 — Electrical Technology 2**

2 rec 3 lab 3 cr

Study of AC circuits and electrical machinery, with a brief introduction to electronics. Application of electrical principles to the measurement, control and operation of mechanical systems is stressed. Laboratory work consists of the testing of simple circuits and machinery.

Prereq: TE 01

Coreq: SMT 2

For Mechanical Engineering Technology Students only
TE 41 — Advanced Electronics Seminar

Lectures and discussion of applications of electronics to modern systems, including analog and digital computers, radar, transmission lines, antennas and feedback control systems. Emphasis is geared toward the interests and background of the group.

*For 4th Semester students by permission of Department Head.*

**DEPARTMENT OF ENGLISH AND SPEECH**

Along with the other departments of the college, the Department of English and Speech is interested in helping young men and women achieve intellectual, personal, social, and vocational competency. This involves acquiring knowledge, developing skills, learning to think, and gaining power in expressing ideas with clarity and precision, among other things.

Thought and expression—the soul of English instruction—are activities that improve only with guided practice, provided students are encouraged to communicate correctly, vividly, and frequently. Consequently, the faculty helps students:

- Select appropriate content for writing, reading, and speaking;
- Organize ideas logically and efficiently;
- Express the truth that is in them in an effective manner, both in oral and in written communication;
- Listen and read critically and with appreciation;
- Analyze, interpret, and enjoy literature;
- Correct any remediable deficiencies in composition, speech, or reading;
- Develop good taste in the use of mass media (television, radio, motion pictures, theaters, magazines, and newspapers) and other instruments of modern culture;
- Gain an increased understanding of the human condition, everywhere and in every age, including man's relationship to his fellow man and to his Creator, the yawning gap between fact and opinion, the death struggle between good and evil, the difference between liberty and license, and the problem of pain.

To summarize, the English-Speech Department inculcates the six basic skills of communication: comprehension, appreciation, judgment, application, expression, and group procedures in the four basic communication arts: reading, writing, speaking and listening; the four steps in critical thinking: evaluating sources of information, drawing conclusions from data, evaluating results, and revising conclusions in the light of more exact information and reasoning, and the leisure-time activities connected with relishing poetry, drama, fiction, biography, and non-fiction—lifelong sources of pleasure and profit.
ENGLISH AND SPEECH

GE 1 — Composition 1 3 rec 3 cr
Review of fundamental principles of composition; practice in expository writing; selected reading in the essay and short story. Individual conferences.

GE 2 — Composition 2 3 rec 3 cr
Expository writing, including a major research paper; selected reading in the novel, poetry and drama. Individual conferences.
Prereq: GE 1

GE 3 — Speech Fundamentals 3 rec 2 cr
Development of effective oral communication skills. Preparation and presentation of original speeches to entertain, impress, inform and persuade. Practice in reading prose and poetry. Voice production and elementary phonetics. Individual conferences.
Prereq.: GE 1, GE 2

GE 4 — Advanced Speech 3 rec 2 cr
Composition and delivery of documented speeches to persuade and convince; group discussions on topics of current, lasting interest; instruction and practice in parliamentary procedure and debate. Semantics and propaganda analysis. Individual conferences.
Prereq: GE 3

GE 5 — Classical Literature 3 rec 3 cr
Classics of world literature, from Homer through Shakespeare. Reading and interpretation of the complete texts of Attic Greek masters; Dante's Inferno; Chaucer's Canterbury Tales; Cervantes' Don Quixote; and Shakespeare's King Lear, King Richard III, The Tempest and Sonnets. Supplementary reading in world masterpieces from the Old Testament to Essays of Montaigne. Individual conferences.
Prereq.: GE 1, GE 2; may be taken concurrently with GE 3

GE 6 — Modern Literature 3 rec 3 cr
Masterpieces of modern literature, using the complete texts of works of Milton, Moliere, Swift, Goethe, one English and one American Romantic poet, Dostoyevsky and Joyce. Supplementary readings in world authors representative of various literary periods. Individual conferences.
Prereq: GE 1, GE 2

GE 7 — Modern American Drama 3 rec 3 cr
Prereq: GE 1, GE 2
**GE 8 — Modern American Short Story**

Origins and development of the modern American short story; development of aesthetic skill in discriminating reading of the short story; the short story in the Twentieth Century. Individual conferences.

Prereq: GE 1, GE 2

**GE 9 — Modern British and American Poetry**

Introduction to great modern poetry. Development of basic comprehension of poetic principles and techniques. Historic and linguistic background necessary for the appreciation of poetry. Poetry as a satisfying source of aesthetic enjoyment. Individual conferences.

Prereq: GE 1, GE 2

**GE 10 — Great Novels**


Prereq: GE 1, GE 2

**GE 11 — Journalism**

Practice in newspaper techniques, including the writing of news stories, short features and interviews. Laboratory work in producing and evaluating articles and editorials.

Prereq: GE 1, GE 2

Permission of instructor required.

**GE 12 — American Literature and Thought**

A study of complete texts of selected authors in various genres from the middle of the Nineteenth Century to the contemporary period of literature. Among the authors studied are Hawthorne, Melville, Whitman, James, Twain, T. S. Eliot and Hemingway. Individual conferences.

Prereq: GE 1, GE 2

**GE 13 — Voice and Diction**

Intensive speech diagnosis, corrective and developmental exercises, and the systematic study of effective oral communication for future teachers, lawyers, actors, etc. Individual conferences.

Prereq: GE 3

**GE 14 — Play Production**

A basic course in the fundamentals of play direction and production. Training in selecting, casting, producing, and directing plays suitable for community and college enrichment and entertainment. Individual conferences.

Prereq: GE 1, GE 2

*To be offered in Spring semester as a parallel course with GS 9, American History 2. Classes will frequently be conducted concurrently. A student may receive credit for either GE 12 or GS 9.*

106 COURSE DESCRIPTIONS
GE 15 — Argumentation and Debate  
3 rec 3 cr  
Principles and practices of argumentation and debate, including the nature of persuasion, stating and analyzing propositions, collecting materials, making briefs; evidence and reasoning, refutation, style and delivery. Individual conferences.  
Prereq: GE 3

GE 16 — Oral Interpretation of Literature  
2 rec 1 cr  
A speech arts course in the methods and techniques of oral delivery of appropriate literary selections (prose, poetry and drama). Individual conferences.  
Prereq: GE 3

GE 17 — Parliamentary Procedure and Practice  
2 rec 1 cr  
A practical course in the efficient use of parliamentary procedure as a democratic instrument for group deliberations. Individual conferences.  
Prereq: GE 3

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

The objectives of the Department of Health and Physical Education are:  
to develop and improve the student’s physiological and organic power and neuro-muscular skills;  
to develop and improve the student's knowledge, skills, understandings and attitudes related to health and physical education;  
to help the growth and development of the student’s emotional poise and control.

HEALTH AND PHYSICAL EDUCATION

1. For permission to substitute requirements because of health limitations, apply to the Head of the Health and Physical Education Department.

2. An annual medical examination is required.

3. The ability to swim for 100 yards is a requirement for graduation.

GH 1 — Fundamental Skills (Men and Women) 2 gym 1/2 cr  
Physical fitness testing and evaluation. Orientation to sports program (men and women) and dance (women only). Required for all students.

GH 2 — Senior Life Saving and Water Safety (Men and Women) 2 pool 1/2 cr  
American Red Cross Life-Saving Certificate issued on successful completion of course.  
Prereq: GH 1 and ability to Swim 200 yards
GH 3 — Fundamentals of Swimming (Men and Women)  
Recommended for all non-swimmers.  
Prereq: GH 1  
2 pool ½ cr

GH 4 — Techniques of Dance (Women)  
Folk, square, social and modern.  
Prereq: GH 1  
2 gym ½ cr

GH 5 — Seasonal Sports (Men)  
Spring — Tennis and Volleyball  
Fall — Basketball and Badminton  
Prereq: GH 1  
2 gym ½ cr

GH 6 — Seasonal Sports (Women)  
Spring — Tennis and Handball  
Fall — Volleyball and Badminton  
Prereq: GH 1  
2 gym ½ cr

GH 7 — Coeducational Dance, Skills, and Sports Activities  
Skills and techniques in dance (folk, square and social); rebound tumbling (trampoline), and bowling.  
Prereq: GH 1  
2 gym ½ cr

GH 8 — Fundamentals of Wrestling and Heavy Apparatus (Men)  
Prereq: GH 1  
2 gym ½ cr

GH 9 — Personal Hygiene and Community Health (Men and Women)  
A study of problems in personal hygiene and community health to develop proper habits that promote healthful living.  
Prereq.: GH 1  
2 rec 1 cr

DEPARTMENT OF MATHEMATICS AND PHYSICS

The aims of the Department of Mathematics and Physics are:

to develop scientific attitudes and skills in critical observation with an understanding of mathematical and physical theory as applied to specific problems;

to prepare students who aspire to careers in Engineering, in mathematics and Engineering Physics, so that they will be eligible for transfer to a four-year institution;

to provide students in the technology areas with an awareness of the nature of mathematical operations and with mathematical and physical skills basic to the vocation of a technician;

to provide students with an understanding and appreciation of mathematics and physics in our present culture.
MATHEMATICS AND PHYSICS

Mathematics

SM 01 — Elementary Algebra

3 rec 0 cr
Signed numbers; formulas and graphs; polynomials, equations with two unknowns; factoring; algebraic fractions; square root and radicals; quadratic equations; indirect measurement.

SM 02 — Intermediate Algebra

3 rec 0 cr
Equations and graphs; verbal problems; factoring; fractions; linear functions and their graphs; variation; exponents; logarithms; simple trigonometric functions; quadratic functions and their graphs; systems of equations; progression and binomial series.

SMB 1 — Introductory College Mathematics

3 rec 3 cr
Brief review of fundamental operations with integers and fractions; simple equations; introduction to trigonometry; exponents; direct and inverse variations; quadratic equations; sets, functions, graphs, logarithms, statistics.

For Business and Commerce students only.

SMH 1 — Trigonometry

3 rec 0 cr
Review of operations; linear and quadratic equations, exponents, radicals, logarithms, progressions; binomial theorem; trigonometric functions; derivation of formulas and trigonometric equations; solution of right and oblique triangles; applications.
Prereq: Intermediate Algebra or SM 02

For Electrical and Mechanical Engineering Technology students only to remove a condition.

SML 1 — Survey of Mathematics I

3 rec 3 cr
Intended for Liberal Arts students—stresses fundamental concepts; discusses applications of mathematics. Topics covered: review of algebra from a postulational point of view, set theory, statistics.
Prereq: Intermediate Algebra or SM 02

SML 2 — Survey of Mathematics II

3 rec 3 cr
Analytical geometry, function algebra and trigonometric limits, introduction to differential and integral calculus including applications.
Prereq: SML 1
*SMT 10 — College Algebra  
4 rec 3 cr
Review of trigonometry of the right triangle; trigonometry of oblique triangles; logarithms; multiple angle formulas and complex numbers; functions and graphs; quadratic equations and systems of equations; theory of equations; permutations, combinations and probability; set terminology; mathematical induction; matrices and determinants.

Prereq: Intermediate Algebra or SM 02

Required for Electrical and Mechanical Engineering Technology, Medical Laboratory Technology, Chemical Technology and Pre-Pharmacy students. Elective for Business and Commerce students.

SMT 2 — Mathematical Analysis  
3 rec 3 cr
Function concept; conic sections; limit concept; differentiation of algebraic functions; differentials, definite integral; anti-derivatives; indefinite integral; limits involving transcendental functions; differentiation of transcendental functions; integration of transcendental functions; applications.

Prereq.: SMT 10 or Advanced Algebra

Required for Electrical Engineering Technology and Mechanical Engineering Technology, Pre-Pharmacy and Chemical Technology students.

SM 11 — Analytic Geometry and Calculus I  
4 rec 4 cr
Mathematical induction; elements of set theory; the straight line; limits; rates of change applied to slope and rectilinear motion; differentiation and anti-differentiation of algebraic functions; applications. Introduction to analytic geometry.

Prereq.: Advanced Algebra or SMT 10

SM 12 — Analytic Geometry and Calculus II  
5 rec 5 cr
Conic sections; polar coordinates; parametric equations; differentiation of transcendental equations; integration; applications.

Prereq: SM 11

SM 13 — Analytic Geometry and Calculus III  
5 rec 5 cr
Vectors, lines, planes, curves, surfaces; partial differentiation; multiple integrals; infinite series.

Prereq: SM 12

SM 14 — Advanced Mathematics for Engineers  
4 rec 4 cr
Methods of solving ordinary differential equations appearing in physical problems; first order and first degree linear differential equations with and without constant coefficients; methods of undetermined coefficients, operational methods, and variation of parameters; selected topics from among the following: hyperbolic functions; power series; fourier series; gamma functions; Bessel functions; certain applications of above to

*Formerly SMT 1, 3 rec, 3 cr.
problems of motion; electric circuits, chemical solutions and damped and forced vibrations; triple vector products; Frenet's Formulas, vector spaces, Cauchy-Schwartz inequality, matrices, linear transformations.
Prereq: SM 13

SM 15 — Probability and Statistics
3 rec 3 cr
Introduction to probability, organization and presentation of data, frequency distribution, mean and standard deviation, variance, normal distribution. (Designed for Liberal Arts students who expect to major in Education or the Social Sciences.)
Prereq.: SML 1, SML 2

Physics

SP 11 — Engineering Physics I
1 lect 2 rec 2 lab 4 cr
Laws of motion; mechanical energy; statics; hydrostatics and hydrodynamics with applications of Archimedes' Principle and Bernoulli's Theorem. SP 11 is the first of a three term sequence in general physics for pre-engineering and science students or for students in a Liberal Arts and Science transfer program.
Prereq: SM 11

SP 12 — Engineering Physics II
1 lect 2 rec 2 lab 4 cr
The concepts of heat and temperature; calorimetry; transfer of heat; mechanics of gases, including the kinetic theory derivation of the universal gas law, laws of motion and sound, electrostatics and magnetostatics and a brief introduction to the study of direct-current circuits.
Prereq: SP 11, SM 12

SP 13 — Engineering Physics III
1 lect 2 rec 2 lab 4 cr
Magnostatics and electromagnetism; electric induction, alternating current; wave motion, sound, light and modern physics. This is the third semester of a three semester sequence for pre-engineering and science students.
Prereq: SP 12, SM 13

SP 14 — Analytical Mechanics
1 lect 3 rec 4 cr
The principles of mechanics and the development of logical procedures of analysis in problem solving. Statics and kinematics of rigid bodies, dynamics of particles and rigid bodies, and mechanical vibrations.
Prereq: SM 13, SP 12
Coreq: SM 14, SP 13
SPL 1 — College Physics I

3 rec 2 lab 4 cr
Fundamental aspects of physics; measurements; vectors and scalars; motion; dynamics of radiation; heat and temperature; waves; optics, light.
Prereq.: Trigonometry or SMT 10

SPL 2 — College Physics II

3 rec 2 lab 4 cr
Continuation of SPL 1. Dynamics, Newton’s Laws, gravitation, electricity and magnetism; modern physics. Subjects developed theoretically during the lecture and recitation periods, and studied experimentally in the laboratory.
Prereq: SPL 1

SPT 1 — Technical Physics I

1 lect 1 rec 2 lab 3 cr
An introduction to the basic laws of mechanics, heat and fluids.
Prereq: Trigonometry or SMH 1
Coreq: SMT 1

SPT 2 — Technical Physics II

2 rec 2 cr
An introduction to the basic laws of electricity, sound and light. Selected topics in modern electron and nuclear physics considered briefly.
Prereq: SPT 1

SPNT 1 — Nuclear Technology I

1 rec 2 lab 2 cr
Atomic structure; nuclear structure; radioactive decay schemes; detection and measurement of radiations. Not offered after June, 1962.

SP 22 — Nuclear Technology II

1 rec 2 lab 2 cr
Radiation effect and protection; uses of radioisotopes; particle accelerators; availability; use regulations and procurement of isotopes (AEC, N.Y.S. and N.Y.C. Board of Health standards). Not offered after June, 1962.

SPT 01 — Introduction to College Physics

4 rec 0 cr
Nature of physics; units math and physics; velocity, acceleration; kinematics; vectors and centripetal motion; Newton’s Laws of Motion; momentum forces; simple motions; gravitation center of mass; potential and kinetic energy; conservation laws; friction.

SP 23 — Atomic and Nuclear Physics

2 rec 4 lab 4 cr
The deflection of charged particles by electric and magnetic fields, e/m determination, Rutherford model of the atom, spectral series for hydrogen, quantum numbers; atomic structure; nuclear structure; radioactive decay schemes; detection and measurement of radiations; radiation effect and protection; uses of radioisotopes; particle accelerators; regulations for use and procurement of isotopes (AEC, N.Y.S. and N.Y.C. Board of Health standards).
DEPARTMENT OF MECHANICAL ENGINEERING TECHNOLOGY

The courses in the Mechanical Engineering Technology Department are designed:

to train students for positions as engineering technicians;
to provide basic training in Mechanical Technology after a suitable introduction to mathematics and physics;
to emphasize general principles and concepts;
to provide an introduction to three of the most important areas in which mechanical engineering technicians find employment: machine design, heat power and production planning;
to provide experience in the use of industrial caliber test and measuring equipment;
to provide an understanding of the methods used to manufacture mechanical parts, accomplished by study, demonstration and student projects. (Training for artisanship is not, however, an essential part of this program.)
to provide more comprehensive coverage in two areas of specialization as examples of the application of the principles of mechanical technology. (This is accomplished by means of two senior elective courses.);
to include a survey of electrical technology often needed by mechanical engineering technicians.

MECHANICAL ENGINEERING TECHNOLOGY

**TM 01 — Introduction to Engineering Graphics**
1 rec
4 lab
0 cr
Drawing techniques with emphasis on line work, conventions and organization. Orthographic projection is introduced.

**TM 09 — Elementary Problem Solving**
3 rec
0 cr
An orientation course designed to train the student in effective study and work habits to insure successful performance in technology courses to follow. Instruction will cover the proper use of technical aids, the heritage and nature of the engineering technology and problem-solving techniques. The course includes a study of the use of the slide rule, scientific notation, engineering units, dimensional analysis and organization of technical problems.

**TM 1 — Engineering Graphics 1**
1 rec
4 lab
2 cr
Provides a knowledge of, and practice in, the fundamentals of engineering drawing and standard practice used in industrial drafting rooms. Topics covered are lettering, use of instruments, applied geometry, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, dimensioning (including limit dimensioning), electrical drawings and schematics, charts and graphs, and detail drawing.

*Offered to Evening Session students and to Pre-Tech students in special experimental groups.*

COURSE DESCRIPTIONS 113
TM 2 — Engineering Graphics 2
1 rec 4 lab 2 cr
Introduction to drawing practices in specific fields. Familiarization with selected specialties such as gears, cams, building, piping; structural, architectural, electrical and welding.
Prereq: TM 1

TM 3 — Engineering Materials and Processes
1 rec 4; lab 2 cr
A study of basic material characteristics, engineering processes and unit production measurements. The basic techniques used in the fabrication and assembly of mechanical products in small quantities. Processes included are casting, forging, welding, drilling, lathe work, milling, woodworking, forming of plastics and heat treating. Laboratory work includes practice with hand and machine tools of industrial caliber.
Prereq: TM 3
Coreq: SMT 2

TM 4 — Production Processes and Measurements
1 rec 4 lab 2 cr
Study of industrial mass production fabricating and measuring techniques, including quantitative and qualitative aspects. Relations between design of product and anticipated method of fabrication. Precision layout, measuring and gauging procedures. The laboratory work includes practice with hand and machine tools and precision measuring equipment of industrial caliber.
Prereq: TM 3

TM 6.1, 6.8 — Mechanics and Strength of Materials 1, 2
TM 6.1: 5 rec 5 cr
TM 6.8: 3 rec 3 lab 4 cr
Integrated course covering the application of the principles of statics, dynamics and strength of materials. Study of the relationships between externally applied forces and internally induced stresses in various types of structural members. Analysis and solution of practical problems. The laboratory work consists of destructive and non-destructive tests of materials using industrial equipment and A.S.T.M. standard procedures.
Prereq. for TM 6.1: SPT 1
Coreq. for TM 6.1: SMT 2
Prereq. for TM 6.8: TM 6.1

TM 7 — Descriptive Geometry
1 rec 4 lab 2 cr
This course develops the projective imagination of the student. The solution by graphical methods of problems concerned with the relations of points, lines, planes and surfaces, intersection and developments are studied. Problems in vector geometry and graphical calculus are solved.
Coreq: TM 2
For Pre-Engineering Students only

114 COURSE DESCRIPTIONS
TM 11 — Machine Design
3 rec 3 cr
Study of the principles used to design typical machine members. Consideration of kinematics, strength, stress concentration, rigidity, wear, impact, fatigue, friction and lubrication.
Coreq: TM 6.8

TM 12 — Thermodynamics and Heat Transfer
3 rec 3 lab 4 cr
A study of the basic concepts of energy and energy interchanges. The steam generator, internal combustion engine, refrigerator, air compressor, turbine, hot water heater and home insulation are some of the familiar examples discussed. The laboratory work includes the testing of systems operating by thermodynamic cycles and heat transfer.
Prereq: SMT 2, SPT 1

TM 14 — Manufacturing Organization and Management
2 rec 3 lab 3 cr
A survey of the activities and their relationships in the industrial concern with emphasis on the basic concepts of production control systems, time study, plant layout, inventory control methods and evaluation procedures. The laboratory work includes the analysis and solution of simple problems in the above categories.
Prereq: TM 2

The following courses, numbered in the 20's, are elective courses. The selection is made by the senior class as a whole so that an individual student may be enrolled in an elective that is not his first choice.

The following courses, numbered in the 20’s, are elective courses. The selection is made by the senior class as a whole so that an individual student may be enrolled in an elective that is not his first choice.

TM 21 — Advanced Machine Design
3 rec 3 lab 4 cr
A continuation and elaboration of TM 11 (Machine Design), with an emphasis on synthesis. The designer’s responsibility and the use of judgment in non-critical applications is considered. The laboratory work consists of several complete design projects of comprehensive caliber. The results are presented in assembly and detail drawings.
Prereq: TM 11

TM 22 — Tool Design
3 rec 3 lab 4 cr
Principles and factors useful for selecting and designing the most suitable tool. Subjects included are drill jigs, milling fixtures, special cutting tools and dies for blanking, drawing, piercing and bending. The laboratory work is divided between the drafting room where some simple designs are made and the machine tool laboratory where some of the fabrication procedures used in manufacturing and testing tools and dies are discussed, demonstrated and practiced.
Prereq: TM 11
The theory of operation is studied, including such basic components as condensing units, expansion valves, evaporators, blowers, ducts, and controls. Commercially used design and estimating procedures. The laboratory work includes performance tests of refrigeration systems and air conditioners. Use of industrial devices such as electronic leak detectors, recording thermocouple potentiometers and air flow indicators.

Prereq: TM 12

The problems of heating air, water and other fluids, gases and solids. A study of the commercially used design and estimating procedures in the selection and installation of domestic and industrial heaters and ventilators. The laboratory work includes fuel and fuel gas analysis, tests of steam generators, hot water heaters, blowers, ducts and insulation. Industrial caliber chemical and electronic fuel gas analyzers, air flow meters and devices for temperature measurement and recording are used.

Prereq: TM 12

A study of the overall operation of typical industrial manufacturing and processing plants. The organization and inter-relationships of the various units with emphasis on the levels at which the community college graduate will probably function. Foremanship, production job sheets, inventory control and purchasing. The laboratory work includes the establishment and the simulated operation of simple management and production systems.

Prereq: TM 14

The application of the principles of production planning and industrial management to the design and layout of manufacturing processes and plants. The economical choice of equipment for fabricating and material handling. Location and mode of operation. The relationship of a plant to its neighborhood and transportation facilities. The laboratory work involves the design and layout of several small manufacturing plants.

Prereq: TM 14

A study of instruments used to sense, measure and control automatic or semi-automatic processes. The operation and application of typical transducers and control systems. A brief introduction to the principles of servo systems. The laboratory work includes the selection, installation,
operation, test and maintenance of industrial instruments, recorders and control systems. Some examples are liquid level controls, photoelectric inspection, flow metering, safety controls for fire, radiation and other hazards, and telemetering applications.

**TM 31, 32 — Mechanical Technology 1, 2**       2 rec 2 cr
2 rec 3 lab 3 cr

Survey of field of mechanical technology including statics, kinematics, mechanics, strength of materials, machine design, thermodynamics and heat transfer and industrial management. Greater emphasis placed on topics of special interest to Electrical Engineering Technology students; small mechanisms, electrical heating and production control. The laboratory work includes the operation and test of selected industrial equipment and materials in the strength of materials and thermodynamics laboratories.

Prereq. for TM 31: SPT 1  
Coreq. for TM 31: SMT 2  
Prereq. for TM 32: TM 31

For Electrical Engineering Technology Students only

**DEPARTMENT OF MODERN LANGUAGES**

The purposes of foreign language study at Bronx Community College are:

to give the student the most complete command possible of the four phases of language: reading, understanding the spoken word, speaking and writing fluently;

to familiarize the student with the culture, civilization, history and literature of the country through the study of its language.

**Modern Language Requirements for the A.A. Degree in Liberal Arts and Science**

1. A student should gain reasonable proficiency in a foreign language.
2. If he continues his high school language, he is required to take a minimum of a year of college-level language beyond the three year high school level.
3. The point at which a student continues his high school language is determined by his achievement on a placement test.
4. A student may start a new language at college. In that event, he must take four semesters of the new language.
MODERN LANGUAGES

All students seeking admission to a language course beyond the 01 level must take a placement test before registration to be assigned to the appropriate course.

French

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GF 01</td>
<td>Elementary French 1</td>
<td>4 rec 4 cr</td>
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<tr>
<td></td>
<td>Pronunciation; elements of grammar; reading and translation of simple text; dictation; conversation. Audio-laboratory practice.</td>
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<tr>
<td>GF 02</td>
<td>Elementary French 2</td>
<td>4 rec 4 cr</td>
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<tr>
<td></td>
<td>Continuation of GF 01.</td>
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<td></td>
<td>Prereq: GF 01.</td>
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<tr>
<td>GF 03</td>
<td>Intermediate French</td>
<td>4 rec 4 cr</td>
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<tr>
<td></td>
<td>Review of grammar; reading; translation and oral discussion of modern texts; composition; dictation; conversation. Audio-laboratory practice.</td>
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<tr>
<td></td>
<td>Prereq: GF 02.</td>
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<tr>
<td>GF 1</td>
<td>College French 1</td>
<td>4 rec 4 cr</td>
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<tr>
<td></td>
<td>Review of grammar; conversation, oral reports, composition and analysis, based on reading and interpretation of literary masterpieces. Audio-laboratory practice.</td>
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<td>Prereq: GF 03.</td>
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<tr>
<td>GF 2</td>
<td>College French 2</td>
<td>4 rec 4 cr</td>
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<td>Continuation of GF 1.</td>
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<td>Prereq: GF 1.</td>
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<tr>
<td>GF 3</td>
<td>College French 3</td>
<td>3 rec 3 cr</td>
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<tr>
<td></td>
<td>Reading, translation and oral discussion of selections from works of modern authors including Zola, France, Lemaitre, Gourmont, Gide, Proust, St. Exupery, Giono, Malraux, Sartre, Camus, Hugo, Gautier, Baudelaire, Verlaine, Mallarmé.</td>
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<td>Prereq: GF 2.</td>
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<tr>
<td>GF 4</td>
<td>College French 4</td>
<td>3 rec 3 cr</td>
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<tr>
<td></td>
<td>Study of French readings, translation, reports, oral discussion and literary analysis of a modern novel and classical plays by Molière and Racine.</td>
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<td>Prereq: GF 3.</td>
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### German

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<td>Pronunciation; elements of grammar; reading and translation of simple texts; dictation; conversation. Audio-laboratory practice.</td>
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<tr>
<td>GG 02</td>
<td>Elementary German 2</td>
<td>4 rec</td>
<td>4 cr</td>
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<td>Continuation of GG 01.</td>
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<tr>
<td>GG 03</td>
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<td>Prereq: GG 02</td>
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<tr>
<td>GG 1</td>
<td>College German 1</td>
<td>4 rec</td>
<td>4 cr</td>
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<tr>
<td></td>
<td>Review of grammar; discussion, literary analysis, oral reports and composition based on selections from Grimm Brothers, Goethe, Roentgen and Schliemann. Audio-laboratory practice.</td>
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<td>Prereq: GG 02</td>
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<td>GG 2</td>
<td>College German 2</td>
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<td>4 cr</td>
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<tr>
<td></td>
<td>Continuation of GG 1.</td>
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<tr>
<td></td>
<td>Reading, oral discussion, literary analysis and translation of a play.</td>
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<td>College German 3</td>
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<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Reading, translation, oral discussion and literary analysis of selections from German classics.</td>
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<td>Prereq: GG 2</td>
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### Spanish

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<td>Elementary Spanish 1</td>
<td>4 rec</td>
<td>4 cr</td>
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<tr>
<td></td>
<td>Pronunciation; elements of grammar; reading and translation of simple texts; dictation; conversation. Audio-laboratory practice.</td>
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<td>GSP 02</td>
<td>Elementary Spanish 2</td>
<td>4 rec</td>
<td>4 cr</td>
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<tr>
<td></td>
<td>Continuation of GSP 01.</td>
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<td>Prereq: GSP 01</td>
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<td>GSP 03</td>
<td>Intermediate Spanish</td>
<td>4 rec</td>
<td>4 cr</td>
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<td>Review of grammar, reading, translation and oral discussion of modern texts; composition; dictation and conversation based on everyday and cultural topics. Audio-laboratory practice.</td>
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<td>Prereq: GSP 02</td>
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</table>
GSP 1 — College Spanish 1  
Review of grammar; conversation, oral reports, discussion and composition based on textual material. Emphasis on cultural and historic background of Latin America. Audio-laboratory practice.  
Prereq: GSP 03

GSP 2 — College Spanish 2  
Continuation of GSP 1 with emphasis on culture and literature of Spain.  
Prereq: GSP 1

GSP 3 — College Spanish 3  
Reading, translation, oral discussion, reports and literary analysis of selections from outstanding authors of Spain and Latin America. Introduction to selections from *Don Quixote*.  
Prereq: GSP 2

GSP 4 — College Spanish 4  
Reading, translation, oral discussion, reports and analysis of selections from modern Spanish novels and plays. Literary styles and Spanish versification. Reading of *Don Juan Tenorio*.  
Prereq: GSP 3

GSP 5 — College Spanish 5  
The Modern Novel. The development of the novel with emphasis on masterworks of the nineteenth century authors: Fernán Caballero, Alarcón, Valera, Palacio Valdés, Galdós, Pereda, Pardo Bazán and Blasco Ibánnez. Reading, discussion, reports.  
Prereq: GSP 4

**Russian**

GR 01 — Elementary Russian  
Pronunciation; elements of grammar; reading and translation of simple texts; dictation; simple conversation. Audio-laboratory practice.

GR 02 — Elementary Russian 2  
Continuation of GR 01.  
Prereq: GR 01

GR 03 — Intermediate Russian  
Review of grammar; reading; translation and oral discussion of modern texts; composition; dictation; conversation. Audio-Laboratory practice.  
Prereq: GR 02

GR 1 — College Russian 1  
Review of grammar; conversation; oral reports, composition and analysis, based on reading and interpretation of literary masterpieces. Audio-laboratory practice.  
Prereq: GR 03
DEPARTMENT OF NURSING

The objectives of the Department of Nursing are to help the student:

to understand the basic biological factors that influence the maintenance of normal function in the human body;
to understand the basic social science factors that influence the behavior of an individual in a cultural and social setting;
to understand the body of knowledge in nursing that forms the basis for direct nursing care to patients presenting common nursing problems;
to develop the ability to give direct nursing care to patients based on immediate and long-range goals;
to use the problem-solving approach as a basis for action in giving direct nursing care in new situations;
to understand the responsibilities and relationships of the technical nurse to the profession of nursing and to the other health professions.

NURSING

TN 1 — Nursing Technology 1  2 lect  2 lab  4 clin  5 cr
Study of the fundamental nursing needs of patients. Clinical laboratory experience provided in a general hospital.

TN 2 — Nursing Technology 2  6 lect  12 clin  8 cr
Study of the nursing care of patients with medical and surgical health problems. Clinical laboratory experience provided in a general hospital.  Prereq: TN 1, SS 3

TN 3 — Nursing Technology 3  2 rec  4 lect  12 clin  10 cr
Study of maternal and child health care. Clinical laboratory work includes experience with normal growth and development, as well as with hospitalized patients.  Prereq: TN 2, SB 10

TN 4 — Nursing Technology 4  2 rec  4 lect  12 clin  10 cr
Study of the nursing care of patients with varied and complex health problems. Clinical laboratory experience includes medical, surgical and psychiatric nursing problems.  Prereq: TN 3, SB 11
DEPARTMENT OF SOCIAL STUDIES AND HUMANITIES

The aims of the Department of Social Studies and Humanities are:

to view and understand the whole pageant in perspective so as to be able to see direction and purpose and character in man's labors and the cultures he has produced;
to be able to derive profitable lessons from past experience that will stand us in good stead in meeting similar grave problems as they may arise;
to develop a livelier appreciation of our own institutions and way of life, and of the virtues of a free society, through knowing the story of their unfolding and, by contrast, the story of life in dictatorships;
to expose the student to the world of books and to the use of original source readings, which make for a lifelong and invaluable influence that should prove of incalculable later benefit;
to enrich the cultural life and dimension of the student by developing an appreciation and understanding of art and music;
to provide students with the opportunity for examination of the fundamental assumptions which are involved in basic notions of knowledge, behavior, and the nature of reality;
to teach the student the nature of the modern science of psychology by studying growth and development; motivation; emotions and mental health; intelligence; and personality evaluation;
to examine group life by a study of culture; communication; social stratification; social change; social institutions, such as marriage and the family, religion and education.

SOCIAL STUDIES AND HUMANITIES

Art

GA 1 — Art Appreciation  
The study of aesthetics and the exploration of various art media; philosophical, social and personal influences of the artists and their work. Important characteristics and styles of each historical period. Analysis of art masterpieces, visits to museums and exhibitions and opportunities for creative student experiences.

GA 2 — Introduction to Drawing and Painting  
The elements of drawing and painting in various media. Emphasis on the development of individual skill and creativity. Preparation for more advanced and varied work in the art field, such as graphic and industrial design. Visits to museums and exhibitions.
Prereq: GA 1 or special permission of the instructor
**GA 3 — Graphic Design**  4 rec  2 cr
Application of drawing and painting techniques in the creation of effective graphic design, such as layout and rendering in different media for advertising. Emphasis on typography and original lettering.
Prereq: GA 1 or special permission of the instructor.

**Music**

**GM 1 — Music Appreciation**  2 rec  1 cr
Nature of music expression; elements of music, including tempo, meter, rhythm, melodic and harmonic material and structure, tone color, texture, structure examined in instrumental and vocal "forms;" words and music (art, song, oratorio, opera). History of development of musical styles and forms. Use of Audio Lab.

**GM 2 — Chorus**  2 rec  1 cr
The study and presentation of standard choral literature for mixed voices. Choral training and performance at College ceremonies and functions.

**GM 10 — Twentieth Century Music**  3 rec  3 cr
An exploration into the divergent styles of twentieth century music. Major trends and developments in Europe and the United States will be studied along with the examination of the significant works of outstanding composers of our century. Use of Audio Lab.
Prereq: GM 1 or special permission of the instructor.

**Social Studies**

**GS 1 — History of Civilization 1**  3 rec  3 cr
Study of Western civilization from earliest times to 1600 A.D., with special emphasis on political, social and economic development from the Greeks to the Age of Absolutism.

**GS 2 — History of Civilization 2**  3 rec  3 cr
Outstanding political, intellectual, philosophical and economic trends, movements and events from the sixteenth century to modern times in Western civilization.
Prereq: GS 1

**GS 3 — Government**  3 rec  3 cr
Analysis of American political system with emphasis on its national aspects and some attention to N. Y. State and City government. Topics include the Constitution and its origins, the federal system, political parties, civil liberties and civil rights, government regulation of the economy and formulation of foreign policy.
Prereq: GS 1, 2
GS 4 — Economics
Study and analysis of production, the price system, the distribution of income, and of money, banking, and credit. Operation of American free enterprise system. Problems involving federal regulation, monetary policy, labor, agriculture, the consumer and foreign trade.
Prereq: GS 1, 2

GS 5 — Psychology
The scientific method in the understanding of human behavior. An introductory study of growth and development, motivation, emotions and mental health, learning, intelligence and personality evaluation.
Prereq: GS 1, 2

GS 6 — Sociology
Human life as group life. Culture and personality; courtship, marriage and the family; religious behavior; education and communication; the theories of social stratification and social change.
Prereq: GS 1, 2

GS 7 — Introduction to Philosophy
The fundamental questions of human experience and the basic problems of philosophy. Study and analysis of concepts and views of ancient and modern philosophers.
Prereq: GS 1, 2

GS 8 — American History 1 (1492-1865)
An account of our nation’s history from European beginnings and earliest colonial times through the Civil War, with special attention to institutions and politics. Recent historical interpretations and examination of historical origins of current problems.
Prereq: GS 1, 2

*GS 9 — American History 2 (1865 to present)
American history since the Civil War, with special attention to intellectual developments. Analysis and examination of reconstruction, political development, issues such as the tariff, silver, agriculture and federal regulation and the Progressive Era. American involvement in both world wars and resolution of the clash between isolation and world participation. Our struggle against totalitarianism, activity in the United Nations, and relations with Latin America also noted.
Prereq: GS 1, 2

*To be offered in Spring semester, 1963 as a parallel course with GE 12, American Literature and Thought. Classes will frequently be conducted concurrently. A student may receive credit for either GS 9 or GE 12.
GS 10 — History of Modern Imperialism and Colonialism 3 rec 3 cr
A survey of the world scene since 1870, especially in the building of colonial empires in Africa, Asia and Latin America; the rivalries among the imperialist powers; the relationship of imperialism to World Wars I and II; the decline of colonialism and the rise of Soviet imperialism.
Prereq: GS 1, 2

GS 11 — Modern History of the Far East 3 rec 3 cr
China, Japan and Korea in the modern period; political and cultural institutions; structure of oriental societies; advances of the West and the effects of imperialism; modernization of East Asian nations; nationalism, industrialism, agrarian reforms; Communism; problems of the post-World War II period.
Prereq: GS 1, 2

GS 12 — Philosophy, Science and Human Values 3 rec 3 cr
An examination of the philosophical problems involved in the relationship of science to human conduct. Fundamental questions of science and society are approached through a systematic and historical analysis of the philosophical problems of science and an examination of specific issues in the social sciences, philosophy, and social policy.
Prereq: GS 1, 2

GS 13 — Comparative Government 3 rec 3 cr
A description and analysis of the governments and politics of some of the leading world powers: Great Britain, France, West Germany, the Soviet Union, India and Communist China.
Prereq: GS 1, 2, 3
PRINCIPLES OF SCIENCE

An inter-departmental offering by the Departments of Biology, Chemistry, and Physics, administered in the Department of Chemistry.

An understanding of science is a necessary part of the knowledge of educated, modern man. For the student who is not majoring in science, these fundamentals may be acquired by means of an interdisciplinary course which presents a broad, integrated view of science.

More specifically, the objectives of these courses are:

- to gain a clear understanding of science by providing the student with a core of scientific knowledge;
- to develop an understanding of the nature of matter and its processes, particularly those used by man to overcome the limitations imposed by his natural environment;
- to develop an understanding of the scientific approach to the solution of problems through methods such as hypothesis, observation and experimentation;
- to develop in the student effective methods of critical thinking through the use of scientific methods.

PRINCIPLES OF SCIENCE

SS 1 — Principles of Science 1
1 rec 2 lec 2 lab 4 cr
Beginnings of science and planetary motion; the laws of motion; gravitation; energy and heat; matter and its chemical nature; electricity and magnetism; light; structure of the atom.

SS 2 — Principles of Science 2
1 rec 2 lec 2 lab 4 cr
Chemical bonds and chemical reactions; carbon chemistry; cells and protoplasm; nutrition; metabolism; reproduction; heredity; minerals and rocks; geological changes; astrophysics.
Prereq: SS 1

SS 3 — Introduction to Science
2 lec 3 lab 3 cr
History of science; motion, force, energy, heat, states of matter, chemical nature of matter, electricity, light, atomic structure and radiation, chemical bonds, solutions, acids and bases, oxidation reduction, organic chemistry; survey of biochemistry.
Required of Nursing Students
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Supplement to Catalog No. 2 1962-1964

Addenda and Revisions

September 1, 1963
INFORMATION

The Supplement: The material in this Supplement follows the order of the official Catalog #2 (1962-1964). Reference is made to the original page number in Catalog #2, where the basic and related information may be found.

Students using this Supplement are urged to consult both the Catalog and this Supplement when seeking the most recent and official information regarding courses, curriculum, and college regulations.

Requests: Students are advised, wherever possible, to state their request or case in writing when they make official inquiries of College Personnel. They should also request a reply in writing.

The program and requirements set forth in the College Catalog and this Supplement are subject to change without notice at any time at the discretion of the College.
GENERAL ANNOUNCEMENTS

Curriculum Titles

The following curriculum titles, as approved by the Board of Higher Education and the Board of Trustees of State University of New York and registered with the State Education Department, are in effect as of September 1, 1963:

BUSINESS
(formerly known as Business and Commerce)
Options in Accounting, Retail Business Management, and Executive Secretarial Studies

CHEMICAL TECHNOLOGY
Option leading to the third year of a College of Pharmacy may be elected

ENGINEERING SCIENCE
(formerly known as Pre-Engineering):
The first two years of the Engineering sequence.

ELECTRICAL TECHNOLOGY
(formerly known as Electrical Engineering Technology)

MECHANICAL TECHNOLOGY
(formerly known as Mechanical Engineering Technology)

LIBERAL ARTS AND SCIENCES

MEDICAL LABORATORY TECHNOLOGY

NURSING

Department Titles

The names of the academic departments and the location of offices at Bronx Community College are:

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*Formerly known as Guidance, Counseling and Student Services.
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Day and Evening Sessions

FALL SEMESTER, 1963*

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<td>Sept. 5, 6</td>
<td>Thurs., Fri.</td>
<td>Freshman Orientation (Day &amp; Evening Sessions)</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Thurs.</td>
<td>Make-Up Placement Examinations for new Day Session students</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Sat.</td>
<td>Make-Up and Conditional Examinations for resolution of Summer Session E and K grades</td>
</tr>
<tr>
<td>Sept. 9-12</td>
<td>Mon.-Thurs.</td>
<td>Registration period (Day &amp; Evening Sessions)</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Fri.</td>
<td>Faculty Council Meeting</td>
</tr>
<tr>
<td>Sept. 16</td>
<td>Mon.</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Sept. 18</td>
<td>Wed.</td>
<td>No classes — Evening Session only</td>
</tr>
<tr>
<td>Sept. 19, 20</td>
<td>Thurs., Fri.</td>
<td>No classes — Day and Evening Sessions</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Tues.</td>
<td>Last day for resolution of E, K, L grades of Spring 1963 and Summer 1963 Sessions</td>
</tr>
<tr>
<td>Oct. 21-25</td>
<td>Mon.-Fri.</td>
<td>Early Warning to students doing unsatisfactory academic work</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>Fri.</td>
<td>Last day for filing of applications for admission to the Spring 1964 Semester</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Tues.</td>
<td>No classes — Election Day</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Mon.</td>
<td>No classes — Veterans Day</td>
</tr>
<tr>
<td>Nov. 12-15</td>
<td>Tues.-Fri.</td>
<td>Mid-term grades issued to students by instructors</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Mon.</td>
<td>Last day for Evening Session students to file applications for transfer to Day Session</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Mon.</td>
<td>Last opportunity to withdraw from classes with J Grade — no academic penalty</td>
</tr>
<tr>
<td>Nov. 28-Dec. 1</td>
<td>Thurs.-Sun.</td>
<td>No classes — Thanksgiving Recess</td>
</tr>
<tr>
<td>Dec. 21-Jan. 1</td>
<td>Sat.-Wed.</td>
<td>No classes — Winter Recess</td>
</tr>
<tr>
<td>Jan. 2, 1964</td>
<td>Thurs.</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Fri.</td>
<td>Last day of classes, Fall Semester, 1963</td>
</tr>
<tr>
<td>Jan. 13-20</td>
<td>Mon.-Mon.</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Thurs.</td>
<td>Mid-year Reception for graduates</td>
</tr>
<tr>
<td>Jan. 25</td>
<td>Sat.</td>
<td>Make-Up and Conditional Examinations for resolution of E and K grades received in Fall Semester, 1963</td>
</tr>
</tbody>
</table>

Note:
Classes will not be held at the Concourse Center on the days noted below. Instructors will conduct their classes at other arranged times and places.

Fall Semester, 1963
October 3, 1963 Thursday
October 4, 1963 Friday
October 10, 1963 Thursday
October 11, 1963 Friday

Spring Semester, 1964
May 18, 1964 Monday

*Any changes in the calendar will be announced through the office of the Dean of Administration.
**SPRING SEMESTER, 1964**

**Jan. 27-Jan. 30**
Mon.-Thurs.

**Feb. 3**
Mon.

**Feb. 4**
Tues.

**Feb. 12**
Wed.

**Mar. 2**
Mon.

**Mar. 9-13**
Mon.-Fri.

**Mar. 16**
Mon.

**Mar. 26-Apr. 5**
Thurs.-Sun.

**Apr. 6-10**
Mon.-Fri.

**Apr. 13**
Mon.

**May 22**
Fri.

**May 25-June 1**
Mon.-Mon.

**June 6**
Sat.

**June 9**
Tues.

**June 13**
Sat.

**Registration period**

**Faculty and Departmental Conferences**

**First day of classes**

**No classes — Lincoln’s Birthday**

**Last day to file application for admission for Fall Semester, 1964**

**Early Warning to students doing unsatisfactory work**

**Last day for resolution of E, K, and L grades of Fall Semester, 1963**

**No classes — Spring Recess**

**Mid-term grades issued to students by instructors**

**Last opportunity to withdraw from classes with J grade — no academic penalty**

**Last day for Evening Session students to file application for transfer to Day Session**

**Mid-term grades issued to students by instructors**

**Last day of classes, Spring Semester, 1964**

**Final examinations**

**Placement examinations for new students (Fall Semester, 1964)**

**Commencement Exercises**

**Make-Up and Conditional Examinations for resolution of E and K grades received in Spring Semester, 1964**

---

**SUMMER SESSION, 1964**

**June 22-24**
Mon.-Wed.

**June 29**
Mon.

**July 9**
Thurs.

**Aug. 10**
Mon.

**Aug. 11**
Tues.

**Sept. 12**
Sat.

**Registration period**

**First day of classes, Summer Session**

**Last opportunity to withdraw from classes with J grade — no academic penalty**

**Last day of classes, Summer Session**

**Final examinations**

**Make-Up and Conditional Examinations for resolution of Summer Session E and K grades**

*Any changes in the calendar will be announced through the office of the Dean of Administration.*
BOARD OF HIGHER EDUCATION
of the
CITY OF NEW YORK
(Catalog p. 8)

The following members resigned and were designated Members Emeriti in June, 1963:
Hon. John Adikes
Hon. A. Joseph Geist
Hon. Joseph Schlossberg

The following new Board members were appointed by the Mayor to fill the unexpired terms of members whom they replace, as indicated:
Hon. Jack I. Poses (replaces Hon. John Adikes)
Hon. David Sullivan (replaces Hon. A. Joseph Geist)
Hon. Benjamin F. McLaurin (replaces Hon. Joseph Schlossberg)

THE CITY UNIVERSITY OF NEW YORK
Administrative Council
as of July, 1963
(Catalog p. 9)

Chancellor Albert H. Bowker ................ The City University of New York
B.S., Ph.D.
President Buell G. Gallagher .................. The City College
President John J. Meng ........................ Hunter College
M.A., Ph.D., LL.D., L.H.D.
President Harry D. Gideonse .................... Brooklyn College
M.A., L.H.D., LL.D.
President Harold W. Stoke ..................... Queens College
M.A., Ph.D., LL.D.
President Walter L. Willig ...................... Staten Island Community College
M.C.E., P.E.
President Morris Meister ....................... Bronx Community College
M.A., Ph.D., Sc.D.
President Dumont F. Kenny ..................... Queensborough Community College
Ph.D.

Dean Mina S. Rees ................................ Dean of Graduate Studies
A.M., Ph.D., Sc.D.
Dean Harry N. Rivlin .......................... Dean of Teacher Education
A.M., Ph.D.
Dean Harry Levy ................................ Dean of Studies
A.M., Ph.D.
STATE UNIVERSITY OF NEW YORK
Board of Trustees
(Catalog p. 11)

Boyd E. Golder (Retired, December 31, 1962)

Paul B. Orvis, B.S. .................................. Executive Dean for Institutes and Community Colleges
Kenneth T. Doran, B.S., M.S. (Ed.), Ed.D. Associate Executive Dean for Institutes and Community Colleges

ACCREDITATION
(Catalog p. 11)

Bronx Community College was re-accredited by the Middle States Association of Colleges and Secondary Schools, Commission on Institutions of Higher Education, in June 1963.

B. C. C. MILESTONES
(Catalog p. 20)

Re-accredited by Middle States Association .................. Spring, 1963
5th Anniversary Celebration (First Annual Charter Day) .... May, 1963
Third Summer Session (Day and Evening) ........................ 1963

THE LIBRARY
(Catalog p. 21)

The college Library, located at the east end of the first floor, contains over 10,000 volumes. The renovated Library is air-conditioned for comfort and use during the summer months and the Summer Session.
OFFICERS OF ADMINISTRATION

(Catalog p. 26)

New appointments and changes of title as of July 1, 1963:

Dr. Abraham Tauber ........................................ Dean of Faculty
Dr. Sidney Silverman ........................................ Dean of Administration and Director of Evening Session
Dr. Clement M. Thompson .................................. Dean of Students and Director of Student Activities
Dr. Henry White .............................................. Director of Summer Session
Prof. Daniel S. McGrath, Jr. .............................. Assistant Dean of Administration and Director of Athletics
Dr. Vera F. Minkin ........................................... Assistant Dean of Students
Prof. John E. D'Andrea .................................... Director of Admissions and Registrar
Joseph E. Berman ........................................... Fiscal Officer

ASSISTANTS TO OFFICERS OF ADMINISTRATION

(Catalog p. 31)

Assistant to the Director of the Evening Session .. Prof. Paul Rosenfeld
B.A., The City College; M.A., Columbia University

Assistant to the Director of the Summer Session .. Prof. Herman Stein
B.S., The City College; M.A., Brooklyn College

Sr. Accountant (Group Chief) and Purchasing Agent . David P. Greenberg
B.S., LL.B., New York University; R.P.A., State of New York

Assistant Registrar ......................................... Mrs. Eileen Buckley McCulloch
B.S., College of Mt. St. Vincent (N.Y.)

Assistant Registrar ......................................... Mrs. Mildred Kraft
B.A., Hunter College

Assistant Registrar ......................................... Richard A. Rogal
B.A., Brandeis University

Public Relations Officer ................................. Prof. Minerva Chalapis
B.A., Western Michigan University; M.A., Wayne State University
Promotions and changes in rank as of September 1, 1963:

Berger, Frederick ........... Assistant Professor, Engineering Technologies
Caffrey, Peter J. ............ Assistant Professor, English and Speech
Chalapis, Minerva .......... Assistant Professor, English and Speech
Colwell, Thomas B. ......... Assistant Professor, Social Studies and Humanities
D'Andrea, John E. .......... Assistant Professor, Director of Admissions and Registrar
Furst, John .................. Assistant Professor, Mathematics and Physics
May, Martin K. ............. Associate Professor, Business and Commerce
Pitman, Avis ................ Assistant Professor, Nursing
Rosenfeld, Paul ............. Assistant Professor, Assistant to Director of the Evening Session
Schaumberger, Norman ...... Associate Professor,* Mathematics and Physics
Steuerman, Michael ......... Assistant Professor, Health and Physical Education

New, full-time appointments to the Day Session Faculty:

Altman, Ruth ................. Instructor, Health and Physical Education
B.S., Brooklyn College; M.A., New York University
Berger, Phyllis .............. Instructor, Engineering Technologies
B.M.E., The Cooper Union; M.S.M.E., Stevens Institute of Technology
Costello, Francis ........... Instructor, Biology and Medical Laboratory Technology
B.S., M.S., Fordham University

*As of February 1, 1963.
Erdsneker, Martin ............................. Instructor, Mathematics and Physics  
B.S., The City College

Hamer, Judith ................................. Instructor, English and Speech  
B.A., Cornell University; M.A., Smith College

Pollin, Burton R. ............................... Associate Professor, English and Speech  
B.A., The City College; M.S. in Ed., the City College; Ph.D., Columbia University

Rozen, Dinah ................................... Instructor, Mathematics and Physics  
B.A., Radcliffe College; M.A., Columbia University

New, part-time appointments to the Day Session faculty, for 1963-64:  
(Catalog p. 32)

Keatinge, Suzanne, M.A. ..................... Lecturer, Biology and Medical Laboratory Technology

Moehs, Teta E., M.A. ......................... Lecturer, Social Studies and Humanities

Schulman, Samuel, M.A. ...................... Lecturer, Modern Languages

TECHNICAL ASSISTANTS
(Catalog p. 35)

G. Leonard Brooks ............................ Visual Aids, Audio Laboratory, and Business and Commerce Equipment

STAFF
(Catalog p. 35)

Additions

Office of the Dean of Faculty:
  Mrs. Hannah Goldstein, Typist  
  Mrs. Gussie Rosenbloom, Typist  
  Mrs. Anne Lerner, Stenographer

Business Office:
  Miss Olga Feliciano, Account Clerk  
  Mr. Joseph Musicus, Assistant Accountant

Office of Dean of Administration and Director of Evening Session:
  Miss Catherine M. Fitzmaurice, Typist

Custodial:
  Mr. Clarence Van Bomel, Head of Custodial Staff  
  Mr. William Ludwig, Senior Building Repairman
## FACULTY COMMITTEES

### Committee

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standing</td>
<td>Dean Tauber</td>
</tr>
<tr>
<td>Admissions and High School Liaison</td>
<td>Prof. D'Andrea</td>
</tr>
<tr>
<td>Committee on Committees</td>
<td>Prof. Caffrey</td>
</tr>
<tr>
<td>Cultural Activities</td>
<td>(to be elected)</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>(to be elected)</td>
</tr>
<tr>
<td>Faculty Council</td>
<td>President Meister</td>
</tr>
<tr>
<td>Faculty Welfare</td>
<td>Prof. May</td>
</tr>
<tr>
<td>Instruction</td>
<td>(to be elected)</td>
</tr>
<tr>
<td>Library</td>
<td>Dr. Rosenstock</td>
</tr>
<tr>
<td>Nominations and Elections</td>
<td>Prof. Rosh</td>
</tr>
<tr>
<td>Scholarship and Financial Aid to Students</td>
<td>Dr. Wilkinson</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Dean Thompson</td>
</tr>
</tbody>
</table>

### Officers of the Faculty:
- President Meister, Chairman
- Dean Tauber, Vice-Chairman
- Miss Baum, Secretary
- Prof. Furst, Treasurer
- Prof. Rosh, Chief Teller

## ADMINISTRATIVE COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Employees—Hearings</td>
<td>Dean Silverman</td>
</tr>
<tr>
<td>Administrative Employees—Ratings</td>
<td>Mr. Berman</td>
</tr>
<tr>
<td>College Occasions</td>
<td>Dean Minkin</td>
</tr>
<tr>
<td>Personnel and Budget (College)</td>
<td>President Meister</td>
</tr>
<tr>
<td>Personnel and Budget (Departmental)</td>
<td>Heads of Department</td>
</tr>
<tr>
<td>Program (Scheduling)</td>
<td>Dr. Schaumberger</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>Dean McGrath</td>
</tr>
</tbody>
</table>
3. **DEADLINE:** Applications for admission to the College should be filed *prior* to the date announced in the Academic Calendar.

8. **ADVANCED STANDING:** Applicants for transfer to Bronx Community College, from another college not a unit of the City University, and who have received a grade of *D* in a course identical with or equivalent to one required in their curriculum at B.C.C., will receive exemption from such a course, but *no degree credit*. Such students may register for the equivalent course at B.C.C. as *auditors* but they will not receive a grade or credit toward the degree. (Refer also to Catalog p. 51, and Supplement p. 16.)
MATRICULATED STATUS (CATEGORIES)
(see also Catalog p. 40)

B.C.C. MATRICULANTS: (These candidates for degrees may attend Day or Evening Session.)

Students in this category have met all the college admission requirements, offered satisfactory standards of high school scholastic attainment in prescribed high school units, and achieved adequate entrance examination scores. Students remain in this category as long as they pursue the sequence of prescribed courses in the curriculum and maintain a satisfactory scholastic index. (Students carrying a full program of 12 credits are eligible to apply for the New York State Scholar Incentive Award.)

B.C.C. Matriculants in the Evening Session are permitted to carry a 12 credit or 4 course program per semester and are eligible to transfer to the Day Session upon application.

B.C.C. Matriculants attending in the Evening Session, and who plan to continue in the Day Session in the subsequent semester, must apply for transfer to the Day Session, as do other applicants for such transfer, within the time limit for such application specified in the Academic Calendar.

Matriculated students whose academic work on the college level falls below the standard requirements become Pre-Matriculants.

EVENING SESSION MATRICULANTS: (These candidates for degrees may attend the Evening Session only.)

Students in this category have presented the prescribed high school units and have shown evidence of being able to profit from an opportunity for higher education. They have not yet met the high standards of scholastic attainment required to undertake a full-time program of college studies.

Students may remain Evening Session Matriculants as long as they pursue the sequence of prescribed courses in their curriculum and maintain a satisfactory scholastic index. Evening Session Matriculants are permitted to carry a 9-credit, or 3-course program, per semester.

To become a B.C.C. Matriculant, an Evening Session Matriculant must complete 15 credits in prescribed, degree-credited courses in his curriculum with a scholastic index of 2.5 or 30 credits with an index of 2.0.

Evening Session Matriculants whose academic work on the college level falls below the standard requirements become Pre-Matriculants (limited).
NON-MATRICULATED STATUS

(Students not considered candidates for degrees are permitted to take courses in the Evening Session. They may achieve matriculant status, as described below.)

PRE-MATRICULANTS: Students who fail to gain matriculant status are of several types: those whose records in high school or on admission tests were below standards set for matriculation; or transferees whose previous college records fell below the standards set for matriculation; or applicants with serious conditions in mathematics, science, foreign language or other required admission units.

Pre-Matriculants are permitted to carry a minimum 6-credit or 2-course program per semester.

In order to gain matriculant status, students must remove their admission conditions, if any, and achieve academic grades reflecting high scholastic standards in college level subjects (cf. Evening Session Matriculants who seek B.C.C. Matriculant status).

In addition, those with previous college records must achieve a combined minimum cumulative index of 1.9 in their B.C.C. courses and previous college records.

Pre-Matriculants whose academic work on the college level falls below par will be suspended from the College for one semester.

NON-MATRICULANTS: High school graduates, or those with equivalent preparation, may take individual courses in the Evening Session, without following a prescribed curriculum pattern towards a degree. Non-Matriculants are permitted to carry a 6-credit or 2-course program per semester. Late applicants may register as Non-Matriculants until such time as their records are evaluated.
TEMPORARY GRADES

Requests for resolution of special (temporary) grades assigned at the end of a semester for any of the reasons stated in the chart below must be made by the following March 15 for grades received in the Fall semester, and by the following October 15 for grades received in the Spring or Summer Semester. It is the student's responsibility to follow this procedure.

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Equivalent</th>
<th>Circumstances</th>
<th>Resolved Grade May be</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>55-59</td>
<td>Doubtful or unresolved academic status. Re-examination or subsequent registration to repeat course may be required.</td>
<td>D or F</td>
</tr>
<tr>
<td>K</td>
<td>60-100</td>
<td>Student passing course, but absent from final examination. Student must apply for make-up examination. With legitimate justification for absence, permission will be granted for make-up examination.</td>
<td>A, B, C, D, or F</td>
</tr>
<tr>
<td>L</td>
<td>60-100</td>
<td>A unit or project or required work not submitted but otherwise passing a course. Extension of time granted.</td>
<td>A, B, C, D, or F</td>
</tr>
</tbody>
</table>

MID-TERM GRADES

Instructors assign and inform students of mid-term grades during a period designated in the Academic Calendar. The last date on which a student may withdraw from a course with an assured grade of J comes at the conclusion of this period.
CRITERIA AND REQUIREMENTS FOR MAINTAINING ACADEMIC STANDING

(Catalog p. 48)

4. Students who lose their B.C.C. Matriculation or Evening Session Matriculation status must attain a minimum cumulative index of 1.90 as pre-matriculants to regain their previous classification. (Former Day Session students in the Evening Session must apply for transfer to Day Session by the date indicated in the Academic Calendar if they wish to resume studies in that division.)

END-OF-SEMESTER CLASSIFICATION CHART

(Catalog p. 49)

<table>
<thead>
<tr>
<th>Credits taken</th>
<th>Probation and Limited Program Status</th>
<th>Loss of B.C.C. or Evening Session Matriculation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18</td>
<td>1.80</td>
<td>1.50</td>
</tr>
<tr>
<td>19-28</td>
<td>1.85</td>
<td>1.60</td>
</tr>
<tr>
<td>29-37</td>
<td>1.90</td>
<td>1.75</td>
</tr>
<tr>
<td>38-46</td>
<td>1.95</td>
<td>1.85</td>
</tr>
<tr>
<td>47-54</td>
<td>1.95</td>
<td>1.95</td>
</tr>
<tr>
<td>55-64</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT CONFERENCES

(Catalog p. 51)

Students are reminded that they may make appointments periodically with their instructors during office hours to discuss their progress in courses. In some courses, such consultations are mandatory.

AUDITING

(Catalog p. 51)

To audit a course is to register and attend, but to receive no credit. Auditing of courses is permitted only with special permission, applied for in the Registrar’s Office, and sometimes required with an E grade in certain departments.
COMMITTEE ON ACADEMIC STANDING
(Catalog p. 49)

A student may appeal to the Committee on Academic Standing for consideration of such matters as matriculation status, permission to carry extra credits, permission to make course substitutions, waivers of specific requirements, or appeal for reconsideration of a grade.

A student should address a letter clearly stating his request to the Registrar, Secretary of the Committee on Academic Standing.

If a student wishes to appeal a grade, he is directed first to the instructor who gave the original grade. Should the student fail to resolve his problem there, he may then seek an interview with the Head of the Department, who acts as a consultant, but may not change any grade. The Head of the Department will confer with the instructor, if indicated.

A student has the option of appealing a grade, finally, to the Committee on Academic Standing. Such appeals of academic grades (A, B, C, D, F) are referred to a departmental ad hoc committee, whose decisions are final.

REQUESTS TO TAKE COURSES IN OTHER DIVISIONS OR COLLEGES
(Catalog p. 50)

Registration must be completed in the division, (Day or Evening) in which the student is officially registered, before permits will be considered for another division.

Students desiring to take courses at another college or at another unit of the City University, while matriculated at Bronx Community College, must fill out the required Permit Form issued by the Office of the Registrar, where permission will be granted according to College regulations.

TRANSCRIPTS
(Catalog p. 50)

There is a $1.00 fee for each transcript requested.
At a designated time during each semester, students are required to indicate the courses they plan to take during the following semester. Student Personnel advisors, curriculum chairmen and faculty consultants will be available to answer any questions and offer assistance. It is important that this information be returned to the Registrar's Office by the date designated. Since pre-registration assists in planning for the subsequent semester, the privilege of early registration is extended to those who have completed the pre-registration forms according to the deadline announced and indicated in the Academic Calendar.

Please see paragraph 8, Procedures in Applying for Admission, Catalog p. 38 and Supplement p. 12.

Students who have been previously academically dismissed, or who present records of a low achievement level from other colleges, must obtain a 2.5 index in a minimum of 15 credits of work completed in courses in the Evening Session at Bronx Community College, as well as a cumulative index of 1.9, before they may be considered for matriculated status.
EVENING SESSION
(Catalog p. 52)

Programs

The Evening Session offers the same academic programs, courses and curricula leading to degrees as the Day Session, except for Nursing. A special pre-Nursing curriculum is available in the Evening Session.

Requirements for Matriculation

The same admission and matriculation requirements prevail as in the Day Session, except that students with other than B.C.C. Matriculation status may attend.

Academic Standards (Catalog p. 53)

In matters of scholarship, attendance, grades, programs of study, etc., the data in this catalog pertain to Evening as well as to Day Session students, except where otherwise noted.

It is recommended that students matriculate as early as possible, so they may enjoy the benefits of lower tuition fees and the privileges of early registration, and so that they may be guided into a planned, unified and integrated educational experience, through a progressive curriculum leading ultimately to a degree.

Transfer from Evening to Day Session (Catalog p. 53)

Please consult the relevant material in the Catalog on pages 51 and 53, and in this Supplement on page 14.
FEES—DAY AND EVENING SESSIONS
(Catalog p. 54)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions — Test</td>
<td>$3.00</td>
</tr>
<tr>
<td>Tuition — Day Session Matriculant</td>
<td>150.00</td>
</tr>
<tr>
<td>Tuition — Evening Session Matriculant</td>
<td>10.00</td>
</tr>
<tr>
<td>Tuition — Day Session Non-Matriculant</td>
<td>15.00</td>
</tr>
<tr>
<td>Tuition — Evening Session Non-Matriculant</td>
<td>5.00</td>
</tr>
<tr>
<td>Laboratory</td>
<td>1.00</td>
</tr>
<tr>
<td>Breakage Insurance</td>
<td>1.00</td>
</tr>
<tr>
<td>Change of Program</td>
<td>2.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>2.00</td>
</tr>
<tr>
<td>Evening and Summer Session Registration</td>
<td>3.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>15.00</td>
</tr>
<tr>
<td>Transcript or Duplicate Record</td>
<td>1.00</td>
</tr>
<tr>
<td>Student Activities***</td>
<td>10.00</td>
</tr>
<tr>
<td>Student Activities per semester, Day Session</td>
<td>1.00</td>
</tr>
<tr>
<td>Malpractice Insurance (Nursing students only)</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Applicants pay this fee when they take the Admissions Examination per semester, per contact hour for limited liability insurance against breakage for changes requested by the student and granted after completion of the registration process for permission to enroll after designated registration period per semester to be paid during registration of the semester prior to graduation for each transcript or report of grades per semester, Day Session per semester for Evening Session and Summer Session (1964) (supports student extracurricular activities, including publications, clubs, teams, and student organizations) per year

Malpractice Insurance (Nursing students only) $5.00 per year

*Tuition fees of Evening Session matriculated students are limited to a maximum of $150 per semester.

**Audio-lab users will be charged a Breakage Insurance fee for each course in which use of the Audio-Lab is required.

***Student Activity fees are placed in a fund governed by the Bronx Community College Association, Inc., a state-chartered corporation in which faculty and elected student representatives sit on the Board of Directors.

FEES—DAY AND EVENING SESSIONS (Cont'd.)
(Catalog p. 54)

All fees must be paid at registration time. Students must make all loan or scholarship arrangements well in advance of registration with the appropriate agency or by application to the Committee on Financial Aid to Students.

No refunds of fees are made in the event of the student's withdrawal from the College or from individual courses, except as provided in regulations of the Board of Higher Education for emergency or extenuating circumstances, before fixed dates. Application for refunds must be made in writing to the Dean of Faculty for Day Session students, and to the Director of the Evening Session for Evening Session students.
FACILITIES
(Catalog p. 62)

Cafeteria

A Faculty Dining Room is located in the east wing of the fifth floor.

Auditorium

The newly renovated Auditorium is located on the first floor of the College. Student activity programs are regularly scheduled in the Auditorium, as are community and cultural events.

Infirmary

The college infirmary is located in the basement-mezzanine, Room BM 5.

A registered nurse is on duty from 9:00 A.M. to 5:00 P.M. each day, and from 6:00 P.M. to 10:00 P.M. in the evening.

Gymnasium

The newly renovated Gymnasium and locker rooms were opened for use in the spring of 1963. They are located in the basement of the Main Building.

Swimming Pool

The swimming pool was renovated and opened in the spring of 1963 for Health and Physical Education classes. Like the Gymnasium, the Pool is also available for student and faculty use during specified hours.

Student Activities Office

The Student Activities office is located on the fifth floor, Room 5-22. It is the headquarters for the Student Council and other student government activities.

Student Publications Office

An office and workshop for student publications is located in the basement-mezzanine, Room BM 4. The Student Newsletters, The Communicator, and Genesis are currently housed here.

College Public Relations

The office of the College Public Relations Officer is located in the basement-mezzanine, Room BM 3.
NEW YORK STATE SCHOLARSHIP AID

Scholar Incentive Award (Catalog p. 55)

New York State offers various types of financial assistance to qualified college students who are State residents. It is very important that students seeking such aid should obtain full information and meet each application deadline promptly.

Scholar Incentive Program—Applications should be filed before July 1 for each academic year, but will be accepted up to December 1. (Applications for the spring semester have an April 1 deadline.) Annual application is required.

Regents College Scholarships for Undergraduates—Candidates should seek directions from their high school principal and/or guidance counselor. See also Catalog p. 59.

DEPARTMENT OF STUDENT PERSONNEL
(formerly Department of Guidance, Counseling and Student Services)
(Catalog p. 58)

The current Student Handbook will provide the student with additional information concerning the scope and services of the Department of Student Personnel.

LOANS AND WORK-SCHOLARSHIPS
(Catalog p. 59)

Applicants for Grand Street Foundation assistance are urged to exhaust all other loan resources before they apply for Grand Street Foundation work-scholarship aid. More information is available in the Student Handbook.

STUDENT ACTIVITIES
(Catalog p. 60)

Current information regarding student activities is available in the current Student Handbook.
The Curriculum

Curriculum Pattern

MECHANICAL TECHNOLOGY
(Catalog p. 80)

correction:

In the SECOND YEAR, Third Semester, the course title of TM 14 should read: Manufacturing Organization and Management (*not* Production Planning).

Curriculum Pattern

ELECTRICAL TECHNOLOGY
(Catalog p. 75)

correction:

In the SECOND YEAR, Fourth Semester, “TE 42” should read “TE 41.”
Curriculum Pattern

LIBERAL ARTS AND SCIENCES (TRANSFER)
(New language in college)
(Catalog p. 77)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
<td>GE 2</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>G-01</td>
<td>Foreign Language</td>
<td>4</td>
<td>G-02</td>
<td>Foreign Language</td>
<td>4</td>
</tr>
<tr>
<td>GH 1</td>
<td>Fundamental Skills</td>
<td>½</td>
<td>GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
</tr>
<tr>
<td>**SML 1</td>
<td>Survey of Mathematics I</td>
<td>3</td>
<td>**SML 2</td>
<td>Survey of Mathematics 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science 1—</td>
<td></td>
<td></td>
<td>Science 2—Choice of:</td>
<td></td>
</tr>
<tr>
<td>SB 1</td>
<td>Zoology</td>
<td></td>
<td>SB 2</td>
<td>Botany</td>
<td></td>
</tr>
<tr>
<td>SC 1</td>
<td>Chemistry I</td>
<td></td>
<td>SC 2</td>
<td>Chemistry 2</td>
<td></td>
</tr>
<tr>
<td>SPL 1</td>
<td>College Physics I</td>
<td></td>
<td>SPL 2</td>
<td>College Physics 2</td>
<td></td>
</tr>
<tr>
<td>SS 1</td>
<td>Principles of Science I</td>
<td></td>
<td>SS 2</td>
<td>Principles of Science 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>**Total 18 (Credits)</td>
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SECOND YEAR†

<table>
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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 1</td>
<td>Art Appreciation</td>
<td></td>
<td>†GE 4</td>
<td>Advanced Speech</td>
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</tr>
<tr>
<td>GE 3</td>
<td>Speech Fundamentals</td>
<td></td>
<td>GE 6</td>
<td>Modern Literature</td>
<td></td>
</tr>
<tr>
<td>GE 5</td>
<td>Classical Literature</td>
<td></td>
<td>GH 2-8</td>
<td>Activities Courses</td>
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</tr>
<tr>
<td>GH 2-8</td>
<td>Activities Courses (Choice of 2)</td>
<td>½</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>†GS 3</td>
<td>Government</td>
<td></td>
<td>†GS 4</td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>G-03</td>
<td>Foreign Language</td>
<td></td>
<td>G-1</td>
<td>College Language 1</td>
<td></td>
</tr>
<tr>
<td>***</td>
<td>Elective</td>
<td>3-4</td>
<td>***</td>
<td>Elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>**Total 16½-17½ (Credits)</td>
<td></td>
<td></td>
<td>**Total 16½-17½ (Credits)</td>
<td></td>
</tr>
</tbody>
</table>

Required for the A.A. Degree: 64 Credits

*GH 1 and GH 9 are required of all LA & S students entering September 1961 and thereafter.

**SM 11 (4cr) and SM 12 (5cr) should be taken instead of SML 1 and SML 2 by students planning to major in mathematics or the physical sciences.

***Elective — In number required to complete credits for the degree, may be selected from among courses offered in: English, and Speech, Health and Physical Education, Foreign Language, Social Studies and Humanities (Art and Music), Mathematics, Science, or Business and Commerce: TB 1 and 2; TB 17, 20 and 21; TB 8; TB 11; TB 25; TB 11 and TB 32; TB 34.

†Students majoring in science are permitted to substitute 5 points of science and/or mathematics for GS 3 (Government) or GS 4 (Economics) and GE 4 (Advanced Speech).
# Curriculum Pattern

## NURSING

(Catalog p. 83)

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 1</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>GE 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
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<tr>
<td>GH 1</td>
<td>Health Education 1</td>
<td>½</td>
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<tr>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SB 10</td>
<td>Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>TN 1</td>
<td>Nursing 1</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total** 16½

### SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
</tr>
<tr>
<td>SS 3</td>
<td>Principles of Science</td>
<td>4</td>
</tr>
<tr>
<td>TN 3</td>
<td>Nursing 3</td>
<td>3</td>
</tr>
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</table>

**Total** 17

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TS 1</td>
<td>Principles of Science</td>
<td>4</td>
</tr>
<tr>
<td>TN 2</td>
<td>Nursing 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 9

### REQUIRED FOR THE A.A.S. DEGREE: 66 CREDITS
# Curriculum Pattern

**ENGINEERING SCIENCE**  
(Formerly called Pre-Engineering)  
(Catalog p. 85)

## FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 1</td>
<td>Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GH 1</td>
<td>Fundamental Skills</td>
<td>½</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td></td>
</tr>
<tr>
<td>SP 11</td>
<td>Engineering Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SM 11</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 15½

## SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 2</td>
<td>History of Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>SM 13</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>SC 2</td>
<td>Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>SP 13</td>
<td>Engineering Physics II</td>
<td>4</td>
</tr>
<tr>
<td>TM 2</td>
<td>Engineering Graphics II</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 18

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
</tr>
<tr>
<td><strong>SM 14</strong></td>
<td>Advanced Mathematics for Engineers</td>
<td>4</td>
</tr>
<tr>
<td><strong>SP 23</strong></td>
<td>Atomic &amp; Nuclear Physics</td>
<td>3</td>
</tr>
<tr>
<td>SP 14</td>
<td>Analytical Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>TM 7</td>
<td>Descriptive Geometry</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 16

**Required for the A.A. Degree: 64½ Credits**

*GH 1 and GH 9 are required of all Engineering Science students entering September 1961 and thereafter.

**Pre-Architecture students may omit SM 14 (4 cr) and substitute General Education-Liberal Arts electives totaling at least 3 credits, permitting the degree to be granted at 63½ credits.

***Optional elective.
Course Descriptions

BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY

correction:

SB 4 — Histology and Microtechniques (Catalog p. 90) 2 lect 4 lab 4 cr
Study and preparation of vertebrate tissues and organs for microscopic study.
Prereq: L.A. — SB 1, SB 2, SB 3
MLT — SC 1, SC 2, SB 1, SB 5, SB 6

SB 10 — Human Anatomy and Physiology (Catalog p. 91)
No prerequisite.

BUSINESS AND COMMERCE

ew course:

TB 39 — Current Retailing Practices (Catalog p. 96) 2 lect 2 cr
An examination of current retailing management operations. The basis for the adoption of these practices and an analysis of their influence upon trends in retailing techniques. (The course is required instead of TB 38, for the A.A.S. degree in Retail Business Management in the Business Curriculum for Evening Session students.)

MATHEMATICS AND PHYSICS

revision:

SP 23 — Atomic and Nuclear Physics (Catalog p. 112) 2 rec 2 lab 3 cr
This course is required for Engineering Science (Pre-Engineering) students.

SM 11, SM 12 — Analytic Geometry and Calculus I and I. (Catalog p. 110)
These courses are recommended for Mathematics and Physical students pursuing a standard curriculum pattern.
MECHANICAL TECHNOLOGY

revision:
TM 7 — Descriptive Geometry (Catalog p. 114) 1 rec 4 lab 2 cr
Prereq: (not corequisite): TM 2

DEPARTMENT OF MODERN LANGUAGES

Modern Language Requirements for the A.A. Degree in Liberal Arts and
Sciences (Catalog p. 117)

Revised Outline

<table>
<thead>
<tr>
<th>H.S. Admission Units or Equivalent</th>
<th>Student Elects to:</th>
<th>Student must Complete</th>
<th>Degree Credit Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) 3 yrs. 1 lang.</td>
<td>start new lang. 01</td>
<td>Coll. 1</td>
<td>credit 01 through Coll. 1</td>
</tr>
<tr>
<td>(b) 3 yrs. 1 lang.</td>
<td>continue H.S. Lang.</td>
<td>Coll. 2</td>
<td>no credit for 01-03 if required by Placement Examination</td>
</tr>
<tr>
<td>(c) 4 yrs. 1 lang.</td>
<td>start new lang. 01</td>
<td>Coll. 1</td>
<td>credit 01 through Coll. 1</td>
</tr>
<tr>
<td>(d) 4 yrs. 1 lang.</td>
<td>continue H.S. Lang.</td>
<td>Coll. 2*</td>
<td>no credit for 01-03 if required by Placement Examination</td>
</tr>
<tr>
<td>(e) 2 yrs. of 1 lang.</td>
<td>start new lang. 01</td>
<td>Coll. 1</td>
<td>no credit for 01 - condition fulfilled</td>
</tr>
<tr>
<td>(f) 2 yrs. of 1 lang.</td>
<td>continue H.S. Lang.</td>
<td>Coll. 2</td>
<td>no credit 01-02 if required by Placement Examination</td>
</tr>
<tr>
<td>(g) 2 yrs. of 2 lang.</td>
<td>start new lang. 01</td>
<td>Coll. 1</td>
<td>credit 01 through Coll. 1</td>
</tr>
<tr>
<td>(h) 2 yrs. of 2 lang.</td>
<td>continues a H.S. lang.</td>
<td>Coll. 2</td>
<td>no credit 01-02 if required by Placement Examination</td>
</tr>
<tr>
<td>(i) 3 yrs. of 1 lang. and 2 yrs. of 1 lang.</td>
<td>continues 3 yrs. H.S. Lang.</td>
<td>Coll. 2</td>
<td>no credit 01-03 if required by Placement Examination</td>
</tr>
</tbody>
</table>

*Students who have completed 4 years of one language and elect or are required by Placement Examination to take Coll. 1 are cautioned that although B.C.C. grants degree credit for Coll. 1 under such circumstances, another college to which a student ultimately transfers may not grant degree credit and may require additional language study. Such students are advised to complete Coll. 3 as part of their elective credits at B.C.C.
MODERN LANGUAGES

French

revisions:

GF 2 — College French 2 (Catalog p. 118) 4 rec 4 cr
Readings in Modern French. An introduction to some of the best writers of France since the Renaissance. Intensive work in composition and conversation, analysis and interpretation of literary masterpieces.
Prereq: GF 1

GF 3 — College French 3 (Catalog p. 118) 3 rec 3 cr
Begin with a brief survey of the Renaissance. The course stresses reading, discussion and interpretation of works from representative authors of the 17th and 18th centuries. Selected plays of Corneille, Racine and Molière are studied critically.
Prereq: GF 2

GF 4 — College French 4 (Catalog p. 118) 3 rec 3 cr
Reading, oral discussion, reports, literary analysis of works of representative French authors from the Romantic period to the present.
Prereq: GF 3

German

revisions:

GG 2 — College German 2 (Catalog p. 119) 4 rec 4 cr
Continuation of GG 1. Reading, oral discussion in German based on the works of Hauptmann, Hesse, and Mann.
Prereq: GG 1

GG 3 — College German 3 (Catalog p. 119) 3 rec 3 cr
18th Century German Literature: Reading, translation, literary analysis, discussions and compositions based on the writings of various 18th century authors with special emphasis on Part I of Goethe’s Faust and Schiller’s Maria Stuart.
Prereq: GG 2

new course:

GG 4 — College German 4 (Catalog p. 119) 3 rec 3 cr
Reading, translation, oral discussion and analysis of selections from 19th century German classics. Emphasis on Heine, Morike, Hebbel, Stifter, Storm, Grillparzer, Hegel, etc.
Prereq: GG 3
NURSING

revision:
TN 2 — Nursing Technology 2 (Catalog p. 121)  6 lec 12 clinic 9 cr
(Instead of 6 lec 12 clinic 8 cr)
Prereq: TN 1, SB 10

SOCIAL STUDIES AND HUMANITIES

Music

new courses:
GM 11 and 12 — Choral Performance (Catalog p. 123)
   2 rec 1 cr each semester (maximum of 2 cr)
The study and presentation of standard and contemporary choral
literature for mixed voices. Choral training and performances at
College ceremonies and functions.

GM 21 and 22 — Orchestral Performance 2 rec 1 cr each semester
   (maximum of 2 cr)
The study and presentation of standard and contemporary orchestral
literature. Orchestral training and performance at College ceremonies
and functions. (The College offers the loan of orchestral instruments
for those qualified.)

Social Studies

new course:
GS 14 — Modern Latin American History (Catalog p. 125)  3 rec 3 cr
This course traces the historical developments of the Latin American
area through the nineteenth and twentieth centuries, and examines
the forces and factors that make it so significant and possibly decisive
in the current political situation. (Elective course offered only in
the Evening Session 1963-1964.)

PRINCIPLES OF SCIENCE

revision:
SS 3 — Introduction to Science (Catalog p. 126)  3 lec 3 lab 4 cr
(Instead of 2 lec 3 lab 3 cr)
Required of Nursing Students
Gifts to the College Scholarship Fund

Although the City and State of New York contribute generously to the support of the Bronx Community College, there are certain needs for which the City and State do not provide. These can be met only by gifts of public spirited citizens.

The Bronx Community College has built a scholarship fund to help qualified and deserving young people to obtain a college education.

The tuition at the college is three hundred dollars a year. Other expenses, including laboratory and student activities fees, books and personal needs, amount to about one hundred dollars a year. These costs may stand between a student and a college education.

Gifts can be made by individuals or by fraternal, labor, management, social or religious organizations in the form of full or partial scholarships, cash contributions, bequests, income from endowments, or in honor or memory of someone. Such gifts to the college will insure a college education to many fine young people who otherwise might be denied an opportunity for higher education.

Many forms of contribution are available to those willing and able to play a part in building the Bronx Community College Scholarship Fund. There are allowable tax deductions for donors.

(For further information about tax deductions, please consult Mr. Arthur H. Kahn, Counsel to the Board of Higher Education, or your own attorney, or the Office of the President of the College.)

To arrange a gift, please contact:
Dr. Rachel D. Wilkinson, Chairman
Committee on Financial Aid to Students
Bronx Community College
120 E. 184 Street
Bronx 68, New York

Suggested Form for Gift

I give and bequeath to the Board of Higher Education of the City of New York, a corporation existing under and by virtue of the Education Law of the State of New York, as Trustee for the Bronx Community College, the sum of _______________ dollars (or otherwise describe the gift) to be known as the _______________ Fund, principal and income (or the net income) of said fund to be used for (state purpose) or as the President of the College and the Board of Higher Education may determine.
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